



MIBM

Mulshi Institute of Business Management, Pune



Manual of Policies for Students

**2-Year Post Graduate Diploma in
Management (PGDM) Program**

Batch: 2025-2027

Message from the President

Dear Students,

Welcome to MIBM, Pune, a renowned institution known for its exceptional academics and a strong track record of successful placements & career. We are delighted to have you as part of our vibrant community as you embark on your journey towards attaining a Post Graduate Diploma in management.

At MIBM, we believe in providing a holistic education that combines theoretical knowledge with practical and transformational experience, enabling you to become well-rounded professionals. Our program spans two years, divided into six terms, during which you will have the opportunity to delve into various facets of business management, gain industry exposure through internships, and demonstrate your research capabilities through a dissertation.

Located amidst enchanting green and hilly surroundings, our campus and hostel offer a serene and conducive environment for learning and personal growth. We encourage you to make the most of this picturesque setting by immersing yourselves in the intellectual and social vibrancy that MIBM has to offer.

As you embark on this exciting journey, it is important to remain mindful of the typical pitfalls that students may encounter. To guide you through your academic tenure, we have prepared this policy document, which outlines the rules, regulations, and guidelines that govern your conduct and academic progress. It is crucial to familiarize yourselves with these policies to ensure a smooth and rewarding experience at MIBM.

We encourage you to engage actively in all aspects of the MIBM experience. Embrace the academic rigor and challenge yourselves to explore new avenues of knowledge. Take advantage of the vast resources available to you, including our esteemed faculty, well-equipped libraries, and state-of-the-art facilities.

Remember, your time at MIBM is not just about acquiring knowledge and skills; it is also about building lasting relationships, expanding your network, and honing your leadership abilities. Engage with your peers, participate in extracurricular activities, and make use of our career services to enhance your employability and shape your future.

We are committed to providing you with the guidance and support you need to excel in your academic pursuits and beyond. Feel free to reach out to us whenever you require assistance or have any queries.

Once again, congratulations on being a part of MIBM, Pune. We look forward to witnessing your growth, achievements, and the positive impact you will make in the business world.

Wishing you a fulfilling and successful journey at MIBM!

Warm regards,

Dr Pramod Kumar

**President,
International School of Business & Media, Pune.
Ignited Minds Society's MIBM**

June 17, 2025

Message from the Director

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Warm regards,

Dr. Saroja Asthana
Secretary & Founder Director
Ignited Minds Society's MIBM

June 17, 2025

Message from Dean Academics

Dear 2025-27 Batch of Students,

Welcome to MIBM, Pune! We are delighted to have you on board. We are responsible for overseeing the administration of our academic policies and processes.

Our esteemed PGDM program offers a transformative academic journey that will shape your future. With dual specializations, internships, and a dissertation, you will gain valuable industry exposure and enhance your skills.

As you embark on this exciting journey, it is essential to familiarize yourself with our policies and processes outlined in the manual. These guidelines will help you navigate the program effectively while maximizing your MIBM experience.

From domain learning to leadership development, our program emphasizes holistic growth. We encourage you to embrace the enchanting green and hilly surroundings of our campus and hostel while remaining mindful of the potential pitfalls.

Should you have any queries or concerns regarding our policies or processes, feel free to reach out. We are here to assist you in making the most of your academic journey.

Wishing you a successful and fulfilling time at MIBM!

Best regards,

Dr. Vilas Pharande

Dean Academics

Mulshi Institute of Business Management, Pune

June 17, 2025

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1. OUR VISION, MISSION AND PHILOSOPHY

Vision

To be a pioneer in shaping the future by transformative education, empowering students to become innovative business leaders who drive meaningful change through business excellence, equity, and inclusion for the betterment of communities and the global society.

Mission

M1: Business Leadership:

To empower students with transformative **knowledge** and **Education**, fostering professional excellence and entrepreneurial skills through innovative **leadership** in business.

M2: Impact

Our commitment is to **inspire and ignite minds**, changing lives to enhance organizations, **uplift communities** and contribute to a better world.

M3: Community

By **promoting DEI and sustainability**, we strive to cultivate resilient change agents who drive global growth through **innovative research, social development and ethical practices**.

PEO Statements

PEO1: To cultivate **innovative business leaders** to drive transformation and adapt to market changes.

PEO2: To prepare **business excellence and entrepreneurial leadership** as an integral program strategy.

PEO3: To integrate **Diversity, Equity, and Inclusivity** principles into **future business leaders' development** to meet **global practices**.

Our Operating Philosophy

We demonstrate courage and the ability to live by our values. Our values remain in our heart and are visible in our actions.

- Always look for and follow the best practices and standards.
- Operate with a spirit of responsibility, liberty, integrity, and openness.
- Act with high speed, entrepreneurship, and flexibility.
- Work with colleagues with a sense of responsible democracy and egalitarianism.
- Maintain national and global character.
- What must happen, we must make it happen, even though there are good reasons why it can't.
- Create a rewarding sense of belongingness for mutual growth.
- It is better to make things rather than complaining.
- Innovative thinking and proactive approach in our work.
- Recognition of independence, interdependence and team working.
- Time is always right to do what is right.

The Objective of these polices and procedure is “Well-Rounded Professional” who could work in global environment with comfort.

2. MIBM LEARNING PROGRAM

The learning program endeavors to promote:

- **Domain learning:** Focus on acquiring in-depth knowledge and expertise in specific areas of study.
- **Business and managerial competency development:** Enhance your skills and capabilities to excel in the business and managerial domains.
- **Growth that meets expectations of recruiting companies:** Develop yourself to meet the requirements and expectations of potential employers.
- **Growth in career:** Foster personal and professional growth to advance your career trajectory.
- **Leadership and talent development:** Cultivate leadership qualities and nurture your talents to become effective leaders in your chosen field.
- **Modern and contemporary attitude, values, and perspective:** Embrace a forward-thinking mindset, adopt contemporary values, and gain a broader perspective on global trends and challenges.

The Learning process described in this document shall detail:

- **In-class and curricular training and education:** Engage in structured classroom sessions and academic curriculum to receive formal training and education in various subjects.
- **Skills and perspectives building towards business - Guest lectures, workshops, etc.:** Participate in guest lectures, workshops, and other activities designed to enhance your skills and broaden your perspectives specifically in the context of business.
- **Out of class learning:** Explore opportunities outside the classroom to develop social skills, cultivate a non-judgmental attitude and strong values, assume responsibility, improve execution skills, and foster leadership qualities.

3. THE ACADEMIC SYSTEMS AND PROCESSES

OBJECTIVES

1. **Contemporary domain knowledge:** Acquire up-to-date and relevant knowledge in your chosen field or specialization.
2. **Analytical Tools and Techniques:** Learn and apply various analytical tools and techniques to analyze and solve complex business problems.
3. **Rational and data-driven decision-making:** Make informed decisions based on logical reasoning and analysis of relevant data.
4. **Professional skills** - discussion skills, time management and prioritizing: Develop effective communication and discussion skills, manage time efficiently, and prioritize tasks in a professional setting.

PROGRAM OVERVIEW

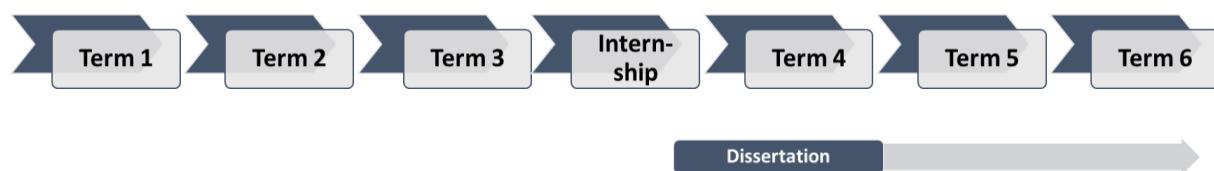
The institute has four specializations to choose from for the 2-Year Post Graduate Diploma in Management (PGDM) Program with dual specializations.



Following Specializations can only be opted as a second specialization with any one the above four:

1. Business Analytics

The two-year PGDM program is completed over Six terms and includes Internship after Term three and a Dissertation component in the second year.



Distribution of courses from Term 1 to 6 optimizes the academic load.

Term>	Total	1	2	3	4	5	6
Core	22	8	8	2	2	1	1
Electives	20			6	6	6	2
Add'l				Internship		Dissertation	

The Core courses provide foundational understanding of multiple business disciplines to all students irrespective of their specialization. Electives allow the student to gain from an in-depth and state of the art exposure in the area of specialization.

Summer Internship Program

Summer internship is an essential component of the program, providing students with hands-on work experience, expanding their knowledge, and helping them plan their careers. Lasting approximately 10 weeks, the internship takes place during the summer break after the first three trimesters of the first year.

Students must complete a Summer Internship Report based on a project assigned by the company, which is evaluated by both company and institute faculty guides. Failure to complete the internship results in ineligibility for the second year. Conduct during the internship must align with company culture and ethics, and any misconduct may lead to disciplinary action. The evaluation consists of 40% internal assessment by faculty and 60% assessment by the company guide, with a minimum qualifying grade of B. Complaints regarding student conduct or performance may result in expulsion.

Dissertation Project

The dissertation is an integral part of the program, initiated in the beginning of the second year. It aims to encourage students to conduct in-depth research on management topics and enhance their conceptual and analytical abilities. It is a mandatory requirement, and failure to complete the dissertation results in the student being ineligible for the PGDM degree.

Students must select a topic and a faculty guide for their dissertation project. A dissertation completion schedule is agreed upon with the faculty guide, and the proposal, signed by the faculty, must be submitted within the specified date. The completed dissertation, including research methodology and empirical data, must be submitted by the specified date.

A minimum B grade is required for satisfactory completion, and a grade below 'B' will be considered an 'F' grade, which is not permitted for the dissertation.

4. THE JOURNEY OF EXCELLENCE – MANAGING YOUR PERFORMANCE

As you embark on this exciting journey, it is equally important to be mindful of the typical pitfalls that students may encounter.

Term wise priorities are outlined below:

Term 1:

- Familiarize yourself with the curriculum and set clear academic goals for the term.
- Build connections and establish a strong support network within your cohort.
- Embrace the postgraduate teaching pedagogy and actively participate in classroom discussions and activities.
- Actively participate in extracurricular activities and clubs to enhance your holistic development.
- Adapt to living in the hostel, respecting the diverse backgrounds and cultures of your fellow students.

Term 2:

- Continuously engage in academic rigor and deepen your understanding of core subjects.
- Seek guidance from faculty mentors to plan your specialization choices for the upcoming terms.
- Cultivate time management skills to balance coursework and personal commitments effectively.

Term 3:

- Prepare for the upcoming internship by updating your resume and refining your interview skills.
- Research and identify potential organizations that align with your career goals.
- Be proactive in seeking internship opportunities and utilize the support of the Placement Cell.

Internship:

- Fully immerse yourself in the internship experience and actively seek learning opportunities.
- Maintain a professional and diligent approach during the internship to maximize learning and make a positive impression.
- Maintain regular communication with your company and institute guides.

- Adhere to the code of conduct and ethics of the organization and represent MIBM positively.
- Complete the assigned project and submit the Summer Internship Report as per the guidelines provided.

Term 4:

- Reflect on your internship experience and integrate the learnings into your academic pursuits.
- Consult with your faculty guide to select a relevant and engaging dissertation topic.
- Develop a detailed plan and timeline for completing your dissertation project.
- Stay focused and manage your time effectively to meet the requirements of both coursework and dissertation work.
- Prepare for placement interviews by honing your interview skills and updating your resume.

Term 5:

- Stay motivated, maintain a positive attitude, and make the most of the opportunities available during the placement season.
- Dive deep into your specialization courses and leverage the expertise of faculty members.
- Network with industry professionals and participate in workshops and seminars to broaden your perspective.
- Seek guidance from your faculty mentor to enhance your job search strategies and refine your career goals.
- Continuously update your knowledge and skills to stay competitive in the job market.

Term 6:

- Complete your remaining coursework and wrap up your dissertation project.
- Revise and consolidate your learnings from the entire program for comprehensive understanding.

Remember, these guidelines are meant to serve as a general roadmap. Be open to adapting and seeking guidance from faculty and mentors throughout your journey at MIBM.

All deviations will be dealt with by Dean, Academics or a committee constituted for specific issues, as may be deemed fit by Dean, Academics.

The basis for action for Discipline or Deviation concerns is detailed in the Annexures that follows.

5. ANNEXURES

Serial No.	Topic	Annexure reference
1	Curriculum Design	A
2	Examination	B
3	Evaluation	C
4	Grading System	D
5	Qualifying Standards	E
6	Attendance	F
7	Summer Internship	G
8	Dissertation	H
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ANNEXURE – A

CURRICULUM DESIGN

1. Information on course content is provided before the commencement of each course.
2. Any two specializations can be chosen from the ones given below for the 2-Year Post Graduate Diploma in Management (PGDM) Program:
 - Marketing
 - Finance
 - Human Resource Management
 - Logistics and Supply Chain Management
 - Business Analytics (This specialization can, however, only be opted as a second specialization)

NOTE: A student is expected to choose one of the two specializations as a career interest for campus placement in that specialization.

3. The course curriculum comprises core courses and elective courses. It is periodically reviewed keeping in view the cutting-edge industry requirements. Each Course (Core and Elective) is of three credits. Internship and Dissertation are of six credits each. The credit point details for the program components are as follows:

Courses	Count	Credits
Core Courses	20	60
Ist. Specialization Core Courses + Electives	8	24
IIInd. Specialization Core Courses + Electives	8	24
Other Electives	6	18
Summer Internship	1	6
Dissertation	1	6
Total Credits		138

4. **Specialization options:** A student is to do specialization in two areas, generally termed as “Dual Specialization”- one in his/her area in which he/she has taken admission and the second one can be taken from any of the remaining areas of specialization.
5. **Change of specialization:** The first specialization that is offered at the time of admission will not change. The second specialization can be reviewed by the student at the beginning of the Third trimester, and a change request can be made based on career interest. Any such change, however, should be duly approved by the Specialization area chair, admissions, and the academic office.
6. **Completing the credit requirements:** In addition to the Internship and Dissertation, a finite number of courses must be completed by the student to fulfill the PGDM credit requirements.
7. There are three categories of courses available to the student in each Trimester. These are:
 - a) **Core Courses:** Every student undergoing the PGDM program needs to take the Core courses irrespective of the specialization choice.
 - b) **Specialization Courses:** For each specialization, students must take 8 courses. Note that some of the courses within the Specialization are prescribed and referred to as “Core for the specialization,” while others may be optional (referred to as “Electives”). Together, a student needs to complete 8 courses in each specialization.
 - c) **Other courses:** Six elective courses must be taken by the students to cover their lateral interests in other subjects. An elective course will be withdrawn if the class count is less than 15.
8. **Making the Choice of an elective course:** The courses that will be taught in a particular Term will be notified before the commencement of the term, and students can choose electives and submit their choices to the academic office as per the date mentioned in the Academic calendar.
9. **Admission to a course:** The admission of students to elective courses is subject to pre-requisites set by the faculty offering the course and includes criteria such as the academic background, aptitude, and level of performance in related courses of individual students and the number of students that can be admitted to a specific course.
10. **Audit courses:** In addition, a student can also opt for two Audit courses during the program, which are optional, provided the concerned faculty allows. The Audit courses can be from any elective area of the relevant Program. These Audit courses will be included in the mark sheet as pass/fail depending on the result. They will not be counted to compute CGPA (Cumulative Grade Point Average). Once a student registers for an Audit course, he/she cannot drop out later and will have to meet the requirements of attendance, assignments, quizzes, and examinations.
11. **The course duration** will be 30 hours, consisting of classrooms and tutorials/ experiential learning.
12. **Subject-student (Cohorts) size:** Cohorts are created considering the class occupancy limits of ninety students in a lecture. Smaller Cohorts of up to twenty-five students are created for Tutorials.

13. Weightage of marks: For the multiple assessments in each course, the distribution of 100 marks will be as follows:

Assessment	Description	Marks
a) Quizzes	Quizzes are conducted based on assigned pre-readings at the beginning of the class to facilitate case-based learning.	15
b) Group Projects	These group projects focus on real-world business challenges that incorporate decision-making.	35
c) Take Home Assessment	In this assignment, students apply concepts, theories, and analyze using the tools to arrive at meaningful recommendations & conclusions.	20
Internals total:		70
d) End Term written exam	This is a written test where the course outcomes are tested through questions that demand analysis, evaluation and development of solutions.	30
Total		100

14. In Terms 1 & 2, the above structure will be applicable. Subsequently, the faculty may make minor adjustments to suit the course requirements.
15. In each Term, in addition to regular courses, there will be workshops, presentations, and guest lectures. Attendance is compulsory.
16. It may be noted that the Program structure and course content may be revised without notice to suit the needs of teaching and learning.
17. During the middle of each term and at the end of the term, students' feedback will be sought with respect to the course content, delivery, and other parameters.

ANNEXURE – B

EXAMINATIONS

1. Students must be seated at least 10 minutes before the start of the examination. No student will be allowed to enter the examination hall after the examination starts.
2. Students must carry and display their Identity cards during examinations. Otherwise, he/she will not be allowed to sit for the examinations.
3. Students are to bring with them a pen, pencil, eraser, sharpener, ruler, and calculator. Borrowing a pen, pencil, eraser, sharpener, ruler, calculator, etc., during an examination is not permitted. A student is not allowed to bring a pencil box/kit into the examination hall.
4. No bags, papers, books, or notes should be taken inside the examination hall. In case you bring such books and notes, these are to be kept outside the examination hall. The Institute will not take any responsibility for any loss, damage, or theft of these materials.
5. Books and notes are allowed inside the hall only for “Open Book” examinations.
6. No student will be allowed to leave the examination hall before submitting the answer paper to the invigilator.
7. Indiscipline during an exam:
 - a) Any exchange of remarks, gestures or glances at another student’s paper may be treated as an attempt to malpractice. This may lead to expulsion from the institute.
 - b) A student is not allowed to bring mobile phones, even in switched off or silent mode, into the examination hall. In case of violation of this, the student will be asked to leave the examination hall immediately, and an F grade will be awarded for that course, besides confiscating the mobile phone.
 - a) Complete silence is to be maintained during the examination.
8. **Consequences of indiscipline:**
 - a) Any form of malpractice in the examination is treated as a major breach of discipline and dealt with severely.
 - b) The decision by the invigilator or the faculty supervising the exam is final, and no discussions shall be entertained. (Note that Cameras are installed in all classrooms and recordings are available as needed.)
 - c) The Invigilator has the right to ask you to leave the examination room immediately if they notice inappropriate behavior.
 - d) This may also lead to expulsion from the institute.

9. Unless a student has obtained prior permission from the Dean Academics seeking absence from an examination for unavoidable reasons, the absence will be treated as a Failure grade (F) in that course. No re-examination will be held in any circumstances.
10. The end-term examination is mandatory. No student is allowed to miss examinations without prior approval of the Dean Academics/Director/ President. No re-examination will be conducted for the students who missed an examination without any prior approval.

ANNEXURE – C

GRADING SYSTEM

1. Each faculty, while giving the course outline, will indicate his/her criteria for evaluating/ grading at the beginning of the Term.
2. In general, evaluation will be based on a combination of tutorials, quizzes, assignments, project work, level of class participation, Mid-Term Examination, End-Term Examination, etc.
3. Grading follows the system of 6 quality points. The quality points used on the graduated evaluation scale are:

Grades	A+	A	B+	B	C+	C	F
Quality Points	6	5	4	3	2	1	0
Range of Marks (out of 100)	75 and above	$\geq 70 - < 75$	$\geq 65 - < 70$	$\geq 60 - < 65$	$\geq 55 - < 60$	$\geq 50 - < 55$	Below 50

4. The index of a student's performance in each Term is the Quality Point Index (QPI). This is derived by reference to the absolute marks in the table above. The index of a student's overall performance is the Cumulative Grade Point Average (CGPA). It is the weighted average of QPIs of all Terms.
5. **F** indicates a Failure grade. A faculty can award an "I" (Must Improve) grade in case of missing an assignment or a dissatisfactory assignment. No "I" grade can be awarded for missing the Mid-term and End-term examinations.
6. A student's performance in each trimester will automatically be made available to the students and the faculty. STUDENTS MUST MONITOR THEIR CGPA AND NUMBER OF 'F' GRADES AT THE END OF EACH TRIMESTER.

ANNEXURE D

EVALUATIONS

7. The evaluation process will follow continuous assessment and feedback in specified intervals, and a schedule for any large weightage project/assignment-based assessment.
8. At the end of each assessment, if a student has objections/ questions about the evaluation marks/ grade, he/she can go back to the faculty for redressal/clarification. Faculty decisions, however, will be final. Students will receive their corrected answer sheets within a reasonable time.
9. Timely submission of all written assignments, reports, projects, and any other evaluations is mandatory. For all assignments, a student may be required to run through plagiarism software and attach the report. Plagiarism up to 20% is acceptable.
10. There will be a scheduled process of feedback every three weeks during the course based on your past assessments. The faculty will provide you with details of the work done and how to improvise. A student should feel free to ask any questions, seek clarification, and offer suggestions/seek support from the faculty.
11. **Passing a Course:**
 - a) Meeting the Class Attendance criterion detailed in Annexure -F is essential to pass a course.
 - b) Assessments:
 - I. The Internal assessment scores of all students should reach the academic office at the same time. Any delayed assessment due to the non-completion of requirements by the student beyond one week of submission by other students will not be considered.
 - II. Students are required to complete and submit internal assessments on time to avoid being given an F grade. In such circumstances, no make-up assignment / exam as a substitute will be provided. It is the sole responsibility of students to follow the course policy and process as specified by the faculty.
 - III. If a student scores less than 50% marks in the Internal total, he will fail and not be allowed to appear in the End-term exams. He/she needs to repeat the course next year with the junior batch.
 - IV. If a student scores less than 50% marks in the end-term, he will get an F grade. In this case, he can appear in a re-examination with the prescribed fees. This is not applicable for other internal assessments.
12. The decision of the faculty regarding grades or any segment of evaluation will be final. A student who needs clarification of his/her grade(s) may discuss with the faculty concerned within a week of receiving his/her grades.
13. Failure to meet required passing standards in courses or CGPA, the student's name for campus placement, both summer and final, will be held back by the Dean Academics. This decision will hold good till a student clears the minimum requirement.
14. Re-evaluation of the examination paper and/or final grade is not allowed. However, in exceptional cases, if a student submits to the Dean Academics a written request with reasons for re-evaluation

within one week of receiving the marks/grade, and if the Dean Academics considers it legitimate, they may get the reassessment done.

15. If a student's transcript carries the I-Grade, that should be changed into an appropriate grade within the first two weeks of the following Trimester, failing which I-Grade will be changed into an F (Failure) grade and the student will be required to repeat the course.

16. Re-Exam rules:

- a) A student who fails in the internal assessment is not permitted to appear in the end-term or any re-exam.
- b) A re-examination is only conducted for the following conditions:
 - 1. A student fails in an End-term exam (no re-exam if failed in the internal assessment)
 - 2. has a C or C+ grade in any course (no re-exam if B or better grades).
- c) ONLY ONE COURSE RE-EXAM PER TRIMESTER is going to be conducted by Academics.
- d) Re-exam fee of Rs. 6000 is applicable per subject exam.
- e) If a student fails in the Re-exam, a second Re-exam will not be taken, and he/she need to repeat the course.
- f) If a student fails to complete the academic requirements at the end of the second year, their term may be extended by three months or more.

10 Grade Improvement exams:

- a) Grade improvement can be done only if a student has a "C" / "C+" or "B" grade in a course. This is not available for anyone scoring a "B+" or higher grade.
- b) A request for a Grade improvement can be made in the immediate subsequent Trimester and not later.
- c) A student who has more than one "F" grade in any trimester should immediately opt for the Grade Improvement process as specified and scheduled by the Dean Academics. The same should be completed in the next term.
- d) All grade improvement programs will invite a fee of Rs. 6000 per course for every attempt.

ANNEXURE – E
QUALIFYING STANDARDS

1. Registration for a new Term:

- 1. Throughout the six terms, if there are Two or more "F" s, the student will not be elevated to the next term.
- 2. Your enrolment to the next term is provisional, subject to clearing past "F" s within 15 days of your result and grading, failing which you will be asked to leave MIBM.
- 3. Clearing a Trimester means both **No F grades**, and **CGPA >= 2.5**

2. Entering the Second Year (in the 4th Term):

1. At the start of the second year, a student will be eligible to register in term four provided he/she has
 - a) **No outstanding F grades (including the SIP)**
 - b) **CGPA >= 3.0, &**
 - c) **No pending dues.**
3. **Eligibility for placements:** In order to be shortlisted for placements **CGPA** needs to be equal to or greater than **3.0**
4. Completing the Two-year program successfully: A student must meet the following conditions:
 - a) **CGPA equals to or greater than 3.0** at the end of the Program (over six trimesters).
 - b) **No “F” grade** in any course over the six trimesters, &
 - c) For the **SIP and Dissertation, with a grade “B” or better.**
5. **Disqualification from the program:** A student is automatically disqualified from continuing in the Program if he/she fails to meet these criteria at any point in time during the Program.
6. **Long Absence:** A student who is consistently absent over a long period of time or misses assessments despite reminder emails will be deemed to have withdrawn, whether due to medical reasons or otherwise. (In case of medical reasons, a student will be permitted to repeat the entire first year or the second year.)
7. **Responsibility of monitoring progress:** Students must monitor their progress throughout the Program from the very beginning. They are advised to consult with the faculty in case academic performance is likely to fall below a satisfactory level.

ANNEXURE – F

ATTENDANCE

1. **Course Attendance requirements:**
 - a) **Expectations:** Class Attendance data is made available to Students & faculty. A student is required to be on time and remain present till the end of the class. The faculty will be free to adopt suitable measures to regulate attendance, maintain discipline, and ensure smooth and undisturbed learning in the class.
 - b) **Course completion requirement:** The institute insists on punctual and regular attendance in all classes. A student must maintain a minimum of 80% class attendance in all courses. A faculty has the right to demand 100% attendance. Absence from classes can in no case exceed 20% (Six hours in a 3-credit course). This is in addition to getting the qualifying grades.

- c) **Unacceptable attendance:** Students having less than 70% attendance in any subject are identified as students with “Poor attendance”.
- d) **Norms for students in iCare:** Students in the Placement & Corporate relation cells (iCare) often handle time critical tasks concerning the external business stakeholders (corporate guests, alumni recruiters, etc.) and are permitted to take out of the class one on one guidance from class faculty to catch-up for any missed class contact hours. Placement Cell still needs to be more than 50%, and Corporate Relations Cells need to have more than 60% attendance in all courses.

2. **Permission for absence:**

- a) **Prior Intimation:** It is expected that a person going on leave will keep the faculty and the Dean Academics informed about the same in advance of absence. This applies even when the exemption is sought for official engagements by iCare or the President of the Student Council.
- b) **No Substitute assessment:** Permission to go on leave does not entitle a student to a repeat assessment. If you miss an assessment for any reason, such as a planned or unplanned emergency, medical issues, personal work, bank loan process, etc., you will be given a zero mark in the missed assessment/ end-term exam. No individual re-test is taken unless, in the internals as a total, the score is less than 35/70, and the student maintains acceptable conduct and class participation during the term. Students need to take responsibility for their health to maintain their availability for academic activities.
- c) **Leave condition 1: Visiting a Bank for Loans:** Exemption is given in the attendance criterion (only). Exemption days are limited to travel and bank work, subject to your submitting the original tickets and bank transaction references after returning from the trip to the Dean Academics.
- d) **Leave condition 2: Medical issues:**
 - I. Illness without hospitalization is not entitled to a leave from class. The absences need to be restricted to the 20% limit.
 - II. Unplanned hospitalization – due to an accident or a medical emergency, requires informing all the subject faculties and the Dean Academics at the earliest and no later than 24 hours of becoming indisposed.
 - III. Planned hospitalization - requires prior permission from the Dean Academics. These should be planned in the academically lean periods, such as a weekend or a break, to minimize the academic loss.
- e) **Leave condition 3: Official engagements:** Attendance criterion exemption is given in the following situations:
 - I. **Internship/ Placement process participation:** Every effort is made by iCare to minimize academic losses when they ask for a specific set of students to participate in the internship/ placement process.
 - II. **College Events (Forza, Crescendo, Orientation Program, Convocation, etc.)** The President, Student Council, while making an effort to minimize the academic losses, is

authorized to specify the names of the students to the Dean Academics who need an exemption for these activities.

- f) **Leave condition: Personal work:** If a short leave is taken for any reason other than the above three leave conditions, no exception is given, and the absence is counted as absence. Such sporadic absences (cannot exceed the limit of 20% in a term).
- g) **In-discipline cases:** A student who has been subject to any disciplinary action at any point in time will not be allowed any exemptions.
- h) **Long absence:** As a rule, a student who is consistently absent over a long period of time or misses assessments despite reminder emails will be deemed to have withdrawn, whether due to medical reasons or otherwise. (In case of medical reasons, a student will be permitted to repeat the entire first year or second year, as the case may be.)

3. Action on Poor Attendance:

- a) The Faculty & the Academic office team also periodically review the attendance status of each student and identify the poor attendance cases. These are reported to the Chairperson of Academics to initiate suitable corrective measures.
- b) If in any subject, the attendance is less than 50%, the student will be debarred from the end term and asked to repeat the course
- c) For recurring attendance issues observed with any student, the Dean Academics can set up a Disciplinary Committee to review and recommend actions, including termination from the course or the PGDM Program itself.

ANNEXURE – G

SUMMER INTERNSHIP

1. Summer internship is an integral part of the Program. It aims to gain experience in working by the students, widening their knowledge, and understanding of managerial problems, and operational issues and planning their careers.
2. All Summer Internships will be routed only through the Placement Process of MIBM, and it will be binding on all students. The institute will discourage companies from giving their hometown location.
3. Each student will be assigned a faculty guide who will help and support the student for good work and learning during the internship. The guide could also periodically review the progress of the summer internship. The faculty will also talk to the industry guide and take periodic feedback about the conduct of the student and the progress of work during the internship.

4. A student will inform the concerned internal faculty guide about the theme and the details of the project/assignment. The student will work with the faculty guide by a schedule that is mutually worked out between the student and the faculty.
5. A student will complete the summer internship in around 10 weeks in an organization during summer break after the third trimester of the first year.
6. Summer Internship Report must be completed on the project assigned by the company to the satisfaction of the Internship Guides from the company and institute faculty guide during the internship period. The Summer Internship Report and the Summer Internship Feedback Copy duly signed and sealed by the company mentor must be submitted prior to Term 4 registration.
7. A student who fails to complete his/her summer internship will not be eligible to join the second year of the PGDM Program. He/she will also not be promoted to the second year if the result of the evaluation is unfavorable.
8. The evaluation of performance in the summer internship will be in the ratio of 40:60 which means the internal assessment by faculty will be given a weightage of 40%, and 60% weightage to the company mentor. The minimum eligible grade for qualifying for the summer internship will be
9. B. Below this grade, an internship will be treated as poor quality work and will therefore be awarded an 'F' grade, and the student will not be eligible to be promoted to second year.
10. The student's conduct during the internship should conform with the company's code of conduct & culture as well as becoming of the reputation of MIBM. Any complaint by recruiters on the conduct of the student and seriousness of performance, absence from work and the breach of company-specified conduct and culture during the summer internship, will be viewed as a serious breach of discipline and may invite expulsion from MIBM.
11. Any such case of indiscipline will be referred to a disciplinary committee. The committee's decision in this regard will be final, and may include asking a student to leave MIBM. A complaint related to Integrity will invite expulsion.

ANNEXURE – H

DISSERTATION

1. Dissertation is an integral part of the Program. The dissertation is aimed at stimulating the students to make an intensive study of some aspects of management and to sharpen their conceptual and analytical abilities.
2. Dissertation is mandatory and failure to complete dissertation would amount to non-completion of the program and therefore as student will not be eligible for PGDM degree.
3. At the beginning of Term IV (i.e., in 2nd year) of their Program, each student is required to select a topic as well as a faculty guide for their dissertation project.
4. All students will work out a dissertation completion schedule in consultation with the faculty guide and set up their meeting schedule with the faculty guide. If upon acceptance of a student by a faculty, a faculty decides that he/she cannot work with the student on account of schedule-based discipline, a change of guide will be permitted within one month of this beyond which this issue will be referred to an academic committee to review the student's conduct. The committee's decision in this regard will be final.
5. Dissertation proposals duly signed by the concerned faculty is to be submitted by each student in a specified format within the specified date to the Academics office.
6. The dissertation will include, among others, research methodology, empirical data and results of research.
7. Dissertation, completed in all respects, is to be submitted to the Academics office within the specified date.
8. A student will not be eligible to complete his/her diploma till he/she completes the dissertation to the satisfaction of the faculty guide with a minimum specified grade.
9. A student must obtain a minimum B grade to qualify for satisfactory completion of the dissertation. A grade below 'B' will automatically be treated as an 'F' Grade. 'F' Grade is not permitted in case of Dissertation.

ANNEXURE – I

GUIDED SELF-STUDY (GSS):

A student will be permitted a GSS only if faculty agrees to accept them for GSS and will follow the required schedule and discipline.

1. Objective:

- Allow a student to study any theme comprehensively in consultation with the faculty.
- The ‘Must Know’ part of the Course must be covered in the scheme.
- Develop student’s skill and core competence in the elective course of his/her choice.
- Acquire thorough contemporary knowledge of the specialized domain.
- Develop conceptual understanding of the subjects and the ability to articulate his/her thoughts cogently.
- Provide flexible study process and schedule with a minimum of 20 hours of engagement with the students.

2. Methodology:

- Students opting for GSS shall collect the GSS form from the Academic office, get the acceptance signature by the faculty. In one week, time students will submit content details of the course, assessment plan and meeting/discussion schedule. Based on the schedule agreed with the faculty and student, Academic office will notify an online/offline class to be conducted.
- All GSS students will have 100% assessment and will have multiple internal assessments followed by **end term exam on campus** with other students.
- Students opting for GSS shall complete the course within the trimester. No extension beyond the end term of trimester will be permitted.

ANNEXURE – J

CODE OF CONDUCT & DISCIPLINE

1. The institute attaches great importance to integrity, honesty, Professional discipline, and Personal Behavior that respects other people's life. A sense of responsibility and a high degree of maturity is expected from the students, both inside and outside the campus as befitting of future managers and reputation of MIBM.
2. Unless otherwise specified by the faculty, a student can discuss the nature and details of the assignment with a friend or classmate, but not copy. In the event of copying a student will be awarded an "F" grade irrespective of their performance in other segments of assessments. Keeping in view that this lack of integrity could also be referred to disciplinary committee, the committee can recommend repeating that course, treating entire trimester as "F" grade or even asking students to leave the program. A student who allows copying will also be subjected to the same procedure.
3. Late coming or early leaving the class without permission will constitute indiscipline, it will be treated as absence from the class.
4. Proxy or insisting on proxy for an absent student is a serious breach of discipline, will be treated as violation of code of conduct for all the parties involved.
5. In case a student violates the discipline, the following measures will be taken Faculty concerned will be free to adopt any suitable steps to regulate attendance and punctuality and to ensure smooth and unperturbed learning in the class. If any student is debarred by a faculty for late coming/absence etc., he/she will be treated as absent without leave for those classes. However, such debar will not exceed two classes at a time.
6. Absence in guest lectures, workshops and placement presentations will be treated as a serious breach of discipline.
7. Absence from addressal by President/Director/Dean Academics / Placement Chairperson will be treated as serious breach of discipline. Absenteeism must be permitted by the person/chair who calls for it. This will be treated as a serious breach of discipline and the case will be referred to the discipline committee formed for this purpose. The decision of the committee will be final, any review will be either at the level of the Director or the President. Repeated misconduct could also lead to suspension of the student from campus placement for the first five to ten companies from the date of event or entire placement season.
8. If any student indulges in behavior against the norms of discipline (including attendance, punctuality, attentive listening, decent behavior etc.), the faculty concerned will counsel the

student suitably. If there is no improvement, the faculty will bring it to the notice of the Dean Academics/Director who will then take recourse to appropriate measures.

9. The Dean Academics will analyze records of attendance and where the students need counseling, Dean Academics and concerned faculty will counsel them.
10. MIBM promotes a culture of mutual respect, acceptance with everyone, be it a fellow student, staff, or faculty. If a student engages in condescending behavior or a behavior which is unacceptable to the other person, it will be viewed seriously, and a committee can be constituted to look into it and recommend an appropriate action.
11. If any student indulges in behavior considered as breach of norms and discipline, the following process will be mandated.
 - a. The concerned authority will listen to the complaint and if is legitimate, it will be taken forward and if does not find any merit, will counsel the student and close the matter.
 - b. If found meritorious to pursue action, then a committee will be formed to review the matter and a show-cause notice will be issued. A student will be required to be present and defend their action. Other students connected with the event or witness to the event (based on the judgment of the committee) will be called. The committee could take several rounds of meetings to arrive at any judgment and recommend an appropriate action.
12. In all matters of indiscipline, the decision of the Disciplinary Committee will be final. However, in matters of sufficient gravity, one may appeal to the Director. Even after that, if it is not sorted out, the student can appeal to the President.
13. The following breaches of discipline will attract immediate expulsion from the institute:
 - A. A proven case of gross misconduct.
 - B. Any form of malpractice during examination.
 - C. Proven cases of reporting of fictitious data for an empirical study.
 - D. Any reported misconduct with a company where a student is doing assignments and Summer Internship.
 - E. Violation of "**Qualifying Standards**".
 - F. Any case of violent behavior.
14. Any student penalized more than twice, in whatever form these are, may be asked to withdraw from MIBM. Examples of misconduct cited in this document are merely illustrative and not exhaustive.
15. Any complaint related to Sexual Harassment and misconduct will be viewed very seriously and action and procedure will follow in accordance with sexual harassment law.
16. It is the policy of the institute that smoking, consumption of alcohol and drug are strictly

prohibited in the campus.

17. Anti-Ragging Policy

- a) Ragging in any form is strictly prohibited at MIBM and is considered a serious offence under institutional policy and Indian law. It is classified as a criminal act as per the directives of the Hon'ble Supreme Court, and the AICTE/UGC Regulations. MIBM holds zero tolerance towards any such activity.
- b) Ragging includes but is not limited to the following acts:
 - I. Teasing, treating or handling a fresher or any student with rudeness.
 - II. Indulging in rowdy, undisciplined acts that may cause psychological or physical harm, or instill fear.
 - III. Forcing a student to perform acts that induce shame, torment, or embarrassment.
 - IV. Disrupting academic activities or exploiting another student for academic tasks.
 - V. Financial extortion or imposition of expenses.
 - VI. Physical abuse of any kind includes sexual, verbal, or non-verbal gestures.
 - VII. Public insults, abusive posts, emails, or any form of harassment online or offline.
 - VIII. Acts affecting the mental health or self-confidence of another student, particularly fresher(s), with or without the intent of deriving sadistic pleasure or superiority.
- c) Students are advised to refrain from any impulsive act of violence, harassment or any act considered objectionable by their fellow colleagues. It could lead to serious consequences including expulsion from MIBM.
- d) MIBM has formed a “Ragging Monitoring Committee” consisting of 3 faculty members of MIBM to monitor any case of ragging. The names of committee members is notified through mail and notice boards both in Hostel and Academic block. Any complaint about ragging is to be addressed to this committee.
- e) For a reported case of ragging, it is the mandatory responsibility of MIBM to report the same to the Police.

USE OF RESOURCES

- 18. Students will follow all the Rules and Regulations framed for using resources like the Class, Library, Computer Labs, hostel facilities, etc. Students will be briefed about these during the Orientation Program.
- 19. It is the responsibility of all to maintain cleanliness and hygiene, report any infectious disease, and not disrupt and engage in destructive behavior in the lecture rooms and premises. The institute expects the students themselves to use resources such as electricity sparingly by turning off lights, fans, computers, ACs, and LCDs when they are not in use.
- 20. In the event of damage to college property located on a particular hostel floor, the entire set of students residing on that floor will pay for the damage (hostel caution money can also be adjusted for such damages).

21. In the event of damage to college property located in the classrooms, computer lab, auditorium, seminar hall, or conference rooms, the set of students who used the facility on the day of the event will pay for the damages (hostel caution money can also be adjusted for such damages).

ANNEXURE – K

ALL STUDENTS:

1. Must attend the classes and institute-related activities in the prescribed dress, girls in formal or salwar kurta or saris, and boys in formal trousers, shirts, and black shoes.
2. Should use the institute's prescribed uniform – “formals” - as and when required by the institute.
3. They should carry and display Identity Cards when they are in the institute.
4. Are to participate in co-curricular and extra-curricular activities sponsored/organized by the institute, treating these as essential constituents along with managing the other needs of the studies.
5. They are to exhibit excellent conduct when representing the institute in different competitions and in any other event.
6. Must attend all guest lectures and placement presentations with due respect for guest speakers and placement visitors.
7. Must attend workshops designed for the learning and development/and preparation of placements.
8. Should display leadership in various activities of the institute.
9. Should maintain high norms of social conduct.
10. The institute recognizes the right of freedom of expression consistent with the provisions of the Constitution of India. The institute expects and appreciates good interaction, communication, and conduct in social and other media from students. They should act with due diligence and take responsibility for their communications. The institute advises students to refrain from making, in so far as it relates to the Institute and its members, any posting, comment, or response on social media and other media, which is false, derogatory, indecent, or defamatory, or against the law.
11. Should fully cooperate with the class representatives in the smooth conduct of the program.
12. Must follow all rules and norms that may be framed from time to time.
13. All students are required to register their cars/bikes with security and obtain a sticker, and the same should be stuck on their cars in the front windshield and on bikes in the front or rear bumpers. Cars/bikes will not be allowed to enter the campus without the same. Helmets are mandatory for riders and pillion riders in two-wheelers to enter the campus. Getting into arguments with the security staff who are enforcing the rule will be treated as a breach of discipline and will attract penal action.

Note: The above list of Do's and Don'ts is illustrative, not an exhaustive one.

ANNEXURE – L

COMMUNICATION

RESPONSE TIME:

1. If a professor, director, or president makes an email communication or a WhatsApp message communication through the CRs, it is expected that students respond within 4 hours to demonstrate professionalism and a sense of responsibility.
2. It is important to note that individual circumstances and availability may differ, so students should prioritize effective communication and ensure timely responses to maintain a respectful and productive relationship with faculty members and academic leaders. Failing to respond and absenteeism without prior approval of the concerned person will invite disciplinary action, including suspension from the trimester, class, placement, etc., as the committee may deem fit.

GRIEVANCE HANDLING:

3. Students should feel encouraged to share their doubts, queries, and difficulties with the faculty concerned and bring to the notice of the Dean Academics any grievances or complaints that need to be resolved to enable them to pursue their studies satisfactorily.
4. The Dean Academics will fix a suitable time slot to meet students. Problems, still unresolved, should be brought to the notice of the Director/President.

ANNEXURE – M

MENTORING AND CAREER COUNSELING

1. Objectives:

- Ensure learning support and guidance.
- Ensure the student stays on track and does not drift.
- Review the progress and professionalism of students, including discipline.

2. Guidelines for students:

- a. Every student of MIBM will be assigned a faculty as a mentor in the first year, who will assist and guide the student in career planning, Internship progress monitoring, and problem-solving related to the Program.

b. The institute attaches great importance to the need for the process of mentoring. A student is expected to share performance progress with the mentor and strictly follow his/her advice. Indiscipline in schedule and otherwise with mentors will be viewed very seriously.

ANNEXURE – N

PLACEMENT

1. Placement process begins early, and all placements are subject to students' passing out. Institute cannot certify those who do not meet academic requirements in each trimester and in different years.
2. For final placement Dean Academics will provide a list of students who will be eligible based on academic grade and CGPA requirements at the end of first year (Three trimesters). If a student's performance drops considerably in the fourth or fifth trimester, his/her name will be dropped from the list. Any grievance with respect to this, students are advised to speak to the Dean Academics and not get into arguments with the placement team.
3. All placements are subjected to passing in the same academic year. A student who is not likely to pass out at the end of second year for whatever reasons including medical will not be permitted to participate in placement process. Any compassionate considerations will be looked into separately by the concerned authority/committee.
4. Placement team does not make any eligibility related decisions. Detailed placement policy and processes will be provided in the placement policy manual.
5. The institute will help, advise, and guide the students in securing suitable summer and final placements. The institute will facilitate rewarding career opportunities if students perform at its expectations and standards.
6. Students opting for final placement through Placement Assistance Cell (I-Care) must have at least a CGPA of 2.5 at the end of the first year.
7. The President/Director will decide operational policies for placement.
8. If companies complain or provide feedback of deliberate misconduct of any student or group of students, they will be debarred from Campus Recruitment Program.
9. In case of gross indiscipline, a student may be debarred from Campus Recruitment Program.

ANNEXURE - O

STUDENTS' CELLS

1. The institute has several Students' Cells comprising of students as a vehicle for their communication and all-round development.
2. The entire students' activities of the institute will be under the umbrella of Students' Council with various Committees. Any student desirous of participating in student activities may volunteer to do so and participate in the selection process.
3. The President and Vice-President of the Students' Council and the Coordinators of different cells are nominated and endorsed by the Director.

ANNEXURE – P

AWARDS & RECOGNITION

- 1 Gold Medal for Excellence in Academics in Post Graduate Diploma in Marketing.
- 2 Gold Medal for Excellence in Academics in Post Graduate Diploma in Finance.
- 3 Gold Medal for Excellence in Academics in Human Resource Management.
- 4 Gold Medal for Best All-Round Performance Male.
- 5 Gold Medal for Best All-Round Performance Female.
- 6 Any other medal as decided by the institute.

ANNEXURE – Q

FEES

1. Fee Payment Schedule – as specified in prospectus and in admission letter
2. All fees of the institute as notified in the prospectus/admission letter or otherwise should be paid by the scheduled dates. Fees are to be paid by Demand Draft or online as prescribed by the institute. No extension of the date will be permitted.
3. No extension of the date will be permitted. Late fee will be charged as per the following:
 - Fees paid up to 7 days late : Rs. 5,000
 - Fees paid up to 14 days late : Rs. 10,000
 - Enrolment will be cancelled if he/she does not pay the fees within two weeks from the scheduled

date. Re-enrolment to the institute, if permitted with additional fine, will be at the discretion of the Director.

4. Fine for both late reporting and late payment of fees will be charged concurrently, if applicable.
5. Defaulters in payment of fees will not be allowed to attend classes, take the examinations, and take part in any institute activities including placement processes. Any absence due to late-payment of fees and late-reporting will be treated as absent while computing the leave of absence. Also, the results of any previous examinations will be withheld till all dues are cleared.

ANNEXURE – R

INSTITUTE COMMITTEES

The institute has the following committees for efficient functioning:

1. Board of Governors
2. Academic Council
3. Board of Studies
4. Internal Quality Assurance Cell
5. Academic Area Committee
6. Examination Committee
7. Placement Committee
8. IT and Library Committee
9. Disciplinary Committee
10. Mentorship and Students Development Committee
11. Faculty-Staff Review Committee
12. Anti-Ragging Committee
13. Grievance Committee
14. Hostel Committee

RESERVATION OF RIGHTS

The President/Director reserves the right to change the requirement for admission or graduation, Content of courses, fees charged, faculty, regulations affecting students or make any other suitable. Modification should these be deemed necessary in the interest of the student, the institute or the Profession.

End of document.