Academic Integrity Policy

Batch 2024-26

Jaipuria Institute of Management
(A Unit of Integral Education Society)

JAIPURIA
INSTITUTE OF MANAGEMENT
LUCKNOW NOIDA JAIPUR INDORE

Vision

To be an educational institution of choice for all stakeholders which promotes human well-being through continuous learning.

Mission

To provide learner-centric education that focuses on developing learners as competent, ethically aware and socially conscious management professionals through continuous improvement in the quality of the teaching-learning process and research.

1. GENERAL INFORMATION:

This handbook is designed to provide students with important information relating to academic and administrative norms/rules to be adhered to by students throughout their stay at the Institute.

The aspects covered in this handbook include procedure for registration, curriculum, attendance and examination rules, grading system, Programme Management Centre (PMC), Students Services Centre (SSC) and Career Management Centre (CMC), rules relating to the discipline, anti-ragging and the code of conduct, personal and general code of conduct.

Academic and personal standards are necessary to promote fair and orderly conduct in a community as well as at the Institute. All students at the Jaipuria Institute of Management, Lucknow are required to abide by these rules, and conduct themselves at all times in a manner that lends credibility to the Institution and enhances its prestige in the community at large.

1.1 PROGRAMME MANAGEMENT CENTRE (PMC):

The Programme Management Centre (PMC hereafter) is envisaged as the point of interface between the students and the academic programme team of the institute. All matters pertaining to student registration, attendance, academic evaluation, leaves of absence etc. are addressed at this centre. The PMC also acts as a bridge between the individual faculty members and the student. The Centre is headed by the Associate Dean (Academics). It includes Programme Chairpersons (one each for the three academic programmes); Controller of Examinations and secretarial & support staff.

Office and Members

Office of the Programme Management Centre is located in Room No. 101 (old block, first floor) which functions under the general supervision of the Associate Dean (Academics) and Programme Chairpersons. The students should contact office staff members Mr. Sujeet Srivastava and Mr. Abhishek Mishra of PMC for any assistance regarding PGDM/PGDM (RM)/PGDM (FS) matters. Students can contact Mr. Naseem Ansari of the Office of Controller of Examination for any matter relating to examination and results.

Office of the Associate Dean (Academics), Prof. R. K. Ojha is located in room no. 8 (old block, ground floor). The office of the Chairperson of PGDM Programme, Prof. Hemendra Gupta, is located in room no. 10 (old block, ground floor). The Office of the Chairperson of PGDM (Retail Management) Programme, Prof. Shalini Singh, is located in room no. 207 (old block, second floor). The Office of Prof. Reena Agarwal, the Chairperson of PGDM (Financial Services), is located in room no. 5 (old block, ground floor). Students can approach their respective Chairpersons for any academic matter. The Office of Controller of Examinations, Prof. Ankit Mehrotra, is located in room no. 6 (old block, ground floor).

Role and Functions

The two critical aspects of the PMC office are: a) Delivering of the academic agenda; and b) Planning and execution of the developmental initiatives.

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(a) Delivery of the academic agenda:

Every student is required to register in the respective Programme to begin his/her academic journey. Every year, the PMC welcomes the students with a well-designed orientation and induction programme to initiate them into the professional world of business education. The PMC supports student induction into the programme curriculum by organizing business orientation classes. During the two-year stay at the institute, students connect with the PMC regularly on matters such as attendance, class schedules, submission and receipt of documents as applicable. The Programme Chairpersons are responsible for smooth conduct of the Programmes, and the Programme execution takes place after careful planning and deliberations. It is the endeavor of PMC to ensure seamless transition and significant progression of students from one year to the next.

The Office of Controller of Examinations is entrusted with efficient conduct of the examinations. It regularly reports the academic performance of the students to the Programme Chairpersons, who in turn advise the students concerned on the remedial actions necessary.

(b) Planning and Execution of the Developmental Initiatives

At Jaipuria Institute of Management, Lucknow, our philosophy is each student matters. Therefore all efforts are channelized to ensure that the students get the best possible learning ambience, and support as necessary. Periodic feedback is taken from the students on the courses being delivered in a trimester to identify the areas of strength as well as improvement. All courses taught in a trimester are reviewed through a process of academic audit to ensure rigor and relevance in the curriculum. The PMC maintains regular contact with the students as well as their parents regarding the academic performance of the students. PMC also coordinates the scheduling and conduct of corporate interface sessions, industrial visits of the students, and conclaves. PMC can be contacted for all queries regarding attendance, grades, class schedules, special academic support requirements etc.

1.2 STUDENT SERVICES CENTRE (SSC)

The Students' Services Centre (SSC), managed by a dedicated students' services team, works to help students achieve what they deserve; the best campus experience possible by providing a range of accessible and professional services giving information, advice and support. Student Services are the ones that provide our students the needed direction and support.

The main task of SSC is to suggest options, to create support strategies and open doors throughout the whole student experience. We are always proactive in ensuring that every student has a clear advantage as a result of the Institute or any of its services. In addition to this, we link with external agencies in the local community, encouraging them to develop their services with students in mind.

Office and Members

The Office of Student Services Centre is located in Room No. 204-C (old block, second floor) which functions under the general supervision of the Associate Dean (Student Affairs).

JAIPURIA

The Office of the Associate Dean (Student Affairs), Prof. Shubhendra Singh Parihar, is located in room no. 102 (old block, first floor). Students can meet Associate Dean (Student Affairs) for any matter related to general student affairs, student council, hostel and mess, medical and recreational activities.

1.3 CAREER MANAGEMENT CENTRE (CMC)

Our Career Management Centre (CMC) for the PGDM Programmes consists of a dedicated team of faculty members and trained career professionals. The CMC team works hard to help students achieve their career goals by providing a full range of consultative career services and professional development strategies. These include career mapping and assessment services, professional mentoring, professional development planning, career training and coaching, customized resume writing workshops, project work support, internship, job search and placement support. The CMC organizes large number of mentoring sessions, career development workshops, training sessions, and welcomes over more than 300 on-campus recruiters and supports on-campus interviews.

Office and Members

The Office of Career Management Centre is located in room no. 22 of new block (ground floor) which functions under the general supervision of Chairperson – Placement & Corporate Relations.

The Office of the Chairperson – Placement & Corporate Relations, Dr. Suneel Gupta is located in room no. 25 (new block, ground floor). Students can meet Chairperson – Placement & Corporate Relations for any matter related to their career management.

1.4 ADMINISTRATIVE SUPPORT OFFICES

(a) General Administration:

Mr. Pradeep Kumar, Senior Manager (Administration) is responsible for overall general administration of the institute. His office is located in room no. 1 (old block, ground floor).

(b) Accounts Office

All financial transactions between the students and the institute, such as fee submission, scholarship disbursements, payment of various dues etc., take place through the Accounts Office located in room no. 2 (old block, ground floor). Students can contact Mr. Anil Kumar Awasthi or Mr. Sudhir Singh for any matter related to Accounts Office.

1.5 MEDIUM OF INSTRUCTION

Medium of instruction at the Institute is English.

2. ACADEMIC CALENDAR

The first year coursework is spread over three terms (trimester 1-3), followed by a compulsory summer internship. The second year coursework is also scheduled over three terms (trimester 4-6) followed by placement activities and the Annual Convocation. The Academic Calendar, for the session 2018-2019 (first year of batch 2018-20), of Post-Graduate Diploma in Management Programmes, i.e., PGDM, PGDM (RM) and PGDM (FS) is circulated separately.

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3. REGISTRATION

It is mandatory for all students to be present for registration on June 25, 2018 at 9:30 a.m. At the time of registration, they should produce the documents asked by the admissions office.

Candidates who have appeared for their final degree examination must bring an official certificate (with seal & date) from the Head of the Institution/Department specifying that they have completed all the requirements (including examinations, project, viva voce, etc.) for the award of Bachelor's degree and only final result is awaited. The final examination mark sheet (showing that the candidate has passed the examination with a minimum of 50% marks in aggregate) must be produced within 15 days of declaration of result, and in any case not later than December 31, 2018, failing which registration in the Programme will be automatically cancelled. The registration of students for the second trimester onwards will be provisional subject to fulfillment of academic performance criteria and fee submission, etc. of the previous trimester as specified in the Student Handbook.

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4. SCHEDULE OF FEE PAYMENT:

4.1 ACADEMIC FEE

4.1.1 PGDM Programme:

The Programme fee is payable in 6 installments over the period of the course.

The payment schedule is as under:

Academic year	Installment No.	Amount (Excluding Hostel and Mess Charges)	Due date
2018-19	First Installment	Rs.180000*	As per the Offer Letter
	Second Installment	Rs. 150000	08-September 2018
	Third Installment	Rs. 150000	07-December 2018
	Fourth Installment	Rs. 160000	11-March 2019
2019-20	Fifth Installment	Rs. 150000	09-September 2019
	Sixth Installment	Rs. 145000	09-December 2019

4.1.2 PGDM (RM) Programme:

The Programme fee is payable in 6 installments over the period of the course.

The payment schedule is as under:

Academic year	Installment No.	Amount (Excluding Hostel and Mess Charges)	Due date
2018-19	First Installment	Rs.170000 *	As per the Offer Letter
	Second Installment	Rs. 110000	08-September 2018

JAIPURIA

	Third Installment	Rs. 110000	07-December 2018
	Fourth Installment	Rs. 150000	11-March 2019
2019-20	Fifth Installment	Rs. 110000	09-September 2019
	Sixth Installment	Rs. 110000	09-December 2019

4.1.3 PGDM (FS) Programme:

The Programme fee is payable in 6 installments over the period of the course.

The payment schedule is as under:

Academic year	Installment No.	Amount (Excluding Hostel and Mess Charges)	Due date
2018-19	First Installment	Rs.180000 *	As per the Offer Letter
	Second Installment	Rs. 135000	08-September 2018
	Third Installment	Rs. 135000	07-December 2018
	Fourth Installment	Rs. 165000	11-March 2019
2019-20	Fifth Installment	Rs. 135000	09-September 2019
	Sixth Installment	Rs. 135000	09-December 2019

* Inclusive of Rs. 10,000/- Refundable Security.

* If the due date specified happens to be a holiday, then the installment of fee shall be payable on the succeeding working day.

4.2 Hostel & Mess Fees

The hostel fee and mess fee are payable for the academic session along with first and fourth installments of the Programme fee.

4.3 Fee Refund Policy

No refund is admissible of any part of the term fee if a student withdraws voluntarily after registering for the term or his/her admission is cancelled.

4.4 Fine on late payment of Fee

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i) Student has to pay late fine @ Rs. 50/- per day along with the programme fee if the programme fee is paid after the due date.
ii) If the student does not deposit the Programme fee along with late fine (@ Rs. 50/- per day after the due date) even after 60 days from the last due date, he/she will be dismissed from the Programme/Institute.

5. ORIENTATION AND INDUCTION PROGRAMME

PGDM/PGDM (RM)/PGDM (FS)-First Year students (June 25 to July 07, 2018)

The Programme will commence on June 25, 2018 with a two-week 'Orientation-cum-Induction' Programme. This Programme will last until July 07, 2018. It is mandatory for all first year students of PGDM/PGDM (RM)/PGDM (FS) to actively participate in the Programme.

Our mandatory Orientation-cum-Induction Programme provides a glance at what to expect over the next two years and how to better succeed in the MBA Programme. Orientation-cum-Induction Programme at the Institute consists of a series of fun, informative, networking, and academic events held before the first trimester begins.

The main objectives are to familiarize the students with faculty, staff, and their peers as well as with the processes, systems, and culture of the institute in order to equip them with some basic knowledge and tools that will help them adapt to the challenging life as a post-graduate management student. The Orientation Programme also involves the process of identifying students' critical skills essential for participating in management classes and getting inducted into a meaningful corporate life. There will be sessions pertaining to Jaipuria culture and core values, diversity, team building, leadership, and self-assessment. There will also be plenty of time for fun during Orientation Weeks.

The orientation programme also includes important information about the next steps of students' career and the extensive interaction they will have with the staff of the Career Management Center. The series of sessions provide students the opportunity to learn more about managing their career search and the resources available at the Institute. Perhaps the most important aspect of orientation is the opportunity to meet the fellow students from around the country and networking with peers, alumni, faculty, and staff.

The purpose of a comprehensive induction and orientation programme is to go beyond familiarizing students with the campus and other fellow students. In fact, it aims to acclimatize the student with what a management programme is all about and what it takes to be a successful manager or an entrepreneur; what are the nuances of a business; what it takes to be a leader of an organization; how important is the role of self-learning as well as collaborative learning in a management programme; what is expected from them by the faculty, industry and recruiters; how can they balance their life and organizational

goals; how can Jaipuria Institute of Management, Lucknow shape them to realize their ambition; and what support they must draw from the Institute in transforming themselves.

Some of the key aspects that will be covered in the Orientation and Induction Programme include: know your campus & the facilities; know your fellow students; know yourself; understand the Jaipuria difference; tools of personality development; communication skills; team working; collaborative learning; soft skills; media club; and executive etiquettes and mannerism.

The session-wise schedule of the 'Orientation-cum-Induction' Programme will be put up on the PGDM notice board. The regular classes for the First Year students of PGDM/PGDM (RM)/PGDM (FS) will commence on July 9, 2018.

6. CURRICULUM

Jaipuria Institute of Management, Lucknow follows a trimester system of study. The entire two-year Programme is therefore divided into six trimesters. A total of 37 courses along with SIP (equivalent to 2 courses) are required to be successfully completed by a student to qualify for the award of the Post Graduate Diploma in Management. The curriculum of the institute offers ample flexibility to students to choose their elective courses of study. Students will earn dual specialization.

6.1 PGDM Programme

Trimester	Sr. No.	Course Name	Mode	Credit
Trimester-1	1	Functional English for Business	Classroom	3
	2	Data Interpretation and Excel	Classroom	1.5
	3	Accounting Fundamentals	Classroom	3
	4	Managerial Economics	Classroom	3
	5	Professional Ethics	Workshop	1
	6	Principles of Management	Classroom	3
	7	Organizational Behaviour	Classroom	3
Trimester-2	1	Marketing Management	Classroom	3
	2	Corporate Finance	Classroom	3
	3	Managing Human Resource	Classroom	3
	4	Operations Management	Classroom	3
	5	Quantitative Techniques	Classroom	3

	6	Business and Economic Environment	Classroom	3
	7	Legal Aspects of Management	Seminar	1
	8	Design Thinking	Workshop	1
Trimester-3	1	Strategic Management	Classroom	3
	2	Management Information Systems	Classroom	3
	3	Business Research Methods	Classroom	1.5
	4-5	2 Compulsory Electives (Mkt/Fin/HR/ITOps)*	Classroom	6
	6	Managerial Communication	Classroom	3
	7	Entrepreneurship	Workshop	1
	8	Business, Environmental and Social Sustainability	Workshop	1
	9	Simulation	Workshop	1
	*** Each area will offer one compulsory elective in the third trimester** *** Students will opt for 2 compulsory electives from different areas**			
Trimester-4 Trimester-5 Trimester-6		Specialization-1: 5 courses Specialization-2: 5 courses Open Electives: 3 courses	Classroom	39
Summer Internship Project (SIP)				6

Total courses: 37 Core courses = 22; Elective courses = 15 (including 2 compulsory electives) Three-credit courses = 29; 1.5-credit courses = 2; 1-credit courses = 6 Classroom mode = 31 courses; Workshop/seminar mode = 6 courses
Total credit: 102; Core courses = 51 credits; Elective courses = 45 credits; SIP = 6 credits
Minimum no. of electives for specialization in an area: 6

6.2 PGDM (Retail Management) Programme

Trimester	Sr. No.	Course Name	Mode	Credit
Trimester-1	1	Functional English for Business	Classroom	3

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	2	Data Interpretation and Excel	Classroom	1.5
	3	Accounting Fundamentals	Classroom	3
	4	Managerial Economics	Classroom	3
	5	Professional Ethics	Workshop	1
	6	Principles of Management	Classroom	3
	7	Organizational Behaviour	Classroom	3
Trimester-2	1	Marketing Management	Classroom	3
	2	Corporate Finance	Classroom	3
	3	Managing Human Resource	Classroom	3
	4	Operations Management	Classroom	3
	5	Quantitative Techniques	Classroom	3
	6	Business and Economic Environment	Classroom	3
	7	Legal Aspects of Management	Seminar	1
	8	Design Thinking	Workshop	1
Trimester-3	1	Strategic Management	Classroom	3
	2	Management Information Systems	Classroom	3
	3	Business Research Methods	Classroom	1.5
	4	Compulsory Elective-1 (RM)	Classroom	3
	5	Compulsory Elective-2 (Mkt/Fin/HR/ITOps)	Classroom	3
	6	Managerial Communication	Classroom	3
	7	Entrepreneurship	Workshop	1
	8	Business, Environmental and Social Sustainability	Workshop	1
	9	Simulation	Workshop	1
Trimester-4 Trimester-5 Trimester-6		Specialization-1 (RM): 6 courses Specialization-2 (any other domain): 5 courses Open Electives: 2 courses	Classroom	39
Summer Internship Project (SIP)				6

JAIPURIA

Total courses: 37; Core courses = 22; Elective courses = 15 (including 2 compulsory electives) 3-credit courses = 29; 1.5-credit courses = 2; 1-credit courses = 6 Classroom mode = 31 courses; Workshop/seminar mode = 6 courses Total credit: 102; Core courses = 51 credits; Elective courses = 45 credits; SIP = 6 credits Minimum no. of electives for super-specialization in Retail Management: 7 Minimum no. of electives for functional specialization: 6
Sectoral Specialization: (i) 3 sectoral specializations will be offered, out of which 1 sectoral specialization is mandatory for students (ii) Minimum of 3 courses from a sectoral basket are to be opted for specialization in the sector

6.3 PGDM (Financial Services) Programme

Trimester	Sr. No.	Course Name	Mode	Credit
Trimester-1	1	Functional English for Business	Classroom	3
	2	Data Interpretation and Excel	Classroom	1.5
	3	Accounting Fundamentals	Classroom	3
	4	Managerial Economics	Classroom	3
	5	Professional Ethics	Workshop	1
	6	Principles of Management	Classroom	3
	7	Organizational Behaviour	Classroom	3
Trimester-2	1	Marketing Management	Classroom	3
	2	Corporate Finance	Classroom	3
	3	Managing Human Resource	Classroom	3
	4	Operations Management	Classroom	3
	5	Quantitative Techniques	Classroom	3
	6	Business and Economic Environment	Classroom	3
	7	Legal Aspects of Management	Seminar	1
	8	Design Thinking	Workshop	1
Trimester-3	1	Strategic Management	Classroom	3

JAIPURIA

	2	Management Information Systems	Classroom	3
	3	Business Research Methods	Classroom	1.5
	4	Compulsory Elective-1 (FS)	Classroom	3
	5	Compulsory Elective-2 (Mkt/Fin/HR/ITOps)	Classroom	3
	6	Managerial Communication	Classroom	3
	7	Entrepreneurship	Workshop	1
	8	Business, Environmental and Social Sustainability	Workshop	1
	9	Simulation	Workshop	1
Trimester-4 Trimester-5 Trimester-6		Specialization-1 (FS): 6 courses Specialization-2 (any other domain): 5 courses Open Electives: 2 courses	Classroom	39
Summer Internship Project (SIP)				6

Total courses: 37; Core courses = 22; Elective courses = 15 (including 2 compulsory electives)
3-credit courses = 29; 1.5-credit courses = 2; 1-credit courses = 6
Classroom mode = 31 courses; Workshop/seminar mode = 6 courses

Total credit: 102; Core courses = 51 credits; Elective courses = 45 credits; SIP = 6 credits

Minimum no. of electives for super-specialization in Financial Services: 7
Minimum no. of electives for functional specialization: 6

Sectoral Specialization:
(i) 3 sectoral specializations will be offered, out of which 1 sectoral specialization is mandatory for students
(ii) Minimum of 3 courses from a sectoral basket are to be opted for specialization in the sector

6.4 "AUDIT" COURSE

- Jaipuria Institute of Management, Lucknow will selectively allow its students to "audit" a course on a case to case basis.
- An "Audit" course will be a non-credit non-grade course. Not more than one course in a trimester and no more than two "audit" courses will be allowed to a student in the entire duration of the Programme.

JAIPURIA

- The decision to allow a student to "audit" a course will be based on the number of students enrolled for the course, fulfillment of the prerequisites, if any, for enrolment to the course, and the written consent of the instructor teaching the course for the student to "audit" the course.
- "Audit" course will be available on payment of course fee of Rs. 10,000/- per course. The fee will be payable in advance and no refund will be made after the course has begun.
- Rules of the Institute regarding attendance, participation and course evaluation for regular course students will be applicable to the "audit" course students as well except that such students will be exempted from taking the mid-term and end-term examination.
- "Audit" course students on successful completion of the course requirements will be given a Certificate of Participation in the course as an "audit" student. The name(s) of such a course(s) will not appear in the PGDM mark sheets.

6.5 COURSE OF INDEPENDENT STUDY (CIS)

Purpose

The CIS aims at providing students an opportunity to take their own idea forward and do some original thinking in an area of their interest.

- The CIS is designed to focus on developing Higher Order Thinking Skills (HOTS) in students. The CIS allows students to acquire 'deeper' understanding in a select field of study. The chosen theme need not necessarily belong to a given functional area, and may embrace multi-functional linkages.
- The CIS aims to reinforce essential managerial skills namely, analytical (both qualitative and quantitative), synthesis and integrative skills, which would improve their employment potentiality.

Course Design

- The idea for an independent study is formulated and designed by the student opting for this course. It shall be based on specific orientation/aspect under a broad area of study in management. It shall also represent a continuum in the entire study chain, wherein a student is taking an idea already worked on to yet another level for a 'deeper' understanding.
- The CIS must generate valid output and perceptible idea. Therefore, the selection of a CIS would largely depend upon the value of deliverables/study outcomes.
- The finalization of the course content and design is required to be undertaken under the guidance of a faculty mentor. The faculty mentor will be assigned by the Director / Dean depending upon the theme and focus of study.

Course Outline

- The task of designing a course outline would be a joint work of the student and faculty mentor.
- Then the same shall be presented, discussed and finalized in the specialized committee set for the purpose /area.

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Course Delivery

- There will be 12 classroom sessions of 75 minutes each to be delivered by the Institute faculty and/or outside expert. The remaining student's time will be monitored by the mentoring faculty. The classroom sessions shall cover the broad perspective on the subject to be studied as well as the research methodology. These sessions will be backed up by substantial amount of study material/reading, to be made available to students.
- The work on the study project will be undertaken by the student under the active guidance of faculty mentor(s).

Assessment

- **Seminar (30%):** Two seminars shall be delivered by the student to the invited community of students and faculty. The sequencing of these 2 seminars shall be one pre-study seminar, and the second, the post-study seminar. These seminars are to be evaluated on given criteria for 30 (15+15) marks.
- **Hall Examination (30%):** There shall be one hall examination conducted at the end of 12 classroom sessions. This shall be 2 hours comprehensive examinations, designed to test the learning and thinking skills of students. This examination shall comprise of 30 marks.
- **CIS Paper Submission (20%):** A written paper submission shall be done by the student under the guidance of the faculty mentor. This shall be evaluated for 20 marks by an 'outside' expert. A list of 3 experts shall be provided by the faculty mentor, out of which one shall be selected by the area chair/Programme Chairperson in consultation with the Dean/Director. The paper submission shall follow a well-designed structure provided pre-hand to the student.
- **CIS Viva-Voce (20%):** There shall be a viva-voce conducted after the CIS paper is submitted and evaluated. The panel for conducting viva-voce shall comprise of the outside expert who has evaluated the CIS paper and faculty mentor. The viva-voce shall comprise of 20 marks.

Eligibility

- The CIS course shall be offered to a limited number of students from those who would secure a minimum CGPA of "7.00" till the 2nd trimester; and,
- The student should have secured a minimum of "B+" grade in the principal area/course in which he/she would like to pursue the CIS.

SOP for CIS

- The CIS will be an additional course to be taken beyond specialization area courses and of course shall form part of the total number of 37 courses to be taken by a student to be eligible for the award of PGDM Diploma. The CIS shall be offered in 4th or 5th trimesters.
- Students who fulfill the eligibility criteria will have to submit an application to the Programme Chairperson for CIS along with one page write up on the area/subject in which he/she would like to pursue the study. Mere fulfillment of eligibility criteria would not however ensure that the student would get CIS.

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- The proposal shall be examined by the area / institute at length. A limited number of students with potential shall be selected and permitted to work on CIS. The area / institute shall also decide the faculty mentor(s) for the student. A letter to this effect shall be issued to the student by the Programme Chairperson.
- A system of regular feedback shall be put in place to monitor the progress and learning during the study.

7. ACADEMIC RULES AND REGULATIONS

The Institute follows comprehensive approach towards supporting and evaluating academic performance of the students. Such an evaluation system encompasses provision of disincentive to abstain from classes and concurrent academic assessment in form of quizzes, assignments, projects etc. in addition to centralized mid-term and end-term examination.

7.1. ATTENDANCE RULES

(i) The Institute requires regular attendance and punctuality from all students in all classes.
(ii) The students will not be permitted to come late to the class. No student is allowed to leave the classroom without the permission of the faculty.
(iii) No student shall in any manner prevent any other student or students from attending his/her/their class(es) or doing his/her/their lawful duty.

7.1.1 Academic Leave

(i) Academic leave may be granted in advance to a student if it is necessary for him/her to miss a class on one or more of the following grounds:
    a. Authorized participation in conferences, seminars, events, inter-Jaipuria Programmes and activities;
    b. Participation in his/her own placement process (summer internship or final);
    c. Deployment on official duty related to final or summer placement; and
    d. Deployment on official/institutional duty within or outside the Institute
(ii) Associate Dean - Student Affairs, Chairperson - Placements or the concerned faculty/task head, as the case may be, will recommend to the Programme Chairperson the list of students along with the recommended dates and number of academic leaves.
(iii) Programme Chairperson on reviewing the recommendation shall forward the case(s) of Academic Leave for approval to Associate Dean - Academics.
(iv) Academic leave sanctioned by the Associate Dean - Academics will be considered as 'Deemed Attendance' while calculating the class attendance of a course.
(v) Generally, academic leave of not more than three per course per trimester will be granted to a student.

7.1.2 Sanctions for absence from classes

- If absence from classes (defined as number of classes in the course *minus* physical attendance *minus* deemed attendance) of a course is up to 20% (or 5 nos.), a

student does not require applying for leave of absence. There will be no penalty imposed on the student in terms of grade drop in the course.

- If absence from classes of a course is > 20% or ≤40% (i.e., 6 to 10 nos.), a student will be subject to grade drop in the course in accordance with the 'penalty for not-fulfilling the minimum attendance criteria' specified in table 1.
    - However, if such absence from classes is due to exceptional reasons such as major sickness of self, death in close family, etc, a student may apply for waiving off the grade drop by submitting a written application to the concerned Programme Chairperson. Such application should be submitted within 7 calendar days or latest by the last day of classes in the trimester, whichever is earlier. The application should be supported by adequate documentary evidence. The Programme Chairperson shall put the case before Programme Committee for review and the latter shall forward its recommendation to the Director for decision. On approval of the Director, the leave of absence shall be sanctioned *post facto* from the classes for the requested/reasonable period and the grade drop shall be waived off.

Table 1: Penalty for not-fulfilling minimum attendance criterion

Attendance in classes	Absence from classes	Penalty
70%≤Attendance<80% (16-18 nos.)	>20% or ≤30% (6-8 nos.)	One Grade Drop (e.g., A+ to A)
60%≤Attendance<70% (14-15 nos.)	>30% or ≤40% (9-10 nos.)	Two Grades Drop (e.g., A+ to A-)
Less than 60% (<14 nos.)	More than 40% (>10 nos.)	'FA' grade (equivalent to 'F' grade) will be awarded in the course. Student will not be allowed to appear in End-Term Examination of the course; however, he/she will be eligible to appear in Improvement Examination.

- If absence from classes of a course is > 40% (more than 10 nos.), a student will be awarded an 'FA' grade in the course in accordance with the 'penalty for not-fulfilling the minimum attendance criteria' specified in table 1 and will not be allowed to appear in the End-Term Examination of that course. Such student will be eligible, in accordance with the provisions of the section 7.4.4 (ii), to appear in the Improvement Examination of the concerned course with an upper limit

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of 'C+' on the final grade in the course that could be awarded after improvement examination.

7.2. ASSESSMENT STRUCTURE

The Institute follows a system of continuous assessment using multiple methods of assessment to monitor students' academic progression. The assessment is done to measure the knowledge, skills, and application abilities of students with respect to the intended learning outcomes in the course. The course instructors assess the understanding of theories, business practices and applications illustrated and discussed in the respective courses. The purpose of assessment is measurement of learning. In post graduate Programmes, assessment focuses more on higher order thinking skills, like comprehension, analysis, synthesis, evaluation, creative thinking and practical insight.

Various techniques/tools are used for assessment of academic performance of students. Basket of tools include mid-term and end-term examinations and a variety of components of continuous evaluation such as, Class Participation, Quiz (announced or unannounced), Take Home Assignments, Project Assignments, Individual/Group Presentations, Viva, Essay Writing, Classroom Exercises, Case Analysis, Reflective Notes, Role Plays, etc. The duration of mid-term and end-term examinations will be 60 minutes and 120 minutes, respectively.

7.3. GRADING SYSTEM

(i) The grading system is based on concurrent evaluation system with sufficient freedom given to the course instructor in deciding the pattern of evaluation. Numeric marks are awarded to each of the evaluation components. The total score is obtained by taking the weighted average of the numeric marks of the various components as specified in the course outline. The total marks thus received are converted to a letter grade, based on the relative performance of the student. The letter grades are on a 10-point scale with the grade 'A+' being the highest and 'F' being the lowest or fail grade. Each letter grade has a grade point associated with it. The grading model is described in table 2.

(ii) Trimester Grade Point Average (*TGPA)*: The performance of a student in a particular trimester is measured by Trimester Grade Point Average (TGPA), which is a weighted average of the grade points secured in all the courses taken in trimester and scaled to 10. TGPA is computed up to two decimal places.

Example: Suppose a student is registered for four 3-credit courses and two 1.5-credit courses during a trimester (that is, total of 15 credits), and he/she secures A, B+, B, C+, A+, C grades respectively in the particular courses, his/her TGPA will be computed as follows:

$$TGPA = \frac{9\times 3 + 7\times 3 + 6\times 3 + 4\times 3 + 10\times 1.5 + 3\times 1.5}{15} = \frac{97.5}{15} = 6.50$$

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(iii) *Cumulative Grade Point Average (CGPA)*: Cumulative Grade Point Average is computed up to two decimal places, taking into account the performance in all courses subscribed by a student up to the trimester for which the results are last available.

(iv) *Conversion of numeric marks to letter grades*: Course Instructors will consider the following points while awarding the letter grades.

a. A student who scores less than 35% numeric marks (overall) will be given an 'F' grade in the course.

b. The cut off numeric marks for all other grades (other than F, FA, and I grades) will be decided by the course instructor based on the distribution of numeric marks in the course and the overall performance of the class.

Table 2: Grading Model

Letter Grade	Grade Point	Remark
A+	10	---
A	9	---
A-	8	---
B+	7	---
B	6	---
B-	5	---
C+	4	---
C	3	Eligible for Improvement Examination (with upper limit of B+ on final grade)
C-	2	Eligible for Improvement Examination (with upper limit of B+ on final grade)
D	1	Eligible for Improvement Examination (with upper limit of B+ on final grade)
F	0	Eligible for Improvement Examination (with upper limit of B+ on final grade)
FA	0	Eligible for Improvement Examination (with upper limit of C+ on final grade)

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I	0	Awarded in case of absence from the End-term examination if the decision on final grade is pending

7.4. EXAMINATIONS

(i) The Institute believes and practices continuous feedback on performance and follows a system of continuous assessment. The course instructor shall use at least three continuous assessment components.

(ii) The slots for hall examinations, i.e., mid-term and end-term examinations, are given in the academic calendar. The schedule for mid-term and end term examinations shall be announced by the Office of Controller of Examination (OCE), while the dates for continuous assessment components shall be decided by the Instructors of the respective courses. Normally the 6th week of the Term shall be the week for mid-term examination, while the end-term examination shall be conducted during the 12th week of the Term. Towards the end of each term, the OCE shall publish the dates for end-term examinations for different subjects, being offered during that Term.

7.4.1 Mid-term examination:

(i) All students are required to appear in mid-term examination of all the courses (as applicable) subscribed by them during a trimester. However, mid-term examination will not be conducted for any course in the sixth trimester.

(ii) Institute will not hold Repeat mid-term examination for any course.

(iii) If a student misses mid-term examination of any course he/she will be awarded zero marks in the mid-term component of the concerned course.

(iv) However, if a student misses the mid-term examination due to some exceptional reasons he/she can represent his/her case in writing to the Programme Chairperson along with supporting documents within 7 calendar days of completion of the mid-term examination.

7.4.2 End-term examination:

(i) Appearing in end-term examinations of all the courses (as applicable) subscribed by a student during a trimester is mandatory.

(ii) If a student misses end-term examination of a course he/she will be awarded 'permanent F' grade and will not be allowed to appear in Repeat Examination, except under the provisions of section 7.4.3.

7.4.3 Repeat examination

(i) Repeat examination will be held within 15 days of declaration of the Provisional (pre-improvement examination) Trimester Result. In normal course, Repeat examination shall be combined with the Improvement examination mentioned under 7.4.4

(ii) No fee will be charged for appearing in the Repeat examination.

(iii) Repeat examination will be held only for end-term examination. Those students who could not appear in end-term examination may be permitted to appear in Repeat examination subject to the conditions laid out below. Reasons for missing the end-term examination of one or more course(s) during a trimester may include:

a) Student's participation in his/her own placement process
b) Being on duly-approved official/institutional duty
c) Personal reasons such as major sickness of self, death in close family, etc.

(iv) In case of (a) and (b) above, the student has to submit written application, duly endorsed by the concerned faculty/task head, to the Programme Chairperson within 7 calendar days of completion of the end-term examination. Subject to approval from the Director, such students will be permitted to appear in the Repeat examination. Otherwise, the 'permanent F' grade awarded to the student in the course in accordance with section 7.4.2 (ii) will stand.

(v) In case of (c) above, the student has to represent his/her case in writing to the Programme Chairperson along with supporting documents within 7 calendar days of completion of the end-term examination. Programme Chairperson will put up the case before the Programme Committee. The Programme Committee will examine the case to assess its merit/genuineness. If satisfied, the Programme Committee, subject to approval from the Director, may allow the student to appear in Repeat examination. Otherwise, the 'permanent F' grade awarded to the student in the course in accordance with section 7.4.2(ii) will stand.

(vi) If a student does not appear in the repeat examination permitted under the section 7.4.3(iv) or 7.4.3(v), the 'permanent F' grade awarded to him/her in the course in accordance with section 7.4.2(ii) will stand.

(vii) Normal grade drop due to attendance criterion will be applicable to repeat examination.

7.4.4 Improvement examination

(i) Improvement examination will commence within 15 days of declaration of the Provisional (pre-improvement examination) Trimester Result.

(ii) If a student gets 'C-' or 'C' or 'D' or 'F' or 'FA' grade in any course in a trimester, he/she will be eligible for Improvement examination in the concerned course. However, a student can appear in improvement examination of maximum of 3 courses (per trimester) of his/her own choice.

(iii) The student appearing in the Improvement examination of a course will have to surrender his/her grade obtained in the end-term examination. The grade obtained by him after the Improvement examination will be his/her permanent grade.

(iv) OCE will notify on the official batch email IDs the list of eligible students for improvement examination along with the timeline for submission of written application and the requisite fee.

(v) For appearing in Improvement examination, a student will have to submit written application and deposit a fee of Rs. 2500/- per course on or before the timeline notified by the OCE.

(vi) OCE will announce the schedule of improvement examination.

(vii) If a student does not apply and/or submit the requisite fee for improvement examination on or before the due date or does not turn up for the improvement examination after submission of fee, it will be assumed that he/she is not interested in appearing in the improvement examination.

(viii) Only one chance of appearing in Improvement examination of a course will be given.

(ix) If a student appears in improvement examination of a course, the mid-term and end-term marks originally obtained by him/her will be treated null and void.

(x) The marks scored in Improvement examination will be scaled up to the combined weightage of mid-term and end-term components of the respective course (i.e., 60%). The resulting weighted marks will be added to the marks originally scored in continuous evaluation components to arrive at the final grade.

(xi) Grade obtained by a student in a course after the Improvement examination will be considered as final and 'permanent' grade in the course. If a student does not apply/appear for improvement examination, the original grade obtained by him/her in main/repeat examination will be treated as final and 'permanent' grade in the course.

(xii) TGPA obtained by a student after the Improvement examination will be treated as final and 'permanent' TGPA in the trimester. If a student does not apply/appear for improvement examination, the original TGPA obtained by him/her in main/repeat examination will be treated as final and 'permanent' TGPA in the course.

(xiii) Grade drop due to attendance criteria will not be applicable in case of improvement examination but the highest grade that a student can earn in the improvement examination is B+.

(xiv) In case, a student appears in Improvement examination due to 'FA' grade in a course, the upper limit of 'C+' on the final grade in the course will be applicable.

7.4.5 Responsibility of student to share his/her academic performance and related matters with his/her parents/guardian

It is responsibility of the student to regularly share his/her academic performance including results and notices issued by the Institute with his/her parents/guardian.

7.4.6 Time schedule of Examination

The Office of Controller of Examination shall prepare and publish a schedule of hall examinations (Mid Term and End Term) for each and every course conducted by the Institute.

7.4.7 Examination Hall Policy

Examination hall policy will be circulated separately by the Office of Controller of Examination which shall be binding on all the students of the Institute.

7.4.8 Course Feedback

All students are required to give a written/online feedback on the courses studied by them during each trimester.

7.5. DECLARATION OF RESULTS

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(i) The Office of Controller of Examinations will declare the Provisional Trimester Result as per the schedule given in the Academic Calendar.

(ii) Result of repeat examination and improvement examination, in form of final and permanent course grades, will be declared within 7 days of the last day of repeat and /or improvement examinations.

(iii) The Office of Controller of Examinations will declare the Final Trimester Result (after incorporating the result of repeat and/or improvement examination in the Provisional Trimester Result) within 7 days of declaration of result of repeat and/or improvement examination.

(iv) At the end of each trimester, an 'Academic Performance Summary' of that trimester will be given to the student by the Institute.

(v) At the end of the Programme the Institute shall declare the Composite Result (including course grades and TGPA of all the six trimesters along with CGPA) and issue to the student an official grade sheet of his/her performance.

7.6. ACADEMIC DISMISSAL, ELIGIBILITY FOR AWARD OF DIPLOMA

(i) A student who accumulates more than 2 permanent 'F' equivalents (even after the improvement examinations) at any point during the first year will be subject to academic dismissal from the Programme/Institute. It implies that a student can carry 2 permanent 'F' equivalents to the second year. An 'F' equivalent is computed by adding 'number of permanent F grades x 1' and 'number of permanent D grades x 0.5.

(ii) A student who accumulates more than 3 permanent 'F' equivalents (including 1 or 2 permanent 'F' equivalents carried from the first year) at any point during the second year will be subject to academic dismissal from the Programme/Institute. It implies that a student who carries 1 permanent 'F' equivalent from the first year can accumulate the maximum of 2 permanent 'F' equivalents in the second year and the one who carries 2 permanent 'F' equivalents from the first year can accumulate the maximum of 1 permanent 'F' equivalent in the second year.

(iii) A student who gets permanent TGPA (even after the improvement examination) of less than 2.75 at the end of 1st trimester will be subject to academic dismissal from the Programme/Institute.

(iv) A student who gets permanent CGPA (even after the improvement examination) of less than 3.00 at the end of 2nd/3rd trimester will be subject to academic dismissal from the Programme/Institute.

(v) A student who gets permanent CGPA (even after the improvement examination) of less than 3.25 at the end of 4th trimester will be subject to academic dismissal from the Programme/Institute.

(vi) A student dismissed from the Programme/Institute may re-join the Programme in the next academic year in the concerned trimester by paying the requisite fee and with due approval from the Director.

(vii) A student must have minimum permanent CGPA of 3.50 and maximum permanent 'F' equivalent of 3 for the award of diploma.

(viii) In case a student fails to meet the requisite academic criteria (as per section 7 (vii) above), he/she can opt for one of the following two options, after giving a written undertaking/understanding that he/she will be permanently out of the Programme

and Institute if he/she will not fulfil the minimum academic requirements for award of the diploma in the extended year :

a) He/she can re-join the Programme in the 5th trimester in the immediately next academic year, or
b) He/she can re-join the Programme in the 4th trimester in the immediately next academic year.

7.7. COMPLETION OF THE PROGRAMME

The normal period to complete the requirements for the PGDM is two years. However, students who fail to meet the minimum academic requirements may be allowed to complete the Programme in one more year on account of extenuating circumstances. In any case such students must complete the requirements before 30th June of the extended year.

7.8. CONVOCATION & AWARD OF DIPLOMA

The "Post Graduate Diploma in Management" will be conferred on all participants who at the end of two-year have fulfilled all the conditions and requirements for the award of the Diploma at the Institute's Annual Convocation.

8. SOCIAL MEDIA POLICY

Online habits are changing rapidly from a closed, private behaviour towards an open and sharing culture. While this may bring about positive results in a student, it is important that basic social networking etiquettes should be followed.

The given below guidelines apply to using Twitter, Facebook, Google+ or other social media:

- Respect other people's privacy or pass personal comments about people. Do not post pictures of other people without seeking permission
- Avoid tagging without prior approval from the concerned person
- Discriminatory, defamatory or derogatory remarks are strongly discouraged
- Respect others' points of view and be polite
- Be sensitive to cultural difference
- Do not 'flame' other students, faculty or staff (flaming is attacking another or being harsh or hostile)
- Do not post without confirming the authenticity of any information regarding peers, faculty members or institute. Many good companies have started scanning through social profiles of potential recruits. Keep that in mind while being active on social networking platforms

9. PLACEMENT POLICY AND RULES

The placement policy and rules would be circulated by Career Management Centre (CMC).

10. ACADEMIC INTEGRITY POLICY

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Students are expected to display academic integrity and refrain from plagiarizing in preparation of their assignments, project reports, and summer internship reports. Students are expected to ensure that their work is original in content, and the words used are their own. Following constitute plagiarism:

a. Use of information in assignments and projects which is not one's own
b. Not acknowledging the source of such information
c. Claiming someone else's work as one's own.
d. Copying a report from internet and presenting it as one's own
e. Removing reference to the author, while using a piece of information
f. Reproducing one's own previous work/report without acknowledging the original source

Institute is committed to promote academic integrity among students and discourage plagiarism in all its forms. Before submission to the PMC/concerned faculty, these submissions (project report, assignment, etc) will have to undergo plagiarism check on the Turnitin (a plagiarism detection software). All submissions must be accompanied by a copy of the 'Turnitin Originality Report'. No submission (assignment, project report, etc) will be accepted if similarity index (as per the Turnitin Originality Report) is more than 20%. In addition, students will have to follow all other instructions given by the concerned faculty.

11. REVISION OF RULES

Jaipuria Institute of Management, Lucknow reserves the right to revise, amend, change, introduce new rules relating to all aspects of working of the institute as well as conduct & discipline of students, or take other decisions as and when deemed necessary without giving prior notice.

12. DRESS CODE

Monday*	Tuesday*	Wednesday*	Thursday*	Friday*	Saturday*
Formals	Formals / Semi Formals	Formals	Formals / Semi Formals	Formals / Semi Formals	Formals / Semi Formals

Only formals during special events (as conveyed by Programme Office) and placement processes.

Formals:

Men: Tucked in Shirt (matching tie if worn) with Trousers and leather shoes with socks. Black, Navy Blue or Grey western suits / blazers (if worn) in winters.

JAIPURIA

Women: Tucked in Shirt with Trousers and toe covered leather bellies with socks. Sarees with toe covered bellies. Black, Navy Blue or Grey western suits (if worn) in winters.

Semi Formals:

Men: Tucked in Shirt with Trousers or Jeans and leather shoes with socks. Black, Navy Blue or Grey western suits / blazers (if worn) in winters. Tucked in polo T-shirts with trousers or jeans, full covered shoes.

Women: Tucked in Shirt with Trousers or Jeans and toe covered leather bellies with socks. Black, Navy Blue or Grey western suits (if worn) in winters. Tucked in polo T-shirts with trousers or jeans, full covered shoes. Sarees or Indian ladies suits with toe covered bellies.

Strictly not allowed – without collar shirts /

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