PIBM

PUNE INSTITUTE OF BUSINESS MANAGEMENT

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PRE-PLANNING   TIME TABLE   FACILITIES   MENTORING

STANDARD OPERATING PROCEDURES

CODE OF CONDUCT   INTERNSHIPS   EVALUATION   GRIEVANCE REDRESSAL

FOR ACADEMIC ADMINISTRATION

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Compiled and Consolidated on 21st January, 2018.

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SOP NO. 8 MENTORING PROGRAM

Standard Operating Procedure of

PRE-PLANNING OF SEMESTER FOR PGDM AND MBA PROGRAM

SOP No. 1

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SOP NO. 1
PRE-PLANNING OF SEMESTER FOR PGDM AND MBA PROGRAM

1. Purpose:

To prepare the SOP for Pre-Planning of Semester which will provide guidelines to academic department and will help in doing semester planning effectively.

2. Objectives:

2.1 To provide guidelines to the academic team regarding the step-wise process to be followed while planning for the semester.

2.2 To enable the concerned batch In-charge to know the start time and end time of planning for the semester.

2.3 To enable the academic team along with HOD and selected corporate panel member which subject to be covered in a semester.

2.4 To decide subject-wise faculty allocation in consultation of the Director.

2.5 To enable academic team to initiate communication with subject faculty for confirmation along with subject content.

2.6 To provide guidelines and information to the Batch In-charge and team in preparing academic calendar.

3. Scope:

This SOP is applicable to Pune Institute of Business Management, Pune for necessary preparation to make time table for both PGDM and MBA courses.

4. Calendar for Pre-Planning:

Sr. No	Semester	Planning period	Duration of the semester
1.	Business Orientation Program	February to 15th April	May to July
2.	Semester-I	April to June	August to 15th Dec
3.	Semester-II	November to 20th December	January to 15th May
4.	Semester-III	April to June	August to 15th Dec
5.	Semester-IV	December to 15th January	February to April

5. Preparation of Semester:

5.1 Pre-Planning Process

5.1.1 Concerned Batch In-Charge will check the previous proceeding year process and activities of the particular semester for which he/she is doing preparatory work before semester planning.

5.1.2 BI and academic team will consult director and HOD for their inputs with regard to previous year and batch for any refinement and correction required.

5.1.3 Concerned BI will organize a meeting with the Director, the Dy. Director, all HODs and HOD examination department for finalize the subjects, faculties, activities, different materials to be given to the students, examination plan etc.BI needs to prepare a PPT to facilitate such discussion.

5.1.4 Time for meeting for such discussion can be minimum 2 hours and maximum 3 hours.

5.1.5 The following points will be discussed in the meeting;

5.1.5.1 Start date and End date of the semester

5.1.5.2 Reporting date of the students.

5.1.5.3 Subjects to be taught and faculty details.

5.1.5.4 No. of teaching hours and evaluation hours per subject.

5.1.5.5 Events- academic, placement and examination as applicable.

5.1.5.6 Resources needed- No. of classroom, No. of benches, IT support and other.

5.1.5.7 Rules and regulation w.r.t; grooming, discipline, hostel etc.

5.1.6 MOMs of such discussion should be prepared immediately for record and necessary communication to all concerned.

6. Subject Finalization:

6.1 For finalizing the subject BI and HOD will have meeting and HOD will also share the feedback which they received from corporates.

6.2 HODs will finalize the meeting with corporates for finalizing subjects.BI and academic team will share the updated list of subjects with HODs and Directors.

6.3 MOMs of such discussion should be prepared immediately for record and necessary communication to all concerned.

7. Faculty Finalization:

7.1 After finalizing the subject, faculty allotment for each subject will be done by BI team and HODs and that will be finally approved by Director.

7.2 For finalizing the faculty BI team will check who was taking the subject in previous years and they will also check the feedback of the faculty for that particular subject.

7.3 On the basis of the previous data BI team will share the proposed faculty list for particular subjects with HODs and then HOD will give their remarks and may propose some other faculty if required with proper justification.

7.4 The list will be shared with Director for the approval and them director will approve the same and then BI team will share the same with all the faculties.

7.5 The time duration for finalizing the faculty for different subjects should be minimum 2 days and maximum 3 days from the date of such discussion.

7.6 Once all the faculties have been finalized then BI will arrange one meeting of all the faculties who will be teaching different subject in the particular semester with their HODs and the Director. The following points which will be discussed in the meeting:

7.6.1 BI will share the date by when all the faculties will share the course plan, content and evaluation plan with academics.

7.6.2 BI team will prepare a list of core subjects where a corporate members can be a co-teacher. **(Annexure)**

7.6.3 BI team will also discuss about the corporate who will come to teach the practical approach of the subject and for how much time that corporate will come.

7.6.4 Time duration for the meeting should be min 2 hours and max 3 hours.

7.7 The confirmation mails will be send by BI to all the faculties and HOD will be in cc. That mail will have all the standard and deadlines to share the course plan and material.
(** Annexure of mail draft is attached)

8. Course Content preparation:

8.1 Faculty will prepare the course plan and content and that will be reviewed by the HODs on timely basis.

8.2 HOD will make one reviewer committee for their particular specialization and that committee will come twice for reviewing the course content.

8.3 One format for reviewing the course plan will be shared by academic team to all the HODs and then HOD will take the review which will be submitted to academics department. Same format will be used with reviewer committee further.

8.4 Once the review is done, then the deadline to be set for doing the required changes will be suggested by the review committee and HODs.

9. Evaluation plan:

9.1 Planning of evaluation will be done by faculty in advance and will submit the same to academic team and concerned HODs.

9.2 HODs will check the quality of the evaluations planned and will give feedback to the faculty based on which faculty will make necessary changes and will submit the final evaluation plan to academics and HOD.

9.3 Evaluation plan must contain:

9.3.1 Two or three presentations on the basis of SCPS

9.3.2 Test

9.3.3 Quiz

9.3.4 Unguided Sessions (Case study discussion)

9.3.5 Viva

9.3.6 Live projects/Field visits

9.3.7 Assignments

10. Preparing Study Material for students:

10.1 Academic team will collect and prepare the study material for students which will be shared to all the students before starting the semester.

10.2 Study material will contain;

10.2.1 Instruction kit (Different for BOP, Semester-I, II, III and IV)

10.2.2 Course plan with course objective and evaluation plan for all subjects. (** Annexure attached)

10.2.3 Balance sheet for Finance classes

10.2.4 Case studies

10.2.5 Pre-readings (Will be shared on weekly basis)

10.2.6 Workbook if any

10.2.7 Books (Except subjective books like; personality development books etc.)

Standard Operating Procedure of

TIME TABLE FOR PGDM AND MBA COURSES

SOP No. 2

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SOP NO. 2
TIME TABLE FOR PGDM AND MBA COURSES

1. Purpose:

To prepare the SOP for Time Table which will provide guidelines to academic department and other departments, which in turn will facilitate the academic process for effective functioning on a day to day basis.

2. Objectives:

Primary Objectives:

2.1 To enable students and teachers to know as to what subjects and topics to be covered on a day to day basis during a Semester-I, II, III and IV. It also helps in determining time estimation of each subject (full credit: 32 sessions and half credit 15 sessions per semester)

2.2 To provide specific time and duration with each and every topic with regard to a specific subject.

2.3 To enable in planning for the teacher and preparation for the students like pre-reading material, engagement in classroom, pedagogy in each session etc.

2.4 To enable the academic department to organize additional classes through corporate interface as and when required for better learning and employability, which will provide them opportunity for better application orientated learning and thereby better employability.

Secondary Objectives:

2.5 To provide guidelines and information for availability of facilities such as classroom, Transport and teaching and training aids etc.

2.6 To help all concerned faculty, academic team, support department for better co-ordination and administration for smooth functioning.

3. Scope:

This SOP is applicable to Pune Institute of Business Management, Pune for both PGDM and MBA programs.

4. Time Table Calendar:

Table-1:

Sr. No.	Semester	Duration in months
1	Business Orientation Program	May to July
2	Semester-I	August to 15th Dec
3	Winter Internship Program	1 Month (15th Dec-15th Jan)
4	Semester-II	January to 15th May
5	Summer Internship Program	2 Months (15th May to 15th July)
6	Semester-III	August to Nov
7	Semester-IV	February to April

5. Time Table:

Each period of time table has to be designed with great deal of attention to detail, keeping continuity of topic and absorption by students in mind. Each period in time table contains the following details – (** please refer Annexure-1 of Time Table)

5.1 Time of session – Session time is crucial to instill discipline in the academic system. The following standards need to be followed in order to allocate correct session timings -

5.1.1 Standard class duration for each session is 1 hour 15 minutes or **75 minutes**.

5.1.2 An average academic schedule have **6 sessions of subject (i.e. 75*6 = 450 minutes or 7.5 hours** of academic training) per day per section covering different prescribed subjects or additional training as required.

5.1.3 3 sessions should be scheduled pre-lunch and 3 post lunch to equally distribute training load throughout the day.

5.1.4 In a day's time table there are total 4 breaks (2 breaks of 5 mins and 2 of 10 mins) and one Lunch break of 45 mins.

5.1.5 Corporate or visiting faculty workshops can be scheduled in different time slots as per the availability of the guest. (**Ex: Standard time for each period is 75 mins but if guest is available for 2 or 3 hours then it has to be planned accordingly.**)

5.1.6 All extra-curricular activities should be planned from **6:00PM- 8:00 PM** without disturbing daily routine classes. **Extracurricular activities include:**

5.1.6.1 Aerobics

5.1.6.2 Gym

5.1.6.3 Yoga and Meditation

5.1.6.4 Music

5.1.6.5 Dance

5.1.6.6 Different indoors (Table tennis, Carrom, Chess, etc.) and outdoor games (Cricket, Volleyball, Basketball etc.)

5.1.6.7 Club activities (Marketing club, Finance Club, HR club, Digital Marketing Club, Retail Club etc.)

5.2 Name of Subject

The next important information in a time table is the Subject to be conducted in a particular time slot. The time table of whole week should be aligned in order to maintain continuity of each and every subject **(Two Sessions/Subject/Week).** Concerned faculties must ensure that while teaching adequate time allotted in time table is utilized optimally for better learning and absorption by student. They have to ensure in no way they speed up more topics in a session which are not specified in time table which may affect effective learning and absorption. Following points must be kept in mind for subject allocation in time table –

5.2.1 Subjects are of two types – **Full Credit (40 hours) and Half Credit (20 hours) (** Please refer Annexure-II attached)**

5.2.2 Each semester is of 16 weeks and each subject must be planned every week with the calculation of **2 sessions/subject/week.** It will ensure timely completion of syllabus.

5.2.3 A **full credit course** should have minimum **2 sessions in a week (each session of 1.25 hours, so total 2.50 hours)**

5.2.4 A **half credit course** must have **1 session in a week (each session of 1.25 hours).**

5.2.5 All the subject's evaluation by the concerned faculty have to be planned and completed within the allotted sessions. Example- have to be completed within 40 hours for full credit and 20 hours for half credit.

5.2.6 If students have not understood and absorbed any topic of any subject then remedial session can be organized for weaker students mainly by internal faculty beyond 40 or 20 hours training.

5.2.7 Name of subject will also help in **tracking and monitoring in terms of planned versus actual session conducted.**

5.3 Topic to be covered in subject

Topic should be mentioned in the time table and this will help students as below:

5.3.1 Students will have clarity of what they will learn in each period. Ex:

Table-2:

Time	Section-PGDM-I	Classroom
9:15-10:30	**Subject:** Research Methodology **Faculty:** Dr. Prantosh Banerjee **Topic:** Data Analysis: Z Test, ANOVA Pre-reading: Chapter-6 from book Tull and Hawkins	CR-101

5.3.1.1 Students will come prepared with the pre-reading material (given in advance) related to the topic given in the time table.

5.3.1.2 This will give clarity to the students, faculty members as well as academic administration team about the progress of the subject.

5.4 Name of Faculty

In the time table name of the faculty should be mentioned and this will help in different ways like:

5.4.1 If we mention name of the faculty in the time table then this will give clarity to the faculty about their total sessions in a day.

5.4.2 Name of the faculty will help the academic administration team in monitoring the engagement of each faculty. **(A faculty should not get more than 4 sessions in a day)**

5.4.3 Academic team can avoid any possible clashes in terms of faculty and classroom.

Example: Suppose Dr. Kulkarni is taking Organization Behavior in Semester-I and he is not taking any subject in Semester-III but if we ask him to take JD based training of **ITC** for semester-III students then there could be the chances of Dr. Kulkarni's sessions clashing in both the time table as mentioned below-

<div align="center">Table-3</div>

Time	Section-PGDM-I	Classroom	Time	Section-Core Marketing	Classroom
PUNE INSTITUTE OF BUSINESS MANAGEMENT BATCH-2017-19 Semester-I Time Table: 20. 10.17			PUNE INSTITUTE OF BUSINESS MANAGEMENT BATCH-2016-18 Semester-III Time Table: 20. 10.17		
10:35-11:50	**Subject:** Organization behavior **Faculty:** Dr. Sanjeev Kulkarni **Topic**: Attitude	CR-101	10:35-11:50	JD Based training on ITC for Placements Faculty: Dr. Sanjeev Kulkarni	CR-201
** This is the example of time table of both the semesters and there is a clash of Dr. Sanjeev at the same time in two different classrooms and two different subjects in different semesters. Such clashes must be avoided.					

5.5 Class room

Mentioning of Classroom in the time table helps academic team in following ways:

5.5.1 Mentioning of classroom in the time table helps the academic administration team to capture the clashes in terms of both the time tables. (As shown in table no 3)

5.5.2 It also give clarity to all the stakeholders like; students, faculty and academic administration team regarding which section is sitting in which classroom.

5.6 **Special Time arrangements for visiting faculty and corporate (if any)**

There may be requirement for special arrangements timings in the time table like:

5.6.1 If any faculty cannot take classes between 9:00-6:00 and is available early morning or late evening then we can change the timings according to the availability of faculty. Ex: Suppose, we give one subject as Taxation to Prof. Prasad Bhat so we need his two sessions/week for the subject and he is a visiting faculty so he will come only to take sessions. If he says that he is available from 7:30-10:30 AM then we can plan his sessions like;

Table-4

Time	Section-PGDM-I	Classroom
7:30-8:45	**Subject:** Taxation **Faculty:** Mr. Prasad Bhat **Topic:** Direct Taxes	CR-101
8:45-9:15	**Breakfast in Canteen**	
9:15-10:30	**Subject:** Taxation **Faculty:** Mr. Prasad Bhat **Topic:** Indirect taxes	CR-101

5.7 Facility Management- (** Please refer detailed SOP on Facility management)

5.7.1 When we prepare time table we need to check the pre-requisites related to each slot of time table

5.7.2 If there is any new requirement then we have to give information to the concerned department and then need to ensure that the pre-requisites are available.

5.7.3 To ensure the smooth running of classes require some basic facilities on daily basis like:

5.7.3.1 From Admin department we require some basic material which is mandatory to run a class;

5.7.3.1.1) 3-4 different color Markers (In working condition)

5.7.3.1.2) White Board

5.7.3.1.3) Duster

5.7.3.1.4) Projector (In working condition)

5.7.3.1.5) Projector remote with battery

5.7.3.1.6) Pointer for Projector (In working condition)

5.7.3.1.7) Camera for video recording (In working condition)

5.7.3.1.8) Mic (In working condition)

5.7.3.1.9) Benches (In good condition)

5.7.3.1.10) Table and Chair for faculty

5.7.3.1.11) Water, tea/Coffee facility for faculty.

5.7.3.1.12) Transport Facility for visiting faculties if required.

5.7.3.1.13) Breakfast and Lunch if required.

5.7.3.1.14) Seating Arrangements

5.7.3.2 From Academics department material should be given to the students in advance like:

5.7.3.2.1 Pre-readings for the week of different subjects as shared by faculty in advance

5.7.3.2.2 Case study when required for the session as given by faculty

5.7.3.2.3 Balance sheet for finance classes in the starting of semester.

5.7.3.2.4 Instruction kit in the starting of semester.

5.7.3.2.5 Students Load sheet of Evaluation on weekly basis.

5.7.3.2.6 List of prescribed books of every subject and also the course plan of all subjects.

5.8 Student batch Size for each session

5.8.1 Student batch size must be reflected on the time table.

5.8.2 For semester-I all the subjects are common; equal distribution of sessions should be done in all divisions.

5.8.3 In Semester 2, 3 and 4 common as well as specialization subjects are conducted; merging of common subject session must be done taking into consideration of class strength.

For eg. If there are 20 students in a Finance division and 40 students in Marketing division, then both classes can be merged for a common subject as the student count will not go beyond 60. Maximum deviation of 10% is permissible in this case (i.e. 65-66 students in the same class).

5.9 Mode of session –

5.9.1 There may be two different types of sessions like:

5.9.2 Guided Session: This is a type of session where faculty will teach in class and students will come prepared with the pre-readings.

5.9.3 Unguided session: Unguided sessions may be in the form of group discussion on group presentation. Faculty will give one case or situation to the students and will see how students are performing and will give them class participation marks.

6. Summary of Clause no.5

A typical time table will provide the following information for the benefit of students and faculty like:

1. Semester and Batch specific to a year
2. Day, Date and Time
3. Sections with its size (No. of students) with classroom Numbers
4. Bus pick up time from different hostels
5. Time of breakfast and venue
6. Reporting time and attendance for class/session
7. Subject and topic
8. Faculty name
9. Pre-reading requirement
10. Break time in between the sessions
11. Lunch time, duration and venue
12. Extra classes information
13. Pickup from college to hostel and Dinner time at hostel.
14. Exam, Test, Evaluation (Whenever necessary/Conducted)
15. Corporate session (Whenever organized)
16. Field visits/Industrial visits (Whenever Organized)
17. Any Events (Whenever Organized)
18. Placements related events (GD,PI etc)
19. Mentor-Mentee session
20. Holiday announcement
21. Certification program

7. Administration

Concerned Batch Incharge will be responsible for day to day administration and review.

Annexure-I
(With reference to clause-5.2.1)

The example in the next page, for instance shows all these details getting captured in the time table of a particular semester. Sample of Time table for Semester-I:

Annexure II: List of subjects in Semester-I
Tabel-6

	PUNE INSTITUTE OF BUSINESS MANAGEMENT PGDM (2017-19) - SEMESTER-I	
	Subjects	**No. of Hours**
1	Business Finance-I (Full Credit)	32 Sessions=40 hours
2	Marketing Management (Full Credit)	32 Sessions=40 hours
3	Human Resource Management (Full Credit)	32 Sessions=40 hours
4	Organization Behavior (Full Credit)	32 Sessions=40 hours
5	Managerial Economics (Full Credit)	32 Sessions=40 hours
7	Research Methodology (Full Credit)	32 Sessions=40 hours
8	Statistics (Full Credit)	32 Sessions=40 hours
9	Operations Management (Full Credit)	32 Sessions=40 hours
10	IT Skills (Full Credit)	32 Sessions=40 hours
11	Aptitude Training (Full Credit)	32 Sessions=40 hours
12	Communication Training (Full Credit)	32 Sessions=40 hours

Table-7

	PUNE INSTITUTE OF BUSINESS MANAGEMENT MBA (2017-19) - SEMESTER-I	
Subjects		**No. of Hours**
1	Organization Behavior (Full Credit)	32 Sessions=40 hours
2	Basics of Marketing (Full Credit)	32 Sessions=40 hours
3	Legal Aspects of Business (Full Credit)	32 Sessions=40 hours
4	Accounting for Business Decision (Full Credit)	32 Sessions=40 hours
5	Economics Analysis for Business (Full Credit)	32 Sessions=40 hours
7	Business Research Methodology (Full Credit)	32 Sessions=40 hours
8	Personality Development (Half Credit)	15 sessions=20 hours
9	Business Communication (Half Credit)	15 sessions=20 hours
10	Management Fundamentals (Half Credit)	15 sessions=20 hours
11	MS Excel & Advanced Excel (Half Credit)	15 sessions=20 hours
12	Cyber Security (Quarter Credit)	Self- Study per week
13	Human Rights (Quarter Credit)	Self- Study per week

List of subject in Semester-II
Table-8

PUNE INSTITUTE OF BUSINESS MANAGEMENT BATCH_____ PGDM (SEMESTER-II)		
Subjects		**No. of Hours**
1	Macro-Economics (Full Credit)	32 Sessions=40 hours
2	Supply Chain Management (Full Credit)	32 Sessions=40 hours
3	Business Finance-II (Full Credit)	32 Sessions=40 hours
4	Business Analytics-1 (Business Analytics + Business Intelligence) (Full Credit)	32 Sessions=40 hours
Marketing Subjects		
1	Product Management	32 Sessions=40 hours
2	Sales and Distribution Management @#	32 Sessions=40 hours
3	E-Commerce and Digital marketing@#	32 Sessions=40 hours
4	Strategic Marketing	32 Sessions=40 hours
5	Market Research	32 Sessions=40 hours
6	Retail Management	32 Sessions=40 hours
Finance Subjects		
1	Securities Analysis and Portfolio Management-I	32 Sessions=40 hours
2	Direct and indirect Taxation	32 Sessions=40 hours
3	Cost and Management Accounting @#	32 Sessions=40 hours
4	Financial Market and Institutions @#	32 Sessions=40 hours
5	Project Finance/Financial Modelling	32 Sessions=40 hours
6	Derivative	32 Sessions=40 hours
Human Resource Management Subjects		
1	Labor Law	32 Sessions=40 hours
2	Training and Development @#	32 Sessions=40 hours
3	Performance Management System	32 Sessions=40 hours
4	Compensation and Benefits	32 Sessions=40 hours
5	Recruitment and Selection @#	32 Sessions=40 hours
6	Organization Development	32 Sessions=40 hours
Note: @# denotes major and minor subjects		

Table-9

PUNE INSTITUTE OF BUSINESS MANAGEMENT BATCH-_____ MBA (SEMESTER-II)		
Subjects		**No. of Hours**
1	Marketing Management (Full Credit)	32 Sessions=40 hours
2	Financial Management (Full Credit)	32 Sessions=40 hours
3	Human Resource Management (Full Credit)	32 Sessions=40 hours
4	Decision Science (Full Credit)	32 Sessions=40 hours
5	Operations and Supply Chain Management (Full Credit)	32 Sessions=40 hours
7	Management Information System (Full Credit)	32 Sessions=40 hours
8	MS Project (Half Credit)	15 sessions=20 hours
9	Life Skills Lab (Half Credit)	15 sessions=20 hours
10	Emotional Intelligence (Half Credit)	15 sessions=20 hours
11	Industry Analysis (Half Credit)	15 sessions=20 hours
12	Cyber Security-II (Quarter Credit)	Self- Study per week
13	Human Rights-II (Quarter Credit)	Self- Study per week

List of subject in Semester-III
Table-10

PUNE INSTITUTE OF BUSINESS MANAGEMENT BATCH_____ PGDM (SEMESTER-III)		
Subjects		**No. of Hours**
1	Strategic Business Management	32 Sessions=40 hours
2	Legal Aspects of Business	32 Sessions=40 hours
3	Entrepreneurship Development and Project Management	32 Sessions=40 hours
Marketing Subjects		
1	B2B @#	32 Sessions=40 hours
2	Pricing Management	32 Sessions=40 hours
3	Brand Management	32 Sessions=40 hours
4	Services Marketing @#	32 Sessions=40 hours
5	Integrated Marketing Communication	32 Sessions=40 hours
6	Marketing Analytics	32 Sessions=40 hours
Finance Subjects		
1	Advanced Financial Management	32 Sessions=40 hours
2	Commercial Credit @#	32 Sessions=40 hours
3	Securities and Portfolio Management 2	32 Sessions=40 hours
4	International Finance @#	32 Sessions=40 hours
5	Equity Research	32 Sessions=40 hours
6	Fixed Income	32 Sessions=40 hours
Human Resource Management Subjects		
1	HR Analytics	32 Sessions=40 hours
2	Human Resource Information System @ #	32 Sessions=40 hours
3	International HR	32 Sessions=40 hours
4	Talent Management @#	32 Sessions=40 hours
5	Industrial Relation	32 Sessions=40 hours
6	Designing HR Policies	32 Sessions=40 hours
Note: @# denotes Major and Minor subjects		

Table-11

PUNE INSTITUTE OF BUSINESS MANAGEMENT BATCH_____ MBA (SEMESTER-III)		
Subjects		**No. of Hours**
1	Strategic Management	32 Sessions=40 hours
2	Enterprise Performance Management	32 Sessions=40 hours
3	Start -Up & New Venture Management	32 Sessions=40 hours
Marketing Subjects		
1	Contemporary Marketing Research (Full Credit)	32 Sessions=40 hours
2	Consumer Behavior (Full Credit)	32 Sessions=40 hours
3	Integrated Marketing Communications (Half Credit)	32 Sessions=40 hours
4	Personal Selling Lab (Half Credit)	32 Sessions=40 hours
5	CRM (Half Credit)	32 Sessions=40 hours
6	Marketing of Financial Services – 1 (Half Credit)	32 Sessions=40 hours

Finance Subjects		
1	Financial Regulatory Framework (Full Credit)	32 Sessions=40 hours
2	Merchant Banking & Financial Services(Full Credit)	32 Sessions=40 hours
3	Income Tax – 1 (Half Credit)	32 Sessions=40 hours
4	Financial Instruments & Derivative (Half Credit)	32 Sessions=40 hours
5	Financial Statement Analysis(Half Credit)	32 Sessions=40 hours
6	Equity Research(Half Credit)	32 Sessions=40 hours
Human Resource Management Subjects		
1	Labour Law(Full Credit)	32 Sessions=40 hours
2	Performance Management (Full Credit)	32 Sessions=40 hours
3	Human Resource Information System (Half Credit)	32 Sessions=40 hours
4	Lab in Job Design & Analysis(Half Credit)	32 Sessions=40 hours
5	Lab in Training(Half Credit)	32 Sessions=40 hours
6	Lab in Recruitment & Selection (Half Credit)	32 Sessions=40 hours

Annexure 3: Example of Full Credit course: MBA Pune University (with reference to clause 5.2.1)

Semester	I	Specialization	NA
Course Code	106	Type	Generic - Core
Course Title	Basics of Marketing		

Course Objectives:	
1	To introduce marketing as a business function and a philosophy
2	To emphasize importance of understanding external environment in marketing decision making
3	To expose students to a systematic frame work of marketing &implementations and to highlight need for different marketing approaches for services, goods, and for household consumers, organizationalbuyers.

Syllabus:

Unit Number	Contents	Number of Sessions
1	**Introduction to Marketing:** **1.1 Definition & Functions of Marketing:** Scope of Marketing, Core concepts of marketing such as Need, Want, Demand, Customer Value, Exchange, Customer & Consumer, Customer Satisfaction, Customer Delight, Customer Loyalty, Marketing v/s Market	10 + 2
	1.2 Markets: Definition of Market, Competition, Key customer markets, Marketplaces, Market spaces, Metamarkets **1.3 Company Orientation towards Market Place:** Product, Production, Sales, Marketing, Societal, Transactional, Relational,Holistic Marketing Orientation. Selling versus Marketing. Concept of Marketing Myopia. **1.4 Introduction to the Concept of Marketing Mix:** Origin & Concept of Marketing Mix and Definitions of 7Ps.People, Processes & Physical Evidence **1.5 New Marketing Realities:** Major Societal Forces, New Consumer Capabilities & New Company Capabilities.	
2	**Consumer Behavior:** **2.1** Meaning & importance of consumer behavior, Comparison between Organizational Buying behavior and consumer buying behavior, Buying roles, **2.2** Five steps buyer decision process	6 + 2
3	**Marketing Environment:** **3.1 Concept of Environment:** Macro and Micro, Need for analyzing the Marketing Environment	6 + 2

3	**Marketing Environment:** **3.1 Concept of Environment:** Macro and Micro, Need for analyzing the Marketing Environment **3.2 Macro Environment:** Analyzing the Economic, Socio-cultural,	6 + 2
	Demographic, Political – Legal - Regulatory, Technical, Environmental environments. **3.3** Linkage of Marketing Function with all functions in the organization.	
	3.4 Concept of Market Potential & Market Share	
4	**Segmentation, Target Marketing & Positioning:** **4.1 Marketing as Value Delivery Process:** Traditional & modern approaches **4.2 Segmentation:** Definition, Need for segmentation, Benefits of segmentation to marketers, Bases for market segmentation of consumer goods & industrial goods, Criteria for effective segmentation. **4.3 Levels of Market Segmentation:** Segment Marketing, Niche Marketing, Local Marketing, Mass Marketing. **4.4 Target Market :** Concept of Target Market and criteria for selection of target market **4.5 Positioning:** Concept of Differentiation &Positioning, Introduction to the concepts of Value Proposition & USP.	8 + 2
5	**Product – The First Element of Marketing Mix:** **5.1 Product :**Meaning of product, Goods & Services Continuum, Classification of consumer products – Convenience, Shopping, Specialty, Unsought, classification of industrial products – material & parts, capital items, supplies &	5 + 2
5	**Product – The First Element of Marketing Mix:** **5.1 Product :**Meaning of product, Goods & Services Continuum, Classification of consumer products – Convenience, Shopping, Specialty, Unsought, classification of industrial products – material & parts, capital items, supplies & services **5.2Product Levels:** The customer value hierarchy **5.3 Product Mix:** Width, Depth, Consistency & Product line.	5 + 2

Learning Resources:		
1	Text Books	Marketing Management - Philip Kotler, Kevin Lane Keller, Abraham Koshy, Mithileshwar Jha, Pearson , 13thEdition Marketing Management, Rajan Saxena, TMGH, 4th Edition Marketing by Lamb Hair Sharma, Mc Daniel Cengage Learning 2012
2	Reference Books	Principles of Marketing – Philip Kotler, Gary Armstrong, Prafulla Agnihotri, MKTG- CENGAGE Learning- Lamb/Hair/Sharma

Annexure 4: Example of Half Credit course:

MBA Pune University (with reference to clause 5.2.1)

Semester	I	Specialization	NA
Course Code	107	Type	Generic – Elective
Course Title	Management Fundamentals		

Course Objectives:	
1	To explain the various concepts of management
2	To make the students understand the contemporary management practices
3	To highlight professional challenges that managers face in various organization
4	To enable the students to appreciate the emerging ideas and practices in the field of management.

Syllabus:

Unit Number	Contents	Number of Sessions
1	**Introduction to Principles of Management:** **1.1 Basic Concepts:** Definition of Management, Contribution of F.W.Taylor, Henri Fayol, Elton Mayo, Mary Parker Follet, Rensis Likert, Chestard Bernard, Douglas McGregor, Peter Drucker, Michael Porter and C.K. Prahlad **1.2 Approaches to Management:** Scientific Approach, Systems Approach and Contingency Approach. **1.3 Managerial Competencies:** Communication, team work, planning and administrative, strategic and global competencies;	6 + 1
2	**2.1 Organization:** Formal and Informal, Line and staff relationship, Centralization Vs. Decentralization, Basic issues in organizing, work specialization, chain of common delegation, span of management, Organization Structure - bases for departmentation. **2.2 Organizational Culture:** Cultural Diversity, Multi Ethnic Workforce, Organizing Knowledge resource.	6 + 1
3	**3.1 Planning:** Nature & elements of planning, planning types and models, planning in learning organizations; Types, Steps, MBO, MBE, Planning Premises.	5 + 1
3	**3.1 Planning:** Nature & elements of planning, planning types and models, planning in learning organizations; Types, Steps, MBO, MBE, Planning Premises. **3.2 Decision Making:** Risk and Uncertainty, Decision Trees, Decision making process, models of decision making, increasing participation in decision-making, decision-making creativity.	5 + 1
4	**4.1 Controlling:** Process, Standards and Bench Marking - Co-ordination-Principles of Co-ordination-Inter-dependence.	4 + 1

5	**5.1 Challenges in Management:** Change Management -Timing of Change-Reaction to change-Planning organizational Change-Technological Change-Effective use of Communication Devices and IT.	4 + 1

Learning Resources:		
1	Text Books	Fundamentals of Management by Robbins, S.P. and Decenzo, D.A., Pearson Education Asia, New Delhi. Management by Koontz and Wechrich, TMGH Management by Stoner, et. al., Prentice Hall of India, New Delhi.
2	Reference Books	Management by Hellregel, Cengage Learning, Bombay Management by Robbins & Coulter, Prentice Hall of Hall of India, New Delhi. Management - Text & Cases by Satya Raju, PHI, New Delhi. Management by Richard L. Draft, Cengage South-Western

Annexure 5: FAQ's regarding Time Table:

8. Why to prepare time table on daily basis?

Ans: Time table should be prepared on monthly and weekly basis but there would be some changes on day to day basis so we have to prepare it on daily basis. It decreases the deviations when we plan it on daily basis and this will help academics administration team to monitor day to day activities closely.

2. Why we need to mention topic in time table?

Ans: If we mention topic in Time Table:

a) Gives clarity to students

b) Clarity to faculties

c) Clarity to academic administration department

d) Students would be able to do pre-reading according to the topic.

3. Why we should mention pre-readings in time table?

Ans: Batch In-charge should share the pre-reading of one week in advance with all the students but then also we should mention it in time table so that students will be clearer.

4. Why sections get divided into sub-sections for aptitude and communication classes?

Ans: If we give Communication and Aptitude Training classes to 60-65 students then students will not be able to practice in large group of students. We divide each section into 3 sub-sections (like; group a, b and c) on the basis of the score students achieve in the test. So according to test we divide them in groups and they get classes in different classrooms in small groups of 20-25 with different faculties. So faculties will train 'a' group students with different training modules and others with different modules.

5. Why faculties have to be informed by different modes communication when have confirmed in one?

Ans: We should use all the modes of communication as this reduce the communication gaps between academic team and faculty and faculty will be clear for his/her next day's engagement.

6. If faculty cancel his session regularly due to any reason then how to handle the situation and how to handle the situation for course completion?

Ans: If faculty cancel his sessions on regular basis then we should share the issue with Director and then have to arrange his meeting with Director. Regarding his course completion we have to arrange his extra sessions to complete the course.

7. What can we plan in empty slots?

Ans: We have to plan extra sessions of Economic Times review, General Awareness, Desk Research etc.

8. What to do if placement department ask academics department to plan a corporate session on adhoc basis?

Ans: We have to discuss with placement department daily if there will be any corporate coming for session or placements. If placement department communicates on a adhoc basis, then we need to check the possibility of organizing the session based on visiting faculty schedule and students availability.

9. How to manage if there is a shortage of rooms due to any reason?

Ans: We have to ensure that admin department communicates for any movement of infrastructure facilities and based on the situation, we may make the adjustments like merging of smaller sections for similar subjects etc.,

10. Does Time table making include checking classroom capacity and whose responsibility is setting up classroom?

Ans: Academic team and Admin team are mutually responsible to ensure the classroom capacity for the allotted section of students. Academic team will crosscheck the rooms capacity while preparing the timetable and may request the admin team for any support.

11. Why Back-up plan is important?

Ans: In the absence of the scheduled faculty for any reason, back-up plan will help the academics administration team to run the classes smoothly.

12. How to manage the situation if faculty refuses to take extra session (GD or PI)

Ans: In such cases, based on the situation, academic team will discuss with concerned HOD and decision will be taken.

13. How to manage if faculty do not give their evaluation on time?

Ans: Discuss the issue with the concerned faculty and further we may discuss with concerned HOD if issue is not resolved.

Standard Operating Procedure of
CLASSROOM FACILITIES
SOP No. 3

Prepared by : Dr. E. Poorna Chandra Prasad, Asst. Professor & Batch Incharge

Checked by   : Prof. Poornima Sehrawat, Asst. Professor & Batch Incharge

Prof. David Hansing, Asst. Professor & Batch Incharge

Approved by: Prof. Bibhas Basumatary, Director

SOP NO. 3
CLASSROOM FACILITIES

1. PURPOSE OF THE SOP:

The purpose of this SOP is to ensure the availability of various facilities from time to time and establish guidelines to maintain and use the facilities properly.

2. OBJECTIVES OF THE SOP:

1. To ensure the availability of adequate resources to enable effective functioning of the college/institute.
2. To coordinate regular inspection of the facilities to ensure hygiene and proper working condition of various facilities.
3. To identify right people (owners) to manage and monitor the functioning of facilities.
4. To provide guidelines for effective management of facilities and resources.
5. To take appropriate actions and corrective measures when issues arise

3. SCOPE OF THE SOP:

This SOP is applicable to Pune Institute of Business Management (PIBM), Pune and the staff members employed here.

4. SOP ADMINISTRATION:

This SOP will be administered jointly by HOD-Admin, Concerned Batch In-charge, IT Administrator and Librarian from time to time under the overall supervision of the Director.

5. FACILITIES REQUIRED

5. 1 FACILITIES IN CLASSROOM

5.1.1 All the facilities required by students and faculty members (both regular and visiting) for effective functioning of the class work are defined as Academic Facilities

5.1.2 These facilities must be monitored on a daily basis by the concerned batch-in-charge with the support of Admin in-charge and IT Administrator

5.1.3 Academics facilities will be required on all working days and these facilities must be ready at least 15 minutes before the commencement of the classes.

5.1.4 Class rooms may also be required on weekly offs and holidays. It is the responsibility of the batch in-charge and owner of that room to ensure the availability of facilities in the required rooms.

5.1.5 Model Class room

5.1.6 Table below shows list of facilities in each classroom with concerned In-charge:

Facility Requirements	Concerned In-charge
• Markers-4 (1-Red,1-Black,1-Blue,1-Green) • Duster-1	Batch in-charge
• Writing Board-1 • Tables-15 to 30 • Desk-1 • Fans- 3 to 6 • Tube Lights- 4 to 8 • Notice Board- 1	HOD-Admin

• Projector-1
• Laptop-1
• Video Camera-1
• Public Addressing System
  a. Speakers- 2 to 6
  b. Amplifier -1
  c. Collar Mic- 1 to 4
	IT Administrator

5.1. 7 OWNERS OF EACH CLASSROOM

Room No.	Floor No.	Staff Owner	Student Coordinators
CR_101	Ground Floor	Ms. Poornima	Simrat Singh Twinkle Sharma
CR_102	Ground Floor	Mr. Kumar Gourav	Subham Jaiswal Naina Srivastava
CR_103	Ground Floor	Mr. Ravinder	Akash Kumar Sneha Mukherjee
CR_104	Ground Floor	Mr. David	Arun Joshi Abha Kant
CR_105	Ground Floor	Dr. Govind Srivastav	Bijan Moulik Sweta Srivastava
CR_106	Ground Floor	Dr. Yachana	Samriddha CH Megha Bhardwaj
Outer 105	Ground Floor	Mr. Jatin Bishnoi	To be Appointed
Admin Office	Ground Floor	Mr. Bibhas Basumatary	Krishna Pandey Anushka Sakshena

Room No.	Floor No.	Staff Owner	Student Coordinators
Accounts Office	Ground Floor	Mr. Swapnil	To be Appointed
CR_201	First Floor	Ms. Srishti Omre	Saumya Negi VishaL Lal
CR_202	First Floor	Mr. Samir Mondal	Megha Agarwal Ashish Aman
CR_203	First Floor	Dr. Rajasshrie Pillai	Kushagra Prakash Tripti Mishra
CR_204	First Floor	Ms. Palak Sharma	Bidyashree Atya Mayank Bhandhari
CR_205	First Floor	Dr. Riddhiman Mukhopadhyay	Shreya Keshri Gagandeep Singh
CR_206	First Floor	Ms. Pooja Bhopi	Ayush Jain Kritika Jain
CR_207	First Floor	Dr. Govind Srivastav	To be Appointed
Outer 205	First Floor	Mr. Jatin Bishnoi	To be Appointed
Placement Cell	First Floor	Ms. Bhumika Gupta	Mohit Singakar Aishwarya Dube
Discussion Room	First Floor	Ms. Nazneen	To be Appointed
CR_301	Second Floor	Dr. Raj Mishra	Subham Guha Chetna Sood
CR_302	Second Floor	Dr. Vivek Sharma	Priti Singh Ankit Kumar
CR_303	Second Floor	Dr. Alekh Panda	Jaideep Kar Kumali Das
CR_304	Second Floor	Dr. Rajalakshmi	Lucky Kotecha Poulami Mukherjee
CR_301	Second Floor	Dr. Asha Sharma	To be Appointed
IT Lab	Second Floor	Dr. B. Naresh	Kanchi Jain Sourabh Jain
Exam Dept.	Second Floor	Ms. Harshada Kshirsagar Sharma	Prajwal Nilakshi Dutta
Discussion Rooms	Second Floor	Dr. Hemalata	To be Appointed
CR_401	Third Floor	To be Appointed	Nishan Kr Ahana Pal
CR_402	Third Floor	To be Appointed	To be Appointed
Seminar Hall	Third Floor	Mr. Pavandeep Singh Duggal	Mohd. Kamran Monika Hooda
Music Room	Third Floor	Ms. Sweta Siddharth	To be Appointed

Room No.	Floor No.	Staff Owner	Student Coordinators
HR Office	Third Floor	Mr. Shahid	To be Appointed
Gymnasium	Third Floor	Dr. Pooja Rakheja	Sahil Vig, Priya Manipal
Auditorium	Fourth Floor	Mr. G. Pravin Kumar	Sneha Mukherjee Kapish Maheshwari
Old Canteen	Ground Floor	Dr. Praveen Srivastava	To be Appointed
New Canteen	Ground Floor	Mr. Raveen Bhatnagar	To be Appointed
Library	Third Floor	Mr. Uttam Malawi	Rinshi Singh Anirudh Sharma
Sick Room	Second Floor	Dr. E Poorna Chandra Prasad	Almaz Yusuf Sakshi Rathi
Sports	NA	Mr. Dattatray Jadhav	Saudip Mitra Thakur Saumya Negi

5.2 LIBRARAY FACILITIES:

    5.2.1 Library facilities can be accessed by all the students, faculty (both regular & visiting) and staff of Pune Institute of Business Management.

    5.2.2 These facilities must be monitored on a daily basis by the Librarian, Library committee and Admin Team.

    5.2.3 These facilities must be available from 8.00 am to 8.00 pm to maximize the use of resources in the library

    5.2.4 Procedure of Books issues and returns:

        5.2.4.1 Every student of the institute will be issued a Library ID card through which he/she can take 5 books/periodicals (2 from reference+3 from Book bank) from the library

        5.2.4.2 Books/ periodicals issued from reference section need to be returned within 10 days and can take other books whereas books issued from the book bank can be retained by students till the end of the semester.

        5.2.4.3 For staff to obtain books from library, they need to be given an application to the librarian and a staff account will be created. On this account, staff can take up to 10 books which they can use for 25 days and need to return or renew.

5.2.5 Table below shows list of facilities with concerned In-charge:

Facility Requirements	Concerned In-charge
• Books • Journals • e-journals • Magazines	Librarian
• Computers for e-Library- 10 • Copiers cum Printer- 1 • Printers- 2 • UPS- 3 • Library Management Software- 1 • Online Public Access Catalogue (OPAC) System – 1 • Bar Coding System – 1	IT Administrator
Reading Room and Library Furniture • Chairs – 100 to 150 • Desks – 20 to 30 • Book Racks – 40 to 60 • Computer Tables – 10 • Librarian Desk – 1 • Asst. Librarian Desk – 1 • Bags Keeping Racks- 2 to 4 • Fans- 20 to 30 • Tube Lights – 30 to 40	HOD- Admin

5.3 COMPUTER LABORATORY FACILITIES

5.3.1 Computer Laboratory facilities can be accessed by all the students, faculty (both regular & visiting) and staff of Pune Institute of Business Management.

5.3.2 These facilities must be monitored on a daily basis by the IT Administrator.

5.3.3 These facilities must be available from 9.00 am to 7.00 pm and during examinations and any training it will be open as per the requirement.

5.3.4 These facilities must be ready at least 15 minutes before commencement of the session.

5.3.5 Facilities to be available in the computer lab are shown below:

- Personal Computers
- Networking Facilities (Internet, e-mail etc.)
- All Printers, Scanners and Copiers
- System and Application Software
- Bloomberg Terminal

5.4 CANTEEN FACILITIES

5.4.1 Canteen facilities will be used by all the students, staff and visitors of the institution.

5.4.2 These facilities are continuously monitored and managed by the Canteen Manager and the GM-Administration

5.4.3 Canteen facilities must be provided three times in a day (Breakfast, Lunch and Dinner) to students, staff and guests.

5.4.4 The facilities must be available from 7.30 am to 9.30 pm every day.

5.5 HOSTEL/GUEST HOUSE FACILITIES

5.5.1 Hostel facilities can be used by all the students, staff and guests of Pune Institute of Business Management.

5.5.2 Guest house facilities are provided to the guests vising to the institute from various corporates and reputed academic institutions to train students on various aspects.

5.5.3 Hostel Facilities include different rooms with their staying Capacity

Room Type	Students Accommodation	Staff Accommodation
1 Room Kitchen	NA	1 or 2 (without family)
1 BHK	04	01 (with or without family)
2 BHK	06	01 (only for staff with family)

5.5.4 These facilities must be monitored on a daily basis by the Hostel rectors, Manager and Admin Team. Hostel facilities will be available to the student from the time of taking the admission to any course in the institute and it ends when they complete the course.

5.5.5 Guest house facilities to any guest will be provided upon the request and confirmation of Placement Department, HR Department and Academics office with full details of the visiting guest. Guest room will additionally have a TV, DTH Connection, Water Purifier and Refrigerator.

5.5.6 Table below shows list of facilities with concerned In-charge:

Facility Requirements	Concerned In-charge
• **1 RK** a. Fans - 1 b. Tube lights – 2 c. Bulbs – 5 d. Beds – 2 e. Cots – 2 f. Almirah – B-1, G-2 **g.** Buckets – 2	
• **1 BHK** a. Fans- 2 b. Tube lights- 3 c. Bulbs- 5 d. Cots- 4 e. Beds- 4 f. Almirah- B-2, G-4 g. Buckets- 4	HOD – Admin IT Administrator (only Wi-Fi)
• **2 BHK** a. Fans- 3 b. Tube lights – 4 c. Bulbs- 5 d. Beds- 6 e. Cots- 6 f. Almirah – B-3, G-6 **g.** Buckets- 6	
• All the rooms will have the facilities like a. Shoe stand b. Hot water facility c. Purified water facility d. Electricity **e.** WiFi *** B-Boys, G- Girls**	

5.6 TRANSPORT FACILITY

5.6.1 Transport facilities can be used by all the students and staff and guests of Pune Institute of Business Management.

5.6.2 Transport facilities are provided to the guests vising to the institute from various corporates and reputed academic institutions to train the students on various aspects.

5.6.3 These facilities must be monitored on a daily basis by the Transport in-charge and GM-Admin.

5.6.4 Transport facilities will be available to the student from the time of taking the admission to any course in the institute and it ends when they complete the course.

5.6.5 These facilities are provide to the guest upon the request and confirmation of Placement Department, HR Department and Academics office with full details of the visiting guest.

5.6.6 Timings of the transport facility depends on the academic schedule and it keeps changing from time to time.

5.6.7 Regular transport facility will be provided to students from their respective hostels and for staff, transport will be provided through a defined routes where staff has to be available on the defined time.

5.6.8 Effective functioning of the facility require adequate number of Buses, Cars and sufficient number of drivers and this will be planned and executed by Transport manager in continuous coordination with Academics team, placement and HR department.

5.6.9 Staff Transport facility Route plan

Pick-up Time	Pick-Up/Drop Point	Drop Time
8.05 a.m.	Shivaji Nagar Mitcon	7.06 p.m.
8.10 a.m.	University	7.11 p.m.
8.12 a.m.	NCL	7.09 p.m.
8.15 a.m.	Pashan	7.06 p.m.
8.25 a.m.	Bavdhan Vardayini Hotel	6.56 p.m.
8.30 a.m.	Chandini Chowk	6.51 p.m.
8.33 a.m.	Ambrosia	6.48 p.m.
8.40 a.m.	Bhugaon	6.45 p.m.
8.50 a.m.	Campus	6.35 p.m.

Note: Same route will be followed while dropping also

5.7 SPORTS FACILITIES

5.7.1 Sports facility is provided majorly to students to engage themselves in playing games and sports as and when they are free and as scheduled.

5.7.2 These facilities can be used by students through the approval of Academics department and Admin department will monitor it from time to time.

5.7.3 Timings of the transport facility depends on the academic schedule and students can use these facilities when they are free from the class work between 9.00 am to 8.00 pm.

5.7.4 To provide games and sports facilities, institution need to provide all the sport equipment like, Cricket kits, Footballs, Shuttle badminton rackets, Carom bards, chess boards etc.,

5.8 GYMNASIUM FACILITY

5.8.1 Gymnasium is provided to all the students and staff of the institute and it is available round the clock.

5.8.2 Gymnasium includes all the equipment that helps students and staff of the institute to do regular exercise and remain themselves fit.

5.8.3 This facility in terms of planning, purchasing and maintaining the equipment will be managed by Admin department and the Gym trainer.

5.8.4 Timings of the transport facility depends on the academic schedule and students can use these facilities when they are free from the class work between 6.30 am to 8.30 am and 6.30 p.m to 10.20 p.m.

5.9 MUSIC ROOM FACILITY

> 5.9.1 Music Room is provided an opportunity to all the students and staff of the institute for practical music making.
>
> 5.9.2 It is available for them to learn, practice and perform music playing.
>
> 5.9.3 Students of different courses can come together and form a group to make music.
>
> 5.9.4 This facility requires equipment like Piano, Guitar, Big band etc.,
>
> 5.9.5 This facility in terms of planning, purchasing and maintaining the equipment will be managed by Admin department.

5.10 SICK ROOM FACILITY

> 5.10.1 Institution will have a sick room which is applicable of all the students and staff of PIBM.
>
> 5.10.2 We would have a medical officer visiting the campus on every Wednesday from 9.00 am to 1.00 pm who treats and prescribes medicine to various illness of students and staff.
>
> 5.10.3 This facility includes following equipment:
>
> > 5.10.3.1 Wheel Chair- 1
> >
> > 5.10.3.2 Stretchers- 2
> >
> > 5.10.3.3 Bed, Cot and Chair- 1 each
> >
> > 5.10.3.4 Almirah
> >
> > 5.10.3.5 One fan and one tube light
> >
> > 5.10.3.6 First Aid Box
> >
> > > ▪ Dettol- 2 bottles
> > >
> > > ▪ Cotton rolls- 2
> > >
> > > ▪ Medicine (tablets/ capsules) for illness
>
> 5.10.4 This facility can be used by any student of staff under following reasons
>
> > 5.10.4.1 Become unwell while in the campus
> >
> > 5.10.4.2 For taking first aid for injuries in the campus
> >
> > 5.10.4.3 Any medical emergency which require immediate attention and first aid before being taken to the hospital
> >
> > 5.10.4.4 Student will require permission from the concerned HOD and the mentor. Permission will be granted on the basis of the gravity / seriousness of the medical condition.
> >
> > 5.10.4.5. In case of sudden accident / injury arising out of an accident, the permission can be taken from HOD / Mentor or even directly from

Administration to provide immediate and expeditious management of injury.

5.10.4.6 Administration team will provide the key to open the Sick Room on the basis of the approval given by the concerned authorities

5.10.4.7 For the employees of PIBM, the approval from concerned HOD will be required

5.10.4.8 After use, key will be handed over to admin department by the user. A Key Issue register will be maintained by Admin Department and all related MIS will be kept as a record.

5.10.4.9 Administration will also maintain the medicine issue register and replenish the basic medicines and ointments from time to time.

5.11 CLOSED CIRCUIT (CC) CAMERAS

5.11.1 This facility is provided to provide security, maintain discipline and avoid unwanted situations in the campus.

5.11.2 Closed circuit cameras are installed in every rooms of the institute and at every corridor to ensure security, proper behaviour and discipline.

5.11.3 CC cameras are procured as and when there a new room is built and this is properly monitored, maintained and managed by IT department on a daily basis.

5.11.4 Footage of these cameras will be recorded and it will be stored by the IT department and it can be seen whenever there is an issue like theft, copying in exams, undisciplined behaviour of anybody etc., to know the facts

5.12 House Keeping Facilities

5.12.1. This facility ensures to keep the premises including all the other facilities clean and hygiene.

5.12.2 This facility covers all the rooms (refer section 5.1.7), Wash Rooms, Faculty cabins, Director's cabins and hostels etc.

5.12.3. These facilities must be monitored on a daily basis by the Facilities Manager and HOD-Admin.

5.13 OTHER FACILITIES

15.13.1 NOTICE BOARDS – 6

15.13.2 LED TELEVISIONS – 5

15.13.3 Discussion Rooms – 6

15.13.4 PUBLIC ADDRESSING SYSTEM

5.13.4.1. Combo Speakers – 02

Standard Operating Procedure of

GRIEVANCE HANDLING PROCEDURE

SOP No. 4

Prepared by : Dr. E. Poorna Chandra Prasad, Asst. Professor & Batch Incharge

Checked by   : Prof. Poornima Sehrawat, Asst. Professor & Batch Incharge

                Prof. David Hangsing, Asst. Professor & Batch Incharge

Approved by: Prof. Bibhas Basumatary, Director

<p style="text-align:center">SOP NO. 4</p>

<p style="text-align:center">GRIEVANCE REDRESSAL PROCEDURE</p>

1. PURPOSE OF THE SOP:

The purpose of this SOP is to ensure that the grievances of Students, Staff and Faculty members are resolved in a speedy and fair manner.

2. OBJECTIVES OF THE SOP:

2.1 To set procedures to resolve issues of students, staff and faculty.

2.2 To provide effective and efficient grievance redressal mechanism.

2.3 To ensure grievance inputs are logged in defined manner and system

2.4 To ensure complaints are handled with courtesy and with total transparency.

2.5 To define procedures to escalate their complaints / grievances within the organization up to Director or management Level.

3. SCOPE OF THE SOP:

This SOP is applicable to students, staff and faculty members of Pune Institute of Business Management (PIBM), Pune

4. SOP ADMINISTRATION:

This SOP will be administered jointly by Concerned Batch In-charge, Head-HR, HODs, and Deputy Director from time to time under the overall supervision of the Director.

5. DEFINITION OF GRIEVANCES/COMPLAINTS:

A "Grievance/Complaint" is defined as any communication that expresses dissatisfaction about an action or lack of action.

6. GRIEVANCE REDRESSAL MECHANISM FOR STAFF & FACULTY

Stage	Grievance Redressal Authority	Time for Redressal
Stage 1	Staff or faculty members will communicate the problem or issue to the immediate supervisor Eg. HOD/Batch Incharge/Exam Cell Head/IT Head etc.	1 to 2 days
Stage 2	Concerned Staff or faculty members will take up the matter to Head – HR and Deputy Director if the matter is not resolved at stage 1.	2 to 3 days
Stage 3	Concerned Staff or faculty members may escalate the matter at Director level if the matter is still not resolved at stage 2.	2 to 3 days
Stage 4	Concerned Staff or faculty members may take up the matter with management if the matter is still not resolved. Eg. Chairman/ED, Principal Director	2 to 3 days

7. GRIEVANCE REDRESSAL MECHANISM FOR STUDENTS

Stage	Grievance Redressal Authority	Time for Redressal
Stage 1	Students may communicate the problem or issue to the Batch In-charge.	1 to 2 days
Stage 2	Concerned student will take up the matter to HOD if the matter is not resolved at stage 1.	2 to 3 days
Stage 3	Students may escalate the matter at Deputy Director level if the matter is still not resolved at stage 2.	2 to 3 days
Stage 4	Concerned students may take up the matter with the Director if the matter is still not resolved.	2 to 3 days

8. GUIDELINES FOR GRIEVANCE HANDLING:

8.1 Collect all facts pertaining to the problems or grievance or complaints

8.2 Listen with patience to the person who is feeling aggrieved

8.3 Analyse and diagnose the problem

8.4 Consult and get guidance from HR Department in complicated matters.

8.6 Find out where the solution needs clearance from the higher authority.

8.6 Decide and act in the best interest of the institute

9. CLOSURE OF THE COMPLAINT:

A complaint shall be treated as closed:

9.1 When the Institute complies with the request of the complainant fully.

9.2 Where the complainant indicates in writing, acceptance of the response of the institute.

9.3 Where the complainant does not respond to the institute within 8 weeks of the institute's response

9.4 Where the Grievance Redressal Officer has certified that the Institute has discharged its contractual, statutory & regulatory obligations and therefore closed the complaint.

10. PRECAUTIONS TO BE TAKEN:

10.1 Matters discussed at various level should be recorded properly, and preferably signed by both the parties.

10.2 If this is not possible, the matter recorded should be read out to the parties of conflict.

10.3 This will help us to avoid communication gaps when the matters are discussed at higher level.

10.4 This will help us for future references for solving problems arising out of various situations.

Standard Operating Procedure of

ATTENDANCE, PUNCTUALITY AND DISCIPLINE

SOP No. 5

Prepared by : Dr. E. Poorna Chandra Prasad, Asst. Professor & Batch Incharge

Checked by   : Prof. Poornima Sehrawat, Asst. Professor & Batch Incharge

               Prof. David Hangsing, Asst. Professor & Batch Incharge

Approved by: Prof. Bibhas Basumatary, Director

SOP NO. 5
ATTENDANCE, PUNCTUALITY AND DISCIPLINE

1. PURPOSE OF SOP

The purpose of this SOP is to establish the required standards of conduct by providing a fair and consistent method for managing Attendance, Grooming and Discipline of students.

2. OBJECTIVES OF THE SOP:

2.1 To facilitate easier attendance recording

2.2 To keep accurate records of students' attendance

2.3 To improve the attendance of students

2.4 To accurately track the attendance, absence, late coming and early departure of students from college/institute

2.5 To monitor the discipline of the students and set guidelines to prevent indiscipline.

2.6 To take appropriate actions and corrective measures.

3. SCOPE OF THE SOP:

This attendance SOP is applicable to all the students of Pune Institute of Business Management (PIBM), Pune and group of institutions

4. SOP ADMINISTRATION:

This SOP will be administered jointly by Concerned Batch In-charge and Mentors from time to time under the overall supervision of the Director.

5. ATTENDANCE MONTORING SYSTEM

5.1. DAILY SESSION TIMINGS

Session No.	Session Timings
Session 1	09.15 a.m. to 10.30 a.m.
Session 2	10.35 a.m. to 11.50 a.m.
Session 3	12.00 p.m. to 01.15 p.m.
Session 4	02.00 p.m. to 03.15 p.m.
Session 5	03.20 p.m. to 04.35 p.m.
Session 6	04.45 p.m. to 06.00 p.m.

*Note: For more details on timings and timetable, please refer **SOP No.3** on Time Table.*

5.2. ATTENDANCE RULES:

5.2.1 Students are expected to maintain a satisfactory attendance of 80% and above to be eligible to appear for end semester exams and placements.

5.2.2 Attendance will have a weightage in Internal marks evaluation for each subject. (For details, please refer SOP No.___ on Student Evaluations)

5.2.3 Attendance will be calculated from the date the college/institute officially begins

5.2.4 Attendance will be taken in every session and any student late to the class will be marked as absent.

5.2.5 Required attendance must be maintained for all the subjects including Aptitude and communication training and assessments.

5.2.6 Allowing late comers into the class is purely at the discretion of the faculty of that session and is limited to a maximum of 10 minutes late. Anyone late for more than 3 times in a month, will be penalized by deleting attendance of one whole day. (For eg. Please refer Monthly Attendance Report format in Pg. No.5)

5.2.7 Late admission is entirely at the risk of the student concerned and no concession in regard to attendance is allowed.

5.2.8 In case of absence of a student to attend competitions, sports, cultural activities etc. representing the college/institute, attendance will be added after approval from the college/institute authorities.

5.2.9 Attendance will not be added for the absence due to illness, personal reasons, unauthorized absence etc., and for any reasons other than attending any other event approved by the college/institute.

5.2.10 The Director of a college/institute may consider attendance in the following cases:

5.2.10.1 Serious illness

5.2.10.2 Accident that disables the student from coming to college/institute

5.2.10.3 This will be basis of Medical Certificates produced within one week of rejoining

5.2.10.4 However, this will be subject to a maximum of 20 percent of overall attendance

5.2.11. Any deviation of rules will fall under in-disciplinary behaviour for which action will be initiated. (For details, please refer section 6 of this SOP in Pg. No.5)

5.3. PROCEDURE OF TAKING ATTENDANCE:

5.3.1 Faculty members will use subject wise attendance sheets (Please see Annexure 1) to record attendance at each scheduled class. Attendance sheets need to be collected in the morning from Academics office and replace by end of the day before leaving the college/Institute.

5.3.2 Faculty will mark the attendance through online ERP at the end of that class. If faculty are engaged in any other assignments immediately, they need to mark attendance before they leave the college/institute.

5.3.3 With this process, consolidated attendance will be maintained by academics from time to time and subject-wise attendance will be maintained by the concerned faculty who is teaching that subject. (Please see Annexure 2)

5.3.4 In case of a visiting faculty teaching the subjects, they will be collecting the attendance and will return the attendance registers after classes to assigned academic coordinator for update in ERP.

5.4. AUTHORISED ABSENCE:

5.4.1. It is defined as "Any absence, late coming, or early departure for which the student has a valid written approved excuse".

5.4.2. Such authorized absences shall include: personal illness, illness or death in the family, religious observance, required court appearances, attendance at health clinics or other medical visits, family emergencies, and other reasons as may be approved by the Batch In-charge taking in confidence with HOD and concerned Mentor. But such authorized absence will not be considered for computing overall attendance.

5.4.3. Any absence of a student need to be authorized by filling an Absence Authorisation Form atleast one day in advance. (Please refer Annexure 9)

5.4.4. If a student is absent due to official college/institute visits or placement assignments or attending interviews etc., such absence will be considered to be authorized after getting an advance official communication from the concerned department.

5.4.5. Such approvals does not provide attendance to the students on that day. But those approvals can be considered as exemptions which will be considered while attendance shortage is seen before allowing for examinations and placements.

5.4.6. But such exemptions will be subject to discussion by disciplinary committee in consultation with concerned mentor, HOD and Batch In-charge.

5.5. UNAUTHORISED ABSENCE: (Please see Annexure 6)

5.5.1. It is defined as "Any absence, late coming, or early departure for which the student has no valid approved excuse".

5.5.2. Such unauthorized absences shall include: shopping work, festival reasons, small illness like cold and cough, parties and celebrations, etc., and any other reasons which are not approved by the Batch In-charge and concerned mentor or HOD.

5.5.3. Any absence of the student without prior approval will also be considered as unauthorized absence.

5.6. PREPARING REPORTS:

5.6.1. *Daily attendance report* will be generated and will be mailed to all the heads and faculty mentors to track the day-wise and consolidated attendance of mentees. Please find below the *Daily attendance Report* format with a filled-in example.

DAILY ATTENDANCE REPORT							
PRN No	**Student Name**	**Course**	**Section**	**Mentor**	**Day Attendance**	**Late coming**	**Overall attendance**
DM16A03	RAMNIK	PGDM	CM1	Dr.Poorna	Present	0	87.45
DM16A56	RAJIV	PGDM	CM2	Dr.Naresh	Absent	0	57.00
MBA034	RAJAN	MBA	Mktg	Mr. Pravin	Present	1	71.24

5.6.2. *Weekly attendance reports* will be generated and will be mailed to all the heads and faculty mentors. A printed copy of the same will be displayed in the notice board such that students will be able to know their attendance percentage. Please find below the *Weekly attendance Report* format with a filled-in example.

WEEKLY ATTENDANCE REPORT							
PRN No	Student Name	Course	Section	Mentor	Weekly Attendance	Weekly Late coming	Overall attendance
DM16A03	RAMNIK	PGDM	CM1	Dr.Poorna	76.99	1	87.45
DM16A56	RAJIV	PGDM	CM2	Dr.Naresh	70.78	2	57.00
MBA034	RAJAN	MBA	Mktg	Mr. Pravin	80.56	1	71.24

5.6.3. List of students who fall under 80 percent will be displayed separately in the notice board.

5.6.4. Monthly attendance reports will be generated and will be mailed to all the heads and faculty mentors.

MONTHLY ATTENDANCE REPORT								
PRN No	Student Name	Course	Section	Mentor	Actual Attendance	Monthly Late coming	Penal Attendance	Overall attendance
DM16A03	RAMNIK	PGDM	CM1	Dr.Poorna	76.99	2	76.99	86.22
DM16A56	RAJIV	PGDM	CM2	Dr.Naresh	70.78	3	69.28	58.30
MBA034	RAJAN	MBA	Mktg	Mr. Pravin	80.56	1	80.56	73.24

5.6.5. Attendance report of students whose attendance falls below 80% will be communicated to their parents/guardians through a *Registered Post*.

5.7. RECORDS KEEPING AND CONFIDENTIALITY:

5.7.1. All the physical attendance sheets and attendance reports are collected from the faculty at the end of the day and will be filed in their concerned course files of respective semesters.

5.7.2. All the Digital attendance records and reports will be submitted to the IT department for storing and protecting the data in a centralized server

For more details on Record Keeping and Confidentiality, Please refer to the SOP No.___ on Database Management

6. DISCIPLINE (Code of Conduct):

6.1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Pune Institute of Business Management (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the Institute's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is democratic, meticulous, effectual and prompt; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute

6.2. JURISDICTION

6.2.1. The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

6.2.2. Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

6.2.2.1. Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.

6.2.2.2. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;

6.2.2.3. Possession or use of weapons, explosives, or destructive devices off-campus

6.2.2.4. Manufacture, sale, or distribution of prohibited drugs, alcohol etc.

6.2.2.5. Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

6.3. ETHICS OF CONDUCT

6.3.1. This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

6.3.2. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

6.3.2.1. He/she shall be regular and must complete his/her studies in the Institute.

6.3.2.2. In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Director

6.3.2.3. As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked

6.3.3. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

6.3.4. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

6.3.5. Intentionally damaging or destroying Institute property or property of other students and/or faculty members

6.3.6. Any disruptive activity in a class room or in an event sponsored by the Institute including use of mobile phones in classroom and copying during examinations.

6.3.7. Students must always maintain proper dress code as instructed by college/institution from time to time like, Proper combing, shaving, wearing tie, proper dress etc.

6.3.8. Student of first year should not use two-wheeler.

6.3.9. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards

6.3.10. Participating in activities including

      6.3.10.1. Organizing meetings and processions without permission from the Institute.

      6.3.10.2. Not maintaining proper grooming standards required as per the grooming conduct.

      6.3.10.3. Accepting membership of religious or terrorist groups banned by the Institute/Government of India

      6.3.10.4. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.

      6.3.10.5. Unauthorized possession or use of harmful chemicals and banned drugs

      6.3.10.6. Smoking and consuming alcohol on the Institute campus.

      6.3.10.7. Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute

      6.3.10.8. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles

      6.3.10.9. Rash driving, Triple riding and driving without helmet while coming to the college.

      6.3.10.10. Theft or unauthorized access to others resources

6.3.11. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

6.3.12. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

6.3.13. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

6.3.14. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities that lead to severe damage to the reputation of the Institute.

6.3.15. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property, private residences of staff/professors etc. offices, classrooms, computer networks, and other restricted facilities and interference with the work of others is punishable.

6.3.16. Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.

6.3.17. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

6.3.18. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability and medical condition.

6.4. **DISCIPLINARY ACTION:**

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violate on and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

6.4.1. COUNSELLING: Students will be counselling against their short fall of attendance or any minor mis-conduct found. Counselling will be done by the Batch in-charge and the concerned mentor after which it will be recorded and will ask the student to sign as an acknowledgement.

6.4.2. ADVISORY MEMO: A student who is found to be absent without permission or any other misconduct of higher impact will be given a warning by the Batch in charge. (Please refer Annexure No. 3 & 4)

6.4.3. SIMPLE WARNING: Student will be issued Simple warning letter indicating that the action of the said student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action. (Please refer Annexure No.5)

6.4.4. STERN WARNING: Student will be issued Stern warning letter indicating that the action of the said student was in violation of the Code repeatedly and any further acts of misconduct shall result in Dismissal from the college and placements. (Please refer Annexure No.6)

6.4.5. SUSPENSION – A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. (Please refer Annexure No.7)

6.4.6. DEBAR: Further, if the student is not able to maintain required attendance for any subject is involved in severe misconduct, he/she will not be allowed to appear for the examination of the concerned subject and in case of absence for Placement training like Aptitude and Communication, they will be debarred from attending in upcoming placement or internship interviews and in case of misconduct, he/she will be permanently debarred from the college. (Please refer Annexure No.8)

6.5. **APPEAL:**

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director. The Director may decide on one of the following:

6.5.1. Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

6.5.2. Refer the case back to the committee for reconsideration. In any case the Director's decision is final and binding in all the cases where there is a possible misconduct by a student.

6.6. ACADEMIC INTEGRITY

As a premier institution for quality management education with a vision to develop quality leaders, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is

essential for the success of the Institute and hence, violations of academic integrity constitutes a serious offence.

6.6.1. Scope and Purpose

6.6.1.1. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and are required to adhere to the said policy. The purpose of the Policy is twofold:

6.6.1.1.1. To clarify the principles of academic integrity, and

6.6.1.1.2. To provide examples of dishonest conduct and violations of academic integrity.

NOTE: These examples are only illustrative, NOT exhaustive.

6.6.1.2. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

6.6.1.3. The principles of academic integrity require that a student,

6.6.1.3.1. Properly acknowledges and cites use of the ideas, results, material or words of others.

6.6.1.3.2. Properly acknowledges all contributors to a given piece of work.

6.6.1.3.3. Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.

6.6.1.3.4. Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.

6.6.1.3.5. Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

6.6.2. Violations of this policy include, but are not limited to:

6.6.2.1. Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

6.6.2.2. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.

6.6.2.3. Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.

6.6.2.4. Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.

6.6.2.5. Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.

6.7. SPECIAL NOTE:

6.7.1. All the students are hereby advised to follow the Attendance, Grooming, Sincerity and Disciplinary rules of the college. Please note that management may bring amendments or changes in the procedures to add or delete from time to time as and when required.

6.7.2. Any action of students not clearly defined above and if his/her behaviour is unacceptable to the college/institute, institute reserve the right to take appropriate action against such students.

6.7.3. Code of conduct is not only within the campus but also vicinity of the campus. Every student need to follow the Civil and citizen code of conduct.

1.8 ANNEXURES:

Annexure 1:

SUBJECT ATTENDANCE SHEET FORMAT						
Semester: II		**Course:** PGDM			**Batch:** 2016 – 18	
Course: B2B Marketing		**Sec:** CM 1			**Faculty:** Dr. Poorna	
Reg.No	**Student Name**	1 Date Session No.	2 Date Session No.	3 Date Session No.	4 Date Session No.	5 Date Session No.

Annexure 2: Consolidated Attendance Sheet

S. No	R. No	Name of the student	Course	Secti on	Mentor	Date		Total Session Attended	Attendance Percentage
						Session			
						Attended		143	81.25
						Conducted		176	

Annexure 3: Advisory Memo (Unauthorized Absence)

PUNE INSTITUTE OF BUSINESS MANAGEMENT

LAVASA ROAD, NEAR PIRANGUT, PUNE – 411042.

Student Name: Roll.No.   Date:

SUB: Advisory memo

-- xx –

It has been observed from your records as under:

1. You were absent on/from Dt.____ to Dt.____ without prior authorization/intimation.
2. While checking the records of _____Period, it is observed that this is the first time you have remained absent without prior authorization.

You are hereby advised not to repeat such behaviour in future as this amount to a mis-conduct under Rules & Regulations and Code of conduct of the Institute.

Should you repeat this kind of behaviour or act in future, or commit any other misconduct, we will not hesitate to take disciplinary action against you.

For & On behalf of PIBM

Batch Incharge

Annexure 4: Advisory Memo (In-disciplinary Behaviour)

PUNE INSTITUTE OF BUSINESS MANAGEMENT

LAVASA ROAD, NEAR PIRANGUT, PUNE – 411042.

Student Name: Roll.No.   Date:

SUB: Advisory memo

-- xx –

It has been reported against you as under:

1. Your act of showing dis-respect towards one of the students on DD:MM:TT:HH:SS has been reported against you.
2. While checking the records of _____Period, it is observed that this is the first time your behaviour has been observed to be unacceptable.

You are hereby advised not to repeat such behaviour in future as this amount to a mis-conduct under Rules & Regulations and Code of conduct of the Institute.

Should you repeat this kind of behaviour or act in future, or commit any other misconduct, we will not hesitate to take disciplinary action against you.

For & On behalf of PIBM

Batch Incharge

Annexure 5: Simple Warning

PUNE INSTITUTE OF BUSINESS MANAGEMENT

LAVASA ROAD, NEAR PIRANGUT, PUNE – 411042.

Student Name: Roll.No.   Date:

SUB: Simple Warning

-- xx –

It has been reported against you as under:

1. Your act of unauthorized absence/ showing dis-respect towards one of the students on DD:MM:TT:HH:SS has been reported against you.

Your explanation dated……. In this regard has been found to be unsatisfactory. You are hereby warned accordingly and you are further advised in ypur own interest to be cautious and not to repeat such behaviour in future as this amount to a mis-conduct under Rules & Regulations and Code of conduct of the Institute.

Should you repeat this kind of behaviour or act in future, or commit any other misconduct, we will not hesitate to take disciplinary action against you.

For & On behalf of PIBM

Batch Incharge

PUNE INSTITUTE OF BUSINESS MANAGEMENT

LAVASA ROAD, NEAR PIRANGUT, PUNE – 411042.

Student Name: Roll.No.   Date:

SUB: Stern Warning

-- xx –

It has been reported against you as under:

1. Your act of unauthorized absence/ showing dis-respect towards one of the students on DD:MM:TT:HH:SS has been reported against you.

Your explanation dated……. In this regard has been found to be unsatisfactory.

The gravity of misconduct committed by you is such that it warrants severe punishment. However, we are taking a lenient view this time and have decided to issue you this stern warning.

Should you repeat this kind of behaviour or act in future, or commit any other misconduct, we will not hesitate to take disciplinary action against you.

For & On behalf of PIBM

Batch Incharge

PUNE INSTITUTE OF BUSINESS MANAGEMENT

LAVASA ROAD, NEAR PIRANGUT, PUNE – 411042.

Student Name: Roll.No.   Date:

SUB: Suspension

-- xx –

It has been reported against you as under:

1. Your act of physical assault towards one of the students on the premises of the institute on DD:MM:TT:HH:SS has been reported against you.

This kind of behaviour/ act amounts to a severe mis-conduct under Rules & Regulations and Code of conduct of the Institute and this can also be detrimental to the smooth functioning of the institute.

The gravity of the mis-conduct committed by you is such that it amounts severe punishment. Therefore the management to suspend you for ____day(s) and you will not be authorized to attend the classes or enter the premises during the said period.

Should you repeat this kind of behaviour or act in future, or commit any other misconduct, we will not hesitate to take strict disciplinary action against you which includes further suspension or debar from the placement/cpllege.

For & On behalf of PIBM

Batch Incharge   DIRECTOR

PUNE INSTITUTE OF BUSINESS MANAGEMENT

LAVASA ROAD, NEAR PIRANGUT, PUNE – 411042.

Student Name: Roll.No.   Date:

SUB: Debarred

-- xx –

It has been reported against you as under:

1. Your act of physical assault towards one of the students on the premises of the institute on DD:MM:TT:HH:SS has been reported against you.

This kind of behaviour/ act amounts to a severe mis-conduct under Rules & Regulations and Code of conduct of the Institute and this can also be detrimental to the smooth functioning of the institute.

The gravity of the mis-conduct committed by you is such that it amounts severe punishment. Therefore the management has decided to debar from the placements/ college with effect from DD:MM:YYYY

For & On behalf of PIBM

Batch Incharge   DIRECTOR

Annexure 9:

ABSENCE AUTHORISATION FORM

Reg. No. _____   Course: MBA / PGDM

Student Name: _____

Date from: _____ Date to: _____ No. of Days _____

Reason: _____

_____

Student's Signature: Date:

- -

(For office use only)

Absence Status: (to be filled by attendance in-charge)

Authorised Absence (No of days)	Unauthorised Absence (No of days)	Current Attendance Percentage

Sig. of Attendance In-charge:

Supporting Evidence: (To be verified by Mentor)

Was supporting evidence submitted: Yes / No   Sig. of Mentor

Remarks: _____

- -

Absence Authorised?   Yes / No

Authorization of HOD   **Authorization of Batch In-charge**

(Note: This copy will be filed by Batch In-charge after approval and the same will be informed to Attendance In-charge)

Standard Operating Procedure of

WINTER INTERNSHIP PROGRAM AND SUMMER INTERNSHIP PROGRAM

SOP No. 6

Prepared by : Prof. David Hangsing, Asst Professor & Batch Incharge

Checked by   : Prof. Poornima Sehrawat, Asst Professor & Batch Incharge

Dr. E. Poorna Chandra Prasad, Asst Professor & Batch Incharge

Approved by: Prof. Bibhas Basumatary, Director

SOP NO. 6

WINTER INTERNSHIP PROGRAM & SUMMER INTERNSHIP PROGRAM

1. Purpose

To outline the institute's program relating to Winter Internship Program (WIP) and Summer Internship Program (SIP)

2. Scope

This SOP is applicable for Pune Institute of Business Management, Pune and for both PGDM and MBA students

3. Objectives

The objectives of WIP are –

3.1 to get 1st time exposure to companies for getting orientation to various functions such as Marketing, Finance ,HR, operations, IT and Materials, etc.

3.2 to create opportunity to apply concept learning of theory through classroom teaching to real life situation

3.3 to help students experiencing their expectation versus realities and adapt their attitude and mindset accordingly

The objectives of SIP are –

3.4 to do a real life project within their specialization of HR/ Marketing/ Finance/ IT/ Operations/ Analytics with an objective to learn application oriented management

3.5 to get practical exposure to an organization and work with a department and observe and learn how a department functions

3.6 how an organization is managed in terms of structure, processes, goal, strategy, culture, systems, people, hierarchy, policies, products, services, business model, type of company, revenue, etc.

4. Duration

WIP Start date/ period   : December

WIP End date/ period   : January

SIP Start date/ period   : May

SIP End date/ period   : July

5. Program

<u>Pre-WIP</u>

5.1 Students are to be addressed about the WIP procedure by the Placement Head; students will be also informed about the various companies that will be coming to campus for WIP

5.2 Informing students about self-WIP

 5.2.1 Students who are applying for self-WIP should approach Placements Head

 5.2.2 An official mail should be sent from the company's HR regarding the detail of project to be offered to the student

 5.2.3 Placement head alongwith the concerned HOD will decide whether the project will be offered or not

 5.2.4 If the project is found to be good, then Placement Head will issue a No Objection Letter and send it to the company

5.3 Students will apply for companies coming for WIP by signing in a sheet maintained by the Academic Department

5.4 Shortlisting if required will be done internally by conducting a test comprising of questions from Aptitude, English, Current Affairs, General Awareness and Domain

5.5 Students who have applied for a company cannot back out from the process

5.6 A student once placed cannot sit in another company, even if he/ she is waiting for the result of other companies

5.7 Mentors have a big role to play in WIP (comprehensive role of mentor is written in SOP No. 12)

5.7.1 Mentors will guide students while applying for company

5.7.2 Mentors will guide students to prepare their resume for WIP (format as prescribed by the institute)

5.7.3 Mentors will help student in their preparation of GD and PI for WIP

During WIP

5.8 Students have to report to their internal (PIBM) mentor regularly – atleast once in a week about their work progress in the WIP through email

5.9 Students have to share the contact details of their external mentor to their internal mentor

5.10 Students have to maintain the WIP log book (refer to annexure 1) by regularly updating the daily task and activities and getting it signed from their external mentor once in a week. Students must send an image of the signed log book to their internal mentor (PIBM mentor) once in a week atleast

5.11 Mentors have to be in regular touch with their mentees and the industry mentor and take feedback about the performance of their mentees

5.12 Mentors have to guide mentees in deciding the project title of WIP in case the company doesn't provide it

5.13 Mentors have to guide students in the successful completion of WIP

5.14 Mentors should take disciplinary action in case mentees do not adhere to the standard expected

5.15 Students must not take leave from the company during the course of the WIP. If there is any emergency, the student must inform his/her internal mentor, external mentor and Placement Head about the situation and take authorization

After WIP

5.16 Mentors should make sure the report and presentation of the WIP is of best quality as per prescribed format (PPT) guidelines by the institute

5.17 Mentors should ensure that students are able to explain their project with relevant data

5.18 Students are to be briefed about the SIP procedure by the Placement Head; students will be also informed about the various companies that will be coming to campus for SIP

    5.18.1 Students would be asked to give profile preference (Refer to Annexure 2)

5.19 Informing students about self-SIP

    5.19.1 Students who are applying for self-SIP should approach Placements Head

    5.19.2 An official mail should be sent from the company's HR regarding the detail of project to be offered to the student

    5.19.3 Placement head along with the concerned HOD will decide whether the project will be offered or not

    5.19.4 If the project is found to be good, then Placement Head will issue a No Objection Letter and send it to the company

5.20 Students will apply for companies coming for SIP by signing in a sheet maintained by the Academic Department

5.21 Shortlisting if required will be done internally by conducting a test comprising of questions from Aptitude, English, Current Affairs, General Awareness and Domain

5.22 Students who have applied for a company cannot back out from the process

5.23 A student once placed cannot sit in another company, even if he/ she is waiting for the result of other companies

5.24 Mentors have a big role to play in WIP (comprehensive role of mentor is written in SOP No. 12)

    5.24.1 Mentors will guide students while applying for company

    5.24.2 Mentors will guide students to prepare their resume for SIP (format as prescribed by the institute)

    5.24.3 Mentors will help student in their preparation of GD and PI for SIP

5.25 Students have to report to their internal (PIBM) mentor regularly – atleast once in a week about their work progress in the SIP through email

5.26 Students have to share the contact details of their external mentor to their internal mentor

5.27 Students have to maintain the SIP log book (refer to annexure 2) by regularly updating the daily task and activities and getting it signed from their external mentor once in a week. Students must send an image of the signed log book to their internal mentor (PIBM mentor) once in a week atleast

5.28 Mentors have to be in regular touch with their mentees and the industry mentor and take feedback about the performance of their mentees

5.29 Mentors have to guide mentees in deciding the project title of SIP in case the company doesn't provide it

5.30 Mentors have to guide students in the successful completion of SIP

5.31 Mentors should take disciplinary action in case mentees do not adhere to the standard expected

5.32 Students must not take leave from the company during the course of the SIP. If there is any emergency, the student must inform his/her internal mentor, external mentor and Placement Head about the situation and take authorization

After SIP

5.33 Mentors should make sure the report and presentation of the SIP is of best quality as per prescribed format (PPT) guidelines by the institute

5.34 Mentors should ensure that students are able to explain their project with relevant data

6. Do's of WIP/ SIP

6. 1 Before going for WIP/ SIP, take the email and phone number of your internal mentor (if you haven't got it yet) and also give your phone number, whatsapp no and email to your internal mentor

6.2 Be punctual. Reach your office atleast 15 minutes prior to their starting hour i.e. if the office starts at 9am, be sure to reach there by 8.45am

6.3 Demonstrate the positive and "can do" attitude

6.4 Maintain 100% attendance; in case of genuine problem such as serious sickness, be sure to inform your reporting head by phone call as well as email/sms

6.5 Be high on integrity. Do not lie in any case to your seniors and fellow colleagues and take ownership and responsibility of whatever task has been assigned to you

6.6 Show mutual respect towards seniors and fellow colleagues

6.7 Demonstrate team work and take help from fellow colleagues and seniors

6.8 Do your homework and research about the company before going for the WIP/ SIP

6.9 Groom properly. Wear formal wear while going to work. Follow the dress code and grooming standard prescribed by the institute

6.10 Follow the norms and policies of the company

6.11 Be pro-active – be the one to take initiative to ask doubts from the company and external guide

6.12 Be in constant touch with your external guide and internal mentor by email, whatsapp and phone atleast once in a week

6.13 Get the log book signed (Refer to Annexure 3) by external guide and then WatsApp or email to your internal guide regularly

7. Don'ts of WIP/ SIP

7.1 Don't be late to the office

7.2 Do not misuse the technology or facilities of the company

7.3 No informal dress code. Proper dress code and hygiene to be practiced

7.4 No alcohol, cigarettes and pan masalas in office premise or even home

7.5 Do not indulge in anti-social activities

7.6 If leave is sanction by the authorized personal, be sure not to extend the leave

7.7 Do not get involved in politics or arguments in the company

8. Evaluation

WIP and SIP would be evaluated on the following parameters –

- Feedback from company – 10%
- Timely submission of report to internal mentor – 10%
- Quality of log book submission – 10%
- Final Report – 30%
- Final corporate presentation – 40%

Annexure 1: QUESTIONNAIRE FOR WIP

To be handwritten by students in A4 sheets and submit to the Batch-in-charge on 22nd January 2018 or whenever you report to campus (for extended WIP)

1. Draw the organizational structure of your company

2. Who is the CEO/ MD of your company?

3. How many employees are there in your company?

4. Conduct SWOT analysis for your company

5. What is the turnover of your company?

6. Which industry does your company belong to? What is the market size of the industry?

7. Describe the product/ service portfolio of your company in brief

8. Analyzed the competition for various products of the company

9. Mention the geographic reach of your company in terms of branches, manufacturing centers and sales office

10. What is the ratio of male to female employees in your company?

11. What is the ratio of skilled to unskilled employees in your company?

12. Mention the green initiatives taken by your company, if any

13. What are the waste management policies adopted in your company?

14. What induction programs are given to new employees?

15. What recruitment process does the company follows?

16. Mention the CSR activities adopted by the company

17. What are the various employee engagement activities conducted in the company?

18. Describe the culture of the company

19. Write on employee engagement

20. Describe the PMS adopted in your company

21. What are the campus recruitment process – for engineers and MBAs?

Standard Operating Procedure of
EVALUATION PROCESS
SOP No. 7

Prepared by   : Prof. David Hangsing, Asst. Professor & Batch Incharge

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Approved by : Prof. Bibhas Basumatary, Director

SOP NO 7:
EVALUATION PROCESS

1. Purpose

To outline the institute's policies relating to evaluation process and to provide guidelines to Academic department, Examination department, Faculties and students for the smooth conduct of evaluations

2. Objectives

The objectives of "SOP - Evaluation Process" are –

    2.1 To understand whether students are meeting the required academic standards

    2.2 To enable students to get certified whether they pass or fail and with what percentage or grade if they pass

    2.3 To provide a benchmark of the type and nature of evaluation methods to be designed

    2.4 To help the Academic department, Examination department, Faculties and students understand the number of evaluation process to be held for a particular subject in a semester and the timeline of the same

    2.5 To enable providing feedback to students regarding their performance in a specific subject

3. Scope

This SOP is applicable for Pune Institute of Business Management, Pune and for both PGDM and MBA program.

4. Administration

Day to day administration of the evaluation process is the responsibility of the Controller of Examination (COE). The COE will work under the supervision of the Evaluation Committee which comprise of the Director, Deputy Director, Batch-in -Charges and Controller of Examination. The committee will be responsible for checking and maintaining the standard of evaluation in the institute and solve any issue pertaining to Examination department. The Director is authorized to take decision in case of any problem and emergency relating to Examination department

5. Types of Evaluations

Evaluations can be of internal and external type. For PGDM course, external examination means the final end semester examination which is administered mostly in written form and sometimes in online mode depending on the situation whereas for MBA course, external examination means either online exam which generally take place in the mid of semester and written exam which is held at the end of the semester by the University of Pune.

5.1 Internal evaluation

This is done in a regular interval over the span of the semester to continuously monitor and check the performance of the students in terms of conceptual understanding and application of the concepts in practical situation. A subject would have a combination of the following types of internal evaluation (refer to Annexure 3)

- Written assignment
- Presentation – either in individual or group
- Unguided session – either in the form of group discussion or group presentation of a case study
- Pre-reading and Post-reading in the form of class participation
- Tests and quizzes
- Projects
- Live Projects
- VIVA
- Or any other type as decided by the concern faculty or the institute

A minimum of 4 different types of internal evaluations would be held for each subject. It is to be noted that internal evaluation for MBA is done for all subjects including full credit, half credit and quarter credit subjects

5.2 External Evaluation for MBA

5.2.1 Online Exam

Online exam for MBA is held in the mid of the semester for full credit subjects only and is of 20 marks. The following flowchart represents the process of administrating online exam –

Institute gets student's password 1 hour prior to each exam and the same is shared with the students 15 minutes prior to exam

For a total of 20 questions and 20 marks, 25 minutes is provided. There is no negative marking

After completion of the entire online exam, the result is available to the admin and result is displayed in the notice board
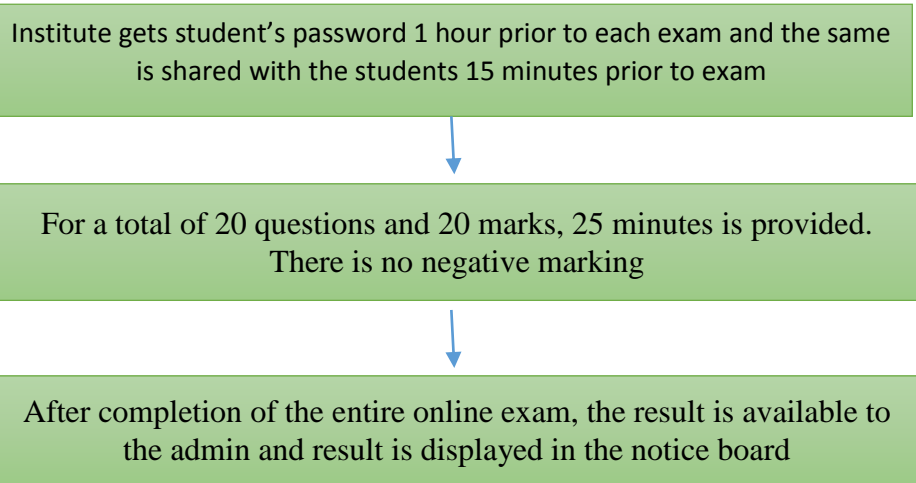
For more information, kindly refer to Annexure 1

5.2.2 Final Examination

Final written exam is scheduled at the end of the semester for full credit subjects only and is of 50 marks. Kindly refer to Annexure 2 for the process of administration of final examination

6. Calendar

6.1 PGDM evaluation calendar (this is tentative and may change depending on the Institute's schedule)

Sr. No	Semester	Internal Evaluation period	Final Evaluation Period
1.	Business Orientation Program	May to July weekly evaluations subject-wise	End Week of July
2.	Semester-I	August to November (On weekly basis)	1st week of Dec to 2nd week of Dec
3.	Winter Internship Program	Mid December to Mid January	Last Week of January to 1st Week of February
4.	Semester-II	1st week of February to end week of April	1st Week of May to 2nd Week of May
5.	Summer Internship Program	Mid May to Mid July	Last Week of July to 1st Week of August
6.	Semester-III	August to November (On weekly basis)	1st week of Dec to 2nd week of Dec
7.	Semester-IV	1st week of February to end week of April	1st Week of May to 2nd Week of May

6.2 MBA evaluation calendar (this is tentative and may change depending on the University and Institute's schedule)

Sr. No	Semester	Internal Evaluation period	Online Evaluation period	Final Evaluation Period
1.	Business Orientation Program	May to July weekly evaluations subject-wise	NA	End Week of July
2.	Semester-I	August to November (On fortnightly basis)	End Week of October	1st week of Dec to 2nd week of Dec
3.	Winter Internship Program	Mid December to Mid January	NA	Last Week of January to 1st Week of February
4.	Semester-II	January to April (On fortnightly basis)	First week of April	1st Week of May to 2nd Week of May
5.	Summer Internship Program	Mid May to Mid July	NA	Last Week of July to 1st Week of August
6.	Semester-III	August to November (On fortnightly basis)	End Week of October	1st week of Dec to 2nd week of Dec
7.	Semester-IV	January to April (On fortnightly basis)	First week of April	1st Week of May to 2nd Week of May

7. Work-Breakdown of Examination Department

The major tasks of the Examination Department can be divided into 3 majors parts –

7.1 Pre-Examination Tasks

This include all the activities to be done before examinations are held.

    7.1.1 As mentioned in Point 6, the date for all the internal and external evaluations have to be planned in the beginning of the semester. Dates of online exam and final written exam of MBA is under the control of Pune University. The detailed time table for the external exam of PGDM has to be declared atleast 1 month prior to the commencement of the exam

7.1.2 Internal evaluations are designed by the concerned subject faculty and reviewed and approved by the Evaluation Committee

7.1.3 For external examination of PGDM, paper is either set by the concerned subject faculty or someone from the subject domain. 3 sets of paper are set which could be used in backlog examinations. The paper is to be reviewed and approved by the Evaluation Committee as per the institute's standard and requirement

7.1.4 If there are backlog paper that students have to clear, backlog examination has to be scheduled accordingly. (For example, backlog exam of semester 1 for PGDM batch 2016-18 has to be planned when the regular exam of semester 1 for PGDM batch 2017-19 is scheduled)

7.1.5 To maintain discipline amongst the student, students who maintain the minimum attendance criteria of 80% in a semester and have cleared their fees would be given admit card to appear in the external examination. Accordingly the list would be displayed in the notice board and updated in the attendance sheet of exam. If the attendance of a student is less than 80%, then the Evaluation Committee will decide the quantum of penalty/ punishment

7.1.6 A maximum of 1 student is allowed per bench in the examination hall. Seating arrangement is displayed in advance atleast a day before the commencement of the exam and the hall is locked until 15 minutes prior to the start of the examination

7.1.7 Invigilators are informed about their duties atleast 2 weeks prior to the commencement of the exam and a meeting is called by the Controller of Examination to explain the role of the invigilators

7.1.8 MBA question paper is received in online QPD (Question Paper Download) system one hour prior to the start of the exam

7.1.9 It is the responsibility of the COE and the Evaluation Committee to get the question paper ready and printed for PGDM external exam atleast 1 day prior to the exam date

7.2 Examination Tasks

This include all tasks to be done during examination.

7.2.1 Invigilators must collect the question paper and necessary stationery including answer sheets, supplement papers, stapler, red pen, attendance sheet and key of the exam hall 20 minutes prior to the start of the exam

7.2.2 Invigilators must ensure that students get the instruction about rules and regulations of examination before distributing answer sheets i.e. 5 minutes prior to the commencement of exam

7.2.3 Question paper has to be distributed 5 minutes after distributing answer sheet i.e. at exact exam commencement time

7.2.4 Invigilators must signed in the admit card (applicable for PGDM exam only), answer sheets after verifying the details written in the answer sheet and attendance sheet on which students have signed

7.2.5 Late comers will not be allowed. For exceptional cases, written permission of the Director would be required

7.2.6 It is the responsibility of the invigilator that decorum is maintained in the exam hall

7.2.7 At the end of the examination, the number of answer sheets and supplement paper used must be checked for correctness and is submitted to the Examination department

7.3 Post Examination Tasks

This include all the activities to be done after examinations are held.

7.3.1 The following process take place after the answer sheets are submitted to the Examination Department -

```
┌─────────────────────┐     ┌─────────────────────┐     ┌─────────────────────┐
│ Invigilator and COE │     │ Present student     │     │ Total number of     │
│ check the whole     │ ──> │ count, signatures   │ ──> │ supplements and     │
│ bundle of answer    │     │ and answer sheet    │     │ answer sheets       │
│ sheets first        │     │ count is matched    │     │ returned are        │
│                     │     │ for cross checking  │     │ matched with        │
│                     │     │                     │     │ checklist and       │
│                     │     │                     │     │ issued count        │
└─────────────────────┘     └─────────────────────┘     └─────────────────────┘
                                                                   │
          ┌────────────────────────────────────────────────────────┘
          ▼
┌─────────────────────┐     ┌─────────────────────┐     ┌─────────────────────┐
│                     │     │ All details filled  │     │ Stationary like red │
│ Absentism marked in │ ──> │ on checklist by     │ ──> │ pen, steppler etc   │
│ checklist gets      │     │ invigilator along   │     │ is received back to │
│ verified            │     │ with signature      │     │ exam dept           │
│                     │     │ gets verified       │     │                     │
└─────────────────────┘     └─────────────────────┘     └─────────────────────┘
```

7.3.2 The bundle of answer sheets get packed and sealed with PIBM stamp and signed over it by the authorized personal

7.3.3 The external exam paper of PGDM is checked by qualified evaluator. He/ She enters the mark in the attendance sheet provided and sign the sheet

7.3.4 The evaluator for the different subjects in the examination should be known to only the COE. In case students have any issue or problem with the evaluated answer sheet, they should approach the COE only and in case the evaluator has any problem regarding the answer sheet, he/she should contact the COE only. This has to be strictly adhered to by all the concerned person

7.3.4 Evaluated papers are cross verified for any discrepancies in the mark totaling or missing paper

7.3.5 It is the responsibility of the COE to consolidate the marks of internal and external evaluations

7.3.6 The consolidated mark is cross-check thoroughly

7.3.7 Final result is then declared by the COE with approval of the Evaluation Committee. Final result should be declared within 45 – 60 days of the completion of the external examination

7.3.8 Students who wish to get their paper re-evaluated after declaration of result must fill the re-evaluation form and submit it along with photocopy of mark sheet and re-evaluation charge within a deadline to be declared by the COE

7.3.9 Top 3 students are declared and awarded

7.3.10 At the end of the entire course, aggregate toppers are awarded in the Convocation Ceremony

8. Punishment for unfair conduct in exam hall

If any student is caught possessing materials or using unfair means in the exam hall, the following punishment would be given –

Sr. No	Nature of Malpractice	Quantum of Punishment
1	Possession of Copying Material	Cancellation of one subject exam in which the student is caught with copying material
2	Actual Copying from Copying Material	Cancellation of one subject exam in which the student is caught with copying material with additional one subject examination. The additional subject to be cancelled will be decided by the Evaluation Committee
3	Possession of another student's answer book or supplement	
4	Mutual/ Mass Copying	
5	Possession of Mobile	Cancellation of one subject exam in which the student is caught with Mobile and fine of Rs.500/-
6	Found having written on palms or on the body, or on the clothes/ writing pad/ calculator while in the examination	Annulment of the performance of the Student at the Institute or cancelation of one subject exam in which the student is caught. Depending on gravity of offence.
7	Exchange of any material during examination	Annulment of the performance of the Student at the Institute
8	Use of anything which is not permitted	Cancellation of one subject exam in which the student is caught using
9	Chit chatting in exam hall	Annulment of the performance of the Student at the Institute
10	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or College or Institution examination in full and severe punishment depending upon the gravity of the offence.

If the same student who was caught earlier with any of the malpractices mentioned above is found to repeat the same mistake or any other mistake, he/she will be rusticated/ debarred from examination.

A Candidate who has been involved in act of indiscipline or any unlawful criminal activity or Unfair means (UFM) will be referred to the Evaluation committee and as per university rules such student(s) may be rusticated/ expelled.

9. Responsibilities of Invigilators

Invigilators assigned for both internal and external exam are responsible for following tasks:

9.1 An invigilator must be strict in the exam hall and should make sure that decorum is maintained in the exam hall

9.2 He/ She is responsible for the successful completion of student writing the exam - from distribution of answer sheet, question paper and supplement paper to collection of completed answer sheet

9.4 He/ She must attend to student's query, if any, and solve the problem of the students. For example, if there is doubt in the question paper, the invigilator should call for the subject faculty or any faculty from the same domain to clarify the doubt of the students

9.5 Because of the immense importance of invigilator, he/ she must be a post graduate with minimum 5 years of work experience either in teaching or non-teaching line

10. Passing/ Qualification Marks

The process of awarding final grading and criteria for passing are given below –

10.1 PGDM

A minimum of 40% marks has to be secured as a sum of Continuous Internal Assessment (CIA) and End Semester Exam (ESE). In case the candidate remains absent or secures zero marks in continuous evaluation and secures passing marks in End semester exam, the candidate will be declared fail and vice-versa is also fail.

Grades for PGDM per semester are as follows:

- A Grade : 70% and above
- B Grade : 60% and above
- C Grade : 50% and above
- D Grade : 40% and above
- ATKT   : Allowed to keep term (Backlogs)

Final Class/ Division for PGDM will be calculated for both years i.e. FY and SY separately

- Distinction : 70% and above
- First Class : 60% and above
- Higher Second Class : 55% and above
- Second Class : 50% and above
- Pass Class : 40% and above
- Fail/ATKT : Student will be declared as fail in case of any single backlog in FY or SY

Aggregate of achieved percentage for FY and SY gets calculated for the final diploma award.

10.2 MBA

For full credit subjects, a minimum of 30% marks is required in each separate passing head i.e. in Continuous Internal Assessment (CIA), in Online Examination and in End Semester Examination (ESE) for clearing a semester. In addition to this, cumulative minimum 40% marks in each subject is required for clearing that subject. For half credit subjects, a minimum of 40% marks is required for passing the subject.

Class/ Division for MBA is determined as per University norms/ standard (Refer Annexure 18)

10.3 Promotion to second year

For PGDM course, minimum 50% subject clearance is the mandatory criteria for promoting to second year and for MBA course, minimum of 50% credit achievement is the mandatory criteria for promoting to Second Year.

10.4 Termination from program of MBA/ PGDM

10.4.1 Obtaining F Grade and hence not passing a course, in spite of four successive attempts in PGDM;

10.4.2 Absence from classes for more than 2 weeks at a time in a semester without leave of absence being informed/ granted by competent authorities;

10.4.3 Candidate who is admitted on regular admission to the programme will have to successfully complete the programme in maximum 4 years failing which the candidate will be terminated.

10.4.4 Failure to meet the standards of discipline as prescribed by the College from time to time.

10.4.5 An MBA student failing to secure CGPA as directed by University of Pune.

10.5 Improvement of Result

10.5. 1 Candidate can apply for Class / Result Improvement at the end of the complete course both for PGDM and MBA.

10.5.2 Candidate has to appear for minimum one third of the total subjects of the course both for MBA and PGDM

10.5.3 Candidate can appear for ESE only. He / she is not allowed to appear for CIA or projects for Improvement in result.

10.6 Grace Mark provision

10.6 1 For PGDM: A candidate may be awarded grace marks only, if he / she secure a pass in all the subjects after the award of the grace marks. Maximum of 10 marks in maximum of 3 subjects (if subjects are more than 10 in a semester) in each semester will be awarded as grace marks. If there are less than 10 subjects grace marks can be awarded in maximum of 2 subjects only.

10.6.2 For MBA: According to University standards

11. Confidentiality

Exam department has lot of sensitive information, which is confidential in nature. It is the core responsibility of examination department to take the necessary steps to protect such information from misuse. Department shall not at any time for any reason whatsoever, unless mandatorily required, reveal the affairs or business matters of the institute or information regarding students result without prior written approval of management. Information shall not be deemed to be publicly available merely because it is embraced by general disclosure or because individual features or combinations thereof are publicly available.

Annexure 1: Online Exam for MBA

1. Student get login ID and password just 15 mins prior from college

2. College gets student's password one hour prior to each exam.

3. Every day or for every exam password is different for security reasons

4. Student cannot login from the outside of College campus because it is not based on internet but based on College server and LAN area.

5. When student enter login id and password he/she can do selection of their applicable subject (specialization wise)

6. Once student logs in he/ she can see name, time, etc all details on screen.

7. Student strictly cannot use any button from keyboard but can only use mouse. In case of using keyboard exam gets log out and re-login should be done from college exam admin.

8. This re-login is allowed only 2 times. If after 2 times the login request is required then college need to contact Software Company and get the further process done.

9. Software Company provides fantastic support from chat window, emails, phone calls etc.

10. Queries get resolved in max 5 to 10 minutes on the spot

11. If any student's name is missing from the exam list of students then college can add that student from the given dashboard options

12. College need to create batches of 30 students for conducting this online exam for simplicity but college can take exam of more students if those many computers are available and good mbps line is available.

13. This software is installed and get updated every semester by installing package provided by software company

14. Once student logs into system he/ she can either mark correct answer or can mark it as invalid if the question or options are invalid. In this scenario if the invalid is true either in question or in and then student get benefit of marks

15. For total 20 questions and 20 marks, 25 mins time is provided to each student.

16. We can track all details like IP address, login time, logout time etc for any student from main server and admin login.

17. After exam immediately in 10 mins the complete result gets available in admin login and college can display it for students at the end of all exams.

Annexure 2: Final Written Exam for MBA

1. Answer sheet, supplements, bar codes, holo-crafts etc. gets provided by Pune university one week prior to exam for smooth conduction

2. Question paper for Final Exam gets available on web site with a particular login id and password available with COE only one hour prior. College need to print papers.

3. At the time of final exam, senior external supervisor is allotted by university who visits the institute daily for controlling the exams.

4. Bar code contains all details like seat no, paper name, date, time etc.

5. Holo-craft hides the identity of answer sheet and supplement for security reasons which avoid malpractices.

6. All papers after collecting are checked for correctness or otherwise and then bundle of papers along with attendance sheet, detailed online report (available on Pune university website) is sent to allotted CAP center.

7. After completing the exam season remuneration for all expenses of exam gets calculated and submitted to University.

Annexure 3: Types of Internal Evaluation (Sample Questions)

A3.1 Test

Pune Institute of Business Management, Pune

Internal Exam Sem-…. / Batch…/Sun Code-Sub Short form   Date   :

Time : From …..   to ………   Total Marks:

Internal Examination, Semester –1

Subject Name : Human Resource Management

Instructions:

Questions

Solve any 4 questions (each question carry 5 Marks)

1. What are the functions of HR manager at Marico India Ltd.?

2. Ashish Verma has joined HUL as Marketing Manager. What are his human resource management responsibilities?

3. Discuss the trends affecting the HR manager's role in today's organization?

4. Discuss following terms:

    a. Knowledge worker

    b. Emotional Labour

    c. VUCA

    d. Boomerang employees

    e. Blue Collar and While collar employees

5. What is Human Resource Management and discuss its importance in an organization?

A3.2 Unguided Session (PPT)

Students are divided into group of 5. Each group is assigned a company and 3 different positions (a sample of 1 group is shown below)

Sl. No.	Name	Group	Company Alloted	Positions Allotted
1	ABHAY RAWAT			Recruitment Manager
2	ASHISH KUMAR AGARWAL	1	Cognizant	HR Executive
3	ASTHA PANDEY			Sales Executive
4	BIDYASHREE ADHYA			

Students need to prepare presentation of 10 to 15 slides. The following pointers are to be covered in the presentation -

- Sector
- Company
- Sourcing mix for all jobs allocated
- Knowledge and skills required for each job
- Selection Process
- Joining formalities & Documentation required
- Interview questions (Justify questions)
- *For selection process refer to the Harvard note sent to you*

A3.3 Presentation

Students have to prepare 10 to 15 slide presentation after extensive survey and secondary data on the company allocated to you (some sample companies allotted are given below). The company will be the same that you have been given for your Semester 1 Final Project.

Below are the points to be included in the presentation -

- Sector
- Business Model & Company details
- Functions of HR Manager in a company.

- R & S process of a company
- 3 Jobs JDS in standard format (Entry Level)
    - HR 2) Marketing 3) Finance
- On the Job and off the job methods training provided in a company for different job profiles.
- PMS of a company and suggest new method of performance appraisal to the company.
- The career management and development process in company
- Prepare CTC structure 1) 10.50 L 2) 23.66 L 3) 4.58 L
- Employee benefits and facilities provided by the company
- Suggest employee retention strategies

Name	Section	Company
KAPISH MAHESHWARI	PGDM-V	Godrej Consumer Products
PRITI SINGH	PGDM-V	Marico Ltd

Marketing Management (Semester 1)

A3.4 Assignment

The below assignment is regarding Marketing Management assignment for all PGDM students with the **deadline of 2:00 PM on Saturday, 2nd September 2017. The assignment has to be printed format and not in handwriting.**

Assignment Topic - Idea Generation and Idea Screening for a New Product

Assignment Detail - Students working in groups of 4 or 5 have to come up with a brand new product/service idea by going through the idea generation and idea screening process.

Students must provide the details of idea generation approach adopted and the idea screening criteria used for screening out less lucrative ideas and deciding on the final idea. Each group member must contribute atleast one idea for consideration and the assignment should indicate which member contributed which idea(s).

Assignment Type - Group Assignment

Evaluation Weightage - 5% of internals.

Submission Guidelines - Students to submit **typed assignments on A4 sheets**. Each group to make a single submission. All submissions to be made to CR and then CR will submit it to Exam department.

A3.5 Project

The below instruction is about an ongoing project of Marketing Management for PGDM students.

Project instructions-

1. Students working in groups on innovative products or services to prepare a sales forecast for next 1 year and a promotion plan using IMC tools. Consolidate it with rest of their assignment capturing Product, Price and Placement strategies and submit a complete Marketing Mix for their respective product/service.

2. Students must also give STP logic for the marketing mix strategy developed.

3. One submission per group.

4. Submission to be in the form of printed document on A4 sheet. Calibri font style, font size 12 for text and font size 16 for headings. Maximum 30 pages for the project.

5. **Project document to be spiral bound.**

6. **Submission Deadline - 29th and 30th November, 2017 at the time assigned for presentation**

Presentation instructions -

1. All group members must be present for the presentation and must present some part of the project.

2. Presentation can have 12-15 slides, covering all the stages of idea generation, STP, product mix, pricing strategy, distribution strategy, sales forecast and promotion mix.

3. Each group will get 15 minutes for presentation of their project and submission of project document before presentation is mandatory.

4. Evaluation Parameters for evaluation sheet will be – NPD Process (5 marks), STP (5 marks), Product/ Service Level and Mix (5 marks), Pricing Strategy (5 marks), Distribution Strategy (5 marks), Sales Forecast (5 marks), Promotion Strategy (5 marks) and Presentation Skills (5 marks).

Annexure 4: Exam Timetable Format

Semester 1

<table>
<tr><td colspan="4" align="center">PUNE INSTITUTE OF BUSINESS MANAGEMENT

Date:
TIMETABLE FOR SEMESTER - … FINAL EXAMINATION
PGDM, BATCH (……..)</td></tr>
<tr><td align="center">Subject Code</td><td align="center">Subject Name</td><td align="center">Day & Date</td><td align="center">Time</td></tr>
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</table>

Controller of Examinations

Date :

PIBM,
Pune

Annexure 5: Seating Arrangement Format

	PUNE INSTITUTE OF BUSINESS MANAGEMENT <u>SEATING ARRANGEMENT FOR SEMESTER -…..</u> FINAL EXAMINATION PGDM, BATCH (…………..)	
Exam Hall	**PRNs**	**Total Students**

Annexure 6: Invigilation Schedule Format

SUB CODE	SUBJECT	DAY & DATE	Total No. of Students	Exam Hall	Invigilator Name	Reliever Name

Annexure 7: Checklist of Receipt of Question Paper from Paper Setter

Sr. No	Sub_Code	Subject Name	Faculty Name	Email Id	Mob No	Q.Paper Set-1 Received or not	Q.Paper Set-2 Received or not	Q.Paper Set-3 Received or not	Remark

Front Page

PUNE INSTITUTE OF BUSINESS MANAGEMENT

(Approved by AICTE, Affiliated to University of Pune)

COURSE-PGDM   **BATCH ………..**

Card No. _____

ADMIT CARD - SEMESTER ….. EXAMINATION (Date From - To)

Name   :-

Roll No   :-

PRN   :-

Specialization :-

Student Photo

Signature of the Student   Controller of Examinations

Instructions for Examinees:

1. No admission without Admit Card and I-Card.

2. Examinee should be present at least fifteen minutes before the commencement of examination.

3. Obey all the instructions given by the invigilator.

4. Observe complete silence during examination.

5. Any form of copying or misbehavior will be dealt with disciplinary action.

6. The schedule is subject to change in case of any emergency.

Back Page

Subject Code	SUBJECT	DAY and DATE	TIME	Invigilator's Signature

Annexure 9: DOs AND DON'Ts FOR WRITTEN EXAMINATION

DOs:

1) Examinations start sharp at given time. Be seated on your respective seat numbers. Seating plan is displayed on the Notice Board.

2) PRN Numbers are also displayed on the entrance of respective classrooms.

3) Be seated at least 10 minutes prior to commencement of Examination.

4) You must carry your Admit Card every day of Examination.

5) **You should be in College Uniform only**.

6) Be in possession of adequate writing materials, calculator etc. Borrowing writing materials or books or anything else is NOT permitted.

7) Must read all instructions on the answer sheets and complete all mandatory details.

8) Sign the daily attendance sheet without fail.

9) Before submission, please mention number of supplements attached on main answer sheet.

10) Please maintain strict silence in the Hall. Strictly follow all instructions given by the Invigilators. Invigilator has full authority to take action on students as and when required.

DON'Ts:

1) Do not use any unfair or foul means. You will be debarred from writing Examination.

2) Do not carry any reference material (except permitted books) inside the Hall.

3) **Don't carry mobile sets. Deposit it with the Examiners. If found Rs.500/- will be charged and your paper of that particular day will be canceled.**

4) **Don't write your name or any other details anywhere in the answer sheets which may help to disclose your identity. In such cases your paper will not be considered.**

5) Use of any color other than Blue or Black ink NOT permitted. Pencil is allowed.

6) Don't remove / disturb the Roll Numbers pasted on the writing Tables.

7) Do not argue unnecessarily with invigilator or other staff members during examinations.

8) Don't ask for permission to go to washroom or drink water. It is strictly not allowed.

NOTE :- CANDIDATES ARE HERE BY CAUTIONED TO STRICTLY ADHERE ALL ABOVE INSTRUCTIONS FAILING WHICH THEY ARE LIABLE FOR DISCIPLINARY ACTION INCLUDING DEBARRING FROM EXAMINATION.

Annexure 10: Sample of Show Cause while in case of malpractices

<div align="right">5 May, 2012</div>

<u>SHOW CAUSE NOTICE</u>

From :

Director and Controller of Examinations,

Pune Institute of Business Management,

Pune.

To : Mr. XXXXX

You have been found in your possession a paper containing subject matter written on it for the Examination Paper "<Subject Name> (Subject Code)". The same was kept with you by mistake. This was brought out by the internal squad team member, Mr. XXXX.

You have been adequately cautioned prior to the Examination not to indulge in any such unfair practice in the Examination Hall and you are also aware of the penalty for such unfair practices.

In view of the above, you are hereby instructed to give a written explanation for the happened misconduct. Pending your explanation you are hereby warned for not repeating the same in future.

You must submit your written explanation to the undersigned latest by 3.00pm today.

Name and Signature of the Invigilator:

Mr/Ms. AAAA

Controller of Examination

PIBM, Pune.

<div align="right">Received by

Student Name and Sign</div>

Annexure 11: Example of Notice about Exam date and Exam instruction

Pune Institute of Business Management, Pune
PGDM and MBA Sem-…. Batch …..

                                                                            Date

This is to inform all the students about following important Examination dates and Instructions:

1) **Final Exam** : **PGDM** Students will have final Exams from date……. To date …… and **MBA** Students will have final Exams from date…… to date …..

2) **Eligibility criteria for appearing in Examinations of PGDM / MBA** :

   i) **Fee and Fine Clearance** : Necessary and applicable fee and fine if any in Semester – … should be clear for getting Admit Card of Examination. (Fee/ Fine due list will be displayed on notice board on date……)

   ii) **Attendance** : Attendance percent according to Academic Rule has to be maintained.

3) For PGDM list of subjects where open book exam will be followed would be informed to students 2 weeks prior to the exam

4) Laptop is required for Exams of ……..

g) Detailed Time-table of Examination is displayed alongside for PGDM and MBA.

Controller of Examinations,
PIBM, Pune.

Annexure 12: Duties & Responsibilities of Invigilators

DUTIES ASSIGNED TO INVIGILATORS

1) Collect answer sheets, Supplements, Question Papers, Stationary from Examination department 15 minutes prior to the commencement of Examination and sign the register kept for the invigilators.

2) Open the seal of the Examination Hall with the help of Peon or Watchmen 10 minutes prior to the commencement of Examination.

3) Distribute answer sheets only to the present students 5 minutes prior to the commencement of Examination.

4) Distribute Question Papers only to the present students at exact commencement of Examination Time.

5) Once the Examination starts, don't allow any late comer student to enter in the class for next 15 minutes, but allow them after 15 minutes all together. (No extra time will be given to late comers).

6) Start signing the answer-sheets after half an hour but kindly cross check all the details such as Roll No, PRN, Sub Name etc. At the same time sign the admit card also and take student's signature on attendance sheet. (Note: Please don't pass the attendance sheet).

7) Fill the details on attendance sheet viz. Total No. of students Present, Absent etc with your signature on it.

8) Mention number of supplements on the attendance sheet in the respective column and sign the supplements by checking all the details mentioned on it immediately.

9) **Copy Case** :-

   a) In case of copy material found with the student like Chits, Mobile Images, Mobile Messages/Drafts, etc then call Controller of Examinations.

   b) In case of chit chatting, looking into one another's answer sheets, gossiping etc please take the answer sheet from the student and let him/her wait for next 15-20 minutes and then again allow the student by giving answer sheet back.

10) Please do not allow any student to go out of the Exam hall for washroom or any other reason.

11) At the end of the Examination please staple the supplements and answer sheet together and check whether student have mentioned the "number of supplement" column on the main answer sheet or not.

12) Finally arrange all the answer sheets according to the PRN (or Roll No) as mentioned in the attendance sheet.

13) Very carefully count the submitted main Answer sheets and attached supplements and match the count with the issued supplement numbers from the attendance sheet.

14) Submit all the answer sheets + Remaining Question Papers, Supplements, Answer sheets + Stationary (Red Pen, Stapler, Stapler Pin Box) by counting everything correctly and carefully to the Examination Department.

Pune Institute of Business Management

PGDM : (Batch)

SEMESTER – …., Examination

Subject (Code & Name)   :

Faculty Name   :   Prof.

Date of Exam   :

No. of Students Supposed to Attend   : Total

No. of Students absent for Exam (for this bundle)   :

No. of Students Appeared for Exam (for this bundle)   :(CM+MH+CF+FM)

Enclosure:

1) List of ….. Students for entering marks.

2) 2 Question papers

Date of Submission after evaluation:

<u>Given to faculty by</u>   <u>Received by faculty</u>

(Name & Sign)   (Name & Sign)

Date :   Date :

Faculty Sign at the time of returning the bundle to exam dept:

Annexure 14: Exam Attendance Sheet Format

Pune Institute of Business Management (Sem-1)	
Hall	
Date	
Time	
Subject	
Name of the Faculty	
Name of the Invigilator	
No. of Students Present	
No. of Students Absent	
Total No. of Students	

Sr. No.	Roll No./ Students Name	PRN No.	Student's Sign	Invigillator's Sign	Marks (out of)
1					
2					
3					
4					
5					
..					
..					
..					
31					
32					
33					
34					
35					

Prof.

Answer sheets

Evaluated by

Signature

Annexure 15

FORM OF VERIFICATION OF MARKS AND REVALUATION OF ANSWER BOOKS

> 1. To be submitted within 15 days from the declaration of the examination result.
>
> **2. Fee for Revaluation is Rs. 250 per subject. (Rs. 150 per subject For Recalculation)**
>
> 3. The application received after the last date, for any reason, will not be considered.
>
> 4. The application form has to be submitted to the Examination Department.

To,   Date : ………………….

THE CONTROLLER OF EXAMINATIONS,

Pune Institute of Business Management,

Pune.

Sir/Madam,

      I, the undersigned, request you to verify my marks & revaluate my answer book(s) as per details given below :

Full name of the Candidate   : Mr/Ms.. …………………………………………………………

Examination   : …………………………………………………………

Year & Month of the Examination   : ………………………… No. of Subject(s) appeared

Roll No.   :…………………Perm Reg No…………………………………

Specialization   :……………………………………………………………….

Subject(s) for Verification of Marks & Revaluation of Answer Book(s) [Theory Subjects only].

(Candidate can apply for Revaluation of Answer Books, for maximum 5 external subjects (Not internal))

Sub. Code	Name of the Subject	Internal Marks Obtained	External Marks Obtained	Total Marks Obtained	Marks Out of

<div align="center">DECLARATION OF THE CANDIDATE</div>

I here by declare that,

1. I have gone through the instructions of Revaluation mentioned below and it shall be binding on me.

2. The result of the Verification and Revaluation shall be binding on me and I shall accept the revised marks after Verification of marks and Revaluation of answer book(s).

3. The amount of **Rupees…………………..** is paid by me for revaluation.

<div align="right">Yours faithfully,</div>

<div align="right">(Signature of the Candidate)</div>

INSTRUCTIONS TO THE CANDIDATES

1. The candidates are advised to read carefully the rules of verification of marks and revaluation of answer books.

2. Photo Copy of the Statement of Marks of candidate at the concerned examination should be enclosed with this application form.

3. Separate application form should be submitted for each examination. (For Example separate application form for First Semester & Separate application form for Second Semester.)

4. Incomplete forms will not be entertained and no correspondence will be made in that behalf.

5. Candidate should not submit double form for the same examination.

<div align="center">_____</div>

Annexure 16: Form Format for Reappearing Backlog exam

IAEER'S PUNE INSTITUTE OF BUSINESS MANAGEMENT, PUNE

Post Graduate Diploma in Management (P.G.D.M.)

Re-Examination Form Semester –I

To,

THE CONTROLER OF EXAMINATIONS, PIBM, PUNE 411042.

Respected Madam,

I desire to appear for the re- examination for the Semester –I of the P.G.D.M. Examination to be held in Apr, 2015

I hereby declare that I shall not claim any concession on religious grounds.

 1. Mention Full Name in legible BLOCK Letters:

PRN of PGDM : (should be mentioned correctly)

Roll No. (Should be mentioned correctly)

Batch ………………………..

E-mail ID:…………………………………………………………

Contact No………………………………………….

EXAMINATION PARTICULARS

PLEASE TICK (√) IN FRONT OF THE SUBJECT FOR WHICH YOU WILL APPEAR

Subject Code	Subject Name	Tick the Subject	Subject Code	Subject Name	Tick the Subject

DECLARATION

I hereby declare that I have gone through the syllabus and the list of books prescribed for the examination for which I am appearing. I will be responsible for any errors and wrong or incorrect information supplied by me in the application form. I shall not request for any special concession such as change in time/ or day fixed for the re-examination on religious or any other grounds. The courses/subjects mentioned by me are as per PIBM rules and regulations.

Place   Date   Signature of the Candidate

OFFICIAL USE (To be filled up by Accounts Department)

No of Subjects - …………………(Rate per subject: - Rs.200/-)   Date : ………………

Total Amount paid by Student: - Rs.…………….. Receipt No -…………………..

Signature of Accountant

Annexure 17: Checklist of paper Evaluation

Sr. No	Sub Code	Subject Name	Evaluator's Name	Mob No	Paper Issued Date	Total Number of papers issued	Expected Return Date	Actual Return Date	Rem ark

Annexure 18: Class/ Division for MBA as per Pune University norms/ standard

Student admitted for (all subjects) M.Com., LLM, MA, MJMC (All Sub.) (64 credits), M.Com (E-Com) (112 credits), MCA Commerce (156 credits), M.C.A. (Science) (150 credits), M.Sc. (all subjects) M.Sc. (Computer Science), MFA, MBA, MBA (IT), MBA (HR), MBA (Marketing), MHMCT (100 credits), MMS (30 credits), PGDBM (70 credits), PGDHM (34 credits), PGDCM, M. Lib. (32 credits), PGDMM, PGDIEM, PGDFS, PGDCMM, PGDPA, PGDEM, PGDMLM (31 credits), MCA (Management) (160 Credits) with effect from Academic Year 2015-2016.

Final Grade Points

Grade Points	Final Grade
09.00 - 10.00	O
08.50 - 08.99	A+
07.50 - 08.49	A
06.50 - 07.49	B+
05.50 - 06.49	B
04.25 - 05.49	C
04.00 - 04.24	P
00.00 - 03.99	F

Explanation of Grade & Grade Point Average

Marks Obtained %	Grade	Grade Point
80-100	O : Outstanding	10
70-79	A+ :Excellent	9
60-69	A: Very Good	8
55-59	B+: Good	7
50-54	B: Above Average	6
45-49	C: Average	5
40-44	P: Pass	4
0-39	F: Fail	0
-	AB: Absent	0

Grade Point	% of Marks
4	40
4.2	41
4.4	42
4.6	43
4.8	44
5	45
5.2	46
5.4	47
5.6	48
5.8	49
6	50
6.2	51
6.4	52
6.6	53
6.8	54
7	55
7.2	56
7.4	57
7.6	58
7.8	59
8	60
8.1	61
8.2	62
8.3	63
8.4	64
8.5	65
8.6	66
8.7	67
8.8	68
8.9	69
9	70
9.1	71
9.2	72
9.3	73
9.4	74
9.5	75
9.6	76
9.7	77
9.8	78
9.9	79
10	>=80

(i) Semester Grade Point Average (SGPA) =

$$SGPA = \dfrac{\sum\limits_{i=1}^{p} C_i \, G_i}{\sum\limits_{i=1}^{p} C_i}$$

$$SGPA = \dfrac{\sum \text{Grade Points Earned X Credits for each Course}}{\text{Total Credits}}$$

(ii) Cumulative Grade Point Average (CGPA) =

$$CGPA = \dfrac{\sum\limits_{i=1}^{p} C_i \, G_i}{\sum\limits_{i=1}^{p} C_i}$$

$$CGPA = \dfrac{\sum \text{Grade Points Earned X Credits for each Course}}{\text{Total Credits}}$$

ABBREVIATIONS

INT	=	Internal Examination	OR	=	Oral	GRD	=	Grade
UEX	=	University Examination	PJ	=	Project	CRD	=	Credit
PC	=	Performance Cancelled	VV	=	Viva	GP	=	Grade Point
AB	=	Absent	SL	=	Sessional	#	=	Ordinance 4
F	=	Fail in Subject / Course	TO	=	Total	&	=	Ordinance 163
TEX	=	Term End	PR	=	Practical	$	=	Ordinance 1
EE	=	External	OL	=	Online Exam	@	=	Ordinance 1 + 163
TH	=	Theory Paper	OBT	=	Obtained Marks	'	=	Current appearance
TW	=	Term Work						

Standard Operating Procedure of

MENTORING PROGRAM

SOP No. 8

Prepared by : Prof. David Hansing, Asst. Professor, Batch Incharge

Checked by   : Prof. Poornima Sehrawat, Asst. Professor, Batch Incharge

Dr. E. Poorna Chandra Prasad, Asst. Professor, Batch Incharge

Approved by: Prof. Bibhas Basumatary, Director

SOP NO. 8

MENTORING PROGRAM

1. Purpose

To outline the institute's program relating to mentoring of students by mentors

2. Scope

This SOP is applicable for Pune Institute of Business Management, Pune and for both PGDM and MBA students

Part A of the SOP is written for mentoring of the 1st semester students while part B of the SOP is written for mentoring of the 2nd – 4th semester students

3. Objectives

3.1 To guide students in their pursuit to work in the corporate or start their own business

3.2 To build positive habits in the students such as self-discipline, regular attendance to class, punctuality, reading habits and completion of assigned task in time

3.3 To enable students to understand concepts that they can apply in the corporate world 3.4 To develop a matrix for measurement of students performance

4. Period

Part A

Start date/ period   : 1st semester (July/ August)

End date/ period   : WIP (January)

Part B

Start date/ period   : 2nd semester (January)

End date/ period   : Final Placement

5. Program

5.1 Mentoring is a program that is the backbone of student's holistic development. A student will have 1 - 2 mentors while at PIBM – the first mentor is given in the beginning of 1st semester while the second mentor is given in the beginning of 2nd semester once the student has decided his/ her specialization

5.2 The first mentor that a student get will be a general mentor while the second mentor will be a mentor from the specialization the student pursue. The first and second mentor a student is allotted may be same or different

6. Allocation of Mentors to Students

6.1 A mentor will have 20 mentees upto a maximum of 40 mentees as more than 40 mentees would be difficult to manage and control

Part A

6.2 A mentor has to be given mentees from the same division so as to ease the allocation of mentoring session in the time table (Refer to **Annexure 1**)

Part B

6.3 A mentor has to be given mentees based on specialization i.e. a mentor from finance specialization should be allotted students opting for finance specialization (Refer to **Annexure 2**)

7. Scheduling

7.1 A mentoring session will be scheduled officially once a week on an average

7.2 Mentor can have mentoring session any other time apart from the scheduled mentoring session except that it should not affect other classes

8. Agenda

8.1 The initial mentoring session should be focused on getting to know the students better – their strength and weakness, their interest, academic background and their career goal

8.2 Importance of discipline, attendance and grooming should be addressed in the mentoring session

8.3 Assignments must be given to make the students improve in their communication, aptitude, general awareness, domain knowledge and above all confidence level

8.4 Feedback of the assignment must be discussed in the mentoring session (Refer to **Annexure 3** for counselling session script)

9. Roles and Responsibilities of Mentors

9.1 Mentors must be able to solve student's problem – be it academic or non-academic (Refer to **Annexure 4**)

9.2 Mentors should be approachable by mentees

9.3 Mentors should keep a track of the performance and improvement chart of the mentees by maintaining the mentee log book (Refer to **Annexure 6**)

9.4 Mentors should take ownership of the mentees

9.5 Mentors should guide mentees in preparation of their resume for WIP, SIP and Final Placement

9.6 Mentors will guide student in their Winter Internship Project and Summer Internship Project

9.6.1 Mentors must be in regular touch with the mentees in the course of the WIP and SIP

9.6.2 Mentors must take regular report from the mentees – daily report of their task completed and weekly update of their WIP log book signed by the external mentor in the form of email or whatsapp update

9.6.3 Mentors must help mentees decide the project title of the WIP and SIP in case the company doesn't provide it

9.6.4 Mentors must guide mentees in the successful completion of the project

9.6.5 Mentors must guide mentees in preparation of their project report and presentation

9.7 Mentors must be in a position to explain the performance of the students with the help of data

9.8 Mentors should guide their mentees while applying for WIP, SIP and Final Placement companies

9.9 Mentors have to send consolidated report of their mentee tracking sheet to the batch-in-charge once a month

9.10 Mentors are authorized to take disciplinary action against non-compliance mentees in co-ordination with the batch-in-charge

    9.10.1 Mentors should give verbal warning to mentees who are defaulters in attendance, discipline, grooming and assignment submission

    9.10.2 If the mentee do not change his/her habit/ behavior, his/ her parents should be called by the mentor and should be apprised of the situation. Written warning letter has to be given to the student and a signed copy of the warning letter should be send to the parents

    9.10.3 If the mentee still continue to be non-compliance, he/she must be taken to the Discipline Committee panel headed by the Director – Academics and appropriate disciplinary action must be taken

9.11 Recognition should be given to mentees who are doing exemplary work

9.12 Mentors must have their mentees engagement planning for a week and month in advance

9.13 Mentors should know the business model of WIP and SIP companies of their mentees

9.14 Mentors should be able to track the performance of their mentees in WIP, SIP and Final Placements GD and PI – number of companies appeared

    9.14.1 Mentors must have a record of the number of companies a mentee has failed with reason(s) of failure

    9.14.2 Mentors must have an action plan for the students who have failed in GD and PI so that they don't repeat the same mistake

10. Attributes of a good Mentor

A good mentor possess the following attributes -

    10.1 Active listener – encourage mentee to talk and express his/ her problem

    10.2 Empathy (not sympathy) – always try to identify the problem from the mentee's point of view

    10.3 Has to be a very patience and committed to the task

10.4 Always positive about the cause/ problem and believe in helping solving mentee's problems

10.5 Take initiative and drive to complete the task

10.6 Continuous learning attitude (continuous upgrading of current affairs, subject/ domain knowledge and what is happening in the campus)

10.7 Firm and self-disciplined and make the mentees follow good discipline practices prescribed by the institute (always believe in planning and executing mentor mentee program and not in an adhoc manner)

10.8 Develop a relationship of mutual respect and trust

11. Responsibilities of Mentees

11.1 Mentees must be regular and punctual in the mentoring classes. 100% attendance is expected

11.2 Mentees should do the assignments given by their mentor religiously on a daily basis

11.3 Mentees should respect their mentor and in no way they should show disrespect

11.4 Mentees should maintain a healthy professional relationship with their mentor as mentor are the one who will guide them

11.5 Mentees should inform their mentor in addition to the batch-in-charge whenever they are absent

12. OUTCOME EXPECTED

12.1 Students are expected to be confident, play active role in extra- curricular activities and have clarity of thought in what profile and specialization they want to pursue

12.2 Students must be disciplined, have learning attitude and have an urge for gaining knowledge

12.3 Students must be in a position to explain the learning and application outcome of their WIP and SIP with the help of data (Refer to **Annexure 5**)

12.4 The mentoring session should be able to give students clarity of thought and mind while applying for companies –for WIP, SIP and Final Placements

13. Administration

13.1 The scheduling of mentoring session is the responsibility of the batch-in-charge assisted by the assistant batch-in-charge. He/ she has to take in consideration the availability of the mentor and plan the schedule accordingly

13.2 The batch-in-charge has to keep track of the mentoring sessions held and any session missed should be kept immediately

14. Monitoring

14.1 Monitoring has to be done on a weekly basis by the batch-in-charge

14.2 Feedback must be taken from both the mentors and students on a weekly basis

14.3 Meeting has to be scheduled once in a fortnight and discussion to take place regarding the feedback of the students in the mentoring session

15. Review

The entire mentoring process has to be reviewed by the Director – Academics on a weekly basics and ensure through the batch in charge and mentors for necessary corrective action for improvement as and when required

ANNEXURE 1

Student's Name	Section	Mentor Name
KASHMIRI HAQUE	MBA-I	Dr. Pooja
KURUDE MAHESH DNYANESHWAR	MBA-I	Dr. Pooja
MANPREET SINGH	MBA-I	Dr. Pooja
MAURYA ANANDRAJ JITENDRA	MBA-I	Dr. Pooja
NEIKETOULIE LIEZIETSU	MBA-I	Dr. Pooja
P. SHASHIKANTA SINGH	MBA-I	Dr. Pooja
PADMINI GHODPAGE	MBA-I	Dr. Pooja
PAWAR BHARATI BHASKARRAO	MBA-I	Dr. Pooja
RIDALIN SUTING	MBA-I	Dr. Pooja
SEBIKA THAPA	MBA-I	Dr. Pooja
SEEMA SURIN	MBA-I	Dr. Pooja
SHIBAGEL RYNNIAW	MBA-I	Dr. Pooja
SHRIYA CHAUHAN	MBA-I	Dr. Pooja
SHRUTI GHANSHYAM RAMTEKE	MBA-I	Dr. Pooja
SIDDHARTH DUTTA	MBA-I	Dr. Pooja
SOMASREE DOLAI	MBA-I	Dr. Pooja
SUDIP KARMAKAR	MBA-I	Dr. Pooja
SUVAM GUHA	MBA-I	Dr. Pooja

Mentees Allocation: Allocate mentees from the same section

ANNEXURE 2

Sr. No	FC Roll No	Student's Name	Specilization	Guide
1	P15FC066	RAHUL YADAV	MKT-I	Dr. Sanjeev K
2	P15FC236	RAJIV RANJAN	MKT-I	Dr. Sanjeev K
3	P15FC089	RAVINDER	MKT-I	Dr. Sanjeev K
4	P15FC057	RICHA SINHA	MKT-I	Dr. Sanjeev K
5	P15FC233	RITESH KUMAR SINGH	MKT-I	Dr. Sanjeev K
6	P15FC037	SHASHANK TIWARI	MKT-I	Dr. Sanjeev K
7	P15FC240	SHASHIKANT KUMAR SINGH	MKT-I	Dr. Sanjeev K
8	P15FC215	SOUMYAJIT KHAMARU	MKT-I	Dr. Sanjeev K
9	P15FC214	SUBHA MONDAL	MKT-I	Dr. Sanjeev K
10	P15FC234	SUJEET KUMAR SINGH	MKT-I	Dr. Sanjeev K
11	P15FC043	SWARNALI SAHA	MKT-I	Dr. Sanjeev K
12	P15FC179	SWARNAVA ROY	MKT-I	Dr. Sanjeev K
13	P15FC065	VIVEK DIXIT	MKT-I	Dr. Sanjeev K
14	P15FC049	YASH VIKRAM RAI	MKT-I	Dr. Sanjeev K
15	P15FC144	ZHOTA NIENU	MKT-I	Dr. Sanjeev K

Mentees Allocation: Allocate mentees from the same specialization

Counseling session script –

Mentor (Faculty) – Your last week's performance report shows that you didn't complete your communication assignments and you are in level D. Why didn't you complete the assignment?

Mentee (Student) – Sir I found it very difficult so I couldn't do it.

Mentor (Faculty) – What was so difficult? And why didn't you consult your communication mentor for help?

Mentee (Student) – Mansi ma'am was on leave for 3 days so I couldn't go to her…

Mentor (Faculty) – Then why didn't you come to me for help?

Mentee (Student) – Sir, I didn't know…

Mentor (Faculty) – What difficulty did you face in the assignment?

Mentee (Student) – Sir I didn't understand the meaning of RC passage.

Mentor (Faculty) – Show me the RC passage.

(Student shows the RC booklet to faculty)

Mentee (Student) – Sir it is very difficult and I didn't understand the word meaning…

Mentor (Faculty) – Did you consult a dictionary? Do you know how to derive meaning of words?

Mentee (Student) – No sir, I didn't use dictionary and what is the meaning of derive?

Mentor (Faculty) – Let us call you Communication mentor over here. She may be able to help us.

(Faculty calls Ms. Manasi for joint mentoring. Now show both having joint mentoring with student)

Mentor (Faculty) – Manasi ma'am, this mentee of ours is not using dictionary and claims to not know how to derive word meaning. He doesn't even know meaning of the word derive. Has he not been instructed to carry a dictionary and read 'WORD POWER MADE EASY' or any other book?

Communication Mentor (Manasi ma'am) – The instruction pertaining to carry a dictionary and reading 'WORD POWER MADE EASY' has been given 5 times. Why didn't you use a dictionary?

Mentee (Student) – Ma'am I forgot…

Mentor (Faculty) – Ma'am, I am giving him additional assignment for communication. Please ensure that the next time he doesn't submit his assignment, he is removed from class and sent to me or batch in-charge for counseling.

Communication Mentor (Manasi ma'am) – Ok sure, sir.

Mentor (Faculty) – You now have to read Pg 1-20 of 'WORD POWER MADE EASY' and report to me with completed exercises by 2:00 AM in the morning.

Mentee (Student) – Sir, how will I submit it at 2:00 AM?

Mentor (Faculty) – Complete the exercise tonight. Take a picture of completed exercise in Word Power Made easy and send it to me on email. If you will not submit it by 2:00 AM; you will not be allowed in any of the classes tomorrow and you will have to complete the whole book in front of me. Is that clear?

Mentee (Student) – Yes sir.

Communication Mentor (Manasi ma'am) –In addition, you have to submit your RC assignment tomorrow at 9:00 AM too. Don't forget that.

Mentee (Student) – Yes ma'am.

ANNEXURE 4

Possible Academic Issues

1. Mentees not able to understand teaching of certain faculty and hence require remedial sessions.

2. The pace of teaching certain subjects is very fast or very slow

3. Behavioural issues with faculty

4. Feedback of evaluations has not been communicated to students by faculty

5. Syllabus not being covered by faculty

6. Faculty not reporting to classes on time

7. Session's time has not been properly utilized

8. Conducting evaluation without teaching respective concepts.

Possible Non-Academic Issues:

1. Hostel issues

    a. Water not available

    b. Hot water is not available

    c. Cupboard is not available

    d. Drinking water not available

    e. Food was not sufficient

    f. Light problem

    g. Cleaning problem

2. Mess problem

    a. Insects found in the food

    b. Food not cooked properly

    c. Too much oil in vegetable curry

    d. Menu not tasty

    e. Utensils are not clean

3. Transport problem

    a. Bus left early without waiting for students

    b. Bus leaving late from the campus

    c. Students complaining of rude behavior of drivers

ANNEXURE 5

If a student has undergone a project on Channel Sales in Dabur in his/ her winter internship, the student must be able to speak data pertaining to sector, industry, company and product with respect to their contribution to nation's GDP. He/ she should be able to explain in detail about his/ her profile in the company along with various functions performed and the major achievements. Students should be able to speak on their performance with respect to number of channel partners met in a day and overall performance with respect to conversion and closure. With respect to the product which he/ she has worked, the student must be aware of the market size, market share, segmentation and positioning

In case of retail sales, students must understand and explain their role in back-end operations, SKU management, visual merchandising, day to day store operations, floor management, etc.

Annexure 6 (Blank format)

MENTORING LOG BOOK

MENTOR MENTEE ENGAGEMENT & PROGRESS MATRIX AND REPORT				
Name of Mentor:			**Name of Mentee:**	
Date:		**Time:**		
S.No	**Area/ Factor**	**Frequency**	**Scale**	**Status/ Remark of Mentor**
1	Attendance and Punctuality	Daily	Fully Present (100 %)	
			Partial Present * (50 – 100 %)	
			Absent (0%)	
2	Discipline and adhering to daily schedule	Daily	0 NC	** Extreme cases should be justified and mentors can take opinion of the functional head
			1 NC	
			2 NC's	
			1 warning letter	
			2 warning letters	
			Suspension	
3	Attitude	Every Monday of the week (for regular faculties) and every Monday/ Tuesday/ Wednesday for adjunct faculties	Always positive (Desirable)	
			Most of the time +ve and simetimes -ve (70:30)	
			Sometime +ve and sometime -ve (50:50)	
			Always negative	

S.No	Area/ Factor	Frequency	Scale	Status/ Remark of Mentor
4	Subject/ Domain learning and application	Every 15 days	He/ She does not know	
			He/ She knows but can't express	
			He knows and can express/ explain	
			He knows, can explain and can apply with data or examples (minimum expectation)	
			He knows, can explain, give examples with data and also teach and demonstrates to others (Desirable)	
5	Communication and Confidence	Weekly	Confidence level is low - can't speak one complete sentence in English	
			Confidence level is okay but can't speak	
			Confidence level is okay and also speak few sentences in English correctly	
			Confidence level is good and can read, write and speak English correctly and can comprehend (minimum expectation)	
			High level of confidence and language proficiency - can speak freely with substance, example, application and comprehend fully (Desirable)	

S.No	Area/ Factor	Frequency	Scale	Status/ Remark of Mentor
6	Business, Industry, General Awareness and Current Affairs (Indian Economy, Sports, Politics, etc.)	Weekly	No update, doesn't know anything what is happening around	
			Know few things but not adequate	
			Has adequate knowledge about current affairs (Minimum expectation)	
			Always updated and can response promptly to any current affairs (Desirable)	
7	Placements preparation and issues (GDPI, WIP, SIP, Final Placement, JD based training)	Weekly	Casual, lazy, weak in every subject	
			Moderate in domain knowledge but cannot express and have low aptitude	
			Good in communication and aptitude, fairly good in domain knowledge with some application; confidence level is acceptable	
			Good in communication, aptitude and domain but cannot explain WIP and SIP with relevant data	
			Well prepared with domain knowledge and application, well versed with learning from WIP and SIP; always adhered to learning and development schedule; effective in aptitude and communication and high level of confidence; adheres to personal grooming standard of the institute (Desirable)	

S.No	Area/ Factor	Frequency	Scale	Status/ Remark of Mentor
8	Aptitude	Weekly	Level D; Marks < 12/ 50	
			Level C; Marks 12 - 25/ 50	
			Level B; Marks 25 - 40/ 50	
			Level A; Marks 40+/ 50	
9	Grooming	Daily	Never adhere to grooming standard	
			Sometimes adhering to grooming standard (50:50)	
			Most of the time adhering to grooming standard (70:30)	
			Always adhere to grooming standard and checklist defined by the institute (Desirable)	
10	Evaluation			
10.1	GD	Weekly	Never participates	
			Sometimes participate; most of the time "No"	
			Most of the time participate and make valuable contribution; good communication, confidence and substance (minimum expectation)	
			Active participation and makes sensible and valuable contribution (desirable)	
10.2	PI	15 days	He/ She does not know	
			He/ She knows but can't express	
			He knows and can express/ explain	
			He knows, can explain and can apply with data or examples	
			He knows, can explain, give examples with data and also teach and demonstrates to others (desirable)	

S.No	Area/ Factor	Frequency	Scale	Status/ Remark of Mentor
10.3	Internals	15 days	Below average; < 50%	
			Average; 50 - 60 %	
			Above Average; 60 - 80% (minimum expectation)	
			Excellent; > 80% (desirable)	
10.4	External	End of each semester	Below average; < 50%	
			Average; 50 - 60 %	
			Above Average; 60 - 80% (minimum expectation)	
			Excellent; > 80% (desirable)	
10.5	Internship			
10.5.1	WIP/ SIP/ Live Project		Below average; < 50%	Feedback from company - 10%
			Average; 50 - 60 %	Timely submission of report to internal mentor - 10%
			Above Average; 60 - 80% (minimum expectation)	Quality of log book submission - 10%
			Excellent; > 80% (desirable)	Final Report - 30%
				Final corporate presentation - 40%

S.No	Area/ Factor	Frequency	Scale	Status/ Remark of Mentor
11	Class Participation	Daily	Do not participate at all	
			Participate very less	
			Participate actively but lacks content	
			Always participate and with content	
12	Any other special remarks other than points covered above			

ANNEXTURE 7 (Filled Format 1: Excellent Performance)

Mentoring Log Book

<table>
<tr><td colspan="6">MENTOR MENTEE ENGAGEMENT & PROGRESS MATRIX AND REPORT</td></tr>
<tr><td colspan="2">Name of Mentor:</td><td></td><td></td><td></td><td>Name of Mentee:</td></tr>
<tr><td>Date:</td><td>Time:</td><td></td><td></td><td></td><td></td></tr>
<tr><td>S.No</td><td>Area/ Factor</td><td>Frequency</td><td colspan="2">Scale</td><td>Status/ Remark of Mentor</td></tr>
<tr><td>1</td><td>Attendance and Punctuality</td><td>Daily</td><td>Fully Present (100 %)</td><td>X</td><td rowspan="9"></td></tr>
<tr><td></td><td></td><td></td><td>Partial Present * (50 – 100 %)</td><td></td></tr>
<tr><td></td><td></td><td></td><td>Absent (0%)</td><td></td></tr>
<tr><td>2</td><td>Discipline and adhering to daily schedule</td><td>Daily</td><td>0 NC</td><td>X</td></tr>
<tr><td></td><td></td><td></td><td>1 NC</td><td></td></tr>
<tr><td></td><td></td><td></td><td>2 NC's</td><td></td></tr>
<tr><td></td><td></td><td></td><td>1 warning letter</td><td></td></tr>
<tr><td></td><td></td><td></td><td>2 warning letters</td><td></td></tr>
<tr><td></td><td></td><td></td><td>Suspension</td><td></td></tr>
</table>

** Extreme cases should be justified and mentors can take opinion of the functional head

S.No	Area/ Factor	Frequency	Scale	Status/ Remark of Mentor	
3	Attitude	Every Monday of the week (for regular faculties) and every Monday/ Tuesday/ Wednesday for adjunct faculties	Always positive (Desirable)	X	The student's body language and facial expressions are always positive and is committed to the tasks assigned.
			Most of the time +ve and simetimes -ve (70:30)		
			Sometime +ve and sometime -ve (50:50)		
			Always negative		
4	Subject/ Domain learning and application	Every 15 days	He/ She does not know		Student is always updated on domain concepts and is able to speak with relevant data and sometimes help other students learn.
			He/ She knows but can't express		
			He knows and can express/ explain		
			He knows, can explain and can apply with data or examples (minimum expectation)		
			He knows, can explain, give examples with data and also teach and demonstrates to others (Desirable)	X	
5	Communication and Confidence	Weekly	Confidence level is low - can't speak one complete sentence in English		Student is Highly confident and speaks substantial content during presentations and regular interaction.
			Confidence level is okay but can't speak		
			Confidence level is okay and also speak few sentences in English correctly		
			Confidence level is good and can read, write and speak English correctly and can comprehend (minimum expectation)		
			High level of confidence and language proficiency - can speak freely with substance, example, application and comprehend fully (Desirable)	X	

S.No	Area/ Factor	Frequency	Scale		Status/ Remark of Mentor
6	Business, Industry, General Awareness and Current Affairs (Indian Economy, Sports, Politics, etc.)	Weekly	No update, doesn't know anything what is happening around		Student is active and regular in reading news, and browsing industry information and is mostly updated and latest happening in business, sports and Politics.
			Know few things but not adequate		
			Has adequate knowledge about current affairs (Minimum expectation)		
			Always updated and can response promptly to any current affairs (Desirable)	X	
7	Placements preparation and issues (GDPI, WIP, SIP, Final Placement, JD based training)	Weekly	Casual, lazy, weak in every subject		Student is proactive in attending all the session of GD/PI, JD based training, etc, and seeks for clarifications and continuous feedback. Also effective in aptitude and communication, and maintain proper grooming standards. Able to speak about WIP/SIP with relevant data and can relate with domain.
			Moderate in domain knowledge but cannot express and have low aptitude		
			Good in communication and aptitude, fairly good in domain knowledge with some application; confidence level is acceptable		
			Good in communication, aptitude and domain but cannot explain WIP and SIP with relevant data		
			Well prepared with domain knowledge and application, well versed with learning from WIP and SIP; always adhered to learning and development schedule; effective in aptitude and communication and high level of confidence; adheres to personal grooming standard of the institute (Desirable)	X	
8	Aptitude	Weekly	Level D; Marks < 12/ 50		Scores above 40 marks every time and stood at Level A.
			Level C; Marks 12 - 25/ 50		
			Level B; Marks 25 - 40/ 50		
			Level A; Marks 40+/ 50	X	

S.No	Area/ Factor	Frequency	Scale		Status/ Remark of Mentor
9	Grooming	Daily	Never adhere to grooming standard		Student is always in proper grooming and is always dressed proper.
			Sometimes adhering to grooming standard (50:50)		
			Most of the time adhering to grooming standard (70:30)		
			Always adhere to grooming standard and checklist defined by the institute (Desirable)	X	
10	Evaluation				
10.1	GD	Weekly	Never participates		Student participates actively in all the GDs and make a good contribution. Asks feedback from the reviewer.
			Sometimes participate; most of the time "No"		
			Most of the time participate and make valuable contribution; good communication, confidence and substance (minimum expectation)		
			Active participation and makes sensible and valuable contribution (desirable)	X	
G10.2	PI	15 days	He/ She does not know		Student goes well prepared for every PI session and mostly receive positive feedback from the evaluators.
			He/ She knows but can't express		
			He knows and can express/ explain		
			He knows, can explain and can apply with data or examples		
			He knows, can explain, give examples with data and also teach and demonstrates to others (desirable)	X	
10.3	Internals	15 days	Below average; < 50%		Always scores more than 80% marks.
			Average; 50 - 60 %		
			Above Average; 60 - 80% (minimum expectation)		
			Excellent; > 80% (desirable)	X	

S.No	Area/ Factor	Frequency	Scale		Status/ Remark of Mentor
10.4	External	End of each semester	Below average; < 50%		Always scores more than 80% marks.
			Average; 50 - 60 %		
			Above Average; 60 - 80% (minimum expectation)		
			Excellent; > 80% (desirable)	X	
10.5	Internship				Feedback from company - 10% Timely submission of report to internal mentor - 10% Quality of log book submission - 10% Final Report - 30% Final corporate presentation - 40%
10.5.1	WIP/ SIP/ Live Project	As and when done; WIP – December to January; SIP – May to July	Below average; < 50%		Student always send logbook and report on time, receive excellent feedback from external and internal mentors and quality of internship report is excellent.
			Average; 50 - 60 %		
			Above Average; 60 - 80% (minimum expectation)		
			Excellent; > 80% (desirable)	X	
11	Class Participation	Daily	Do not participate at all		Students come prepared for all the classes and always participates in the class with proper content.
			Participate very less		
			Participate actively but lacks content		
			Always participate and with content	X	
12	Any other special remarks other than points covered above				

ANNEXTURE 8 (Filled Format 2: Bad and Average Performance)

Mentoring Log Book

<table>
<tr><td colspan="6">MENTOR MENTEE ENGAGEMENT & PROGRESS MATRIX AND REPORT</td></tr>
<tr><td colspan="2">Name of Mentor:</td><td></td><td></td><td></td><td>Name of Mentee:</td></tr>
<tr><td>Date:</td><td>Time:</td><td></td><td></td><td></td><td></td></tr>
<tr><td>S.No</td><td>Area/ Factor</td><td>Frequency</td><td colspan="2">Scale</td><td>Status/ Remark of Mentor</td></tr>
<tr><td rowspan="3">1</td><td rowspan="3">Attendance and Punctuality</td><td rowspan="3">Daily</td><td>Fully Present (100 %)</td><td></td><td rowspan="9"></td></tr>
<tr><td>Partial Present * (50 – 100 %)</td><td>X</td></tr>
<tr><td>Absent (0%)</td><td></td></tr>
<tr><td rowspan="6">2</td><td rowspan="6">Discipline and adhering to daily schedule</td><td rowspan="6">Daily</td><td>0 NC</td><td></td><td rowspan="6">** Extreme cases should be justified and mentors can take opinion of the functional head</td></tr>
<tr><td>1 NC</td><td></td></tr>
<tr><td>2 NC's</td><td>X</td></tr>
<tr><td>1 warning letter</td><td></td></tr>
<tr><td>2 warning letters</td><td></td></tr>
<tr><td>Suspension</td><td></td></tr>
</table>

S.No	Area/ Factor	Frequency	Scale		Status/ Remark of Mentor
3	Attitude	Every Monday of the week (for regular faculties) and every Monday/ Tuesday/ Wednesday for adjunct faculties	Always positive (Desirable)		
			Most of the time +ve and simetimes -ve (70:30)		
			Sometime +ve and sometime -ve (50:50)	X	
			Always negative		
4	Subject/ Domain learning and application	Every 15 days	He/ She does not know	X	Student is not aware of basic domain concepts.
			He/ She knows but can't express		
			He knows and can express/ explain		
			He knows, can explain and can apply with data or examples (minimum expectation)		
			He knows, can explain, give examples with data and also teach and demonstrates to others (Desirable)		

S.No	Area/ Factor	Frequency	Scale		Status/ Remark of Mentor
5	Communication and Confidence	Weekly	Confidence level is low - can't speak one complete sentence in English		
			Confidence level is okay but can't speak		
			Confidence level is okay and also speak few sentences in English correctly	X	
			Confidence level is good and can read, write and speak English correctly and can comprehend (minimum expectation)		
			High level of confidence and language proficiency - can speak freely with substance, example, application and comprehend fully (Desirable)		
6	Business, Industry, General Awareness and Current Affairs (Indian Economy, Sports, Politics, etc.)	Weekly	No update, doesn't know anything what is happening around	X	Students have no idea about current business and political happenings and do not even read any articles or news shared.
			Know few things but not adequate		
			Has adequate knowledge about current affairs (Minimum expectation)		
			Always updated and can response promptly to any current affairs (Desirable)		

S.No	Area/ Factor	Frequency	Scale		Status/ Remark of Mentor
7	Placements preparation and issues (GDPI, WIP, SIP, Final Placement, JD based training)	Weekly	Casual, lazy, weak in every subject		
			Moderate in domain knowledge but cannot express and have low aptitude	X	
			Good in communication and aptitude, fairly good in domain knowledge with some application; confidence level is acceptable		
			Good in communication, aptitude and domain but cannot explain WIP and SIP with relevant data		
			Well prepared with domain knowledge and application, well versed with learning from WIP and SIP; always adhered to learning and development schedule; effective in aptitude and communication and high level of confidence; adheres to personal grooming standard of the institute (Desirable)		
8	Aptitude	Weekly	Level D; Marks < 12/ 50	X	Student is poor in Aptitude and always scores less than 25 percentage of marks
			Level C; Marks 12 - 25/ 50		
			Level B; Marks 25 - 40/ 50		
			Level A; Marks 40+/ 50		

S.No	Area/ Factor	Frequency	Scale		Status/ Remark of Mentor
9	Grooming	Daily	Never adhere to grooming standard		
			Sometimes adhering to grooming standard (50:50)	X	
			Most of the time adhering to grooming standard (70:30)		
			Always adhere to grooming standard and checklist defined by the institute (Desirable)		
10	Evaluation				
10.1	GD	Weekly	Never participates		
			Sometimes participate; most of the time "No"	X	
			Most of the time participate and make valuable contribution; good communication, confidence and substance (minimum expectation)		
			Active participation and makes sensible and valuable contribution (desirable)		
10.2	PI	15 days	He/ She does not know		
			He/ She knows but can't express	X	
			He knows and can express/ explain		
			He knows, can explain and can apply with data or examples		
			He knows, can explain, give examples with data and also teach and demonstrates to others (desirable)		

S.No	Area/ Factor	Frequency	Scale		Status/ Remark of Mentor
10.3	Internals	15 days	Below average; < 50%	X	Student scored less than 50 percent marks in internal evaluations
			Average; 50 - 60 %		
			Above Average; 60 - 80% (minimum expectation)		
			Excellent; > 80% (desirable)		
10.4	External	End of each semester	Below average; < 50%	X	Student scored less than 50 percent marks in external evaluations
			Average; 50 - 60 %		
			Above Average; 60 - 80% (minimum expectation)		
			Excellent; > 80% (desirable)		
10.5	Internship				Feedback from company - 10% Timely submission of report to internal mentor - 10% Quality of log book submission - 10% Final Report - 30% Final corporate presentation - 40%
10.5.1	WIP/ SIP/ Live Project	As and when done; WIP – December to January; SIP – May to July	Below average; < 50%	X	
			Average; 50 - 60 %		
			Above Average; 60 - 80% (minimum expectation)		
			Excellent; > 80% (desirable)		
11	Class Participation	Daily	Do not participate at all		
			Participate very less	X	
			Participate actively but lacks content		
			Always participate and with content		
12	Any other special remarks other than points covered above				