Post Graduate Diploma in Management

PGDM/PGDM (General)
Two-Year Full Time Program

Approved by All India Council for Technical Education (AICTE), Ministry of HRD, Government of India

Student Hand Book

Academic Year 2022-23

GL Bajaj Institute of Management & Research. PGDM Institute.

Plot No. 2, Knowledge Park III, Greater Noida – 201306
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Our Vision

To be an Institute of Global Repute for Imparting Knowledge, Skill Set, Confidence and Values for being Self-reliant and Pleasantly Employable.

Our Mission

- To create a sustainable learning ecosystem to build cognitive potential.

- To inculcate quality leadership, corporate understanding and global competence.

- To inculcate entrepreneurial skills & startup attributes for the spirit of self reliance.

Program Educational Objectives (PEOs):

PEO-1: Graduates will be able to contribute in nation building with advance practical knowledge in the functional areas of business management while upholding ethical practices.

PEO-2: Graduates will be able to establish benchmarks with necessary tools and techniques to analyze, design, develop, optimize and integrate systems for handling complex business problems and uncertainty.

PEO-3: Graduates will be able to demonstrate as an effective team player with the capability to lead and appreciate team work towards organizational challenges and issues for synergistic growth of the multinational organizations: Domestic and Global Organizations.

PEO-4: Graduates will be ignited with passion and curiosity for life-long learning and innovation so that they can pursue higher studies, high level of personal and professional integrity leading to greater societal impact.

PEO-5: Graduates will be competent to take-up entrepreneurial initiatives either for their own or within other organizations where they are employed and develop innovative ideas and drive the business through entrepreneurial skills.

Program Outcomes (POs):

PO-1. Apply knowledge of management theories and practices to solve business problems.

PO-2. Foster Analytical and critical thinking abilities for data based decision making.

PO-3. Develop value based leadership skills.

PO-4. Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of the business.

PO-5. Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

PO-6: Continuous lifelong learning and professional development to enrich business knowledge and competencies.

PO-7: Apply appropriate Information and Communication Technology (ICT) and digital tools for business decision making.

Dear Students,

On behalf of the entire fraternity of GL Bajaj Institute of Management & Research. PGDM Institute, Greater Noida, We welcome you to

the GLBIMR.PGDM INSTITUTE family where the voyage of your successful career begins. The Vision of the Institute is to become the Institute of Global Repute for imparting knowledge, skill set, confidence and values to its students for being self-reliant and pleasantly employable. Entire PGDM curriculum is designed and planned to accomplish that vision. The focus is not only to make you a Professional but also a Human Being, the entire world can look up to. Your potential will be nurtured and grown in a way Mother Nature takes care of all its creations. Our Motto is to LEARN, UNLEARN and RE-LEARN i.e. to be as dynamic as possible to become competitive in this VUCA world.

The Novel Coronavirus has forced us to look for a new normal once the Pandemic is over. It is unanimously agreed that the Pandemic is going to have lasting effects on societies and businesses — much like 9/11 or Sub-Prime crisis. But as they say '*With crisis comes opportunities'*. So you, the students of batch of 2021-23, have the opportunity and the responsibility to build the path towards a successful career and a better approach towards life. Such situations are once in a lifetime and give rise to plethora of new chances for entrepreneurship. Institute embodies the value system of the Group and inculcates a learning process through competition, collaboration and cooperation.

For the holistic growth of the students, the PGDM course includes **Minor Projects**, **Live projects, Summer Internships, Research Projects, Personality Development Programs (PDPs) and Club Activities.** We have renowned speakers coming for **Expert Talks and Global Talks** to enlighten students on the Corporate Life and Challenges**.** GLBIMR.PGDM INSTITUTE is widely known and respected for its **Mentoring programme**, **Career Guidance Certifications, Value Added Certification and Distinctive Corporate Mentorship Program.** These programs are delivered by Professionals, Experts and Faculty Members to mentor the students and help their transformation in to a top Manager**.**

So Fasten your seatbelts and embark on to this adventurous Academic Journey pouring with Excitement, Challenges and Opportunities!

 "Live as if you were to die tomorrow and learn as if you were to live forever." – Mahatma Gandhi

Dr. Sapna Rakesh

CONTENTS

1. AN OVERVIEW OF PROGRAM ADMINISTRATION:

GL Bajaj Institute of Management & Research. PGDM Institute (GLBIMR.PGDM INSTITUTE), Greater Noida was established in 2007 under the umbrella of GL Bajaj Group of Institutions. GLBIMR.PGDM INSTITUTE embarked on the journey to promote higher education in NCR. In record time of 15 years, GLBIMR.PGDM INSTITUTE has demonstrated meteoric growth and has carved a distinct niche for itself in the field of management education.

GL Bajaj Institute of Management & Research.PGDM Institute, Greater Noida is a leading B-School of North India offering Post Graduate Diploma in Management (PGDM/PGDM (General)) is approved by AICTE, Ministry of HRD Govt. of India, a two year full time program with Dual and /Major-Minor specialization in areas of Marketing, Finance, Human Resource Management, Operations Management, Data Analytics, Strategy and Consulting, Entrepreneurship, and International Business. The course for the PGDM/PGDM (General) program is spread over six terms each term being of an approximately 13-14 weeks. The first two terms are essentially devoted to foundation courses, across core areas of management. From third term onwards, all students specialize in area of their choice from any area of the offered disciplines. Minor Projects, Summer Internship, and Dissertation are the crucial parts of the program.

The key features of the program are:
➢ Tie-up with Internationally acclaimed Corporate Leaders as Adjunct Faculty Members
➢ Free Laptop to all PGDM/PGDM (General) students.
➢ Certification Courses: 25 different certification courses covering all domain in Management Subject
➢ Dual and Major/Minor Specialization
➢ International Excursion Trip as a part of the curriculum to Meritorious students.
➢ Scholarships to the meritorious students on the basis of MAT Composite Score, CAT / XAT percentile, CMAT ranking as well as on the basis of academic performance.
➢ Fees in easy Instalments
➢ Corporate Interface / Industrial Visits/ Live Projects

The 2 years Post Graduate Diploma in Management (PGDM/PGDM (General)) is designed for a holistic development of students making them not only career oriented but also employable & corporate ready for various roles and responsibilities. The program enables students with strong conceptual skills to manage businesses in an integrated manner. Achieving academic excellence integrated with skill enhancement is the core focus of Institute. Innovative pedagogy, Value based research orientation are our cornerstones. We make sure that the course curriculum & pedagogy are monitored and revised as per the changing requirements of the Industry. GLBIMR.PGDM INSTITUTE updates the curriculum and add innovative practices based on present requirements of the corporate sector, benchmarking against top B-Schools and insights from recent studies on the effectiveness of PGDM/PGDM (General) programs.

1.1 ADMINISTRATION OF PGDM/PGDM (GENERAL) PROGRAM

i) Director will be the overall in-charge for the smooth conduct of the program. Registrar will be responsible for monitoring all administrative activities; and handling students support.

ii) Program is led by Program Chairperson. Program Coordinator and Program Office staff will assist Program Chairperson for the smooth conduct of all academic activities of PGDM/PGDM (General) programs.

iii) All issues pertaining to academics and discipline shall be referred to the Director.

1.2 PROGRAM CONTENTS AND DURATION

i) PGDM/PGDM (General) program comprises of a number of courses. Each course is assigned a weightage in terms of specified credits.

ii) PGDM/PGDM (General) is two year full time program, administered through a Trimester system. There are three terms in the first year and three terms in the second year.

iii) **PGDM** offers the following specializations wherein each student is required to undergo Major/Minor specialization out of offered streams

S.N.	Specialization
1	Marketing
2	Finance
3	Human Resource Management
4	Data Analytics
5	Operation Management
6	International Business

PGDM (General) offers Dual as well as Major/Minor specializations in the following areas:

S.N.	Specialization
1	Marketing
2	Finance
3	Human Resource Management
4	Data Analytics
5	Operation Management
6	International Business
7	Strategy and Consultancy
8	Entrepreneurship

iv) The specialization papers, also known as **Elective Papers,** are offered from the Term III onwards. The choice for areas of specializations has to be exercised by the students by the end of Term-I, so that they can take up the specialization papers from Term III onwards. There must be a minimum of **25% of the total batch size or 25 students for an elective to run**, and the director must approve it.

v) PGDM/PGDM (General) course of GLBIMR.PGDM INSTITUTE is designed to develop students through various initiatives like Value Added Certification Courses, Corporate Interface Series, Alumni Talk Series, International Linkage Program, CSR activities, Guest Lecture Series, Live Projects, Active Student Clubs and Industrial Visits.

vi) Every student pursuing PGDM/PGDM (General) Program is assigned a faculty member as a mentor who facilitates and guides him/her during his/her stay at GLBIMR.PGDM INSTITUTE.

vii) Induction Program will be conducted for the new batch. The Induction program is a necessary component of any successful academic program. Its aim is to familiarize the students with the Program and the new environment. Our Induction Program is optimally synchronized with needs of new entrants and its main aim is to make the students aware of the campus requirements and equip them with the day to day needed information. All new students are required to participate in the Induction Program

1.3 SUBMISSION OF DOCUMENTS: While reporting to the Institute, Students have to submit the following documents at the Registration Desk:

1	ADMISSION FORM (COMPLETE WITH ALL ENTRIES)
2	ADMISSION LETTER
3	COPY OF FEE RECEIPT
4	CAT/MAT/XAT/ATMA/CMAT SCORE CARD (in original)
5	CATEGORY CERTIFICATE (IF REQUIRED)
6	STUDENTS PHOTOGRAPH (5 copies)
7	ADHAR CARD
8	HOSTEL FORM (If applied)
9	MARK SHEETS: UG, 12TH, 10TH DEGREE/CERTIFICATES: UG, 12TH, 10TH
10	ANTIRAGGING AFFIDAVIT - STUDENT (notarized)
11	ANTIRAGGING AFFIDAVIT - PARENTS (notarized)
12	JOINING REPORT
13	UNDERTAKING FOR NON-SUBMISSION OF DOCUMENTS
14	UNDERTAKING: COMPLIANCE OF POLICIES & PROCEDURES
15	MIGRATION CERTIFICATE OF LAST EDUCATION
16	WORK EXPERIENCE LETTER OR CERTIFICATE
17	Vaccination Certificate

Students who have appeared in the qualifying examinations and the results are awaited, will have to submit their documents by **30th September, 2022**. If the student fails to submit the document by the stipulated date, the provisional admission may deem to be cancelled.

2. ACADEMICS

2.1 ACADEMIC CALENDAR

PGDM/PGDM (General) offered by the institute is a regular program of two years duration. Each academic year has been divided into three terms. Each term will be approximately of 13-14 week's duration, including one week for mid-term exam or quiz and end-term exam. The program consists of compulsory and electives courses. One credit equals to ten hours and each full course carries 3 credits with the total duration of 30 hours. There may be 1.5 credit and 2 credit courses also in the program.

A detailed academic calendar is notified separately and can be found on the institute's website. However, the institute may modify the annual academic calendar for effective management of teaching and learning process and for balancing the co-curricular and extra-curricular activities.

2.2 ATTENDANCE POLICY

Classroom Attendance

No student shall be considered to have pursued a regular course of study unless the Director certifies him/her to have attended the 85 percent of the total number of classroom as well as practical sessions conducted in each paper in each trimester during his/ her course of study. Any student not complying with this requirement will not be allowed to appear in the corresponding trimester examinations. However, the Director may condone the required percentage of attendance during a term as a special case, on the merit of each case.

Adherence to Time Table

The time table schedule for classes and all other activities shall be announced by Program Office. The students are expected to be present five minutes before the commencement of every class and activity.

2.3 LEAVE POLICY

2.3.1: Mandatory Attendance: Students are required to maintain at least **85% attendance in each subject** in a Term for being eligible to appear in Mid/End-term examination.
  - ➢ **15% of Attendance** can be considered for absence due to other contingencies / medical reasons etc.
  - ➢ No leaves will be granted for any type of social obligations, passport verification, family problems etc. (already provision of 15% exemption is given for the same). No leave application has to be submitted for such reasons.
  - ➢ Only the students seeking leave of absence due to medical emergency are required to make a formal application to the Class Coordinator with all medial proofs.
  - ➢ Only Medical Certificates will not be considered for approval of leave applications. Instead, all valid evidences including Prescription and Medical Reports are to be submitted. These documents must be submitted with in two days of joining the Institute.
  - ➢ Any other leave approvals (e.g.: unforeseen circumstances) lay solely under the discretion of Class Coordinators.
  - ➢ Leave applications submitted after the due date or without any medical evidence would be summarily rejected.
  - ➢ The Institute reserves the right to approve or reject the request for leave of absence and such decision is final and binding on all the students.
  - ➢ All leave applications are subject to final approval by the Director.

2.4 EXAMINATION MANUAL

2.4.1 ASSESSMENT METHOD:

The Institute follows Objective-Based Education (OBE) and has integrated all OBE-related parameters into its evaluation and assessment methods to assess the attainment of course outcomes and program outcomes.

The Institute continuously evaluates students in various courses. Every course has an evaluation component worth 100 points. For each course, there are two compulsory examinations: End Term Examination (40 Marks) and Mid Term Examination (Quiz) (20 Marks). The other components of assessment (40 marks) are faculty driven and are carried out as outlined in the faculty TLEP. These components include but are not limited to Team Presentations, Role Plays, Case Study Analysis, Group Discussions, Class participation, Assignments, quizzes, Mini/field Projects, etc.

2.4.2 GENERAL GUIDELINES FOR THE MID-TERM EXAMINATIONS

i.   The mid-term examinations consist of an online quiz supported by the Institute's Edhitch Software, lasting 1 hour and 30 minutes.
ii.   The schedule of mid examinations shall be notified by the Controller of Examination at least ten days prior to the first day of the commencement of examinations.
iii. Those students who attend less than 85% of their classes will not be allowed to sit for the Exams.

2.4.3   GENERAL GUIDELINES FOR THE END-TERM EXAMINATIONS:

i.   The End-Term Examinations are of 2hours 30 minutes duration—the standard question pattern for the end-term Examinations are available on the Institute's website.
ii.   During the End-Term Examinations, students will be tested using the course exams prescribed in the course structure for the specified term.
iii. End-Term Examinations shall be conducted by the Controller of Examination, validated, and approved by the Examination Committee.
iv.   The schedule of examinations shall be notified by the Controller of Examination at least 10 days prior to the first day of the commencement of examinations.
v.   For appearing in the End-Term Examination, students have a minimum of 85% attendance in each Trimester course. The examination department shall issue admit card bearing the subject code and name. Students are advised to check and notify any discrepancy in the subject code on the admit card immediately to the Examination Department.
vi.   Students must possess the admit card for appearing in each course.

2.4.4 ADMIT CARD FOR EXAMINATION

Students must obtain the admit cards for appearing in the End-Term Examination from the Controller of Examinations before the End-Term Examinations. The admit card will not be issued to those students who have not paid their total fees and have dues in their accounts. No student will be allowed to sit in the End-Term Examinations without an admit card.

2.4.5 DUPLICATE ADMIT CARD FOR EXAMINATION

In case the student loses/forgets the admit card, he/she must submit the Rs 100 fee to the Accounts Department in order to obtain a duplicate card from the Controller of Examinations.

2.4.6: REAPPEAR

Supplementary Examinations:

If a student gets less than a D grade (i.e., F) in any subject, he/she has to reappear in that course by paying the prescribed examination fee. The marks in all supplementary examinations will be out of 40. The student will not be eligible for the PGDM diploma after the third attempt in supplementary examinations and will be marked failed.

A student may be allowed to reappear in any courses in which he/she has not attained the passing marks during supplementary examinations as scheduled. Cases of failure shall also include those debarred for lack of attendance.

The Re-Examination fee shall be charged to the student as per the following:

1st Supplementary Examinations charges:	@ Rs.500/- per paper
2nd Supplementary Examinations	@ Rs.1000/- per paper
3rd Supplementary Examinations	@ Rs.1200/- per paper
Summer Internship (Late Submission Charges)	@ Rs.500/-
Dissertation (Late Submission Charges)	@ Rs.1000/-
Revaluation of Answer Sheet	- @ Rs.100/- per subject
Improvement Examinations Charges	@ Rs.500/- per subject

Reappear for Improvement: Students can also appear for improvements in one or more courses **if they have secured less than 5.00 TGPA** in the End-Term Examination by paying a prescribed Rs. 500 per subject.

2.4.7 SCHEDULE OF SUPPLEMENTARY & IMPROVEMENT EXAMINATION

The students who are debarred/absent/failed/have improved in the subjects will have to appear/reappear in the supplementary & improvement examinations. in the next Academic Session.

2.4.8 THE GRADING SYSTEM AND POLICY

GLBIMR.PGDM INSTITUTE has adopted a 10 point **relative grading system** starting from Batch 2021-2023 onwards, with details as under:

All component-wise evaluation is done in marks to award grades in a course. The combined marks of different components viz. Internal Assessment (I.A.), Mid-Term Examinations (M.T.E.), End- Term Examination (E.T.E.), out of 100, are reduced to the relative grades based upon their relative performance in their class. Total Marks so obtained would be converted to relative grades at the end of the Trimester, as per the guidelines given below:

Students will be awarded grades based on marks scored on a 10-point Scale as under-

Range- A (A+, A, A-) should be between 20-30% of the total number of students.

Range B (B+, B, B-) should be between 50-60% of the total number of students.

Range C (C+, C, C-) & D are the residual (D = 50% of the mean)

Students scoring less than 30% of the highest score should be awarded, F Grade.

The performance of the students is evaluated in terms of two indices: i.e., Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA)

> ➢ TGPA is the Grade Point Average calculated based on Grade Points secured in all the term courses. TGPA will be calculated for all six terms.

$$TGPA = \frac{Sum\ of\ Products\ of\ the\ no.of\ credits\ in\ the\ courses\ and\ numerical\ grade\ points\ obtained\ in\ those\ courses\ in\ the\ term}{Sum\ of\ no.of\ credits\ in\ the\ courses\ in\ the\ term}$$

CGPA is calculated based on grade points secured in all the completed terms. It is the average G.P.A. of all completed terms. CGPA is calculated once after the 1st year and then after the completion of 2nd year. The final CGPA will reflect the student's cumulative performance in both years.

$$CGPA\ (I\ year) = \frac{Sum\ of\ Products\ of\ the\ no.of\ credits\ in\ the\ courses\ and\ numerical\ grade\ points\ obtained\ in\ those\ courses\ in\ the\ first\ year}{s\ of\ no.of\ credits\ in\ the\ courses\ in\ the\ first\ year}$$

$$CGPA\ (II\ year) = \frac{Sum\ of\ Products\ of\ the\ no.of\ credits\ in\ the\ courses\ and\ numerical\ grade\ points\ obtained\ in\ those\ courses\ in\ the\ second\ year}{s\ of\ no.of\ credits\ in\ the\ courses\ in\ the\ second\ year}$$

$$CGPA\ (I\ \&\ II\ year) = \frac{Sum\ of\ Products\ of\ the\ no.of\ credits\ in\ the\ courses\ and\ numerical\ grade\ points\ obtained\ in\ those\ courses\ in\ the\ two\ years}{of\ no.of\ credits\ in\ the\ courses\ in\ the\ two\ years}$$

The 10 points grading scale with its corresponding grade points and qualitative meanings is depicted in the table given as under-

Grading Chart with Qualitative Meaning

Grade	Qualitative Meaning	Grade Point
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Above Average	6
B-	Average	5
C+	Satisfactory	4
C	Borderline	3

C-	Poor	2
D	Very Poor	1
F	Fail	0

2.4.9 MINIMUM ACADEMIC REQUIREMENTS

The following are the minimum academic requirements to be fulfilled by a student:

- ✓ Students should have a minimum T.G.P.A. point of 4.00 at the end of each Trimester and a CGPA 5.00 at the end of the Final Year on a 10.00 point scale, failing which a student will have to appear for improvement examinations.
- ✓ If a student gets an "F" grade OR is absent in any paper, he/she can reappear in that supplementary paper by paying the prescribed fee.
- ✓ A student will be considered eligible for the award of a diploma with a maximum of three F grade (fail in 3 subjects) provided the total CGPA is not less than 5.00.

2.4.10 GRACE MARKS

A total of ten marks in a year can be given as grace marks in only one course if the aggregate marks (total of term-end and continuous evaluation) are below the passing percentage. The student is required to apply to the examination department for the same.

2.4.11 PROCEDURE FOR CONDUCTING FAIR EXAMINATION

Examinations must be conducted in a fair and orderly manner. Therefore, the use of unfair means is strictly prohibited. The students are warned against the use of unfair means during the examinations. Unfair means will include any unusual behavior like talking, consulting, copying, or receiving/transmitting any information during the Examination. The invigilator will carry out random checks to detect any material.

Use of Unfair Means (U.F.M.)

All cases regarding the use of unfair means in the Examination shall be placed before the Examination Committee through Unfair Means Inquiry Committee for decision and recommending penalties, if any, subject to the final decision taken by the Director. All such cases will be routed through the Controller of Examinations to the Director's office.

2.4.12 PROCEDURE FOR HANDLING UNFAIR MEANS (U.F.M.) CASE

The procedure to be followed by the Unfair Means Inquiry Committee should be as under:

1. The Controller of Examinations shall inform the examinee concerned in writing of the act of unfair means alleged to have been committed by him/her and shall serve him/her to show cause as to why the charge(s) levelled against him/her should not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.

2. The examinee may appear before the Inquiry Committee on a day, time, and place fixed for the meeting, with a written reply/explanation to the show-cause notice served on him/her therein. However, the examinee himself/herself only shall present his / her case before the Committee.

3. The documents that are being taken into consideration or are to be relied upon to prove the charge(s) against the examinee should be shown to him/her by the U.F.M. Inquiry Committee if the examinee presents himself / herself before the inquiry Committee. The evidence, if any, should be recorded in the presence of the delinquent examinee.

4. Reasonable opportunity, including oral hearing, shall be given to the examinee in his / her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the inquiry Committee before making a final recommendation to the Examination Committee in the case.

5. The Committee should follow the above procedure in the spirit of the principles of natural justice.

6. After serving a show-cause notice, if the implicated examinee fails to appear before the Inquiry Committee on the day, time, and place fixed for the meeting, the Committee shall decide his / her case in absentia, based on the available evidence/documents, which shall be binding on the examinee concerned.

7. The Committee shall submit its report to the Examination Committee and its recommendations regarding punishment to be inflicted or otherwise.

2.4.13 Categorization of Cases

Category A: The category shall include cases where the paper/material found on the person is irrelevant to the subject of the Examination, which is being conducted at the appropriate time.

Category B: This category shall include cases where the student is found in possession of paper/material which is irrelevant to the subject of the Examination but has not been utilized in the answer sheet till the time of being apprehended.

Category C: This category shall include the cases where the student is found to have any paper/ material, and the same has been used while answering by the time of being apprehended.

Category D: If a student is found guilty of a category C offense for the second or subsequent times, he/she will be deemed to have committed a category D offense.

Note: *In a case involving the exchange of* courses *between students, the confiscated answer sheets of all the involved students shall be deemed to be under category C (or D if repeated subsequently). In other cases of U.F.M., the case can be categorized under A, B, C or D depending on the gravity of each case.*

2.4.14 Evaluation of Answer Sheets of U.F.M. cases:
Original answer sheet confiscated by the invigilator/flying squad and the new answer sheet issued to the students will be duly evaluated by the concerned examiner. After the Proctorial Board categorizes the U.F.M. cases, the disposal of these answer sheets will be as follows:

Category A: The student will be given due credit for marks allotted in the answer sheets.

Category B, C & D: No credit will be given, and action will be taken per the punishment stipulated in each case.

2.4.15 Category-Wise Punishment

Category A: In such cases, the students will be given a written warning not to indulge in such practices.

Category B: In such cases, the students will be asked to reappear in the subject concerned. The Department will conduct the re-appearance exam in an ordinary course.

Category C: In such cases, the student will be given a Permanent Fail Grade on the mark sheet.

Category D: In such cases, the student will have to reappear in all the courses of that semester and carry a Permanent Fail in the courses in which U.F.M. cases were registered.

The punishment shall be conveyed to the student by the authorized member of the Proctorial Board. The concerned student may exercise his/their right to appeal against the decision of the Proctorial Board to the Director.

The Director will have the final authority to exercise discretion in determining the quantum of punishment to the student and may allow the student to be heard in person. The Director may consider an Unfair Means case either on appeal by the student or on the reference of the Proctorial Board or may seize the matter sue-motto.

2.4.16 Re-Checking and Grievance

Students may apply within seven days of the declaration of results for any verification concerning the totalling of marks and verification for all questions attempted. Such students have to pay @Rs. 100/- towards scrutiny of marks. The marks obtained after re-totalling will be considered final. The discrepancy, if any, in the Mark Sheet may be pointed out in writing to the Registrar/Controller of Examinations Office within two working days of the issue.

2.4.17 Minimum Academic Requirement for Award of Diploma

A student shall be awarded a diploma provided:

a) He/She has secured a minimum CGPA of 4.00 in the first year and a minimum 5.00 CGPA combined 1st & the 2nd Year.

b) He/She has secured a minimum grade of D in each Course, Summer Project, and Dissertation.
c) He/She should not have an F grade in more than three subjects in all six-term combined.
d) He/She should get N.O.C. from the Registrar's Office and Controller of Examinations.

2.4.18. Supplementary /Improvement/ Examination Policy

If a student fails to score a minimum passing grade in End-Term Examinations, the following will be applied:

➢ Inability to take an examination due to unforeseen circumstances will lead to a temporary "Fail" Grade in such course(s). He/she will have to appear for Supplementary/ re-examination as mentioned below

➢ For examinations missed or failed in the first year, Re-Examination/ Supplementary Examination will be conducted in the next academic session.

➢ For examination missed or failed in the second year, Re-Examination will be conducted as per the schedule declared by the Controller of Examination.

➢ If the student cannot take the Supplementary/ re-examination or fails in it, he/she will be awarded a "Fail" grade in such course(s).

➢ These examinations must be taken by those students who have scored less than a D grade in any course of the previous terms to fulfill the minimum academic requirement.

➢ The students will have to pay the re-examination fees for each such course for which he/she has to take an examination as per the examination fee schedule given above in **Section-2.4.6**

➢ The student is allowed to appear in the Improvement Examinations to improve his/her grades if he/she has scored less than overall 5 CGPA at the end of the 2nd year.

➢ These examinations will be scheduled with the examinations of next year's batch of students.

➢ These students will have to pay the improvement fees as per the policy.

➢ A student can be given a maximum of 3 attempts for appearing in the supplementary/ Improvement examinations failing which he/she may be declared unfit for the diploma.

Notwithstanding anything stated above, a student has to successfully pass in all the requirements of the programme within a period of four academic years starting from the academic year of his/her admission.

2.4.18. Award of Medals

Gold, Silver, Bronze Medal, and Scholarships shall be awarded to Top Three Students only. The awarded students will be those who will clear all the required credentials/courses for PGDM and has no supplementary in any of the trimester examinations.

Rank Certificates will be awarded to Top Ten Students only. The awarded students will be those who will clear all the required credentials/courses for PGDM and has no supplementary in any of the trimester examinations.

No personal reason/medical reason should be considered to waive this clause under any circumstances.

2.4.19 Provisional Certificate

Students who have passed examinations in all courses of Term I to Term VI shall have to obtain N.O.C. from Registrar Office, C.R.C., Library, I.T. Lab, Hostel, and Examination in order to obtain the "PROVISIONAL CERTIFICATE" on request under the Seal/Signatures of the Registrar/ Controller of Examinations. If requested, Provisional Statement of Marks may be given term-wise or aggregate to an eligible student.

2.4.20 Reprint of Mark Sheet / Diploma Certificate

An amount of Rs. 1500/- towards reprint of Diploma/Mark Sheet will be charged from the student seeking for the same after obtaining necessary undertaking duly notarized. The word 'DUPLICATE' shall be inscribed on all such documents.

2.4.21 Convocation for Conferring PGDM Diploma.

On successful completion of the course as aforesaid, students shall be admitted to the convocation to be held to award the diploma. Students who would be absent at the convocation may collect the diploma on any working day with preliminary information after the convocation, either in person or through an authorized person with a letter of authority.

- ➢ Convocation for admitting candidates to PGDM Diploma shall be held annually at GLBIMR.PGDM INSTITUTE institute on such date as the Chairperson may consent
- ➢ Special Convocation for conferring degrees may be held on such dates as may be fixed by the Chairperson on the recommendation of the Director.
- ➢ At the Annual Convocation, the President shall present a report of the year's work in the University.
- ➢ The Academic Council shall lay down the procedure followed at the convocation.

2.5 SPECIAL FEATURES @ GLBIMR.PGDM INSTITUTE

2.5.1 Value Added Certification Courses

Besides the regular course mentioned, GLBIMR.PGDM INSTITUTE also conducts the Value Added Certification Courses for its students. These courses are offered with an objective of professional skills and attributes that enhance the overall development of an individual and make them industry ready. The schedule and structure of these courses vary as per real-time Industry requirements. These programs are delivered by highly accomplished faculty and renowned industry practitioners who ensure rigorous coaching with stipulated contact hours. These programs are offered to students as a value addition beyond the curriculum in each trimester free of cost.

The value added Certification Courses offered to the PGDM students are as follows:

Value Added Certification Course

Sr. No.	Code	Nomenclature
1	Term – I	Time and Mind Management
2	Term – I	Tally ERP 09
3	Term – I	Blog Management
4	Term – I	Personal Digital Branding & Security
5	Term – II	Image Engineering
6	Term – II	Servant Leadership & Emotional Leadership
7	Term – II	Stock trading & Investment Management
8	Term – II	Advance MS Office Skills
9	Term – III	Social Entrepreneurship
10	Term – III	Counselling Skills
11	Term – III	Content Writing
12	Term – III	AI in deep learning
13	Term – III	Trading in Crypto currency
14	Term – IV	Advanced Financial Modelling
15	Term – IV	SEO and Google Analytics
16	Term – IV	Design Thinking
17	Term – IV	Balanced Score Cards
18	Term – IV	The family managed Business Module
19	Term – IV	Ethical hacking
20	Term – V	Return on market Investment
21	Term – V	Python and Blockchain Fundamentals
22	Term – V	Fintech Applications
23	Term – V	I.T. in H.R.
24	Term – V	Fixed Income Securities
25	Term – V	Big Data Analytics

2.5.2: Corporate Interface Series (CIS)

The focus of GLBIMR.PGDM INSTITUTE is entirely to create industry-ready employable professionals. In times of cut-throat competition where everyone endeavours hard for a successful career, industry interface is of prime importance. Under this progr,am every student will be provided with the opportunity to attend prestigious corporate events organized by professional bodies like:

- ✓ AIMA (All India Management Association, New Delhi
- ✓ ASSOCHAM (The Associated Chamber of Commerce& Industry of India)
- ✓ FICCI (Federation of Indian Chamber of Commerce and Industry)
- ✓ CII (Confederation of Indian Industry)
- ✓ NIESBUD (The National Institute for Entrepreneurship and Small Business Development)
- ✓ PHDCCI (PHD Chamber of Commerce and Industry).

The aim of this Corporate –Student Interface Series is to apprise students about current affairs and prepare them for the ever dynamic corporate world.

2.5.3: Minor Project

The minor project is an important component of the PGDM programme at GLBIMR.PGDM INSTITUTE, Greater Noida. It is an attempt to provide an opportunity for meaningful experiential learning by students with the aim to bridge their classroom learning and real-world practices. Each trimester from Trimester-I to Trimester-III, students do primary and secondary research on one company. The project is a cross-functional experience for the students, which would help develop in- depth knowledge about the companies studied from inception till date. This helps in building an orientation among the students on how companies have evolved over a period of time and the product(s)/ service(s) offered. The purpose is to follow this with in depth working on the same company in minor project.

Therefore, students by the end of Term III will be encouraged to take up time bound multi-disciplinary and goal-oriented projects aiming at the futuristic contribution that the student can make during summer internship. This will add to the students' prospective employability opportunity at the company studied.

2.5.4: Soft Skills Program (SSP)

Soft skills program (SSP) is designed to develop soft skills in management students, they will learn, through this program, skills like how to work in teams, how to handle contingency situations, apart from learning effective communication, time management etc. The program essentially aims at developing the skills, which will make them an effective individual as well as a professional. This program consists of five modules and will be offered as indicated in the programme structure.

2.5.5: Mentor-Mentee Relationship

The Institute ensures constant guidance and monitoring of the growth of the student through establishing a mentor-mentee relationship. An individual faculty member is identified right from the start of the course as the faculty mentor of the student who, through a process of constant communication and personal interaction, will ensure transformation of the student to a budding executive by establishing a dynamic relationship. For the purpose of Summer Internship and the Dissertation, the student may have different mentors belonging to his/her areas of specialization. In respect of Summer Internship and Dissertation, the student shall also have an Industry Mentor from the organization with whom he/she will be attached for the purpose.

2.5.6: Social Initiatives

GLBIMR.PGDM INSTITUTE takes pride in the major core areas are Blood Donations Camps, Tree Plantations, Partnering with NGOs, visiting specially-abled children, donations for natural calamities etc.

2.5.7: Alumni Talk Series

GLBIMR.PGDM INSTITUTE believes in the strength of alumni network and values their contribution towards institution building. GLBIMR.PGDM INSTITUTE has taken an initiative to invite its prestigious alumni back to the campus. Alumni are the real assets of any institute. Alumni Talk series is a platform for GLBIMR.PGDM INSTITUTE alumni sharing their career paths, offering insight, an introducing their companies to the students. Alumni associated with corporate brands Accenture, Godrej, KPMG, AXIS Bank, Bisleri and many more had come and shared their views on focus on the conservation of students' time and energy. They also explained various behavior and business qualities which are essential to achieve success in corporate sector. The whole programme used to be very interactive and as well as informative. It was an eye opener for the students on how to prepare for the corporate world. GLBIMR.PGDM INSTITUTE is committed to provide a corporate exposure to the students to help them learn and understand the industry requirement. This help students to develop insights and develop them in to professionals, who are Industry ready the moment they step out in to corporate world

2.5.8: Industrial Visits

It is a regular practice of GLBIMR.PGDM INSTITUTE to arrange industrial visits for student to renowned companies of various sectors. The main objective behind these visits is to explain the functioning of industries to the students and inform them about the expectations of the corporate from the fresh Post Graduates.

2.5.9 Entrepreneurship Cell @ GLBIMR.PGDM INSTITUTE

E-cell "Flying Minds" is the hub of Entrepreneurial endeavours of GLBIMR.PGDM INSTITUTE. It is dedicated to encourage and discover the enterprising streak amongst the students of GLBIMR.PGDM INSTITUTE. The core belief of the E-cell is that entrepreneurship is a journey of an individual to venture into the hitherto unexplored, uncertain world of new possibilities and opportunities having social, economic and environmental benefit. It encourages students to inculcate the spirit of ownership, come up with their business ideas and takes initiatives to give a concrete platform to showcase their entrepreneurial talent.

E-cell "Flying Minds" is running its YouTube Channel showcasing the student's initiatives of institutional Capacity Building and hand-holding of start-ups within the campus to inculcate innovation and skill development. Another initiative of GLBIMR.PGDM INSTITUTE entrepreneurs is 'GLB Times', a fortnightly student newspaper which showcases all the major events of the Institute. Apart from this, the Student Entrepreneur Leaders of the E-cell organize workshops and Expert Talks on entrepreneurship from time to time.

The core belief of E-cell team is that there is an entrepreneur in each one of us. With a mission to create a bigger platform for our students, with more engaging events in the coming years to put our Institute in the right pedestal of fostering innovation, E-Cell "Flying Minds" is dedicated to explore the creativity of business ideas in our students.

2.5.10 Clubs @ GLBIMR.PGDM INSTITUTE

Education in B-Schools focuses on both the intellectual and personal growth of the students. Clubs at B-schools are aimed at providing an outlet and a stage for the creative juices of young minds and hearts by organizing various activities, events, workshops, seminars and extra-curricular events etc. throughout the academic year. GLBIMR.PGDM INSTITUTE aims at continuous learning and holistic development of its students. It offers a very dynamic and exciting environment to its students through diverse clubs where they can showcase their immense talents by participating in different events and set new standards of excellence. The clubs at GLBIMR.PGDM INSTITUTE are "of the students, by the students and for

the students" and are extensions of their academic and career aspirations. The various clubs offered by GLBIMR.PGDM INSTITUTE are as follows:

Academic Leader's Club: Academic Leader's Club is the premium club of GLBIMR.PGDM INSTITUTE. Students from each batch of PGDM course are exposed to live projects, conferences, participation in live talk shows, participation in case study competitions and many other opportunities at Inter Institute platform. All members are the leaders in all the events and activities organized in Institute. Leadership Conclave is the flagship programs of this club. Guiding Light of this club is Dr. Sapna Rakesh, Director- GLBIMR.PGDM INSTITUTE.

Marketing Club of GLBIMR.PGDM INSTITUTE: Marketing Club aims to facilitate an all-round development of the students in the field of marketing and keep them abreast with the latest happenings in the said domain. It provides an opportunity to the students to hone their marketing talents and aspires to achieve the best with an unwavering spirit of enthusiasm, commitment, innovation and fun by nurturing the creativity in each individual while recognizing their talents.

The same is achieved through a plethora of initiatives taken by the club ranging from knowledge sharing sessions to guest lectures by industry experts. The topics of discussion cover the length and breadth of marketing from the basics to the emerging trends. The club also conducts on-line as well as on-campus events to challenge and ignite the marketing minds of the millennial.

Finance Club of GLBIMR.PGDM INSTITUTE: Finance Club aim is to promote interest and impart knowledge in the field finance. The club aim is to effectively support students pursuing careers in finance. Foster an environment among students that encourages continues learning and discovery of recent trends and developments in the field of finance.

Human Resource Club of GLBIMR.PGDM INSTITUTE: The Human Resource (HR) Club of GLBIMR.PGDM INSTITUTE aims to bring together students
to honour their talent. While serving as a magnificent platform, HR Club encourages students to develop their interpersonal skills by providing year-round interactive activities. This club is designed to inspire students with ultimate experiential learning and nurture their leadership and power to make their own decisions and watch how those decisions affect their life.

The club promotes the active participation of the students in multiple activities. The HR student coordinators take the lead in arranging the events. This enables student coordinators to develop management skills by planning organizing and executing events successfully. The club activities are organized in a regular basis to promote the team spirit and learning by doing approach.

Data Analytics Club of GLBIMR.PGDM INSTITUTE: An investment of our unending passion for technology-driven innovation, the Technovation Club of GLBIMR.PGDM INSTITUTE aims to unearth the valued insights we gain from the ever-evolving & versatile technological platforms of the present decade, compounded by the spirit of innovation. Driven by the tech-savvy millennial of GLBIMR.PGDM INSTITUTE, committed towards transforming management education through innovative applications, the club aims to amplify the technological awareness of the students and help each bane transform in to a boon for the future business managers.

Art & Culture Club: The art and culture club cultural encourages student's interest, participation, and responsibility in the ingenious field through a medium of creative art and literary curriculum and scope. The inventiveness is to provide social, cultural and recreational activities for the institute community. This club provides a learning experience for the members as students are responsible for enhancing the

sensitivity of our rich art and culture among the youth community. The team based activities would push the participants towards team building and also leadership.

Sports & Fitness Club: The GLBIMR.PGDM INSTITUTE Sports Club has been set up with an objective to promote Sports initiatives among the students. It aims to offers opportunities for physical activity in a world where physical activity is increasingly diminishing; it promotes good health and well-being (when pursued in moderation); and it provides a means of social contact and ample opportunity for intensive experiences. The mission of this Fitness club in GLBIMR.PGDM INSTITUTE is to modify the behavior from 'Passive Screen time' to 'Active Field time' and to develop Sports Quotient among all the students to achieve a healthy and better lifestyle. The club will organize various indoor and outdoor sports activities along with Yoga for all, Fitness and Nutrition awareness campaigns for Students and Staff around the year.

CSR Club: It's no longer enough for businesses to simply sell their products and services without considering the surrounding in which they operate. Considering the rapidly changing the outlook of consumers and business towards CSR, this club aims to involve the students with at least one CSR activity so that they will understand the importance of CSR and they will develop their attitude and habit of ethical and social responsibility toward the society and nation.

Research Club: Research has become an inseparable part of every higher education institution across the globe. To produce quality research communication is essential and to make it happen an interactive platform is needed where researchers across multiple disciplines can interact and collaborate. To provide such an interactive platform, GLBIMR.PGDM INSTITUTE's Research Club has been established where faculty members and students can share their research work on contemporary issues and practices to enrich their work and influence the research agenda. This will further ensure quality research so that it can impact business and society at large. The Research Club organizes weekly research seminars where the faculty members present their recent research work or conduct various short duration workshops to build research acumen of GLBIMR.PGDM INSTITUTE faculty members and students.

Social Media Club: The objective of forming this club is to develop the creative skills of students using digital tools.

2.5.11 MOOCs (Massive Open Online Courses)

In order to complement and blend traditional classroom learning with self-driven online learning, the Institute has incorporated Massive Open Online Courses (MOOC) into regular curriculum for PGDM students. Under this initiative, students are provided with an opportunity to understand and learn the specialized functional areas of business management from experts of global repute.
These courses build on the engagement of students who self-organize their participation according to learning goals.
The students would be explained and guided in detail about the same by the area Charispersons as under-

Online courses & MOOCs	Area Chairperson
a.　MOOCs related to Finance	Dr Shuchita Singh
b.　MOOCs related to Marketing	Dr. Arpita Srivastava
c.　MOOCs related to HR	Dr. V N Srivastava

2.5.12: Project Sahyog:

Project Sahyog was conceptualized by the Alumni of GLBIMR.PGDM Institute with the objectives to

➢ Utilize the rich experiences of Ex-students of the Institute for the benefit and progress of the present students
➢ Provide guidance to the present students in their endeavor for better employment
➢ Arrange Personal mock Interviews, Group Discussion, One on One counselling sessions to help students prepare for the upcoming placement season.
➢ Work with the Institute's faculty members and management in providing constructive feedback of the students.
➢ Get the valuable advices of the Alumni in the overall development of the Institute.

3. COURSE FEE OF THE PGDM/PGDM (GENERAL) PROGRAM

3.1 FEE STRUCTURE:

The Fee for Two-Year Full-Time PGDM/ PGDM (GENERAL) programme will be **Rs. 6,12,000/-**

Laptop and course material for each subject in each trimester will be provided to all students. The laptop will be the property of student on completion of the PGDM programme.

The schedule for payment of Fee will be as under:

Fee Particular	Amount	Due date
At the time of Registration	**Rs. 60,000/-**	On Selection
1st Instalment	**Rs. 1,12,000/-**	At the Time of Admission
2nd Instalment	**Rs. 1,10,000/-**	15th November, 2022
3rd Instalment	**Rs. 1,10,000/-**	15th February, 2023
4th Instalment	**Rs. 1,10,000/-**	15th June, 2023
5th Instalment	**Rs. 1,10,000/-**	15th October, 2023

Hostel is optional for students and accommodation is on first come first served basis.

Hostel Fee: Rs. 1,00,000/- to 1,25,000/- (depending upon the type of accommodation available).

All fees except Hostel Charges can be paid through Demand Draft in favor of **"G.L. Bajaj Institute of Management and Research"** payable at Greater Noida / Delhi, or transferred through UPI/ IMPS / NEFT / RTGS in **ICICI Bank**.

A/c Name: "G. L. Bajaj Institute of Management & Research"

Bank A/c no "025401007696",

IFSC code: ICIC0000254;

Branch: Krishna Apra Royal Plaza, Alpha -1, Greater Noida.

3.2 COURSE FEE REFUND POLICY

➤ If a student withdraws from the course before the commencement of the session, the total fee deposited shall be refunded after a deduction of Rs. 1000/- as administrative charges.
➤ The applications for refund must be in writing, and addressed to the Director.
➤ If a student applies for withdrawal from the course after the commencement of the session, there will be no refund.
➤ If a student does not attend the course due to illness, he/she must communicate the same in writing to the Institute. A proper and authentic medical certificate must be presented to the Director through Registrarwhile rejoining the course.

3.3 SCHOLARSHIP POLICY OF GLBIMR.PGDM INSTITUTE:

Scholarship on the basis of MAT Composite Score		Scholarship Amount (Rs)
	Range of MAT Composite Score - 500 to 600	20000/-
	Range of MAT Composite Score - 601-700	25000/-
	MAT Composite Score -Above 700	30000/-
Scholarship on the basis of CAT/XAT percentile	**Range of CAT/XAT Percentile Score- 50-60**	20000/-
	Range of CAT/XAT Percentile Score- 61-70	25000/-
	CAT/XAT Percentile Score- above 70	30000/-
Scholarship on the basis of CMAT	**CMAT ranking** 10001 to 20000	20000/-
	CMAT ranking 4001 to 10000	25000/-
	CMAT ranking 1 to 4000	30000/-
Scholarship on the basis of Academic Performance **Criteria**	Above 60% marks in 10th, 10+2 and graduation	25000/-

Note: A student is eligible to avail only one scholarship (of higher denomination) irrespective of his/her eligibility for multiple scholarships.

4. STUDENT'S CODE OF CONDUCT

4.1 PREAMBLE

This Handbook indicates the standard procedures and practices of GL Bajaj Institute of Management & Research. PGDM Institute (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing the PGDM/PGDM (General) Course.

All students must know that it is incumbent upon them to abide by this Code of Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. That the Institute's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.

4.2 STUDENT DISCIPLINE

General Code of Conduct

a. The Institute strongly believes in self-discipline and self-control. All students are to maintain good conduct and behavior during their stay in the institute. In this respect, acts of indiscipline and penalties thereof have been laid down in the succeeding paragraph. All students must read and understand the same.

b. Students are advised to have respect for their classmates and should not behave in an offensive manner in classroom or in activities associated with GLBIMR.PGDM INSTITUTE.

c. Use of Mobile phone is strictly prohibited during the classroom lectures /special sessions organized in the PGDM auditorium/Seminar hall & the same must be switched off therein. In case any student found using mobile phone during the classroom lectures/special lectures mentioned above , then in such case his/her mobile phone shall be confiscated on the spot & shall be returned only, on the submission of a personal undertaking by the parents of concerned defaulter student mentioning that his/her ward will not repeat the same in future.

d. Students must ensure that all personal data provided to the Institute is accurate and up to date. They must ensure that change of address etc. is updated in the Institute record by informing the Registrar in writing.

e. Students are expected to use the facilities of the institute without causing damage and/or destruction. Any student found causing deliberate damage to the property of the institute will be penalize for the damages depending on the nature of damage caused and may be suspended/ rusticated on repeated violations.

f. No Electronic gadget except the laptop and the calculator is allowed in the classrooms. Uses of laptops in the class are subject to the requirement in the classroom.

g. Students are advised to maintain proper behavior with the Faculty members and their fellow students. Any misbehavior shall be strictly dealt with.

h. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

i. Smoking of cigarettes, consumption of alcohol and narcotic drugs are strictly prohibited. Students found in possession or consumption of such substance shall be liable for severe punishment including rustication from the Institute.

j. Carrying of, use of or threat to use, any weapon is strictly prohibited.

k. Truancy and unpunctuality shall be treated seriously against the defaulters.

l. Remaining absent from the class, test, and examination or any other curricular/co-curricular activity which he/she is expected to participate in will be dealt seriously.

m. Practicing casteism and untouchability in any form or inciting other person to do so is strictly prohibited.

n. Any act, whether verbal or otherwise, derogatory to women will attract internal disciplinary proceedings.

o. Any attempt at bribing or corruption of any manner.

4.3. PENALTIES FOR BREACH OF DISCIPLINE

For committing any act of indiscipline following penalties may apply:

a) The defaulter may be expelled from the Institute, in such cases he /she shall not be readmitted in the Institute.

b) For a stated period, the defaulter may be rusticated and shall not be allowed to attend the PGDM Programme, till the expiry of the period of rustication.

c) The defaulter may be imposed with the fine of a specified amount of money.

d) The defaulter may be debarred from taking an examination or examinations for one or more years.

e) In some cases, the result of the concerned student of the examination or examinations at which he has appeared is cancelled.

4.4. ACADEMIC INTEGRITY AND STUDENT CONDUCT

GLBIMR.PGDM INSTITUTE students are expected to maintain high standards of discipline. Students must behave in an orderly and professional manner both in campus and off-campus.

a) Dress Code

Students of GLBIMR.PGDM INSTITUTE must wear the uniform prescribed within the Institute premises and during all the events organized by the Institute. All the Students are required to come in dress –code/uniform every day. Students not in proper dress- code/uniform shall not be allowed to enter into the college premises and no excuse shall be entertained for the same.

✓ Students are not permitted to wear any visible body adornments, including earrings and display body piercing or Tattoos.
✓ Make up should be sober and unobtrusive/translucent dresses and loosened ties are highly discouraged.
✓ Male Students must wear black polished shoes and female may wear black polished shoes or black sandals. (Female Students may ensure that the shoes/sandals cover the foot completely. Further note that Flip ons/Slippers/ Floaters are strictly prohibited.
✓ Students are expected to be in Blazers on special occasions.
✓ Male Students must be well groomed, unless and until there is any religious compulsion all have to be clean shaved and not to wear long hair or have any colors on them.

- ✓ Non –compliance of the above guidelines shall be treated as "Disciplinary Misconduct" under Code of Conduct and will attract penalties/ punishment which may include forfeiture of attendance as prescribed.

b) Identity Card

Students are required to carry their Identity cards at all times, during their study at the Institute. The duplicate Identity card can be obtained from the office of Registrar on payment of Rs. 100/-. The students must submit their Identity cards to the Registrar Office after the completion of the programme. Strict disciplinary action will be taken against students found not wearing I-cards in the campus.

c) Admit Cards

Students must obtain the Admit Cards for appearing in end-term examination from Office of the Exam Controller before the start of the end-term examinations. The admit cards will also not be issued to those students who have not paid their full fees and have dues in their account. No student will be allowed to sit in the end-term examinations without an admit card.

d) Notice Board

There will be frequent communications to the students and all such communications will be mostly through the Notice Board and Institute's official website. It is advised that students should regularly visit Notice Board/Website/E-mail.

e) Class Duration

Lectures are of **90 minutes duration per subject**. Total 20 sessions are allotted to a full credit course.

f) Classroom Discipline

Students are required to be in class 05 minutes before the commencement of class. Intake of food and beverages is strictly prohibited in the classroom. Students are advised to keep their mobile phones switched off while attending the class.

g) Cleanliness & Hygiene

GLBIMR.PGDM INSTITUTE is a tobacco-free campus. Consumption of intoxicants in any form is strictly prohibited within the GLBIMR.PGDM INSTITUTE campus and hostels. Students are expected to maintain a high degree of cleanliness and hygiene within the campus. Strict action would be taken against spitting, littering and defacing etc.

4.5 GENERAL CODE OF CONDUCT VIRTUAL CLASSROOMS AND SESSIONS (ZOOM)

- ➢ **Download ZOOM application in your laptop**
- ➢ Test your Zoom application before your first class. Be sure **your audio, microphone, and video work.**
- ➢ **Be on TIME.** Log in 5 min before to avoid technical glitches.
- ➢ Log in with the FULL NAME and batch details
- ➢ **Be in formals dress code**
- ➢ Pick a **background that isn't too busy**. A blank wall, or someplace without too many colors works great.
- ➢ Try **not to keep your computer on your lap**. Use a table or flat surface. If you keep   shifting your computer the video shifts and it is distracting for others.
- ➢ **Mute your microphone** when entering a Zoom meeting.
- ➢ When possible, avoid interrupting others. **Use the 'Raise Your Hand' tool or try typing your question into the chat.**

- Don't **ask if people can hear you: just ask the question. People will alert you if there is a problem with your audio.**
- **Don't engage in any activity** while taking classes.
- **Be prepared** to take notes and ask questions.
- **Turn On your camera** as soon as you enter in the class and Keep it on throughout the session.
- **Use headphones with an external microphone** to avoid external distraction.
- Attendance will be taken by the respective faculty member after the session.
- Students are advised to maintain proper behavior with the Faculty members and their fellow students.
- Any misbehavior shall be strictly dealt with
- Students are expected to use the social media carefully and responsibly.
- Students cannot **post derogatory comments** about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- Remaining absent from the class, test, and examination or any other curricular/co-curricular activity which he/she is expected to participate in will be dealt seriously.

4.6 STUDENT PARTICIPATION IN GOVERNANCE

Keeping in view the principle of student participation in the Governance and partners in growth, GLBIMR.PGDM INSTITUTE follows the practice of appointing the Class representatives from each section every trimester, who substantially represents their classes and interest in the governance of the Institute. The Code, policies, and the varied procedures laid down herein intend that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students at all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

4.7 GRIEVANCE REDRESSAL

Student-related grievances should be first lodged with the Proctor. The Proctor will call the Proctorial Board meeting headed by the Director to look into the issues and take necessary measures. The Proctorial Board will be conscious and concerned about interests of students

S. No.	Name of Official	Designation	Contact No.	Email Id
1.	Director	Presiding Officer	9213991830	director@glbimr.org
2.	Dr. Shuchita Singh	Proctor (Girls)	9873803736	shuchita.singh@ glbimr.org
3.	Dr. Anand Rai	Proctor (Boys)	9811743141	anandkumar.rai@ glbimr.org
4.	Mr. Kuldeep Adhana	Member	9311969694	registrar@glbimr.org
5	Dr. Arvind Bhatt	Member	9457473730	arvind.bhatt@ glbimr.org

Any issues pertaining to admission/administration/financial matters/hostel/transportation can be addressed to the director through the program chairperson. If no action is taken within 72 hours, then the student can send a direct mail to the Director.

4.8. LIBRARY RULES AND FACILITIES

Library Service Hours Monday to Saturday:

Reading & Consultation:	9.00 AM to 6.00 PM
Issue/Return of Books	9.30 AM to 5.00 PM

The library will remain closed on Sundays and all Institutional Holidays.

Book Bank Facility

Book bank facility is provided to all students of PGDM/PGDM (General) programme. Prescribed text book in each subject will be issued to students for the whole term and will be taken back after the end term examination.

Overdue Charge

An amount of Rs. 5/- per day will be charged if books are not returned within the stipulated period. The overdue charges on "reserved" will be Rs. 25/- per day.

Condition of Library I-Card

- Library I-Card is not transferable.
- The borrower is fully responsible for the books borrowed in his/her librarian. I-Card.
- The Library I-card loss must immediately be reported to the librarian. A fee of Rs. 150/- will be charged for issuing duplicate I-card.
- Mutilation, markings or removal of pages will be considered as "damage". In such cases, it is considered as lost ones and the user will have to replace it or pay for its current price. In case of rare and out print of books, the price assessment made by the librarian will be final.

4.9. CORPORATE RESOURCE CENTRE (CRC)

Placement Policy /Guidelines

The CRC facilitates 100% Final and Summer Placement assistance to the students. The following guidelines are   required to be abided by every student.

i)   The placement policy shall be declared at the beginning of the placement session. All efforts will be made to provide qualitative placement for the students.

ii)   The CRC shortlists organizations/companies, where all the eligible students will have to participate for the selection process.

iii)   If a student is punished under any disciplinary action or fails to appear for a placement interview, they will not be considered for placement assistance.

iv)   Students need to sign the PNR form (Placement not required) if he/she wants to apply on their own either wants to join the Family business or wants to become an Entrepreneur.

v)   Students shall be allowed to appear for an Interview even after accepting the Job offer only in case of an **A* Star – Exceptionally Renowned Company** visiting the Campus**; however, provided the student fulfills the Eligibility Criteria.**

vi)   **Once a student has accepted a job offer**, whether via on-campus recruiting or in an independent job search, he/she must notify the CRC - GLBIMR immediately. Details should include Salary & Hiring

information by completing a CRC - GLBIMR "**Successful Placement Form**". Students should also withdraw applications and resumes from all other employers and positions to which he has applied

vii) The student can apply for another opening if the offer has a CTC multiple of 1.5 and above, and he/she can apply three times for the same.

4.10 COMPUTER LAB

General Rules

➢ Students should approach the System Administrator/Lab In-Charge before entering the computer lab. A logbook of machine usage will be maintained and it is the duty of each user to complete all columns (their name, roll no. login time and the purpose) in it while entering the Computer Lab.

➢ Students should mark and sign when they logout and leave the lab.

➢ Students should maintain discipline and keep silence in the lab.

➢ Students should complete their work within the allocated time.

➢ System Administrator will have full authority to enforce discipline.

➢ System Administrator may cancel a reserved slot, where it becomes necessary in the wake of a higher priority assignment.

➢ To facilitate storage of data and to conserve the hard disc space, students should take back up of all their files in their own storage devices and delete the files from the hard disc.

➢ Students have to make arrangements for the printing and stationary on their own. Printing facility does not form part of computer use.

➢ Students will not be allowed in the computer lab during classes and during break(s).

➢ Students are not allowed to change any computer setting. Those who are found guilty will be debarred from the lab for at least one week.

➢ Laptop or mobile charging inside the lab is not allowed.

➢ Students should immediately report to the staff on duty, if the machine is not in order. m. Eatables/Water / Soft Drinks / Snacks etc. are strictly prohibited in the Computer Lab.

➢ No discussions/talking inside the Computer Labs are permitted.

➢ Students should always log out of their sessions when finished, they are advised not to give password to anyone else. It will be the accountability of the account holder, if any account is misused due to the negligence of its holder

➢ Identity card must be shown on demand

➢ Downloading of any screensavers / wallpapers or any other software is strictly prohibited.

➢ Chatting, playing music/games, watching video or doing any objectionable non-academic work within the computer lab is not permitted.

➢ Finally, any kind of misbehavior will lead to ban on using computer lab facilities and locking of the login account. Additionally, punitive actions, ranging from fines, suspension or rustication will be taken against students damaging / misusing any equipment.

Penalty

Violation of above rules may result in debarring from the lab for a certain period or a penalty of Rs. 500/- or both.

4.11. HOSTEL RULES

1. Hostel Fee

a) Students shall pay hostel fee directly to the service provider, the Institute will not be responsible for any payment towathe rds hostel of its students to the Service Provider.
b) The accommodation will be booked for one academic year. An option to vacate after 6 months is available after payment of 2 months' hostel fees as early vacating charges.

2. Facilities: Furniture/ Water/ Dining/ Transport
Service provider shall provide Bed, Table, Chair, Almirah with lock and separate keys of the allotted room to the respective students. Adequate dining area in the hostel will be provided. Also, free of cost transport facility to college students for drop and pickup from the college in normal routine. Rooms once allotted to the students for an academic year will not be changed except under special situations.

3. Safety and Security
The service provider shall provide round-the-clock Lady Warden, security, medical facility, recreation room, fire fighting system, facility, cafeteria etc. in their hostel premises. The Student is personally responsible for safety of their all valuables.

4. Inspections and Visits
College representatives will randomly visit the hostel premises and interact with college students.

5. Storage of Baggage during Vacation:
During the vacation, belongings should be kept in the cupboard under lock. On completion of the final year of the programme or when a student desires to vacate hostel accommodation at the end of an academic year, she should take all her belongings with her. While vacating hostel, the hostel fee should be paid as per the hostel guidelines.

6. Hostel Timings:
Students need to strictly adhere to the hostel in and out timings as detailed by Hostel Warden.

7. Medical Emergency:
In case of medical emergency, the student will be shifted/referred to the hospital.

8. Strictly Prohibited Activities (Ragging):

Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence and violation will invite action as per law. Anti-Ragging Sqauds (Dr. Prachi Agarwal: 9810471008/ prachi.aggarwal@glbimr.org; Dr. Anand Kumar Rai: 9811743141/ anandkumar.rai@glbimr.org).

9. Suggestion/ Complains:

Suggestions and complaints related to hostel should be first raised to the warden if not resolved then can be escalated to concerned faculty (Dr. Arpana Kumari: 9555408724 and Dr. Arvind Kumar Bhatt- 7983719311.

10. Disciplinary Action: In cases of indiscipline in the hostel premises, student may be expelled from the hostel. No refund of fee shall be applicable in such cases.

4.12. RAGGING

Ragging is a Criminal Offence & Strictly Prohibited at GLBIMR.PGDM INSTITUTE Campus.

Ragging is a Criminal Offence as Per the Supreme Court Verdict. **Ragging is an offence under penal code and under section 116 of the Karnataka Education Act, 1983 (Karnataka Act No.1 of 1995), which define ragging as:**
Ragging constitutes one or more of the Following Acts:

1) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8) any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishment

The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at institution level shall be any one or any combination of the following:-

    a. Cancellation of admission
    b. Suspension from attending classes
    c. Withholding/withdrawing scholarship/fellowship and other benefits
    d. Debarring from appearing in any test/examination or other
evaluation process
    e. Withholding results

f. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
g. Suspension/expulsion from the hostel
h. Restrictions from the institution for period ranging from 1 to 6 terms
i. Expulsion from the institution and consequent debarring from admission to any other institution.
j. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
k. Fine of Rupees 25,000/-

Important Note:-

Students are advised to Desist from Doing Anything Against their will. Any Incident of Ragging must be reported to the 'Anti Ragging Committee'

Anti-Ragging Committee:

S. No.	Name of Official	Designation	Contact No.	Email Id
1.	**Director**	**Presiding Officer**		**director@glbimr.org**
2.	**Dr. Anand Rai**	**Member**	**9811743141**	**anandkumar.rai@ glbimr.org**
3.	**Dr. Arpita Srivastava**	**Member**	**9868403547**	**arpita.srivastava@ glbimr.org**
4.	**Mr. Kuldeep Adhana**	**Member**	**9311969694**	**registrar@ glbimr.org**

4.13. UNDERTAKING

All students are to read and understand the above rules & regulations and required to give an undertaking in this respect.

4.14. CHANGE OF RULES

The institute reserves the right to change any or all of the information, rules, regulations and procedures in this Hand Book without prior notice, whenever it is deemed necessary to do so.

5. COURSE STRUCTURE

Post Graduate Diploma in Management (PGDM/ PGDM General)

The course curriculum follows a well-designed course structure. During the first year all students pursue the same course study which enables them to build a firm foundation in management concepts and skills across all the key functions. In the final year all students specialize in two areas of their choice from the offered disciplines.

Note: The institute reserves the right to make any changes in the subjects offered along with the content.

(PGDM/ PGDM General Course Curriculum

Term	Subjects		Credits	Total Credits
I	Core papers	8	22	22.5
	Minor Project	1	0.5	
II	Core papers	11	24	24.5
	Minor Project	1	0.5	
III	Core papers	5	14	26.5
	Minor Project	1	0.5	
	Electives	4	12	
IV	Core papers	3	8	26
	Electives	4	12	
	Summer Internship Project (SIP)	1	6	
V	Core papers	4	7	19
	Electives	4	12	
VI	Core papers	3	10	10
Grand Total			**128.5**	**1285**

First Year

Term – I

Sr. No.	Code	Nomenclature	Credit	Hours
1	PG11	Organizational Behaviour	3	30
2	PG12	Marketing Management	3	30
3	PG13	Accounting for Managers	3	30
4	PG14	Quantitative Techniques for Managers	3	30
5	PG15	Excel for Managers	3	30
6	PG16	Applied Managerial Communication	2	20
7	PG17	Igniting self and managing career (SSP-I)	2	20
8	PG18	Information Systems for Business	3	30
9	PG19	Minor Project	0.5	5
Total Credits			**22.5**	**225**

Term – II

Sr. No.	Code	Nomenclature	Credit	Hours
1	PG21	Human Resource Management	3	30
2	PG22	Strategic Marketing	2	20
3	PG23	Advanced Excel & Data Visualization	3	30
4	PG24	Managerial Economics	3	30
5	PG25	Production & Operations Management	3	30
6	PG26	Behavioural competencies (SSP-II)	2	20
7	PG27	Corporate Finance	3	30
8	PG28	Legal Environment of Business	3	30
9	PG29	Business Simulation	2	20
10	PG19	Minor Project	0.5	5
Total Credits			**24.5**	**245**

Term – III

Sr. No.	Code	Nomenclature	Credit	Hours
1	PG31	Research Methods in Business	3	30
2	PG32	Digital Marketing	3	30
3	PG33	Employability skills in a hybrid world (SSP-III)	2	20
4	PG34	Power BI	3	30
5	PG35	Decision Science	3	30
6	PG36	4 Electives (Two each from two areas of specialization) (4*3 Credit each)	3 (each subject)	120
7	PG19	Minor Project	0.5	5
Total Credits			**26.5**	**265**

Second Year

Term- IV

Sr. No.	Code	Nomenclature	Credit	Hours
1	PG41	Supply Chain Management	3	30
2	PG42	Leadership and emotional intelligence (SSP-IV)	2	20
3	PG43	Summer Internship Project	6	60

4	PG44	Strategic Management	3	30
5		4 Electives (Two each from two areas of specialization) (4*3 Credit each)	3 (in each subject)	120
Total Credits			**26**	**260**

Term- V

Sr. No.	Code	Nomenclature	Credit	Hours
1	PG51	Entrepreneurship	3	30
2	PG52	Personal and professional excellence (SSP-V)	2	20
4	PG53	Management of Technology, Innovations, and Change (MTIC)	2	20
5		4 Electives (Two each from two areas of specialization) (4*3 Credits each)	3 (in each subject)	120
Total Credits			**19**	**190**

Term- VI

Sr. No.	Code	Nomenclature	Credit	Hours
1	PG61	Dissertation Research Project	6	60
2	PG62	Business Ethics & Corporate Governance	2	20
3	PG63	Human Values & Environment Sustainability	2	20
Total Credits			**10**	**100**

List of Electives

Finance

Sr. No.	Term	Code	Nomenclature	Core/ Elective	Credits	Hours
1	Term – III	PGF31	Personal Wealth Management	Elective	3	30
2	Term – III	PGF32	Security Analysis & Portfolio Management	Elective	3	30
3	Term – IV	PGF41	Financial Derivatives & Risk Management	Elective	3	30
4	Term – IV	PGF42	Financial Statement Analysis	Elective	3	30
5	Term – IV	PGF43	Business Valuation & Financial Modelling	Elective	3	30
6	Term – IV	PGF44	Management of Banking & Financial Services	Elective	3	30
7	Term – V	PGF51	Tax planning for Managers	Elective	3	30

Sr. No.	Term	Code	Nomenclature	Core/Elective	Credits	Hours
8	Term – V	PGF52	Commercial Bank Management	Elective	3	30
9	Term – V	PGF53	Equity and M&A Modelling	Elective	3	30

Human Resource

Sr. No.	Term	Code	Nomenclature	Core/Elective	Credits	Hours
1	Term – III	PGH31	Talent Acquisition, Retention & Engagement	Elective	3	30
2	Term – III	PGH32	Compensation and Reward Management (Compensation and its legal aspects)/ Payroll Management and statutory compliances	Elective	3	30
3	Term – III	PGH33	Organization Development: Diagnosis, Interventions, and Change Skills	Elective	3	30
4	Term – III	PGH34	Strategic H.R.M.	Elective	3	30
5	Term – IV	PGH41	Learning & Development	Elective	3	30
6	Term – IV	PGH42	Performance Management	Elective	3	30
7	Term – IV	PGH43	HR Metrics and Analytics	Elective	3	30
8	Term – IV	PGH44	Organization Structure and Design	Elective	3	30
9	Term – V	PGH51	Competency Mapping	Elective	3	30
10	Term – V	PGH52	Industrial Relations & Labor Laws	Elective	3	30
12	Term – V	PGH53	International HRM (CROSS-CULTURAL MGMT)	Elective	3	30
13	Term – V	PGH54	Leadership, Power, and Politics	Elective	3	30

Marketing

Sr. No.	Term	Code	Nomenclature	Core/Elective	Credits	Hours
1	Term – III	PGM31	Sales Management	Elective	3	30
2	Term – III	PGM32	Product & Brand Management	Elective	3	30
3	Term – III	PGM33	Marketing Analytics	Elective	3	30
4	Term – IV	PGM41	Service Marketing	Elective	3	30
5	Term – IV	PGM42	Integrated Marketing Communication	Elective	3	30

6	Term – IV	PGM43	Distribution Management	Elective	3	30
7	Term – IV	PGM 44	Rural Marketing	Elective	3	30
8	Term – V	PGM51	B 2 B Marketing	Elective	3	30
9	Term – V	PGM52	Consumer Behaviour	Elective	3	30
10	Term – V	PGM53	Customer Relationship Management	Elective	3	30
12	Term – V	PGM54	International Marketing	Elective	3	30

Operations Management

Sr. No.	Term	Code	Nomenclature	Core/ Elective	Credits	Hours
1	Term – III	PGO31	Production Planning and Control	Elective	3	30
2	Term – III	PGO32	Total Quality Management	Elective	3	30
3	Term – IV	PGO41	Material and Purchase Management	Elective	3	30
4	Term – IV	PGO42	Service Operations Management	Elective	3	30
5	Term – IV	PGO43	System Simulations	Elective	3	30
6	Term – IV	PGO44	Management of Technology	Elective	3	30
7	Term – V	PGO51	New Product Management	Elective	3	30
8	Term – V	PGO52	Business Process Re-Engineering	Elective	3	30
9	Term – V	PGO53	Project Management	Elective	3	30

Data Analytics

Sr. No.	Term	Code	Nomenclature	Core/ Elective	Credits	Hours
1	Term – III	PGIT31	Business Modelling	Elective	3	30
2	Term – III	PGIT32	Business Analytics	Elective	3	30
3	Term – IV	PGIT41	Data Concepts and Application	Elective	3	30
4	Term – IV	PGIT42	Python for Business Analytics	Elective	3	30
5	Term – IV	PGIT43	Social Media Analytics	Elective	3	30
6	Term – V	PGIT51	Data Mining for Analytics	Elective	3	30
7	Term – V	PGIT52	Text and Sentiment Analytics	Elective	3	30
8	Term – V	PGIT53	Facebook Ads Analytics	Elective	3	30

International Business

Sr. No.	Term	Code	Nomenclature	Core/Elective	Credits	Hours
1	Term – III	PGIB31	Export and Import Management	Elective	3	30
2	Term – III	PGIB32	International Trade Operations & Documentation	Elective	3	30
3	Term – III	PGIB33	India's Foreign Trade	Elective	3	30
4	Term – IV	PGIB41	Export-Import Documentation	Elective	3	30
5	Term – IV	PGIB42	World Trade Organization – W.T.O. & Regional Trading Blocks	Elective	3	30
6	Term – IV	PGIB43	Global Business Environment	Elective	3	30
7	Term – IV	PGIB44	Distribution and International Logistics Management	Elective	3	30
8	Term – V	PGIB51	International Contract Management	Elective	3	30
9	Term – V	PGIB52	International Advertising and Brand Management	Elective	3	30
10	Term – V	PGIB53	International Supply Chain Management	Elective	3	30

Strategy and Consultancy

Sr. No.	Term	Code	Nomenclature	Core/Elective	Credits	Hours
1	Term – III	PGSC31	Advanced Environmental Management and Green Marketing	Elective	3	30
2	Term – III	PGSC32	Balanced Score Card	Elective	3	30
3	Term – III	PGSC41	Business at the Bottom of the Pyramid	Elective	3	30
4	Term – IV	PGSC42	Business Models for Organizational Excellence	Elective	3	30
5	Term – IV	PGSC43	Competition and Globalization	Elective	3	30
6	Term – IV	PGSC44	Introduction to Management Consulting Practice	Elective	3	30
7	Term – V	PGSC51	Managing Private-Public Partnerships	Elective	3	30
8	Term – V	PGSC52	Mergers, Acquisition and Corporate Restructuring	Elective	3	30
9	Term – V	PGSC53	Strategic Leadership and Governance	Elective	3	30

| 10 | Term – V | PGIB54 | Strategy for Entrepreneurs and Startups | Elective | 3 | 30 |
| 11 | Term – V | PGIB55 | Strategic Innovation: Creating New Markets | Elective | 3 | 30 |

Entrepreneurship

Sr. No.	Term	Code	Nomenclature	Core/ Elective	Credits	Hours
1	Term – III	PGE31	Launching and Managing an Enterprise	Elective	3	30
2	Term – III	PGE32	Project Formulation and Feasibility Analysis	Elective	3	30
3	Term – III	PGE33	Accounting and Finance for Entrepreneurs	Elective	3	30
4	Term – IV	PGE41	Turnaround Strategies in SMEs	Elective	3	30
5	Term – IV	PGE42	Social Entrepreneurship	Elective	3	30
6	Term – IV	PGE43	Venture Capital and Private Equity	Elective	3	30
7	Term – IV	PGE44	Buying an Existing Business	Elective	3	30
8	Term – V	PGE51	Entrepreneurial Marketing	Elective	3	30
9	Term – V	PGE52	Founders' Journey	Elective	1.5	15
10	Term – V	PGE53	Scaling Technology Ventures	Elective	3	30
11	Term – V	PGE54	Investor Pitching	Elective	1.5	15
12	Term – V	PGE55	Managing Finance and Liquidity	Elective	1.5	15
13	Term – V	PGE56	Organizational & Persuasive Communication	Elective	1.5	15

Note: The Institute reserves the right to make any changes in the subjects offered along with the content.

Dissertation Note:

➢ Topics of the Dissertation will be finalized during Term -IV.
➢ Each student will be assigned a faculty mentor, and they have to get Dissertation topics and synopsis approved by their faculty mentors.
➢ Students will submit a Dissertation report based on their original research work. The Dissertation will comprise 200 marks which are equivalent to 6 credits.
➢ Dissertation progress review presentations will be conducted in Term - Term -V & term-VI.
➢ The soft and hardbound copies of the Dissertation report will be submitted at the end of Term -VI.
➢ The final evaluation of Dissertation presentations will be done through a panel of two external examiners.

GL BAJAJ
Institute of Management & Research. PGDM Institute
FIND YOUR SPARK
GREATER NOIDA (Approved by A.I.C.T.E., Ministry of HRD, Govt. of India)

Registration Form– First Year

G L Bajaj Institute of Management and Research. PGDM Institute
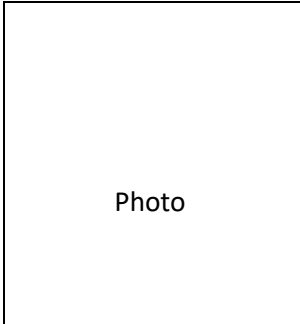
Plot No. 2, Knowledge Park III, Greater Noida – 201306

Helpline Number: 8010-081-081

Email: director@ glbimr.org

registrar@ glbimr.org

Website: www. glbimr.org

Registration Form

PGDM / PGDM (General) – First Year

Photo

Session: 2022-23

Personal:

First Name	Last Name

☐ **Mr.**

☐ **Ms.**

Physical Standard	**Date of Birth**	**Place of Birth**	**Nationality**	**Blood Group**

Height Weight

PAN No. _____

Passport No. _____

Adhar Card No. (Mandatory to Submit)   .

_____

Correspondence Address

	Contact Number: Mobile 1:_____ _____ Mobile 2: _____

Permanent Address

	Contact Number: Mobile 1:_____

_____

Mobile 2: _____

E-mail

Alumni

Have any of your family members studied at one of the G L Bajaj Group of Institute ☐ Yes ☐ No
Who_____Programme_____   Year _____

Personal Information   Annexure 1 B

	First Name	Last Name
Mr.		
Ms.		

Family Information

Family Member	Name	Age	Highest Degree	Occupation	Designation & Organization
Father					
Mother					
Spouse					
Brother (s)					
Sister (s)					

Qualifying Test (MAT/XAT/CAT/GMAT)

Name:	Score
Data:	Percentile:

Education Qualification

Course	Name of the School/Board/ University	Stream	Marks Obtained	Total Marks
10th				
12th				
Graduation			Yr. 1	Yr. 1
			Yr. 2	Yr.2
			Yr. 3	Yr.3
			Yr. 4	Yr.4
			Aggt.	Aggt.
Post-Graduation			Yr. 1	Yr. 1
			Yr. 2	Yr. 2
			Aggt.	

Have you ever worked or employed in any organization before taking admission in GLBIMR.PGDM INSTITUTE:

(YES / NO):_____

If YES: (Mentioned Organization Name, Designation & Place of Work:

_____

Have you ever been suspended, dismissed academic probation or warning at any school or college?

☐ Yes ☐ No if "YES" Please explain on a separate sheet or paper

Language Proficiency

(5=Excellent, 1=Poor)

Name of Languages	Spoken					Written				
	1	2	3	4	5	1	2	3	4	5
1										
2										
3										

Awards

S. No.	Name	Received when	For what
1			
2			

Activities

S. No.	Name of Activity	Date of	Hours	Position or

		Participation	Per month	responsibility held
1				
2				

Professional Courses

S. No.	Course	Institution	Full/Part-Time	Year of Completion
1				
2				

Annexure 2

Student Undertaking: Non-Submission of Documents – First Year

Session 2022-23

I,_____ S/o D/o _____,
Admission No._____, have not produced the following document/s, at the time
of registration for Two Year Full Time Post Graduate Diploma in Management (Batch 2022-24), at GL Bajaj
Institute of Management and Research. PGDM Institute, Greater Noida.

1.   10th Passing Certificates

☐

2.   10thMarksheet

☐

3.   12th Passing Certificates

☐

4.   12thMarksheet

☐

5.   Graduation Marksheet

☐

6.   Graduation Certificates

☐

7.   MAT/CAT/XAT/ATMA Score card

☐

8.   Student Undertaking

☐

9.   Parents Undertaking

☐

I undertake that I shall produce the above-mentioned documents in original and photocopy latest by ___/____/2022. My admission to the course is, therefore, purely provisional.

Under any circumstances, if I fail to produce the above-mentioned documents by the said date, my admission is liable to be cancelled and I shall forfeit my claim on the money deposited with the Institute.

Date: _____   Sign: _____

Place: GLBIMR.PGDM INSTITUTE, Greater Noida.   Name: _____

Note: The student is responsible for submitting the undertaking with the Program Office within ten days of joining.

Annexure 3

Application Form – Hostel Accommodation

First Year, Session 2022-23

Name of the Student …………………………………..…..………………… Sex: …………………................….

Father's Name …………………………………………………………………………...............

Date of Birth ……………………………………………………………………………

E-mail ID ……………………………………………………………………………

Permanent   Address   ……………………………………………………………………………

…………………………   Phone No. (Residence) …………………………………………………

Local Guardian Address ……………………………………………………………………….

Contact No ……………………………………………….   E-mail ID………………………..……..

Declaration by Applicant

I declare that the above given particulars are correct to the best of my knowledge and belief. If, at any stage, it is found that any of the information furnished by me is incorrect, I will withdraw from the hostel and will not claim any refund. I will follow the rules and regulations of the hostel. I hold myself responsible for the dues and prompt payment of the hostel fees.

……………….   …………………………………………   ………………………..

Date   Signature Parent/Guardian   Signature of Student

Annexure 4

Student Affidavit - Anti-Ragging

Session 2022-23

(To be printed on Non-Judicial Rs. 10/- stamp paper and notarized)

I ………….....…….……………………….. S/o D/o ………………………………....………..

Resident of ………………………………………………………………………………….

Course Admitted ……………………………………………….....……   Session ………………………

of G. L. Bajaj Institute of Management and Research hereby undertake/declare that:

I am fully aware of the All India Council for Technical Education's Rules and Regulations on the prevention and prohibition of Ragging in Technical Institutions. I am also aware of the Hon'ble Supreme Court order in SLP NO. 24295 of 2006 dated 16/5/2007 on ragging.

I am aware of the law regarding prohibition of ragging as well as its punishments, and that I, if found guilty of the offence of ragging and/or abetting ragging both in or outside the institute campus, am liable to be punished appropriately which may include to rustication from the college or suspension from the institute. The decision of the Institute, in case of ragging, would be final and binding upon me.

I understand that Ragging is strictly prohibited on and off the GLBIMR.PGDM INSTITUTE campus. No breach of this rule shall be tolerated.

Date: _____   Student's signature _____

Place: _____   Student's Name _____

Annexure 5
Parents Affidavit - Anti-Ragging
Session 2022-23
(To be printed on Non-Judicial Rs. 10/- stamp paper and notarized)

1.   I, _____ Father/Mother/Guardian of _____, PGDM Adm. No. _____ having been admitted to **G. L. Bajaj Institute of Management and Research. PGDM Institute**, have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2)   I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3)   I have also, in particular, perused clauses of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4)   I hereby solemnly aver and undertake that

a)   My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b)   My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5)   I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6)   I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission my ward is liable to be cancelled.

Declared this _____day of _____, 2022

Signature of Deponent

Name: _____

Address: _____

Telephone/Mobile No: _____

Verification

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (Place) on this the _____day of _____2022.

Signature of Deponent

Solemnly affirmed and signed in my presence on this _____ day of _____, 2022 after reading the contents of this affidavit.

Oath Commissioner

Note: The student is responsible for submitting the undertaking to the Program Office within ten days of joining.

![GL BAJAJ logo]

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Institute of Management & Research, PGDM Institute
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GREATER NOIDA   (Approved by A.I.C.T.E., Ministry of HRD, Govt. of India)

Annexure 6

Student Undertaking: Code of Conduct & Discipline

Session 2022-23

Undertaking from the Student and Guardian

I,... , PGDM Adm. No.:...................…………Batch PGDM 2022-24

, Student of G.L. Bajaj Institute of Management and Research. PGDM Institute, Greater Noida, Son/Daughter of Shri/Smt.

_____,a permanent resident of Vill / Town_____,

PO._____, PS._____, Dist_____ State_____,

do hereby undertake on this _____day of _____, year _____ the following:

1. That, I shall conduct myself within and outside the precincts of the Institute in a manner befitting to the students of an institution of national importance and I shall abide by the admissible rules and regulations of GLBIMR.PGDM INSTITUTE, Greater Noida and follow the code of conduct for students as mentioned in the Student Handbook and informed time to time. I acknowledge that the Institute has the authority of taking disciplinary action on me for non-compliance of the same.
2. That I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging.
3. That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law. I understand that, in case I am involved in ragging, the case will be reported to the police and the law will take its own course and I will be summarily expelled from the institute.
4. That, I am aware that, the following act of omission and /or commission shall constitute gross violation of the code of conduct and I am liable to be invoked with disciplinary measures, if there is omission and /or commission of any or more of the following:
   (a) Ragging
   (b) Lack of courtesy and decorum; indecent behavior anywhere within or outside the campus.
   (c) Willful damage or stealthy removal of any property/belongings of the Institute/Hostel or of fellow students.
   (d) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
   (e) Mutilation or unauthorized possession of library books.
   (f) Noisy and unseemly behavior, disturbing studies of fellow students.
   (g) Hacking in computer systems (such as entering other person's area without prior permission, manipulation and/ or damage of computer hardware and software etc.).
   (h) Any other act of gross indiscipline. Commensurate with the gravity of the offence, the punishment may be reprimand, fine, and expulsion from the hostel, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.
   (i) For an offence committed in (a) a hostel (b) a department or in a classroom and (c) elsewhere, the Warden, the Head of the Department and the Registrar, Student's Welfare, respectively, shall have the authority to reprimand or impose fine. All cases involving punishment other than reprimand shall be reported to the director, Chairman of the Senate.
   (j) Leaving hostel rooms without switching off the lights, fans and any other electronic appliances, the punishment may be reprimand, fine and expulsion from the Hostel.
   (k) All major acts of indiscipline, which may have serious implications on the general body of students, and/ or which may warrant a uniform and more formalized nature of investigation, shall be handled by the students disciplinary committee of the this Institution.

(l) Cases of adoption of unfair means in an examination shall be reported to the COE Office for taking appropriate action.

(m) That apart, I am also aware that in case I am involved in any criminal activities besides punishment as aforesaid, I shall be liable under Penal Law by Civil or Criminal Court as applicable.

(n) I agree to vacate the hostel, in case I fail to register in any trimester.

5. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at institution level shall be any one or any combination of the following:-

(i) Cancellation of admission
(ii) Suspension from attending classes
(iii) Withholding/withdrawing scholarship/fellowship and other benefits
(iv) Debarring from appearing in any test/examination or other evaluation process
(v) Withholding results
(vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
(vii) Suspension/expulsion from the hostel
(viii) Rustication from the institution for period ranging from 1 to 6 Trimester
(ix) Expulsion from the institution and consequent debarring from admission to any other institution.
(x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

6. In the event of my involvement in any activity outside the campus which is punishable by the law of the land, the institute shall in no way provide any support to me and will be not be responsible either for my action.

7. I also declare that I am not suffering from any serious/contagious ailment including psychology related symptoms.

_____

Signature of Student

I hereby fully endorse the undertaking made by my child / ward.

_____

Signature of Mother / Father and or Guardian

Name of the Father:

Name of the Mother

Full Address:

Phone No (Landline):

Phone No (Mobile): Father:

            Mother:

Email Address: Father:

            Mother:

Note: *The student is responsible for submitting the undertaking with the Program Office within ten days of joining.*

Annexure 7

Undertaking - Compliance of Policies & Procedures First & Second Year

Batch 2022-24

I,.. S/o D/o .... student of PGDM / PGDM (GENERAL) Batch (2022-24), have received a copy of the Student Handbook which outlines the qualifying norms, policies and procedure and Course Structure of two years full time PGDM / PGDM (GENERAL) courses. I have gone through this handbook and abide by it, and have familiarized myself with the contents of this handbook.

I agree to abide by any further changes in the rules and regulations made by the institute during the course of my programme.

I am fully aware that Ragging is a criminal and punishable offence.

By my signature below, I undertake, understand, accept and agree to comply with the information contained in the Handbook provided to me.

Date: _____   Student's signature _____

Place: _____   Student's Name _____

Annexure 8

Joining Report & Declaration Form

Batch 2022-24

I, _____,

S/o D/o _____,

Resident of_____

_____, Admission No.

_____, have joined the PGDM / PGDM (GENERAL) course of Batch 2022-24 in GL Bajaj Institute of Management and Research. PGDM Institute, a Two-Year Full Time regular course, approved by All India Council for Technical Education (AICTE), Ministry of HRD, on _____(date), as a regular student.

I hereby, declare that all the particulars furnished by me today at the time of Registration are correct. If, at any stage, any part thereof is found to be incorrect, it would be open to the Institute to take any action against me, as deemed appropriate, including termination of my tenure as a student of the Institute.

I am fully aware that ragging is a criminal offence and strictly prohibited within and outside of campus as per the directives of Hon'ble Supreme Court of India. I will not indulge in any such activity, nor shall allow any such activity be committed upon me, as is mentioned in the Anti-Ragging affidavit.

I further undertake that, consequent upon my joining of the course today, I am liable to pay full fees to the Institute and no part of the fees already paid is now refundable.

Date: _____   Student's signature _____

Place: _____   Student's Name _____

Annexure 9

Acknowledgement Form

Batch 2022-24

I, _____ S/o _____ student

of PGDM / PGDM (GENERAL) Batch 2022-24, Adm. No. _____ have received:

1. A copy of the Student Handbook which outlines the qualifying norms, policies and procedure of

   two year full time PGDM / PGDM (GENERAL) course. I have gone through this handbook and

   abide by it, and have familiarized myself with the contents of this handbook.

2. All Annexures from 1 to 8, filled carefully and returned to the concerned faculty coordinator.

I am also fully aware that Ragging is a criminal and punishable offence.

By my signature below, I acknowledge, understand, accept and agree to comply with the information

contained in the Handbook provided to me.

Date: _____   Student's signature _____

Place: _____   Student's Name _____

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(Approved by A.I.C.T.E., Ministry of HRD, Govt. of India)

OUR REGULAR PLACEMENTS PARTNERS

GL Bajaj Institute of Management & Research. PGDM Institute
Plot No. 2, Knowledge Park-III, Greater Noida, U.P. 201306

Helpline No. : 8010-081-081 | admissions@glbimr.org FOLLOW US