



**JAIPURIA**  
SCHOOL OF BUSINESS

EMPOWER • ENTHUSE • EXCEL

Great  
Place  
To  
Work.

Certified  
MAY-2022-MAY-2023  
INDIA

POST GRADUATE DIPLOMA  
IN MANAGEMENT

**BATCH 2022-24**



**STUDENT  
HANDBOOK**

# A Tribute to Founder



**Dr. Rajaram Jaipuria  
(1934-2015)**

The most favorite quote of Dr. Rajaram Jaipuria

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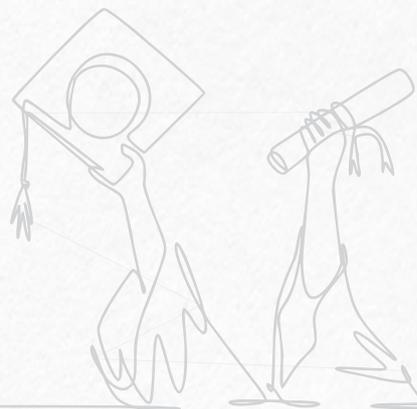
**WE MAKE A LIVING BY WHAT  
WE GET, BUT WE MAKE A LIFE  
BY WHAT WE GIVE**

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We pay our heartfelt tribute to our beloved  
Founder Late Dr. Rajaram Jaipuria,  
who has given us the real meaning  
of service to the humanity.

“When one performs his prescribed duty only because it ought to be done, and renounces all material association and all attachment to the fruit, his renunciation is said to be in the mode of goodness”

Shrimad Bhagwad Gita



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# Message From The Chairman



Dear Students,

Welcome to a platform that fosters continuous learning and an open mindset. While each one of you is driven by a unique vigor, we offer this opportunity to learn, develop and grow holistically – beyond merely acquiring knowledge.

JSB philosophy is focused on being the change that is needed in today's world of uncertainty by sensitizing and understanding the human dimensions of conflict, and developing a toolbox of transferable skills such as negotiation, peace building, technology, and management.



Education and knowledge constitute the basis of civilized living. A popular verse in the Vedas reinforces the importance of education that is paraphrased: knowledge brings humility, humility makes you worthy, with that you acquire wealth and with wealth your conduct becomes righteous that eventually leads to ultimate bliss. Inspired by ancient philosophy, we at JSB bring the best of ancient wisdom and the latest technologies for preparing our students to be the torch-bearers of tomorrow.

I am glad that Jaipuria School of Business has lived up to the three core values of our group – Empower, Enthuse, and Excel, in course of meeting its stated objective of preparing future-ready managers and leaders.

Wishing you all the very best in your journey ahead.

**Mr. Shishir Jaipuria**  
Chairman  
Jaipuria School of Business

# Message From The Director General



Dear Students,

Welcome and congratulations on your journey to PGDM program at Jaipuria School of Business (JSB), Ghaziabad.

The future of management education finds its relevance in a multi-disciplinary learning, experiential teaching-learning approach, and focus on having a global impact.

We believe on quality teaching, research and academic rigor, our sole focus is on honing students with the right balance of knowledge and innovation skills. At a time when the industry throws up challenges like never before, it cannot be addressed merely by education. It needs a thinking mind with creative instincts and tenacity.

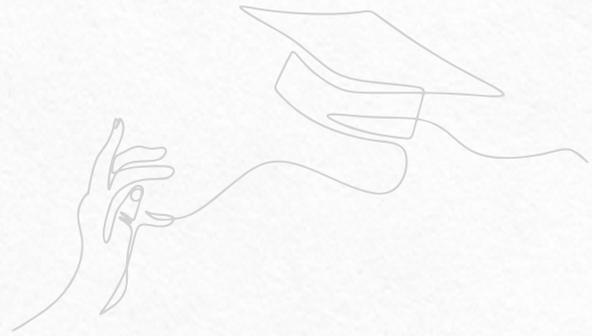
At JSB, we enable your intellectual growth by keeping you at the epicenter of all that we do. Drawing upon my three-decade-long experience within academia and the modern industry, I invite you to join us and unleash your best in an invigorating environment. Because in a research-oriented institute like ours, you are put at the fore front of intellectual growth so that you can lead and spearhead tomorrow's business.

You will learn from faculty who bring decades of leadership experience in the industry to the classroom. And you will immediately apply your newfound skills to create an impact in your organization while learning to think differently about changes and challenges.

Onwards and upwards, always!

**Dr. Rajiv R. Thakur**  
Director General  
Jaipuria School of Business





# Message From Dean Academics

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Welcome to the PGDM Programme of Jaipuria School of Business (JSB), Ghaziabad!!

The recent years shall be marked in the history of mankind as a lesson for life. It has taught us to expect the most unexpected and be prepared to adapt to the new normal. This stands true with your personal as well as professional life. The corporate world would expect from you beyond management curriculum, agility and flexibility to adapt yourself in these challenging times.



While we realize that none of your goals are easier to achieve, we believe that our kaizen approach of teaching-learning will aid you to accomplish your goals. We value the continual pursuit of innovative knowledge and are committed strengthening relationships that fuel your intellectual curiosity and constructive creativity.

As you become a management student, you would be exposed to a strategically methodical academic program, industry exposure through live projects, industrial visit, guest lectures & Practitioner sessions by the senior industry & academic experts, and much more. During the two years programme at JSB Ghaziabad, a blend of rigorous training in the field of Finance, Marketing, HR, Operations, International Business and Business Analytics will be provided to each one of you.

In order to keep you abreast with contemporary topics, the curriculum of JSB Ghaziabad is frequently revised which helps in bridging the gap between conceptual and global practices, and industry and academia. A number of student centric initiatives has been taken through Corporate Readiness & Skill Enhancement, Co-curricular and Extra-curricular activities which aim to sharpen your talent and enhance your skills.

Happy Learning at Jaipuria School of Business!!!

**Prof. (Dr.) Tapan Kumar Nayak**  
Dean Academics

## Vision

To be a leading value-based futuristic management institution of excellence in the country



## Core Values

Jaipuria School of Business imbibes the Jaipuria Group values: Empower, Enthuse, and Excel

### We complement our group values with:

Integrity, Diversity, Creativity, Social Responsibility, Global Perspective, Excellence, and Ethics.



## Mission

To provide an empowering environment for developing managerial and leadership skills, knowledge leading to aspirational career and life goals, inculcating values, ethics, global and entrepreneurial mindset to catalyze sustainable societal transformation

## Mission Statements

- M1 : To provide relevant and contemporary knowledge and managerial skills for aspirational careers across industries;
- M2 : To facilitate a learning environment with the right blend of values and transformational skills for leadership;
- M3 : To equip students with innovative, entrepreneurial, and global mindset essential for different sectors;
- M4 : To sensitize students towards social, environmental, and ethical dimensions and prepare them for global citizenship.

## Program Educational Objectives (PEOs)

- PEO1 : Become competent leaders and managers across varied business sectors.
- PEO2 : Be an effective change agent with an ethical and pragmatic approach.
- PEO3 : Demonstrate leadership with an entrepreneurial spirit and global mindset.
- PEO4 : Exhibit empathy and sensitivity towards sustainable societal transformation.

## Program Outcomes (POs)

- PO1 : Apply management theories and practices in business decision-making.
- PO2 : Demonstrate analytical and critical thinking abilities for data-driven business solutions.
- PO3 : Demonstrate leadership skills with innovation, creativity, and futuristic perspective.
- PO4 : Integrate ethics, entrepreneurial and global mindset in decision-making for achieving organizational goals.
- PO5 : Develop value-based practices for societal transformation and sustainable development.

# Jaipuria School of Business

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Jaipuria School of Business (JSB) was established in 2008, by the noted philanthropist industrialist - Dr. Rajaram Jaipuria, is the flagship Institute of the Jaipuria Group of Management Institutions. With a sprawling campus spread over 5.5 acres at Indirapuram, Ghaziabad (within Delhi NCR), JSB runs Post Graduate Diploma in Management (PGDM), a two-year full-time programme approved by AICTE.

The value-added programme includes personality development, social media communications, personal growth lab and book review that aids in the holistic development of student learners. The community engagements provide a forum to engage with society in meaningful ways and sensitise the students. We at JSB combine traditional values of character building, sensitivity and Indian value system with contemporary management education to develop business leaders and global citizens. The Institute has, therefore, introduced several structural changes in the curriculum of PGDM as per the latest requirement of industry and business through elaborate industry interactions and regular contact with prominent professionals.

Jaipuria's PGDM is among the best PGDM Institutes in Delhi-NCR and is now moving from traditional approach of classroom teaching to Participative Learning through Case Method and experiential learning model by providing students learning opportunities through classroom interaction, peer work, 360- degree feedback and assessment, group activities, video analysis, project assignments, group coaching, case discussions, role plays, business games, simulations and academic mentoring.

The state-of-the-art infrastructure, competent faculty, strong interaction with leading corporate professionals, student centre amenities and spectacular campus, all provide a conducive environment for teaching, learning, research, innovation and character building. You will learn from faculty who bring decades of leadership experience in industry to the classroom. You will apply these newfound skills to create an impact in your organization while learning to think differently about changes and challenges.

Finally, the institute is also honing student's understanding of emerging global issues through participation in various conferences, workshops and research seminars being held from time to time. All these efforts lead to **"Excellence in Education and Research"**.



# About PGDM Program

JSB's flagship PGDM program brings you the best of both worlds - solid theoretical know-how and experiential learning. The program is tailored to be a key constituent of students' industry readiness. It is highly cohesive and encompasses a unique teaching-learning methodology led by students' overall academic and holistic development.

## Program Structure

PGDM is a professional management course spread across two academic years. An academic year is divided into three academic trimesters of approximately twelve weeks each.

Students earn a dual specialization by opting for elective courses in any two functional areas of management. The bouquet of specialization comprises of Marketing Management, Finance, Human Resource Management, Operations, Business Analytics, and International Business. Each specialization offers innovative courses for emerging careers.

The Program comprises 27 core courses, 12 elective courses (10 functional & 2 open electives), several workshops, industry-oriented certifications, pre-placement trainings, projects under Capstone, Summer Internship and more.

The curriculum ensures that in the first year, fundamental and core courses are covered to strengthen basic functional management knowledge for a holistic perspective of general management. After completion of three trimesters, students undergo summer internship to gain first-hand experience of working in the real business world and for application of classroom learning. The second year provides the opportunity to choose courses in the area of specialization of the student's interest. The three trimesters in the second year ensures in-depth conceptual understanding and practical application.

JSB follows a continuous system of assessment and evaluation for measuring students' learning outcomes. Each course therefore assesses student learning through different pedagogical interventions on a regular basis.

## Number of Credits in the PGDM Program

The PGDM Program has a total of 126 credits, of which 67 credits correspond to Core courses, 36 credits correspond to Elective courses, 3 credits for the Summer internship project, 5 credits on completion of Industry oriented certifications, 5 credits on completion of workshops, 5 credits for the Pre-placement trainings and 5 credits for the Capstone Project.



# Pedagogy

Learning at JSB is facilitated by multiple participative pedagogy. It incorporates a plethora of techniques and tools that hone your perspectives of academics, industry and experiential learning. Here, you learn by doing in a deeply engaging and student-centric environment.

Our pedagogical elements are intertwined within the following dimensions.

## Classroom:

JSB's classrooms uphold cross-disciplinary learning with integrated coursework. From project-based to peer learning and skill-based industry-accepted courses – it is your launchpad to question the status quo, explore nuances of cutting-edge topics, and innovate something new each day.

- Flipped classroom model: it's your individual space to immerse in an interactive learning environment.
- Ability enhancement courses: ability enhancement courses build your soft skills and professional ethics in a post-pandemic world.
- Capstone project: running over 3 trimesters, you collaborate for a comprehensive project-based learning.
- Dual specialization: opt to specialize in any 2 offered streams from our pool of electives in the 2nd year.
- Flexibility and choices: with more open electives, you have the option to choose from a variety of topics.

## Mentorship:

You are not only taught by erudite professors from across the country but also by industry professionals who are your facilitators. Top industry leaders and JSB alumni give you the inside scoop of the industry of your choice and help you understand business inside-out and outside-in.

- Faculty mentoring: top professors guide you through the intricacies of management education with their expertise.

## Exposure:

A comprehensive and on-ground experience of varied topics gives you an edge over the rest. Be it within a rural or urban setting, you have the opportunity to get familiar with real-time challenges and develop insights of the global market and surrounding environment.



- Industry Visits: visits to state-of-the-art industries let you observe the plethora of activities accomplished therein.
- Internships: gather on-the-job experience of your future role within a progressive corporate firm.
- Industry certification courses: acquire the required set of skills to negotiate your way to the top in the business world.
- Guest lectures/industry Talks: get actual insights of the corporate world from industry stalwarts.

### Industry:

The business of the future needs smart, bold and visionary leaders who can leverage industry trends. At JSB, we prepare you for the future with a unique blend of analytical thinking, data-based business intelligence and entrepreneurship practices. Thus, you are trained to transform from Day One.

- Entrepreneurship: with ingrained entrepreneurial instincts, you are trained to perform with foresight and confidence.
- Analytics: be at the crossroads of technological innovation by knowing about the core of data and its analysis.
- Industry 4.0: participate in the digital transformation and create value by taking charge of advancements.
- Digital: empower yourself and the community with your nimbleness in data-based decision making.

### Holistic development:

JSB's ultimate pedagogical outcome is your 360-degree development that makes you a complete manager. We help you inculcate the interest and competence to grow as an individual whose mind, body and soul are in absolute sync with the innate aspirations.

- **Co-curricular Activities:** go beyond academia to identify the gems of your talent in cultural and sporting engagements.
- **Indian Management Philosophy:** sow in yourself the ideals of karam and dharam to rise as a value-driven and complete individual.
- **Values and Ethics:** imbibe the moral values of humanity to make the workspace around you a positive and hopeful one.

# Outcome Based Education



## Philosophy Behind JSB Teaching-Learning, Pedagogy

### Classroom:

Outcome Based Education/Learning (OBE/OBL)

The outcome-based approach to course design at JSB, is intended to make the expectations more transparent for students, any regulatory or accrediting body and all stakeholders. Instead of the instructor deciding what to include in a syllabus, this approach starts with a specification of what the student would be expected to achieve by the end of the program/course.

These learning outcomes may be of knowledge acquisition, mastery of skills, or development of attitude or ability, which will be specified in publicly shared statements, linked in a clear way to explicit assessment criteria by which they will be measured. The programme is then written; complete with assessments designed to test the criteria, in such a way as to enable students to work towards achieving the stated outcomes.

The outcome-based approach has been developed in conjunction with credit-based modular frameworks in which each course carries a specified number of credits, awarded on its successful completion. In order to achieve the desired qualification, the student must accumulate a given number of credits.

The PGDM Programme has clearly defined Program Outcomes which have been carefully drafted to ensure that they include subject-specific skills and generic skills, including transferable global skills and competencies. The Programme Outcomes (POs) focus on knowledge and skills that prepare students for further study, employment and citizenship.

The term 'course' is used to mean the individual courses of study that make up the scheme of study for the programme. Course learning outcomes are specific to the learning for a given course of study related to a disciplinary or interdisciplinary/multi-disciplinary area. All Course-learning Outcomes (COs) are mapped to Programme Outcomes (POs). Hence the achievement by students on course-level learning outcomes lead to the attainment of the programme learning outcomes.

The performance of every student and the entire class is assessed on outcomes after every assessment. Performance information is shared so that both faculty and student get a detailed view on the level of learning the student has achieved on the outcomes and hence strategize for future sessions to improve the outcomes achieved. Learning Pedagogy includes lectures, discussions, case studies, real-life problems, projects, role plays, group or team discussions, and guest lectures by eminent academicians and professional captains of industry to build conceptual clarity and analytical ability. Summer training and industrial visits are some of the other methods used by the institute for enhancing the skills and competencies of the students.

## Case, Problem and Project - Based Learning (PBL)

Within the framework of Outcome-based Education, three most important learning methods used by JSB faculty are

- Case Based Learning (CBL)
- Problem Based Learning (PBL)
- Project Based Learning (PBL)

**Case Based Learning (CBL):** Case is generally a decision problem of an organization where actual data and information is given including information about the decision-makers and others. Students are required to identify issues, problems and analyze the given information; solve the problem, and make a recommendation. In CBL, there is high involvement of the students in the class learning.

**Problem Based Learning (PBL)** is not solving problems/exercises given at the end of a book chapter. Rather, it is a real-world problem that unstructured or semi-structured, unlike a case where information is already available. Students take the responsibility of identifying the problem, getting required information, resources etc and thus of the entire learning process. Teachers become facilitators/mentors/guides and even participants themselves. Teachers would guide and motivate students for self-learning of concepts and theories using the “Flipped Classroom” approach. That is, teachers help students to create their own classrooms: teachers make available to students in advance voice-recorded ppts, short duration videos/audios of short lessons/technical notes, online resources etc. Further, they may help and guide students in clarifying concepts and theories by giving mini-lectures (about 5-15 minutes) and holding group tutorial classes.

**Project Based Learning** requires students to work on a complex problem/question for an extended period of time. Projects are focused on student learning outcomes and may involve field work.

## Assessment Components

There is a wide variety of assessment methods available to choose from. Each method has its strengths and weaknesses, and some are more suited to the evaluation of certain types of learning outcomes than they are to others. A combination of different assessment methods over a course or programme will allow for the testing of a wider variety of outcome types and help sustain students’ interest and engagement with the course.

**Projects (Individual and Group):** allow all-round ability testing with potential for sampling wide range of practical, analytical and interpretative skills, wider application of knowledge, understanding and skills to real/simulated situations, and provide a measure of time management. Group projects can provide a measure of teamwork skills and leadership. Marking for feedback is enriched through peer and self-assessment and presentations.

**Presentations:** test preparation skill, understanding, knowledge, capacity to structure, information and oral communication skills. Feedback can come from faculty, self or peers. Marking for grading may include measures of ability to respond to questions and manage discussion.

**Cases and Open problems:** have the potential for measuring application of knowledge, analysis, problem-solving and evaluative skills.

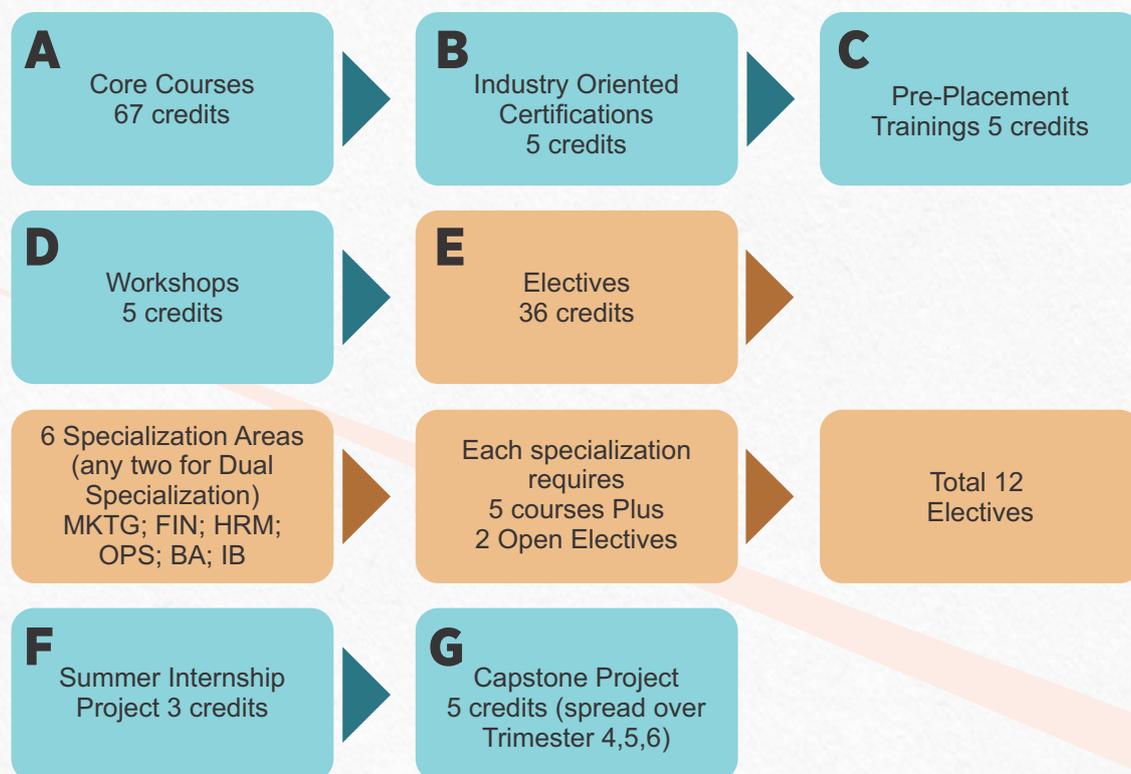
**Work based Assessment:** is typically used to assess Summer Internship Reports and Capstone Projects.

**Quiz / Multiple Choice Questions (MCQs):** are a standard method to assess a wide range of knowledge quickly and has potential for measuring understanding, analysis, problem solving skills and evaluative skills. It is easy to mark and analyse results so they are useful for self-assessment, and screening with potentially high reliability, validity and manageability.

**Other Assessment Methods:** a standard method with the potential for measuring analysis, application of knowledge, problem-solving and evaluative skills.

Faculty may use assessment methods beyond the ones mentioned above as per the learning requirements of the students for the course.

# Curriculum Structure



## Courses & Credits

COURSES	NO. OF SUBJECTS	TERMS	CREDITS
CORE COURSES	27	I - VI	67
ELECTIVE COURSES (Including Open Electives)	12 (5+5+2)	IV-V	36
INDUSTRY ORIENTED CERTIFICATIONS	5 (3+2)	I-V	05
SIP		IV	03
PRE-PLACEMENT TRAININGS	2	V-VI	05
CAPSTONE PROJECT		IV-VI	05
WORKSHOPS	4	I-V	05
<b>TOTAL CREDITS</b>	<b>50</b>	<b>I - VI</b>	<b>126</b>

## I Year

## TRIMESTER - I

S.No.	Course Code	Course	Credits	Hours
1.	T1CGM01	Business Communication-I	1.5	15
2.	T1COM01	Business Statistics Using Excel	3	30
3.	T1CAF01	Financial Accounting	2	20
4.	T1CIT01	Information Systems for Managers	3	30
5.	T1CEC01	Managerial Economics	3	30
6.	T1CMM01	Marketing Management-I	3	30
7.	T1CHR01	Organizational Behavior	3	30
8.	T1CDR01	GACA	1	10
<b>TOTAL CREDITS</b>			<b>19.5</b>	<b>195</b>

1.	T1COC01	Design Thinking	1 credit (workshop mode)
2.	T1COC02	Business Analytics	2 credit (workshop mode)
3.	T1COC03	Advanced MS-Office by Microsoft <b>(compulsory for all)</b>	1 credit (Certification course)

## TRIMESTER - II

S.No.	Course Code	Course	Credits	Hours
1.	T2CGM02	Business Communication-II	3	30
2.	T2CEC02	Business Environment & Policy	3	30
3.	T2CAF02	Cost Accounting	2	20
4.	T2CHR02	Human Resource Management	3	30
5.	T2CMM02	Marketing Management-II	3	30
6.	T2COM02	Operations Management	3	30
7.	T2COM03	Operations Research	2	20
8.	T2CDR02	GACA	1	10
<b>TOTAL CREDITS</b>			<b>20</b>	<b>200</b>

## Certification Courses\* (with minimum 50 students)

1.	T2COC04	Digital & Social Media Marketing (MSME)	1 credit
2.	T2COC05	Green Belt Six Sigma (MSME)	1 credit

**TRIMESTER - III**

S.No.	Course Code	Course	Credits	Hours
1.	T3CGM03	Business Communication-III	1.5	15
2.	T3COM04	Business Research Methodology	3	30
3.	T3CAF03	Financial Management	2	20
4.	T3CEC03	International Business & Geopolitics	3	30
5.	T3CHR03	Negotiation	3	30
6.	T3CMM03	Sales & Distribution Management	3	30
7.	T3CGM04	Strategic Management	3	30
8.	T3CDR03	GACA	1	10
		<b>TOTAL CREDITS</b>	<b>19.5</b>	<b>195</b>

**Certification Courses\* (with minimum 50 students)**

1.	T3COC06	Financial Markets Product & Planning	1 credit
2.	T3COC07	Sales Negotiation (MSME)	1 credit

**II Year****TRIMESTER - IV**

S.No.	Course Code	Course	Credits	Hours
1.	T4CIN01	Summer Internship Project	3	6-8 weeks
2.	T4CMM04	Consumer Behavior	3	30
3.		Capstone Project	2	20
4.		Functional Elective S1-1	3	30
5.		Functional Elective S1-2	3	30
6.		Functional Elective S1-3	3	30
7.		Functional Elective S2-1	3	30
8.		Functional Elective S2-2	3	30
		Functional Elective S2-3	3	30
		Open Elective (1)	3	30
		<b>TOTAL CREDITS</b>	<b>26</b>	<b>260</b>

**Workshops/Certification course**

1.	T4COC08	SDGs for Managers	1 credit (workshop)
2.	T4COC08 - T4COC14	Area - wise certification course	1 credit

**TRIMESTER - V**

S.No.	Course Code	Course	Credits	Hours
1.	T5CGM05	Legal Aspects of Business	3	30
2.		Capstone Project	2	20
3.		Sectoral Elective S1-4	3	30
4.		Sectoral Elective S1-5	3	30
5.		Sectoral Elective S2-4	3	30
6.		Sectoral Elective S2-5	3	30
7.		Open Elective (2)	3	30
8.		<b>TOTAL CREDITS</b>	<b>20</b>	<b>200</b>

**Workshops/Certification course/Pre-placement Training**

1.	T5COC15	Universal Human Values	1 credit (workshop)
2.	T5COC16	Pre-placement training	3 credit
3.	T5COC17 – T5COC22	Area-wise certification course	1 credit
4.	T5COC23	Foreign Language**	Non-credit

\*Students to choose any two-certification course. These will run with minimum 50 students.

\*\*To be run with minimum 50 students

**TRIMESTER - VI**

S.No.	Course Code	Course	Credits	Hours
1.	T6CGM06	Value & Ethics	2	20
2.	T6CDR04	Capstone Project	1	10
		<b>TOTAL CREDITS</b>	<b>3</b>	<b>30</b>

**Pre-placement Training**

S.No.	Course Code	Course	Credits
1.	T6COC24	Pre-placement training	2

# Specialisations (Electives)

## Important Guidelines:

1. Every candidate has to opt for a total of 12 elective subjects, (Five each from the two specializations & 2 from Open Electives). This choice has to be exercised during the third term, before proceeding for Summer Internship.
2. To complete the specialization, students need to secure 15 credits from each specialization area (5 or more subjects) and 6 credits from Open Electives (2 or more subjects).
3. Hence, the total specialization credits to be secured as 36 (Specialization Area-1: 15 Credits, Specialization Area-2: 15 Credits, Open Electives: 6 Credits).
4. The candidate may opt for the five subjects from each group in the following combination:  
3 subjects in from Functional Electives, 2 subjects from Sectoral Electives & 2 Subjects from Open Electives.
5. The choice once exercised cannot be changed, except in certain convincing situations, with the approval of the Dean & Director General.
6. The Institute may withdraw/ change some groups/ subjects on administrative grounds.
7. A particular subject/ specialization will be offered only if the minimum numbers of candidates opting for it are 20 in number.
8. Mathematics background (12th and above) is necessary for opting Operations and Business Analytics as Specialization areas.
9. There are some courses which may figure in more than one group of specializations. The students can opt for such courses only in one group.

## Marketing

S.No.	Term	Course Code	Name of Subject
1.	IV	<b>Functional (Choose 3 Out of 6)</b>	
		T4EMM21	Integrated Marketing Communications
		T4EMM22	Product and Brand Management
		T4EMM23	Customer Relationship Management
		T4EMM24	International Marketing
		T4EMM25	Marketing Analytics
		T4EMM26	Digital Marketing & Social Media
2.	V	<b>Sectoral (Choose 2 out of 4)</b>	
		T5EMM27	Marketing of Services
		T5EMM28	B2B Marketing
		T5EMM29	Business Models for Ecommerce
		T5EMM30	Retail & Luxury Business
3.	VI		<b>NIL</b>

## Finance

S.No.	Term	Course Code	Name of Subject
1.	IV	<b>Functional (Choose 3 Out of 6)</b>	
		T4EAF21	Security analysis & Portfolio Management
		T4EAF22	Financial Statement Analysis and Business Valuation
		T4EAF23	International Financial Management
		T4EAF24	Financial Technology (FINTECH)
		T4EAF25	Mergers, Acquisitions & Corporate Restructuring
		T4EAF26	Behavioural Finance
2.	V	<b>Sectoral (Choose 2 out of 4)</b>	
		T5EAF27	Trading Strategies & Advanced Equity Research
		T5EAF28	Derivatives and Risk Management
		T5EAF29	Corporate Taxation
		T5EAF30	Banking Insurance and Financial Services
3.	VI		<b>NIL</b>

## Human Resource Management

S.No.	Term	Course Code	Name of Subject
1.	IV	<b>Functional (Choose 3 Out of 6)</b>	
		T4EHR21	Organizational Development & Change
		T4EHR22	Talent Acquisition and Retention
		T4EHR23	HR Analytics
		T4EHR24	Learning & Development
		T4EHR25	Human Resource Planning
		T4EHR26	Compensation & Rewards
2.	V	<b>Sectoral (Choose 2 out of 4)</b>	
		T5EHR27	Competency Mapping & Performance Management
		T5EHR28	Industrial Relation & Labour Laws
		T5EHR29	International Human Resource Management
		T5EHR30	HR in Services Sector
3.	VI		<b>NIL</b>

## Operations

S.No.	Term	Course Code	Name of Subject
1.	IV	<b>Functional (Choose 3 Out of 6)</b>	
		T4EOM21	Supply Chain Management
		T4EOM22	TQM, Six Sigma & Lean Management
		T4EOM23	Operations Strategy
		T4EOM24	Production Planning & Control
		T4EOM25	Project Management
		T4EOM26	Advanced Operations Management
2.	V	<b>Sectoral (Choose 2 out of 4)</b>	
		T5EOM27	Sales Operations Planning
		T5EOM28	Supply Chain Modelling & Analytics
		T5EOM29	Retail Operations Management
		T5EOM30	Procurement & Sourcing
3.	VI		<b>NIL</b>

## International Business

S.No.	Term	Course Code	Name of Subject
1.	IV	<b>Functional (Choose 3 Out of 6)</b>	
		T4EIB21	International Trade Operations & Documentation
		T4EIB22	International Trade Logistics
		T4EMM24	International Marketing
		T4EIB23	International Finance & Forex Management
		T4EIB24	Port & Shipping Management
		T4EIB25	International Business Law, IPR and Contracts
2.	V	<b>Sectoral (Choose 2 out of 4)</b>	
		T5EIB26	Customs & Excise Management
		T5EIB27	Business in EU and NAFTA
		T5EIB28	Sectoral Strategy for International Business
		T5EIB29	Resource & Business in Africa
3.	VI		<b>NIL</b>

## Business Analytics

S.No.	Term	Course Code	Name of Subject
1.	IV	<b>Functional (Choose 3 Out of 6)</b>	
		T4EBA21	Data Analytics using R
		T4EBA22	Data Science using Python
		T4EBA23	Data Visualization using Tableau
		T4EBA24	Data Mining using Power BI
		T4EBA25	Big Data Analytics
		T4EBA26	Cloud Computing with AWS
2.	V	<b>Sectoral (Choose 2 out of 4)</b>	
		T5EBA27	Block Chain for Business
		T5EBA28	Web & Social Media Analytics
		T5EBA29	Financial Modelling
		T5EBA30	Marketing Analytics
3.	VI		<b>NIL</b>

### Open Electives (Choose any 2 Open Electives; All subjects of 3 Credits each)

- Supply Chain Management
- Corporate Governance and CSR
- Cross Cultural Management
- Dashboard Reporting
- International Logistics
- Export-Import Documentation
- Customer Relationship Management
- Entrepreneurship Development
- Strategic Leadership

### Area Wise Certifications (1 each) for Dual Specializations

- Sales & Negotiation (Marketing Area)
- Investment Analysis and Portfolio Management- (Finance Area)
- SAP HR/Talent Acquisition from AIHR (HR Area)
- Supply Chain Analytics (OP Area)
- Artificial Intelligence with Python (BA Area)
- Export Import Management/Logistics (IB Area)

## Industry Certification Courses

### For All (Compulsory)

1. Advanced MS-Office Certification by Microsoft

### Bouquets (Choose any 2, Certification will run with Minimum 50 students)

1. Digital and Social Media Marketing Certification by MSME
2. Green Belt Six Sigma Certification by MSME
3. Financial Markets Product and Planning
4. Sales Negotiation Certification by MSME

### For Interested Students (Course will run with Minimum 50 students)

1. Foreign Language (French/German/Spanish) for Interested Students

### Skill Enhancement & Corporate Readiness Courses (10 Credits)

JSB's wide-range of Skill Enhancement & Corporate Readiness Courses offers you the scope to build your soft skills and professional ethics in a post-pandemic world. As a young learner of management and business, you are equipped with an essential understanding of issues that ensure your holistic growth as a dynamic individual. The major courses are as follows:

**(i) Pre-Placement Training (5 Credits)**

From gaining an insight into the real-time working of organizations to preparing you for future challenges, this is your window to the world of business.

**(ii) Negotiation (2 Credits)**

Learn the art of negotiating and getting things done under the best of trainers and industry leaders. They help you with the smartest ways to reach out and perform.

**(iii) General Awareness & Corporate Affairs (3 Credits)**

As a proficient professional, student would need to go much beyond daily activities. Knowing about issues and affairs is just as important.

**(iv) Business Communication 1, 2 & 3 (6 Credits; Already in Core)**

One of the most primary elements of your overall success, there is absolutely no alternative to being an eloquent and professional communicator.

**(v) Industry Partnered Certification**

Top companies associate with JSB to give you a taste of their tools and techniques – so that you know the tricks of the trade well in advance.

# Student Affairs Council (SAC)

The Student Affairs Council of JSB is a student-driven body that is engaged in organizing and participating in various extra-curricular events and activities which are an integral part of the curriculum and is aimed toward the holistic development of JSB students. Broadly, SAC has the following objectives:

- To organize student-led and student-driven extra-curricular events.
- To enhance students' team-building competencies and make learning fun.
- To take initiatives to address societal issues for the overall well-being of society and the nation.

SAC constitutes of several clubs and each club is responsible to organize intra and inter-college events. Marketing Club, HR Club, Finance Club, Business Analytics Club, International Business Club, Operations Club, Cultural Club, Alumni Interface Club, Social Media Club, and Literary Club are a few of the clubs functional round the year and the campus is a buzz with events and activities.



# Internal Quality Assurance Cell (IQAC)

The IQAC at Jaipuria School of Business is a 'participative' and 'facilitative' unit meant for planning, guiding, and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the Institute and to achieve learning outcomes & objectives. The IQAC channelizes and systematizes the efforts and measures of the institute towards academic excellence.

IQAC ensures the timely, efficient, and progressive performance of academic, administrative, and financial tasks; the relevance and quality of academic and research programs; optimization and integration of modern methods of teaching and learning; the credibility of evaluation procedures; development and application of quality benchmarks/parameters for various academic and administrative activities of the institution; arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes; acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices

Thus, IQAC considers all the possible aspects that hold the power to bring a positive impact of teaching-learning on the students as well as the institute.

## Functions of IQAC

- Setting quality benchmarks with consistent work;
- Creating parameters to reach academic as well as non-academic learning goals;
- Creating a student-centric teaching-learning environment;
- Enabling faculty to efficiently use Ed-Tech tools for innovation in education;
- Considering the feedback of students, faculty & parents for the best practices;
- Organizing various workshops & seminars for the quality education environment;
- Documenting all the activities in chronological order & keeping a tab on improvements;





# Policies and Rules

## Attendance Policy

### 1. Attendance Requirements

Students are expected to attend all scheduled classes i.e., 100% attendance in each course is required. However, leave of absence may be granted for participation in various co-curricular activities such as

- attending conferences/seminars/workshops/summits/symposia;
- organizing events on campus;
- participating in competitions outside campus;
- undertaking short-term projects of companies;
- undertaking research projects (independently or in collaboration with a faculty); and
- also, to account for possible absence from sessions due to illness;

For all the occurrences given above, a student would be allowed to remain absent up to a maximum of 25% of all the sessions planned in a course without attracting any grade loss. Students must get approvals from the Dean Academics, before they absent themselves from classes, for any of the reasons cited above.

Severe cases of illness leading to hospitalization, would be considered on a case-to-case basis by a committee constituted by the Director General.

Detailed rules and formats for permission of absence related to Projects would be circulated by the Program Office and would entail a written consent of accountability of faculty for absence on account of Projects.

Rules and permission shall be issued by SAC office towards absence on account of student activities. There will be no grade cuts when 75% attendance is maintained.

It is to be noted that permission for absence from classes is a matter of concession and not a matter of right.

### 2. Leave Rules

All absences of any type must be notified to the Program Office well in advance. Explanations for absence received after the absence would not be accepted by the Program Office.

Subsequent to the above clause no. 1, the following attendance norms vis-à-vis grade deductions shall apply:

Attendance	Penalties (Sub Grading)
Students with attendance of 75% & above in the respective subject.	No Penalty
Student between 70% to 75% attendance in a subject	One Grading Drop (eg A to A-)
Student between 60% to 70% attendance in a subject	Two Grading Drop (eg A to B+)
Students below 60% attendance in a subject	Not allowed to appear in the End Term Examination of the Subject

In courses where the actual sessions change from the stipulated number, attendance compilation will be based on the percentages as mentioned in the table above.

# Examination Policy

## 1. Outcome Based Assessment

The PGDM Program follows a continuous evaluation system, along with Mid Term and End Term Examinations, for assessing the students throughout the course. The students are tested on their abilities to understand concepts, learn techniques, apply them to problem situations of the real world and analyze them critically.

The exact scope of assessment of these competencies will be defined through the Course Outcomes. Outcome Based Assessment will be communicated to the students after every assessment component to allow students to strive to improve their learnings during the course. For better understanding of students, faculty members may also provide qualitative feedback.

### 1.1 Continuous Assessment

Continuous evaluation will be of 40% weightage comprising Class Participation, Quizzes, Case Based Assignments, Problem Based Assignments, Projects Based Assignment, and Presentations. The course faculty has full discretion to choose the various components of the continuous evaluation process however quiz will be a compulsory component.

### 1.2 Mid Term Examination

The mid-term examination is conducted in each course/ subject and carries a weightage of 20 percent. The duration of the mid-term exam will be of 1 hour.

Institute will not hold Repeat Mid-Term Examination of any course.

### 1.3 End Term Examination

The end-term examination is conducted in each course/ subject to assess the analytical and conceptual understanding of the students through essay type questions and the skill to use the knowledge through the

case and/or problem-solving exercises. 40 percent weightage is assigned to this assessment. The duration of the end-term exam will be of two hours.

## End Term Examination is compulsory.

### 1.3.1 Eligibility for End Term Examination

- (i) Attendance in the Trimester shall not be less than 75% in respective subjects. List will be shared by Program Office.
- (ii) Students have to give the undertaking in case the Fee is pending. For such cases, the result will be withheld and will be released after the payment of fee within the time frame mentioned in the undertaking.

### 1.4 Reappear End Term Examination

Students who miss or are debarred from attending the end term examination due to deficiency in attendance or are on an approved Special On Duty to attend some other assignment assigned by the Institute or may be due to some medical urgencies will be allowed to appear for Reappear End Term Examinations scheduled in the following trimester. The fees for the Reappear End Term Examination will be Rs. 1,000/- per subject. Fee waiver will be given to students who were on an approved Special On Duty to attend some other assignment assigned by the Institute. Under special circumstances, if in-case a second attempt is requested, the approval of the Director General/Dean Academics will be required.

### 1.5 Improvement End Term Examination

Grade Improvement through Improvement examination opportunity will be given to students if they have “C+ and below” Grade in any course. Improvement exams will be scheduled with in successive trimesters. The final grade re-assessment cannot exceed B in the chosen course. It may also be noted that in-case the student’s performance in grade re-assessment is below the previous grade, the grade may be kept the same. If fresh grades are higher than earlier grades, then these grades will supersede the existing grades subject to the condition of not being higher than B. There will be a fee of Rs. 1,000/- per subject for first attempt. Under special circumstances if in-case a second attempt is requested, the approval of Director General/Dean Academics will be required.

## 2. Evaluation

### 2.1 Relative Grading

The PGDM programme follows a system of relative grading. The grading system is based on concurrent evaluation system with sufficient freedom given to the course instructor in deciding the pattern of evaluation. Numeric marks are awarded to each of the evaluation components. The total marks thus received are converted to a letter grade, based on the relative performance of the student. This implies that the grade a student obtains for performance is relative to grades obtained by the class as a whole. It may happen that a student gets an average grade even after obtaining perceptively high marks if the class average is also high.

## 2.2 Grading Pattern

The grading system will be on a 10-point scale. Following is a description of the grades:

Letter Grade	Grade Point	Description
A+	10	Outstanding
A	9	Excellent
A-	8	Proficient
B+	7	Very Good
B	6	Good
B-	5	Satisfactory
C+	4	Below Expectation
C	3	Need Improvement
C-	2	Poor
D	1	Very Poor
F	0	Fail

## 2.3 Component Wise Assessment

Every component of the assessment shall be awarded marks. All component marks to be totalled and the total marks for the course would be given a Letter Grade. Relative Grading is followed and for each course grading will take place for the total marks combining all components. Final Course Grade for the class shall be declared after the ratification of the Result Moderation Committee.

### 2.3.1 TGPA/CGPA Calculation

In each course, a student is thus awarded a letter grade only.

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

The TGPA: Term Grade Point Average will be calculated as follows:

$$TGPA = \frac{\sum_{i=1}^n X_i \cdot Y_i}{\sum_{i=1}^n Y_i}$$

Where,  $X_i$  => grade point earned in a paper

$Y_i$  => credit point allotted to a paper

$n$  => number of courses in a trimester.

For each course, multiply the grade point with the number of credits allotted; divide the sum of the product by total

number of credits.

**Cumulative Grade Point Average (CGPA):** Cumulative Grade Point Average is computed considering the performance in all courses subscribed by a student up to the trimester for which the results are last available. The CGPA: Cumulative Grade Point Average is calculated by adding TGPAs of all the trimesters divided by the total number of credits.

$$CGPA = \frac{\sum_{i=1}^n TGPA_i \cdot C_i}{N}$$

Where,  $C_i$  is the total credit allotted to a term  
 $N$  is the total number of credits allotted till the recent trimester

At the end of the Term, final results would be communicated to the students by the Office of Controller of Examinations, as per the dates mentioned in the Academic Calendar.

### 3. Eligibility to Appear in End Term Exam & Sub Grading

**Attendance:** Students are expected to have 100% attendance in all the courses. Sub-grading will be applicable based on following matrix.

Attendance	Penalties (Sub Grading)
Students with attendance of 75% & above in the respective subject.	No Penalty
Student between 70% to 75% attendance in a subject	One Grading Drop (eg A to A-)
Student between 60% to 70% attendance in a subject	Two Grading Drop (eg A to B+)
Students below 60% attendance in a subject	Not allowed to appear in the End Term Examination of the Subject

**Fee:** Students have to give an undertaking to the institute in case of payment of fee is due and have to pay the fee dues by a certain date as mentioned in the undertaking. If repeated second time, parents of the student have to give the undertaking. Director General to take a final call on case to case basis.

### 4. Re-evaluation & Grievance

Students may apply within 7 days of the declaration of results for any verification with regard to the totaling of marks and verification for all questions attempted. Such students have to pay @ Rs. 250/- towards scrutiny of marks. The marks obtained after re-totaling will be considered as final.

Discrepancy if any in the Mark Sheet may be pointed out in writing to the Office to Controller of Examinations within two working days of the issue of the same.

## 5. Promotion Criteria

### 5.1 Promotion to Second Year

A student will be required to obtain a minimum CGPA of 4.50 at the end of the first academic year (end of Trimester III) in order to qualify for entry into the second academic year of the programme. Students must not have obtained more than 4Ds or 2Fs, in the courses of first year to be eligible for promotion to the second year. One F grade is equivalent to two D grades for the programme.

To be eligible for participation in the final placement process during 2nd year of the PGDM program, a student will be required to attain a minimum CGPA of 5.00 at the end of Term IV/ V with reference to the date of participation in the final placement process.

A warning letter will be issued after Trimester I and II to all student(s) whose CGPA lies below 4.50 indicating the probability of repeating of the first year. A caution letter will also be issued to students who qualify for promotion to the second academic year of the programme, but their CGPA lies below 5.00 at the end of the first year of the programme, regarding their probable loss of opportunity to participate in the final placement during the 2nd year, if the CGPA is not improved to the minimum requirement of 5.00. The same would be communicated to their parents/ guardians.

If a student does not qualify for entry into the second academic year of the programme, such student may be offered the option of either repeating the first academic year of the programme or withdrawing from the programme after consultation with their parents/guardians.

### 5.2 Registration to the Second Year

Students eligible for promotion to the second year, will be required to register for the second year of the program. Second year begins after the Summer Internships.

## 6. Use of Unfair Means (UFM)

It is essential that examinations are conducted in a fair and orderly manner. Use of unfair means is strictly prohibited. The students are warned against use of unfair means during the examinations. Unfair means will include any unusual behavior like talking, consulting, copying or receiving/transmitting any information during the examination. The invigilator will carry out the random checks to detect any material.

All cases regarding use of unfair means in the examination shall be placed before the Proctorial Board for decision and recommending penalties, if any, subject to final decision taken by the Director General. All such cases will be routed through Controller of Examinations to the Director General's office.

Original answer sheet confiscated by the invigilator/ flying squad along with the new answer sheet issued (if the case permits) to the students will be duly evaluated by the concerned examiner. The Proctorial Board will be formed to discuss such cases and may allow the student to put his point in front of the board.

The punishment shall be conveyed to the student by the authorized member of the Proctorial Board. The concerned student may exercise his/their right to appeal against the decision of the Proctorial Board to the Director General.

The Director General will have the final authority to exercise discretion in determining the quantum of punishment to the student and may give an opportunity to the student of being heard in person.

**Categories under Unfair Means (UFM)**

Category	Particulars
A.	The category shall include cases where student is found talking and copying the answer from the fellow students. In such case both the students can be considered under UFM.
B.	The category shall include cases where the paper/material found on person is irrelevant to the subject of examination which is being conducted at the relevant time.
C.	This category shall include cases where the student is found in possession of paper/material, which is relevant to the subject of the examination
D.	If a student is found guilty of category C offense for the second or subsequent times he/she will be deemed to have committed category D offense.

**7. Plagiarism**

The use of any “outside source” (i.e., any work, published or unpublished, by any person other than the student without proper acknowledgment) will be considered as plagiarism. Plagiarism check will be conducted before evaluation by faculty guide for reports of Summer Internship, Capstone Project, Assignment, and Project. Plagiarism over 20% (excluding company details & references) is not acceptable.

**8. Award of Diploma**

A student will be required to obtain a minimum CGPA of 5.0 at the end of the second academic year in order to qualify for award of the Diploma. Students also must not have accumulated more than 4 Ds or 2 Fs throughout the course. Both the conditions must be satisfied for the award of Diploma. For assessment purposes, One F is considered equivalent to two Ds.

Successful completion of the Summer Internship Project and Capstone Project is mandatory for the award of the Diploma.

There are no dues outstanding in his/her name to the Institute and no disciplinary action is pending against him/her. If a student fails to qualify for the award of the Diploma after completion of the second academic year of the programme even after taking the improvement examinations which will take place for every term in the following term and for Term VI immediately after the declaration of result, they will be offered the option of taking repeat examinations with the successive batch to improve the CGPA.

The maximum number of years that a student can take to complete the Diploma is four years. No student of PGDM programme will be allowed to complete the programme beyond four academic years.

Provisional Certificate can be issued on request by the students in seven days from the date of request.

**9. Award of Medals**

Gold, Silver and Bronze Medals shall be awarded based on CGPA / Merit only to those students who will clear all required credentials/papers for PGDM, in the first attempt.

Best Girl Student Award to be awarded

Specialization wise 1st, 2nd & 3rd Toppers will be felicitated

Subject to condition of No pending disciplinary action / reappear or Improvement Examination / Penalties. Exceptional cases are to be pre-approved.

## 10. Convocation

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

## 11. Issue of Transcript

The Institute will provide detailed marks sheet/Transcripts to students on requests. Such requests need to be forwarded to the Office of Controller of Examination.

### 11.1 Issue of Duplicate Certificate

The institute will provide duplicate certificates; mark/sheets transcripts to students in case these are lost, misplaced, or destroyed.

To procure duplicate certificates, mark sheets/transcripts the student has to submit a written application along with an FIR, a notarized affidavit, to that effect, to the Office of Controller of Examination specifying the academic year, roll number and reason for requesting duplicate copies.

The student will also have to remit processing fees of Rs 1000 per document as notified by the Office of Controller of Examination. On receipt of the application and fees, the PGDM Office will prepare the duplicate certificates and dispatch them to the address communicated by the student in his / her application.

## 12. Examination Rules

### 12.1 Instructions for Students for Examinations on Campus

- a) Students must enter the examination hall 10 minutes before the commencement of examination.
- b) Invigilator will not allow late comers after 05 minutes from the commencement of the examination. Between 05 minutes to 15 minutes approval of the Controller of Examination will be required and beyond 15 minutes, approval of Director General will be required.
- c) Students will carry all necessary stationery for the examination in the hall and may not exchange any stationery item with each other during the exam.
- d) Reading material if allowed by faculty of the course may not be exchanged with each other in the examination hall.
- e) Students are not allowed to go out of the examination hall during the first and last 30 minutes during the end-term examination.
- f) During the mid-term examination, no one is allowed to leave the examination hall until otherwise unavoidable
- g) Not more than one student will be allowed for temporary absence from the examination room at a time.
- h) Students may not leave the examination hall more than once during the examination.
- i) Students found with mobiles/ any other unacceptable/not allowed material during the examination would be considered under Unfair Means.
- j) Students will not seek any attention except from the invigilators on duty. Any student found talking or taking any form of assistance from anyone except the invigilators would be considered under Unfair Means.

- k) Students will not bring any material or personal belongings inside the examination room, except those prescribed for the examination.
- l) Students will not argue with faculty and staff on exam duty and follow instructions strictly.
- m) All incidents related to any misconduct during examinations will be brought by the invigilators to the Office of Controller of Examination for further action.
- n) Students are not allowed to write anything (except their roll numbers) on the question paper or case study. They should also not exchange the question paper. Any student who writes anything other than the roll number on question paper or case will be deemed to have indulged in malpractice.
- o) Any item brought by the students to the examination venue shall be the responsibility of the student. In case any such item is found missing during or after examination, no responsibility shall rest with either the invigilators or the Institute.
- p) Every student is required to carry a valid Admit Card & student Identity Card for end-term examinations failing which he/she will be not be allowed the enter the examination hall, or write the examination.
- q) Students are required to report on time and handover the answer sheets before they leave the examination hall. Handing over the answer booklet is the sole responsibility of the student.

## 12.2 Instructions for Students for Online Examinations

- a) Students should always have their Cameras ON. Use of mobile phones, earphones/headphones will lead to disqualification from the exam.
- b) Students must check the access and functionality of their Cameras and Microphones well in advance. No Excuses for a non-functional Camera or Microphone will be acceptable.
- c) Students must join the meeting at the given time. Attendance will be taken by calling out student names and will be recorded when the student responds with Cameras and Microphones ON. Question papers will be shared after the attendance is taken and all students are visible.
- d) Students must take the exam from a quiet room without any disturbance or noise and ensure that the face is clearly visible with sufficient light on face and in the room.
- e) Students must ensure that they are clearly visible during the entire course of the examination. If the student fails to adhere to the rules, the exam is liable to get cancelled.
- f) The online platform will be used to conduct the online Mid / End Term Examination.
- g) Students will receive invitation mail from [examination@jaipuria.edu.in](mailto:examination@jaipuria.edu.in) to sign-in to the online platform with his/her email on [@jaipuria.edu.in](mailto:@jaipuria.edu.in) domain to appear in examination.
- h) Each student should login 15 minutes prior to confirm their identification and attendance through the Online Platform.
- i) All students have to write down the answers on white blank sheet (preferable A-4). Each answer sheet should include Student Name, Roll Number, Subject Name and Question Number. If any answer sheet will not include the above details, will not be evaluated.
- j) The answer sheets should be uploaded in pdf/picture format with clear visibility.
- k) After completing the examination, the student has to click the hand in/turn in button to submit the answer sheets. Students are required to submit the files before the End Time of the exam. Answer sheets submitted beyond the End Time of the exam will not be accepted and assessed.
- l) In addition to the above, further detailed instructions will be given during the examinations.
- m) Plagiarism is a punishable offence. Answer sheets submitted by students will be checked for Plagiarism and if answers are found to be plagiarized, the exam would be cancelled which will tantamount to F-Grade in that course.

# Code of Conduct and Disciplinary Rules



Our purpose at Jaipuria School of Business (JSB) is the pursuit of knowledge through scholarship and research, teaching and general development of students, and dissemination of knowledge and learning to society at large. The freedom to teach and to learn depends upon the creation of appropriate conditions and opportunities in classrooms, lecture halls, and the campus as a whole. All members of the academic community, namely faculty, students, and staff share the responsibility for securing and sustaining the general conditions conducive to this freedom.

Disciplinary regulations protect the well-being of the academic community by defining and establishing certain norms of behaviour. The disciplinary system establishes procedures for a fair hearing, including advising individuals fully, of the charges against them, affording them ample opportunity to speak on their behalf, and requiring a clear explanation of their rights of appeal. Since rigid codification and relentless administration of rules and regulations are not appropriate to an academic community, the rules and policy statements that follow serve mainly to clarify commonly accepted standards of conduct within our institution.

## Code of Conduct

Expectations from the student community as regards appropriate conduct within the campus and classrooms, are outlined below.

## Academic Integrity

The quality and integrity of student's academic work is extremely important. Maintaining basic honesty in one's work, words, ideas, and actions is a principle to which students must adhere.

The use of any "outside source" (i.e., any work, published or unpublished, by any person other than the student without proper acknowledgement) will be considered as plagiarism.

Any quotations, however small, must be placed in quotation marks or clearly indented beyond the regular margin. Any quotation must be accompanied (either within the text or in a footnote) by a precise indication of the source—identifying the author, title, place, and date of publication (where relevant), and page numbers. Any sentence or phrase which is not the original work of the student must be acknowledged.

Any material which is paraphrased or summarized must also be specifically acknowledged in a footnote or in the text. A thorough rewording or rearrangement of another author's text does not relieve one of these responsibilities.

Any ideas or facts which are borrowed should be specifically acknowledged in a footnote or in the text, even if the idea or fact has been further elaborated by the student. Occasionally, a student in preparing an essay has consulted an essay or body of notes on a similar subject by another student. If the student has done so, the student must state that fact and clearly indicate the nature and extent of their indebtedness to the other source. The name and class of the author of an essay or notes which are consulted should be given, and the student should be prepared to show the work consulted to the instructor, if requested to do so.

The requirement to acknowledge sources is not limited to printed material such as books or journal articles. Information is now readily available through many newer media, including text and images on the World Wide Web, CD-ROM, and electronic mail. Information or quotations from any of these sources must be properly cited.

During the course of an in-class examination, the failure to follow examination procedures as set forth by the faculty member(s) who oversees that examination will be considered as violation of code of conduct and will attract penalties.

## Communication

It is suggested that Faculty should be respectfully greeted and addressed whenever one meets them both in and outside the classroom.

Members of management have to be duly wished and respected whenever students meet them on campus.

Emails addressed to faculty and staff should have proper salutation and closing. Staff members should be greeted and respectfully addressed.

Basic etiquette should be followed in informal communication with peer group.

Misuse of JSB name or logo in any communication or action will be considered as indiscipline.

Misrepresentation of information or facts about JSB or any of its members will be considered as indiscipline.

Meeting hours with Program Office and Placement Office will be 3:00 pm to 4.30 p.m. from Monday to Friday. Students can also meet faculty at the stipulated time given by the faculty. Students must take prior appointments with faculty in case they wish to meet them.

## Harassment

Unwelcome verbal or physical behaviour which is directed at a person based on a protected characteristic, when these behaviours are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with a student's educational experience, working conditions or living conditions by creating an intimidating, hostile, or offensive environment amounts to harassment and is forbidden.

### Examples of conduct that can constitute harassment include:

- Unwelcome jokes or comments about a legally protected characteristic (e.g., racial, or ethnic jokes).
- Disparaging remarks to a person about a legally protected characteristic (e.g., negative, or offensive remarks or jokes about a person's religion or religious garments).
- Displaying negative or offensive posters or pictures about a legally protected characteristic.
- Electronic communications, such as e-mail, text messaging, and Internet use, that violate the individual's well-being.

## Identity Cards

Students must wear their identity cards issued by the Program Office all the time while they are on campus.

## Classroom Behaviour

### Following actions and behaviour will be considered as indiscipline

- Arriving late after the class has commenced
- Leaving the class before the session ends
- Indulging in conversations with class mates during class
- Being argumentative on insolence on insolence and disrespect towards faculty and staff members
- Making noise and indulging in unruly behaviour
- Use of improper language
- Causing disrespect / mental trouble / physical discomfort / injury to other students
- Littering and defacing classroom walls and property
- Improper use of furniture with in the classroom
- Use of reading material other than permitted by faculty for the session
- Use of mobile phones/electronic gadgets without permission from faculty during the sessions

In case of repeated violation of the above-mentioned norms or any other inappropriate class behaviour, the concerned faculty member may recommend to the PGDM-Chairperson for restraining such student/s from attending specified number of classes.

## Rules related to Electronic Gadgets during the Classes

Use of Mobile phones during the class is considered as a grievous offence as it disturbs everyone in the class and denotes disrespect towards the faculty / instructor.

Students are not allowed to use their mobile phones during the class or guest lecture or examination.

Use of laptops or any other electronic gadget in the classroom will be allowed subject to requirement and prior permission of the faculty.

If a student is found violating rules pertaining to the usage of mobile phones in class, the phone will be confiscated for the entire term or a minimum period of two weeks with a fine of Rs.2500 per offence of this kind.

## Code of Conduct on Campus

Following actions and behaviour will be considered as acts of indiscipline and are not allowed. If these are violated there will be penalties imposed on the violators as per the rules of the Program Office.

- Absenteeism from seminars, workshops, guest lectures, and other activities organised by the institute
- Not wearing the Identity card when on campus
- Rude and abusive behaviour of any kind anywhere on campus
- Any kind of misbehaviour with peons, guards, and other staff members
- Sitting around in the stairs and common passages or places not authorized to sit
- Smoking, gambling, drinking or intake of any alcoholic/toxic substance within the campus premises
- Indulging in any action resulting in injury to other students as well as one self
- Ragging of any student
- Any form of sexual misconduct, exploitation, and harassment
- Physical intimacy with an other student beyond socially accepted norms
- Littering of campus premise
- Defacing any part of Institute's property

## Dress Code

Students are expected to be properly groomed and professionally attired every day.

Clothes should be comfortable and sufficiently loose to facilitate work without physical restraint. Students should be dressed modestly in a respectable and professional manner.

On formal occasions such as classes, interviews, guest lectures, corporate presentations, seminars, workshops and special activities, students are expected to wear formal uniform as designed by the Institute.

Wearing heavy ornaments and / or jewelry on campus is discouraged. Make up should be sober and unobtrusive. Hairstyle should be neat.

Gentlemen are expected to be well groomed.

Students are allowed to dress in Casuals on Saturdays. This would allow students to wear Collared T-Shirts and Jeans which are not torn or patched. Round neck T-Shirts or Sleeveless T-shirts are not allowed on campus on any day of the week. If the students do not adhere to the above-mentioned norms, they will not be allowed to participate in any professional activity on campus or may be asked to leave the classroom.

Covid appropriate behavior has to be maintained in the institute premises. Masking is important for the safety of others.

### **Class Representative (CR)**

All CRs to ensure that classroom decor is maintained. If any misuse of institute property is found by him/her, the same shall be reported to Chairperson, PGDM.



# Mentoring Policy

## Introduction

Mentoring is an essential aspect of the holistic development of the students at Jaipuria School of Business (JSB), and it enables students to identify their strengths & explore potential along with enhancing their skills and knowledge. Mentoring also gives exposure to new ideas and improves the way of thinking, in turn leading to confidence building. At JSB, faculty, experts, and alumni complement the role of the mentor who, along with parents or guardians, provides learners with support, counselling, friendship, reinforcement, and constructive feedback.

At JSB students are not only taught by erudite faculty from across the country but also by industry professionals who act as facilitators. The mentoring program at JSB aims for the 360-degree development that makes the students complete managers. We help students inculcate the interest and competence to grow as an individual whose mind, body, and soul are in absolute with your innate aspirations.

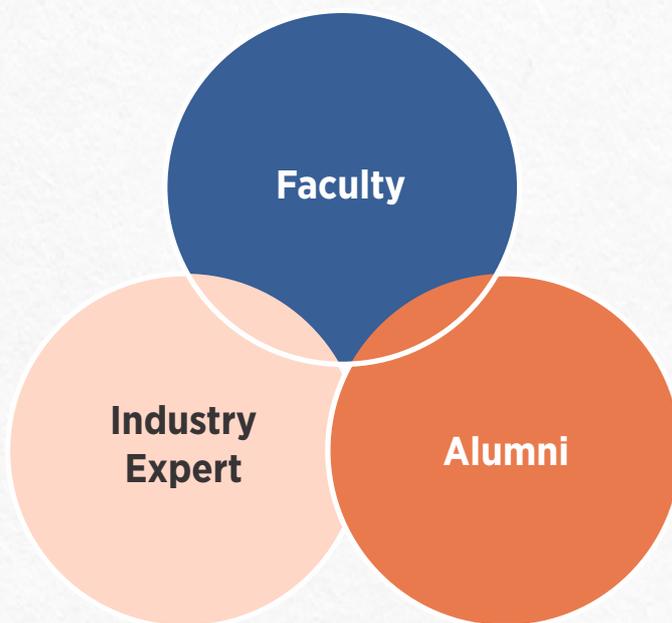
## Objectives

The objective of the mentoring program at JSB is to:

1. Establish a trusting relationship between mentor and mentee.
2. Nurture a warm and positive atmosphere for learning in the institute.
3. Focus and motivate students to achieve learning goals and thereby improve their academic performance.
4. Provide enabling environment to enhance employability skills and in turn, lead to an aspirational career.
5. To provide guidance and areas of improvement to mentees.
6. Support personal, emotional, and social aspects of mentees.

## Three Dimensions of Mentoring

The Mentoring of students is a three-dimensional process that includes Faculty Members, Alumni, & Industry Experts. The mentoring policy at JSB is progressive in nature and we divide it into two stages. In stage I, we have introduced only one dimension i.e, faculty member. Our endeavour will be to introduce all the three dimensions in stage II, probably in the next 2 years.



**Phase I:** This phase begins with the start of Term I and extends up to the end of Term II. In this phase, one mentor shall be assigned to each group. The mentor shall conduct mentoring sessions for the group throughout phase 1 as per the mentoring calendar. Each session shall be mapped with some Program Outcomes. Sessions should be semi-structured and should involve group interactions/activities. Each session is to be pre-planned for its theme, activity, location, and evaluation, if any. The mentoring sessions are to be formally scheduled once in two weeks. However, mentors and mentees can have additional meetings based on requirements and mutual convenience and consent. The design of the mentoring sessions and their smooth conduction is the prime responsibility of the mentoring office. The attendance and session outcomes are to be recorded and maintained by the mentoring office.

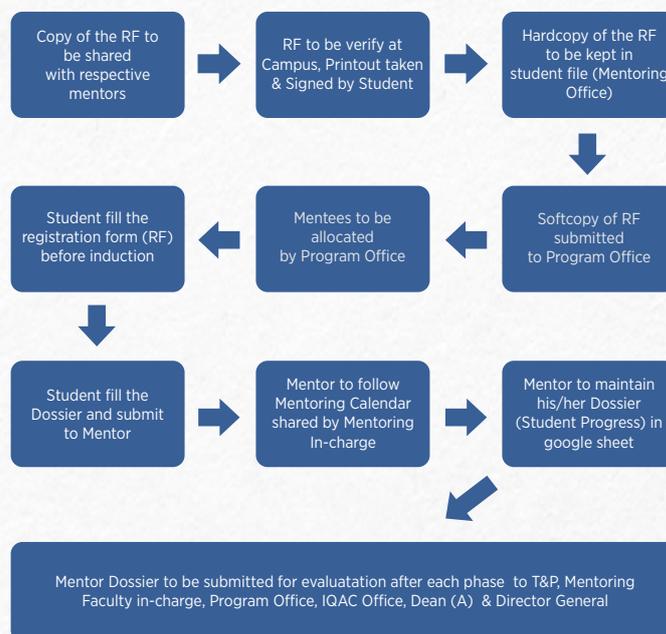
**Phase II:** This phase begins with the start of Term III and extends up to the end of Term IV. In this phase, the mentor shall conduct mentoring sessions for the group as per the mentoring calendar which focuses on pre-placement activities and measuring the progress of the mentees. Each session shall be mapped with some Program Outcomes. Sessions should be semi-structured and should involve group interactions/activities. The attendance and session outcomes to be recorded and maintained by the mentoring office.

**Phase III:** This phase starts with Term V and ends with the completion of the program for the batch. The sessions in phase III will be designed on a need basis and should involve one-on-one interaction between the mentor and the mentee. The mentoring meetings will be on-demand of the mentees. Mentoring office will be the interface to fix up such meetings between the mentor and the mentee. The agenda and outcome will be sent for the record to the mentoring office by the mentor.

## The Outcome of the Mentoring Program:

The overall outcome of the mentoring program is to provide an enabling environment for the holistic development of the students and to prepare them for an aspirational career.

**Standard Operating Process (SoP):** The mentoring process will be followed as per the below process.



## Mentee Groups

Mentee group size to be based on the following formula:

$$\text{Group Size} = \frac{\text{Total no. of first year students in the programs}}{\text{Total no. of faculty.}}$$

**Frequency of Mentoring Sessions:** There would be 5 mentoring sessions in terms I, II, III, & IV each. The frequency of these sessions will be fortnightly. A notification prior to the scheduled session would be sent to all concerned from Mentor Faculty In-charge.

## Filling of Progress Reports

**Registration Form (RF):** RF is to be filled by students before coming to campus for the induction program. The RF is a declaration form that includes basic and necessary information about the student like demographics, academic qualification, and medical history, if any.

**Mentee Dossier:** Mentee dossier is an extended form that captures, hobbies, interests, and contributions in terms of organizing/coordinating socio-cultural events, major accomplishments in life, strengths, and weakness to overcome. The mentee dossier also captures, important insights into their skill sets, and record academics progress term by term. Mentee dossier except academic progress needs to be filled before the commencement of the first session. Academic records to be updated after each term/project/certification.

**Mentor Dossier:** Mentor dossier is a more detailed form that captures the mentor's observations & comments on the mentee's academic performance, participation in mentoring sessions/activities, their strengths & weaknesses, areas requiring special attention through mentoring, and action plan for the same. Mentor dossier also keeps a record of placement activities undertaken by the mentee and their progress.

Mentor dossier needs to be filled out and updated after every session. Mentor dossier will be reviewed after the completion of each phase.

**Rescheduling:** If due to any personal or professional compulsions the mentor misses his/her session, it is suggested to conduct the said session before the next mentoring session is due. The onus of finding out the slots lies with the respective mentor. Also pre-intimating the mentees by the respective mentors about skipping the session and the time/venue of the replacement session is required.

**Feedback:** Formal feedback from the mentees shall be sought at the end of phase I & phase II. The average of the feedback to be used for rating faculty on mentoring in the performance appraisal.

**Grievance Redressal:** Institute shall have a grievance redressal mechanism in place for registering any grievance of the mentee/mentor and for timely resolution of the same. It is suggested that the grievance should be first reported to the Mentoring Faculty In-charge who will look into the matter and decide within a week. In case the decision of the in-charge is not acceptable to the complainant, he/she can take up the issue with the Director General of the institution. The decision of the Director General shall be final and binding on all the parties concerned.

**Mentors Training:** It is proposed that a mentoring workshop should be held to impart faculty, with some basic skills needed for mentoring students. The workshop should be held before the mentoring sessions are formally scheduled by the mentoring office (start of the academic year).

## Dissemination Process

The registration form, mentor dossier, and mentee dossier after the completion of phase I & phase II, need to be shared with Training & Placement, Faculty in-charge mentoring, Program Office, IQAC Office, Dean Academics, and Director General.

## Roles & Responsibilities of Mentee

1. The mentee is responsible for initiating all contact with the mentor and should be prepared and punctual for the mentoring sessions.
2. At the beginning of each session, the mentee should provide a brief update on progress since the last conversation.
3. The mentee should share his/her ideas, concerns, and professional goals so that the mentor is able to place the situation in perspective.
4. The mentee should establish a mutually agreeable plan for mentoring sessions. He/she should schedule the sessions on his/her calendar and build in enough time around the sessions to prepare. By ensuring that conversations start and end on time, the mentee will demonstrate respect and responsibility.
5. The mentee should focus on the relationship, rather than the outcomes. Mentor's role is not to provide a job; it is to share valuable experience with the mentee.
6. The mentee should ask direct questions about what he/she wants to know and shouldn't be shy about asking. A mentee is responsible for ensuring, the conversation meets his/her needs.

## Roles & Responsibilities of Mentor

1. Counsel to enhance the mentee's self-esteem through supportive, non-judgmental discussions.
2. Maintain strict confidentiality of the information shared by the mentee.
3. Help the mentees in identifying problems and guide them towards solutions.
4. Provide support, encourage, motivate and make constructive comments on the accomplishments of the mentees.
5. Be a role model to walk the talk and exhibit the behaviors essential for success
6. If at any time, the mentor feels that the mentees need special counselling, the mentor may encourage the students to seek counselling with a professional expert - the Student Counsellor.

If any student needs special academic tutoring, the mentor may direct the mentees to an appropriate faculty and may even ask the faculty to help their mentees in a particular area.

## Code of Conduct

The relationship between a mentor and mentee is akin to a bond based on the purity of intentions, mutual trust, respect, transparency and the common good.

Mentors and mentees must demonstrate the following behavior to extract maximum benefits from this relationship.

### Do's: Positive Behavior

1. Respect each other's personal space, privacy, and time. Both parties must acknowledge and appreciate the limits and boundaries of mentoring contract.
2. Communicate appropriately with each other showing concern, respect and decency.
3. Focus should be on the purpose and agenda of mentoring process only. Be mindful of timeframe and end dates of this process.
4. Mentors should follow the spirit of mentoring philosophy enunciated by JSB to enrich the lives of mentees.
5. Mentees should seek the help and support of mentors only for the defined and agreed goals.
6. Maintaining documents and records, with due diligence, to observe and track the progress of this mentoring journey.
7. Maintain, store and dispose of any records, including electronic files and communications, created during mentoring engagement in a manner that promotes confidentiality, security and privacy and complies with any applicable laws and agreements.
8. Be mindful of laws of land, including POSH, to preserve the purity and sanctity of the mentor-mentee relationship.

9. In case of any kind of emergency anytime including time beyond the Institute's working hours, discord or difference with each other, either party should contact the Mentoring Office for resolution & assistance.

**Remember:** This is an illustrative list. Follow the spirit.

## Mentoring Calendar

Mentoring calendar is made before the commencement of the new batch.

The sessions should be activity-based and should be themed to inculcate and promote independent learning skills, team skills, knowledge of current affairs, creative thinking, and leadership skills amongst the mentees. The entire mentoring plan along with the session themes should be designed, discussed, and approved by the Faculty Council (FC) before the start of Term I. The session deliverables should be mapped with Program Outcomes.

# Mentoring Calendar

Session	Term	Theme
<b>Inaugural Session – Mentoring Program</b>		
<b>Phase I</b>		
1	Term I	Ice-breaking, general introduction – about self, long-term goals.
2	Term I	Understanding issues (academic/non-academic), news discussion, encouraging volunteering & participation in activities,
3	Term I	IDP formation
4	Term I	Advice for preparing for exams, understanding the challenges
<b>Alumni Interaction I</b>		
5	Term I	Coffee with Mentor (Informal discussion on key skills identified in all IDPs)
6	Term II	One-one discussion on skill gaps and the way forward
7	Term II	Extempore / Group Discussions to improve the presentation skills
8	Term II	Article/blog writing (for the JSB website) to improve writing skills
9	Term II	Group Activity to build interpersonal skills
<b>Alumni Interaction II</b>		
10	Term II	Discussion on completion of Phase I and progress check by Mentor & Mentee
<b>Feedback on Phase I</b>		
<b>Phase II</b>		
11	Term III	Aspirational Industry / Company Presentation – build knowledge & presentation skills
12	Term III	CV preparation & mock PI for SIP
13	Term III	Digital / Video Profile – Feedback. Discussion on IDP progress
14	Term III	Extempore / Group Discussions
<b>Alumni Interaction III</b>		
15	Term III	SIP sensitization & its importance along with the discussion on International Immersion Program
16	Term IV	Coffee with Mentor (Informal discussion on SIP challenges, learnings, & importance of Capstone Project)
<b>Alumni Interaction IV</b>		
17	Term IV	Discussion on IDP, measuring progress, and the way forward for placement preparation.
18	Term IV	Pre-placement training
19	Term IV	Pre-placement training
20	Term IV	Pre-placement training
<b>Feedback on Phase II</b>		
<b>Phase III</b>		
21 onwards	Term V & VI	Need-based Sessions

\* Industry Expert Sessions will be held throughout all the Phases (I, II, & III)

# Social Media Code of Conduct



## 1. Introduction

Jaipuria School of Business, recognizes the numerous benefits and opportunities that social media presents. We actively use social media to disseminate information about academic activities of the Institute to the general public, success stories and to communicate research and enhance the institute's public image online. Therefore, JSB, also actively encourages students to make effective and appropriate use of social media channels to build a positive public image for the institute to benefit the JSB fraternity in the long run.

- 1.1. This policy is for students and provides information on the appropriate use of social media when connected, or linked in some way, to their status as a student at the institute, or when directly or indirectly referencing the institute in any way.
- 1.2. This policy works alongside the policies stated in the PGDM manual and other institutional policies.

## 2. Scope

- 2.1 For the purpose of this policy, the term 'Social Media' has been used as defined by Kaplan and Haenlein (2010) as: "Social Media is a group of Internet-based applications that build on the ideological and technological foundations of Web 2.0, and that allow the creation and exchange of User Generated Content".
- 2.2 They currently include, but are not limited to, Facebook, Instagram, Telegram, WhatsApp, Line, Snapchat, Twitter, LinkedIn, Reddit, Pinterest, Google reviews, and Quora.
- 2.3 This policy applies to social media communications made both on public and private forums. While posts added to public forums can be seen by any member of the public from the date of publication, students are asked to remember that posts added to private forums can also be shared publicly by others. There have been a number of high-profile cases where students across the country have been disciplined after offensive comments, made on private messaging services such as WhatsApp, were captured and subsequently shared. With this in mind, students should remember that action can be taken by the institute if behavior failing to meet policy guidelines is identified either publicly or privately.

## 3. Conduct on social media

- 3.1 Students are personally responsible for what they communicate on or through social media and they must adhere to the standards of behavior set out in this policy.
- 3.2 Individuals are increasingly using social media for raising complaints. However, any students wishing to raise a complaint should do so via the PGDM Office). This is the fastest way to get a response and resolution to your problem.
- 3.3 Use of social media must not infringe on the rights, or privacy, of other students, faculty, staff, or any other person related to the institute, students must not make ill-considered comments or judgements about other students, staff or third parties.

- 3.4 Any material which is derogatory to any group of students, faculty, staff, any other person associated with the institute and generic social elements like cast / religion / language / place of dissent, upbringing economic condition, parental occupation should not be propagated through social media, if they impact the name and standing of the institute.
- 3.5 Student must have empathy and be considerate to student, faculty, staff, any other person associated with the institute. They must be mindful of these values before sharing content on social media.
- 3.6 Students must consider the veracity of the content before sharing it on social media.
- 3.7 Students have social responsibility to the society. They must follow ethical values and practices before sharing content on social media.
- 3.8 The following non-exhaustive list is of an unacceptable nature and should never be posted.
- I. Confidential information (which may include research not yet in the public domain, information about fellow students or staff or personal matters, non-public or not yet approved documents or information).
  - II. Details of complaints/potential complaints and/or legal proceedings/potential legal proceedings involving the Institute.
  - III. Personal information about another individual, including contact information, without their express permission.
  - IV. Comments posted using fake accounts, made-up names or using another person's name without their consent.
  - V. Inappropriate material, including images, that is, or may be perceived to be threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual, group or entity.
  - VI. Any other posting that constitutes, or may constitute, a criminal offence.
  - VII. Anything which may bring the Institute into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff, and those connected with the Institute.
  - VIII. And any other details / information which is the subject matter of Social media policy from time to time.
  - IX. Any message received individually from any other social media platforms/ accounts should not be propagated through the institutional social media platforms if they are prejudicial to anybody.
  - X. Preparing or compiling image / video footage from unconnected and disparate images / video shorts of students, faculty or any other person connected with the institution displaying a wrong impression of the event and detrimental to the self-respect, interest and social standing of the person is prohibited.
  - XI. Unauthorized use of an individual's text/ image/ video is prohibited.

#### **4. Breach of the conduct**

- 4.1 If a student is found to have acted in breach of this policy this may lead to disciplinary action being taken against him / her within the framework of Social Media policy and on any other.
- 4.2 Any individual suspected of committing a breach of this policy will be required to cooperate with any investigation in accordance with the disciplinary procedure. Non-cooperation may lead to further disciplinary action.

- 4.3 Any individual may be required to remove internet or social media posts that are found by the Institute to be in breach of the policy. Failure to comply with such a request may result in further disciplinary action.
- 4.4 Any breach of this policy must be reported with JSB in line with the PGDM manual. In the first instance, any breaches must be brought to the attention of the disciplinary committee.
- 4.5 Failure to obey instructions of JSB disciplinary authority. Failure to comply with written or oral communications from an authorized JSB official to appear for a meeting or hearing.

## 5. Punishments

If a student is found responsible for violation(s) of the SMP, disciplinary action will be taken as under:

- 1. **Minor Punishment**
  - I. Oral Reprimand
  - II. Written Reprimand
  - III. Written Warning
- 2. **Major Penalties**
  - I. Restrictions/Suspension of Privilege
  - II. Fine for Damage
  - III. Disciplinary Probation
  - IV. Suspension
  - V. Expulsion



# Summer / Final Placement Rules

Placement is an important objective from your perspective in joining JSB and we understand this. Hence the Institution offers placement facilities. However, this is a facilitative process. The JSB Placement Team can assist you in the process by arranging organizations to participate in our placement process. However, the responsibility to succeed in the Campus Selection process and secure a Summer Placement/job solely depends on your performance. In order to design a system that gives opportunity to all eligible students a set of Placement Rules are framed below.

## Placement essentially is of two kinds.

- a) Summer Internships for the first-year students for a period of 6-8 weeks between June to July. This happens in the period post the conclusion of the first-year examinations and prior to the commencement of second year classes in the next academic session.
- b) Final Placement for students who are in the final year for joining the organizations who have offered them jobs post the conclusion of the final year examination.

The initial step of the process is for you to complete the required Documentation asked for by the Placement Team as per the Date Line communicated.

## Rules for Summer Placement

1. Students will be required to express their consent for JSB to organize their Summer Internships'. Those who wish to organize it on their own may do so provided the company is acceptable to the Placement Team, Placement Committee, and is duly approved by Dean / Director General.
2. Summer Internships will be notified by the Placement Office. Interested students need to apply and the Placement Office would forward the eligible Applications to the organization.
3. All students who apply and are subsequently invited by the organization to participate in the selection process will mandatorily be required to participate in the selection process. Students who apply and do not appear for the selection process will be debarred from Placement Assistance and will be required to organize their internships on their own, and get approved by the institute.
4. Once a student is selected by a company for Summer Internship the names of such students will not be sent to any other company subsequently.

## Rules for Final Placement

1. All eligible Students will be required to express their interest and register for JSB Placement Process. Students who are not looking for jobs at the end of the programme are required to give written declaration to the placement office
2. In order to be considered eligible for Placement the CGPA at the time of his/her name being forwarded to an organization must be a minimum of five (5).
3. Job Offers of companies along with the required information will be notified by the Placement Team. Interested students need to apply and the Placement Office would forward the eligible applications to the organization.
4. Students who have expressed interest and have registered for the placement process are required to follow the placement process guidelines and adhere to the rules and regulations. In case anyone is found defaulting he or she may be debarred from the placement process.
5. All students who express interest and are subsequently shortlisted by the organization to participate in the selection process will mandatorily be required to participate in the selection process. Students who apply and do not appear for the selection process may be debarred from any further Placement Assistance. The decision of the Placement Committee will be final.
6. A student can opt not to apply to a max of two organizations for which the student is eligible
7. A student can have a maximum of two job offers provided the second job applied for after the first offer has a CTC (actual) of at least 1.5 times the first.

8. For one to take part in Placement Process – One needs to attend all Training Programs, Webinars, Conferences, Seminars, Leadership Talk, Guest Lectures, CEO Talks. In case there is repeated absenteeism, student may be debarred from the placement process. Minimum attendance is 80% for all such events. Students not fulfilling minimum academic requirement of Class Attendance, Class Participation will not be given Placement Assistance.
9. Eligibility Conditions: Students not providing any data after a deadline which Placement Cell may seek will be deemed not interested (Example – CV's, Photos, Student Academic Data, etc.)
10. All the conditions mentioned will have an over-riding condition as follows – Students having backlogs at any point which makes them ineligible for award of diploma will not have their names forwarded for placement
11. It is mandatory for students to register and attend the placement process for which the Placement Committee nominates the students based on its assessment of the suitability of his / her candidature.

# Library Rules

## Centre for Lifelong Learning (Library) Rules

### Membership Rules

- All faculty, staff, and students of the institute are entitled to become library members.
- Membership is allowed only after submitting a duly filled-in and signed membership form.
- The members are supposed to be conversant with and agreeable to the Library rules.

### Library Timings

- Monday – Saturday: 9:00 am to 6:00 pm
- 1st & 3rd Saturday, Sunday, & Public Holidays: Closed
- Examination Period: The library remains open during examinations.
- Our online resources can be accessed 24x7 hours.

### Circulation Rules

Users are divided into the following categories - their entitlements, the maximum number of books and the number of days of the issue are proposed in the following table

- Borrowing facilities are available to the member of the Library against their Library card.
- Books are issued through the counter on presenting the Library card. The borrower's card is non-transferable

User	Maximum No. of Books	Duration
Regular Faculty	10 books	30 days
Visiting Faculty	02 books	15 days
Staff Members	02 books	15 days
Students	04 books	15 days
Research scholar/Alumni	02 books	15 days

- Borrowers must satisfy themselves with the physical condition of the book before borrowing.
- New additions can only be issued after technical processing, i.e., accessioning, classification, cataloguing and clearance of bills.
- The holder of the card is responsible for any issued against his/her card as per the library.
- If any document is available as a single copy, the same will not be issued and can only be consulted within the library.
- New arrivals, i.e., books and new editions of magazines/journals will be kept on display, afterwards it will be available for borrowing as per rules.
- Reference books, Journals, and Magazines are only for consultation within the Library and are not to be taken out of the Library premise. Borrowed books are allowed to be taken to the library for return/renewal only.
- Library can recall any issued book even before the due date.

## Fine Rules

- For overdue books, the student will be charged a penalty of Rs.5/- per day
- The fine should be paid at the Library Circulation Counter and a valid receipt should be obtained.

## Loss of Documents

Occasionally a borrower loses a document or damages it. If the document is damaged, the action depends upon the extent of damage; if it is minor damage, it can be repaired locally. If the document is lost or seriously damaged, the users must:

- Replace the latest library edition of the lost document or If the document is out of print, pay two times the latest known price of the document.
- In case of loss of a single part of a multi-volume publication, the volume has to be replaced or the cost of the entire set will be recovered from the borrower.
- The library will suspend all its services to the defaulters till the recovery is made and the recovery note duly certified is received in the Library.

## General Rules

- All the users must sign-in to the attendance register while entering the library to mark their presence.
- The library is a **"Silence Zone"**. Students have to strictly maintain silence, decorum and discipline in the library.
- Students are not allowed to enter the library with bags and personal items. They must keep their bags at the property counter of the library.
- Books or Journals that have been taken from the shelves must be placed on the reading table. It is not recommended to replace books on shelves because they may become misplaced. A misplaced book is the same as a missing book.
- With the Librarian's permission, a non-member can use the library's materials in the premises.
- The library books, journals and other documents should not be marked, underlined, dog-eared, written on, torn or otherwise damaged.
- Newspapers, magazines, and journals are strictly kept for reference purposes in the library and will not be issued to anyone.
- Without permission, no library materials may be removed from the library. The unauthorized removal of library property will be viewed as theft and dealt with accordingly.
- Anyone who breaches the library's rules and regulations risks losing their library membership and being prevented from utilising the facilities.
- Suggestions on all aspects of library services are welcome.

# Computer Lab Rules

- It is important to note that equipments in the LAB are sophisticated, and therefore to be handled with care
- Students are advised to register their particulars in the LAB ENTRY REGITER before sitting on a terminal.
- Student are not allowed to bring/use their pendrive in the LAB.
- Bags etc. are not allowed inside the LAB.
- Mishandling of any LAB equipments will invite strict disciplinary action and heavy penalties either individually or collectively (whole class).
- Internet facility is exclusively for enrichment of subject knowledge not for playing games, chatting, music etc.
- Any student found playing games chatting & surfing the restricted sites will be debarred from the LAB facilities for the one week at first instance.
- Off-class schedules are to be fixed with concerned LAB-IIC in advance. Usage of terminals will be granted on First come First served Basis.
- For any sabotage or breakage, the concerned student or the entire class strength present in LAB will be penalize with twice amount of the damages.
- No students are allowed to roam around or indulge in discussion inside the LAB.
- Maintain absolute silence in the LAB is a must.
- Students are advised in their interest to make best use of LAB facilities for betterment of their career, project-work, thesis, and exploring new thrust knowledge areas.
- Enter the Lab after proper Home work on what you plan to achieve during your LAB stay on that day.
- Pleae ensure that you have properly SHUTDOWN the system and switched off the connection and placed the chair in its proper position before leaving the LAB.
- Pleae report any shortage/malfunctioning of any equipment as soon as you sit on the terminal to the concerned faculty or LAB-IIC immediately. Do not attempt to fix the problem yourself. Non-reporting of such cases will shift the responsibility on the concerned user student.



# Summer Internship Project (SIP) Guidelines

## Introduction

At Jaipuria School of Business, Summer Internship is designed to provide students an experience in business organization and to enable them to develop an orientation toward the industrial environment. The period of the internship project is for six to eight weeks and an extra one week is given for logistics such as joining, on-boarding, and other formalities. A foremost part of internship is project report on a particular area related to his/her subjects of specialization involving in-depth realistic study of a business problem faced by the organization.

## Objectives of SIP

The objective of the Summer Internship Programme (SIP) is to expose the students to the dynamics of an organization and to integrate classroom learning with practical experience. The SIP benefits the students through the first-hand experience earned, while the host organization benefits through availability of young and enthusiastic interns who are having new ideas, to aid in execution of organizational tasks or projects for the internship duration.

### Following are few objectives of SIP:

- To provide students possible opportunities to learn, understand and sharpen the real time managerial skills required at the job.
- To expose students to the current developments relevant to the subject area of training.
- To enable students, apply the experience gained from the SIP in discussions held in the classrooms.
- To enhance skills of students in writing project reports.
- To expose students to the professional responsibilities and ethics.

## General Guidelines

1. All first year PGDM students by the end of the second term shall inform the Placement team in the prescribed format to be circulated by Placement whether the student intends to use the services of the Institute for Summer Placement or would like to do so, on their own.
2. The Placement Team of JSB would approach organizations to offer internships. Notification of Summer Placement opportunities offered would be informed to the concerned students. Applications received from students would be sent to the organizations for selection as per their process.
3. Selected students will be required to accept the offer and their names would no longer be forwarded to any other organization.
4. Students who wish to arrange Summer Internships on their own would be required to follow the process steps given below.
  - 4.1. Inform the SIP in-charge and Placement Office of the name of the organization where they wish to pursue their internships.

- 4.2. The concerned Chairs will need to approve the organization where the students intend to undergo internships.
- 4.3. Based on their approval SIP Chairperson will issue the required NOC to the student.
- 4.4. No student can undertake Summer Internships on their own without a NOC from the institute.
5. Summer Internships must be of six to eight (6-8) week's duration in the summer break between the first and second year of the programme.
6. All students would be assigned a faculty guide for the Summer Internship project.
7. The SIP need not be a research project. It may be based on completing a task assigned to the student.
8. Mid-term Review report from the students shall be ensured after 3-4 weeks of SIP commencement. The faculty guide may initiate any necessary corrective or preventive action, based on the same.
9. Project Proposal, all weekly reports and Mid-term report shall be considered valid if their scanned copies are received by email or hard copy by the faculty guide as per timelines. In case of email report, it is recommended to mark a copy to mentor from Industry. In case of hard copy report signature of Industry mentor is a must.
10. As soon as the students resume their term at JSB post-internship, the SIP Committee shall organize a session and following agenda points shall be covered during the same:
  - 10.1. Obtaining an insight into student feedback about their internship
  - 10.2. Explaining to the students the next plan of action along with timelines viz. Report preparation, meetings with respective faculty guides, final report submission and viva-voce examination.
  - 10.3. Ideally, SIP report draft should be ready with the student before he/she resumes the term after internship. The students shall seek guidance from their respective Internship faculty guides and finalize report file for Final evaluation.
11. Number of Copies: The final SIP report to be submitted in two hard copies and one soft copy to the respective internal guide of the institute. Only on acceptance of draft project report accepted and approved by the Internal Guide, the student should proceed to make the final copies duly signed and accepted by the guide.
12. Internal SIP Presentation and Final Viva-voce shall be organized on suitable dates during Trimester IV. The examiners shall be two internal faculty members and one external examiner, ideally an industry professional.
13. Each faculty guide shall identify a few good projects and encourage these students to participate in project / internship competitions. (Example: Business Standard Internship Competition for 'Best Summer Internship Project' for MBA/PGDM students).
14. A database of students who receive PPOs to be maintained and the companies to be reached out to based on the final placement policy.
15. Three best SIPs will be eligible for cash awards / conference registration expenses.

## Instructions for SIP Report

- a) Format of the SIP Project Report: The students must adhere strictly to the format for the submission of the project report.
- b) Paper: The Report shall be typed on white executive bond paper, A-4 size for the final submission. The Report to be submitted to the Institute must be original (along with all original certificates) and subsequent copies may be photocopies on any paper.
- c) Typing: The typing shall be of Times New Roman, font size 12, and on both side of the paper only, using black color only. (Spacing: to be maintained at 1.5 between two lines), and the titles to be maintained at Times New Roman, font size 14.
- d) Margins: The top & bottom margins must be 1" and left margin for right side page and right margin for left side page should be 1.5"
- e) Binding: Resin bound in Black with Golden Embossing.
- f) Front cover: The front cover should be as per the format given.
- g) Color Graphs/Charts/Tables can be used – provided they display the values and units clearly

## Assessment

Sr. No.	Evaluation Component*	Weightage (%)	Indicative Timeframe
1.	Proposal	10	Within 10 days of SIP commencement (Refer Annexure-1)
2.	Weekly Reports	20	Every Monday during SIP tenure (Refer Annexure-2)
3.	Mid-term Report	10	After 3-4 weeks of commencement of SIP (Refer Annexure-3)
4.	Feedback of Company Guide	10	In the last week of SIP tenure (Refer Annexure-4)
5.	Internal SIP Presentation And Viva –Voce	20	In the first 15 days post-SIP tenure (Refer Annexure-5)
6.	Final Report	30	At a suitable date in Term V (Refer Annexure-6)

\* Any student not meeting the above compulsory requirements, will be graded “F”, and will not be promoted to Next Trimester

## Do's and Don'ts for Students

### Do's

1. Report on the first day of Internship to the venue as communicated by the host organization.
2. Be punctual.
3. Always wear formal attire.
4. Adhere to the timelines of Evaluation components submission / compliance.
5. Stay in contact with Internship Internal Guide throughout the Internship duration.
6. Exhibit pro-activeness & develop learning attitude (Remember Internship is the best opportunity to observe & get experience of how industry functions).
7. Be polite with Internship External guide and other employees of the host organization.
8. Contact Internship Internal Guide, in case of any issues at the host organization / with Internship External Guide.
9. Be sincere in your approach towards Internship.

### Don'ts

1. Exhibit over-smartness or 'I know everything' attitude.
2. Prepare fake documentation or show some work as your Internship which you have not done.
3. Insist on getting reimbursements for travelling/ conveyance / food etc.
4. Use host organization's resources like stationery or facilities like transport, canteen etc. unless permitted by the competent authority from the host organization.
5. Copy reports from earlier batches.

# Capstone Project

## Policy and Guidelines

The Capstone Project is oriented towards a research output from students under the guidance of faculty guides. The desired outcome of a capstone project is a research paper that is eventually published. Since the publication process is generally long, the capstone project will be evaluated for its publication potential. Students will steer the project with required inputs from the faculty guide. The faculty guide will actively participate in the eventual publication. The Capstone Project is a collaborative research-based project on a comprehensive management problem or question of practical significance. Students will demonstrate their intellectual capabilities in discussing the chosen problem and produce a scholarly paper that reflects a deep understanding of the topic.

Students should choose a topic as per their interest and competence or as per their desire to explore an unexplored area or to deepen their understanding of a particular management area. The Capstone Project is a valuable intellectual experience to demonstrate skills of creative thinking, critical reasoning, application of theory, analysis, synthesis, and evaluation. This will help students to expand their focus from only acquiring knowledge to creating and learning knowledge.

## A Capstone Project must demonstrate the following characteristics.

**Originality:** The problem should be original and clearly defined. Students must demonstrate their deep understanding of the problem. They should formulate and develop their own perspective on the topic and not remain limited by what already exists in the broad research area.

**Independence:** Students must be able work on the problem independently, though a faculty mentor will be available to guide and mentor the students.

**Scope:** The Capstone Project is equivalent to a five-credit course. Enough time will have to be devoted on the Capstone Project. Students must clearly define the realistic scope of their topic.

**Process of Inquiry:** Students should ask right questions to work on the topic; they must demonstrate their comprehension and understanding of the theoretical underpinnings related to their topic, to synthesize ideas, to identify, collect and scientifically and logically analyze the evidence to build and support their arguments and clearly communicate their ideas and conclusions.

**Intellectual Stretch:** The Capstone Project is intended to stretch the faculties of students to think originally and work independently and explore what they thought was difficult to explore.

**Publication Potential:** The Capstone Project work will be evaluated as per its publication potential. The faculty guide will actively participate with the students for its publication.

**Allocation of Faculty Guide:** An objective process which considers both faculty and student preference for allocation of faculty guide as per their common areas of interest will be done. Each group will contain two students. Three students may be allowed as an exception.

## Guidelines for Conducting the Study

1. Topic: Identify the project topic
2. Proposal: Prepare research proposal briefly specifying the following:
  - i. Need of the Study (why do you think the topic chosen by you is significant)
  - ii. Literature Review (Mention briefly; detailed literature will be done when you start your project)

- iii. Research Objectives/Problem/ Hypotheses
  - iv. Method of Inquiry (How will you carry out your research? Will it be Qualitative, Quantitative; Case study)
  - v. Data Collection and Organization (What methods will you use to collect and organize your data)
  - vi. Methods of Data Analysis (How will you analyze the quantitative or qualitative data collected by you)
  - vii. Discussion of Findings
  - viii. Summary
  - ix. Target Publication outlets: The group will identify at least three publication outlets relevant for the research, under the guidance of the faculty guide. These outlets must be listed somewhere like UGC, Scopus, Web of Science, ABDC, etc. These may be changed later but identifying these outlets will help in setting target journals.
3. Approval of Research Proposal by Faculty Guide: Faculty guide will approve the research proposal based on its novelty and scope of publication.
  4. Review 1 (Research Proposal): Your proposal will be reviewed at the end of Trimester IV, by a faculty panel that will give you suggestions for further improvements, if any. Faculty guide will approve the proposal. The proposals will be checked for their distinctiveness on a collective basis. No two proposals should be the same. All proposals that are found same will need to change.
  5. Conducting the Study: Incorporate the review suggestions received in first review after detailed discussion with your faculty guide. Decision of the faculty guide will be final in this regard. Students will develop a time schedule of working on the project in consultation with the faculty mentor. Students will have to prepare the list of reading material for critical review of the topic. Before using a method of data analysis, students will have to thoroughly understand it (appropriateness, pros and cons, diagnostics, limitations etc.). Principles of written communication to write the research paper in a professional and scholarly manner will be followed.
  6. Review 2 (Progress Review): The second review will be conducted at the end of Trimester V, to ascertain your progress on your research work. This will evaluate if significant progress has been made after the first review and if the research is expected to complete in time for writing the complete research paper.
  7. Research Paper Format: Format of the Research Paper will be the same as required by any one of the target publications. Follow the publication guidelines.
  8. Paper Submission: Typed paper will be submitted to the faculty mentor and a soft copy to the PGDM office by a given date in Trimester VI. (Original doc/.docx file, Times New Roman, font size 12, keeping line space of 1.5). All figures and tables, etc., should be numerically numbered, captioned (captions not to be attached to tables/figures) and embedded into the original file. APA reference style to be followed. The length of paper should be 5000–7000 words including abstract, tables, references, etc. but excluding appendices. Plagiarism check will be conducted before evaluation by faculty guide. Plagiarism over 15% (excluding references) is not acceptable.
  9. Evaluation by faculty guide: Faculty guide will evaluate the paper for its publication potential and will give three or more potential publication outlets (along with their listing categories) for the research work by the announced date.
  10. Capstone Presentation: The final paper will be presented in Trimester VI to a three-member committee of faculty members including external expert(s) from industry and/or academia. PPTs of the paper to be sent to PGDM office by the announced date. /thereafter final presentations will be held before the end term examinations of trimester VI.

## Grading of the Capstone Project

1. Your grade will be based on continuous assessment and final assessment of publication potential.
2. Acceptance in a conference will be viewed positively. Break up of evaluation criteria is as follows:
3. Review 1 (end of Trimester IV): Marks out of 10
4. Review 2 (end of Trimester V): Marks out of 20
5. Evaluation by faculty guide (Trimester VI, date to be announced): Marks out of 20
6. Final review (end of Trimester VI): Marks out of 50
7. In addition, the report will be assessed for publication potential, subject to following requirements based

- 7.1) Paper that can be published with NIRF ranked journals
- 7.2) Well formatted paper that can be published in a peer-reviewed journal
- 7.3) Paper that has been accepted in a conference
- 7.4) Not fit for publication

## Review parameters

### Review 1:

Research must be done on a novel topic. If the topic is not novel, the topic needs to be chosen again. If the topic is novel the marks will be allocated to three components as follows-

S. No.	Criterion	Weight	Rubric (Marks)		
1.	Literature Review	40% (4 marks)	Done well (3-4 marks)	Partially done (1-2.5 marks)	Not done (0-0.5 marks)
2.	Research Objectives/ Hypotheses	30% (3 marks)	Well developed (2-3 marks)	Not well developed (1-1.5 mark)	Not developed (0-0.5 marks)
3.	Methodology	30% (3 marks)	Completed (2-3 marks)	Started (1-1.5 marks)	Not started (0-0.5 marks)

### Review 2 (20 marks)

S. No.	Criterion	Weight	Rubric (Marks)		
1.	Feedback of Review 1 incorporated	30% (6 marks)	Done well (5-6 marks)	Partially done (2-4 marks)	Not done (0-1 marks)
2.	Methodology	40% (7 marks)	Well developed (5-7 marks)	Not well developed (2-4 marks)	Not developed (0-1 marks)
3.	Stage of data collection	30% (6 marks)	Completed (5-6 marks)	Started (2-4 marks)	Not started (0-1 marks)

Bonus Marks for starting Data analysis: 20% subject to maximum of total marks Reviews of each group in the designated panel will be done separately.

## Final Evaluation (Faculty Guide / Panel)

S. No.	Criterion	Weight	80-100% Marks	40-79% Marks	0-39% Marks
1.	Format as per publication target	25%	Completely	Mostly Done	Mostly Not
2.	Research Methodology	25%	Clearly written and fully followed	Clearly written but not followed	Clearly not written
3.	Discussion	25%	Well developed	Partially well developed	Not well developed
4.	Conclusion	25%	Well developed	Partially well developed	Not well developed

Bonus marks if accepted for publication - 20% subject to maximum of total marks

Publication Potential as judged by faculty guide:

Tick one	Publication potential	Tick one	Publication potential
	ABDC B & above		Publication potential
	ABDC C & above		Non-Scopus peer-reviewed journals
	Scopus & SCI indexed journals		Non-peer reviewed journals
	Scopus indexed		Not publishable

Final Marks date: Will be announced by PGDM Office

Penalty for late submission at any stage: -10% marks for delay of each one-day slab.

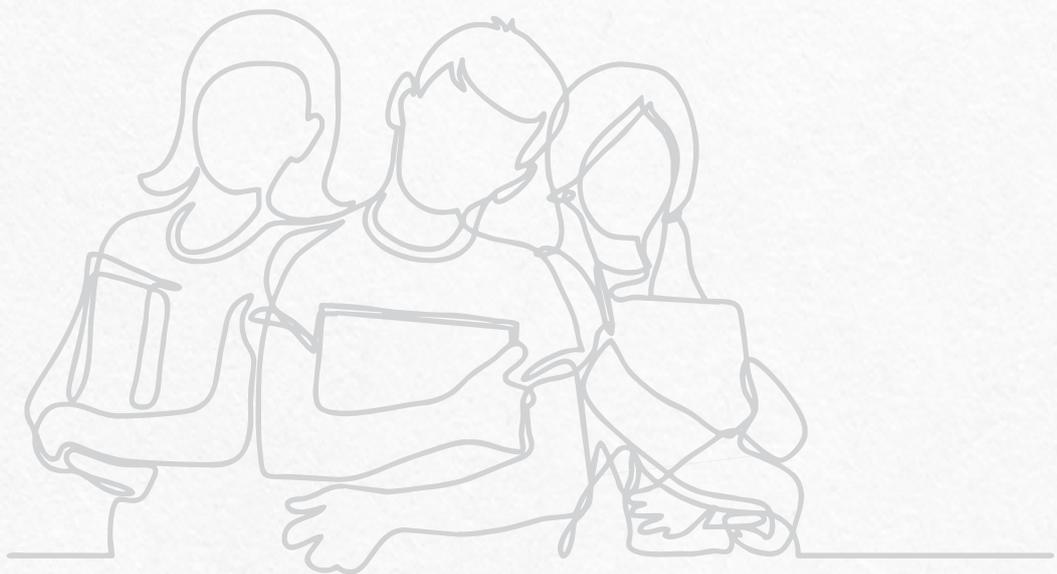
### If the project is not done satisfactorily:

- To do again on a new topic.
- New topic chosen would be different from topics of all Capstone projects of the batch.
- Maximum grade that can be given will be C.
- This has to be completed before 30 June 2021 else it would be done with the next batch.

# ANNEXURE - 1

## CHAPTER SCHEME OF THE FINAL CAPSTONE

S. No.	Component	Page No
	Cover page and title page Declaration by student Certificate from the institute Table of contents Table of figures List of Symbols, Abbreviations and nomenclature	
1.	Abstract	
2.	Introduction	
3.	Literature review	
4.	Research Methodology	
5.	Data Collection and Analysis	
6.	Discussion (with managerial implications)	
7.	Conclusions, Limitations, Future Scope of Study	
8.	Recommendations	
9.	Appendices	
10.	References	



# Specimen Cover Sheet

**Topic:** \_\_\_\_\_

By

'Name of Student'

Capstone Project Report submitted in partial fulfillment of  
PGDM Programme 2022-24



**JAIPURIA**  
SCHOOL OF BUSINESS

EMPOWER • ENTHUSE • EXCEL



Name of Faculty Guide  
Designation & Department

## Declaration

I/We hereby declare that this report "Name of Project" is my/our own work, to the best of our knowledge and belief. It contains no material previously published or written by another person nor material which to a substantial extent has been accepted for the award of any other degree or diploma of any other institute, except where due acknowledge has been made in the text.

Signature: .....

Name..... Roll Number ..... Batch 2022-24

DATE: .....

## Certificate from Faculty Guide

This is to certify that work entitled 'Project title' is a piece of work done by 'Student Name' under my guidance and supervision for the partial fulfillment of the degree of PGDM at Jaipuria School of Business.

To the best of my knowledge and belief this study embodies the work of the candidate. This requirement of the rules and regulations relating to the summer internship of the institute, is up-to the standard both in respect of content and language for being referred to the examiner.

Signature .....

Date: .....

# ANNEXURE - 2

## TEMPLATE FOR FINAL PRESENTATION

• Project Title
• Project Objective
• Theoretical Background
• Methodology followed
• Data Collection & Analysis
• Conclusions / Findings / Observations
• Key Suggestions
• Key Learnings

(Maximum 20 slides per presentation)

# ANNEXURE - 3

## REFERENCING

Follow APA guidelines

OR

Follow the guidelines of target journal/conference

## DETAILED FEE STRUCTURE

(Batch 2022-2024)

Installment	Amount	Due Date
1st Installment	Rs. 50,000	At the time of Registration
2nd Installment	Rs. 2,00,000	Within 15 days of Registration
3rd Installment	Rs 1,50,000	Before November 15, 2022
4th Installment	Rs 2,00,000	Before June 15, 2023
5th Installment	Rs 1,50,000	Before November 15, 2023
<b>Total</b>	<b>Rs 7,50,000</b>	



# Academic Calendar

## AY 2022-24

### Batch 2022-24



Date	Day	Event
July 4 - 7, 2022	Monday - Thursday	Pre-Orientation & Foundation Course - Batch 2022-24 (Online)
July 9 - 10, 2022	Saturday - Sunday	Registration Process : Batch 2022-24
July 11 - 16, 2022	Monday - Saturday	Induction Program : Batch 2022-24
July 18, 2022	Monday	Commencement of Classes-Trimester I
August 12, 2022	Friday	Rakshabandhan
August 15, 2022	Monday	Independence Day
August 19, 2022	Friday	Janmashtami
August 27-31, 2022	Saturday - Wednesday	Mid Term Examination: Trimester I
September 10, 2022	Saturday	Freshers' Party
September 17, 2022	Saturday	Industrial Visit
September 24, 2022	Saturday	13th Convocation for the Batch (PGDM 2020-22) & 12th Convocation for the Batch (PGDM 2019-21)
October 2, 2022	Sunday	Gandhi Jayanti
October 4, 2022	Tuesday	Ramanavmi
October 5, 2022	Wednesday	Dussehra
October 12 - 21, 2022	Wednesday - Friday	End Term Examination Trimester : I
October 15, 2022	Saturday	HR Conclave
October 24, 2022	Monday	Diwali
October 25, 2022	Tuesday	Govardhan Puja
October 26, 2022	Wednesday	Bhai Duj
October 27-28, 2022	Thurs-Fri	Answersheet Checking
October 29, 2022	Saturday	Submission of Marks to Exam Cell
November 01, 2022	Tuesday	Commencement of Trimester: II
November 4, 2022	Friday	Evaluation for Trimester : I
November 8, 2022	Tuesday	Guru Nanak's Birthday
November 11, 2022	Friday	Declaration of Results for Trimester : I
December 5 - 8, 2022	Monday - Thursday	Mid Term Examination: Trimester II
December 10, 2022	Saturday	Marketing Conclave
December 24, 2022	Saturday	Finance Conclave
December 25, 2022	Sunday	Christmas Day
January 1, 2023	Sunday	New Year Day
January 11 - 20, 2023	Wednesday - Friday	End Term Examination Trimester : II
January 16, 2023	Monday	Foundation Day
January 21-23, 2023	Sat-Mon	Answer Sheets Checking
January 24, 2023	Tuesday	Submission of Marks to Exam Cell
January 25, 2023	Wednesday	Commencement of Trimester III
January 26, 2023	Thursday	Republic Day
January 28, 2023	Saturday	Business Analytics Conclave
February 3, 2023	Friday	Evaluation for Trimester : II
February 10, 2023	Friday	Declaration of Results for Trimester : II
February 11, 2023	Saturday	Scintilla- Annual Cultural Festival
February 18, 2023	Saturday	Mahashivratri

Date	Day	Event
March 7, 2023	Tuesday	Holika Dahan
March 8, 2023	Wednesday	Holi Milan
March 9 - 13, 2023	Thursday - Monday	Mid Term Examination: Trimester III
March 17-18, 2023	Wednesday - Thursday	International Conference
March 25, 2023	Saturday	Workshop- Elective's & Specialization
April 8, 2023	Saturday	SIP Workshop
April 15, 2023	Saturday	Farewell to 2021-23 Batch
May 4 - 13, 2023	Thursday - Saturday	End Term Examination: Trimester III
May 15-16, 2023	Mon-Tue	Answer Sheets Checking
May 17, 2023	Wednesday	Submission of Marks to Exam Cell
May 15-25, 2023	Mon-Thurs	International Immersion Programme
May 30 - July 15, 2023	Tuesday - Saturday	Summer Internship Project (6-8 weeks)
June 5, 2023	Monday	Declaration of Results for Trimester : III
June 21, 2023	Wednesday	International Yoga Day



# Academic Calendar

## AY 2022-23

### Batch 2021-23



Date	Day	Event
August 16, 2022	Tuesday	Reporting & Orientation Programme for Trimester-IV
August 17, 2022	Wednesday	Commencement of Classes-Trimester IV
August 19, 2022	Friday	Janmashtami
August 27, 2022	Saturday	SIP - Data Analysis Pre-Submission Presentation
September 10, 2022	Saturday	Freshers' Party to 2022-24 Batch
September 22, 2022	Thursday	Evaluation, Presentation & Viva for SIP - PGDM 2021-23
September 24, 2022	Saturday	13th Convocation for the Batch (PGDM 2020-22) & 12th Convocation for the Batch (PGDM 2019-21)
September 29 - October 8, 2022	Thursday-Saturday	Mid Term Examination: Trimester IV
October 2, 2022	Sunday	Gandhi Jayanti
October 4, 2022	Tuesday	Ramanavmi
October 5, 2022	Wednesday	Dussehra
October 15, 2022	Saturday	HR Conclave
October 24, 2022	Monday	Diwali
October 25, 2022	Tuesday	Govardhan Puja
October 26, 2022	Wednesday	Bhai Duj
November 8, 2022	Tuesday	Guru Nanak's Birthday
Nov 21 - Dec 2, 2022	Monday-Friday	End Term Examination Trimester : IV
December 03-05, 2022	Sat-Mon	Answersheet Checking
December 06, 2022	Tuesday	Submission of Marks to Exam Cell
December 7, 2022	Wednesday	Commencement of Trimester: V
December 10, 2022	Saturday	Marketing Conclave
December 16, 2022	Friday	Evaluation for Trimester : IV
December 23, 2022	Friday	Declaration of Results for Trimester : IV
December 24, 2022	Saturday	Finance Conclave
December 25, 2022	Sunday	Christmas Day
January 1, 2023	Sunday	New Year Day
January 14-20, 2023	Saturday-Friday	Mid Term Examination: Trimester V
January 16, 2023	Monday	Foundation Day
January 26, 2023	Thursday	Republic Day
January 28, 2023	Saturday	Business Analytics Conclave
February 11, 2023	Saturday	Scintilla- Annual Cultural Festival
February 18, 2023	Saturday	Mahashivratri
March 7, 2023	Tuesday	Holika Dahan
March 8, 2023	Wednesday	Holi Milan
March 6-15, 2023	Mon-Wed	End Term Examination Trimester : V
March 17-18, 2023	Fri-Sat	International Conference
March 20-21, 2023	Mon-Tue	Answersheet Checking
March 22, 2023	Wednesday	Submission of Marks to Exam Cell
March 22, 2023	Wednesday	Commencement of Trimester VI
March 31, 2023	Friday	Evaluation for Trimester : V

Date	Day	Event
April 8, 2023	Saturday	Declaration of Results for Trimester : V
April 8, 2023	Saturday	Mid Term Examination: Trimester VI
April 15, 2023	Saturday	Farewell: PGDM 2021-23
April 29, 2023	Saturday	End Term Examination Trimester : VI
May 01-02, 2023	Mon-Tue	Answersheet Checking
May 03, 2023	Wednesday	Submission of Marks to Exam Cell
May 05, 2023	Friday	Declaration of Results for Trimester : VI



# Contacts

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1.	Security	Mr. Vinod Kumar Sharma	9720440789
2.	Administrative Officer	Mr. Prem Chandra Giri Mr. Deepak Sharma	9259927756 8595885921
3.	First Aid (Medical Room)	Ms. Akta Saxena	9999306491
4.	Ambulance		102
5.	Fire		101
6.	Police		112
7.	Nearest Hospital	Shanti Gopal Hospital	9999241054, 9711508881

# Committee List

## Internal Complaint Committee

Name	Designation	Area	Email ID
Dr. Lalit Sharma	Associate Professor	Business Analytics	lalitsharma.jsb@jaipuria.edu.in
Prof. KP Kanchana	Assistant Professor	Human Resource	kp.kanchana@jaipuria.edu.in
Ms. Sarla Rawat	Program Manager	Program Office	programoffice.jsb@jaipuria.edu.in
Ms. Shweta Tyagi	Executive Assistant to Director General	Director General Office	shwetatyagi.jsb@jaipuria.edu.in

## Anti-Ragging Committee

Name	Designation	Area	Email ID
Dr. Nitin Kr Saxena	Professor	Marketing	nitinkrsaxena@jaipuria.edu.in
Dr. Santosh Kumar	Associate Professor	Finance	santosh.kumar@jaipuria.edu.in
Prof. Saloni Chitkara	Associate Professor	Operations	salonichitkara.jsb@jaipuria.edu.in
Prof. KP Kanchana	Assistant Professor	Human Resource	kp.kanchana@jaipuria.edu.in
Mr. Prem Giri	Sr. Manager- Admin.	Administration	prem.jsb@jaipuria.edu.in

## Administrative Committee

Functional Area	Activity Head
PGDM	Prof. Saloni Chitkara
IQAC & Accreditation	Dr Nitin Kr Saxena
Examination	Dr Lalit Sharma
Placement	Dr Vartika Chaturvedi(C) Dr Rajeev Mathew (M)
Student Affair Council (SAC)	Prof. K.P. Kanchana
Library	Dr. Usha Singh
Alumni	Prof. K.P. Kanchana
Mentoring	Dr Santosh Kumar

## Area Chairpersons

Functional Area	Activity Head
Marketing	Dr Nitin Kr Saxena
Finance	Dr Santosh Kumar
Human Resource	Dr Vartika Chaturvedi
Business Analytics	Dr Lalit Sharma
Operations	Dr Vivek Soni
International Business	Dr Rajeev Mathew



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# Undertaking by The Student

## BATCH 2022-24

I \_\_\_\_\_ S/o / D/o \_\_\_\_\_ state that I have read and understood the rules laid down in the PGDM Manual provided to me. I promise to abide by all the rules laid down in the manual completely. I commit myself to all the requirements of the full time programme for two years.

I further undertake that I will keep my parents informed about my attendance status from time to time. I understand that in case I fail to attend atleast 70% of classes in any term, I will be detained from appearing in the End Term Examination of that course.

I will inform the PGDM Office in advance about any absence expected in future.

I will submit all medical reports for any absence due to medical reasons.

### Signature of the Student

Name.....

Address .....

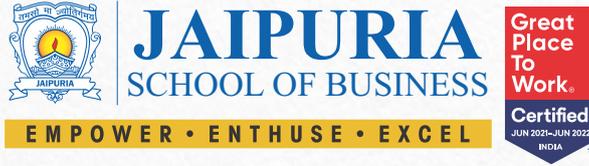
.....

.....

Mobile No.....

Date.....

**Countersigned by the Parent**



# Pledge

I hereby solemnly pledge that I shall devote myself to my studies, educational programmes and other extra-curricular activities as may be organized by the authorities of the Institute during my stay here and shall appear in all the tests / examinations in accordance with the rules and regulations made in this behalf from time to time.

I clearly understand that in case I am found directly or indirectly taking part in any movement or agitation prejudicial to the interest of the Institute or induce/abet directly or indirectly any other student to do so, or participate in any other act / activities which, in the opinion of the relevant authorities of the Institute, amounts to violation of the Code of Conduct for the students of Jaipuria School of Business, Indirapuram, Ghaizabad, I may be fined or rusticated and my name may be removed from the rolls of the Institute.

Date.....

**Signature of the Student**

Name.....

Programme.....

Enrolment No.....



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## Medical cum Declaration Form PGDM Batch 2022-24

To be signed by the parents of the student this form is required to be filled by all parents to ensure that their ward in health emergency is provided help

1. Name of the Student : \_\_\_\_\_
2. Mobile No. : \_\_\_\_\_
3. Enrolment No. \_\_\_\_\_
4. Residential Address : \_\_\_\_\_
5. Parent's Name : \_\_\_\_\_
6. Parent's Mobile No. : \_\_\_\_\_
7. In case your ward has no health problem, please mention this fact clearly in this column and in that case, you need not fill up columns (8) to (11).  
\_\_\_\_\_
8. Does your ward face frequent medical emergencies:  Yes  No
9. a) If the answer to S. No 8 is yes, tick your response in the appropriate box and give the symptoms,
 

Epilepsy / Fits	Asthma Bronchial /Breathing Problems
Kidney Problems	Acute Menstrual Problems
Blood Pressure Problem	High BP <input type="checkbox"/> Low BP <input type="checkbox"/>

 Any Other (Specify).....  
 (Attach additional sheet, if required) .....
- b) Specify emergency intervention:.....
10. Did your ward face any medical emergency during the last 2 years?
11. Do you foresee any medical emergency?
12. If the answer to serial no. 10 & 11 is 'yes', mention specifically the type of medical emergency & symptoms:  
(Attach additional sheet, if required) .....

### Declaration by The Parents

I \_\_\_\_\_ Parent of \_\_\_\_\_ student  
of (Name of the Parent) (Name of the Student) \_\_\_\_\_ do hereby solemnly affirm & declare that the information provided above in para (1) to (12) is true (Programme) and correct and no material fact has been concealed. In case any information is found to be incorrect, incomplete or false I will be liable for the consequences ensuing therefrom. I further undertake to indemnify the Management of Jaipuria, Indrapuram, Ghaziabad for any loss / damage arising out of any such incorrect, incomplete or false information provided by me.

**Signature of the Student's Parent**



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# Registration Form

To be filled by the student

**IMPORTANT: ALL INFORMATION TO BE FILLED IN CAPITAL LETTERS**

Programme: \_\_\_\_\_

Test Name & Score: \_\_\_\_\_

Enrollment No.: \_\_\_\_\_

Category: \_\_\_\_\_

## 1. Personal Information

Name of Student: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Sex (Male / Female) : \_\_\_\_\_ Blood Group : \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Email ID-(Personal): \_\_\_\_\_

Aadhaar: \_\_\_\_\_

PAN No: \_\_\_\_\_

## 2. Academic Qualification

Name of Examination	Board University/ Institute	Year Of Passing	% Marks Obtained/Grade	Main Subjects / Stream / Branch



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### 3. Any Other Qualification

S. No.	Name of Course / Programme	Year of Completion	Score / Grade

### 4. Details of Professional Experience

S. No.	Organization Name	Designation	Duration

### 5. Language Proficiency Level

Language		Elementary	Intermediate
English	Read		
	Write		
	Speak		
Others			



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**6. Residence Address for Correspondence:**

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**7. Permanent Address:**

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**8. Particulars of Parents:**

**FATHER**

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Occupation: \_\_\_\_\_

In case doing business or engaged in any Profession specify the nature

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**Office Address:**

If in service, Provide Details \_\_\_\_\_

Name of the Organization / Deptt. \_\_\_\_\_

Address: \_\_\_\_\_

Designation: \_\_\_\_\_

Office Contact No.: \_\_\_\_\_

**MOTHER**

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Occupation: \_\_\_\_\_

In case doing business or engaged in any Profession specify the nature

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**Office Address:**

If in service, Provide Details \_\_\_\_\_

Name of the Organization / Deptt. \_\_\_\_\_

Address: \_\_\_\_\_

Designation: \_\_\_\_\_

Office Contact No.: \_\_\_\_\_



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## 9. Detail of Local Guardian, if applicable

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No \_\_\_\_\_

## 10. Details of your Siblings (Brothers & Sisters)

Brothers \_\_\_\_\_

Sister \_\_\_\_\_

## 11. Have you suffered any serious ointments/allergy or do you suffer from any recurring illness or are you under any medications at present? If so, specify.

\_\_\_\_\_

\_\_\_\_\_

## 12. At times of emergency, whom do you want to be contacted?

Name of the Person : \_\_\_\_\_

Relationship : \_\_\_\_\_

Mobile No : \_\_\_\_\_

Address : \_\_\_\_\_

### Undertaking:

1. I do solemnly affirm that the above information given by me is true and correct.
2. I affirm that I will not engage or involve myself in any act of indiscipline during the period of my study in the above programme.
3. I am aware of the fact that in case my attendance falls below 75% in any subject in any trimester, I shall not be allowed to appear in End Term Examination of that trimester in the relevant subject.
4. In case there is any change in any of the particulars given above, I will immediately inform the institute in writing about the same.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Verified By: \_\_\_\_\_

Signature of the Student

(Name & Signature of the Incharge)

# ANNEXURE - I

## AFFIDAVIT BY THE STUDENT

I, \_\_\_\_\_ (full name of student with admission/registration/enrolment number)

S/o - D/o Mr./Mrs./Ms \_\_\_\_\_

- 1) having been admitted to \_\_\_\_\_ (name of the institution) have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that \_\_\_\_\_
  - a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year \_\_\_\_\_

**Signature of Deponent**

**Name**

### Verification

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) \_\_\_\_\_ on this the (day) \_\_\_\_\_ of \_\_\_\_\_ (month) \_\_\_\_\_ (year) \_\_\_\_\_

**Signature of deponent**

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) \_\_\_\_\_ of \_\_\_\_\_ month, \_\_\_\_\_ (year) \_\_\_\_\_

after reading the contents of this affidavit.

**OATH COMMISSIONER**

# ANNEXURE - II

## AFFIDAVIT BY PARENT/GUARDIAN

I, \_\_\_\_\_ Mr./Mrs./Ms. (full name of parent/guardian)  
 father / mother/guardian of \_\_\_\_\_ (full name of student with admission  
 /registration/enrolment number),

- 1) having been admitted to \_\_\_\_\_ Mr./Mrs./Ms. (name of the Institution), have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year \_\_\_\_\_

### Signature of Deponent

Name:

Address:

Telephone/Mobile No:

### Verification

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) and \_\_\_\_\_ (year) \_\_\_\_\_

### Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ month, \_\_\_\_\_ (year) \_\_\_\_\_

after reading the contents of this affidavit.

OATH COMMISSIONER



# Personal Details

Name : \_\_\_\_\_ Identity Card No.: \_\_\_\_\_  
Address : \_\_\_\_\_  
Driving License Number : \_\_\_\_\_ Passport No.: \_\_\_\_\_  
Bank Account Number : \_\_\_\_\_  
Credit Card No. : \_\_\_\_\_ Debit Card No.: \_\_\_\_\_  
Mobile : \_\_\_\_\_ Telephone : \_\_\_\_\_  
Fax : \_\_\_\_\_ Aadhar Card No. : \_\_\_\_\_  
Insurance Policy No. : \_\_\_\_\_  
Email Id : \_\_\_\_\_  
PAN No. : \_\_\_\_\_ Blood Group : \_\_\_\_\_  
Car/ Bike Registration No. : \_\_\_\_\_

## Important Contacts

Doctor : \_\_\_\_\_  
Dentist : \_\_\_\_\_  
Taxi Services : \_\_\_\_\_  
Ambulance : \_\_\_\_\_  
Police : \_\_\_\_\_  
Travel Agent : \_\_\_\_\_  
Others : \_\_\_\_\_







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Web.: <http://jsb.jaipuria.edu.in/>