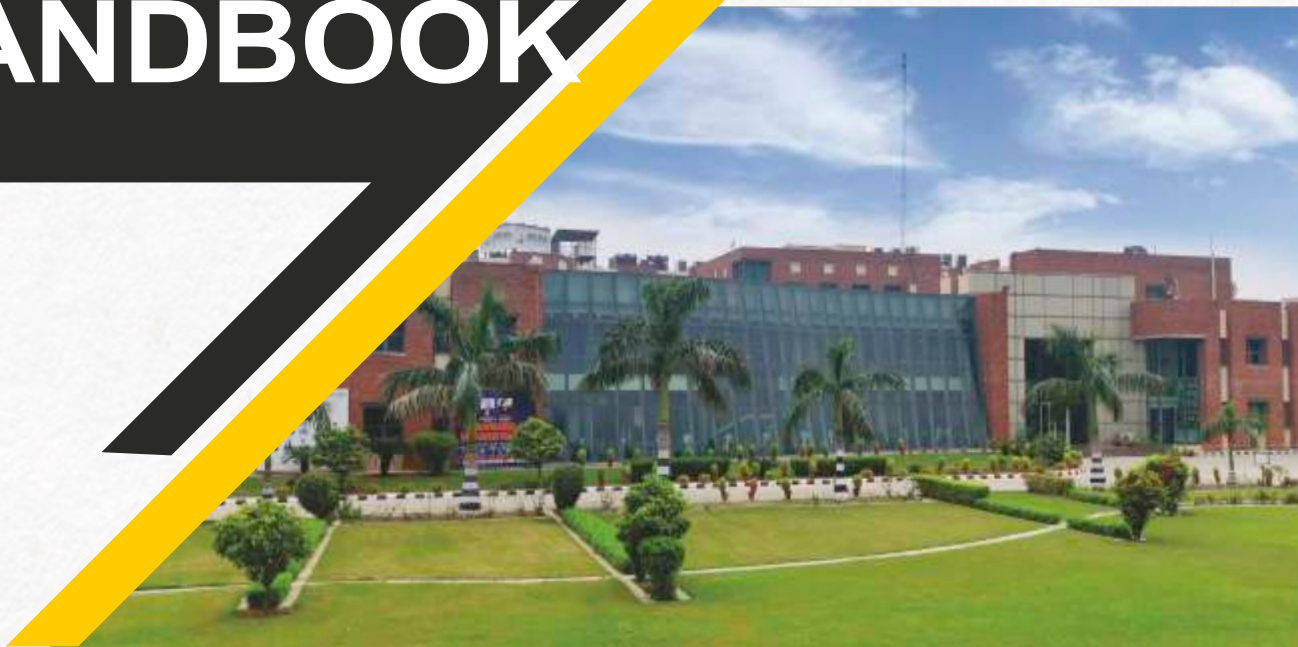




JAIPURIA
INSTITUTE OF MANAGEMENT
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STUDENT HANDBOOK



Jaipuria Institute of Management, Noida

2023-25 BATCH

Post Graduate Diploma in Management



Vision

To be an educational institution of choice for its stakeholders and promote human wellbeing 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 teaching-learning process and research.



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Message from the Dean (Academics)

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Message from the Director



Dear Students,

A very warm welcome to Jaipuria Institute of Management, Noida!

We are delighted to be your partners in your learning and transformation goals as we commence this new academic year. The academic year begins on a very happy note as we have been ranked 47 by NIRF, a first time under 50 ranking. It is indeed a proud moment for us but equally important is to note the responsibility it lays upon us.

This handbook will serve as a guide as you live and learn at Jaipuria, NOIDA and will serve you as a constant reminder of your academic and nonacademic responsibilities in the year ahead. It is extremely important that you read this handbook carefully so that you are fully aware of the various processes and policies, participate enthusiastically in curricular and extra-curricular activities and ultimately achieve the transformation that you and your loved ones wish to see in you,

Our faculty, staff members and I are here to help you in your journey and we expect that as mature students and citizens you will act responsibly. Our motto has been student first which is simply to mean that we are committed to your long-term success.

I wish you good luck during your stay at Jaipuria, NOIDA,

This handbook is a source of all information and is prepared as a handy guide for all of you.

Please make sure to use the information for your benefit.

Wish you a happy and pleasant journey of two years at Jaipuria Noida!

Best wishes!

Dr Subhajyoti Ray





Message from Dean (Academics)



Welcome to our PGDM programme!

As Dean of Academics, I'm delighted to have you on board. This handbook is your go-to resource for essential program information, including curriculum, course basket & various policies to guide your two years journey.

Our goal is to provide a transformative learning experience, equipping you with the skills and knowledge for success in the business world. Engage with our esteemed faculty, embrace challenges, and foster meaningful connections with peers.

As you progress through this program, I encourage you to embrace collaboration, engage in healthy competition, and strive for continuous improvement. The connections you forge with your classmates will endure beyond your time here, forming the basis for lifelong friendships and valuable professional networks.

On behalf of the faculty and staff, I extend my best wishes for a successful and fulfilling PGDM journey. May you thrive academically, professionally, and personally, and may this handbook be your compass as you navigate the exciting path ahead.

Wishing you a fulfilling and successful PGDM journey.

This handbook is a source of all information to facilitate accessing our academic services and is prepared as a handy guide for all of you. Please go through the Handbook carefully and make sure to use the information for your benefit.

We as an institution will always remain focused in finding ways to support our student community.

Wishing you comfortable stay full of learning and enriching experiences!!!

Dr Tarun Dhingra





About the Handbook

This Student Handbook provides information about the policies, procedures and resources available to students at Jaipuria Institute of Management, Noida. Therefore, every student's responsibility is to thoroughly read and understand the Handbook, abide by the regulations, familiarize themselves with it, and utilize the available resources.

The expectations from all the students are to maintain standards of personal conduct that are in harmony with the educational and professional ideals of Jaipuria Institute of Management and conduct themselves in a manner that reflects positively on the Institute. Furthermore, we hope that all of you will take advantage of the curricular and co-curricular learning opportunities available on and off-campus.





About Jaipuria

One of India's most respected and dedicated business groups, the House of Jaipuria has acquired a place and stature of its own in the industrial arena. Since its inception in 1942, it has become a benchmark for the latest innovations in technology, efficient management, and philanthropic activities.

Education has been a passion at the House of Jaipuria. Our commitment to the greater good through modern yet rooted education finds wings in the K12 segment and higher learning. Seth M.R. Jaipuria Schools were started in 1992, with the first school in Lucknow. It has grown to 50 schools in two decades and is reckoned as a school of excellence for quality education.

Jaipuria has four management Institutes at Lucknow, Noida, Jaipur and Indore in the higher education arena. Each of these campuses has earned distinction as seats of cutting-edge knowledge, shaping, nurturing and redefining management for today and tomorrow.





Section-1

GENERAL INFORMATION AND PROGRAMME CURRICULUM





About Jaipuria Institute of Management, Noida

Jaipuria Institute of Management, Noida, established in 2004, is a constituent of the Integral Education Society, led by noted textile industrialist Mr. Sharad Jaipuria. The Society has the distinction of efficiently managing several educational institutions in India, the first dating back to 1945. Our sister management Institutes are located in Lucknow, Jaipur and Indore. Jaipuria, Noida. Noida Campus offers three AICTE approved two-year full-time Post Graduate programmes: PGDM, PGDM–Service Management, PGDM – Marketing along with Post Graduate Diploma-Online Programme and Fellow Programme in Management (FPM).

In line with our mission of achieving continuous improvements in teaching, research, curriculum development, and student learning, the Institute aims for the prestigious international accreditation AACSB Accreditation. The initial phase of this process has been completed by earning approval for the eligibility application. AACSB Accreditation provides a framework of international standards on which B-Schools assess the quality of their education.

We strive to nurture world-class professionals committed to value enhancement, service-mindedness, business leadership, entrepreneurial orientation and societal consciousness. Besides the core courses in general management and various functional areas, our programmes offer many innovative electives courses, thereby providing students with the opportunity to specialize in single or dual streams of management. The Institute has established collaborations with international academic institutions in France, U.S.A, Dubai, New Zealand, United Kingdom etc. Acknowledging the growing thrust of research and consultancy, the Institute engages in research, faculty development programmes, student-driven research, industry integrated consultancy projects, and related activities in almost all areas of management interest. We also promote collaborative research jointly with many leading academic institutions globally. In addition, we have a centre for MDP, which conducts Management Development Programmes across India wherein executives from public and private enterprises participate. The campus is aesthetically designed and elegantly built, with state-of-the-art equipment and Wi-Fi enabled facilities to cater to the ever-growing needs of the students.

It is led by Dr. Subhajyoti Ray with a strong team of full-time faculty comprising of qualified and experienced professors as well as industry managers turned academicians. Jaipuria, Noida has been ranked 47 out of nationally ranked Institutes in All India ranking 2023 by NIRF, Ministry of Human Resource Development (MHRD). All three programmes viz. PGDM, PGDM(M), PGDM(SM) have been awarded equivalence to MBA by Association of Indian University (AIU). All three programmes viz. PGDM, PGDM(M), PGDM(SM) have been accredited by the National Board of Accreditation.

- Granted Category-II graded autonomy in all programmes viz. PGDM, PGDM(SM), PGDM(M) by AICTE.
- AACSB Business Education Alliance Member.
- Accreditation by 'NAAC' (UGC).

Infrastructure

Classrooms

Naturally lighted, large and airy learning centres, within a structure with high ceilings and large corridors are designed to promote maximum interaction between faculty and students. The air-conditioned learning centres are equipped with Personal Computers, LCDs, LAN and Wi-Fi connectivity.

Both theatre style and classic learning centres are furnished with specially designed desks for the comfort of students. Classroom learning is captured and disseminated through Echo360 Lecture Capture System (an innovative video-enabled learning solution).

Library Resource Centre

The library at Jaipuria Noida, known as Learning Resource Centre (LRC), has one among the finest library systems in the National Capital Region (NCR), with active linkages with all other major business school libraries. It is a fully automated library and is rich in both traditional and online resources.

The LRC has a collection of 41427 volumes, including textbooks collection under Book Bank with 15989 books. There are 15991 unique book titles in the library. The library subscribes to about 158 national and international printed periodicals. The Library also has a vast collection of fictions, biographies and spiritual books.

The Library also subscribes to several online databases including Emerald Management Collection, Emerging Markets Case Studies Collection, Science Direct, Scopus, Statista, World E-Library, CapitaLine and J-Gate Social and Management Sciences. With these databases, users have access to very large of international, refereed, Scopus and Web of Science indexed and full text journals in all major areas of management sciences. The library also subscribes to 32 journals of Sage Journals in both print and online format. Through World E-library millions of books including great classics can be read online.

The Library also subscribes to the Capitaline financial database that provides comprehensive financial and economic information of more than 36000 companies.

LRC also subscribes EPWRF Time Series database from which statistical information on all leading economic areas can be fetched for analysis purposes.

The Library has developed a large collection of e-books and other e-resources in PDF format. The library is also a member of the National Digital Library of India (NDLI) which provides free access to lacs of books and other material to all users. The Library also has a sizeable collection of CDs/DVDs and videos related to management education. It procures books throughout the year and organizes an annual Book Fair where students and faculty can recommend books of their choice for library purchase.

Library subscribes to both international and national newspapers and magazines including Financial Times, Wall Street Journal, Nikkei Asia and The Economist.

The Jaipuria, Noida library is a green library illuminated with natural light. It is truly user-friendly and provides various information services to users on a daily basis. It has a membership of DELNET enabling users to avail Inter Library Loan facility.

Jaipuria Institute of Management, Noida

Library from the year 2023 has subscribed to remote access solution and our all users can now make use of library resources from anywhere using the Internet facility.

OPAC terminals have been installed in the Library to facilitate the self-learning of students. The Library has developed an online institutional repository using DSpace. Through this repository, previous years' batches dissertations, question papers of earlier exams, institution publications, reports, magazines, case studies, articles etc. can be accessed.

Computer Labs

Jaipuria, Noida is a Wi-Fi campus with 24 x 7, 300 Mbps leased line internet connectivity. It has more than 150 Lenovo i5, & I3, Processor PCs and 60+ Chromebooks, the latest generation of high-end servers, laser printers and scanners. The Institute has a well-equipped central computing facility housed in three computer labs. Apart from a host of routine and special software, the computer labs have the latest operating systems such as Windows, Linux at the Server level and Windows 10 Professional OS & Office 2016 & 2019, at the client level. Data base includes MS SQL Servers and MySQL. Statistical packages like SPSS, AMOS and SMART PLs are also available.

Business Analytics Lab

The campus has a state-of-art Business Analytics Lab. The Business Analytics Lab facilitates teaching, research and training in artificial intelligence, machine learning, and deep learning in interdisciplinary areas of business management. The lab has high-end computing resources with 10th-generation CPUs, solid-state drives and graphic processing units (GPUs). In addition, the lab has the latest licensed software required for descriptive, predictive and prescriptive analytics like Tableau, Power BI, SmartPLS, SPSS, Python, R-studio and many others. The lab also has access to a wide range of datasets.

Centres of Advanced Studies

Intending to serve the industry and academia through the creation, development and dissemination of knowledge and its applications through education, training, research and consultancy, the Institute has set up the following Centres of Advanced Studies & Research:

- MDP Centre,
- Centre for Entrepreneurship and Incubation,
- Centre for Business Analytics.

Cafeteria

The campus has a modern cafeteria, well-furnished to cater to students' tastes. Besides beverages and snacks, it has a provision for serving meals to day scholars.

Sports facility

The campus offers both indoor and outdoor sports facilities. There is a sports field with facilities for playing badminton, volleyball, basketball and cricket. We also have a Common Room for the students for indoor sports.

Hostel

Jaipuria, Noida offers separate accommodation to boys and girls. The girls' and the boys' hostel are situated within the campus. These hostels provide an excellent living experience to residents, with modern gyms, a common room with television and ample recreational facilities.



Medical & Counselling Facility

Besides a readily available first aid facility, the Institute also has a Medical Room. Experienced doctors, including male doctor, visit the campus five days a week and are available on-call round the clock. Furthermore, a Counsellor is available to the students twice a week and on-call to counsel students on psychological issues. The institute has a tie-up with HopeQure Wellness Solution Pvt. Ltd. that specializes in providing services related to mental health and well-being. Students are also offered protection under a limited accidental insurance policy. In addition, there is a tie-up for ambulance service with Kailash, Max, Prakash and Shanti Gopal Hospitals in case of any emergency. The Institute vehicle is also available on short notice in the daytime and at night for any medical emergency.



1.2 Academic Calendar and Programme Curriculum





121 Academic Calendar

Jaipuria Institute of Management, Noida Academic Calendar 2023- 25* PGDM (2023-25 Batch)

Events	Final Dates	
	From	To
Orientation Cum Induction (Term I) & Registration	Mon, 17-Jul-2023	Fri, 28-Jul-2023
Commencement of Classes (Term I)	Mon, 31-Jul-2023	
AACSB Awareness Sessions	Wed, 09-Aug-2023	Thu, 10-Aug-2023
Independence Day Celebrations	Tue, 15-Aug-2023	
SIP Presentation for senior batch	Fri, 25-Aug-2023	
Raksha Bandhan (Holiday)	Thu, 31-Aug-2023	
Janmashtami (Holiday)	Thu, 07-Sep-2023	
General Management Conclave	Sat, 09-Sep-2023	
Coffee with Alumni -Talk	Sat, 23-Sep-2023	
Dr Banasree Dey Memorial Quiz	Fri, 29-Sep-2023	
Business Communication Conclave	Sat, 30-Sep-2023	
Gandhi Jayanti (Holiday)	Mon, 02-Oct-2023	
End-Term Examination (Term I)	Mon, 16-Oct-2023	Sat, 21-Oct-2023
Term Break (Dussehra 24th Oct.)	Sun, 22-Oct-2023	Sun, 29-Oct-2023
Spot Evaluation End Term (Term I)	Mon, 23-Oct-2023	Thu, 26-Oct-2023
Commencement of Classes (Term II)	Mon, 30-Oct-2023	
Submission of Complete OCE sheet (Term I)	Wed, 01-Nov-2023	
Declaration of Term I Result	Wed, 08-Nov-2023	
Diwali (Break)	Sun, 12-Nov-2023	Wed, 15-Nov-2023
Reappear Exam (Term I)	Thu, 16-Nov-2023	Sat, 18-Nov-2023
Cultural and Management Event (Gravity-2023)	Fri, 24-Nov-2023	Sat, 25-Nov-2023
Guru Nanak Jayanti (Holiday)	Mon, 27-Nov-2023	
IDP - Phase 2	Sat, 02-Dec-2023	
Final Declaration of Term I Result	Tue, 05-Dec-2023	
International Conference	Fri, 08-Dec-2023	Sat, 09-Dec-2023
E-week	Thu, 14-Dec-2023	Sat, 16-Dec-2023
BA Conclave	Sat, 23-Dec-2023	
Christmas (Holiday)	Mon, 25-Dec-2023	
Marketing Conclave	Sat, 30-Dec-2023	

Events	Final Dates	
	From	To
New Year (Holiday)	Mon, 01-Jan-2024	
Operations Conclave	Sat, 06-Jan-2024	
International Model United Nations	Sat, 06-Jan-2024	Sun, 07-Jan-2024
End- Term Examinations (Term II)	Mon, 22-Jan-2024	Sat, 27-Jan-2024
Republic Day Celebrations	Fri, 26-Jan-2024	
Term Break	Sun, 28-Jan-2024	Sun, 04-Feb-2024
Spot Evaluation End Term (Term II)	Mon, 29-Jan-2024	Wed, 31-Jan-2024
Commencement of Classes (Term III)	Mon, 05-Feb-2024	
Submission of Complete OCE sheet (Term II)	Wed, 07-Feb-2024	
Alumni Meet- (Punarsangam)	Sat, 10-Feb-2024	
Declaration of Term II Results	Tue, 13-Feb-2024	
Jaipuria Annual Management Conclave (JAMC)	Sat, 17-Feb-2024	
Reappear Exam (Term II)	Mon, 19-Feb-2024	Wed, 21-Feb-2024
Final Declaration of Term II Result	Thu, 29-Feb-2024	
Budget Session/ Economics Conclave	Sat, 02-Mar-2024	
Maha Shivaratri (Holiday)	Fri, 08-Mar-2024	
HR Conclave	Sat, 09-Mar-2024	
APC Award Ceremony	Wed, 20-Mar-2024	
Finance Conclave	Sat, 16-Mar-2024	
Holi (Holiday)	Mon, 25-Mar-2024	
Good Friday (Holiday)	Fri, 29-Mar-2024	
Farewell Party	Sat, 6-Apr-2024	
Eid-ul-Fitr (Holiday)	Wed, 10-Apr-2024	
SIP Workshop (IDP - Phase 3)	Tue, 16-Apr-2024	Wed, 17 April, 2024
Oath Taking Ceremony by Student Council	Sat, 20-Apr-2024	
End-Term Examination (Term III)	Mon, 22-Apr-2024	Mon, 29-Apr-2024
Spot Evaluation End Term (Term III)	Tue, 30-Apr-2024	Thu, 02-May-2024
Submission of Complete OCE sheet (Term III)	Wed, 08-May-2024	
Declaration of Term III Results	Mon, 13-May-2024	
Reappear Exam (Term III)	Thu, 16-May-2024	Mon, 20-May-2024
Provisional Result Before SIP Declaration of Term III Result	Tue, 28-May-2024	

**Management reserves the right to change these dates at any time without prior notice*

1.22 Programmes Offered at Jaipuria Noida

Jaipuria, Noida offers three AICTE approved, NBA accredited and AIU equivalent two-year full-time PGDM Programmes, namely, PGDM, PGDM (Service Management), PGDM (Marketing) along with Post Graduate Diploma-Online Programme and Fellow Programme in Management (FPM). Each academic year consists of three academic terms of approximately three months each. In addition, year one of the programmes includes a summer internship of two to three months.

123 Programme Structure of PGDM



Post Graduate Diploma in Management

PGDM



Jaipuria Institute of Management Noida's Post Graduate Diploma in Management (PGDM) is an AICTE-approved, AIU equivalent and NBA accredited two-year full-time program. The programme is recognized by AIU as equivalent to MBA and is designed to develop management professionals with a strong value system. PGDM is a well-established programme, perfected over a period of time. Its industry-oriented syllabi and curriculum are constantly updated to remain contemporary and futuristic in orientation to groom professionals to be ready to meet the ever-changing demands of global business.

Programme Structure

PGDM is a professional management course spread across two academic years. An academic year is divided into three academic terms. The programme comprises 22 core courses and 15 elective courses. Out of these 15 elective courses, 2 elective courses will be offered in the first year. 13 electives will be offered in the second year.

Jaipuria follows a continuous assessment and evaluation system for measuring students' learning outcomes. Each course, therefore, assesses student learning through different pedagogical interventions continuously. The curriculum ensures that the first-year core courses are covered to strengthen basic functional management knowledge for a holistic perspective of general management. In addition, there are two elective courses in the third trimester, which are named specialization core from their opted dual functional area specializations.

After completing three trimesters, students undergo a summer internship to gain first-hand experience working in the real business world and applying classroom learning. The second-year provides students courses in the area of specialization of their interest. The three trimesters of the second year ensures in-depth conceptual understanding and practical application.

Number of Credits in PGDM Programme

The PGDM programme has 110 credits, of which 59 credits correspond to core courses, 45 credits correspond to elective courses and 6 credits for the Summer Internship Project. 39 credits out of 45 credits of electives, 39 credits would be allocated to second-year electives courses, and 6 credits are allotted to third-term electives in the first year.

Pedagogy

The learning pedagogy has been widely acclaimed and has made Jaipuria Noida students stand out. It equips them to deliver high performance across businesses and geographies. Time-tested and carefully chosen pedagogical tools like classroom discussions, case studies, quizzes, assignments, etc., are used for effective class room delivery. But along with above mentioned pedagogical tools, other tools that increase

Jaipuria Institute of Management, Noida

Students' exposure are business simulation games, lab exercises, real-time data collection using databases, live projects, field visits, expert interviews, and industry visits. Such regular interventions allow the students to understand, learn, grow and evolve into industry-ready professionals.

Intended Outcomes

PE01: Attain managerial positions in their organizations.

PE02: Provide innovative and sustainable solutions to complex problems.

PE03: Demonstrate emotional intelligence in socially and culturally diverse teams and settings.

PE04: Engage in life-long learning to stay relevant in a dynamic business environment.

PE05: Display entrepreneurial mind set

PE06: Effectively leverage technologies

PE07: Demonstrate ethical behavior

Program Goals

PG1: Professional Proficiency: Proficient in current business theory and practice, effective communication, use of key technological tools and resources and breadth and depth of knowledge in key business disciplines.

PG2: Teamwork: Adept at working in teams with people from diverse backgrounds.

PG3: Social Responsibility: Knowledge of moral and practical obligations and the commitment to sustainable practices of market participants to contribute in positive ways to society.

PG4: Creativity: Address organizational issues using innovative, imaginative and unorthodox approaches.

Programme Level Outcomes

The graduates of the programme will be able to:

PO1: Communicate effectively

PO2: Demonstrate the ability to work in teams to achieve desired goals

PO3: Reflect on business situations applying relevant conceptual frameworks

PO4: Evaluate different ethical perspectives

PO5: Comprehend sustainability issues

PO6: Exhibit innovative and creative thinking

124 Curriculum Architecture

TRIMESTER – I Core Courses

No.	Courses	Credits	Sessions	Hours
1	Accounting for Business	3	20	30
2	Managerial Economics	3	20	30
3	Statistics for Management	3	20	30
4	Organisational Behavior	3	20	30
5	Critical Reading and Writing	3	20	30
6	Marketing Management-I	3	20	30
7	Design Thinking	1.5	10	15
	Total	19.5	130	195

TRIMESTER – II Core Courses

No.	Courses	Credits	Sessions	Hours
1	Marketing Management-II	3	20	30
2	Corporate Finance	3	20	30
3	Managing Human Resources	3	20	30
4	Operations Management	3	20	30
5	Macroeconomics and Economic Environment of Business	3	20	30
6	Essentials of Business Analytics	3	20	30
7	Entrepreneurship	1.5	10	15
8	Social/Rural Internship	2	-	-
	Total	21.5	130	195

TRIMESTER – III Core + Elective Courses (Specialization Core)

No.	Courses	Credits	Sessions	Hours
1	Business Research Methods	3	20	30
2	Business Ethics and Sustainability (Simulation-based)	1.5	10	15
3	Management Accounting and Control	3	20	30
4	Sales Management and Business Development	3	20	30
5	Public Speaking and Persuasion	3	20	30
6	Emotional Intelligence	1.5	10	15
7	Elective-1 (from Area Specialization) **	3	20	30
8	Elective-2 (from Area Specialization) **	3	20	30
	Total	21	140	210

**Electives have to be chosen from any of the two Specializations- one each from Area (functional Specialization) that the student intends to undertake.

Summer Internship Project

6 credits

TRIMESTER – IV Core + Elective Courses

No.	Courses	Credits	Sessions	Hours
1	Strategic Management	3	20	30
2	Five Electives (including One elective from Liberal Arts Basket)	15	100	120
	Total	18	120	150

TRIMESTER – V Elective Courses

No.	Courses	Credits	Sessions	Hours
1	Five Electives (including from Liberal Arts Basket)	15	100	150
	Total	15	100	150

TRIMESTER - VI Elective courses

No.	Courses	Credits	Sessions	Hours
1	Three Electives	9	60	90
	Total	9	60	90

Total Credits	110 credits
----------------------	--------------------

Specializations and choice of electives:

- Institute offers dual specialization, which implies a student will specialize in two domains (specialization I and specialization II). Available domains for specialization include: (1) Marketing, (2) Finance, (3) Human Resources, (4) Operations Management, (5) Business Analytics
- For each specialization, a student has to opt for a minimum of six electives, which includes one domain-specific compulsory elective offered in the third trimester.
- In total, a student will study fifteen elective courses out of which two electives (one each from specialization I and specialization II) will be offered in the 3rd trimester and will be compulsory for the concerned specializations.
- In the second year, a student will study thirteen electives including five electives from specialization I, five electives from specialization II, two electives from Liberal Arts basket, and one 'open elective'.
- A student can choose an elective course from any domain (except Liberal Arts basket) and any trimester (i.e., 4th, 5th or 6th) as an 'open elective'.
- Individual Development Program (IDP) consisting of several interventions for holistic development of students will be delivered from 1st trimester through 6th trimester

Specializations Offered*

The list of elective courses offered under different specializations are given below:

A. Area Specializations:

Marketing Management

- Consumer Behaviour (Specialization Core)
- Marketing on Internet, Social Media and Mobile
- Digital Marketing
- B2B Marketing
- Brand Management
- Customer Relationship Management
- Customer Experience Management
- Distribution and Channel Management
- Global Marketing
- Healthcare Marketing
- Hospitality & Tourism Marketing
- Integrated Marketing Communication
- Marketing Analytics
- Marketing of Financial Services
- Marketing Research
- Marketing with Artificial Intelligence for Non-Coders
- Online Branding and Reputation Management
- Price Strategies
- Retail Marketing
- Rural Marketing
- Services Marketing
- Strategic Marketing

Human Resource Management

- Advanced Human Resource (Specialisation Core)
- Talent Acquisition (Specialisation Core)
- Industrial Relations & Labour Laws
- Leadership & Team Building
- Performance Management System
- Compensation Management
- HR Analytics
- International Human Resource Management
- Learning & Development
- Competency Mapping and Assessment Centres
- Organisational Change and Development
- Human Resource Information System
- Diversity and Inclusion at The Workplace

Finance

- Advanced Corporate Finance (Specialisation Core)
- Investment Management
- Financial Derivatives and Risk Management
- Corporate Valuation
- Financial Markets and Services
- Financial Modelling and Analysis
- Financial Econometrics
- Wealth Management
- Multinational Financial Management
- Fixed Income Securities
- Corporate Restructuring
- Banking Operations and Credit Analysis
- Alternative Investment
- Behavioral Finance
- Fintech
- Risk Management in Commercial Banks
- Project Finance
- Micro Finance

Operations Management

- Operations Research (Specialization Core)
- Supply Chain Management
- Managing Service Operations
- Operations Analytics
- Advanced Operations Management
- Logistics Management
- Total Quality Management
- Materials and Inventory Management
- Multivariate Data Analysis
- Project Management
- Operations Strategy
- Sustainable Operations Management

Business Analytics

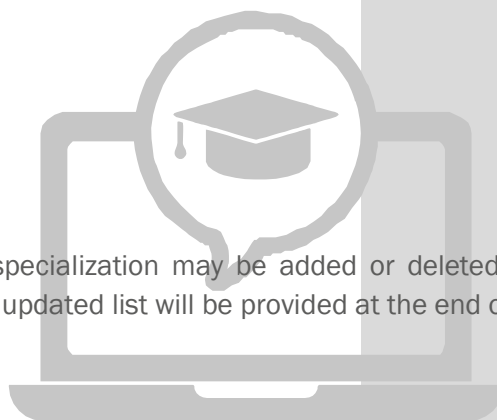
- Analytical Techniques for Business (Specialization Core)
- Data Visualization
- Python for Business Analytics
- E-Commerce
- Machine Learning
- Social Media Analytics
- Consultancy Management
- Business Forecasting
- Artificial Intelligence
- Big Data & Natural Language Processing
- Supply Chain Analytics
- Business Intelligence and Decision Making

**Note: To run a particular specialization combination, a minimum of 50 students should have opted for it. In addition, for an elective to be offered, there has to be a minimum of 20% of the total students of that specialization. However, there may be certain exceptions based on the approval received from the Director/Dean (Academics).*

A. Liberal Arts Basket:

- French Elementary
- Spanish
- A Life of Happiness and Fulfillment
- Society and Culture - I
- Society and Culture - II
- French Advanced
- Indian Philosophy
- Modern History of India

Note: The courses offered under each specialization may be added or deleted, depending upon industry requirements and feedback. The updated list will be provided at the end of the first year.





Section-2

TEACHING AND LEARNING PROCESS



2.0 Teaching-Learning Process

Teaching is an active process in which an instructor shares knowledge with students and facilitates their thinking about behavioral changes. Learning is the process of thinking and assimilating information with a resultant change in behavior. The teaching-learning process is, thus, a planned interaction that promotes behavioral change, which is not a result of maturation or coincidence. The instructor is the prime mover of the teaching-learning process. They direct the flow of the process and facilitates learning. While the instructor serves as the central control, the learner is considered the critical participant in the teaching-learning process. They are regarded as the primary subject. Therefore, a student has to become more responsible for their learning. Assuming the onus of learning is on them, the student must "pull" out the information they are seeking from the process facilitated by the instructor and think actively to develop a new perspective of reality.

2.1 Expectations from the Student

- I. The student shall be responsible for their learning, actively engaging in various learning activities and continuously monitoring their learning and development. The student shall review, revisit and regulate their learning daily. When students find that they have not understood something, they shall promptly seek the support of classmates and the concerned faculty to clarify their understanding of the subject content.
- II. Each student shall do pre-reads (content, cases, chapter, reading) without fail and discuss them with members of their mentoring group. In addition, for every contact hour in a class, they shall invest two hours for preparation, assignment, and learning review.
- III. Each student shall learn collaboratively, participate in group learning exercises, take the initiative in classroom learning processes and support classmates to learn, grow and excel
- IV. The student should not plagiarize in assignments/ reports/ projects/ SIP synopsis and reports, etc.
- V. The students shall ensure attendance and active participation in industry visits, industry mentoring sessions, guest sessions, workshops, conclaves, conferences, and club/committee activities organized by the Institute to enrich student learning.
- VI. Each student shall value diversity in perspectives, reasoning and background of classmates. Furthermore, the student shall realize that they aim to achieve excellence in individual learning, learn from fellow students, and support them in their learning.
- VII. The student shall vigorously hone their critical, analytical, creative and integrative thinking skills through initiation, participation, questioning, thoughtfulness, curiosity, experimentation, etc.
- VIII. The student shall actively participate in co-curricular and extra-curricular activities to develop a personality and contribute to institution building.
- IX. The student shall take assessment components seriously and attempt all components with the utmost integrity. Furthermore, they shall pay maximum attention to collective and individual feedback given by the instructor. Suppose they have some dissatisfaction with the concerned instructor or concerned officials, as mentioned in assessment grievance system. In that case, the Institute shall resolve their grievance without compromising on academic standards.

- X. Students may improve teaching- learning and assessment processes to the Programme Chair and the Director of the Institute to enhance the quality of education at the Institute. The Institute shall take them with utmost sincerity. Working upon them, however, requires collective consideration and judgment.
- XI. To continually upgrade and upscale the learning pedagogy, a student offers formal feedback, which is submitted online on the dates advised by the Programme Office, failing which the student may be debarred from taking the exam. Therefore, the student should take utmost care to fill the feedback and give unbiased views on various components as sought in the feedback form.

2.2 Expectation from Study Group

A study group comprises 5 to 6 students actively engaged in mutual support, collaborative learning and team development. The study group has its norms, values and processes, aimed at benefitting its members. Fortunately, the study group members will be of the same PGDM programme and the same section. Each course instructor for their respective courses assigns the study groups.

The expectations from the study group are as follows:

- I. A study group meets at least three to four times a week as per mutually decided timings. Meeting entails sharing ideas and understanding instructional materials, debating diverse viewpoints and planning group assignments.
- II. A study group monitors its processes and deadlines and ensures that its members do not follow dysfunctional group processes such as social loafing. Its members shall resolve such issues internally. However, if they fail to handle the same, they shall take the help of their faculty mentor.
- III. A significant expectation from the study group is that its members will sharpen their teamwork, negotiation, conflict resolution and communication skills. Thus, team members should treat their group issues as opportunities to improve their effectiveness in future organisations.
- IV. Group assessment of learning (20%-30%) is a substantial part of the assessment. Each study group member usually should try to contribute equally to the group assignments or assigned projects. The members should not divide responsibility for doing tasks for different subjects. The instructor may punish individuals or the whole group if only a few students do the assignment. If they find it challenging to complete such assignments collectively, then group members must bring this to the notice of their mentor in advance.

2.3 Mentoring Group

A mentoring group comprises of around 10 students (further divided into two sub-groups of 5 students each) actively engaged in mutual support, collaborative learning and team development. The mentoring process has its norms, values and processes, aimed at benefitting its members.

- I. Each mentoring group (10 students) is assigned a faculty mentor for guidance. Mentoring group members are partners in learning and development. They are advised to take full advantage of the mentoring process. If they have any concerns, they may share the same with their faculty mentor, who will address them suitably.
- II. A mentoring week is announced by faculty mentor normally once a month (with a suitable agenda) and in that week on any pre-decided day & time of mutual convenience, students can meet faculty mentor for guidance and counselling either individually or in-group. These meetings also entail sharing academic issues, debating diverse viewpoints and planning future course of action in the two-year programme.
- III. A significant expectation from the students is that they will take advantage of the mentoring process to improve their teamwork, conflict resolution and communication skills. Thus, team members should treat their group issues as opportunities to improve their effectiveness in corporate world.

Section-3

ACADEMIC RULES & REGULATIONS



3.0 Academic Rules

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

- I. The Institute requires punctuality and regular attendance from all students in all classes.
- II. Coming late to class is a serious breach of discipline. Students will not be permitted to leave early or come late to the class. In any case, no student is allowed to leave the classroom without permission from the faculty. The faculty shall have the right to cancel attendance for the particular period during which he/she engages, for indifference or late coming without a valid reason by students.
- III. Indifference to studies shall be considered a violation of order and discipline. Absence from tests, examinations, non-submission of exercises/assignments in time and coming late to classes without valid reasons shall be considered indifference to studies.
- IV. No student(s) shall in any manner prevent any other student or student from attending his/her class(es) or doing his/her/their lawful duty.
- V. Parents/guardians are expected to watch their wards' attendance, frequently posted on Moodle by the Programme Office.

3.1 Attendance Rules

3.1.1. Academic Leave/Out Duty (OD)

In order to avoid any sub-grading in the course, a student must maintain at least 80% (16 out of 20 sessions of 90 minutes each) attendance in a course. It means that a relaxation of 4 sessions out of 20 prescribed sessions has been given in a course that a student may miss due to valid and legitimate reasons (if it is INEVITABLE). Such absences from classes should only be due to exceptional reasons as mentioned below:

- I. Sickness of self (Any sick leave applied for any number of days will be first deducted from the provisioned four sessions);
- II. Death in the close family;
- III. Appearing at an examination (Graduation) which makes the student eligible for Jaipuria's PGDM programme;
- IV. Exigencies at home;
- V. For miscellaneous untoward cases (such as Natural Calamities), the student must apply in Moodle for approval. The maximum number of ODs permissible for a student is only three. The maximum of all other leaves, including medical, personal etc., is four. Any leave exceeding four will be treated as an exception and will require rigorous documentary evidence for justifying the leave which will have to be submitted and the leave application for approval (only medical certificate will not suffice). For out-duty leaves, prescribed signing authorities are given below.
 - For Out Duty (OD), the signing authority will be Activity Head and Dean Academics.
 - For medical and other leave, signing authority is Programme Chair and Dean Academics.
 - For placement leave, signing authority is Placement/CRC members and Dean Academics.

Any approval notified on Moodle is temporary unless it is finally notified by the respective programme coordinator (PMC). Initial approval may be reversed in case PMC finds data inconsistency in the leave form application filled by the student.

Students are strictly advised to remember the above-mentioned reasons for utilizing relaxation of four sessions. The Institute does not encourage or allow anyone to misuse this provision. Additional leave will lead to sub-grading in the respective courses. Hence, not abiding to 'attendance rules' on the part of a student may qualify for sub-grading. Therefore, students are advised that during the current term or at the beginning of the next trimesters, the provision must be used judiciously.

We look forward to your commitment to maintaining the highest standards of academic norms and working with the Institute to shape yourself as an industry-ready management graduate. If absence from classes of a course exceeds 20%, the student will be subjected to grade drop (though maximum grade drop can only be up to Grade D instead of F) in accordance with the 'penalty for not-fulfilling the minimum attendance criteria' specified in Table 3.1. **However**, these rules are only applicable to the academic year 2023-24 and are subject to revision in the following academic year.

**Table 3.1: Penalty for not Fulfilling Minimum Attendance Criterion
(in 3 Credit Course/ 20 sessions of 90 minutes each)**

ATTENDANCE IN CLASSES	ABSENCE FROM CLASSES	PENALTY
60% < Attendance < 80% (12-15 nos.)	>20% or <40% (5-7 nos.)	One Grade Drop (e.g., A+ to A)
Less than 60% (<12 nos.)	More than 40% (>7 nos.)	'FA' grade will be awarded in the course. Students 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 7 nos. out of 20 sessions), 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. However, such student will be eligible, according to the provisions of the section 3.2.6.3, to appear in the Improvement Examination of the concerned course with an upper limit of 'C+' on the final grade in the course awarded after the Improvement Examination.

- However, if such absence from classes is due to exceptional reasons such as 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 Chair. 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 Chair shall put the case before Academic Programme Committee for review and the latter shall forward its recommendation to the Director for decision. On approval by the Director, leave of absence from classes shall be sanctioned post facto for the requested/reasonable period and grade drop shall be waived off.
- However, for such applications, the leave granted will be inclusive of 20% leave of absence. This applies to medical and academic leave.

3.2. Assessment Structure

The Institute follows a continuous assessment system using multiple assessment methods to monitor student's academic progression. The evaluation focuses more on higher-order thinking skills such as comprehension, analysis, synthesis, evaluation, creative thinking, and practical insight in postgraduate programs. The purpose of assessment is to measure students' knowledge, skills, and application abilities concerning the intended learning outcomes in the course.

3.2.1 Assessment Techniques/ Tools

Various techniques/tools used for the assessment of the academic performance of students consist of a basket which includes end-term examinations and a variety of components of continuous evaluation such as,

- a. Classroom Participation
- b. Quiz (Announced or Unannounced)
- c. Take-Home Assignments
- d. Project Assignments
- e. Individual / Group Presentations
- f. Oral Examinations (VIVA)
- g. Essay Writings
- h. Classroom Exercises
- i. Case Analysis

3.2.2 Assignment of Weightage to Assessment Components

The Course outlines of the respective courses specify the weights of each assessment component.

3.2.3 Duration of Centralized Examinations


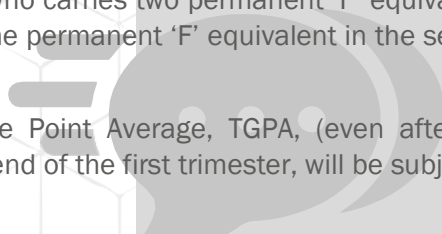
The duration of the end-term examination (online or Lab based or Hall Examination) shall be 120 minutes.

3.2.4 Project and other assignments in courses

All project reports and course-related assignments, etc. shall be submitted to the concerned instructor/s as per the dates announced by the instructor/s.

3.2.5 Grading System

- (i) If the batch size is up to 30, Grading shall be done on the basis of the absolute grading system.
- (ii) If the batch size is more than 30, the grading will be done based on the Relative Grading System, considering the minimum (but not less than 35) and maximum marks of the course.
- (iii) A student who accumulates more than two permanent 'F' equivalents (even after 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 two 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'.

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- (iv) A student who accumulates more than three permanent 'F' equivalents (i.e., up to two 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 two permanent 'F' equivalents in the second year; one who carries two permanent 'F' equivalents from the first year can accumulate a maximum of one permanent 'F' equivalent in the second year.
 - (v) A student who gets a permanent Trimester Grade Point Average, TGPA, (even after the Improvement Examination) of less than 2.75 at the end of the first trimester, will be subject to academic dismissal from the Programme/Institute.
 - (vi) A student who gets a permanent CGPA (even after the Improvement Examination) of less than 3.00 at the end of the second /third trimester will be subject to academic dismissal from the Programme/Institute.
 - (vii) The grading system gives the course instructor sufficient freedom to decide the evaluation pattern based on the concurrent evaluation. However, the instructor will ensure that at least 40% of the total assessment is through examination mode (End-Term). Hence, a maximum of 60% of the complete evaluation through the 'Continuous Evaluation' components.
 - (viii) The respective course instructors award numeric marks to each of the evaluation components. The total score is obtained by taking a weighted average of the numeric marks of various components as specified in the course outline. Total marks thus received are converted to a letter grade based on the relative performance of the student. The letter grades are assigned on a 10-point scale, with the grade 'A+' being the highest and 'F' or fail grade being the lowest.
 - (ix) Conversion of numeric marks to letter grades: There is no fixed formula for the conversion of numeric marks to the letter grades; however, Course Instructors will consider the following points while assigning slabs for letter grades in the final mark sheet.
 - a. A student who scores less than 35% numeric marks (overall) including 35% compulsory passing marks in End term exam in a subject/course, will be given an 'F' grade in the course.
 - b. The cut off numeric marks for all other grades (other than grades F, FA, and I) will be decided by the Exam Cell.
 - c. The total number of 'A' grades awarded (A-/A/A+) will not be more than 20% of the students in the course. The number of C+ grade and below will at least be 10% of the students in the course
 - d. Based on the grade slab thus provided by the Course Instructor, the Examination Cell shall finalize the grades for each student under the course, subject to any moderation, as per process.
 - (x) Each letter grade assigned, has a grade point associated with it. The grade point model is described in table 3.2.
 - (xi) 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:

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

(xii) 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.

(xiii) Conversion Formula for CGPA to Percentage of Marks:


Conversion formula for CGPA to percentage of marks shall be, Percentage = (CGPA-5)*8+60.

It is to be construed that a CGPA of 5.00 is equal to 60 %.

Table 3.2: Grade Point Model

Letter Grade	Grade Point	Remark
A+	10	---
A	9	---
A-	8	---
B+	7	---
B	6	---
B-	5	---
C+	4	Eligible for Improvement Examination (with upper limit of B+ on final grade)
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)
I	0	Awarded in case of absence from the End-term examination & Repeat / Improvement examination, both.

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- (i) The Institute believes in and practices continuous feedback on performance and follows a system of continuous assessment. The course may or may not have end-term examinations. In such a course, where End term examination is not mentioned, the evaluation of the student's performance will be done on the basis of continuous evaluation components.
 - (ii) The Office of Controller of Examination (OCE) will conduct hall examinations (end-term) and process the results under the guidance of Dean (Academics). Given the recent past of pandemic trends and due to some unforeseen reasons, the hall examinations may be replaced with online examinations on Moodle or other platforms with strict norms and SOPs.
 - (iii) There will be an Examination Committee with Controller of Examinations (CoE) as its chairperson and Program Chair(s) and as ex-officio members.
 - (iv) The slots for hall examinations, i.e., end-term examinations, will be published in the academic calendar. The schedule for end-term examinations shall be announced by the Office of Controller of Examination (OCE). At the same time, the Instructors of the respective courses shall decide the dates for other continuous assessment components. Usually, the thirteenth week of the term shall be the week for end-term examinations. In addition, towards the end of each term, the OCE shall publish dates for end-term examinations for different subjects being offered during that term, along with the format (hall exam or online).

3.2.6.1 End-Term Examinations

- (i) Appearing in End-Term examinations is mandatory for all the courses subscribed by a student during a trimester, wherever, it is mentioned under the "Assessment Components".
- (ii) Suppose a student misses the End-Term examination of a course and also fails to appear in the Repeat Exam. (under the special provisions of Section 3.2.6.2), he/she shall be liable to be awarded "I" grade.

3.2.6.2 Repeat Examination


- (i) Repeat examination will be held within 15 days of declaration of the Provisional (pre-improvement examination) Trimester Result. Usually, the Repeat Examination shall be combined with the Improvement Examination mentioned under Section 3.2.6.3
- (ii) Repeat Examinations will be held only for end-term examinations. However, students who could not appear in the end-term examination may be permitted to appear in Repeat Examination, subject to the following pre-approved conditions:

- a. Student's participation in his/her placement process;
- b. Being on duly approved official/institutional duty.

Under rare circumstances, the application for Repeat Examination may be considered with due approval of the Dean Academics and Program Chair due to personal reasons such as:


- c. Significant sickness of self;
- d. Death in the close family etc.

Note: No fee will be charged for appearing in the Repeat Examination due to above mentioned reasons.

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- (iii) In case of (a) and (b) above, the student must submit a written application, duly endorsed by the concerned faculty/task head, to the Programme Chair within seven calendar days of completing the end-term examination. Then, subject to approval from the Director, such students will be permitted to appear in the Repeat Examination. Otherwise, the 'I' grade assigned to the student in the particular course, in accordance with Section 3.2.6.1 (ii), shall stand awarded.
 - (iv) In case of (c) or (d) above, the student must represent his/her case in writing to the Programme Chair, along with supporting documents, within seven calendar days of completion of the end-term examination. The Programme Chair shall put up the case before the Academic Programme Committee. The Academic Programme Committee shall examine the case to assess its merit/ authenticity. If satisfied, the Academic Programme Committee may, subject to approval from the Director, allow the student to appear in the Repeat Examination. Otherwise, the 'I' grade assigned to the student in the particular course in accordance with Section 3.2.6.1 (ii) shall stand awarded.
 - (v) If a student chooses not to appear in the Repeat Examination permitted under Section 3.2.6.2, the 'I' grade awarded to him/her in the particular course in accordance with Section 3.2.6.1 (ii) shall stand awarded.
 - (vi) Normal grade drop due to attendance criterion shall be applicable to repeat examination under all circumstances.

3.2.6.3 Improvement Examination

- (i) If a student gets 'C+/C/C-/D/F' or 'FA' grade in any course in a trimester, they shall be eligible for appearing for the Improvement Examination in the concerned course.
- (ii) However, a student may appear in a maximum of three courses (per trimester) of his/her choice for the Improvement Examination.
- (iii) Students appearing in the Improvement Examination of a course shall be understood to have surrendered the grade obtained in the end-term examination for that course, and the end-term marks originally obtained by him/her will be treated as null and void.
- (iv) The grade obtained by him/her after the Improvement Examination shall be awarded as his/her permanent final grade without recourse.
- (v) The OCE shall notify the Programme Office to communicate the list of eligible students for Improvement Examination and the timeline for submitting a written application and the requisite fee on the official batch email IDs.
- (vi) The application for appearing in Improvement Examination must be accompanied by a written application and deposit of a fee of Rs.2500/- (Rupees Two Thousand Five hundred only) per course, on or before the timeline notified by the OCE.
- (vii) Student getting "I" grade in one or more than one courses/subjects under Section 3.2 Grade Point Table 1, may be allowed to sit in the repeat exam with the next year batch's respective term examination. A fee of Rs.2500/- (Rupees Two Thousand Five hundred only) per paper will be applicable. Such an opportunity will be facilitated on the basis of duly approved applications from respective Program Chair, Dean - Academics and Director of the Institute.
- (viii) The OCE shall announce the schedule of Improvement Examination, which shall be the same as the schedule for Repeat Examinations referred in Section 3.2.6.2

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- (ix) Marks obtained by a student in a course after the Improvement Examination will be considered final and 'permanent' to assign the grade earned.
 - (x) Suppose a student does not apply and/or submit the requisite fee for Improvement Examination on or before the due date or fails to turn up for the Improvement Examination after submission of fee. In that case, it shall be assumed that he/she is not interested in appearing in the Improvement Examination, and the marks and grade originally assigned shall stand awarded as final
 - (xi) The resulting marks earned due to taking the Improvement Examination shall be added to the marks originally scored in the continuous evaluation components to arrive at the final total marks and grade. These shall be used to calculate the TGPA or CGPA.

Example:

Assume that a course has the following weights for evaluation purposes: Quiz: 20%; Project: 20%; Assignment/Case Analysis: 20%; End-Term: 40%. Suppose a student scores the following weighted marks in different components of the course: Quiz: 4/20; Project: 10/20; Assignment/Case Analysis: 6/20; End-Term: 14/40. His/her total marks will be 34/100 and he/she will be awarded an 'F' grade in the course. Suppose the student appears in the improvement examination of the course and scores 20/40. His/her final marks in different components will be: Quiz: 4/20 (Same); Assignment/Case Analysis: 6/20; Project: 10/20 (Same); End-Term: 20/40. His/her total marks will be 40/100 and he/she will be awarded the appropriate grade in accordance with the original grading slabs as proposed by the course instructor in the mark sheet of that course.

- (xii) TGPA obtained by a student after the Improvement Examination will be treated as the 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 the 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; however, the highest grade that a student can earn in an Improvement Examination shall be capped at B+.
- (xiv) However, if a student appears in the Improvement Examination due to 'FA' grade earned originally in a course, the upper limit of 'C+' on the final grade in the course shall be applicable.
- (xv) In Practice, Improvement/ Repeat Examination is popularly known as Reappear Examination due to 'C+/C/C-/D/F' or 'FA' grade in any course in a trimester and failure to appear in the End-Term Examination.

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

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

3.2.6.5 Parents are also responsible for updating themselves with information about their ward's performance through regular access to Moodle and other interfaces provided by the Institute.

3.2.6.6 Feedback

The Institute follows a policy of continuous assessment and feedback. The purpose of feedback is to enhance learning and to help the student to reflect upon his/her learning habits and style. It should strengthen a student's ability to learn. The instructor shall promptly respond to queries related to feedback.

3.2.6.7 Schedule of Examination

Two weeks before the commencement of each end-term examination, the Office of Controller of Examination shall prepare and publish a schedule of examinations for each course conducted by the Institute.

3.2.6.8 Examinations: Code of Conduct

The Institute will notify in writing a code of conduct during examinations for students; it will be mandatory for students to abide by it.

3.2.6.9 Academic Integrity at Examinations/ Tests/ Assignments (offline/online Mode)

- (i) Students enrolled at the Institute shall maintain the highest standards of academic honesty. They are responsible for making known academic dishonesty to their course instructors and, if necessary, to the Programme Chair.
- (i) Academic dishonesty includes, but is not necessarily limited to, the following:
 - a. Cheating - Giving or receiving unauthorized assistance in any academic exercise or examination, including using or attempting to use any unauthorized materials, information, or study aids in an examination or an academic activity.
 - b. Plagiarism - Representing ideas, language, any other material or works of art of others as one's own, reproducing copyrighted material or results without due written permission.
 - c. Falsification - Falsifying or inventing any information, data, or citation, without adequate grounds, in an academic exercise.
 - d. Multiple Submission - Submitting substantial portions of any academic exercise more than once for credit without prior authorization and approval of the current instructor.
 - e. Complicity - Facilitating any of the above actions, or performing another student's work, then presenting as his or her assignment.
 - f. Interference - Interfering with the ability of a student to perform his or her assignments.

- (ii) If a situation of academic dishonesty arises that is not covered in the above Section [Section (ii)], the Examination Committee shall recommend the Dean Academics. They, in turn, shall initiate necessary action.


3.2.6.10 Handling of Cases of Unfair Means in Hall Examinations (also in Online Mode)

- (i) Any suspicious activity observed by the invigilator shall qualify for being put up to the Examination Committee under the Unfair Means Policy.
- (ii) The invigilator shall seize all the incriminating material/evidence from the candidate and then obtain a written statement duly signed by the candidate. The invigilator shall then issue a new answer script and allow the student to continue to write his/her answers for the remaining period of that examination. Finally, the matter shall be reported to the Controller of Examination with all relevant documents on the same day, which, in turn, will refer it to the Examination Committee.
- (iii) The student shall be given a fair opportunity to defend his/her case in front of the Examination Committee, as per the date announced by the CoE.
- (iv) The student reported for having used unfair means / possessing incriminating materials will then be allowed to appear in subsequent examinations of that term. However, suppose the same candidate is again found guilty of indulging in misconduct or malpractice during following examinations; in that case, she/he shall face harsher consequences that can go up to expulsion from all remaining examinations or the Institute.
- (v) The Examination Committee at the Institute shall determine its inquiry procedure in each case. After necessary investigation and inquiry will submit a report with recommended punishment to the Dean (Academics) and on approval will issue the required order of punishment.
- (vi) In case of academic dishonesty in tests/ quizzes/ assignments, etc., the concerned instructor shall report the incident to the Dean (Academics), who, in turn, will initiate action.

3.2.6.11 Sanctions

- (i) Any student found guilty of academic dishonesty, for the first offence, will receive any one or a combination of the following penalties:
 - a) Permanent “F” will be awarded in the concerned subject.
 - b) Ineligible for any Awards of Honor/Academic Awards like Subject Topper, Term Topper, Year Topper etc. basis the course grades earned in future.
 - c) Refrained from contesting and will stand debarred from taking up/retaining leadership positions in clubs and committees under Student Excellence Council (SEC).
 - d) Any other punishment recommended by the Examination Committee.

3.2.6.12 Feedback, Fairness and Grievance Redressal

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- (i) The student's grievance shall be taken sympathetically, and the student shall be given a fair chance to state his/her viewpoint. If the grievance is found to be genuine, it shall be redressed immediately. If an instructor feels that she/he needs time to reconsider her/his decision, the student shall be informed accordingly.
 - (ii) Any grievance related to assessment shall be first reported verbally by the aggrieved student to the course instructor. It is expected that most grievances shall be redressed at this level. The duration of grievance redress at this stage is one week.
 - (iii) In case the student is not satisfied with the response forwarded by the course instructor, she/he may then report the matter in writing to the concerned Programme Chair, who shall then mediate and speak with the concerned instructor if required, with Dean (Academics). It is expected that the remaining grievances shall be redressed at this stage. The duration of grievance redress at this stage is one week.
 - (iv) If the issue is not resolved to the student's satisfaction, he/she may approach the Director and submit the grievance in writing. The Director shall respond to it in writing within two weeks. The Director's decision in the matter shall be final and binding.
 - (v) In addition to the internal Grievance Redressal mechanism, students may share their grievances by writing to ombudsman.noida@jaipuria.ac.in as per Clause 1 of Section 23 of AICTE Act, 1987.

327 Declaration of Results

- (i) The Office of Controller of Examinations will declare the Provisional Trimester Result within 30 days of the last day of end-term examinations.
- (ii) Result of repeat examination and improvement examination will be declared within seven days of the last day of repeat or improvement examinations in the form of final and permanent course grades.
- (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 seven 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 program, the Institute shall declare the Composite Result (including course grades and TGPA of all the six trimesters along with CGPA) and issue an official grade sheet of his/her performance to the student.

3.2.8. Completion of The Program

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 program 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.

3.3 Summer Internship

The Summer Internship Project (SIP) is a 6 credits course (equivalent to two courses of 3 credits each) and the SIP is evaluated based on successful completion of the students' internship and submission of the required documents.

The Summer Internship Project (SIP) is an integral part of PGDM program. It is mandatory for all the students to undergo Internship during the intervening period in between completion of Trimester III and commencement of Trimester IV to complete his / her Diploma program. The SIP, which would be a simulation of real work environment, provides the students to undergo the rigor of professional environment both in form and in substance. In the process, it provides an opportunity for students, to satisfy their inquisitiveness to know more details, exposes them to technical skills, and helps them to acquire social skills by drawing them into communication with outside professionals for continuous interaction.

For proper coordination and ensuring organized and smooth conduct, each student would be under the guidance of a faculty guide. A representative of the industry/organization also guides the student and assists the faculty in monitoring the student's progress.

1. Career Management Centre (CMC) assists students in getting Summer Internship.

However, students are also encouraged to network with companies to search for their own Internship at individual level.

For this purpose, CMC will issue introductory / bonafide letters to be submitted to the organizations, as and when required, on receipt of specified information from the student in written application / mail. It is advisable that the students keep the CMC informed about the organization and profiles they are trying for internship. In such cases where students source their own internship, CMC will check and do the required due diligence before allowing to register.

2. Dream option: Even after being placed in one organization, students will have an opportunity to apply in one more organization for his / her Summer Internship which he / she feels to be his / her dream company to intern from, subject to the following conditions:
 - a) He /She should have a minimum CGPA of 6.5 for any process happening after the declaration of end term examination
 - b) Dream option should be marked "Yes" (As per the JD of the Company Shared), where the student is already placed
3. Students (who get internships on their own) are required to submit their Internship confirmation letter, issued by the company, to the CMC on or before **January 31st, 2024**.

After **January 31st, 2024** all students will have to mandatorily participate in the processes happening in the campus wherever they are eligible (as per their area of interest of specialization) so that their internship can be arranged afterwards.

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4. In case, a student is participating in multiple processes, through CMC and / or by his/her own efforts, **s/he is liable to take up the internship wherever the result comes first from.** All other pending processes cease at the very instance the **first offer** is made.

Student getting internship confirmation by their own efforts, should submit the copy of confirmation letter to CMC immediately to avoid any further participation in the processes happening in the campus.

5. By and large, the institute will **not allow** students to undertake internship at their home town (except in metros like Delhi/NCR, Mumbai, Bangalore, Kolkata, Chennai, Hyderabad & Pune). This is applicable in such cases where students source their internship on their own. However, CMC may allow such internships on a case to case basis, wherever deemed fit, depending upon the nature of the project / organization and other relevant information. CMC will take the final call on such prospective projects.
6. **Students will have to take up their Internship in the organization where they are registered by the CMC. Any project in a different organization, without a written approval from the CMC, will not be accepted and the project will be scrapped.**
7. Summer Internship will start immediately after the completion of 3rd trimester. Students need to undergo their internship for at least 10 - 12 weeks. They are also required to resume their classes of 4th term strictly as per schedule. Any extension of project beyond the specified period will have to be pre-approved by the CMC, basis a formal request from the concerned organization with specific purpose.
8. Those students, who desire to avail Summer Internship assistance from the campus, will have to sign an undertaking latest by 15th October 2023 to become eligible for applying in companies coming to campus.
9. Any act of indiscipline during your internship, reported by the organisation, would be taken very seriously. A disciplinary action in the tune of, but not restricted to, withdrawal of final placement assistance by the campus may be initiated in such cases.
10. In case of any issue with the corporate during the SIP, please report the same to your CMC Mentor immediately so that s/he may intervene and guide you accordingly.
11. Students will have to arrange for their travel and staying arrangements on their own to attend interview / selection process, in all cases including outstation processes.

Important Note:

- i In general, any academic backlog including that in Summer Internship project will entail students non- eligible for participation in the subsequent Final Placement process happening in the campus.
- ii All the students, who get a PPO from their respective organization, will be recognized by the institute for their special achievement. Getting a PPO from internship gives you an edge over others during the final placements. Recruiters see you in a different light. Any PPO being directly offered to a student should be immediately brought to the notice of CMC & acceptance / rejection of the same would be done in consultation with CMC. Not to mention that acceptance / rejection will be mandated under the PPO / PPI policy, which will be shared with you in due course of time.
- iii Summer Training should be taken with extreme seriousness by all the students. This not only helps students on their exposure towards organizational happenings, but also, it's significant to note that a fresher is mostly questioned from the Summer Training Project during Final Placement Processes.

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- iv Students are advised not to undertake their Summer Internship in any Public Sector Undertaking, unless it is exceptionally approved by the CMC. Any student, absolutely keen to do internship from PSU, will have to get their final placement too on their own.
- v CMC reserves the right to amend the rules / guidelines as and when it is required for the interest of the institute and the students at large.





Section-4

STUDENT ENGAGEMENT AND SUPPORT



4.0 Student Engagement and Support

4.1 Student Excellence Council and Clubs

Students are encouraged to involve in managing various cultural as well as corporate events. The institute organizes several annual events such as Jaipuria Annual Management Conference (JAMC), Conclaves (functional area conclaves), 'GRAVITY' (Entertainment, Management and Sports Annual festival) and other smaller gatherings such as the "Talent-Hunt", fresher's party etc. Various activities, for example, national- level music, drama, poetry competitions and appreciation of the rich Indian cultural heritage, are also envisioned for students through a series of programmes organized on the campus every year in association with SPIC MACAY, Art of Living, Aurobindo Society, etc. In addition, students are nominated for participation in co-curricular and extracurricular activities of other institutes and professional bodies. All clubs and committees plan events specific to their theme and interest.

4.1.1 The Student Excellence Council (SEC)

Members of the Student Excellence Council (SEC) are the main driving force for the success and growth of any institute. Therefore, the Student Excellence Council plays a critical role. The SEC comprises elected/selected student leaders who represent all students. They are a link and bond between the management, staff and students. Committee coordinators are chosen from amongst the final year students through an election (voting by the students) and selection (selection panel comprising of Senior Faculty) process.


Various categories and associated responsibilities for which the students are selected under SEC are described below:

4.1.1.1 Roles and Responsibilities of various position holders in Clubs/Committees

President SEC 2023 (Second Year)

- He /she will be responsible for the overall smooth functioning of the Clubs/Committees and all the activities connected with them.
- He /she will be directly responsible to the faculty coordinator of the Clubs/Committees and respond promptly to instructions/directions given from time to time.
- He /she will be responsible for choosing /selecting guest(s) for a particular activity/event in consultation with the faculty coordinator. He / she will ensure proper dispatch of invitation, and check its receipt from the guest on phone/mobile and confirm to the faculty coordinator.
- He /she will prepare estimates of fund requirement for each activity under the guidance of the faculty coordinator.
- He /she will be the 'Master of Ceremony' for any particular event/activity of the Clubs/Committees, assisted by the member(s) nominated for the purpose.
- The President, SEC 2023, has to coordinate four significant events that fall under SEC 2023 (e. g., GRAVITY, JSM, JAIPURIA AWARDS, FRESHERS etc.)
- The entire working and performance of Club/Committees will be the responsibility of the President SEC 2023.
- SEC Office must share fortnightly reports of the meetings.

President Academic/Non-Academic Committee /Club 2023 (Second Year)

- 
- He /she will be responsible for the overall smooth functioning of the Club/Committee and all activities connected with it.
 - He /she will be directly responsible to the faculty coordinator of the Club/Committee and respond promptly to instructions/directions given from time to time.
 - He /she will be responsible for choosing /selecting a guest(s) for any particular activity/event in consultation with the faculty coordinator and will ensure proper dispatch of invitation, and check its receipt from the guest on phone/mobile and confirm to the faculty coordinator.
 - He /she will prepare estimates of fund requirement for each activity under the guidance of the faculty coordinator.
 - He /she will be the 'Master of Ceremony' for any particular event/activity of the Club/Committee, assisted by the member(s) nominated for the purpose.
 - Detailed budget and blueprint have to be shared with the SEC Office before any event.
 - All the events and activities organized by any Committee/Club must be informed to the complete SEC 2023 group and formal invitation to all the office-bearers.
 - President SEC 2023 should be informed about any activity or event beforehand.

Vice President Academic/Non-Academic Committee/Club 2023 (Second Year)

- He /she will be directly responsible to the President of the Club/Committee and ensure proper attendance of all the members during all the activities of the Club/Committee.
- Attendance thus taken during an activity will be put up by him/her for the President and faculty coordinator's counter signature and then forwarded to Examination Department for credit points.
- He /she will be responsible for receiving and seeing off the guest(s) for all the activities conducted by the Club/Committee and will be assisted by designated members.
- Detailed budget and blueprint have to be shared with the SEC Office before the event.
- All the pre-event and post-event responsibilities have to be disseminated to all the first-year coordinators, and follow up has to be done.

SEC Coordinators (First & Second year) (They will act as backup on a need basis)

- They will be responsible to the President SEC 2023 for the preparation of each activity. They must work and coordinate in all the events that fall under SEC 2023.
- He / she will be the chief coordinator of all the activities that fall under SEC 2023 events (procurement of items, prizes, distribution, Audi arrangements with seating, audio-video settings, bouquet presentation, etc.). He / she will be directly responsible to the President and faculty coordinators.

Senior Coordinators (Second Year)

- They will be responsible to the President, Vice President for the preparation of each activity. They must attend all the events of Clubs/Committees and motivate others to participate in their Club/Committee events.

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- They will support their Club/Committee for smooth functioning and inform the President about any issue and noncompliance.
- Attendance and duty allocation of all the meetings must be recorded and managed, along with the respective badge holder.

Junior Coordinators (First Year)

- They will be responsible to the President, Vice President for the preparation of each activity. In addition, they must attend all the events of Clubs/Committees and motivate others to participate in their Club/Committee events.
- They will support their Club/Committee for smooth functioning and inform the President about any issue and noncompliance.
- All the pre and post-event work and plans have to be executed and further displayed.
- Attendance recording has to be managed for credit score.

4.1.2 Academic Committees and Clubs

Academic Programme Committee

Academic Programme Committee is a vital organ of Jaipuria Institute of Management. The Committee main objective is to ensure a healthy academic atmosphere and enhance the learning experience for students. It monitors students' academic experience and reviews the courses as and when required. It constantly looks at the latest changes that are coming up in management and provides recommendations to the Programme Office for reflecting these changes in the curriculum to make students academically prepared to meet industry demands. It provides an interface between the student community, faculty, and the institute's management, to address issues faced by students. This committee plays an essential role in guiding students in choosing the electives. It organises course-related workshops to help in making students familiar with the electives. The Academic Programme Committee also arranges sessions to help the students cope with their studies and overcome any problems they may be facing. This committee manages classroom infrastructure, academic content availability, open house planning, facilitating regular & guest sessions and supporting the Programme Cell. It also felicitates trimester toppers through an award ceremony.

Research and Publication Committee

The objective of the Research Committee is to build research capacity and enhance both quality and quantity of academic research to be regarded as a leading Institute across the globe. Research Committee provides a conducive platform for students to enhance their knowledge and stay competitive. The committee also encourages students to write research papers and provides them with the necessary assistance to get them published/ presented at various conferences. The committee also organises a national level SIP competition for students.

HR Club: IPSA

The HR Club – IPSA at Jaipuria Institute of Management, Noida is one of the academic clubs of the Student Excellence Council (SEC) and is led by a President, Vice President, and dedicated first and second-year students. The club should actively collaborate with NHRDN, NMA, AIMA and other professional management associations to learn, promote and drive the Human Resource (HR) movement in Delhi/NCR.

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In the pursuit of bridging the gap between academia and industry, IPSA organises regular industry guest sessions, Intra college and intercollege competitions for management students across Delhi/NCR. With students' efforts, support from CRC of the Institute and HR faculty members, members of the club invite seasoned HR professionals and established academic experts to help students map and shape their HR aspirations. IPSA also tries to facilitate opportunities of live projects, SIP and mini-projects in the HR domain.

Marketing Club

Marketing Club brings together some of the brightest minds, interested in exploring the fast changing dynamics of market. The club aims at keeping members abreast of the latest on marketing while integrating the vast experience of its members across functions and industries such as advertising, research, sales, branding communication and digital marketing, to name a few. Marketing Club is largely a student-driven club. It tries to bring out in students a marketing acumen through various activities. Marketing Club organises speaker sessions, debates, talks, discussions, workshops and seminars, to provide industry and functional exposure to students. The club aims to create a good learning environment and enhance the skill sets of the students in the area of their interest.

Finance Club

This is an academic club which focuses on developing interest of the students in the finance domain. This is a student driven club, led by a President, Vice President, and includes coordinators and members across first year and second year, under the supervision of a faculty. The club organises activities such as guest talks, workshops, trading games, finance quizzes etc. It also publishes an annual magazine named 'Crunch'.

Operations Club

Club ITOPS, the official information technology and operations club of Jaipuria Institute of Management Noida, has the vision to be one of the leading clubs in the B-school fraternity by acting as an interface between academics and industry best practices. The club conducts several activities such as guest sessions, case study competition, Business quizzes, simulation event, games through inter-college and college-level events. The club organises industry guest sessions, Selfie and Dubsmash Competition, Cyber Gaming Event, Business Idea Presentation on Mobile App, etc.

Communications Club

The Communications Club at Jaipuria, Noida, has been established to hone debating skills in students. The club helps members in enhancing language proficiency and communication skills.

- The club's primary focus is to promote appreciation for literature, besides developing the students' reading, writing, and listening skills.
- The objective of the Communications Club is to facilitate members to gain knowledge and develop skills from an unbiased learning and thinking process and participation in the knowledge-based society.
- The club strives to achieve these objectives by encouraging members to discuss trending news articles, read good literature and share it with Club members. Besides providing vent to the thinking minds, club activities aim to improve communication skills, diction, and speech delivery through public speaking.

4.1.3 Non-Academic Committees and Clubs

Events Committee

This committee organises GRAVITY, the annual fest of the institute, in coordination with Dean (SA) and faculty members. This committee also takes charge of sending students for participation to various Academic, Management and Cultural events (inter-college events) outside the institute. It also informs students about upcoming events via e-mails, word of mouth, use of digital platform, and collects nominations at least 10 days in advance.

Admission Committee

The Admissions Committee is driven by the cooperation of both faculty and students and seeks to bring in diversity as well as improve quality of future batches through different activities that the committee conducts to promote the Jaipuria brand. The committee facilitates and coordinates the admission process across various centres in India. It also gives a chance to the members to meet, interact and guide the applicants in person. This committee also organises BOP competition for new students. The committee acts as the face of the institute for prospective aspirants, and it makes an effort to facilitate admissions seamlessly.

International Relations Committee

International linkages are critical for innovation, as it brings powerful learning opportunities and supports flourishing of ideas. Jaipuria's International Relations Centre (JIRC) is a thriving knowledge hub, a platform to seek more external connections and networks. It enables the pooling of competencies and helps inculcate innovative business practices in the curriculum.

The committee engages with a broad range of academic institutions and organisations around the world. The International Relations Centre (IRC) assists in developing sustainable and multi-faceted partnerships that deliver quality global educational outcomes. The dynamic curriculum encourages exchange programs with international institutions. IRC has further strengthened the understanding of the global scenario and has empowered students with global views and comprehensive skills set through joint research, knowledge transfer, skill enhancement, and facilitated international exposure. The students opting for a trimester long exchange program during their PGDM at JIM Noida shall earn the equal number of credits in partner institution overseas as per the classification given in section 1.2 of this handbook i.e. Academic Calendar and Programme Curriculum.

E Cell and Centre for Entrepreneurship and Incubation (CEI)

The E-cell at Jaipuria, Noida is a student-driven body run by a core team of enthusiastic students, intending to promote and develop an entrepreneurial mindset within the Jaipuria community. In conjunction with the CEI, the E Cell conducts various events such as workshops, ideation and business plan competitions, interactive games, speaker and demo sessions, among others. The aim is to inspire and assist young minds in their journey to the corporate world. CEI offers entrepreneurship-focused internships to select students and provides an opportunity for incubation for selected ideas. The Centre works closely with National Entrepreneurship Network (NEN).

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CSR Committee

The CSR Committee drives continuous commitment to act ethically and contribute to economic development while improving the quality of life of the workforce and their families and the local community and society at large. Only social welfare promoting actions performed over and above the financial and legal requirements in a country qualify as Corporate Social Responsibility. The CSR Committee encourages students to handle events as socially responsible citizens of India. It includes events such as Blood Donation Camps, Social awareness programs, candle march as a tribute to Martyrs, public awareness programs on streets (street plays), Children's Day celebration at an orphanage, raising funds for helping people during natural calamities, donation of old clothes and books etc. They may also adopt a village and organise Social Development Projects (SDPs) etc.

Alumni Relationship Committee

The Alumni Relationship Committee of Jaipuria Institute of Management, Noida is a platform to bring together innumerable leaders, entrepreneurs, artists, and managers created by Jaipuria, Noida, and to strengthen the relationship between the students and the alumni. In an endeavour to serve, culminate and promote this relation, the Alumni Relations Committee undertakes several initiatives to engage esteemed alumni and current students of Jaipuria successfully, Noida. The committee aims to nurture an ever-growing collaboration between the alumni and the institute to build Brand Jaipuria. With the intent of achieving these objectives, the committee initiates various meets, conducts programs and creates platforms to promote interactions for mutual benefit. The committee contributes to strengthening the relationships between alumni, students, faculty, and staff by spreading awareness and encouraging participation in the institute's affairs.

Disciplinary and Grievance Redressal Committee (including Anti Ragging Committee)

This committee has the responsibility of maintaining students' proper conduct on-campus and off-campus. Disciplinary issues in the hostel would be dealt by the Hostel Warden and the Hostel Affairs Committee. Serious disciplinary problems are referred further to the Disciplinary Committee. This committee's primary goal is to handle students' grievances/ issues and review/revise students' code of conduct. The committee is also a part of Enquiry Committees probing any act(s) of indiscipline.

Hostel Affairs Committee

Hostel Affairs Committee takes care of students' issues related to hostel and mess services. This Committee reviews student's needs, mess and other hostel services provided by the institute. Student coordinators are responsible for taking regular feedback (online and offline) of various services provided by the institute and escalating any issues to the Chairperson. This committee reviews food quality and revises the Mess menu every fortnight. Regular visits and surprise visits to the hostel and mess area are the responsibility of the Hostel Affairs Committee members.

Media Relations Club

The power of media is that it forces necessary changes. With that aim in mind, the MRC club works as the face of Jaipuria, Noida highlighting the inner and outer events in which the college takes an active interest.

The club has four main tasks:

- Photography - Capturing photos of the high resolution of events, from the beginning till the end.

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- Content - Writing a report for an entire event, starting from the welcome speech until the vote of thanks.
- Social Media Handling - The pages of Jaipuria, Noida on Facebook and Instagram, where posting of events takes place regularly, are handled by the MRC club.
- E-Mail Circulation - Once the social media team has floated content online, it is the job of the E-mail Circulation team to draft an e-report as per a shared format in the form of an e-mail and circulate it to all faculty and major group ids of the institute

Cultural Committee (Kasturi and Festivals)

Kasturi - the music club at Jaipuria, Noida is an endeavour to promote colours of happiness, fun, peace and creativity in the campus life of our students. It aims at fostering an appreciation for music and related activities. Club activities include celebrations such as Independence Day, national festivals, Antakshari, Talent Hunts, Voice of Jaipuria, Noida and Workshops.

This committee organises and celebrates various festivals on the campus in coordination with Hostel Affairs Committee. It also deals with various extracurricular/co-curricular activities such as decoration, arrangements, anchoring, etc. It creates a budget and plan of action of upcoming events.

Training and Placement Committee

The placement process at Jaipuria Institute of Management, Noida, is a student-managed activity. However, recognizing the importance attached to corporate relations and placements, a Placement Committee provides overall supervision and direction to recruitment-related engagements and activities taking place on the campus. This committee consists of the Chairman, Training and Placement Committee, and faculty members who work closely with student representatives.

Members of this Committee have to be highly proactive, positive and enthusiastic. They should be outstanding at communication, presentation, behavior, be respected among students, providing motivation and high on ethics. Members of this Committee interact with companies for job opportunities and explore new companies by connecting socially. The Placement Committee tries to convert prospect companies referred by the Career Management Committee for placement and internship purposes. The team also engages companies for Live Projects, short assignments etc. The committee is responsible for facilitating campus recruitment drives, both for final placement and summer internships.

Ek Bharat Shreshtha Bharat (EBSB)

Activities under Ek Bharat Shreshtha Bharat (EBSB), a flagship programme under the Government of India, were communicated to higher education institutions to carry out Student Exchange, Teacher Exchange, Youth Festival, EBSB Day, EBSB Club and Translation of Books of paired institutions. Based on feedback from institutions, it was understood that several of them find it difficult to organise activities owing to time, budget and other logistic constraints. The list of proposed activities has therefore been reconsidered and redrawn with a focus on low cost. These high volume activities can be easily woven into the institution's curriculum without the significant scale movement of students.

Our institute falls under the EBSB program and is linked with Northern Rajiv Gandhi Govt. Polytechnic, Arunachal Pradesh (Eastern). As per AICTE guidelines, we have to organise a few events and programs listed under the EBSB conducted by every recognized institute. A few programs run under EBSB such as Student Exchange, Youth Festival, Exchange by Teachers, Screening of Films, EBSB Day, an EBSB Club (to be created), translation of popular books, etc.

Administrative committee

This committee member works in coordination with all other committee members to plan, organize, analyze the need, support other members to make the items available, arrange logistics, identify the venue/ requirement, will provide a solution to the problem of infrastructure, facilities and transportations

Management Development Programme (MDP) Committee

Work-related to any MDP to be planned and executed by this committee. This committee participates in MDP planning, preparations organizing and excellence. Members of this committee also contribute to preparing proposals for MDP, communicating with the clients and visiting them at times with concerned faculty if required. In addition, this committee takes care of the smooth organisation of the MDP program, organized within and outside the campus.

4.2 Support Systems for the Teaching-Learning Process



Mentoring Policy

Mentoring is a critical intervention for student development. Poor employability skills seriously damage the career prospects of students. Therefore, students need to work on enhancing employability skills from the very beginning of an academic programme. Mentors can play a vital role in improving the employability skills of students. Every Mentoring Group comprises of two sub-groups of five students each and is formed at the beginning of the programme. This group is permanent (members will remain the same) across different subjects and activities in the two years of the program. Creating such a group allows group members to actively and intensively learn from one another by working together on various tasks and developing teamwork and social skills. Each group is assigned a faculty mentor who is the guiding point for both the group's developments and individual mentee. The faculty mentor announces a mentoring week where on any pre-decided day & time of that week, students must meet its mentor for guidance on various academic and other issues. As per the policy, at least two such formal meetings would be there every term, though students are free to make appointments and meet mentors at other times. Mentoring for first-year students would be from July to June of an academic year. Hence, by the end of the academic year, each mentee is expected to design and submit a personal career plan. The individual career plan can include the prospective nature of the industry for seeking employment, desired job profile, requisite skill set, gap analysis and action plan to be followed by the mentee in the following academic year. Each mentee will have the responsibility to attend the mentoring sessions and designing his/her career path under the guidance of their faculty mentor.

Role of a Mentee

The responsibilities of a mentee are:

- To participate and contribute in Mentoring Group activities and assignments to enhance one's employability skills and to take responsibility for one's own growth and success.
- To meet regularly with the mentor, seek feedback and guidance to improve.
- To create and maintain a portfolio of academic and extracurricular achievements.
- To attend mentoring sessions which may include group discussions, aptitude test, personal interviews etc.

Grievance Handling and Discipline Committee

Any grievance, routine in nature, will be addressed to the Programme Chair, who will resolve the matter in a week. The Programme Chair can forward the grievance for which there is no precedence or exceptional to Grievance Handling and Discipline Committee for further action. The Committee would make its final recommendations to the Director of the Institute within a week. The Director will decide in a week after the recommendations by the committee are submitted to his office. The Director's decision would be final in the matter. All grievances would be handled within a maximum period of three weeks. A new portal for registering students' grievances is now available on the Moodle dashboard of every student.

The procedure for registering a complaint is as under:

1. Login in to Moodle-My Dashboard.
2. Click "My complaints".
3. Enter details such as dates, nature of complaints etc.
4. Click the appropriate option (such as Boys Hostel, Academic, Campus) under 'Add complaint'.
5. Save changes.

Women Affairs Cell and Protection Against Sexual Harassment

The Institute has a Women Affairs Cell to take care of girl students of the Institute and raise awareness about modern-day problems such as health, campus life-related issues etc. Women students are encouraged to take an active part in the activities of the Cell. The Cell endeavors to alleviate hostile forces that confront women on the campus. The Cell is actively involved in mistreatment and cases of sexual harassment related to women students.

Students may contact Telephone No. 0120-4638338 or e-mail to Dr Shivani Bali (Chairperson, Internal Complaint Committee) at shivani.bali@jaipuria.ac.in for any information and reporting the complaint

General Harassment may include, but is not limited to:

- I. Coercing or attempting to coerce a person into a relationship;
- II. Subjecting a person to unwanted attention or demands;
- III. Punishing or retaliating against a person for refusal to comply with sexual demands;
- IV. Unwelcome physical advances or physical contact of a sexual nature, or conduct of a sexual nature that is intimidating, demeaning, hostile or offensive;
- V. Threats, physical contacts, pranks or vandalism directed at an individual or individuals because of their race or origin;
- VI. Severe or persistent racial epithets, derogatory comments, jokes or ridicule directed to a specific person or persons about their race or ethnicity;
- VII. Defacement of a person's property based upon the race of the owner.

Any case of mistreatment or harassment needs to be reported immediately to the Grievance Redressal and Discipline Committee for initiating the investigation process and taking necessary actions.

4.3 Information Technology (IT) Tools for The Teaching-Learning Process

Every student at Jaipuria is groomed in a challenging environment every day. They are pushed to think out-of-the-box and demonstrate critical thinking and innovation. Innovation forms the backbone of the teaching-learning process itself. Students benefit from new and updated courses and the use of new technology platforms for effective learning.

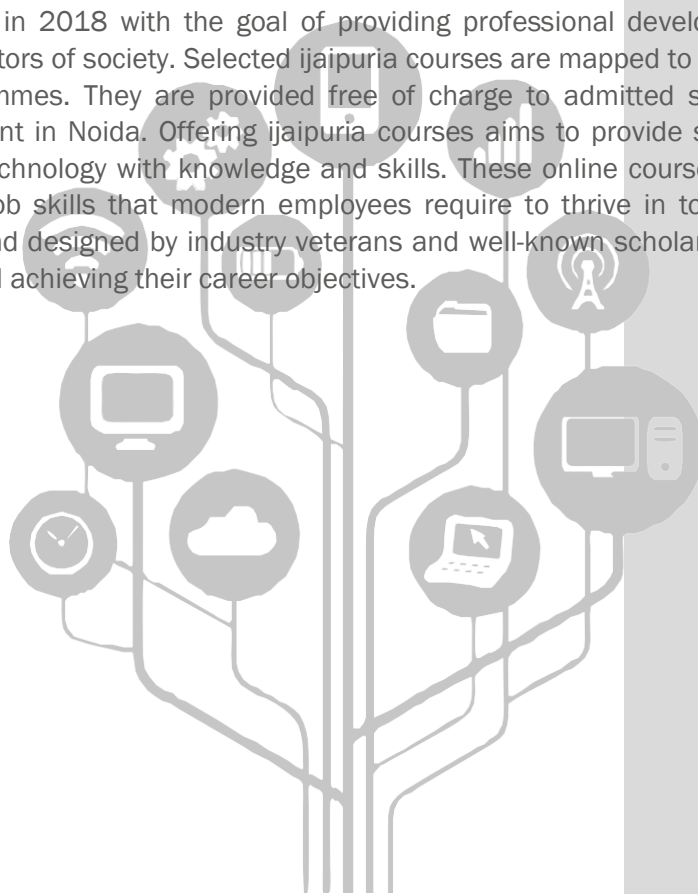
Moodle is an open-source collaborative learning platform; it provides all features of an academic ERP, such as courses, attendance, quiz, feedback, student, etc. system (DBMS). data flow among the modules, increasing operational transparency through standard interfaces. All related academic information and updates are publically displayed assessable for all fraternities of Jaipuria with their own roles of assessment. Students can access all the course material and case assignments through Moodle. All the quizzes and assignments are done on Moodle.

Students use EXCEL Minor for business analytics, solver, analysis Toolpack & SPSS software for data analysis and research.

Echo360 is a Lecture Capture Software that helps in better learning through videos. Students can watch classroom recordings anytime, anywhere on the campus, use tools for easy revision, ask questions, and interact with peers. At Jaipuria, Noida, students from any Jaipuria campus can watch videos from the other three campuses, which helps in on-campus learning.

Jaipuria's mode of delivering online and hybrid learning for engaging students through impactful virtual experiences, and expanding access to education is through the licensed version of Zoom platform.

Jaipuria was founded in 2018 with the goal of providing professional development across borders, companies, and all sectors of society. Selected Jaipuria courses are mapped to courses offered through various PGDM programmes. They are provided free of charge to admitted students of the Jaipuria Institute of Management in Noida. Offering Jaipuria courses aims to provide students with a brighter future by combining technology with knowledge and skills. These online courses are designed around the most in-demand job skills that modern employees require to thrive in today's hectic world. The courses are created and designed by industry veterans and well-known scholars. These courses assist students in thriving and achieving their career objectives.





GENERAL RULES AND REGULATIONS



5.0 General Rules and Regulations

5.1 Disciplinary Rules

Cases of indiscipline, use of unfair means in any academic endeavor, violation of the Institute's code of conduct and unsavory behavior that brings disrepute to the Institute shall be brought to the notice of the Coordinator Discipline Committee. The Committee will propose appropriate action or penalty to be imposed on the concerned student(s).

General Discipline Rules

1. All circulars will be put on Moodle or mail. Therefore, students should cultivate the habit of checking Moodle/mail every day. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with directions contained in it.
2. Students are not allowed to circulate among the students or paste on the notice board any notice without the approval of the Director / Programme Chair or any other concerned authority.
3. While attending Institute functions and other celebrations, students shall conduct themselves in such a way as to bring credit to themselves and the Institution.
4. All students are expected to be courteous and respectful towards all faculty members and staff.
5. Smoking is strictly prohibited inside the campus.
6. Loitering, shouting, whistling, and other acts that cause a nuisance on the Institute's premises are strictly prohibited.
7. Eve-teasing, ragging, consumption of alcohol, taking drugs, playing cards, and other unsocial acts will lead to immediate dismissal from the Institute.
8. Male students shall have no entry into the women's hostel & vice-versa.
9. Entertaining outsiders in and outside the campus and indulging in anti-social activities are serious offences and are punishable as such.
10. Mass absence from classes/holding agitations, demonstrations and instigating violence inside or outside the campus are considered a breach of discipline and will be severely dealt.
11. Stealing of articles is punishable. Therefore, students finding articles not belonging to them should hand over the same to the Administrative Office.
12. Students are strictly forbidden from collecting money for any purpose without the permission of the concerned authority.
13. Violation of any one or more of the above rules shall be punishable with any one or more of the following actions by the Discipline Committee:
 - Imposition of fine including collective fines;
 - Cancellation of attendance;
 - Suspension from the Institute for a specific period;

- Expulsion from the Institute depending upon the degree and seriousness of the offence;
- The Director shall be the final authority in disposing of disciplinary matters without prejudice in the larger interest of the Institute.

14. All vehicles must be parked safely and properly in the allotted places only. It is the responsibility of students to park vehicles in allotted parking areas, Institute will not be responsible for any loss or theft.
15. Students are expected to observe strict discipline in the Institute. Any violation thereof will entail severe punishment.
16. Students should desist from dirtying and defacing the campus. They should not indulge in damaging Institute property and should maintain proper hygiene in the classrooms.
17. During breaks, students should not disturb other ongoing classes. Minimum noise and disturbance are desirable on the campus.
18. Sports material will be issued to students only during Lunch Hours or beyond class hours, for a specified duration of time. Inviting friends inside the Institute is not allowed.

Anti-Ragging

Ragging in any form is strictly prohibited within Institute premises or any other part of Institute Campus and its Hostels. Punishment for ragging includes rustication of a student or students for a specific number of years/cancellation of the result of the examination in which he/she may have appeared. It may be noted that the Institute takes a serious view of any individual/group that indulges in verbal threats, taunts and harassment and physical intimidation, assault, etc. In case of complaints regarding ragging or other rules and regulations, disciplinary action will be taken and may include expulsion from the Institute. Complaints regarding violation of ragging or other disciplinary rules should be brought to the notice of the Grievance Redressal and Discipline Committee, including the Director.

The term ragging, for the purpose of these rules, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are, in a way, considered junior or inferior by other students, and includes individual or collective acts or practices which:

1. Involve the status, dignity and honour of students;
2. Violate the status, dignity, and honour of students;
3. Violate the status, dignity, and honour of students belonging to Scheduled Castes and Tribes;
4. Subject students to ridicule and contempt, affecting their self-esteem;
5. Entail verbal abuse and aggression, indecent gestures and obscene behaviour. Any individual or collective acts of ragging practices constitute gross indiscipline and shall be dealt with under this Ordinance.

The Director of the Institute and the Grievance Redressal and Discipline Committee shall take immediate action on any information about ragging.

Dress Code

- It is compulsory to gracefully wear the Institute prescribed uniform on all formal occasions or as announced from time to time.
- On other occasions, both male and female students must dress modestly and be well-groomed.
- Students are advised not to wear precious and costly jewellery. The Institute authorities will not own any responsibility for their loss.

Mobile Phones

- Use of Mobile Phones during class hours in offline classes is strictly prohibited until prescribed by the Course Instructor.

5.2 Tuition Fee Rules

Students may submit their fee Installments for each trimester on the due date failing which they need to pay a fine of ₹100 per day from the due date till the end of the month. ₹1000 as an upfront late fine would also be applicable on the day first immediate the after due date. On further delay, ₹150 per day will be charged from next month. Payments are only accepted via online mode and through the fee portal.

5.3 Library Rules

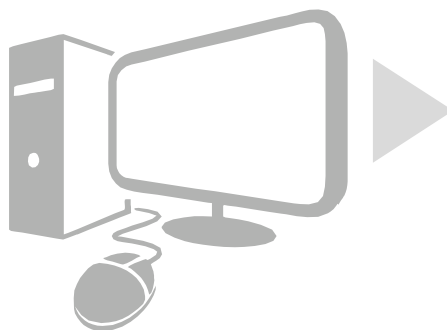
1. Every student must sanitize himself or herself before entering the library and wear masks properly covering the mouth and nose before entering the library.
2. Students will maintain social distancing norms and obey the instructions issued by library staff from time to time.
3. Every student must carry his/her ID card while using the Library Resource Centre (LRC) facility and produce the same for the LRC staff on entering the library.
4. Every student must punch in his/her attendance at the Attendance Management System kept inside the library near the gate.
5. While entering the LRC, users/students should leave their personal belongings such as bags, personal books, magazines, umbrellas, water bottles etc., outside the library at the baggage cabinet kept for this purpose. Only notebooks for writing notes or books which need to be returned are allowed.
6. Students will wait their turn at the Circulation Counter, maintaining the social distancing as per norms issued for the purpose.
7. All the members must produce their Identity Card at the Circulation Counter at the time of issue/return of books. The LRC staff may refuse entry to those who do not produce valid Identity Card.
8. Students will be allowed entry to the library only in shifts due to safety requirements. Therefore, they should visit the library only during their allotted hours till the situation (COVID-19 pandemic) normalizes, and the library reverts to open entry for everyone at any time.
9. Students will not engage in discussions in the LRC, and students will maintain social distancing norms while sitting in the Library. They should maintain peace and silence in the LRC and should not disturb other users. Defaulters will be debarred from LRC facilities.



10. Chatting, eating, drinking, smoking, listening to music or watching movies, songs etc. are strictly prohibited in the LRC Premises. Furthermore, students shall not engage in any activity that may disturb other users of the library.
11. LRC users are requested to keep their mobiles off or in silent/vibration mode. Defaulters will be debarred from using the library for a duration fixed by the LRC Committee.
12. All issued books should be returned on time, failing which students need to pay the prescribed fine. A fine of ₹5/ (Rupees Five only) for the first day and ₹10/ (Ten rupees only) will be charged from the second day onwards.
13. Users are responsible for complying with the Copyright Act while photocopying library documents.
14. LRC follows open access book system. After reading, books should be handed over to the LRC staff or placed on the reading table. The reader should avoid shelving the books. It must be remembered that a book misplaced is a book lost.
15. LRC users must assure, before leaving the Circulation Counter, that the books issued are in a complete and sound condition; otherwise he/she will be held responsible if the book is found damaged in any manner.
16. Users/students leaving the LRC should permit the LRC staff to examine their personal belongings, to prevent loss of LRC material.
17. Users/students of LRC should not deface, mark, cut pages, mutilate or damage the reading materials in any way. Users doing so are liable to be fined heavily, apart from being asked to pay the cost of the damaged document. In case a user repeats the offence, his/her LRC Membership is liable to be impounded and the Membership Card will be terminated with immediate effect.
18. While leaving the LRC, users should ensure that they carry only books that are duly issued on their names, otherwise disciplinary action will be taken against them.
19. Any user/student found stealing, tearing off leaves or damaging or mutilating a book/magazine or any other material shall be liable to pay cost of the document(s) (books, journals/magazines, news- papers, reports etc., and a fine of ₹ 500/ in addition to cost.
20. All LRC members are expected to read the Library Notice Board/virtual notice board for library timings and other latest updates about the LRC. Any change in library timings is communicated to the members through mail also.
21. The LRC rules and regulations may be modified from time to time and shall be binding on all concerned.
22. Students are issued course books from the Book Bank for each trimester. They must return book bank books of earlier trimester before requesting for new trimester books from this section.
23. Library observes following timings during the year.
 - During the session, library remains open from 8 am to 8 pm.
 - During Summer and Winter Breaks, library works from 8 am to 5.30 pm.
 - Library remains closed on Second Saturday of every month, all Sundays and Institute holidays.
 - During end term examinations, library opens on all days of the week even if it is a holiday, except for national holidays or major festivals if the dates fall within the examination period.

5.4 Computer Centre Rules

1. No food or drinks are allowed in the computer lab at any time.
2. Shouting, loud talking, mobile phone use, or listening music are strictly prohibited in the Computer Centre.
3. Students are not permitted to install, modify or delete any software on lab computers.
4. Scheduled classes in the labs have priority over all other use.
5. All new users are provided with new individual User-ID & Email-ID.
6. The computer lab is not responsible for problems caused by computer viruses, improper use of equipment, or loss of data due to equipment malfunctions or any other reason.
7. Equipment in the computer labs may not be removed, modified, relocated, or disassembled without permission of the lab coordinator
8. Use of computer lab resources for any illegal or disruptive purposes is prohibited.
9. Reproduction of any copyrighted material (e.g., software, music, video, books, photographs, etc.) is prohibited.
10. Display of offensive graphic images by way of Internet Explorer or other software is not permitted. Playing games is not allowed.
11. In the computer labs, be respectful of other lab users, lab equipment and area, at all times.
12. Problems with computer lab equipment and software problems should be reported to the lab personnel immediately.
13. Users are expected to keep the computer lab neat and, if needed, should clean up the area around the computer they used before leaving.
14. To protect account security, students should Shut Down the computer before leaving the computer lab. The Institute will not be responsible for the loss of data.
15. Any physical damage to the system or any lab property will lead to punishment in the form of cash payment
16. Timings of the Computer Centre opening: 09:00 AM – 06:00 PM excluding second Saturdays, Sundays and notified Holidays.
17. Students are not allowed to carry or use mobile phones during any assessment in the computer lab.



5.5 Hostel Rules

The Institute provides hostel facilities. There are separate hostels for boys and girls. The following Hostel rules will bind hostel residents from the date and time of allotment of hostel accommodation.

Hostel rules have been framed to minimize inconvenience to the hosteller and maintain law and order in the hostel and the neighbourhood. Violation of any rule will render the student liable to be punished/expelled from the hostel / Institute.

1. The hostel shall be managed by a Hostel Affairs Committee, including Faculty coordinators, Wardens, and administration officials.
2. Hostel seat is made available, Single/double/triple occupancy basis, on priority to outstation students on a payment basis, subject to availability. NCR based applicants may also be considered for the hostel, subject to vacancy.
3. The hostel has a few rooms with AC facilities. These are allotted to interested students on written request and 'Required' payment of AC hostel fee, on a first-come-first-served basis.
4. The Institute reserves the right to refuse accommodation without assigning any reason or based on one's record.
5. Allocation of rooms and room partners is done based on information received. Only after depositing the hostel fee, distribution of rooms will be finalized. No interchange shall be permitted. Any self- arrangement of changing rooms without the authorities' permission shall be treated as an offence and dealt with accordingly.
6. Non-payment of mess/hostel charges on time (not more than three days after the due date as notified from time to time) will debar a student from continuing in the hostel; he/she may or may not be permitted to continue even after the settlement of dues.
7. Each student shall be responsible for the upkeep and security of furniture/fixtures of the room.
8. He/she shall hand over the room with its fittings and fixtures at the time of vacation of the room. He/she is liable to be charged for damages caused by him/her to hostel property.
9. Residents shall ensure that the room will be returned in the same condition as allotted. In case of writing/drawing/stickers pasting on the wall/defacing in any kind on the wall, both residents shall be held responsible and will pay an equal amount of expense for repairs. No parties/birthday celebrations are allowed in the room or veranda without the approval of the Warden.
10. Possession or Consumption of cigarettes, liquor, drugs and intoxicants in any form in the hostel is strictly prohibited. Violation of these rules will render the student liable to be expelled from the hostel. He/she may even be rusticated from the Institute.
11. Man-handling is a crime and liable to face action by the Disciplinary and Grievance Redressal Committee (DGRC). Possession or use of firearms, khukhri, knife having blade length over six inches, explosives of any description such as items (acid, poison, etc.) that can cause severe injury to a person, etc., prohibited. Violation of this rule will render the student liable to be expelled from the hostel. He/she may even be rusticated from the Institute.
12. Maintaining contact with criminals and unlawful organizations are strictly prohibited. Students
13. indulging in such acts will be severely dealt with, including expulsion from the hostel/Institute.

18. Students are not expected to leave the hostel for a night without the written permission of the hostel warden. Leave applications must be approved by the Warden and, when exceeding 7 (seven) days, must get approval by the Programme Chair. Also, no leave would be granted without a written request from the parent/guardian. Any leave availed without a written request from the parent/guardian must be countersigned by the parent/guardian and submitted to the office (Warden) on his/her return from a leave of absence. Such leaves will be counted only as per the Academic leave rules. Please use the night out pass/leave form for such purpose in advance (available with respective wardens).
19. Although visitors are allowed to the hostel, yet they are not allowed to stay overnight in the hostel without the specific written permission of the faculty in charge/Dean Administration.
20. Visitors to the girls' hostel shall be limited to her parents and local guardian, whose names have been given by the parents at the time of hostel allotment.
21. No male visitors, including the father/brother etc., are allowed inside the room of the girls' hostel. Similarly, no female visitors, including the mother/sister etc., are permitted inside the rooms of the boys' hostel.
22. Male students from the Institute are not allowed to visit the girls' hostel any time. Similarly, female students are not allowed to visit the boys' hostel any time.
23. A Complaint/Feedback register/ online complaint shall be maintained in each hostel and the Hostel Mess. The Warden shall examine the register weekly, take remedial/corrective actions and bring the problems to the notice of the administrative staff who, in turn and if required, shall discuss the issue with the Hostel Committee.
24. All hostel residents are requested to show their ID at the time of entry in the hostel.
25. The student who fails in any subject in a trimester will be liable to be expelled from the hostel and shall vacate the hostel within the specified time.
26. The hostel is allotted for the academic year (as notified in the academic calendar or through subsequent notice by the Programme Office), and the payment is charged accordingly.
27. Hostel residents must vacate the hostel room and their belongings within three days of closure of the Academic year.
28. Every hosteller is required to attend classes regularly on time without fail. No hosteller shall stay back in the hostel during class hours unless permitted explicitly by any member of the Hostel
29. Committee/prescribed by the Doctor. It must also be noted that lunch and snacks will not be available in the boys' hostel. The generator set will not be operated during regular class hours i.e., except for Sundays or holidays. Students found in the hostel without approval will be subjected to action by the Discipline and Grievance Redressal Committee.

All students (both boys and girls) are expected to return to their respective hostels by 9 pm and make entry in the register held for this purpose with the security guard/ hostel staff. Security Guard will check and record names of absentees after last entry timings. He will submit names of the defaulters to the Warden for further action. Hostellers are advised to be cooperative and courteous with Security Guards. Disciplinary action can also be taken against frequent defaulters. The last entry time in the Hostel is 9:00 pm, and no student is allowed after 9 pm. If any student remains absent, suitable punitive action can be taken against the student and h/she may be asked to leave the hostel immediately. Late entry till 9.30 pm is only permitted on prior written approval from the authority.

In any case, it cannot exceed beyond 11 pm, which shall be permitted only in emergency cases. No student is allowed to be late (i.e., after 9 pm and before 9.30 pm more than 4 times in her/his academic session of one year.)

1. Area near the girls' hostel is a 'No Parking' zone. Only dropping off female hostellers is allowed.
2. Use or possession of electric heaters or other electric appliances including iron in the hostel rooms is not permitted. A fine of ₹1000 shall be levied, the appliance will be confiscated and disciplinary action will be taken for violation of this rule, including cancellation of hostel allotment.
3. Student shall endeavour to reduce electricity bill to the barest minimum. They shall switch off lights/ fan when leaving the room. Occupants are liable to be fined ₹100/- or more when found defaulting on this account.
4. Students will be responsible for the safety of their valuable assets; anyone involved in theft cases will be expelled from the hostel immediately.
5. Spots of throwing liquids and tobacco/gutka spits, if found on any gallery walls/corners near to a particular room, will lead to fines imposed on the students staying in those rooms.
6. Food will be served as per the timing of the Mess. Students are expected to give their suggestions/ observations/feedback regarding the quality of food, desire for change/suggestion for improvement in Mess services in the Feedback register kept in the Mess. Wastage of food is not acceptable.
7. Residents will mark his/her attendance for the day in the register kept for this purpose. However, onus/responsibility of marking attendance at night will always be that of the resident.
8. Modesty and decency in wearing clothes/uniform is expected from all residents.
9. There is no policy of refund of hostel fee except in case of withdrawal where the fee will be deducted on a pro-rata basis. In such a case, the Director's decision will be final.

5.6 Social Media Etiquette

Online habits are changing rapidly from closed, private behavior towards an open and sharing culture. While this may bring about positive results in a student, it is important that students also follow basic social networking etiquette. Please note that within the Institute, you will be treated as an adult and due freedom would be provided to you to pursue various academic and social activities. It is important to remember that this freedom is accompanied by increased responsibility and higher levels of accountability. Please make sure that you observe basic social courtesies when you post to a discussion forum or individuals across different social networking sites.

Guidelines listed below apply to use of all digital mediums, including social mediums such as Twitter, Facebook, Instagram and others:

1. Any content that is harmful or offensive to people or institutions, shall not be tolerated. Corrective action will be pursued against users who do not operate in accordance with established laws.
2. All content and images must comply with copyright laws, obscenity laws, defamation laws, harassment laws, accessibility laws, the Right to Privacy Act, and any appropriate Central, state, or local laws regulating computer and telecommunications use.
3. As an adult citizen, a student is expected to be aware of these laws. Jaipuria, Noida reserves the right to move or remove outdated data or material on its mediums.

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4. Students must not post pictures or mobile numbers of other people without seeking their permission.
5. Students must avoid tagging anyone without prior written approval from the concerned person.
6. All social media properties and content present on devices belonging to a student may be called upon, if required, for any investigations, where the student may or may not be directly involved.
7. Any use of Jaipuria's copyrighted identifiers such as logo, colours, banners etc., must have prior written permission.
8. The use of Institute's logos, and specific colours and typefaces, should consistently appear on all college and office websites to make Jaipuria easily identifiable.
9. Jaipuria web servers are limited to Institute business, and may not be used for personal use or for any monetary gain. Links to for-profit websites should be limited to organizations with whom Jaipuria conducts business, with necessary prior approvals.
10. Advertising within the Jaipuria domain is limited to entities who support the Institute's educational and co-curricular activities through sponsorships or donations. References to sponsorships or donations are bound by this Social Media Etiquette policy in terms of content and presentation. Exceptions may be granted with approval from the appropriate department of the Institute, on a case to case basis.

5.7 Placement Policy & Rules

Objective

The Placement Policy of Jaipuria Institute of Management seeks to provide a fair and reasonable opportunity to all its students to be suitably placed according to their Aptitude, Scores, Attendance, Caliber and Competence.

Rationale & Coverage

1. The Placement Process at Jaipuria is based on the principles of Equity, Fair play, Transparency & Objectivity.
2. It would involve both on-campus as well as off-campus routes.
3. This Policy would cover all students of PGDM (All Courses).
4. Placements would be a student driven exercise. The role and responsibility of the placement cell is to facilitate the process of placement.
5. While an attempt will be made by the institute to check & confirm antecedents of the company, the students are also advised and expected to exercise their judgment and conduct due diligence before applying for any placement process of a company.
6. Final Placement Timeline:
10th October 2023 to 31st March 2024

Ground Rules

To avail campus placement assistance, students would have to first register themselves with the placement Department and accept the terms of undermentioned Placement Policy.

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1. Career Management Centre (CMC) will assist to get only one offer to every eligible and interested student. The only exception will be provided in such cases where a student avails his / her dream option as per dream company criteria mentioned in Section D.
2. While registering with placement cell, each student would be required to give two choices of his/her preferred functional area from Finance/HR/Marketing/Operations /Retail/ IT/ Business Analytics etc. However, Students should attempt to appear in maximum companies
3. A student, who has appeared for 15 attempts but has not been able to get placed, will be put on placement probation:
 - a) Such student's placement team mentor will sit with him/her to chalk out his/her placement plan and decide on which next 5 companies the student will apply for
 - b) If the student is still not placed, then he/she will have to appear before VP, Placements and Corporate Relation, who can grant 5 more final attempts after consultation with his/her mentor and placement chair. After these attempts the student becomes ineligible for on-campus placements
4. Only those registered students would be considered for placement assistance who fulfill all the requirements of the company/placement department/academic score/basic soft skill / attendance in training classes etc.
5. Students are shortlisted for placement processes by the recruiting organisations. However, in some rare cases where recruiters request the institute to shortlist students on their behalf, shortlisting will be done on the basis of merit, i.e. on the basis of mock recruitment process / CGPA scores & other attributes (IDP Score & Assessment Score, Communication and Presentation Score and Mentors Feedback, etc.)
6. The placement exercise for a student would be considered to have been over and complete once his/her name is conveyed in the list of selected candidates, by a company through email, in writing or offer letter. Student would not be eligible for participating in new or ongoing process after this point except in Dream Company within rules given in point D. However, in cases where multiple processes have been completed and the results declared subsequently, and the student gets selected in more than one company, the student would have the right to choose a company of his/her choice & convey the same to the placement department within 48 hours of receipt of the second offer.
7. Students applying for any company's process are advised to adhere to the given deadlines. His/her application may not be considered after the deadline.
8. (a) The student of a campus travelling to other campuses/outside for the selection process/campus recruitment would be reimbursed travel fare by AC 3 tier/Chair Car/Deluxe Bus for 5 campus recruitment visits against submissions of bills/tickets, subject to maximum amount as per details given below:
 - Lucknow-Noida & vice versa: Rs. 1100/- plus Rs. 250/- per visit for local travel expenditure.
 - Jaipur-Lucknow & vice versa: Rs. 1100/- plus Rs. 250/- per visit for local travel expenditure.
 - Lucknow-Indore & vice versa: Rs. 1200/- plus Rs. 250/- per visit for local travel expenditure.

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- Noida-Jaipur & vice versa: Rs. 1100/- plus Rs. 250/- per visit for local travel expenditure.
- Noida-Indore & vice versa: Rs. 1300/- plus Rs. 250/- per visit for local travel expenditure.
- Indore-Jaipur & vice versa: Rs. 1300/- plus Rs. 250/- per visit for local travel expenditure.
- Students visiting to Mumbai, Kolkata, Chennai & Bangalore Rs. 1500/- plus Rs. 250/- per visit for local travel expenditure.

However, if more students are appearing for a process at other campus & a bus is arranged by the campus it would be considered as one visit out of the Five reimbursable visits. No reimbursement for such visits will be given to the students.

(b) The students travelling for corporate events/campus engagement or presentation to corporates will be eligible for the following reimbursements:

- Travelling allowance: 3rd AC/Chair Car
- Daily Allowance: Rs. 250/day
- Hotel Accommodation: Rs. 750/day (For metros like Mumbai, New Delhi, Bangalore, Chennai & Kolkata the eligibility will be Rs. 1000/day)

9. Those students, who do not apply at least 10% campus processes, where they are eligible, by 1st December 2023, would be assumed to be not interested in the placement process through campus & no further assistance would be given to them

Dream Company Rule

Considering our student centric approach, we will continue with our concept of Dream Company. As per the Dream Company rule, a student already selected by a company would be allowed to sit for one Dream Company of his/her choice whose package would be higher than his/her existing package or more than **CTC 8 LPA** whichever is higher, subject to the following conditions:

1. Only those students, who have not joined the company where he/she is already placed, can appear for dream company
2. He /She should have a minimum CGPA of 6.5
3. Dream option should be marked "Yes" (As per the JD of the Company Shared), where the students is already placed
4. There will be no reimbursement to attend a Dream Company process.

Deferred Placement

We as an institute encourage entrepreneurial minds to grow in our students. The CMC stands firm with students who aspire to take up their own ventures and add value to the economy and the society at large. We support such entrepreneurs by way of providing Placement Holidays for two years to start their own startups and opt out of the current campus placement season. In case their venture doesn't work, they are free to come back and join the campus placement process along with the batch of 2024 - 26. Such students will have to express their desire in writing to the CMC heads latest by 31st December 2023, and accordingly they will be taken out of the current year's placement process.

Rules for Placement Process

1. Students are not authorized to communicate with the companies on an individual level. Any deviation would result in disciplinary action against the particular student(s) involved in such activity, which may include permanent debarment from placement process. Any interaction with corporates by any student must be carried out in consultation with the Placement Team.
2. All students who appear for placement process are required to:
 - create your video resumes as per institute's guideline
 - be formally dressed
 - carry 2 copies of updated resumes & 2 passport size photographs
 - carry student Identity Card and Hall ticket, if applicable
 - carry Summer Internship Report
 - carry Photocopy of all educational qualifications/credentials
 - stick to be in time & maintain discipline
 - In case of online processes, keep your videos switched on and your speaker on mute mode
 - update your mobile number with the placement cell in case of any change
 - check their emails regularly for information and details regarding placement drives
 - apply for any process within the specified timeline
3. Students coming inappropriately dressed on Placement drive will not be allowed to attend the placement activity and disciplinary action will be taken
4. In such cases where the student directly receives the offer letter from the organization, s/he is mandated to inform and submit a copy of the same to the respective coordinator within 24 hours of receiving it. Failing to do so will lead to disciplinary action including but not limited to withdrawal of the offer

Eligibility

All graduating students who have registered with the placement department shall be eligible to receive placement assistance unless otherwise debarred from receiving such assistance on account of the followings:

1. Non-completion of Summer Training/other academic requirements
2. Breach of discipline and general misconduct
3. If a student fails to submit his/her summer training report within specified time, s/he would be debarred from the placement process
4. If a student has any back paper at the time of commencement of the 5th trimester, he/she will be debarred from the placement process and will not be allowed to sit in the ongoing selection process in the campus till the time he/she clears his/her back papers. However, depending on the genuineness of an individual case, the Appellate authority may allow him / her to appear for campus processes.

5. If a student is caught using unfair means during any exam/test
6. Students who become ineligible under point no. 3 and 6 as given in Section C: Ground rules.

Debarment Policy

The following events/actions would be deemed to be acts of misconduct and would attract commensurate penal action/permanent debarment if:

1. A student's attendance is less than 70% in PDP/IDP, guest lectures, Aptitude Tests, Mock GD/PI sessions etc.
2. The student does not appear in a placement process, where s/he has applied, without prior information and subsequent approval from the Chairperson Placement. This will not include such processes where multiple company processes overlap and / or a student is required to travel outstation for attending the same and the travel time stops the student to appear for another process. Maximum 2 absenteeism, duly assessed, documented and approved by the Chairperson Placement, will be exempted purely on medical / other unavoidable exigencies during the entire placement season. However, if a company, after the PPT, asks not interested students to leave the process, and if any student does so, then his/her action would not attract the penalty of debarment.
3. The student indulges in the following acts of misbehavior in the placement process:
 - Anyone found displaying disinterest, after applying, during the course of various stages of selection processes
 - Individually approaches the company to communicate that he/she does not want to join the company
 - Speaks negative about the company or the institute
 - Is found doctoring his/her resume, certificates, experiences, etc., submitted at Placement department
 - Talks directly to the company representative/executive at any time other than pre-placement talk
 - Misbehaves with the placement team & corporate officials conducting campus recruitment process
 - Deliberately jeopardizes any other student's chances of getting selected by his/her act of misconduct

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- Indulges in any behavior which is socially unacceptable and or brings disrepute to the institute
- Not properly dressed during the campus recruitment process and any other corporate related activities

PPO/PPI Policy: On successful completion of summer internship, if a student is offered a Pre-Placement Offer (PPO) or a Pre Placement Interview (PPI) where the package offered is as under:

- For fresher (upto 2 years of experience) – **CTC Rs. 8 LPA & above**
- For 2 – 4 years of experience - **Rs. 8.5 LPA & above**
- For more than 4 years of experience - **Rs. 9 LPA & above**

It will be mandatory for the student to accept the same and accordingly he/she will become ineligible for placement process. However, if the offer made is less than the respective bracket of CTC as mentioned above, the choice will remain with the student either to accept or to reject. In case of acceptance the student shall be considered placed & will automatically be out of the campus process. In case the student chooses not to accept the offer he/she remains eligible for the forthcoming campus processes.

Dream options will not be available to the students who receive & subsequently agrees to accept a PPO/PPI.

Penal Action

Any placement related issue can be addressed by the 'Grievance Redressal Forum' consisting of Placement Chair + 1 student Placement Committee Representative + Dean/Associate Dean (Student Affairs).

If the grievances still remain unattended then the Student Placement Committee Representative / 'Grievance Redressal Forum' can forward it to the Director for the final decision.

An aggrieved student may Appeal against his/her debarment after one month of debarment.

Placement Department reserves the right to amend Placement Policy / Guidelines as and when it is required for the interest of the institute and the students at large.

5.8 Important Telephone Numbers

LIST OF DEANS 2023-24

S.No.	Deans	Area	Extension Number	E-mail ID
1	Dr. Tarun Dhingra	Academics	0120-4638331	deanacademics.noida@jaipuria.ac.in
2	Dr. Rahul	Students Affairs	0120-4638336	rahul.s@jaipuria.ac.in sac.noida@jaipuria.ac.in
3	Dr. Nidhi Singh	Research & Publications	0120-4638371	nidhi.singh@jaipuria.ac.in
4	Dr. Poonam Sharma	International Relations	0120-4638348	poonam.sharma@jaipuria.ac.in
5	Dr. V.K. Tomar	Administration	0120-4638302 0120-4634300	dean.admin@jaipuria.ac.in

PROGRAMME CHAIRS 2023-24

Sl. No.	Programme Chairs	Programme	Phone No.	E-mail ID
1	Prof Sonali Singh	PGDM-2 nd year	0120-4638385	sonali.singh@jaipuria.ac.in
2	Dr. Ankur Chauhan	PGDM-1 st year	0120-463835	ankur.chauhan@jaipuria.ac.in
3	Dr. Rajesh Sharma	PGDM (SM)	0120-46383	rajesh.sharma@jaipuria.ac.in
4	Dr. Amarnath Tripathi	PGDM (M)-1 st year	0120-46383	amarnath.tripathi@jaipuria.ac.in
5	Dr. Vinita Srivastava	PGDM-M-2 nd year	0120-46383	vinita.srivastava@jaipuria.ac.in

ADMINISTRATION CONTACT DETAILS

Sl. No.	Office	Phone No.	E-mail ID
1	Dr. V.K. Tomar Dean-Administration (Administration Office)	0120-4638302/4634300 9953656427	admin.noida@jaipuria.ac.in
2	Director Office	0120- 4638341/344	director.noida@jaipuria.ac.in
3	Accounts Office	0120-4638303	account.noida@jaipuria.ac.in
4	Computer Lab / IT	9313811605 /8505885338	itdept.noida@jaipuria.ac.in
5	Hostel Warden- Girls	8745931002 /9540534598	hostel.noida@jaipuria.ac.
7	Counsellor	9717009272	counsellor.noida@jaipuria.ac.in

PROGRAMME MANAGEMENT CELL (PMC) CONTACT DETAILS

S.No.	Staff	Programme	Phone No.	E-mail ID
1	Ms. Sarika Singh	PGDM-2 nd year	0120-4638358	pgdm2.noida@jaipuria.ac.in
2	Mr. Ashish Thukral	PGDM-1 st year	0120-4638364	pgdm1.noida@jaipuria.ac.in
3	Mr. Rohit Bathla	PGDM-M	0120-4638358	pgdmmarketing.noida@jaipuria.ac.in
5	Mr. Manjeet Singh	PGDM-SM	0120-4638364	pgdmsm.noida@jaipuria.ac.in
6	Ms. Rekha Kanodia	Head PMC	0120-4638390	pmc.noida@jaipuria.ac.in

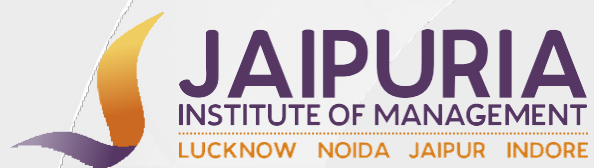
5.9 About The City

Noida (New Okhla Industrial Development Authority) has emerged as a central hub of IT services & BPO, automobile ancillaries, consumer durables, entertainment, electronics, premier engineering and medical & health care institutions. Noida came into administrative existence on 17 April 1976 and celebrated 17 April as "Noida Day". Noida was renamed Gautam Buddh Nagar in 1997.

It is also the location of the Noida Film City and is a hub for major news channels and studios. News channels such as Zee News, NDTV, TV Today group, CNN-IBN, CNBC, NEWSX, INDIA TV are situated here. Noida is a major hub for multinational firms outsourcing IT services, e.g., IBM, Miracle, DELL, Accenture, Samsung, JK Tech, Met Life. Noida ranks high when it comes to the cleanliness of a city in India.

Nearby Places to Visit: Akshardham Temple, ISKCON Temple, DLF Mall of India, Worlds of Wonder, The Great India Place, Garden Galleria





Jaipuria Institute of Management, Noida

A-32A, Sector 62, Opp. IBM, Noida | P. +91 120 4638300 / 301
Email: programmeoffice.noida@jaipuria.ac.in
dean.noida@jaipuria.ac.in | www.jaipuria.ac.in