



Enriching Lives



KIRLOSKAR INSTITUTE OF ADVANCED MANAGEMENT STUDIES

Student Resource Book

YEAR 2021-2023

Post Graduate
Diploma in
Management



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I. KIRLOSKAR INSTITUTE OF ADVANCED MANGEMENT STUDIES

About the Institute- An Introduction

Kirloskar Institute of Advanced Management Studies (KIAMS) was set up by the Kirloskar Group in the year 1991 to put its illustrious leader Mr. S.L. Kirloskar's thoughts to practice, which is to provide a world class centre for excellence in management education, research, training and consultancy. More than 500 MDPs were conducted from its inception accommodating over 9800 executives. With this rich experience and expertise, the two-year Post Graduate Diploma in Management (PGDM) was started in 1998.

The admission is based on the performance in CAT, XAT, CMAT, MAT & ATMA a comprehensive personal interview. 18 batches have passed out so far and placed successfully. Our Institute is approved by All India Council for Technical Education (AICTE) and it has ranked No.4 in India, just behind the IIMs, in the **NHRDN-People Matters BSchool Ranking 2016** for Leadership & Governance., KIAMS was also highly rated on many other aspects, including: 16th in Corporate Connectedness, 21st in Accreditation & Linkages, 26th in Faculty Profile, 28th in Infrastructure, A++ in Business India B-school ranking 2016, Ranked 10th among best private B-Schools in Karnataka by GHRDC, Ranked 43rd among top private B-Schools in India by Business World, Ranked 32nd among best private B-Schools in India by Careers 360 & A+++ Among Best Private B-Schools in South India by Careers360. Ranked 48th among top B-Schools in India by Outlook, Ranked 25th in what if not IIMs B-School Survey 2016



by Silicon India, Received National Education Award of "B-School with Industry Related Curriculum in Market " by ABP, Outstanding

Education Institute Overall ABP, Received Knowledge Management Leadership Award at Taj Dubai Asia Education Award 2015 ALA-Dubai, Received Knowledge Management Leadership Award 2016 at Malaysia by GpTGGTA-2015 & CSR Top Institutes of India Award for the year 2016.

A. Vision

To provide society a centre of learning that excels in management education and professional development

B. Mission

- Offer contemporary, progressive, technology and heritage – driven management education.
- Facilitate strong networking with professionals and industry.
- Develop competent professionals to lead businesses.
- Contribute to the expanding body of knowledge in management.
- Provide management and training solutions to industry.

C. Values

- To undertake only those activities where we have the potential to excel.
- To work with trust and transparency while eschewing indiscretion.
- To operate collective decision-making and collective responsibility.
- To institutionalize the process that lead to academic excellence.
- To teach to think.
- To value the 'good' in ourselves, while saluting the 'better' in others.
- To nurture self-worth in all our members and use it to drive performance.

D. Program Educational Objectives

The graduate of the PGDM program of the institute in three to five years after their Graduation shall be able to:

1. Attain intermediate management level positions in the organization.
2. Demonstrate ethical behaviour and responsibility toward society.
3. Be a continuous learner to stay relevant in a dynamic business environment.



E. Program Outcomes

The graduate of PGDM program shall be able to:

1. Apply knowledge of management theories and practices to solve business problems.
2. Foster analytical and critical thinking abilities for data-based decision making.
3. Develop value-based leadership ability.
4. Understand, analyze and communicate global, economic, legal and ethical aspects of business.
5. Lead themselves and others in the achievement of organizational goals, as well as contribute effectively to
a team environment.
6. Use technology driven tools and techniques.
7. Develop global perspectives in management.
8. Cultivate an attitude for lifelong learning.



II. DIRECTOR'S MESSAGE

Technology enabled growth in the Indian economy has given India an opportunity to move into the league of Developed Nations. It has also put unprecedented challenge to management education as a discipline. The need for competent and contemporary management education has never been more crucial than today.

At KIAMS Pune, we are making concerted effort in infusing high level of management competence in a dynamic, yet resource constrained environment. We strive to prepare the future managers capable of harnessing the maximum out of limited resources through innovative, entrepreneurial zeal and efficient management of technology and trade. We have a mission to nurture excellence, offer contemporary, progressive, technology driven management education and to provide management and training solutions to the industry to develop competent professionals to lead businesses. At KIAMS Pune, we strive to achieve excellence in every endeavour, creation of knowledge, imparting the knowledge and augmenting the practice through consulting and executive education.

We understand and appreciate the fact that in the 21st century, the world needs India's leadership in its march towards prosperity. Keeping this agenda in mind, we plan to further our research and education. We strive to create managers who will develop the ability to understand, develop, contribute and communicate effectively in management. We attempt to foster analytical and critical thinking abilities for data-based decision making and cultivate an attitude for lifelong learning.

We extend support and best wishes to the incoming batch with a customized effort to nurture the abilities to the competence levels and build a strong skilful and talented nation to bridge the gaps of Indian and Global markets. As a young KIAMS, we welcome this opportunity and feel confident that our youthful energy, our faith and dedication towards this endeavour shall help the country in future.

Director
KIAMS - Pune

III. DEAN'S ACADEMICS MESSAGE

Dear Students,

A warm welcome to all of you at Kirloskar Institute of Advanced Management Studies, Pune. We are glad to have you amid-st us.

In 2010, by the order of the Governing Council of the Kirloskar Group, Kirloskar Institute of Advanced Management Studies was established in Pune to meet the growing demand for young managers. Since then, KIAMS has grown into a flourishing Institute, offering the Post Graduate Diploma in Management courses across various areas, such as General Management, Finance, Marketing, Operations, Business Analytic and Human Resource Management. Today, KIAMS is one of the fastest growing and the top, private institutes in the country.

It has undergone a tremendous transformation since its commencement.

KIAMS is ranked among-st India's top business schools. It is approved by All India

Council for Technical Education (AICTE) and it has **ranked No.4** in India, just behind the IIMs, in the *NHRDN-People Matters B-School Ranking 2016* for Leadership & Governance. KIAMS prides itself on its academic rigor and rich & innovative curriculum. In past few years, it went through a significant PGDM Program Curriculum Review, Pedagogy shift and other experiential learning technologies. The syllabus for each course is comprehensive and updated regularly in consultation with the Board of Studies and through interaction with industry professionals, academicians. Thus, the courses anticipate and prepare participants to meet changing industry requirements.

The faculty at the institute represents an eclectic mix of Industry and Academic experience, national and international experiences. The members of faculty are well known in their respective fields for their knowledge, industry interaction and research and consultancy work. They are carefully chosen and complement each other as a team. Proactive measures have enhanced KIAMS partnership with industry through Research, Consultancy, Management Development Programs and student-driven projects. Its Social Enterprise Cell epitomizes its belief in social responsibility.

We also have a supportive administrative system, which cares for the students and proactively addresses your requirements.

The student resource book is to guide you about rules and regulations of KIAMS and will help you to navigate your journey here at KIAMS-Pune. During your stay here, we would like to have clarity and transparency in our communication with you. We have compiled all information, rules and regulations that you would need to know for your effective and smooth interaction with the institute.

Please do spend some time and go through this information carefully so that you do not miss out any opportunity that KIAMS may have to offer you. There is a student undertaking on the last page for your signature and to be handed over to your course coordinator by the last date mentioned.

We would also like to have your support to maintain the dignity of the institute and uphold the values to honour the systems established at KIAMS. We value your feedback.

I am sure the time you will spend here will add significant value to you both in personal and professional life. You will enjoy your stay here and share highs-and lows with all of us.

Prof. (Dr.) Bidyanand Jha
Acting Director & Dean Academics
KIAMS-Pune

IV. PGDM -ACADEMIC DEPARTMENT

A. Vision

To be a focal point providing a congenial environs that enables quality education with a holistic approach that helps students to achieve academic excellence in Management Education and Professional Development

B. Mission

- Empowering students with the required knowledge and guidance to become worthy management professionals thereby enabling holistic development of personality through value-based education with a humane and global outlook. Ultimately enhancing their employ-ability.
- To carve a niche for the Institute in the specialized field of Management, Leadership and training solutions for the industry.
- Grooming the Students to become truly global personalities well equipped to deal with the modern world and its dynamic challenges.
- Enabling students to use technology driven tools and techniques.

C. Goals & Objectives of Academic Department (PGDM-Office)

In order to fulfil its stated Vision & Mission; the department is committed to:

1. Academic & Professional Excellence: The Department motivates, molds, and prepares the students to cope with the latest developments in the industries for positions of leadership in business organizations at the local, national and international levels through effective transaction of the curricular and co-curricular aspects.
2. Inculcate importance of continued learning: To facilitate this capacity building of our graduates to assume productive roles are emphasized during their stay in the institute and to inculcate the habit of lifelong learning.
3. Total Commitment: The department is focused on the all-round development of the students' personality through proper education and exposure to the vast treasure of knowledge; sports facilities and by providing platforms for their socialization via the student committees. The Institute will also ensure to provide resources to enhance and possess the skills, problem solving tools and professionalism that are essential for being successful.
4. Holistic Development: The Department will provide exposure to learners in the latest trends in relevant branches of knowledge, competence and creativity to face global challenges.
5. To achieve continuous innovations in teaching-learning, research activities, including the adoption and promotion of knowledge output for human development.
6. Value-based Development: To impart quality and need based education to sensitize the students to their changing roles in society through awareness raising & role play activities.



D. The Purpose of the Student Resource Book (SRB)

This resource book lays down all the processes necessary for curriculum delivery. It is intended to be comprehensive and covers all exigencies. It will have to be supplemented by the community norms and other processes applicable for an institute as a whole.

It is possible that there may be expectations to any of the processes outlined here which may have to be dealt with in a discretionary manner. In such cases that discretion is solely that of the Director, who may consult the Faculty Council if there is a major exception.

E. The Commitment

Ifaculty/staff of KIAMS do hereby commit to facilitate the education and professional aspirations of the students by:

- i. Delivering a holistic management curriculum through high level expertise and experience of faculty and associates.
- ii. Providing appropriate and adequate infrastructure to facilitate learning
- iii. Networking with industry to provide opportunities for learning as well as career entry choices
- iv. Striving to ensure an ambience of open culture and supportive community which makes learning both meaningful and joyous.

F. The Pledge

I..... Student of Batch 24, Class of 2021 do hereby commit to the process of management education by:

- i. Adopting a positive attitude to the process of learning and education.
- ii. Pursuing a path as suited to individual aptitude and deploying skills for achieving results.
- iii. Putting whole hearted efforts and perseverance towards conceptual mastery with a practical orientation
- iv. Valuing self-worth and self-esteem as the cornerstones of achievement.

Together, as justified by our joint efforts, we will reap the fruits of learning, placement, career orientation, self-confidence and social values.

V. GENERAL GUIDELINES AND PROCESSES FOLLOWED AT KIAMS:**A. Student Guidelines (With effect from June 2021)****About these guidelines:**

- a. These guidelines provide boundaries to the daily functioning of the PGDM program, KIAMS-Pune and enable effective delivery of infrastructure and academic services to the students.
- b. This compilation of guidelines comes into effect from June 2021 onwards and supersedes all other guidelines in respect of matters therein.
- c. Amendments to these guidelines may take the form of additions, deletions, and modifications and will be communicated to the students through the notice board/ email under signature of appropriate authorities.
- d. This document of the PGDM program, KIAMS-Pune is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules and Regulations of KIAMS-Pune, in the event of any dispute, the Students Resource Book will prevail.
- e. The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- f. KIAMS-Pune has the right to make any changes as it may deem fit in terms of the program content, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Governing Council of KIAMS will be final and binding on all the participants.
- g. All disputes are subject to Pune jurisdiction only.

B. Code of Conduct

- a. Cleanliness of the premises must be maintained by everyone in the PGDM Program, at all points at KIAMS-PUNE
- b. Ours is a non-smoking campus. Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material is a serious offence.
- c. Any problem with regard to administrative facility, classroom infrastructure, hostel and mess facilities etc., must be addressed through the assigned student representative who will take it up with the admin executive. In the absence of a satisfactory response, the student may approach the Head of Administration/Director of KIAMS Pune
- d. Any problem with regard to academic facility, classroom readiness, faculty, LRC facilities, etc. must be addressed through the academic representative who will take it up with the PGDM coordinator and in case of the LRC with the librarian. In the absence of a satisfactory response, the student may approach the Dean/Director of KIAMS Pune
- e. In case of lecture cancellation, the PGDM coordinator will inform the changes to class representative/ respective students through the notice board/ email/ KIAMS APP. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.
- f. Use of cell phones in classrooms is not permitted. Any student found using the cell phone in class will be penalized as per the regulations in force from time to time.
- g. Most classrooms are fitted with an LCD projector for the utility of the faculty and the student. In case the LCD is absent in any class the academic representative can approach the PGDM coordinator for necessary arrangements.

- h. Mode of Communication to students is via Notice Board/ email/ KIAMS APP. Students are advised to check the notice boards at least once a day, and not rely on rumour or hearsay about any matter.
- i. All students are provided with an Identity Card, which they are required, to wear mandatorily in academic areas, classrooms, examination Hall and for all formal gatherings and events organized by the institute. Entry for examination is strictly through Identity Card and will be monitored by the invigilator. Penalty will be levied. Action will be taken for non-compliance.
- j. Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone in our premises at KIAMS- Pune. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
- k. Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly.
- l. If any student during the tenure of his studentship or during the stay in the campus has police case on his/ her name is liable for appropriate action against him/ her.

C. Dress Code:

KIAMS-Pune is a place where, we have interactions with many corporate and international visitors. For this purpose, it becomes essential to adhere to some broad guidelines for dress and appearance.

- a. Students are required to wear only formals from Monday to Thursday from 8:00 am to 5:30 pm (and in class time if scheduled later than that) and smart casuals for classroom purposes for three days that is Friday, Saturday and Sunday. (*Half pants, shorts, three-fourth pants, short skirts, Bathroom slippers and casual flip flops are strictly prohibited in class and other academic areas*).
- b. For all functions of the institute, including seminars and conferences students are required to dress in Institute recommended Blazer and Suit (Black Blazer & Trouser with White Shirt)
- c. The KIAMS-Pune shall not be held responsible for any act of indiscipline, behaviourism, indulgence into unethical practices including use of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance etc. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. The KIAMS-Pune will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

D. Attendance, Punctuality and Leave guidelines:

- a. Attendance Norms of 100% attendance in classes is compulsory. However, for medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities, 15% absence may be allowed.
 - i. Following are the rules relating to attendance: -
 - Students who are having less than 85% of attendance in each course in any trimester will not be eligible to appear in that Trimester end-term examinations.
 - The students will have a chance to appear for re-exam by paying the requisite fee of Rs.1500/- per course of the PGDM Program at KIAMS-Pune

- ii. Exceptional cases for absence up to maximum four days (Death in family/ sibling marriage/ long illness) will be dealt with on case-to-case basis by the Dean Academics KIAMS-Pune. Such students will be required to submit all the relevant documents. However, for such cases also first their 15% (out of 100% attendance) exemption will be taken into account and then can be permitted to the remaining days.
- b. A student is required to monitor his /her own attendance and no separate notice will be displayed for the same
- c. For ALL absence, prior intimation through prescribed leave application form is to be given to the PGDM coordinator. In emergent situations, intimation must be given to the PGDM Coordinator via SMS or email within 24 hours of the absence. Any leave without written intimation will be treated as unauthorized leave and will be reflected in the records as such.
- d. Students must refrain from approaching the visiting and full-time faculty members for attendance related issues and exemptions. They must submit an application to the concerned coordinator for necessary approvals.
- e. Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority not to allow latecomers from entering the classroom. If a student is marked absent for this reason by the faculty, it will be considered as a default in the attendance record.
- f. Students are required to be present for all events of the PGDM program, KIAMS-PUNE, including the Orientation, Convocation, and Independence Day, Republic Day and/or any Management Fest/Cultural/Sports events.
National festivals, guest lectures, compulsory workshops and other events as intimated on the notice board/ email. Record of attendance will be kept for action. The PGDM Program, KIAMS-PUNE reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the notice board/ email from time to time and / or remark on the transcript or any other decision by the management.
- g. Students are required to be in the campus on all days of the trimester. If they are leaving the campus for personal or institutional work, they are required to obtain prior permission from the PGDM office. This applies even to those students who are representing the PGDM program, KIAMS-PUNE for social, cultural, and co-curricular events.
- h. Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the PGDM Program, KIAMS-PUNE or the faculty concerned. Do not approach faculty members and others in the PGDM Program, KIAMS-PUNE to change or extend deadlines.
- i. Students are not allowed to discuss with the faculty directly to reschedule classes without the consent for the PGDM office.
- j. Absence of up to two days before commencement or two days after completion of the Diwali/long holidays (defined as more than 3 consecutive days) will attract a penalty of 'one attendance of loss per day per course of that trimester'. In the rare instance of elective timetable exigency leading to classes not being held for more than three consecutive days, the same rule will apply.
- k. Absence on the day of the commencement of any trimester excluding trimester one will attract a penalty of 'one attendance per day per course of that trimester'. Attendance on the first day of every trimester reopening is mandatory.

- I. In case of “Hospitalization” or “Medical Emergency”, the certificates and documents have to be authenticated by the campus doctor only. On consent of the campus doctor the students may avail the services of the sick-room. The students who are in the sick- room are advised to abstain from all activities and take rest. A special regulated ‘sick room’ diet will be provided by the institute’s mess. Visitors will not be encouraged.

E. Computing Facilities

- a. Students will get their temporary internet login – ID during the Orientation program.
- b. Permanent login - ID will be given after complete Student Registration with the PGDM office and the IT department along with their device details (mobile phones/tablets/laptops/any other device that connects to Internet). The login-id can be used simultaneously in two devices.
- c. Each student gets 3.0 GB data per day. If any student wants to extend his/her data limit post expiration, then the same will be done only when the student drops a request to the Admin Office and the IT department and the limit will then be extended post verification of Internet usage towards educational purposes or OS update.
- d. Non-educational websites/streaming services (except YouTube) /pornographic websites and all other Government ordered websites are blocked. Students can place request for access of these websites/streaming services by showing linkage with PGDM requirements.
- e. The computer lab is open for students from 08.30 AM to 05:30 PM on all days except Sunday. Students will have to take prior permission from the IT department if they want to access the lab outside the above-mentioned timings (not later than 01:00 AM). However, students are not allowed to access the facility if any examination has been scheduled in the Lab and a notice will be circulated accordingly.
- f. The Analytics lab is for students who have opted for Business Analytics as a specialization in Trimester three. The lab will remain open only during class timings of the specialization students. Access outside the class timings will be allowed based on prior permission. Students are required to handle the PCs with care.
- g. Students are not allowed to shift any IT equipment like Keyboard, Mouse, CPU, Monitor, Ethernet cable, Speaker, Wi-Fi router etc. for any purpose without any prior permission.
- h. It is recommended that the students adhere to the following practices related to IT: -
 - i. Students should keep their login-in credentials private.
 - ii. Students should use only one anti-virus on their laptops (other than Windows Defender).
 - iii. Students should register any new device that uses networking facilities with the IT department.
 - iv. Students should not damage any hardware or software related to any PC in the computer lab/analytics lab.
 - v. Students should not use the institute provided email id for any purpose other than academics or any PGDM related work.
 - vi. Students should not access or indulge in any torrent or piracy aligned websites and practices.
 - vii. Students should not indulge in any hacking or other privacy-infringement related activities. It will be treated as a ground for rustication.
- i. The IT department is not responsible for formatting/resetting/installation of any software or hardware on the student’s personal laptop. The IT department is also not responsible to

provide any genuine copies of Microsoft Windows and Microsoft Office to the students for usage on their personal laptops.

F. Escalation matrix

Contact the appropriate departments at KIAMS for smooth functioning and course of time:

•PGDM OFFICE

•For academic related information, participation permissions, leave and other academic issuances.

•ADMINISTRATION DEPARTMENT

•For Hostel, Mess
•Logistic arrangements related information and clarifications

•PLACEMENT DEPARTMENT

•Internship and Placement related inquires and availabilities. Training & Development.

FINANCE DEPARTMENT

Finance related issues, Receipts, Reimbursements, etc

Students are requested to abide to the responsive timeline for each situation given by each department after request has been intimated. For example, general issues will be dealt with in 24hrs to 48 hrs and other issuances or procurements may take up to 72 hrs or up to a week depending upon demand and urgency.

Students may escalate the issues if not attended within the committed timeframe by the department executive to the respective heads of each department.

Students are requested to E-mail the queries. Verbal requests or communication will not be accepted. All queries for during the academic sessions should be rooted through the PGDM office.

Department Heads:

Head of Institute – Dr. Bidyanand Jha (Acting Director)

PGDM office – Dr. Bidyanand Jha (Dean-Academics)

Knowledge Resource Centre – Mr. RK. Patnala

HR & Corporate Relations – Mrs. Mohini Kudtarkar

Placement Department – Ms. Shruti Das (Head Corporate Relations & Business Analytics)

Finance Department – Mr. Kishor Patil (Finance Manager)

If the matter is still not resolved then the issue may further be escalated to the top desk, the Director's office. The final decision of any matter will be left to the discretion of the Director and the Governing council of KIAMS as per the severity of the case.

KIRLOSKAR INSTITUTE OF ADVANCED MANAGEMENT STUDIES

PGDM Program - Academic Calendar 2021-2023

Year 1 Batch 24 & Year 2 Batch 23

Particulars	Program	Start Date	End Date	Holidays
TRIMESTER I & IV (June 2021 -September 2021)				
Registration & Orientation	PGDM II - Batch 24	28-06-2021	10-07-2021	15th-August-2021 Independence Day 10th September 2021 Ganesh Chaturthi 19th September 2021 Ananta Chaturdashi
Commencement of regular class	PGDM II - Batch 24	12-07-2021	24-09-2021	
Reporting to Campus	PGDM I- Batch 23	08-07-2021		
Commencement of regular class	PGDM I- Batch 23	12-07-2021	24-09-2021	
Business Immersion Presentations	PGDM I- Batch 23	17-08-2021	19-08-2021	
Selection of student representatives	PGDM II - Batch 24	30-09-2021	01-10-2021	
End term I examination	PGDM II - Batch 24	28-09-2021	08-10-2021	
End term IV examination	PGDM I- Batch 23	28-09-2021	08-10-2021	
TRIMESTER II & V (OCTOBER 2021 to December 2021)				
Commencement of regular class	PGDM II- Batch 24	11-10-2021	24-12-2021	2nd October 2021 Gandhi Jayanti 13th October 2021 Durgashtami 15th October 2021 Dussehra 25th December 2021 Christmas
Commencement of regular class	PGDM I- Batch 23	11-10-2021	24-12-2021	
Emblaze 2021/Management fest/sports	PGDM I & II	25-10-2021	29-10-2021	
Diwali vacation	PGDM II - Batch 24	30-10-2021	07-11-2021	
Diwali holiday	PGDM I- Batch 23	30-10-2021	07-11-2021	
End term II examination	PGDM II - Batch 24	28-12-2021	07-01-2022	
End term V examination	PGDM I- Batch 23	28-12-2021	07-01-2022	
TRIMESTER III & VI (December 2021 - April 2022)				
Commencement of regular class	PGDM 1i- Batch 24	10-01-2022	18-03-2022	25th December 2021 Christmas
Commencement of regular class	PGDM 1- Batch 23	10-01-2022	18-03-2022	
Business Immersion briefing and guidance	PGDM 1i- Batch 24	04-03-2022		1st January 2022 New Year's
End term I examination	PGDM 1i- Batch 24	21-03-2022	31-03-2022	26th January 2022 Republic Day
End term VI examination	PGDM 1- Batch 23	21-03-2022	31-03-2022	
Convocation	PGDM 1- Batch 23	Last week of April		18th march 2022 Holi

Year 2 Batch 24 & Year 1 Batch 25

Particulars	Program	Start Date	End Date	Holidays
TRIMESTER I & IV (June 2022 -September 2022)				
Registration & Orientation	PGDM II-Batch 25	16-06-2022	30-06-2022	15th-August-2022 Independence Day 31st August 2022 Ganesh Chaturthi 09th September 2022 Ananta Chaturdashi
Commencement of regular class	PGDM II-Batch 25	05-07-2022	09-09-2022	
Reporting to Campus	PGDM I -Batch 24	02-07-2022		
Commencement of regular class	PGDM I - Batch 24	06-07-2022	09-09-2022	
Business Immersion Presentations	PGDM I - Batch 24	17-08-2022	19-08-2022	
Selection of student representatives	PGDM II- Batch 25	30-09-2022	01-10-2022	
End term I examination	PGDM II- Batch 25	14-09-2022	23-09-2022	
End term IV examination	PGDM I - Batch 24	14-09-2022	23-09-2022	
TRIMESTER II& V (September 2021 to December 2021)				
Commencement of regular class	PGDM II-Batch 25	27-09-2022	17-12-2022	2nd October 2022 Gandhi Jayanti 03rd October 2022 Durgashtami 05th October 2022 Dussehra 25th December 2022 Christmas
Commencement of regular class	PGDM I - Batch 24	27-09-2022	17-12-2022	
Emblaze 2021 / Management fest/sports	PGDM I & II	25-10-2022	29-10-2022	
Diwali vacation	PGDM II- Batch 25	21-10-2022	30-10-2022	
Diwali holiday	PGDM I - Batch 24	21-10-2022	30-10-2022	
End term II examination	PGDM II-Batch 25	20-12-2022	30-12-2022	
End term V examination	PGDM I - Batch 24	20-12-2022	30-12-2022	
TRIMESTER III & VI (January 2022 - April 2022)				
Commencement of regular class	PGDM II - Batch 25	12-01-2023	12-03-2023	1st January 2023 New Year's 26th January 2023republic day 08th March 2023 Holi
Commencement of regular class	PGDM I - Batch 24	12-01-2023	12-03-2023	
Business Immersion briefing and guidance	PGDM II - Batch 25	04-03-2023		
End term III examination	PGDM II - Batch 25	16-03-2023	26-03-2023	
End term VI examination	PGDM I - Batch 24	16-03-2023	26-03-2023	
Convocation	PGDM I- Batch 24	Last week of April		

**ACADEMIC COURSE STRUCTURE**

<u>Term 1</u>			<u>Term 3</u>		
Code	Course Title	Credits	Code	Course Title	Credits
1GC01	Managerial Economics	3	3GC18	Cost and Management Accounting	3
1GC02	Marketing Management – 1	3	3GC19	Advanced Excel for Managers	3
1GC03	Organizational Behaviour	3	3GC20	Business Research Methods	3
1GC04	Excel & Computer Applications for Managers	3	3GC21	Management Information Systems	3
1GC05	Business Statistics for Decision Making	3	3GC22	Corporate Strategy	3
1GC06	Operations Management -1	3		Electives	6
1GC07	Business Communication	3	Total		21
1GC08	Financial Analysis and Reporting	3	Business Immersion (Three Months)		6
	Total	24	Term 4		
			Code	Course Title	Credits
			4GC23	Corporate Social Responsibility & Sustainability	3
			4GC24	Entrepreneurship Development: Theory and Practice	3
				Electives	15
			Total		21
			Term 5		
			Code	Course Title	Credits
			5GC25	Structured Industry Analysis	3
				Electives	15
			Total		18
			Term 6		
			Code	Course Title	Credits
				Electives	6
Term 2					
Code	Course Title	Credits			
2GC09	Macro Economics and Business Environment	3			
2GC10	R' For Business Analytics*	3			
2GC11	Corporate Finance	3			
2GC12	Marketing Management – 2	3			
2GC13	Legal Aspects of Business	3			
2GC14	Human Resource Management	3			
2GC15	Quantitative Techniques	3			
2GC16	Indian Ethos and Business Ethics	3			
2GC17	Operation Management – 2	3			
	Total	27			

Term wise distribution is available on page 28

VI ACADEMIC GUIDELINESS

A. Key Terminologies:

- a. **Program:** Program refers to the collection of courses leading to the award of Post Graduate Diploma in Management (PGDM).

The PGDM programs are spread over two academic years.

- b. **Academic year:** The first academic year of the PGDM program consists of three terms of classroom learning and a summer internship for a period of three months.

The second academic year consists of three terms.

- c. **Term:** A term is a period of study, followed by comprehensive examination. Each term consists of a prescribed number of courses which constitute the normal load for that term. Summer internship/Business Internship is the intervening period between Terms III and IV of the PGDM program.

- d. **Course:** A course is a systematic plan of study with well-defined learning objectives, teaching and assessment methods. Courses are categorized as follows:

Core courses

Elective courses

- e. **Core courses (C):** These courses establish the required base in all functional areas of business. Core courses are offered throughout the duration of the PGDM programs. All core courses are compulsory.
- f. **Elective courses (E):** These courses facilitate students in attaining deeper knowledge and skills in their chosen area(s) of specialization.

Students will be briefed collectively on the content and significance of the electives by the concerned faculty members before they can choose electives.

- g. **Credit:** A credit denotes a unit estimated on the basis of the time required to be spent by the student on a course in the classroom and / or other learning activities. A course is given due importance in terms of Credits. One credit is equal to ten hours of classroom instruction.
- h. **Academic Calendar:** The academic calendar for the given academic year will be provided to the students at the beginning of the year, by the Academic Programs Office.
- i. **Course-wise Timetable:** It is a document which provides information on various courses being offered during a given term, specifying the names of instructor(s) teaching the course, session timings and classroom details.

B. Academic Advisory Council:

The Academic Advisory Council is a body comprising of the Director KIAMS as Chairperson, Dean Academics KIAMS, an Educationalist, an Industrialist, and any other members of the faculty nominated by the Director.

It is the responsibility of the Academic Advisory Council to implement the best practices and maintain the standards of the Institute. The primary responsibilities of the Academic Advisory Council includes

- Ensure there are clear admission requirements and procedures for the particular Diploma;

- Withdraw the registration of any member of the Academic Advisory Council is on the recommendation of the Principal Director
- Undertake detailed study of matters referred to it for consideration;
- Maintain academic discipline across programs;
- Ensure smooth functioning of programs;
- Provide opinion/take decisions on cases referred to it by the Dean Academics-KIAMS; invite senior faculty members as special invitee to seek their opinion in some situations
- Implement Academic Advisory Council's suggestions in order to improve the academic standards; and
- Frame the academic rules of the Institute.

C. Examination Committee:

The Examination Committee chaired by the Dean-Academics and the Controller of Examinations, under the Academic Department; analyses, reviews and approves grades earned by the students in all the courses at the end of each term.

Further, it also approves the list of graduating students at the end of every year. The committee is also responsible for hearing and deciding all cases related to malpractices if any.

In all cases of examination malpractices, this committee's decision is final and binding on all concerned.

In principle, students caught for malpractices during examinations are not eligible for placement and cannot avail the business immersion program. However, the final decision will be taken based on the severity of the incident(s) and will be communicated to the student in writing.

Any of the following actions could be taken against malpractices, and will depend on the severity of the intention / action.

- A written letter of warning from the institute to the student with a word of caution that any such activity is against the Code of Conduct. Any attempt to repeat such behaviour in the future will be penalized severely leading to discontinuation from the program
- Cancellation of Registration (RC) for the course in which the student was caught for malpractice

D. Disciplinary Committee:

The Disciplinary Committee comprises of the Director, Dean Academics, two Faculty members, Admin In-charge, and an additional External member nominated by the Director. The Committee enquires into the reported cases of indiscipline and takes appropriate action.

- Examples of indiscipline include, but are not limited to, ragging, creating nuisance in the campus, damaging campus properties, sexual harassment, smoking outside smoking zones, consumption of alcohol and narcotics, etc.
- Students and their parent / guardians will be informed in writing about the action(s) taken by the committee
- Potential actions against indiscipline will depend on the severity of the intention / act of said indiscipline. They are listed as follows:

- A written letter of warning from the institute to the student with a word of caution that any such activity is against the code of conduct. Any attempt to repeat such behaviour in future will be penalized severely amounting to discontinuation from the program.
- Cancellation of Registration (RC) for the term.
- Discontinuation from the program.
- Students who are awarded punishment by the Disciplinary Committee will not be eligible for placements / internships.

E. Academic Processes

1. Registration:

Registration is the process where students formally enrol themselves for the prescribed set of courses that they will study in a given term.

A student becomes eligible for registration in any term only when there are no academic afflictions, financial dues and pending disciplinary cases against him / her.

All students are required to register in person on the first day of every term.

Registration Day: This is the first day of registration. Students must complete the registration process on the date communicated; otherwise, their admission to the program will be downgraded to 'provisional'.

Students will also be allowed to register on the eighth day after the date of original registration, provided they seek prior permission from the Dean Academics. The reasons for registering late (health / family concerns) should be clearly mentioned in writing.

Registration will not be permitted beyond this date.

The registration date for new students for Term I is June 28, 2021.

Note: Registration is mandatory for all incoming students and missing the registration date will lead to discontinuation from the program. However, second year students who fail to register on the stipulated date may be allowed to register on a later date with prior written permission from the Dean Academics.

2. Course Delivery:

The course delivery of the PGDM Program spread over two academic years can be broadly divided in to the following phases:

3. Pedagogy:

The learner's skills are developed in multiple ways viz; case-based learning which enhances their ability to delineate the critical decision dilemmas faced by Organizations. The Institute encourages experimental/live projects and provides global classrooms conducted by reputed Industry Captains. It is here that expanded core courses are offered that include Business Intelligence / Analytics and project-based Capstone Course

4. Timetable and Scheduling:

The timetable is set as per the academic schedule that is planned for the Two-year program. Each term comprises of twelve weeks. All the courses are completed within eleven weeks and in the last week the "end term" examinations are conducted.

The students receive the weekly timetable two days prior to the ensuing week.

5. Choice of Electives:

In the first two terms all the courses offered are compulsory.

From the third term to the sixth term the students are expected to select their specialization and choose the elective courses offered in the chosen domain/specialization.

Once this choice of elective is made the students are grouped as per their specialization and the time table is set accordingly.

Process to choose electives:

- i. An email with a Google doc link is forwarded to all one month prior to start of term. The same needs to be duly filled in with respective preferred electives and returned by e-mail.
- ii. This information will then be collated to check on the number of total students in each elective course.
- iii. The primary criteria to approve the elective course rests with the Office. This is based on a minimum strength of student, which is ten percent of the total strength of the batch.
- iv. In case a particular course does not fit in the above criteria the students are informed accordingly and they have to opt for available elective to choose from and provide confirmation in writing.
- v. No change / drop in electives will be permitted once finalized. In the event that a student wishes to change / drop their elective and if found to be a reasonable request by the Office, the student will have to pay an amount of Rupees Five Thousand only as a fee for the requisite change.

6. Feedback Mechanism:

- i. Students are required to submit their feedback on prescribed format provided by the Office for each faculty and each course after the culmination of the course but not later than a week after completion.
- ii. Additionally, the students have to submit the feedback on the App one week before the commencement of the end-term examination failing which; they will not be permitted to appear for the examination.
- iii. Submission of feedback to the Dean Academics by all students is mandatory and its confidentiality is maintained.
- iv. It is Mandatory that the student has to submit the course end survey forms at the end of every trimester.
- v. The feedback will help the Institute to improve the learning environment and bridge the gap between the student's expectations and the offerings of the institute.
- vi. At the end of the Programme all students have to submit the graduate exit survey form to PGDM Office on convocation day.



F. Academic Structure

Course design

Year 1 Term 1,2 & 3	First Year courses give a core grounding in various aspects of management, with emphasis on building a sound base of concepts and skill with a general management orientation. A wide range of subjects in different functional areas is covered. All courses in the 1 st and 2 nd term are core courses and are compulsory. Term 3 has a mix of core and elective courses.
Business Immersion (BI)	A three-month (approx. 12 Weeks) summer training - Business Immersion in an organization designated by the institute. This exposure to industry environment gives students a balanced perspective of practical realities, industry needs and work life experience. This also helps them to develop a mature understanding of the relationship between theory and practice.
Year 2	In addition to some compulsory courses of an integrative nature, students can choose from a range of electives in terms 3, 4, 6. The electives give students a wide choice in the area where they wish to start their career. If they so wish, students can choose a set of courses that could lead concentration in 2 specific functional areas or a mix of courses leading to general management. The Institute does not specifically award PGDM in any functional area to deem it as a specialization.

The academic structure for the PGDM certificate:

- a) The academic year will be divided into 6 Trimesters of approximately 3 months each running across from June to March. The academic calendar provides all relevant dates for Trimesters, Examinations and Trimester breaks.
- b) In order to make an all-round development of the students, a total of 118 credits is offered over six trimesters for the award of PGDM certificate.
- c) The break-up of credits over six terms is presented in Table 1. All the courses are of 3 credits that is each course will be of 30 sessions of 1 hour each.

Table 1: Trimester-wise credit structure

Trimester	Compulsory credits	No of Compulsory Courses	Max Elective credits	No. of electives courses	Total Credits
I	24	8	0	0	24
II	27	9	0	0	27
III	15	5	6	2	21
IV	6	2	15	5	21
V	3	1	15	5	18
VI	0	0	6	2	6
	75		42		117
				Business Immersion	6
Grand Total					123

Minimum eligibility criteria for Placement

Going through various alternatives of defining specialization and their ramifications on academic, operational, and placement concerns, it is recommended that a student should opt for a minimum of 21 credits in a particular stream to be eligible for appearing for placement process in that stream/function.

Please refer to the course structure to understand the distribution of core courses for all the trimesters and to see the available options for the elective courses.

Students may discuss with the area chairs or mentors on which courses to choose. The choices are to be made depending upon your goals and individual interests.

(Refer to detailed course structure on page 20)

G. Orientation

A one-week orientation program has been designed for the incoming students to ease their interaction into the KIAMS family. During this week students get to meet other students, become familiar with campus services, and the PGDM program. Every student must attend the orientation

While orientation has been traditionally for students, in the previous years, the institute has recognized the fact that parents need help in dealing with the transition. Keeping this in mind, we have added parent orientation on the first day of the orientation week.

The orientation program will commence on 28th June 2021 at KIAMS Pune for the Pune students.



During the orientation week, students will be able to connect with eminent professionals from various areas like Marketing, Finance, Operations, Human Resource and Business Analytics during this week.

Students will be exposed to a wide range of inputs like case studies, presentations and would also go through an out bound activity.

The day-wise schedule of the orientation program (Virtual Platform) is given below.

Day	Activity
1) Monday, 28 th June 2021	Document Verification
2) Tuesday, 29 th June 2021	Welcome & Inaugural
3) Wednesday, 30 th June 2021	Alumni Interaction
4) Thursday, 01 st July 2021 To Tuesday, 06 th July 2021	Foundation Course
5) Wednesday, 07 th July 2021	Assessment & Worksheet
6) Thursday, 08 th July 2021	Dean's Interaction
7) Friday, 09 th July 2021	Assessment & Worksheet

H. Examination Guidelines:

1. Source of setting of Question paper

The examination department will collect the trimester wise list of courses from the PGDM office at least one month before starting the examinations. Based on the course list, the controller of examinations will find the suitable examiners list for setting end exam question paper and present the list to the Dean academics (Chief controller of examination). Randomly, the Dean will select two examiners for each course. Further, with the consent from the examiners, question papers along with the answer key will be received. To maintain the security & confidence, the selected papers will be kept in the strong room.

One week before the examination, the academic dean will appoint a faculty member for picking any one set of question papers out of four sets on a lottery-based system.

Structure of end term examination question paper:

Sections	Type of Questions	Marks
A	4 to 5 questions would test the conceptual understanding of the students.	20
B	2 to 3 questions of with a small case study or contextual questions which would test the analytical ability and situational analysis of the students.	20
C	a case study testing in depth application of the knowledge gained in the course	20

2. Evaluation

The evaluation pattern for each course will be:

End-Trimester Exam	60 marks
Continuous Assessment (Internals): 40 marks for which, a minimum of 2 modes of assessment for a 3-credit course is to be adopted. A total of 3 components to be adopted for a 3-credit course.	40 marks
Total	100 marks

The marks for passing are as follows:

Examination	Minimum pass marks	Out of
Internal marks	16	40
End Trimester marks	24	60
Overall passing marks	45	100

3. Conduct of Examination:

- Students must know their Roll Number before entering the examination hall.
- Students are not permitted to enter the examination hall more than half an hour after the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.
- Students are required to have Identity cards issued by KIAMS-PUNE and these must be made available to the invigilator upon request. A student not having the said identity card with him/her during the examination may be denied permission to write the examination.



- d) The answer books of the trimester-end examinations are masked and students should not disclose their identity (name/ roll No. etc.) anywhere on the answer book or the supplements. Such answer-book/supplement will be treated as invalid. The case may be treated as usage of unfair means and will be dealt with as per rules.
- e) Food and/or beverages (except drinking water), smoking will not be permitted in the examination hall.
- f) All writing, including the entry of all the required information on answer books must be completed during the examination time.
- g) Announcement will be made ten minutes before the close of the examination. Students will not be allowed to leave the examination hall during this period of the examination. At the closure of the examination, students must stop writing and tie their supplementary sheets if any to the answer-book and be ready to hand over their answer-books to the Hall Invigilator. They should not leave their seats until answer books from all students are collected by the Hall Invigilator.
- h) A student who disobeys any instructions issued by the Senior / Hall Invigilator or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the concerned authorities of, KIAMS-PUNE.

4. Discipline in the Examination Hall:

- a) Mobile phones are not permitted in the exam hall/ venue for any reason. If a mobile phone is found in student's possession in the examination hall after the Examination starts, it will be deemed as a breach of examination rules. Action will be taken as per Examination Rules on such students.
- b) Palm pilots, pagers, PDA's and similar electronic media are not permitted in the Examination venue. Scrap paper or any kind of other reading material is strictly prohibited from the exam venue. Students are supposed to do all the rough work on the last sheet of the answer book and cross it out with one line to indicate the same.
- c) Examination answer booklets must be submitted intact to the examination hall invigilator. No part of an examination answer booklet may be defaced, removed or destroyed. This will amount to adoption of unfair means.
- d) Students must not communicate in any way with any person other than the examination hall invigilator during an examination. Any other communication will be deemed as a breach of Examination Rules.
- e) Students should not leave Exam Hall during the allotted time of the examination. In case of three-hour examination, students will be allowed to go out only after the expiry of two hours to go to wash room or drink water. Exception can be made to this only after bringing the requests to the notice of competent authority.
- f) A student, who fails to attend an examination at the time and place published in the final timetable, will be deemed to have failed in that course. Opportunity for re-examination will be given depending upon the case.
- g) The students should write on the front page of the answer book the name, Roll number, name of the program, specialization if any, trimester, course and division for which examination is being held, number of supplementary sheets attached to the main answer book.
- h) Students should not write anything on the question-paper.
- i) Exchange of writing materials, stencils, mathematical instruments, etc. is strictly prohibited.



- j) Any method to bribe the examiner/s by attaching currency notes or letters is strictly prohibited and will result in serious action being taken by the discipline committee, KIAMS-PUNE.
- k) Serious punishment will be awarded to the students who violate the rule. The students, who violate the rules, run the risk of debarment from the PGDM Program, KIAMS-PUNE examinations as per the AICTE Rules.
- l) Students should go through the question paper carefully and confirm that the question paper relates to the course in which they are appearing and in case of any discrepancy, they should bring it to the notice of invigilator.
- m) Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Invigilator's table.
- n) All the students should occupy seats as per the Seating Plan decided by the Examination Office and displayed in the Examination Hall.
- o) **Queries in question papers in the examination hall:**
If a student feels that there is a mistake/ anomaly in the question paper, he should bring the same to the notice of the examination hall invigilator without disturbing others in the examination hall.
- p) Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.
- q) Students should ensure that all answer-books including supplementary sheets supplied to them bear the signature of the Hall Invigilator and Date of Examination without which the answer-book will not be examined.
- r) Every student present for the examination must sign against his / her Roll number on the attendance sheet provided by the Hall Invigilator.
- s) Students should write their answers legibly and only with a gel/ball pen.
- t) Answers written in illegible handwriting or with pencil may not be evaluated.
- u) Write on both sides of a page. Rough work, when necessary, should be done only inside the answer-book and not on the question paper.
- v) While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for P.T.O. These will be considered as attempts to readily identify the specific answer-books.
- w) Students should neither tear any sheet from the answer-books provided nor shall attach additional papers to them.
- x) The answer-books will be scrutinized before they are sent to examiners. If the Examination cell, KIAMS-PUNE authorities are convinced that any student has attempted to reveal his / her identity by any means, the answer-books may NOT be sent to the examiner for evaluation and the student's case will be dealt with as per the Examination Rules.
- y) All answer-books whether written or blank should be returned to the hall invigilator without fail.

5. What constitutes unfair means during the time of examination?



Following is a list of activities which will be construed as copying. This is neither an exhaustive nor exclusive list but is only representative. Other actions with the intent to copy will also be construed as copying. The invigilators decision will be final in the matter:

- i. Carrying of chits, notes, books etc. into an examination, when it is not an open book or open resource test.
- ii. Bringing in electronic items like cell phones, laptops etc. Calculator can be taken in only if allowed for a specific paper.
- iii. Writing anything on any part of the body or on any accessory including clothes.
- iv. Writing anywhere other than answer paper before or during the exam, like, writing on the hand, desk, floor, the wall adjacent etc.
- v. Writing anything on the question paper.
- vi. In case the student finds anything written on his/her desk or surrounding and fails to report the same to the examiner before the start of the examination, s/he could be held responsible for doing it and charged with copying.
- vii. Peeping into the neighbour's question/ answer paper.
- viii. Use of signs or signals.
- ix. Exchanging of question papers or answer sheets, any instrument or any other object.
- x. Talking, whispering and murmuring during the exam.

Any other disturbance not amounting to unfair means will be penalized by deduction of 5 marks from that paper or a grade drop as per the seriousness of the disturbance. The decision of the invigilator is final in this matter.

6. Consequences for using unfair means during Trimester-end exams and internal assessments.

Any student who is found to be using unfair means during examinations, tests will bear the following consequences. Based on the nature of malpractice the punishment will be decided.

a) Academic Consequence:

The student will be given an 'F' for the course. S/he will be asked to leave the exam hall and will be allowed to take the re- exam when it is held next. Maximum grade for that course will be 'B-'. There may be Cancellation of paper, Cancellation of entire examinations of that Trimester with debarment from appearing in any examination for 1 or 2 years excluding the current examination OR Rustication from the campus/course based on the severity of the unfair mean.

b) Financial Consequence:

The re-examination due to copying, when administered, will be charged a re-examination fee of Rs.10, 000/-

c) Placement Consequence:

The student will be barred from the first 5 companies that come for recruitments. Thereafter they will be allowed to sit for alternate companies from amongst the next 6 (i.e. sit for company 6, 8, 10). They can enter placement process fully from Company 12 onwards. Both Function 1 and Function 2 (as defined for Placements) will be accounted



together. The Placement Executives will administer this rule and their decision is final and binding. No negotiations.

d) Other Consequences:

- a. The name of the student will be displayed on board and parents would be informed of this misdemeanour
- b. Once a student is detected to have used unfair means, s/he would leave the exam hall without any disturbance. If s/he is reported for resistance or disturbance, serious action including discontinuation of the program will be taken.

Please note that noncompliance of above instructions by the student will attract necessary penalty as per KIAMS rules. Without prejudice to the forgoing provisions, the Institute reserves the right to take any disciplinary action against the student found indulging in any kind of malpractice during the examination, which may extend up to expulsion from the Institute.

CONTINUOUS EVALUATION PROCESS (CEP)

As per the part of our academic process and improvement, KIAMS has decided to conduct the continuous evaluation process in 3 modes/components. In order to ensure timely assessment and conduct of the evaluation, two components of the evaluation i.e. Mid-term examination and Case analysis will be conducted by the examination section during the 15th and 25th session of three credit course and 10th and 15th session of two credit course as per the PGDM schedule. One mode of assessment will be conducted by the course faculty as a part of the continuous evaluation and the assessment sheet will be submitted by the faculty to the examination section by 20th/30th session as per the schedule.

Rubrics of the continuous evaluation process for three credit courses

Name of the component	Max Marks	Number of Modules	Date of conducting
Mid-term	20 Marks	First 3 modules	15 th session of that particular course
Case Analysis	10 Marks	First 5 modules	25 th session of that particular course
Term Project/ Presentation /report writing	10 Marks	All modules	30 th session of that particular course

7. Evaluation of Internal and End Term Papers and Re-Evaluation:

**a) For Internal Exams:**

- i. Evaluated answers scripts of internal examinations will be shown to students. However, students will not be allowed to take away answer scripts.
- b) For Continuous Evaluation assessment (internals), any queries regard the marks obtained will have to be communicated through mail to the Examination cell by marking cc to dean academics (Chief controller of examinations) and the controller of examination will discuss with the examiner directly and conclude before the marks are finalised.

c) For End Term Exams:

- i. End-term answer papers will be shown to the student for review.
- ii. If a student feels the need for reevaluation, s/he must make a written representation as follows:
 - The student must justify in writing that why there should be a reevaluation.
 - This written justification should be submitted to the Examination cell along with a fee of Rs.200/- per question asked to be reevaluated. This should be within 3 days from the declaration of marks or as specified date by the Examination Cell.
 - The written justification will be sent to the concerned faculty for reevaluation.
 - If the faculty accepts the student's contention and revises the marks upwards for that question, the Rs 200/- will be refunded to the student.
 - If for any answer there is no upward revision, then the Rs 200/- for that question will be forfeited by the Institute.
 - Refer to Annexure-1 for Reevaluation iii. Students are strongly advised not to approach or negotiate orally with a faculty for reevaluation, unless the faculty invites the student for a discussion on the reevaluation. If it is reported that students have approached a faculty directly and personally, then disciplinary action will be taken as required on a case-to-case basis.

8. Re-Evaluation and Re-Examinations**a) Absence from Exams**

Students are not allowed to miss any tests, quizzes or examinations without a valid reason with the prior approval of the Director/ Dean for the end-term exam.

Internal Assessment:

Absence from any internal assessment component, without prior permission of the Director & Dean Academics, will be awarded zero marks in that component and students will have to undergo the consequences if they fall short of minimum criteria for passing.

b) End-term Exams:

In the case of end-term exams being missed for any valid reason as approved by the Director/ Dean, the student can take the same when the exam is held again. This will be treated as "first attempt" and will not attract re-exam fee. This will be an end-term paper for 60 marks and the internal marks will be carried forward. The interim grade card will be marked "Z".

Absence during end-term exams without prior permission will lead to the following consequences will apply:

- i) The student will be marked "Z" for that paper on the grade card.
- ii) They will take the exam as a "second attempt" attracting payment of fees of Rs. 5000/- per paper and will be graded to maximum of 'B-' grade.
- iii) Their parents will be informed about the absence.

c) Student Re-Exam/Supplementary Policy.

i. Student Failing in Internal Assessment:

Student will have one chance to clear internals, subject to discretion of Board of Examination. S/he is not eligible for end term examinations.

In case the student fails again, s/he will have to appear for the second and last reexam along with the next batch. A 60 marks paper will be given to the student and the score will be scaled to 100 marks. A student is expected to get 45% to pass, B- being the maximum grade. In case, s/he still fails, s/he will be out of the program.

ii. Student Failing in Term End Exam:

- All students are expected to attend all timetabled examinations (Internal and End Term). Absence is NOT permitted.
- This rule will not apply in case a student does not attend the end-term exam due to serious illness, which is certified by the campus Doctor based on the document(s) of a Specialist Doctor.
- Only in the case of serious illness, where the student has taken prior approval from the Director with supporting document will it be considered as First Attempt, not as re-exam/makeup/supplementary exam.

Please refer to Annexure 1 for re-evaluation form

For all other cases the following consequences will apply:

- Student will be promoted to next Trimester and will have only one chance to clear his/her backlogs in next Term.
- Student's scores will not be considered for award of ranks.
- Student who fails in a course and appears for re-exam will be awarded a maximum grade of B-.
- The re- exam fee will be Rs. 1500/- per paper.
- Student who fail in re-exam/supplementary will have following consequences:
 - Will not be eligible for convocation.
 - Will not be eligible for placements.

In case the student fails again, s/he will have to appear for the second and last reexam along with the next batch. A student is expected to get 45% to pass, B- being the maximum grade. In case, s/he still fails, s/he will be out of the program. A student should

not have “F” in any course at the time of Convocation and Placements. If a student has an “F” in any Term, s/he will not be eligible for the Convocation and for Placements.

d) Fees for Re-exam/Makeup/supplementary Exam

The following table captures the different Re-exam fee categories

Category	Fees per re-exam
Using unfair means in exams and tests	Rs 10000/-
For being absent from the original exam without permission	Rs 5000/-
For being absent from the original re-exam with permission	Nil
For Re-exam/Makeup/supplementary	Rs 1500/- per course

9. Grading a) Pre-requisite for Course-wise Grading

- i. Internal marks (out of 40) will be submitted by the course faculty. Any queries regarding internal marks are in the exclusive purview of the course faculty and the PGDM office will have no role. Once internal marks are submitted to the PGDM office by the course faculty, it is treated as final.
- ii. A student scoring less than 16 marks (40%) out of 40 in the internal assessment and/or 24 marks (40%) out of 60 in End-Term examination will be declared failed and allotted Grade “F”. Overall if a student scores less than 45 marks (45%) out of 100 will also be considered as FAIL (F).
- iii. A student who has not taken an exam for any reason, with or without permission, will be shown as “Absent” – marked as Z.

The detailed grading process is explained below.

10. Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

In every course, the student is evaluated based on two components: continuous internal evaluation and end term examinations. Marks from both components are added together to arrive at the final marks. In each of the components, student must score a minimum of 40 percent of the marks to be declared as pass, and both components put together passing marks is 45 percent. Any student scoring less than the minimum prescribed marks in each subject shall be declared fail. All the students who have scored above 45 marks will be considered for grading. Grading is done on a relative based method using statistics.

The grading is done in the following steps:

a) Conversion of marks to Standardized scores

For a given course, marks obtained by each student will be converted to a standardized score using following formula

$$(student\ mark - mean\ of\ class)$$



Standardized Score =

SD of student marks

b) Conversion of Standardized Score to Letter Credit

From the standardized scores calculated as mentioned in 1.3, a lowest score (negative number) is identified. The highest score is a positive value of this negative number. Once the highest number is thus calculated, a range of normal scores are made based on these lowest and highest numbers. This range of normal numbers is then divided into nine equal baskets and are named from A+ to C-.

A student's standardized score is then matched into these baskets to decide a letter grade. The following table shows an illustrative example. If a student's standardized score for a particular course is 1.285, then the student will get an A+ for this course?

Please note that for each course the basket scores will be different. Therefore, the same standardize score may get a different grade depending upon the range that is generated for that particular course.

Standardized Score	Grade
-1.645	C-
-1.635	C-
-1.625	C-
-1.275	C
-1.265	C
-1.255	C
-0.915	C+
-0.905	C+
-0.895	C+
-0.545	B-
-0.535	B-
-0.525	B-
-0.175	B
-0.165	B
-0.155	B
0.185	B+
0.195	B+
0.205	B+
0.555	A-
0.565	A-
0.575	A-
0.925	A
0.935	A
0.945	A
1.285	A+



1.295	A+
1.305	A+

Notes:

- This system has been tested for a class of as low as 10 students and is found to work fine for grading.
- If majority of the students get similar marks (e.g. 80 marks) in a particular class, the grades are likely to hover around B.
- The mean for a course to be revised every year by including the data for past years for the same course to get robust results.

c) Conversion of Letter Credit to Grade Point

Once the grades are calculated as above, the following table will be used to convert the letter grades to grade points.

Letter Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

An equivalent of a student scoring a grade point of 7.5 will be equal to

$$\text{Equivalent \%} = 7.5/9 * 100 = 83.33 \%$$

d) Grade Point Average (GPA) Calculation:

GPA is used to measure and monitor the student's academic progress. It is the basis of their academic standing and determines whether they are eligible to progress with their studies at the KIAMS.

The GPA is calculated by dividing the sum of all grade points by the sum of all credits attempted. Courses where the student has been designated as AB (Not appeared / not permitted) are not included in GPA calculations.

GPA calculations are done in four steps:



- i. We convert the letter grade for each course to a Grade Point Value. Note that notations of AB (Not appeared) are not included in any GPA calculation. ii. We calculate the Total Number of Grade Points for each course by multiplying the course's Grade Point Value by the number of credits assigned to the course.
- iii. We calculate the sum of the attempted course credits for the Term. Then we add up the total number of Total Grade Points. iv. Finally, we calculate the Grade Point Average by dividing the total number of grade points by the sum of the attempted credits.

$$\text{GPA} = \frac{1G1 + C2G2 + C3G3}{\dots\dots\dots C}$$

$$C1 \quad C2 \quad C3 \quad \dots\dots\dots$$

Where C1, C2, C3....denote Credits associated with the courses taken by the students and G1, G2, G3.....are the grade points of the letter grades awarded in the respective courses in a Term.

This table illustrates an example of a GPA calculation: (Sample)

Course	Grade	Grade Point	Credits	Grade Credit Points
1GC01	A	8	3	24
1GC02	A+	9	3	27
1GC03	B-	4	3	12
1GC04	B+	6	2	12
1GC05	C	2	3	6
1GC06	C+	3	3	9
1GC07	B-	4	3	12
1GC08	B	5	2	10
1GC09	Z	--	--	--
			22	112
GPA = Total Grade Points/ Total credits =				5.09
112 / 22				



e) Cumulative GPA (CGPA) Calculation:

The CGPA is calculated by dividing the sum of total grade points obtained by the student at KIAMS by the sum of all credits attempted.

The CGPA is used to describe overall performance of the student in all courses in which s/he is awarded letter grades, since her/his admission to the Institute up to the latest Trimester. It is the weighted average of grade points of all letter grades received by the student from her/his admission to the institute and is computed as follows:

$$\text{CGPA} = \frac{1\text{GP1} + \text{TC2GP2} + \text{TC3GP3} + \text{TC4GP4} + \dots + \text{TC}}{\text{TC1} + \text{TC2} + \text{TC3} + \text{TC4} + \dots + \text{TC}}$$

Where $1, \text{TC}^2, \text{TC}^3, \text{TC}^4, \dots$ denote Total Credits associated with the term secured TC by the students and GP1, GP2, GP3, GP4,.....are the Total grade points awarded in the respective terms.

Following table illustrate an example of CGPA Calculation:

Term	Credits	GPA scored	GPA*Credits Points
1	25	5	125
2	25	7.1	117.7
3	18	6.5	117
BI	6	7	42
4	20	5.2	104
5	18	5.6	100.8
6	6	5.8	34.8
	118	42.2	641.3
	CGPA = Total (GPA*Credits) Points/Total Credit		5.43



Formula –

$$\text{Equivalent \%} = \frac{55}{9} * CGPA + 45 = \%$$

Example a % equivalent of a student scoring a grade point of 7.5 will be equal to

$$\text{Equivalent \%} = \frac{55}{9} * 7.5 + 45 = 90.83 \%$$

Results Committee

Results committee will audit and authorise the result before declaring the result. If needed the committee has a right to go for moderation process.

f) Grade Card

Each Term results (GPA/ CGPA) will be finalized in the succeeding Term and captured in a grade sheet format. The grade sheet will be issued Term-wise on the Institute letter head. All Term-end results will also be forwarded electronically to the student. The official consolidated grade sheet of all 6 trimesters, after all exams are cleared, will be given to the student with the diploma. If after all attempts permitted, a student does not clear all exams, then the Official consolidated grade sheet will be given indicating 'F' for courses in which the student has failed. No diploma will be awarded.

g) Duplicate Marks sheet/Grade card/ Certificate

Procedure for Issue of Duplicate Degree Certificate

A student who wishes to apply for Duplicate Marks sheet/Grade card/ Certificate need to write an application to the Institute with an Affidavit.

You have to include the following in details in the affidavit:

- i) Your full name
- ii) Name of Institution
- iii) Period of course
- iv) Name of course
- v) Name of mark list or certificate lost
- vi) Date of issue of the lost certificate
- vii) Registration number of the student
- viii) How you lost the certificate
- ix) When and where you lost it



- x) Did you make any police complaint xi)?
- xi) Name of police station and Complaint number xii)
- xii) Date of filing complaint?
- xiii) Photo copy of Grade Card/Marks Sheet/Certificate.

Charges:

Application fee for Duplicate Marks sheet/Grade card/ Certificate is given below: Student has to pay Rs.750/- per Marks's sheet/Grade card with application. Application should append with affidavit.

Student can choose one of the two modes of application:

Normal:

Under normal mode fee is Rs.750 per document where the requested document will be given at the time of next Convocation.

Tatkal

Under Tatkal mode a fee of Rs.3000 per document where the document will be given within 30 working days.

Note:

No change in the name of the student will be entertained.

Kindly note that it takes approximately 30 working days from the day of receiving the above documents to process an application for the issuance of a duplicate Degree (this excludes postal time).

Candidate has to pay an amount towards the processing fee through online (OR) Demand draft in favor of "Kirloskar Institute of Advanced Management Studies" payable at respective campus where applied."

In application, Student have to mention the complete address where the document needs to be delivered.

Application for Duplicate Copy of PGDM certificate, refer Annexure 7

I. Knowledge Resource Centre (KRC)

KIAMS Knowledge Resource Centre (KRC) is developed to be the knowledge hub of the Institute. It's the nerve centre and the heart of the institute and plays a vital role in supporting teaching and learning activities, and provides the primary source for individual research. The KRC is fully automated and equipped with books, magazines, journals, CDs and electronic databases.

Currently the KRC has 6000 books of 2500 titles. It subscribes to 17 national journals and international journals, 15 business magazines and 8 newspapers.

ProQuest Databases

For research in all areas of business and economics, the ABI/INFORM Collection contains full-text scholarly and trade journal articles, dissertations, company profiles, industry reports, working papers, global business news, and more.

ABI/INFORM Collection remains the gold standard when it comes to business research databases.

Business Dissertations Provides over 50,000 full-text dissertations

Working Papers Offers more than 500,000 working papers providing access to important business research



Business Cases Features thousands of business cases, hundreds in full text.
Annual Reports ABI/INFORM Trade & Industry or the Business Premium Collection only)
Includes over 200,000 annual reports from global companies.

Knimbus e-library

Knimbus eLibrary is a rich content platform for institutions to build their customized eLibrary portal which provides their users all the knowledge available through the library on any device from anywhere. eLibrary aggregates all the library subscriptions, e-book collections, open access resources, multimedia learning content and electronic document repositories - all on one cloud platform

1. Electronic Resources Available at Knowledge Resource Centre (KRC)

SR. No	Database	Description
1	ProQuest Database	For research in all areas of business and economics, the ABI/INFORM Collection contains full-text scholarly and trade journal articles, dissertations, company profiles, industry reports, working papers, global business news, and more. ABI/INFORM Collection remains the gold standard when it comes to business research databases. Business Dissertations Provides over 50,000 full-text dissertations Working Papers Offers more than 500,000 working papers providing access to important business research Business Cases Features thousands of business cases, hundreds in full text. Annual Reports ABI/INFORM Trade & Industry or the Business Premium Collection only) Includes over 200,000 annual reports from global companies.
2	ACE Analyzer	Ace Analyzer database provide information/data on Company Information, Equity Markets, Commodities Markets, Derivative Markets, Macro Economy: Covers the National Income statistics, Money & Banking, Price Indices and other Economic Data.
3	McGraw Hill eBook Library	More than 2000 e-book titles in Business and Management. E-Books and E-Guides on Business Skills, Career Advice, Entrepreneurship & Small Business



		Management, Finance 86 Investing, Human Resources & Training, Leadership 86 Management, Process Management, Real Estate, Sales & Marketing etc.
4	National Digital Library of India	The National Digital library of India (NDLI) is a project under Ministry of Human Resource Development, India. The NDLI provides free of cost access to many books in English and the Indian languages.
5	Knimbus e-Library	Knimbus e-Library is a rich content platform for institutions to build their customized e-Library portal which provides their users all the knowledge available through the library on any device from anywhere. e-Library aggregates all the library subscriptions, e-book collections, open access resources, multimedia learning content and electronic document repositories - all on one cloud platform

2. Guidelines& Rules for KRC

- a) While entering the library, a person should leave their personal belongings, such as bags, brief-case, individual books, and parcels at property counter of the library at their risk. However, they can carry loose papers and notebooks.
- b) A person desirous of using the library has to enter his/her name time (in and out) and put his/her signature in the register kept for the purpose at the entrance of the library.
- c) A person leaving the library must if required to do so by a member of the library staff, present Library items and folders, bags and similar objects in their possession for inspection by a member of the library staff.
- d) The users for the library are requested to take care of their belongings (laptops, devices and other things) inside the library premise otherwise, the library is no way responsible for the loss of above said articles or goods.
- e) No monetary compensation can be claimed from the library in case of any damage to personal belongings of users inside the library.
- f) The library follows an open access system. Books or other materials taken from the stacks **should not be re-shelved** by the readers but should be left on the tables reserved for this purpose. Please remember that a book misplaced is a book lost.
- g) Library items must not be marked, defaced, mutilated or damaged in any way. If anyone is found doing so, he will be charged the full replacement cost of the material and other disciplinary action initiated.
- h) Eating, drinking and smoking strictly prohibited inside the library.



- i) Mobile phones must be set to vibrate or silent ring mode while in the library, and are not permitted to be used inside the library. Fine will be charged **Rs.500/-** if found guilty for using the mobile phone inside the library.
- j) A person may enter and remain only in those parts of the library that the individual is authorized to use.
- k) A person must not use any part of the library for any organized gathering without the authority of the Librarian. A person must not deposit or distribute any advertisements, leaflets or similar material in the library without the permission of the Librarian.
- l) A person must satisfy before leaving the issue desk as to whether the book is in sound condition or not. Otherwise, he/she may be responsible, if a damage is noticed during return.
- m) A person must behave with decency and decorum. Any irregularities may kindly be brought the notice of Librarian / Library Committee /Associate Dean (Academics) for necessary action.
- n) Users are requested to follow a decent dress code inside the library.
- o) Readers should maintain peace in the library and should not disturb other users in any way.
- p) The Librarian may prescribe those certain areas of the library are to be used for specified purposes only, or by individual persons or groups only. A person must not use those areas in contravention of that prescription.

3. Circulation Hours

Faculty, Staff & Students	Monday to Friday	08:30 AM to 11:00 PM
	Saturday and Sunday	08:30 AM to 05:30 PM

4. Eligibility to Borrow Books

The registered members shall be permitted to borrow books and other publication from the KRC by producing KRC membership card. The eligibility of loan is listed below:

Category of Members	Entitlement	Period of Loan
Faculty	15	120 Days
Visiting Faculty	2	15 Days
Officers	2	30 Days
Staff	4	15 Days
Students	4	07 Days

***NOTE: KRC can recall the same if the urgent need arises.**



5. Overdue Fines

Late Fine	Entitlement
Per Book(s)/ Per Day	Rs.10.00
Overnight Issued Book(s) (Per Day)	Rs.20.00

6. Borrowing from the Library:

- Books can be borrowed against library membership/ PG ID designated/issues by the library to the borrowers.
- Borrowing facilities are given only to the members of the library.
- Books or other documents may be borrowed only against the library membership.
- The borrower is responsible for any book issued against the library membership as per the library records.
- Users will be receiving system generated automated emails from the KIAMS Library Pune email account for Issue and Return of books.

7. Re-Issue and Recall of Books:

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

8. Condition of Loan:

- Borrowers must satisfy themselves about the physical condition of the books before borrowing. They shall be held responsible for any damage or mutilation noticed at the time of returning the book(s).
- All books on the loan shall be returned on or before the due date marked in the mail that a User will receive as a receipt when he/she issues a book, failing which late charges shall be realized from the borrower. Repeated violation of this rule by the members, may lead to suspension or cancellation of the membership of the defaulting member.

9. Reservation of Books:

- a) A book on loan can be reserved for a member on his/her formal request.
Intimation will be via email to the member who asked for reservation immediately after the return of the book. The requester shall collect the book within one day from the date of issue of notice. Failing which same shall go back in normal circulation and the reservation of book will be cancelled.

10. Loss of Books and Journals

General, Text and Reference Books

- a) A book lost by the member shall be replaced either with the latest edition, or an additional 10% of the current price shall be charged for Indian books and for Foreign books an additional 20% of the current price of the book need to be collected. Indian edition shall be replaced by the Indian edition and the foreign by the international edition.

- b) Loss of borrowed material must be immediately reported in writing. The replacement charge for lost material will also include late charges, if applicable.
- c) Lost issues of the journals shall be replaced by the member within one month from the date of loss; else the member shall have to bear the current cost of the complete volume or set.

11. Damage to Books:

The Librarian and Chairman-LC shall be competent to impose any of the following penalties if any member is found guilty of stealing/destroying/defacing/disfiguring etc. a book and other reading materials:

- a) To realize the current cost of the book(s) with fine of Rs.1000/- will be charged and suspension of library membership for one Trimester, if found guilty of stealing the book by a member.
- b) To realize the current cost of the book(s) with fine of Rs.500/- will be charged and suspension of library membership for one month, if the book is damaged/defaced/ disfigured by a member.

12. Misbehaviour with Library Staff Members:

Any user found guilty of misconduct with library staff members will be referred to Chairman-LC/Library Committee/ Dean Academics for disciplinary action.

13. Appropriate Uses of Electronic Resources

Appropriate uses of databases, e journals, and other electronic content provided by the Knowledge Resource Centre (KRC), KIAMS.

E-resources provided by KIAMS are governed by license agreements that restrict use to currently enrolled KIAMS students, faculty, and staff. The use of online resource is governed by applicable copyright laws as well as the terms of the license between KIAMS and the publisher.

The following activities are generally prohibited:

- a) Commercial use E-resources licensed to the University are restricted to academic usage. Separate licenses, payments and permissions are required for commercial use.
- b) Downloading an excessive portion of a resource (e.g., an entire journal issue).
- c) Electronically transmitting online content to non-KIAMS affiliates.
- d) Posting articles to Blackboard or a public website. Post a link instead. For information on adding full-text resources to your Blackboard page,
- e) Use of robots or spiders or other programs for automatic or systematic downloading of content.
- f) Creating a derivative database from the e-resource and making that available to others.
- g) Sharing IDs and Passwords. As stated in KRC's Code of Conduct for Computing Systems and Services, KIAMS users should not share their user IDs and passwords, nor should they enable anyone who is not an authorized user to gain access to materials licensed to KIAMS.

Publishers and vendors carefully monitor web activity. Breaches of the license terms may result in loss of privileges for the individual and loss of e-resource access for the entire Institute.

Specific terms and conditions for each e-resource are generally available from a link on the publisher's site. If you have any questions about your intended use of the resource, please consult these terms or ask library staff for assistance. If you need help or advice accessing or using our e-resources then please get in touch. If you are having problems, please remember to include details of the resource you are trying to access, the route you have taken and any error message you have received.

Please fill in and submit annexure 9 in the LRC

J. Project and Other Assignments in Courses

All project reports and submissions of course related assignment, etc. should be submitted to the program Office/ faculty concerned as per the dates announced. Late submissions may invite penalty in the grade awarded, as decided by the faculty concerned. After finalization of marks any such late assignment(s) will not be considered.

Please refer to annexure no. 2

K. . Live Projects

In addition to the commitment to academic excellence, the Institute encourages the students to take up live projects available with companies. These projects can be obtained by, personal contact of the students, individual faculty, or through institutional contacts. If the live project is obtained by the Institute, then allotment of live project to the students will be based on merit.

L. Participating in Paper Presentation/ Conference/Management Fest

Students are encouraged to present papers in Conferences at the national and international level. They are also encouraged to participate in Management Fests of reputed B-Schools.

Following procedure to follow by a student who intends to attend Conference/Management Fest:

- a) Student has to present the paper to the concerned Area Chair/ faculty body for initial approval.
- b) Area Chair, based on the quality work, will recommend the same to the Dean Academics/Director for approval.
- c) The Dean Academics/Director will take a call based on the recommendation.
- d) Attendance will be provided to a student who is allowed to attend Conference/Management Fest.
- e) A limited number of research assistant-ships from time to time may be available for all students of Full Time PGDM Program
- f) There will be a notice from concerned faculty inviting applications from students to assist them in doing a research project for a stipulated period of time.
- g) Students will be selected by the faculty under whom they wish to work.

Students will be sponsored to attend academic competitive events in premier institutes (based on CGPA till last term). If they win, a cash award will also be given to them.

In case a student/group of student wish to participate in academic or in industry sponsored competition on their own with prior approval of the Director, they may be given waiver of loss of attendance. Director's approval will be based on academic merit of the students' concerned

M. Value Added Compulsory Workshops/ Activities

- a) Soft Skill training
- b) Studies on MBA graduates worldwide have shown that they are very strong on concepts and technical knowledge but are very low in soft skills. Industry has consistently pointed the above feedback. Based on this the Personality Development Program has been designed.
- c) Outbound Training (OBT) extensively used by the corporate and academic world in India and overseas. The Outbound Training (OBT) enables learning and experiencing challenges in an unfamiliar terrain. Creative activities, nature trails, interactive exercises are woven together to enhance team building, inculcate leadership and delegation abilities as well as learn about the latent facets of one's own personality. The OBT program works on the principles of experiential learning, and challenges one to take risks and operate out of one's comfort zone, thereby providing enough data for self as well as group development and leadership. These sessions will be conducted by the student committees under the guidance of the faculty members.
- d) Mentor-Mentee- StEP (Student Enrichment Program): The students are facilitated with a mentor throughout their PGDM program where in they are prepared for personal interviews, group discussions, improving self-confidence grooming for interview, general knowledge and any other guidance required for their course. Weekly one session will be conducted.
- e) Current News and Business Analysis (CNBA): KIAMS Pune, has provided a student subscription of the Business Standard, wherein the daily distribution is done to every individual student in campus. Here the faculty will conduct sessions of the News and Business area-wise. Weekly two sessions will be conducted. This is to enhance the student's general knowledge and information in current affairs.

N. BUSINESS IMMERSION (BI)**1. Preamble:**

Business Immersion at KIAMS is research driven to enable students to understand the industry and also to learn industry practices. Students have to meet the respective Faculty Guides (FGs) before they leave for their Business Immersion in order to discuss the proposal and also to bring in quality into their processes as well as to bring in the very important connect between industry, academia and learning. Note: KIAMS has decided to award 1st and 2nd prizes for best student paper and best project presentation on the succeeding Foundation Day.

2. Introduction

The BUSSINESS IMMERSION PROGRAMME (hereafter BI) forms an important component of education at KIAMS. It is an attempt to bridge the gap between academia and industry. At KIAMS, student interns undertake a three months rigorous BI in various companies after completion of 3rd Trimester. The program carries a weightage of 6 credits. The BI, which will be a simulation of real work environment, requires the student interns to undergo the rigor of professional environment, both in form and in substance. In this process, it provides an opportunity for the student interns to satisfy their inquisitiveness about the corporate world,



provides exposure to technical skills, and helps them to acquire social skills by being in constant interaction with the professionals of other organizations.

3. Support:

Various functionaries such as KIAMS' Director, Dean Academics, BI Faculty Coordinator, Faculty Guides, Company Guide, Placement Executive, student representatives for placements (PRs) and PGDM office shall ensure proper coordination and smooth conduct of BI. Faculty Guides will help the student interns in successful completion of BI. Company Guides, senior manager/executive of the company, also guide the student interns and help the Faculty Guide in monitoring the student interns' progress.

4. Objectives

1. To provide an opportunity to the student interns to practice the concepts learnt, in real life situations.
2. To sensitize the student interns to the nuances of the workplace by assigning time-bound projects in a company.
3. To create awareness among the student interns about their strengths and weaknesses in the work environment. d) To provide the student interns a level playing platform to take up on-the-job training and develop a network which will be useful in enhancing his/ her career prospects.

5. Procedure

- a) Placing of students for BI are to be routed through the Placement Cell.
- b) Each student has to submit a resume of his/her in the prescribed format by a specific date stipulated by the Placement Cell.
- c) There is no limit on the number of applications a student can make for BI as long as he/she has not received an offer for BI.
- d) Short listing of students through their resume is invariably done by the companies on the basis of information supplied by the students in their application.
- e) In case a company insists on short-listing to be done by the institute; it will be done on the basis of available grades at that point in time. If trimester grades are not available, the past performance of the students will be taken into consideration.
- f) Once a student makes an application to a company and the company requires him/her to undergo the selection process (test, group discussion, interview, etc.), it is mandatory for the student to participate in the process unless he/she is already given an offer by another company. If a student is absent from a GD and/or interview of a company for which his/her bio-data is submitted, then the institute will no longer take responsibility for BI. The students have to find a satisfactory BI on his/her own, or do the BI with the junior batch.
- g) At the time of interview, students should not negotiate with the prospective employer about stipend.
- h) The moment the First Offer is made to a student; it will automatically exclude him/her from the next process. Subsequently he/she shall not be allowed to sit for or change his/her BI

Company to any other company. Attempts to do so will render the student ineligible for Final Placement.

- i) Location preference will not be given to any student. Students should be ready to work in any location.
- j) If a student does not appear for interview after submitting the resume, it will be treated as withdrawal from the institute BI process.
- k) It is the Institute's responsibility to place students for BI. However, if a student wishes to try on her/his own for BI he/she will be allowed to do so up to 15th Jan., 2020, after which he/she will have to undertake BI in the companies where the institute posts them.
- l) The students will be required to complete their BI and submit a copy of:
 - i. Their complete project report in a format as prescribed by the institute in a compact disc (CD). Hard copy is not necessary.
 - ii. The BI completion certificate duly signed by the Company Guide (scan copy) should be included in the project report.
 - iii. Evaluation of the project from the company in the prescribed format.
 - iv. In case a company does not allow a student intern to share data of his/her BI report with the Institute, in such case the student intern will have to obtain a certificate from the Company Guide on the letter head of the company.
 - v. The student will have to submit a copy of the methodology and other information to the institute.

Only students who have completed the BI in all respect are eligible for Final Placement Programme. A failure in BI will require the student to complete the BI with the junior batch.

6. Allotment of Guides for student Interns:

- a) BI Faculty Coordinator will be responsible for the allocation of students to various Faculty Guides (FGs) and the FGs allotment need not be based on the area of specialization. Students can approach any of the faculty members in case of any doubts / clarifications. Change of Faculty Guide shall not be permitted.
- b) Faculty Guide (FGs) play a very important role during the BI process of the student. All the developments/progress about the BI should be clearly communicated to the FG, who is also responsible for allotting marks to the student interns at each stage of submission of the reports.
- c) Faculty Guide to Student ratio is 1:12 approximately.
- d) In case KIAMS does not have sufficient internal faculty to allocate to the students as FGs then institute will arrange for Visiting Faculty (not necessarily the KIAMS – BI existing visiting faculty) exclusively for the BI process.
- e) Company Guide (CGs) will be allocated by the respective companies where students are pursuing BI. Student interns should develop a professional relationship with the CGs and the relationship is instrumental in completing BI successfully. This is called as the point of contact (POC).
- f) BI Faculty Coordinator from KIAMS will be the nodal point for whole of the BI process.

O. Institute Communication through Mobile App and Student Email

a) Introduction

The purpose of the student email protocol is to ensure effective and reliable communication with students by the Institute. KIAMS uses email as an official means of communication with students and provides email to each student as the formally supported email service.

b) Expectations about student use of email

Students are expected to check their email on a frequent and consistent basis in order to stay aware of, and comply with, important notices and instructions from the Institute. Formal communications from the Institute will be made via email. Students have the responsibility to recognize that certain communications may be urgent and require timely attention.

"I did not check my email", errors in forwarding mail to external service providers, or email returned to the Institute with 'Mailbox Full' or 'User Unknown' are not acceptable reasons for claiming non-receipt of official Institute communications via email.

c) Assignment of student email

Official Institute email accounts are provided to all registered students. The addresses form is: batchnumber.name@kiams.ac.in. Each Batch will be provided with common mail id.

The official email address will be maintained in each student's record and it is these email addresses from which distribution lists are compiled. Students should collect from IT department and activate their account by logging in with the username and password provided by the Institute. (Students have the option to change the password provided by the Institute). If a student chooses to have email redirected from their official address to another email address (e.g. @gmail.com), they may do so but at their own risk. Any misuse of the email system will be considered a breach of regulations and will be acted upon accordingly. It is a violation of Institute policies, including the Student Code of Conduct, for any user of official email addresses to impersonate an Institute member, staff member, or student.

d) Assignment of Mobile Application:

Students will be provided with mobile application which they need to install in their mobile. This will enable each student to track his/her academic performance and get updated with the communications related to course assignments and marks.

P. Dean's list of Awardees:

10 % of the batch on the basis of highest yearly CGPA will be under Dean's List and will get a certificate at the end of each year.

Students obtaining F grades appearing in the re- exams in the current academic year will be ineligible to be listed in the Dean's List of the current academic year as well as in the Dean's list of the next year(s).

Q. Parent Communication:

The Parent communication portal is a way to connect with the Parent and keep them informed about their ward's progress at the Institute.

A letter or email is sent to the parents from the PGDM office as & when required stating the progress or any incident report of the student.

It may include appreciation of meritorious achievements or any disciplinary concerns of the students that need to be intimated to the Parent.

All communication via post is to be on the Institutes letter head and duly signed by the Dean Academics.

Refer to Annexure for 5 Change of Address

R. Convocation

Convocation is when the institute and broader community recognize your years of study and dedication, and join in celebrating your achievement! It is a formal acknowledgement and reflection of your development.

It will be conducted after minimum of 25 working days from your last day of the 6th end term examination.

Usually conducted in the last week of April every year. Wherein the governing council president and members are present along with prestigious chief guests who are eminent personalities from the industry, to award the students with their degrees.

Students are supposed to confirm their presence on the form that is shared along with the invitation. They are supposed to follow the instructions given accurately as this is a solemn occasion.

S. Co-Curricular & Extra Curricular Activities:

a) Student Committees

- i. Student Committees facilitate likeminded individuals to meet, share their interests and polish their skills. The Committee also provide a platform to interact with the Alumni and Professionals from their field of interest, helping them to build formal and informal networks while exploring career opportunities
- ii. The Committees have various activities to improve the skills of every individual. Some of the activities organized by them include inviting distinguished Speakers for Guest lectures, organizing Management meets, treks / trips, Career fairs, Social events & publishing magazines and newsletters which in total will enrich the all-round development of the students.
- iii. Every Committee has a Faculty mentor, points of contact (POC), and Executive Committee members.
- iv. Students' involvement with these committees can be at any level - as Participant, Executive Committee Member, or as an Office bearer.
- v. The role of the faculty mentor is to but not limited to:
 - Advise the Committee members on planning of club activities and events, as and when required.
 - Ensure that the club activities are compliant with KIAMS –Pune policies
 - Be directly responsible for all committee finances, regardless of support from KIAMS- Pune and approve / deny the method and amount of all expenditures.

All expenses incurred are borne by the Institute or by the students themselves. The decision in the matter with respect to source of funding rest solely with the Dean Academics.

- vi. The regular course related activities shall always get priority over Student Committee activities and hence such activities cannot be an excuse for not attending the regular classroom sessions and the course work. Student committee's activities are meant to augment the curriculum learning and not to be treated as a substitute to classroom learning.

b) List of Student Committees

1. Academic Committee
 2. Sports Committee
 3. Cultural Committee
 4. Management Fest Committee
 5. Corporate Relations Committee
 6. Alumni Committee
 7. KIAMS Bulletin Committee
 8. Placement Committee
 9. Social Media Committee
 10. KRC Committee
 11. Research Committee
 12. Hostel and Mess Committee
- The PGDM office will schedule a fixed time frame during the week for the committees to plan events or activities for the students.

Procedure at the office:

1. Once the schedule is made the concerned Committees have to propose an activity to the Dean Academics.
2. After approval of the activity the committee's members have to execute the approved plan in the given time slot.
3. A detailed report on the event is submitted to the PGDM office within 48hrs after the completion of the event.

Please refer to Key Roles and Responsibilities for each committee from page 85-88.

c) Competitions/Participation

Students are encouraged to participate in reputed national and international competitions that may place them in the spotlight. This helps the students to showcase and improve their knowledge base and skills.

- Students desirous to participate in such competitions would need to inform by email to the Faculty members whose sessions they would not be able to attend during that period
- Students will need to seek prior approval in writing from the Dean Academics before they represent KIAMS-Pune.

- Students have to ensure that the sum total of leave availed for participation in such competitions along with other leave of absence does not go beyond twenty five percent of the total number of sessions in any of the course(s)
- Students' participation in external competitions is mostly self-financed. Only in some exceptional cases the expenses are borne by the Institute on prior approval in writing from the Dean Academics which is to act as an encouragement to place the "winning foot forward".

Procedure at PGDM office:

- i. Student writes an e-mail to the PGDM office, applying for permission for the competition which details the time, date and other requirements for the participation.
- ii. The PGDM office discusses with the Dean Academics and reverts back with the final decision.
- iii. Once approved, the required arrangements are then e-mailed to the Admin department and to the concerned students for necessary logistics.
- iv. The PGDM office will issue a letter of introduction for each participant who in turn will ensure that the same is officially acknowledged by the Institute / Organization / Establishment where the event is being conducted. This then needs to be submitted to the PGDM office along with the event report for the Dean Academics perusal.

T. Withdrawal:

- a) **From Courses:** A student can request for withdrawal from any elective course, provided this withdrawal does not affect the graduation requirements of the student in terms of total number of credits required. The student in such a case has to pay a sum of rupees five thousand if the course has completed five sessions.
- b) **From Term:** A student can withdraw from the term due to ill health or any other valid reasons. Such students need to register themselves for the foregone term in the next offering.
- c) **From Program:** A student may withdraw anytime from the PGDM program citing reasons.

Such students will be deemed to have discontinued from the program. In all the above cases the written request needs to be submitted to the PGDM Office and for approval from the Dean Academics.

U. Discontinuation from the Program

A student may be recommended for Discontinuation from the PGDM program by the Disciplinary or the Examination Committee. In case of uninformed absence of more than 4 weeks, a student will automatically be deemed to have discontinued from the program.

V. Leave process:

Format of forms (Refer to Annexures 12, 13, 14)

- a) **Student Leave form no. 01.** To be used for general reasons.
- b) **Student Leave form no. 02.** It will be used for medical reasons.
- c) **Student Leave form no. 03.** It will be used in case of emergencies.



Requests for leave

The PGDM forms are designed for leave request by students. These forms will be available with the students and also at the PGDM office during working hours. The contact person in the PGDM office will be the Academic coordinator.

a) Student Leave form no. 01

- PGDM office should receive an e-mail from parent/guardian and upon verification of authenticity of the case, the leave may be sanctioned.
- Students should fill this form when the reason for leave is general such as “night out, home visit etc”. This form will not be applicable and accepted for any reasons other than those mentioned above.

b) Student Leave form no. 02

- PGDM office should receive an e-mail from parent/guardian. Upon the verification of the authenticity of the case, the additional leave (beyond 15%) may be granted.
- Student should fill this form only when there is a medical emergency and it needs to be approved beyond 15% of the attendance norm.
- This form has to be submitted with a medical certificate from the college appointed/ approved doctor.

c) Student Leave form no. 03

- PGDM office should receive an e-mail from parent/guardian. Upon the verification of the authenticity of the case, the additional leave (beyond 15%) will be granted.
- Student should fill this form and submit in case of an emergency situation, like a critical situation or a mishap/loss of immediate family member. This form will not be applicable and accepted for any other reason than the one's mentioned above.

W. Grievance Redressal

Grievance redressal procedure is designed to maintain a conducive and unprejudiced environment. The procedure for handling grievances is as follows:

- a) An aggrieved student shall first present in writing his / her grievance to his / her Area Chairperson. Area chairperson should address the grievance within one working day and resolve at the earliest.
- b) If the redressal of the grievance is unsatisfactory, the aggrieved student may forward his / her request to the PGDM office within two working days.
- c) If the aggrieved student is not satisfied with either of the outcomes, he / she may choose to bring the matter to the notice of the Grievance Redressal Committee which consists of the Dean Academics, Two Faculty members and the Admin in charge.
- d) They will address and resolve the issue within a pre-specified time period depending on the gravity of the issue

- e) If the aggrieved student is still not satisfied, he / she may forward his request to the Director within two working days. The Director will take a suitable and appropriate decision in this matter and communicate the same to the aggrieved student within two working days. The decision taken by the Director shall be final and binding.

X. Issuances

For any type of issuances such as Bonafide certificates, demand letter for fee disbursement or duplicate Score Card, Letter of participation.

Steps followed:

1. An e-mail is to be sent to the PGDM office stating the purpose of the application.
2. The PGDM office will revert within 24hrs subjected to the type of certificate requested.
3. The student can come and collect the letter/certificate on the stated time and date by the PGDM office.
4. All issuances that can be generated in the PGDM office itself, must be processed within 2 working days after the receipt of the email form the student.

VII. FINAL PLACEMENT GUIDELINES AND PROCESS

1) Scope

To provide placement assistance to the graduating students by facilitating interaction between prospective employers and creates a forum to help them to make mutually beneficial choices. The campus recruitment is one such forum, which facilitates efficient and informed choices. The companies have the option to hold pre-placement talks (PPT) to directly communicate with the students and provide information that students may want. Student concerns are around the nature of the job, remuneration package, learning and growth opportunities, work environment and places of posting.

Final placement is the responsibility of the student, where the Institute and the Placement department provides all necessary support and facilitation.

2) Placement Process

The process for Final Placements is organized by the Placement Committee (PC) which keeps in constant touch with industry and alumni. A placement brochure with profiles of graduating students of PGDM programme is prepared and circulated amongst prospective employers across industry sectors.

Placement activities of the Institute is managed by the student members of the Corporate Relations (CR) and Placement Committee (PC) who all work under the overall supervision and directions of the Director and Placement Executives.

PC Committee Structure:

Director – Ex Officio Member of the team
Head - Corporate Relations
Faculty Area Chairs
Manager – Corporate Relations & Placements
Assistant Managers – Corporate Relations



Four Student Representatives

As a matter of policy, the academic work of the students will take precedence over placement activity, and in no case, it will be subordinated to placement. The Institute facilitates the process for career development. There is no obligation on the part of the Institute to find placement for any student

1. Rules for Final Placement (Subject to changes by the PC)

Role of Placement Committee (PC) is to provide placement assistance to the graduating students. It brings together the students and the potential employers and facilitates their interactions. For this purpose, the PC corresponds with organizations, arranges interview for students, and carries out coordination activities.

2. Eligibility

- a) Area of specialization for PGDM can be mentioned by a student in his/her CV if he/she takes minimum 18/21 credits in a particular area. KIAMS provides a student the opportunity of doing dual specialization if he/she takes minimum of 18/21 credits each in two different areas. For Core specialisation student has to take minimum 42 credits.
- b) Students should clear all the courses opted for till 3rd Trimester for being eligible for the placement process. Students having any backlogs will not be considered for placement process. Students who have been debarred for copying or absenteeism will also not be eligible for the placement process
- c) All graduating PGDM students are eligible to receive placement assistance unless otherwise debarred from receiving such assistance.
- d) Placement assistance could be suspended because of non-payment of fees and other dues to the Institute.
- e) Students against whom action was taken for breach of discipline and general misconduct may not be eligible for placement assistance.
- f) **It is mandatory for all the students to attend all the CNBA / GD / Aptitude Test / Guest Lecture / Mock Interviews arranged by the Institute. Students not attending the above sessions will be out for first five top companies' campus selection.**
- g) Only students who have completed the Internship in all aspects are eligible for FINAL PLACEMENT PROGRAMME. A Failure in Internship will require the student to complete the Internship with the junior batch.

3. Placement Activity Chart.

SR.N	Activity Details	Date	Responsibility / Remarks
1	Election of PRs (Placement Representative)- This is done by personal interview. Conducted within first term.	Trimester-I / July	Students / PGDM Office / Faculty / Officers from Corporate Relations and Placement Department



2	Functional eligibility-Students have to opt for Function I and Function II	Trimester-II / November	Students / PGDM Office
3	Choosing companies- There are five ways of choosing companies <ul style="list-style-type: none"> Existing companies -recruited or visited Placement Consultants Students choice companies Recruiter of other B-School Alumni references 	July / August	Corporate Relations & Placement
4	Authentication of database Students are given companies and asked to clean the database in terms of contact number, contact person, email id and exact location	July/August	Students / Corporate Relations & Placement
5	Contacting companies <ul style="list-style-type: none"> Physical-Executives identify must visit companies from the list. Student's help is taken in fixing appointment and visits are carried on by only Placement team, Faculty and Program Director. Electronic- Placement invitation sent by mail. 	August onwards	Students / Corporate Relations & Placement
6	Appointment of Placement Consultants (if required)	July / August	Corporate Relations & Placement
7	Making of placement brochure <ul style="list-style-type: none"> Collecting student's database Business Immersion and name of companies Coordination for format, designing, printing Sending it to corporate 	August / September	Corporate Relations & Placement
8	Placement Process & Follow up- Contacted companies are classified into Green, Orange and Red. Green and orange companies are followed up in following steps- <ul style="list-style-type: none"> CV Sent to them Shortlisting of candidates Scheduling of interviews Getting feedback Offer letter All responsibility of this is with Placement team	September onward	Corporate Relations & Placement
9	Placement policy given to students at the start of the process in July/August.	July / August	Directors / Corporate Relations & Placement



10	<p>Opting out from placement process-</p> <ul style="list-style-type: none"> • Students voluntarily opting out • Being opted out but allowed to sit for placement process • Opted out without being allowed to sit 		
11	<p>Discipline- PGDM copying discipline is automatically spelt out. Process discipline issue is dealt case to case. For eg- misbehaving with companies, not attending interviews etc.</p>		Corporate Relations & Placement
12	<p>Appointment letter-</p> <ul style="list-style-type: none"> • Do follow up with companies till they issue offer/appointment letter • Students must deposit their appointment letter else they don't get their completion certificate 		Corporate Relations & Placement
13	<p>Students' development counselling- Training for communication, Group discussion and Personal Interview. Additionally, special session with outside corporate executives.</p>	During 3 rd Term, 4 th Term & 5 th Term	Faculty / Corporate Relations & Placement
14	<p>IRP (Industry readiness programme)- Following modules are taught as a part of PDP curriculum. –</p> <ul style="list-style-type: none"> • Written Analysis And Communication • Business Communication • Planning And Goal Setting • Time Management • Group Discussion (GD) • Personal Interview (PI) • Presentation • Report Writing <p>Then we have other events like mock GD, PI. During term 3 individual counselling is done.</p>		Faculty / Alumni / Corporates
15	<p>Alumni support- We have to constantly keep in touch with alumni. They help us with company contacts, leads, do actual recruitment. Also help us in mock PI.</p>	October onwards	Corporate Relations & Placement
16	<p>Closing of Campus Placement. We take stock of the remaining students and take decision accordingly.</p>	March	Corporate Relations & Placement



4. Application Procedure

- a) Placement Cell shall invite CVs only once to create a database of resume`. Students should submit their resume` within the 'Prescribed Time Limit' and 'Prescribed Format' only.
- b) Only the Placement Managers working in the Placement Department are eligible to notify the job notice to the students of batch 2019-21.
- c) Every student enrolled for the PGDM program is automatically eligible for Campus Placement assistance from the Placement Cell otherwise he / she has been declared debarred by any authority of the institute or the students himself / herself opted out of the placement process.
- d) Each eligible student will be provided a maximum of 8 chances to get placed with their desired company. A chance means student's CV is shortlisted for the selection process by the company.
- e) Placement Cell will send all communication through e-mail on students Batch e-mail IDs about job openings and related all information. Every job notice must disclose the following information:
Name of company
Job profile
Location of posting
Package offered in terms of CTC (if possible, break up of CTC)
- f) All the students are eligible for all the jobs unless any specific eligibility criterion is mentioned by the recruiting company.
- g) Students will have an option to decide which profile and company to apply for as per their choice.

5. Interview Procedure

- a) Students shall not, at the time of interview, negotiate with the employer about salary, locational preference for posting, and any other terms different from what is announced before commencement of the process of placement by the company concerned.
- b) Irresponsible behaviour, such as derogatory remarks about other candidates or the institute, negotiations other than those purported under the due process, will be seriously viewed. Such students may be denied further assistance for placement.
- c) If a student does not appear for an interview/first round of GD/Written test, after applying for the same it shall be considered that he/she has forgone the offer unless the absence has been permitted by the placement office and permission taken in writing. Arbitrary & unilateral withdrawal from the placement process by a student who has applied against an opening will result in the student being debarred from participating in further selection processes in other companies.
- d) After the preliminary interview, some organizations may want the selected students to go for a final interview at their headquarters. The Placement office shall pass on the information received from the organization to the concerned students. The students are generally expected to make their own travel and other arrangements, unless otherwise informed by the organization concerned/KIAMS authorities in placement cell.



6. Withdrawal Procedure

- a) Students shall not withdraw from the selection procedure at any stage, unless they have a final offer from another organization arising out of a concurrent or prior campus selection process.
- b) Only in very exceptional circumstances, shall a student be permitted to withdraw from the selection procedure, provided he/she explains in writing to the Placement Cell, full reasons for and unusual circumstances that need his/her withdrawal and the Placement Cell accepts these as truly exceptional and legitimate grounds for withdrawal.
- c) If a student is short-listed by a company from the brochure and he/she is not keen on the position, he/she will have to give that in writing, mentioning the reason thereof at least 4 hours before the commencement of pre recruitment process.
- d) Further, a student who has applied for an opening in a company in response to a notice by placement cell, can withdraw his/her candidature if he/she so chooses, only if there is a difference in the Job Profile or Salary Package, as notified in the notice of the placement cell and PPT by the company.
- e) In no other case withdrawal is permitted and when a student withdraws without specified reasonable cause as above in writing, he/she will forfeit further placement assistance by KIAMS.

7. Job Offers

- a) The first job offer is the final offer.
- b) After this, students are automatically out of the placement process with immediate effect.

8. Short listing

- a) Companies will do shortlisting of students on the basis of information supplied to them through placement cell.
- b) In case a company insists on short listing to be done by the Institute without explicitly citing any criteria, it will be done based on CGPA (50%) + PDP (50%) and concerned applicant will be informed accordingly by the placement cell.

9. Grievance related to placements

- a) If any student has some grievances related to placement activities, he / she may submit the grievance in writing to the Placement Committee. The Placement Committee will look into the matter and after necessary deliberation will declare the decision of the Placements Committee. The decision will be final and binding to the student.
- b) The Placement Committee will be headed by the Director of the institute and there will be two more members one from Academics Areas and another from the Placement Cell. Both members will be nominated the Director of the institute.

10. Student will be out of Placement Process

- a) If he/she is placed.
- b) Under Disciplinary Actions.
- c) Academic restriction (if any)



- d) Unprofessional Behaviour.
- e) Lobbying with company, by self or through others.
- f) Establishing parallel channel with company.
- g) Negotiating salary/terms (when it is already pre-defined).
- h) Derogatory remarks on colleagues/Institute.
- i) Unilateral & Arbitrary withdrawing, midway in the Recruitment Process.
- J) Requesting to keep the offer pending or extension for confirmation of job.
- K) Deliberate under-performance at the designated selection processes during the campus selection due to any unspecified reasons.

11. Miscellaneous

- a) If any eligible student is not applying on continuous basis for the 5 consecutive openings, it will be assumed that he/she is not interested in getting assistance from the placement cell and would be declared ineligible.
- b) Students are supposed to inform the placement cell in advance if he/she is making his/her own effort (from outside campus) for their placement.
- c) It will be mandatory for all the unplaced students to participate in Pre Placement Talk (PPT) organized by the visiting company in the campus.
- d) Where a student applies in response to more than one job notices at the campus, and is selected by one company, the student so selected will not be eligible to participate in further recruitment processes by any other company.
- e) If a student gets a confirmed job offer even before Pre-Placement Processes and accepts the same, he will stand placed and need not participate in subsequent placement process.
- f) KIAMS placement process is centralized and applicable to all the eligible students of Harihar and Pune campus. Hence, the campus placement selection process will be organized at either locations based upon the participating company's convenience. Students of both the campuses are expected to participate whole heartedly for getting successful placement results.
- g) Some companies may consider KIAMS students to participate in Off / Pool Campus selection process at a venue of their choice at Pune, Bangalore, Mumbai, Chennai, Hyderabad, Delhi etc., along with the students from other Institutes due to their campus hiring policy and selecting the best talents from a larger pool of students.
- h) The placement norms have been framed to ensure equality and fairness of opportunity to all the students. All students are required to abide by these rules. If there is a breach of these rules by any student, the PC will take a serious view of the matter and take action against the student, as it may deem fit.
- i) An unauthorized student cannot have access to communications regarding placements from the Institute's administrative systems.
- j) Students are forbidden from approaching the visiting executives, alumni either formally or informally, or in any way communicating with organizations, alumni regarding job opportunities announced by the PC.



- k) Students are expressly forbidden from behaving in any manner that can be construed as unbecoming of a graduate of KIAMS. Strong Disciplinary action to the extent of withdrawing further placement assistance to the concerned student may be taken
- l) Companies share Job description, compensation packages, career path, and location among the students during Pre-Placement Talks. However, student can be debarred from attending the further placement processes, if, he/she found negotiating with company during interview on account any of the above-mentioned details or negative attitude during the interview. This will be based on companies' feedback.
- m) The PC reserves the right of modifying any or all of the above rules and / or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.
- n) The flouting of rules will involve subjection to the Discipline Matrix which involves apart from existing penalties, the removal of the concerned student from placement process, debarring him/her from receiving the Institute's Diplomas; debarring from membership of the Alumni Association, and any other action that the CR & PC deems necessary and in keeping with the gravity of the violation

12. Discipline Matrix

- a) A student selected to attend Guest lecture, PPT, Assessment Tests, GD& PI or for that matter any event involving direct interaction with the corporate is required to be well on time in the designated hall in the prescribed attire.
- b) The Mandatory Dress Code for all corporate interaction is appended below.
 - i. Gents: Formal shirt with tie and blazer. Formal shoes. Short hair, clean shaven, trimmed moustache/ beard
 - ii. Ladies: Western formals ideally with neck scarf and blazer. Closed shoes. Hair tied. No nail paint; no jewellery except ear studs.
- c) In order to secure exemption from Guest lecture and PPTs, a student can request the PC through email at least 8 hours before the beginning of the proposed lecture/talk citing the reason thereof. An absence of a student due to medical reason would additionally require a submission of proof from designated authority. The PC will examine the reasons on case-to-case basis and communicate its response in writing at least 6 hours before the beginning of the proposed lecture/talk. A non-receipt of written response is no reason to believe that the request has been approved.
- d) In the event of extraordinary circumstances such as getting unwell during class hours/unfortunate or sudden events such as accidents, etc., PC will exercise its discretion based upon relevant information.
- e) A student failing to attend Guest lecture and/or PPT may choose to send his/her substitute. However, an information to that effect must reach the PC along with request for exemption at least 4 hours before the beginning of the Lecture/Talk.
- f) Any student failing to attend Guest lecture and PPT without any valid and/or acceptable reasons or without arranging for a substitute or indulging in any misdemeanour as advised by the PGDM Coordinator will be subject to disciplinary proceedings as detailed in the Discipline Matrix. The Discipline Matrix is available with PC. All students are advised to know the Discipline Matrix. Ignorance of the rules and the norms will not qualify an offender for exemptions from the punishment as detailed.



- g) In case of severe misdemeanour such as wilful undermining to relationship with the corporate organization during internship or continued, repetitive and unrepentant misdemeanour viz, failure to attend Guest lectures, PPTs, contacting company for placements and internships, leaking of confidential information which may have the effect of undermining the reputation of KIAMS and its student community, not applying to companies despite repeated requests deliberate absence from institute events and violation of campus and hostel rules as reported by PGDM Coordinator, the Director may penalize as per the punishment schedule inscribed in the Discipline Matrix. This may even be up to withdrawal of all assistance for placement or internship to the offending student.
- h) All disciplinary proceedings on placement related rules will be administered by the Placement Executives on the basis of recommendation so made by the student members of the PC.
- i) Grievance against the functioning and action of the PC can be lodged against the PC to the Student representatives of the PC with a copy marked to Director.
- j) If the Student representative of the PC does not respond to the query within 24 hours or if the complainant is still not satisfied with the reply, he/she may escalate the matter to the Director

13. Process as laid down by the recruiters

- a) Example - Finance and consulting companies may ask for students with 70% plus in academics.
- b) There may be few companies who may be coming for selection process in the first few weeks during placement season insisting on 2.5+ CGPA and no backlog cases, no academic gap and specific domain knowledge insistence etc.,

14. Early joining after placement:

Many at times it is observed that students are asked to join before the sixth term is over. The Institute permits the students to join the company after 1st of January if placed.

In such cases it is the student's responsibility to ensure timely submission of assignments and attendance for the examinations without which the final degree certificate will not be issued.

Steps to be followed:

- i. The students write an application to the Associate Dean- Academics requesting for early joining.
- ii. To the application of the students must attach the following:
- iii. Copy of the Offer letter /Joining Letter/Appointment Letter.
- iv. Copy of the final communication with the Placement department and the company stating that the date the student has to join
- v. A letter of recommendation from the Placement department to authenticate the application for early joining.

VIII. FINANCIAL GUIDELINES

D. Payment of Fees

KIAMS expects prompt payment of fees and other charges. If payment is not made on time, KIAMS may impose penalties which may inter-alia include: not permitting registration into the succeeding trimester, not allowing writing of exams, withholding grade sheets, transcripts,



imposing fine, etc. Schedule of each instalment of fees payable will be intimated periodically. The individual components of the fees payable for the program are given in detail.

E. Late Payment of Fee/Fines

All students are expected to pay the fees as per the pre-announced schedule. Students who fail to do so have to seek written permission for late payment, specifying the date on which they propose to make the payments.

- i. Students who fail payment of fee will be charged a late payment fee of Rs.100 per day for the first one-week of delay and
- ii. Rs.1000 per day from 8th day to the 15th day.
- iii. If the delay is more than two weeks and within a month, in addition to the late payment as calculated above the student would have to pay Rs. 15,000.

F. No Dues Certificate

At the end of last Trimester and also prior campus transfer, students are required to get the “No Dues Certificate” from KIAMS by returning the library books and clearing other dues, if any. Submission of the library cards and identity card are also required for obtaining a “No Dues Certificate”, when:

- i. While leaving the campus after completion of the course.
- ii. Before campus transfer.
- iii. The student withdraws from a Trimester.
- iv. The student withdraws from the program.
- v. Provisional admission is cancelled.
- vi. The student's name is struck off the rolls.
- vii. The student is asked to surrender the cards by a competent authority.

G. Pune Account Details

PGDM related fees can be online transferred to the following Bank Details Re-exam Fees, Re-Valuation Fees, Facility Usages, etc

Account Name: Kirloskar Institute of Advanced Management Studies

Saving Bank, A/C. NO. 000501065876

Bank Name: ICICI Bank Ltd.,

Branch: Bund Garden, Pune – 411001

RTGS/NEFT/IFSC Code: ICIC0000005

Please refer to annexure 11 for account details.

V. MERIT SCHOLARSHIPS

A. KIAMS offers scholarships to encourage meritorious students.

Scholarship is awarded to meritorious students as follows:

- Students from CAT/ XAT/CMAT/GMAT/MAT entrance exams having 95 percentile and above are eligible for a concession of Rs. 1, 00,000/- in the total course fee.
- Students from CAT/ XAT/CMAT/GMAT/MAT entrance exams having 90 percentile & above but below 95 percentiles are eligible for a concession of Rs. 60,000/- in the total course fee.



- The concession will be applied from the sixth instalment of the fees, and will be linked to academic and behavioural performance during the PGDM course. It will be disbursed as follows:
- Those eligible for Rs. 1,00,000/- concession will receive a rebate in sixth Instalment provided the previous 5 trimester's GPA/ CGPA is 7.20 or more, and there are no disciplinary issues till the instalment date.
- Those eligible for Rs. 60,000/- concession will receive a rebate in sixth Instalment provided the previous 5 trimester's GPA/ CGPA is 6.4125 or more, and there are no disciplinary issues till the instalment date.

B. KIAMS HONOUR LIST AND AWARD OF MEDALS

- PGDM Gold Medal - awarded to the student with the highest CGPA in the batch.
- PGDM Silver Medal - awarded to the student with the second highest CGPA in the batch.
- PGDM Gold Medal - awarded to the students in each of the six streams of PGDM namely, Marketing, Finance, HR, Operations, Analytics, Entrepreneurship and Innovation

Above mentioned awards will be given separately for both campuses.

VI. ADMINISTRATIVE GUIDELINES

A. HOSTEL AND MESS RULES 1. Introduction

The social life in student hostels constitutes an important part of the learning experience on campus. Hostel life provides students with opportunities to interact with each other in a group setting, through which respect, cooperation and sense of responsibility can be developed. The hostel environment can also help students to discover their talents, increase their emotional maturity, and acquire social skills, self-reliant, team work, family environment & interdependence.

All residents of student hostels are members of the hostel community; as such, they should actively participate in hostel functions and help to promote an ideal Hostel environment.

The major objective of these student hostel regulations is to safeguard the collective interest of all residents, so that a comfortable environment conducive to both physical and mental well-being can be maintained. All residents are expected to comply with these regulations.

2. General Information

- a) All KIAMS students has to stay in the hostel accommodation provided by KIAMS. Currently, accommodations are being offered in KIAMS Campus only.
- b) Rooms will be allotted by Administration Dept.
- c) Rooms once allotted cannot be changed. Residents in violation of this policy will be required to move back to their original rooms and are subject to disciplinary action and/or financial penalties. Room changes will be done based on space availability.
- d) Residents may suggest their own roommates before allotment of room's hand. Every effort is made to accommodate the preferences of each individual student; however, we cannot guarantee that your preference will be accommodated.



- e) Summer residents will be allotted rooms on the basis of availability by paying daily charges of Rs.500/- per student inclusive of all i: e food snacks etc.

3. End of residence and early withdrawal

- a) No refund of hostel fee will be made. This is even in case of a resident who withdraws after joining the program.
- b) At the end of the residence period, residents are required to move out of the hostel on or before the designated move-out date. When moving out, residents are required to clear all belongings (including clothing, books, etc.), and return all the original keys to the Security.
- c) Residents who have violated hostel rules & regulations can be expelled from their respective hostels immediately by the Discipline and Grievance Redressal Committee.
- d) Hostel residence will be incubated for residents certified by the Institute's doctor as not suitable for living in student hostels.
- e) Hostel residence will be isolated for residents deemed unable to adapt to hostel life by the Discipline and Grievance Redressal Committee.

Refer to Annexure 3 for no Dues Form

4. Rules for Entering and Leaving the Hostel

- a) Main gate (Campus) is open until 10 p.m. However, for security reasons, all the students are advised to be in the campus before 10 p.m.
- b) Gates (Hostel gate at Campus and Main Gate) officially closes at 10 p.m. daily. Late night entry for a maximum of 30 minutes on any given night is allowed, provided a formal request has been made. In that case, the resident student must fill in the Out Pass (Appendix-IV) and get it signed by the Admin Dept. This must be done in advance, if the late-night pass is for Saturday/ Sunday/ holiday. The out pass will be valid for single use and for that night only as specified.
- c) A student who returns after 10 p.m. or after the permitted 30 minutes, in case of late-night pass, will be allowed entry only on the deposit of his/her ID Card to the security on duty who in turn will deposit it with the Head Admin. The ID card will then have to be collected personally by the student from the Head Admin, the next working day. A warning shall be issued automatically to the concerned resident student. Repeated warnings can result in expulsion from the hostel.
- d) For visits to places outside Harihar / Pune and other than home, resident students are required to submit the leave application form (available with Security at main gate) duly recommended by their parents/local guardian over mail or telephone and Dean/Director and then get it sanctioned from the Head Admin. This must be done before leaving the hostel. A failure to do so will be treated as indiscipline and dealt with accordingly and parents will be informed.

Refer to Annexure 4 for out pass



5. Hostel Rooms

- a) Students should not change their officially allotted hostel rooms without prior approval of the Head/Admin Dept.
- b) Students are required to take adequate care of their personal belongings and should not keep their living rooms unlocked at any point of time. They may do so at their own risk and the hostel administration will have no responsibility for any losses, if so caused. No complaints in this regard will be entertained.
- c) If any student does not require any item provided to his/her room, he/she should request the Hostel authorities to take back the same.
- d) Shifting of existing furniture from one room to another can only be done with the prior permission of the hostel authorities.
- e) Students should not share their rooms with any person without approval of the Head/Admin Dept.
- f) As and when students are away from their rooms, they must put off the lights and fans for the purpose of conserving electrical energy.
- g) Residents should apply to the Hostel Warden, obtain written approval and pay the required fee before using electrical appliances (except computer, fan, answering machine, hair dryer, radio, mobile and charger) in rooms. Residents who violate the rule for the first time will be required to pay a penalty of Rs. 2000/- . For repeat violation, a penalty of Rs. 3000/- will be imposed and a written warning will be given.
- h) It is students' responsibility to take proper care of any equipment/furniture allotted to him/her by the Institute. The damage or destruction of Institute's property will be treated as a serious breach of discipline and full charges for repair or replacement with penalty, if imposed, will be recovered from individual student or the students' committee as the case may be.
- i) The hostel rooms are to be vacated by the students during summer vacation for repair & maintenance.
- j) Students should obtain hostel clearance certificate from the hostel in-charge on completion of the program and hand over possession of the room to the authorities.
- k) Complaints of any nature regarding the maintenance of the hostels should be mentioned in the register kept in the hostel or submitted to the Maintenance Department, headed by campus engineer. Complaints of a serious nature may be brought also to the notice of the Campus Engineer or to Head/Admin Dept.

6. Guests and Visitors

- a) Men friends are not permitted to visit the women's residence at all times; Women friends are not permitted to visit men's residence at all times.
- b) Guests/Visiting students in the hostel rooms will sign the Check-in and Checkout registers specially provided with Security for this purpose. The registers will be with the Security Guard-on-Duty.



- c) Guests and visitors are welcome only during the day. There is no provision for guests and visitors to stay in the student residence.
- d) Close family members, that is, parents, brothers and sisters only, can be provided accommodation on request and on chargeable basis.

7. Mess

- a) All students must have their meals in the dining room at the hours stipulated by the Head Administration. These hours must be adhered to strictly.
- b) Biometric Swiping mandatory for consumptions of meals.
- c) Food will not be served outside the dining room except in cases of sickness. For such cases the Mess In-Charge should be informed at least four hours before the meal service time.
- d) Taking out chairs, other furniture, utensils, crockery and cutlery from the Dining Hall is not allowed.
- d) The menu in the mess will be decided by the Institute's Administration in consultation with the Student Mess Committee and the Contractor.
- e) No student will be allowed to register for the succeeding Trimester/ receive Diploma upon Convocation if mess bill is outstanding.

8. Facilities

- a) Doctor: A registered medical practitioner will be available on all the days from 4.00pm to 5.00pm at the Pune Campus. For major illnesses, students are advised to visit the hospital suggested by Campus Doctor.
- b) Gym/Recreation Room: Facilities for recreation and gym have been provided. They shall be managed by the Sports Committee of KIAMS. Timings are displayed outside the gym.
- d) Washing Machine, Water cooler, Induction, Hot Plate, Iron box with stand: All these have been provided in the hostels for the students

9. Discipline

- a) Ragging, gambling in any form possession and consumption of any narcotic drugs is strictly prohibited in the campus. Smoking and consumption of alcohol are strictly prohibited inside the class rooms, office areas and the hostel rooms.
- b) The institute does not permit anyone to organize parties and/or arrange for drinking alcohol in their rooms.

If this rule were to be violated,

(1) the organizer, (that is the person in whose room the said event is found to take place will be considered as the organizer for this purpose) as well as the students involved in the event will be expelled from the student residence;

(2) the degree of seriousness of the problem will be evaluated and further action will be decided by the Hostel Warden and Head Admin.



- (3). the parents or the guardians of the students concerned will be intimidated immediately. Students found guilty will be expelled from the institute.
- c) Dealing with and/or use of drugs/narcotics, their possession, their intake and gambling are strictly prohibited. No drugs anywhere at any time to be found with anybody. If found, the person will be dismissed from the Institute forthwith; parents will be informed and report will be sent to Police on suspicion of such activity and/or any dealing or possession by anyone in substances of such nature.
 - d) If a student is found to be disturbing peace and tranquillity in hostel/campus, under the influence of alcohol or otherwise, appropriate action will be taken against him/her.
 - e) The students cannot carry Lethal Weapons inclusive of explosion of any kind, poisonous things or intoxicants of any kind in the campus and hostel.
 - f) Students cannot stay out from the hostel in the night without the prior permission of the Head Admin. Any student doing so will be liable for strict action including issue of show cause, issue of letter to the Parents complaining against the violation of campus and residence rules and for requesting them to counsel their ward, and even in extreme cases expulsion from the institute.
 - g) Common room chairs, furniture, newspapers and magazines are not to be removed /displaced under any circumstances.
 - h) Playing cricket/hockey/football in the corridors is not permitted to safeguard the glass panes around in the hostel.
 - i) Glass panes and walls of the dining hall and other places at the hostel premises must not be used for displaying notices/posters (for which separate notice boards are available in the hostels) without prior permission of the hostel superintendent/hostel representative. In case posters are put after such permission is obtained, care must be taken not to damage the walls and they must be removed promptly after the event.
 - j) Hacking in any form and sending spam emails is prohibited
 - k) Residents must not spoil the walls of their room and the hostel. Any graffiti inside the rooms will invite strict penalty. Any graffiti in the corridor walls will result in fines for all the residents of the floor. The quantum of the fine will be fixed by the Head Admin.
 - l) The residents of the hostel cannot organize any function in the hostel without the prior and written permission of the Head/Admin Dept. All celebrations, including of birthdays, must be organized in the mess and that too with the prior and the written permission of the Head Admin.
 - m) The hostel residents are required to vacate their rooms within 48 hours of the end of the final examinations of their 2nd year or their convocation, if it is scheduled in March-April. Rs. 500 per day will be imposed up to 10 days. After which the students will be liable for disciplinary action. Also, students are required to hand over the Room Key to the Admin dept. warden at main gate at the time of vacating the room.

**10. Prohibited behaviour**

- a) The following behaviours are strictly prohibited in student hostels. Residents who violate these rules can be expelled from the hostel room within seven days by the Head Admin. Future applications from any such student for hostel residence might not be considered. The expelled resident will not be allowed to stay overnight in any of the student hostels and main campus.
- i. Allowing a person of the opposite sex to stay in the hostel
 - ii. Visiting and staying in the hostel of the opposite sex
 - iii. Allowing a person of the opposite sex into their room or public area at the floor of the opposite sex.
 - iv. Keeping any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel or in hostel room.
 - v. Taking law into their own hands.
 - vi. Shouting, fighting, gambling, stealing, violently knocking, maltreating or abusing are disorderly & indecent behaviour.
 - vii. Engaging a private servant or pet animals
 - viii. Absenting from the hostel during night without the prior permission of the authority.
 - ix. Any act subversive of discipline or breach of rules.
 - x. Leaving the hostel without applying in the prescribed form in advance stating the reason for leaving and the address of destination.
 - xi. Going on excursion or picnic without the prior permission of the Head Admin. However, for any eventuality that may occur during picnic/excursion, the responsibility does not lie with the Institute authorities.
 - xii. Forming association of students on the basis of regions, caste or creed during the stay in the hostels.
 - xiii. Allowing Guests to stay overnight in the room of the students without the permission.
 - xiv. Giving shelter to any other student/outsider in the rooms.
 - xv. Inviting any outside person to address any meeting in the hostel without written permission of the Head Admin / Director.
 - xvi. Consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the campus or hostel room or entering the hostel in an intoxicated state.
 - xvii. Screening/ keeping obscene literature/ video films in the possession.



- xviii. Bringing Crockery and other such items brought from the canteen to Hostel rooms.
- xix. Venturing into and walking on the river bank and on Railway Track.
- xx. Going out for a walk or purchases after 8 pm without proper local transportation (like auto rickshaw) in front of campus gate at night and not returning before 9 pm.
- xxi. Conducting meeting without permission of Management in campus.
- xxii. To avoid squatting in restricted areas.
- xxiii. No intervention in security investigations & duties co-operate.

B. Rules on Ragging

- a) Students should note that they are prohibited from engaging in “any disorderly conduct, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do by act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student”. (Order of the Supreme Court of India, dated May 4, 2001).
- b) Any student found to be indulging in one or more of the above-mentioned activities is liable to be reported to the police and/or be punished. Punishment could include expulsion from the Institute, suspension from the Institute for a limited period, a fine with a public apology, withholding of scholarships, debarring from representation in events, withholding of results and suspension or expulsion from the hostel or mess.

C. Prevention and Prohibition of Sexual Harassment – Internal Complaint Committee

Sexual harassment is a form of discrimination against either sex. It is behaviour that is not welcome, is personally offensive, destroys morale and interferes with institutional effectiveness. Sexual harassment is an unlawful employment practice as per the directive of the Supreme Court in the Vishaka case. As per the Guidelines and norms laid down by the Hon'ble Supreme Court in Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384), “sexual harassment” has been defined as follows. Sexual harassment includes such unwelcome sexually discriminated behaviour (whether directly or by implication) as:

- i. Physical contact and advances;
- ii. A demand or request for sexual favors;
- iii. Sexually colored remarks;
- iv. Showing pornography;
- v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.



It is the policy of KIAMS to provide and maintain a working environment free from sexual harassment for its participants, faculty, employees, vendors, contractors, their staff members and all others in contact with the Institute through faculty, students, any other program participants and employees. In compliance with the Supreme Court directive, the Institute has constituted a Complaint Committee against Sexual Harassment consisting of senior faculty members. The Complaint Committee against Sexual Harassment shall address discriminatory behaviour, including sexual harassment that they observe or of which they become aware. The Committee will also advise the remedial actions in case of any complaint including punishment to the offender. Every effort will be made to maintain confidentiality to protect both the complainant and the accused to the extent possible.

D. Residents Affairs Committee

The Institute has a Residents Affairs Committee consisting of boys' and girls' representatives from each academic batch, program and locations.

- All residents will automatically be members of the Residents' Association of their hostel;
- Residents' Associations have the right to issue oral warnings to residents who violate hostel regulations. After an oral warning is issued, the Residents' Association is required to report the incident to the Hostel authority;

E. Hostel Warden: As Nominated By KIAMS Management

- a) Key policy and decision maker, along with Head Admin and the Director promote an ideal hostel atmosphere;
- b) Help individual residents to adapt to hostel life;
- c) Manage the hostel and maintain order in the hostel;
- d) Formulate and implement temporary measures for the protection of the collective interest of residents.

Important

KIAMS reserves the right to modify the rules. The Institute reserves the right to conduct surprise check of hostel rooms at any time. Any violation of the hostel rules and regulations by residents will result in prompt expulsion.



THE MANAGEMENT, FACULTY AND STAFF WISH YOU

A JOYOUS AND FRUITFUL TWO YEARS AT KIAMS

Student Committee Roles and Responsibilities

Committee	Key Roles & Responsibilities
Academic Representative	<ul style="list-style-type: none"> <input type="checkbox"/> To adhere, advise on and develop policies on academic curriculum development, medium of instruction, assessment for learning, teaching and learning quality. <input type="checkbox"/> To adhere policies to enhance students' learning motivation <input type="checkbox"/> To meet deans and submit report every week about the academic development and areas of concerns. <input type="checkbox"/> To prepare MOM for every meeting with dean and send it to dean every-week. <input type="checkbox"/> To adhere policies to cater for student diversity <input type="checkbox"/> To enhance the communication and collaboration between the Dean and Students <input type="checkbox"/> To monitor and following up students' learning outcomes <input type="checkbox"/> To assisting and promoting different teaching methods <input type="checkbox"/> To facilitate academic feedback/reward system. <input type="checkbox"/> To promote academic activities and creating an atmosphere of learning. <input type="checkbox"/> To arrange and assist in guest lectures, corporate talks etc.



<p>Management Fest Representative</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To conduct at least two management fests in a PGDM year. <input type="checkbox"/> To coordinate with culture team and admin for smooth hosting of event in campus. <input type="checkbox"/> To organise in-house case study, essay, debate and other related competition with permission of administration <input type="checkbox"/> To look for sponsor in form of free/discounted/ hosting event <input type="checkbox"/> To look for sponsor in form of free/discounted/ hosting event. <input type="checkbox"/> To design the brochure/leaflets/banner/charts etc. Take professional help, if required. <input type="checkbox"/> To start spreading word through social media and other digital platforms.
<p>Social Media</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To provide our official partners with relevant pictures <input type="checkbox"/> To provide our official partners with relevant news related to KIAMS
	<ul style="list-style-type: none"> <input type="checkbox"/> To make sure all our achievers are presented big and bold on the website. <input type="checkbox"/> To make sure that all our Facebook, Twitter, LinkedIn as well as YouTube are updated with the current trends in KIAMS. <input type="checkbox"/> To sit with the Dean academics and decide on the topic of the booker's meet on monthly/ by monthly basis to discuss about the same and get modification/rectifications wherever possible



<p>Alumni</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To act as a liaison between institute and the alumni, striving to keep them connected <input type="checkbox"/> To assist in alumni event promotion and institute outreach <input type="checkbox"/> To encourage alumni to submit their current contact information to the Alumni Relations office via the website or by email <input type="checkbox"/> To brainstorm and implement ways for alumni to be more involved and stay connected <input type="checkbox"/> To organize and promote Alumni reunion events (with support from alumni relations office) <input type="checkbox"/> To provide ideas to create program online/offline to connect with alumni. <input type="checkbox"/> To prepare and submit report on alumni development (including details of existing alumni in network, prospective alumni, their designations and other relevant information) and submit it to alumni coordinator and dean on weekly basis. <input type="checkbox"/> To meet dean and alumni coordinator on weekly basis and work on agenda decided in meeting. <input type="checkbox"/> To prepare and send MOM to alumni and dean, whenever meeting is conducted.
<p>Hostel & Mess</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To assist admin/warden in maintaining hostel discipline. <input type="checkbox"/> To advise and assist warden/admin in smooth running of the Mess and maintaining the quality of the food. <input type="checkbox"/> To check the hostel installations/floor and wings for proper functioning and ambiance <input type="checkbox"/> To ensure compliance of code-of-conduct and facilitate the hostel services to students <input type="checkbox"/> To play role of intermediate between admin and students to solve the day to day problems of the students.
	<ul style="list-style-type: none"> <input type="checkbox"/> To prepare the menu for the week in consultation with student, if require keeping in mind the diversity and culture of students. <input type="checkbox"/> To maintain and visit mess areas and inform admin in case, any decrease in the quality of food, issues related to hygiene.



Library	<ul style="list-style-type: none"> <input type="checkbox"/> To conduct library periods every week <input type="checkbox"/> To make sure every student completes 5 books in a year be it related to his electives or management in general, Fictional books shall not be a part of this quota. <input type="checkbox"/> To assist the faculty in arranging the learning environment. <input type="checkbox"/> To assist students in monthly conducted booker's meet. <input type="checkbox"/> To sit with the Dean academics and decide on the topic of the booker's meet on monthly/ by monthly basis.
Placement	<ul style="list-style-type: none"> <input type="checkbox"/> To determine all required placement requirements and assist students in collecting and formalising all documents. <input type="checkbox"/> To maintain records of all the existing recruiters and prepare an exhaustive list of potential recruiters for the purpose of business immersion and final placement. <input type="checkbox"/> To coordinate with students, informing them about the JDs and timelines to apply for respective jobs. <input type="checkbox"/> To manage all student progress and prepare required strategies to complete all programs/certification before the final placement sessions. <input type="checkbox"/> To prepare all resumes and conduct mock interviews session for all students and provide assistance to all students and review all procedures of placement department. <input type="checkbox"/> To collaborate with external placement coordinator and placement directors for smooth functioning of placement process. <input type="checkbox"/> To conduct orientation programs for all students and ensure optimal utilization of all resources given by the institutes. <input type="checkbox"/> To maintain the level of confidentiality with regards to meetings, information, data, records and other related documents.



	<ul style="list-style-type: none"> <input type="checkbox"/> To coordinate with alumni representative in order to maintain cordial relationship with alumni. <input type="checkbox"/> To prepare and submit the weekly report to placement coordinator about the development in placement activities. <ul style="list-style-type: none"> <input type="checkbox"/> To prepare and send MOM to placement coordinator and director. <input type="checkbox"/> Violation of such norms shall be dealt with harsh punishment including suspension from the membership of placement representative and others.
<p>Research</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Encourage, promote and coordinate research into areas of current industry concerns. <input type="checkbox"/> Identify, through surveys, secondary research, internet and other means, areas of development which may be the subject of research projects. <input type="checkbox"/> To meet Dean/Faculty and submit report every week about the research development. <input type="checkbox"/> To prepare MOM for every meeting with dean and send it to dean every-week. <input type="checkbox"/> Develop a list of potential researchers for projects. <input type="checkbox"/> Manage research projects and assist researcher (Students, Faculty) in submitting such research paper to recognize and reputed journals. <input type="checkbox"/> Coordinate research activities with faculties and students and promoting faculty-students and student-students research projects with valuable resources. <input type="checkbox"/> Promote the funding of research activities, if requires (in case of live projects based on research). <input type="checkbox"/> Support and organize research workshop for students-faculty in order to expand knowledge and understanding of research process. <input type="checkbox"/> Maintain a record of research projects and total number of publications every month.
<p>Sports and Cultural Committee</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To promote sports and a healthy lifestyle within campus and encourage students to become involved in the sporting opportunities offered by the university. <input type="checkbox"/> To help plan and promote sport/cultural events and activities within campus and cross-campus <input type="checkbox"/> To assist management fest representative and coordinate with them for organising the inter-campus sports competition.



	<ul style="list-style-type: none"> <input type="checkbox"/> To prepare proposal and budget for sports competition and submit it to dean for consideration. <input type="checkbox"/> To organize various in-house competitions and games. To plan and execute celebrations for all festivals all-round the year. <input type="checkbox"/> To look for other cultural/Sports/ other competition outside campus and inform students about the same. <input type="checkbox"/> To encourage students to participate out of campus competitions, prepare list of students, and submit to dean for consideration. <input type="checkbox"/> To assist students for travelling and logistics where required.
Teaching Aid	<ul style="list-style-type: none"> <input type="checkbox"/> To assist faculty in the preparation of instructional materials and implementation of lesson plans and provide routine support. <input type="checkbox"/> To assist students with academic in order to access the educational environment. <input type="checkbox"/> To assist the faculty in arranging the learning environment, including assembling and putting materials on learning displays and in keeping such displays current. <input type="checkbox"/> To assist students in completing classroom assignments, and projects. <ul style="list-style-type: none"> <input type="checkbox"/> To assist assigned faculty with the implementation of lesson plans. <input type="checkbox"/> To coordinate with faculty in developing teaching modules, PPTs, notes etc. and distribute amongst the students. <input type="checkbox"/> To arrange extra sessions, if requires with prior permission of the faculty.
CRC	<ul style="list-style-type: none"> <input type="checkbox"/> To connect with people from the industry and invite them for guest lectures. <input type="checkbox"/> To assist the faculty with the industry coordination committee work. <input type="checkbox"/> To plan, arrange and execute all necessary actions during guest lectures as per guidance from the PGDM office. <input type="checkbox"/> To assist in bringing in sponsorship during management fest .
KIAMS Bulletin	<ul style="list-style-type: none"> <input type="checkbox"/> To pen down all the events that are happening in and around the campus. <input type="checkbox"/> To report the winners of various competitions held during the academic session. <input type="checkbox"/> Articles, inputs, designing and graphics for the quarterly bulletin to be done. <input type="checkbox"/> Campus talk and articles to be assembled for the bulletin.



Revaluation Form

The Dean Academics,
Kirloskar Institute of Advanced Management Studies
Pune

Respected Sir,

I wish to apply for Revaluation

Trimester _____

Sub. _____

Faculty. _____

As per Handbook of Information 2018-2020 under clause 11, I am required to pay the Revaluation fee of Rs. 200/- (per question revised) * ____ (no. of Questions) =Rs. _____ (Total) to the accounts department. In case Revaluation results in change of marks, 200/- of the Revaluation fee for that question will be refunded to me for each question.

After an appeal is made to the Director, any change in marks will be binding on the student. Any further complaint will be treated as frivolous and dealt with accordingly.

Q. No. to be re-evaluated	Justification for re-evaluation	Remark

Signature _____

Name & Roll No _____

Date: _____

Participation in Conference/B-School Events

The Dean Academics
Kirloskar Institute of Advanced Management Studies (KIAMS)
Pune

Date:

Through: - Students' Committee

Respected Sir,

I would like to:

Present a paper in the national conference organized by _____

From _____ to _____ /

Participate in _____ organised by _____

from _____ to _____ to represent KIAMS
in _____

This is also to inform you that this is a national/International
conference/convention. I may please be granted leave for attending the same,
from _____ to _____

Relevant documents in support of my application are enclosed for kind
reference.

Thanking you,

Yours sincerely,

Signature _____

Name _____

Roll No. _____

**NO-DUES FORM**

Name of the Student: _____

Student Roll No: _____ Hostel Room No: _____

Residential Address (Permanent): _____

Telephone No. (Residence) _____ Cell No. _____

E-mail ID (Personal) : _____

Departments	Items Pending	Amount Pending	Signature
IT Department			Computer Centre in Charge
Library			Librarian
Mess			Mess in Charge
Hostel			Hostel Warden
Placement Office			Placement in Charge
Accounts			Accounts in Charge
Xerox / Printing			Admin Dept.
PGDM Office			PGDM Co-ordinator

(Signature of the Student)



Permission for students to go out of campus

Student Name _____ of First / Second Year

Roll No.: _____

Leaving Campus	
Date	Time

Returning to Campus	
Date	Time

Address of the place visiting:	Purpose of the visiting:
Telephone No.	
Reasons for Absence*:	

Sr No.	Class to be missed	Date	Faculty Signature

THE FOLLOWING INCHARGE SIGNATURE IS MUST

1. Placement In-Charge

2. PGDM In-charge

3. Hostel Incharge

Student Signature

Head Admin. / Director

* Students are required to give a confirmatory declaration that they have informed their parents about their going out of campus and also the purpose for such visit.

Note: Before approaching the Director/ Head Admin for final approval, consent/approvals from operating functionaries must be obtained without which final approval will not be sanctioned

The Security is required to ensure about all respective approvals.

(Security)

(Don't tear use photocopy)

OFFICE COPY



UNDERTAKING

To,

*The Dean Academics
Kirloskar Institute of Advanced Management Studies (KIAMS),
GUT No. 356, 357, Near Tata Foundry, Village Dhamane,
Maval Taluka, Pune – 410 506*

I the undersigned Mr. / Ms. _____ Son/Daughter of
_____ resident of _____ hereby
Undertake to fulfil the conditions voluntarily at the time my admission to PGDM Course in
Kirloskar Institute of Advanced Management Studies (KIAMS), Pune for the academic year
2019 – 21.

1. I do hereby undertake to state that, I have read the student handbook issued by KIAMS and I am fully aware of the PGDM admission and rules mentioned in Student Handbook of Kirloskar Institute of Advanced Management studies and will agree and abide by all the conditions mentioned in the same till my completion of my academic session 2019 – 21.
2. I hereby agree to pay the Tuition and other fees prescribed by KIAMS for PGDM Course for the academic year 2019 – 21 as well in the subsequent years of the duration of the Course. I also agree to meet any financial implications or other consequences as a result of me giving false information.
3. I hereby authorise you to cancel my admission for the PGDM course in the event of my failure to fulfil any of the above conditions and for any false information given in order to obtain admission to course and for any misconduct like ragging, harassing and disturbing the community norms of KIAMS during the PGDM course.

I hereby undertake to fulfil to all the above conditions and also undertake to abide by any other rules and regulations that may be framed by the Government / Management with regard to my admission as well as fees payable.

Place: Pune

Date:

Signature

Name: _____

Address: _____

PARENT / GUARDIAN

Signature

Relationship

Name: _____

_____ Address:



Change of Address (Including e-Mail)

Name	:
ID No	:
Program	:	PGDM Batch____ (The Class of 20____)
Campus	:
E-Mail	:

To
The Head Administrator,
KIAMS - Pune

Respected Sir,

I am giving below my new postal/e-mail address, which is/will be effective from _____. Please make the necessary changes in your official records and send all future communication to my new address.

Name (Mr/Ms) _____

Address _____

_____ City:
_____ State: _____ Pin: _____

Telephone: Off: _____ Res: _____

E-mail _____ Fax: _____

Signature of the Student

Signature of Parent/Guardian

Date:

Date:

(Don't tear use photocopy)



Duplicate Copy of PGDM Certificate

Name	:	
ID No	:
Program	:	PGDM Batch____ (The Class of 20____)
Campus	:
Address	:
SS	:
Tel	: E-mail:

To

The Dean Academics, KIAMS

Dear Sir,

Please issue me duplicate copy of PGDM certificate of Mr/Ms.

With R. No. _____ of Batch _____ .

Demand Draft drawn in favour of "Kirloskar Institute of Advanced Management Studies" payable at Harihar or Pune is enclosed.

Name of Bank	DD Number	Date	Amount Rs.

* Rs.100 per additional copy of Grade Sheets; * Rs.250 per additional copy of Transcript.

Encl: FIR

Date:

Signature of the Student

(Don't tear use photocopy)



Application for Duplicate Fee Receipt

Respected Sir,

I have lost my original Fee Receipt. Kindly issue me a Duplicate of the same. I give below the particulars required by you.

Fee	<input type="checkbox"/>	Year:	Hostel Fee Receipt:	<input type="checkbox"/>	Year:
Receipt:	
Name:					
	(Surname)		(Name)		(Middle Name)

Course: Academic Year:

Student/G.R. No. Roll No.

Thanking You,

Yours Faithfully,

.....

(Student's Signature)

DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:

Office Remarks:

Receipt No : Date: For Rs.100/-

.....

(RECEIVER'S
SIGNATURE)



UNDERTAKING BY STUDENTS - LRC

“To make the students aware about use of Harvard Cases and Articles (water marked copy on black board) and be aware of the **KIAMS regulations**, the following Undertaking Form is introduced which should be signed by **students**. The same should be submitted to the concerned **Department** on the day of starting of classes.”

I, Mr / Miss ----- bearing login ID -----
 joining for I/ II /III/ IV / V/VI / VIII trimester for the academic year 2019-20 in
KIAMS do hereby undertake and abide by the following terms, and I will bring the
ACKNOWLEDGEMENT duly signed by me on the re-opening day,at the Institute.

- I will never Remove or alter or tamper with the authors' names, watermarks or HBP copyright notices or other means of identification or disclaimers as they appear in the Content digitally or otherwise.
- I will never Upload or distribute any part of the Content on any electronic network, including the Internet and the World Wide Web, other than as specified in the user agreement.
- I will not Make the Content available in any other form or medium or create derivative works without the written permission of **KIAMS**.
- I will not be cause or involve to Publishing, distributing or making available the Content, works based on the Content or works which combine the Content with any other content, other than as permitted in the User Agreement

----ACKNOWLEDGEMENT

I have gone through carefully the terms of the above undertaking and understand that following these are for own benefit and improvement. I also understand that if I fail to comply with these terms; will be liable to suitable action as per KIAMS rules and law. I undertake that I will strictly follow the above terms.

Signature: _____

Name: _____
 (First Name) (Middle Name) (Last Name)

Programme :.....

Roll Number: _____ Email ID: _____

<i>F or Office Use:</i>
Date of Receipt : _____
Signature of Course Coordinator: _____



Student Undertaking with respect to the Student Guidelines
(Submit this form to your Course Coordinator latest by July 01, 2019)

I, _____ have read the Student Guidelines of KIAMS, enclosed carefully and have understood its contents and their ramifications. I will always uphold the values and honour of the KIAMS. I promise to fulfil my responsibilities as a student and a human being and treat my colleagues, Staff and Faculty with dignity and respect. I hereby declare that I will follow the Student Guidelines and in case of a violation, consent to action, in accordance with the _____ Management's decision.

I hereby agree to abide by the rules and regulations of KIAMS in my role as a participant of this program. I agree that KIAMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. I also agree that in case of any dispute or differences about the program, the decision of the Governing Council of KIAMS will be final and binding on all the participants.

Signature: _____

Name: _____
(First Name) (Middle Name) (Last Name)

Date of Birth: (dd/mm/yy) _____

Programme: Post Graduation Diploma in Management (PGDM Programme)

Roll Number: _____ Email ID: _____

Address for Correspondence:

Contact Phone Numbers:

Office:

Residence:

Mobile:

For Office Use:

Date of Receipt:

Signature of Course Coordinator:



Student Leave form no. 01
Student Leave request -General

To,

Ref no:

The Dean Academics

Kirloskar Institute of Advanced Management Studies

Pune -410506

Date:

I Mr/Ms _____, a students of KIAMS, having roll no.

_____ from batch _____, wish to apply for leave for the following

reason, _____

_____ for _____ days.

Undertaking & Declaration:

1. I am eligible to take leave for 4 sessions per course for a 3 credit course and 3 sessions per course for a 2 credit course as it falls within 15% criteria of attendance as per the stated norms.
2. If my leave exceeds the 15% approved criteria I agree that I will not be able to attend the end term examination.
3. I will attend the re-exam scheduled for my batch and accept that I may get maximum B- grade marks for that course.
4. My parents/guardian are well aware of the consequences that will be applied on sanction of this leave.
5. Leaving the campus will be at my own risk.

I have read and I accept the above mentioned consequences. I take complete responsibility of the consequences that I may face if the norms of the institute are not adhered to.

Kindly approve my leave.

Thanking you,

Yours sincerely,

Name and Signature

PGDM Recommendation:Approved Not approved

Remarks (if any):

Dean (Academics)
 Kirloskar Institute of Advanced Management
 Studies- Pune



Student Leave form no. 02

Student Leave request –Medical Emergency

To,

Ref no:

The Dean Academics

Kirloskar Institute of Advanced Management Studies

Pune -410506

Date:

I Mr/Ms _____, a students of KIAMS, having roll no.

_____ from batch _____, wish to apply for leave for the medical

reason, _____

_____ for _____ days.

Undertaking & Declaration:

1. I am eligible to take leave for 4 sessions per course for a 3 credit course and 3 sessions per course for a 2 credit course as it falls within 15% criteria of attendance as per the stated norms.
2. I am aware that, the additional leave is only granted to me on medical emergency certified by the campus doctor.
3. If my leave exceeds the granted leave, I agree that I will not be able to attend the end term examination of the courses where the absenteeism is beyond the permitted.
4. I will attend the re-exam scheduled for my batch and I am aware that it will be considered as first attempt and normal grading policy will be applicable.
5. My parents/guardian are well aware of the consequences that will be applied in case the consumed leave is beyond the sanctioned/approved leave.
6. Leaving the campus will be at my own risk.

I have read and I am fully aware of the above mentioned consequences. I take complete responsibility of these consequences that I may face if the norms of the institute is not adhered to.

The reason of this leave is only due to a medical emergency.

Kindly approve of my leave.

Thanking you,

Yours sincerely,

Name and signature

PGDM Recommendation:Approved Not approved

Remarks (if any):

Dean (Academics)

Kirloskar Institute of Advanced Management
Studies- Pune

**Student Leave form no. 03****Student Leave request –Mishap/Family Emergency**

To,

Ref no:

The Dean Academics

Kirloskar Institute of Advanced Management Studies

Pune -410506

Date:

I Mr/Ms _____, a students of KIAMS, having roll no.

_____ from batch _____, wish to apply for leave for the reason

being _____

_____ for _____ days.

The reason that has been stated is true and legitimate. Undertaking & Declaration

1. I am eligible to take leave for 4 sessions per course for a 3 credit course and 3 sessions per course for a 2 credit course as it falls within 15% criteria of attendance as per the stated norms.
2. I am aware that, the additional leave is only granted to me because of the sudden mishaps or family emergency.
3. I take the responsibility of attending the examination and other assessment needed for my course as scheduled by the institute.
4. In case I am unable to attend the examination, I will attend the re-exam scheduled for my batch and agree that I will be eligible to get maximum B- grade marks for that course.
5. My parents/guardian are well aware of the consequences that will be applied in case the consumed leave exceeds the approved/sanctioned leave.
6. I will be solely responsible to manage my internal assessments and other submissions, i.e. to get the consent of the concerned faculty of each respective course that I miss
7. Leaving the campus will be at my own risk.

I have read and I am fully aware of the above-mentioned consequences. I take complete responsibility of these consequences that I may face if the norms of the institute is not adhered to.

The reason of this leave is only due to a mishap/family emergency.

Kindly approve of my leave.

Thanking you,

Yours sincerely,

Name and signature _____

PGDM

Recommendation:

Approved

Not approved

Remarks (if any):

Dean (Academics)

Kirloskar Institute of Advanced Management
Studies- Pune