

HANDBOOK OF INFORMATION

POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM) (Academic Session 2023-24)



PML SD BUSINESS SCHOOL, CHANDIGARH

1. INTRODUCTION

PML SD Business School Chandigarh offers two years full time Post Graduate Diploma in Management (PGDM) [AICTE Approved] since 2020 with the vision of creating and disseminating holistic value-based management education for building and grooming future leaders. The Institution has been promoted by GGSDS College Society Chandigarh and is envisioned as a center of excellence for management education and is heading towards becoming a unique and different B- School from the run of the mill management institutions. The GGSDS College Society has built a reputation of being an excellent center of education in UT of Chandigarh and adjoining States. Many its Alumni are occupying senior positions in the Corporates in India or overseas or successfully running their own ventures. Society strongly believes in ethical and moral values.

2. VISION AND MISSION

Vision

To be unique & different Business School for the creation and dissemination of Value-Based Management Education for grooming future leaders for India and the World.

Mission

- Attain and retain educational relevance by offering contemporary curriculum and focus on international immersion.
- Maintain academic respectability and global corporate acceptability.
- Focus on innovative & experiential learning.

3. ADMISSION PROCEDURE

PML SD Business School grants admission to its two years full time PGDM Programme through a selection process comprising scores from national management aptitude tests such as CAT, XAT, CMAT, ATMA, MAT, GMAT or the common entrance examinations (if any) conducted by the respective State Governments for all Institutions other than Minority Institutions along with performance score of Group Discussion (GD) and or Personal Interview (PI).

Eligibility

The candidate must hold a bachelor's degree with at least 50% marks or equivalent CGPA of any of the universities incorporated by an Act of the central or state legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University under section 3 of UGC Act, 1956 or possess an equivalent qualification recognized by the Ministry of HRD, Government of India. The bachelor's degree or equivalent qualification obtained by the candidate must entail a minimum of three years of education after completing higher secondary, schooling (10+2) or equivalent.

Candidates appearing for the final year of bachelor's degree/equivalent qualification examination can also apply. Such candidates must produce certificate(s), certifying that they have obtained 50% marks or equivalent based on latest available grades/marks. Non-fulfillment of this condition will automatically result in the cancellation of the provisional admission.

Admission Process

Admission to PGDM Courses shall be made only from the candidates qualified from any one of the six All India tests, i.e.; CAT, XAT, CMAT, ATMA, MAT, GMAT or the common entrance examinations (if any) conducted by the respective State Governments for all Institutions other than Minority Institutions.

The candidates shall be short listed based on the overall rank computed taking into account of the following components and their weights:

- Score in the Common Admission test – 35%
- Score for academic performance in X Std., XII Std., Undergraduate Degree/ Post Graduate Degree - 20%

- Group discussion/ interview - 35%
- Weight age for participation in Sports, Extra-Curricular activities, Academic diversity and Gender diversity - 10%

4. FEE SCHEDULE

Fee is Rs. 2.50 Lakh for the first year payable in two instalments as under:

1st instalment at the time of Admission.

2nd Instalment within 15 days from the beginning of second semester.

Second year Fee of Rs. 2.50 Lakh is payable in two instalments as follows:

1st Instalment within 15 days from the beginning of third semester.

2nd Instalment within 15 days from the beginning of fourth semester.

A fee of Rs 100 per day will be charged for the late deposit of fee. The name of the student will be struck off from the official records of the Institute owing to non-submission of fee as per deadlines.

5. SCHOLARSHIPS

PML SD Business School has got one of the best Scholarship frameworks for the GGDS college society students or our own alumni, students from the other institutions, additional merit add on / scholarships for the meritorious students and need / means based scholarship for EWS.

- A concession of Rs 1,00,000 shall be given to the Alumni of GGDS College, Chandigarh and GGDS College, Kheri Gurna.
- Concession of Rs.25000/- for the Alumni of PML SD Public School, Chandigarh will be given.
- One time concession will be given to other students, based on their graduation marks, as per the following:

Sr. No	Percentage of Marks (in Graduation)	Amount of Concession (Rs)
1	60.00% to 64.99%	25000
2	65.00% to 74.99%	35000
3	75.00% and above	50000

Note:

- A student shall be eligible to avail one scholarship scheme only at a time.
- “64.50 % and 74.50 % will be counted as “65%” and 75% respectively.

6. EDUCATION LOAN

PML SD Business School has entered an arrangement with Punjab National Bank and other leading Public Sector Banks for the sanction of the Education Loans to our PGDM students at a very competitive rate of interest, for a repayment period of 15 years. The other terms agreed to include small. margin to be provided by the student; and no collateral security for a loan up to Rs. 7.50 lakhs. The Institute will provide interest subvention or interest subsidy to the extent of 2.5% p.a. on the Education Loan availed by the student, for the period of study i.e. 2 years. The Interest Subsidy will be released or adjusted at half-yearly rests, at the time of payment of next tranche of Fee by the student. The Institute will normally provide scholarship or the subsidy.

7. REFUND POLICY

In the event of a student withdrawing admission before the start of the Course, the entire fee collected from the student, after a deduction of the processing fee of not more than Rs.1000/- (Rupees One Thousand only) shall be refunded.

In case a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the fee collected after a deduction of the processing fee of not more than Rs. 1000/- (Rupees One Thousand only) and proportionate deductions of monthly fees and hostel rent,

where applicable, shall be refunded. The last date for withdrawal of PGDM admission for the purpose of refund of fees shall be Sept. 11, 2023 as per AICTE norms.

8. COURSE CURRICULUM

COURSE CURRICULUM

The B-School is offering a Post-Graduate Diploma in Management (PGDM), credits based, full time management programme approved by AICTE. This autonomous programme have Industry endorsed curriculum with options to pursue various specializations.

Program Educational Objectives (PEOs)

- PEO 1: To develop the potential of students into advanced concepts of different management verticals by applying relevant contemporary curriculum to manage the real problems of corporate world.
- PEO 2: To make students develop an attitude to understand and interpret extensive business information regarding innovative and experiential learning with global perspective in diverse areas of management to gain worldwide acceptance.
- PEO 3: To create a conducive culture for the promotion of research and innovation among students by imbibing critical thinking, effective communication skills and team spirit to pursue entrepreneurship and to inculcate consultancy skills.
- PEO 4: To educate students to acquire knowledge and sense of professionalism through industry-integration learning process and to engage themselves in value-based management education to enhance managerial and leadership competencies.

Mapping of PEO with the “Mission of the Institute”

PEO Statements	M1	M2	M3
PEO 1: To develop the potential of students into advanced concepts of different management verticals by applying relevant contemporary curriculum to manage the real problems of corporate world.	3	2	1
PEO 2: To make students develop an attitude to understand and interpret extensive business information with regard to innovative and experiential learning with global perspective in diverse areas of management to gain worldwide acceptance.	1	3	3
PEO 3: To create a conducive culture for the promotion of research and innovation among students by imbibing critical thinking, effective communication skills and team spirit to pursue entrepreneurship and to inculcate consultancy skills.	1	3	3
PEO 4: To educate students to acquire knowledge and sense of professionalism through industry-integration learning process and to engage in value-based management education in order to enhance managerial and leadership competencies.	2	2	2

Indications:

1: Slight (Low) 2: Moderate (Medium) 3: Substantial (High)

Program Outcomes (POs)

- PO 1: Students will be able to apply the concepts of Finance, Marketing, Human Resource Management and Entrepreneurship & General Management to address the management issues in challenging business environments.
- PO 2: Students can understand the national and international industry interface of business through different perspectives and can function effectively to create and manage innovation, new business development and the establishment of high-growth potential entities.
- PO 3: Students are competent in the critical evaluation of the economic, societal, legal, and cultural issues related to business- decision making and to develop and perform the range of strategies for solving

the same.

PO 4: Students can demonstrate leadership and interpersonal skills to achieve excellence while performing in diverse teams to execute various projects in multidisciplinary environments.

PO 5: Students can create, choose, and apply appropriate techniques, resources, and modern management and IT tools including prediction and modeling for decision-making in business.

PO 6: Students will be able to work with ethics, professional principles and norms of management practice with the aim of achieving sustainable development.

Teaching Learning Environment

The teaching methodology is a judicious blend of lectures, seminars, case discussions, group presentations, management games, syndicate discussions, and special lectures by professionals from industry. The teaching and instructional methods used at the Institute encourage self-learning and learning through active student industry interaction in the form of practical assignments and live projects. The students learn in an environment which is experiential, enjoyable, and highly conducive to adult learning.

The first year (Semester 1 and 2) consists of a rigorous and intensive grounding in basic management functions. These courses are compulsory in nature. During the second year (Semester 3 and 4), in addition to certain compulsory courses, the student can opt for electives based on their areas of interest. PML SD Business School offers electives in the areas of Marketing, Finance, Human Resource Management and Entrepreneurship & General Management.

The pedagogy is as follows:

- Case Studies
- Group Tasks
- Self-Learning
- Continuous Evaluation
- Learning Lab
- Inbound and outbound management games

Learning Lab

Seminars, Workshops, Expert Sessions, Soft Skill Sessions, Group Discussions, Mock Interviews, Industry and General Awareness etc., on Saturday(s), schedule to be announced in advance (attendance is compulsory, students to attend in B-School dress)

Summer Internship

Each student is required to undertake summer training (carrying 50 marks equivalent to 2 credits) in a company of repute for the duration of 6-8 weeks as part of course curriculum after the second semester examination (PGDM 302). They also need to undertake a project assignment with the company. This project training provides an opportunity to the students to have a first-hand practical exposure and allows them to relate the conceptual and analytical skills acquired in classroom to actual managerial practices.

The Institute, faculty guide, as well as the experts from industry and or academia will evaluate various projects undertaken by the students. Every student will submit the report as per schedule mentioned in the Academic Calendar. Each student must adhere to guidelines to prepare the report to keep consistency in contents, report writing, formatting and inclusion of various certificates and appendices. Summer Training Report is an important and integral part of curriculum in partial fulfilment of Post Graduate Diploma in Management (PGDM). The detailed guidelines are enclosed at Annexure-1.

Research Project

The Research Project carrying 100 marks (equivalent to 4 credits) commences from beginning of 4th Semester and is required to be submitted as per schedule mentioned in the Academic Calendar. It allows the exploration of a topic in the students' "area" of interest. The course is guided by a faculty guide and provides an opportunity to individual student to pursue research in the specific area(s) of interest in depth.

The study is comprehensive and is an integration of several fields of study to search solution(s) to a single problem. The five months period gives valuable experience in the research process like problem identification, problem definition, systematic literature review, collection of relevant data, data analysis and drawing conclusions. Further it gives an opportunity to students to take initiative, use cognitive and analytical skills to complete an individual project well beyond the regular curriculum.

The Institute, faculty guide, as well as the experts from industry and or academia will evaluate various projects undertaken by the students. Every student will submit the Dissertation Report as per the schedule mentioned in the Academic Calendar.

Each student must adhere to guidelines to prepare the report to keep consistency in contents, report writing, formatting and inclusion of various certificates and appendices. Research Project is an important and integral part of curriculum in partial fulfilment of Post Graduate Diploma in Management (PGDM). The detailed guidelines are enclosed at Annexure-2.

9. COURSE CREDITS

Two years full-time PGDM consists of four semesters having 112 credits. The first two semesters are common for all the students. Third semester onward students opt for specializations. Each 100 marks paper consists of 4 credits, 40 hours, and 50 marks workshop paper 2 credits, 20 hours. Fifty (50) % marks in each paper are allocated for the end-semester examination of a 3-hour duration, the remaining 50% is continuous evaluation throughout the semester. Each paper has been broken into units and has paper codes to facilitate the allocation of teaching and question paper setting. Students will be evaluated internally by the concerned faculty. Students can choose the stream of specializations according to their interest and placement prospects. The specializations available can be chosen from 4 group(s) –

- Finance
- Marketing
- Human Resource Management
- Entrepreneurship and General Management

Further, students will choose two streams called “Major” and “Minor” from 3rd semester onward. From major stream three papers and from minor stream two papers are required to be chosen. They will continue with the chosen stream during the 4th semester also.

Semester wise list of subjects

Semester I	Marks
PGDM 101 BUSINESS ECONOMICS	100
PGDM 102 BUSINESS STATISTICS	100
PGDM 103 MANAGEMENT ACCOUNTING	100
PGDM 104 ORGANIZATIONAL BEHAVIOR	100
PGDM 105 MARKETING MANAGEMENT	100
PGDM 106 WORKSHOP ON MANAGERIAL COMPUTING	50
PGDM 107 WORKSHOP ON BUSINESS RESEARCH METHODS	50

PGDM 108 WORKSHOP ON DESIGN THINKING & INNOVATION	50
PGDM 109 WORKSHOP ON HR, MARKETING & FINANCIAL ANALYTICS	50
28 Credits = (5x4) + (4x2)	700
Semester II	Marks
PGDM 201 BUSINESS ENVIRONMENT	100
PGDM 202 HUMAN RESOURCE MANAGEMENT: A STRATEGIC PERSPECTIVE	100
PGDM 203 OPERATIONS MANAGEMENT	100
PGDM 204 CORPORATE FINANCE	100
PGDM 205 LEGAL ASPECT OF BUSINESS	100
PGDM 206 WORKSHOP ON MANAGERIAL COMMUNICATION & EMPLOYABILITY SKILLS	50
PGDM 207 WORKSHOP ON MACHINE LEARNING, INTERNET OF THINGS (IOT) AND BLOCKCHAIN	50
PGDM 208 WORKSHOP ON MULTIVARIATE STATISTICAL TECHNIQUES	50
26 Credits = (5x4) + (3x2)	650
Semester III	
PGDM 301 STRATEGIC MANAGEMENT	100
PGDM 302 SUMMER TRAINING REPORT AND VIVA-VOCE	50
PGDM 303 BUSINESS ETHICS, CORPORATE GOVERNANCE AND CSR	100
PGDM 304 WORKSHOP ON PROFESSIONAL DEVELOPMENT	50
Elective-1	100
Elective-2	100
Elective-3	100
Elective-4	100
Elective-5	100
32 Credits = (7x4) + (2x2)	800
Semester IV	Marks
PGDM 401 WORKSHOP ON CONSULTANCY & ADVISORY SERVICES	50
PGDM 402 RESEARCH PROJECT	100
Elective-6	100
Elective-7	100
Elective-8	100
Elective-9	100
Elective-10	100
26 Credits=(6x4) + (1x2)	650

List of Electives (Semester III)

GROUP A: MARKETING
PGDM 331 ADVERTISING AND CONSUMER BEHAVIOUR
PGDM 332 GLOBAL MARKETING MANAGEMENT
PGDM 333 MARKETING RESEARCH AND PRODUCT MANAGEMENT
PGDM 334 INTERNET MARKETING AND RETAIL MANAGEMENT
PGDM 335 GLOBAL SUPPLY CHAIN MANAGEMENT
PGDM 336 INDUSTRIAL AND RURAL MARKETING
PGDM 337 SUPPLY CHAIN ANALYTICS
PGDM 338 DIGITAL MARKETING AND RETAIL MANAGEMENT
GROUP B: FINANCE
PGDM 321 FINANCIAL STATEMENT ANALYSIS
PGDM 322 STRATEGIC COST MANAGEMENT

PGDM 323 MANAGEMENT OF FINANCIAL INSTITUTIONS
PGDM 324 INVESTMENT MANAGEMENT
PGDM 325 MANAGEMENT CONTROL SYSTEMS
PGDM 326 PROJECT PLANNING, ANALYSIS AND MANAGEMENT
PGDM 327 CORPORATE TAX PLANNING
PGDM 328 FINANCIAL ECONOMETRICS
GROUP C: HUMAN RESOURCE MANAGEMENT
PGDM 341 LABOUR LEGISLATION
PGDM 342 INTERNATIONAL AND CROSS CULTURAL HR
PGDM 343 PERFORMANCE AND COMPENSATION MANAGEMENT
PGDM 344 ORGANIZATION DEVELOPMENT AND DEVELOPING A LEARNING ORGANIZATION
PGDM 345 BUSINESS NEGOTIATIONS AND CONFLICT MANAGEMENT
PGDM 346 CORPORATE LEADERSHIP
PGDM 347 TRAINING AND DEVELOPMENT
GROUP D: ENTREPRENEURSHIP AND GENERAL MANAGEMENT
PGDM 311 ENTREPRENEURIAL DEVELOPMENT AND NEW ENTERPRISE MANAGEMENT
PGDM 312 ENTREPRENEURIAL FINANCE
PGDM 313 FAMILY BUSINESS MANAGEMENT
PGDM 314 TAX PLANNING FOR ENTREPRENEURS
PGDM 315 INVESTING IN PRIVATE EQUITY
PGDM 316 MARKETING FOR ENTREPRENEURSHIP
PGDM 317 LEGAL AND GOVERNMENT POLICY CONSIDERATIONS IN NEW ENTERPRISE
PGDM 318 INNOVATION MANAGEMENT

List of Electives (Semester IV)

GROUP A: MARKETING
PGDM 431 MARKETING OF SERVICES
PGDM 432 GLOBAL SUPPLY CHAIN MANAGEMENT
PGDM 433 CUSTOMER RELATIONSHIP MANAGEMENT AND SALES MANAGEMENT
PGDM 434 APPLICATION OF ACCOUNTING AND FINANCE IN MARKETING
GROUP B: FINANCE
PGDM 421 FINANCIAL DERIVATIVES
PGDM 422 INTERNATIONAL FINANCIAL MANAGEMENT
PGDM 423 BEHAVIORAL FINANCE
PGDM 424 CORPORATE ANALYSIS AND VALUATION
GROUP C: HUMAN RESOURCE MANAGEMENT
PGDM 441 LATEST TRENDS IN HR
PGDM 442 EMOTIONAL INTELLIGENCE AND MANAGERIAL EFFECTIVENESS
PGDM 443 INTERPERSONAL EFFECTIVENESS AND TEAM BUILDING
PGDM 444 TALENT & COMPETENCY MANAGEMENT
GROUP D: ENTREPRENEURSHIP AND GENERAL MANAGEMENT
PGDM 411 MANAGING STRATEGIC IMPLEMENTATION AND BUSINESS TRANSFORMATION
PGDM 412 MANAGING TEAMS
PGDM 413 MANAGING GLOBAL ENTERPRISE

Selection of Specializations including Major and Minor Electives

Each student will be required to choose his/her area(s) of specializations (Major / Minor) in the beginning of the 2nd semester. Once the specializations are finalized, students will not be allowed to make changes later. The Programme Coordinator will complete the process within 4 weeks of the start of 2nd semester classes.

10. DRESS CODE

The students are required to follow the dress code prescribed by the Institute. Every student will wear a white shirt, navy blue trousers, maroon tie and navy-blue blazer. Each student will be required to come in dress code every Monday and Thursday. On first default Rs.500 fine will be imposed on every second default Rs.250 fine will be applicable. The dress code details will be sent by the Programme Coordinator in the 1st week of start of classes and dress must be ready within 15 days of receipt of dress details.

11. LIBRARY

A student can get up to 4 books from the Institute library during the semester. The books are issued for 10 days. A fine of Re 10 per day will be charged for late submission of books in the library. The new books/renewal will be issued on the clearing of fine by the students.

The students must return their books before the start of 4th Semester Examinations. The No dues certificate must contain the clause of due dues from the library.

12. ATTENDANCE AND EXAMINATION

Attendance: Every student needs to have at least 85% attendance to appear for the mid-semester and end semester examinations. Anyone having less than 85% attendance and less than 50% internal assessment will not be allowed to sit in the final examinations. The 15% attendance out of 85% required can be given by the faculty for experiential learning / practical projects / visits to industry as per course requirements. The student can avail 10 medical leaves (to be approved by the Programme Coordinator in a semester).

The criterion of internal assessment is given below:

Evaluation Parameters (Internal and End semester)	100 marks	50 marks (workshop)
Internal Assessment	50	25
Class Test/Quiz	10	5
Mid-Semester Test	15	7.5
Class Participation & Attendance	10	5
Practical Work (Cases / Assignments / Project)	15	7.5
End-Semester Examination	50	25

The faculty must provide details of each component on Internal Assessment in the prescribed format and submit the records of assessment including evaluations and assessment sheets to the Program Coordinator & Examination Coordinator at the end of the course. The paper setting of End Semester Examinations will be done by the External Experts from Academia and or industry. In order to pass in each subject, the student must score 50% marks each in Internal as well as End Semester Examinations.

The roll number will be issued to the student for the End Semester Examinations on clearance of all pending dues in a prescribed format by the Coordinator Examinations / Admin Office. The result of Mid as well as End Semester Examinations is to be declared within 20 days from the last date of examination.

All the cases pertaining to the use of Unfair Means during the Examinations will be presented before the Unfair Means Committee (UMC), whose decision will be final in all aspects, detailed guidelines are enclosed at Annexure-3.

A student will be promoted to the next academic year only if such student has obtained at least:

- (a) 50% of the total credits of ensuring academic year from which the promotion to the next academic year is being sought.
- (b) All such students who fail to get promoted to the next academic year for the reason of the deficiency of the required credits as stated herein above will automatically be declared to have taken academic break to reappear in such examinations of previous semesters in which the student has failed, so as to obtain the sufficient credits to be promoted to the next academic year.

Re-evaluation of Answer Scripts

The students can apply for re-evaluation of answer scripts of end-semester examinations within 10 days of declaration of result in a prescribed format (enclosed) by depositing fee of Rs. 1000/- per subject to the examination branch. The marks awarded after the re-evaluation will be final and supersede the existing marks. The Re-Evaluation guidelines are enclosed at Annexure-4.

Re-appear Examination Fee:

Mid-Semester Examination(s) : Rs.500 per Subject

End-Semester Examination(s) : Rs.1700 per Subject

13. PLACEMENT CELL

The rules & regulations of the Placement Cell are enclosed at Annexure-5.

14. Anti-Ragging Guidelines

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified Regulations for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009 available on AICTE Web-Portal <https://www.aicte-india.org/grievance/anti>

The students must restrain themselves from any type of ragging in the B-School. The Institute will take strict action as per norms prescribed by AICTE. All the students are required to submit Affidavit (by the student as well as their Parents) at the time of Admission.

15. Code of Conduct

All students must behave in a Professional manner as expected from a B-School student and must maintain discipline and follow rules, regulations and guidelines as prescribed by the Institute from time to time. Any deviation from the rules, regulations and or guidelines will lead to appropriate action, fines including expulsion of the student from the B-School. The undertaking in this respect will be given by the student at the time of admission.

- Students are expected to follow a professional and decent dress code in the B-School. Each student will be required to come in dress code every Monday and Thursday and to formal events. On first default Rs.500 fine will be imposed and on every second default Rs.250 fine will be applicable.
- Use of mobile(s) are not permitted during the class session(s). If any student is found guilty, the mobile phone is be confiscated and he/ she is fined.
- The timeframe of various events and activities will be intimated to the students from time to time and they are expected to adhere to these deadlines. Late entry in class and events will not be allowed.
- For each subject, the faculty will enroll students in Google Classroom and all assignments are required to be submitted online in this interface as per deadline prescribed by the faculty. Submissions that are up to 24 hours late will be penalized by a 20% grade reduction for the applicable assignment. Submissions that are 24 or more hours late will receive a score of zero.
- Every student needs to have at least 85% attendance to appear for the mid semester and end semester

examinations. Anyone having less than 85% attendance and less than 50% internal assessment will not be allowed to sit in the final examinations. The 15% attendance out of 85% required can be given by the faculty for experiential learning / practical projects / visits to industry as per course requirements. The student can avail 10 medical leaves (to be approved by the Programme Coordinator in a semester).

- A student can get upto 4 books from the Institute library during the semester. The books are issued for 10 days. Fine of Re 10 per day will be charged for late submission of books in the library. The new books/renewal will be issued on the clearing of fine by the students. The students must return their books before the start of 4th Semester Examinations.
- The students are required to pay semester fee as per deadlines / Notice issued by the Admin Office. A fee of Rs 100 per day will be charged for the late deposit of fee. The name of the student will be struck off from the official records of the Institute owing to non-submission of fee as per deadlines.
- The rules & regulations of the Placement Cell are available in the Handbook of Information.
- Smoking and alcohol and drugs abuse are strictly prohibited in the Institute. The Institute properties and equipment are to be handled with care. The recovery of the damage to property of the Institute will be recovered from the defaulters.
- The students must restrain themselves from any type of ragging in the B-School. The Institute will take strict action as per norms prescribed by All India Council for Technical Education (AICTE).

PGDM 302 Guidelines - Summer Training Report and Viva-Voce

Each student is required to undertake summer training (carrying 50 marks equivalent to 2 credits) in a company of repute for the duration of 6-8 weeks as part of course curriculum after the second semester examination (PGDM 302).

They also need to undertake a project assignment with the company. This project training provides an opportunity to the students to have a first-hand practical exposure and allows them to relate the conceptual and analytical skills acquired in classroom to actual managerial practices.

The Institute, faculty guide, as well as the experts from industry and or academia will evaluate various projects undertaken by the students.

Every student will submit the report as per schedule mentioned in the Academic Calendar.

Those students who are willing to arrange their companies for Internship from their own resources, they must submit the request to the Placement Cell in advance.

The detailed guidelines are given below.

- Synopsis (Appendix-A) (to be submitted as an attachment in email to the respective faculty guide within 15 days of start of the Summer Internship as per schedule mentioned in the Academic Calendar).
- Fortnightly (15 days) report of the work completed (to be submitted as an attachment in email to the respective faculty guide 3 times during the internship period)
- The report in soft copy for corrections (to be submitted as an attachment in email to the respective faculty guide as per schedule mentioned in the Academic Calendar).
- Any delay in submission of the above details to the guide will be considered as submission not under guidelines and the faculty guide may deny acceptance by recording the reason of non-acceptance in writing.
- The committee as constituted by the Director will evaluate the report (out of 20 marks) through a presentation of the hard bound report submitted by the students. The parameters of Internal Evaluation are Objectives & literature review (5 Marks), Methodology & activities carried out (5 Marks), Data reduction, presentation, analysis, and conclusions (5 Marks), Skills Acquired & submission under deadlines (5 Marks), Presentation (PPT) including hard bound report
- The evaluation of the remaining 30 marks shall be made by the external experts from industry and or academia.

The report formatting instructions, cover page, contents, certificate of faculty guide, certificate from the company, appraisal from the company guide are available in Appendix – B, C, D, E, F & G.

Synopsis

Title of the Project:

[The title should be concise which should highlight the meaning, broad aspects and scope of project]

Name of the Organization:

Functional Area:

[Entrepreneurship/ HR/ Marketing/ Finance]

Introduction:

[Briefly introduce the topic on which your project is based]

Objectives & Scope:

[It should cover objectives and the scope of the project along with functional area]

Research Methodology/Process/Model Application:

- Research design
- Sampling design
- Sample size
- Sample location
- Data type
- Instrument used
- Analytical Tools

[Please refer to Workshop on Business Research Methods]

Expected Outcome:

Bibliography

Signature

Name of the Student_____

Enrolment Number_____

Formatting Instructions

- (a) **Page size & quality:** A4 size executive bond paper is to be used for original and duplicate copy.
- (b) **Chapter/Para Numbering:** The chapters are to be numbered as Chapter-1, Chapter-2 etc. The heading/title of the chapter is to appear below the chapter number in uppercase. Paragraphs are to be numbered as 1,2,3 etc in every chapter separately. Sub-paragraphs are to be numbered as 1.1, 1.2, 1.3----, 2.1, 2.2, 2.3-----etc. Sub-sub paragraphs are to be numbered as 1.11, 1.12, 1.13, 2.11, 2.12, 2.13 etc.
- (c) **Page Specifications**
- | | | |
|-------|---------------|----------|
| | | : 1.25 |
| (i) | Left Margin | inch |
| (ii) | | : 1.25 |
|) | Right Margin | inch |
| (iii) | | |
|) | Top Margin | : 1 inch |
| (iv) | | |
|) | Bottom Margin | : 1 inch |
- (d) **Page Numbers:** All text pages starting from Body of the Project Report as well as program source code listings should be numbered at the **bottom center** of the pages.
- (e) **Normal Body Text**
- | | |
|-------|--|
| (i) | Font Size: 12, Times New Roman, 1.5 Spacing, Single Side Writing. |
| (ii) | Paragraphs Heading Font Size: 12, Times New Roman, Bold |
| (iii) | Page/Title Font Size: 14 |
- (f) **Table and Figure Number:** Table and figure numbers are to be written at the bottom of the table/figure as given below:
- | | |
|------|---------------------|
| (i) | Table No-1: |
| (ii) | Figure No-1: |

SUMMER TRAINING REPORT ON

TITLE OF PROJECT REPORT

Undertaken at

“NAME OF THE ORGANIZATION”

Submitted in partial fulfilment of the requirements for the award of the

POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM)

to

PML S.D. Business School, Chandigarh

Under the Guidance of

Name of Faculty Guide

Designation

Submitted by

Name of Student

PGDM-III Semester

Enrolment No.:



PGDM Batch _____
PML SD BUSINESS SCHOOL
Sector 32-C, Chandigarh

CONTENTS

Chapter	Particular(s)	Page No.
	Certificate-1	
	Certificate-2	
	Summer Training Appraisal Form	
	Acknowledgements	
	Executive Summary	
1	Introduction	
2	Literature Review	
3	Research Methodology	
4	Data Reduction, Presentation & Analysis	
5	Data Interpretation	
6	Summary & Conclusions	
	References/ Bibliography	
	Appendices	
	- List of Tables	
	- List of Figures	

Certificate-1 [Internal Guide] – Appendix-E

Certificate-2 [Company Guide] – Appendix-F

Summer Training Appraisal Form – Appendix-G

TO WHOM IT MAY CONCERN

I _____, Enrolment No. _____ from PGDM-III Semester of the PML SD Business School hereby declare that the Summer Training Report (PGDM-302) entitled _____
_____ at _____ is an original work and the same has not been submitted to any other Institute for the award of any other degree.

Date:

Signature of the Student

Certified that the Summer Training Report submitted in partial fulfilment of Post Graduate Diploma in Management (PGDM) to be awarded by PML S.D. Business School, Chandigarh Enrolment No. _____ has been completed under my guidance and has been found to be satisfactory.

Date:

Signature of the Guide
Name of the Guide:
Designation:

ON COMPANY'S LETTER HEAD

CERTIFICATE

This is to certify that.....(Full Name of the Student), a student of Post Graduate Diploma in Management (PGDM), a batch of, PML S.D. Business School, Chandigarh bearing Enrolment No....., has undertaken the Summer Training at (Name of the Company) during from tounder my supervision & guidance. He / She has conducted a study & completed the Project on He/She has obtained grade _____ as per enclosed summer training appraisal form.

Seal of Organization
Date:

Signature of the Guide
Name of the Guide:
Designation:
Address:

SUMMER TRAINING APPRAISAL FORM

Student’s Name: _____ Programme: **PGDM**

Name of the College: **PML S.D. Business School, Chandigarh**

You are requested to provide your opinion on the following parameters.

	Outstanding A	Good B	Satisfactory C	Unsatisfactory D
1. Technical knowledge gathered about the industry and the job he/she was involved.....				<input type="checkbox"/>
2. Communication skills : Oral / Written / Listening skills.....				<input type="checkbox"/>
3. Ability to work in a team.....				<input type="checkbox"/>
4. Ability to take initiative.....				<input type="checkbox"/>
5. Ability to develop a healthy long term relationship with client.....				<input type="checkbox"/>
6. Ability to relate theoretical learning to the practical training.....				<input type="checkbox"/>
7. Creativity and ability to innovate with respect to work methods & procedures.....				<input type="checkbox"/>
8. Ability to grasp new ideas and knowledge.....				<input type="checkbox"/>
9. Presentations skills.....				<input type="checkbox"/>
10. Documentation skills.....				<input type="checkbox"/>
11. Sense of Responsibility.....				<input type="checkbox"/>
12. Acceptability (patience, pleasing manners, the ability to instil trust, etc.).....				<input type="checkbox"/>
13. His/her ability and willingness to put in hard work.....				<input type="checkbox"/>
14. In what ways do you consider the student to be valuable to the organization?.....				<input type="checkbox"/>
Consider the student’s value in term of:				
		(a)	Qualification	
		(b)	Skills and abilities	
		(c)	Activities/ Roles performed	
15. Punctuality.....				<input type="checkbox"/>

Any other comments _____

Assessor’s Overall rating _____

(Signature)

Assessor’s Name: _____ Designation: _____

Email id: _____ Contact No: _____

Organization name and address _____

PGDM 402 Guidelines – Research Project

The Research Project carrying 100 marks (equivalent to 4 credits) commences from beginning of 4th Semester and is required to be submitted as per schedule mentioned in the Academic Calendar. It allows the exploration of a topic in the students' "area" of interest. The course is guided by a faculty guide and provides an opportunity to individual student to pursue research in the specific area(s) of interest in depth.

The study is comprehensive and is an integration of several fields of study to search solution(s) to a single problem. The five months period gives valuable experience in the research process like problem identification, problem definition, systematic literature review, collection of relevant data, data analysis and drawing conclusions. Further it gives an opportunity to students to take initiative, use cognitive and analytical skills to complete an individual project well beyond the regular curriculum.

The Institute, faculty guide, as well as the experts from industry and or academia will evaluate various projects undertaken by the students.

Every student will submit the Dissertation Report as per schedule mentioned in the Academic Calendar.

The detailed guidelines are given below.

- Synopsis (Appendix-A) (to be submitted as an attachment in email to the respective faculty guide within 15 days of start of the project as per scheduled mentioned in the Academic Calendar).
- Monthly report of the work completed (to be submitted as an attachment in email to the respective faculty guide 5 times during the project period)
- The report in soft copy for corrections (to be submitted as an attachment in email to the respective faculty guide as per schedule mentioned in the Academic Calendar).
- Any delay in submission of the above details to the guide will be considered as submission not under guidelines and the faculty guide may deny acceptance by recording the reason of non-acceptance in writing.
- The committee as constituted by the Director will evaluate the report (out of 40 marks) through a presentation of the hard bound report submitted by the students. The parameters of Internal Evaluation are Objectives & literature review (5 Marks), Methodology & activities carried out (5 Marks), Data reduction, presentation, analysis, and conclusions (10 Marks), Skills Acquired & submission under deadlines (5 Marks), Presentation (PPT) including hard bound report - 15 Marks.
- The evaluation of the remaining 60 marks shall be made by the external experts from industry and or academia. The report formatting instructions, cover page, contents, certificates are available in Appendix – B,C, D and E.

Synopsis

Title of the Project:

[The title should be concise which should highlight the meaning, broad aspects and scope of project]

Name of the Organization (optional):

Functional Area:

[HR/ Marketing/ Finance / Integrated / Entrepreneurship/]

Introduction:

[Briefly introduce the topic subject on which your dissertation project is based]

Objectives & Scope:

[It should cover objectives and the scope of the dissertation project along with functional area]

Research Methodology:

- Research design
- Sampling design
- Sample size
- Sample location
- Data type
- Instrument used
- Analytical Tools

Expected Outcome:

References / Bibliography

Signature

Signature

Name of the Faculty Guide_____ Name of the Student_____

Enrolment Number_____

Formatting Instructions

- (a) **Page size & quality:** A4 size executive bond paper is to be used for original and duplicate copy.
- (b) **Chapter/Para Numbering:** The chapters are to be numbered as Chapter-1, Chapter-2 etc. The heading/title of the chapter is to appear below the chapter number in uppercase. Paragraphs are to be numbered as 1,2,3 etc in every chapter separately. Sub-paragraphs are to be numbered as 1.1, 1.2, 1.3----, 2.1, 2.2, 2.3-----etc. Sub-sub paragraphs are to be numbered as 1.11, 1.12, 1.13, 2.11, 2.12, 2.13 etc.

(c) **Page Specifications**

(i)	Left Margin	: 1.25 inch
(ii)	Right Margin	: 1.25 inch
(iii)	Top Margin	: 1 inch
(iv)	Bottom Margin	: 1 inch

- (d) **Page Numbers:** All text pages starting from Body of the Project Report as well as program source code listings should be numbered at the **bottom centre** of the pages.

(e) **Normal Body Text**

- (i) **Font Size:** 12, Times New Roman, 1.5 Spacing, Single Side Writing.
- (ii) **Paragraphs Heading Font Size:** 12, Times New Roman, Bold
- (iii) **Page/Title Font Size:** 14

- (f) **Table and Figure Number:** Table and figure numbers are to be written at the bottom of the table/figure as given below:

- (i) **Table No-1:**
- (ii) **Figure No-1:**

RESEARCH PROJECT DISSERTATION ON

TITLE OF THE RESEARCH PROJECT

Submitted in partial fulfilment of the requirements for the award of the

POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM)

to

PML SD Business School, Chandigarh

Under the Guidance of

Name of Faculty Guide

Designation

Submitted by

Name of Student

PGDM-IV Semester

Enrolment No.:



PGDM Batch _____

PML SD BUSINESS SCHOOL

Sector 32-C, Chandigarh

CONTENTS

Chapter	Particular(s)	Page No.
	Certificate	
	Acknowledgements	
	Executive Summary	
1	Introduction	
2	Literature Review	
3	Research Methodology	
4	Data Reduction, Presentation & Analysis	
5	Data Interpretation	
6	Summary, Conclusions, Way Forward / Recommendations	
	References/ Bibliography	
	Appendices	
	- List of Tables	
	- List of Figures	

Certificate [Internal Guide] – Appendix-E

TO WHOM IT MAY CONCERN

I (Name) _____, Enrolment No. _____ student of PGDM of the PML SD Business School hereby declare that the Research Project dissertation (PGDM-402) entitled _____
_____ at company (optional) _____ is an original work and the same has not been submitted to any other Institute for the award of any other degree.

Date:

Signature of the Student

Certified that the Research Project dissertation submitted in partial fulfilment of Post Graduate Diploma in Management (PGDM) to be awarded by PML SD Business School, Chandigarh has been completed under my guidance and has been found to be satisfactory.

Date:

Signature of the Guide

Name of the Guide:

Designation:

Guidelines for UM (Unfair Means) cases

Following are the Unfair Means regulations of **PML SD BUSINESS SCHOOL, CHANDIGARH** applicable to all the examinations (Mid Semester End-semester etc.) conducted centrally or by individual teacher:

1. What constitutes an UM case?

A student necessarily need not be involved in cheating to be viewed as a case of UM. Intentional act or even unintentional mistake of noncompliance of instructions/guidelines for the examination will be considered as UM.

2. Actions by the Invigilator on detecting an UM case

On detecting an UM case, the invigilator will report the matter to the examination office immediately and will proceed as per guidelines given below:

- (a) As soon as a student is suspected by the invigilator or member of the flying squad or any other authorized person of having resorted to unfair means, he/she shall immediately take possession of the answer book along with the relevant material found with the student. The papers, notes, books, electronic devices or any other prohibited material found in possession of the student shall be duly signed by the student and the invigilator, sealed and attached with the seized answer-book in presence of the student.

If the student is found to have written something on the body part or anywhere else, a photo of same

may be taken on the available camera/mobile-phone-camera etc.

In case student indulge in UM case other than possession of unauthorized material like talking to fellow student, attempting to copy from fellow student, allowing fellow student to copy, discussing answer with fellow student or any other person outside the hall etc., the nature of offence must be duly recorded by the invigilator.

- (b) The invigilator will get the prescribed form for unfair means filled and signed by the student and give his/ her comments on the same, in prescribed place. In case, the UM case is detected by member of the flying squad or any other authorized person, the duly signed comments of the said official will also be obtained by the invigilator on the prescribed form.
- (c) The confiscated material found in the possession of the student and UMC form duly signed by the student, invigilator and witness along with the answer sheet will be kept in a sealed envelope.
- (d) If the student does not hand over the relevant material and/or refuses to fill up and sign the prescribed form/documents, the same shall be recorded on the prescribed form by the invigilator. In this case, co- invigilator may sign as a witness to the event. In case there is no co-invigilator, invigilator will immediately call AO-Administrative officer/COE or an official from examination office to witness the event.

3. Categories of offences and punishments

Category of Offence	Nature of Offence	Action to be Taken
I	<p>If during the examination hours (theory/practical), a student is found</p> <ul style="list-style-type: none"> a) whispering/talking to another student in the examination-hall, b) whispering/talking to a person/another student outside the examination-hall while going to the washroom, drinking water etc. 	<p>The answer to the running question will be crossed with red pen. This action will be taken on the spot by the invigilator. The his/her signature, name and department name after the crossed answer. The student will not attempt this question thereafter. If evaluators find a question crossed with red pen attempted again, he/she will not evaluate it.</p>
II	<p>(i) If during the examinations (Theory/practical) a student is found in possession of any of the items listed below but it is established that he/she has not used it.</p> <ul style="list-style-type: none"> a) any hand written or photocopied or printed material or notes or torn pages of books, b) material written on any part of the body/ clothing or instrument box or instruments such as set square, scale etc., c) notes written on chair, table, desk or any other furniture items or room walls, floor etc., d) an ordinary mobile phone with or without material stored in it, e) a smart mobile phone; programmable 	<p>The said theory or practical examination of the concerned paper to be cancelled and be cancelled and penalty of Rs.5000/-, which need to be paid before appearing in next scheduled examination.</p>

	<p>calculator or any other storage device or blue tooth-based communication device etc.</p> <ul style="list-style-type: none"> (ii) If during the examinations (Theory/practical) a student is found guilty of hiding/placing notes or books or any other aid anywhere inside or outside the examination hall. (iii) In case of practical examination, presenting the examiner a practical or class work note book not prepared by him/her. (iv) If a student is found attempting to influence the examiner by an appeal in the answer-book <p>l ii (i) If during the examination (Theory/practical) a student is found to be The said theory or</p> <ul style="list-style-type: none"> a) copying <ul style="list-style-type: none"> i. using any means enlisted in clause 3.III(i), practical examination of the ii. by consulting notes or books (as per clause <p>3.III(ii)) while concerned paper to</p> <ul style="list-style-type: none"> being outside/inside the examination hall during examination be cancelled and hours, penalty of iii. by passing on a copy of question(s) set in paper or a solution Rs.5000/-, which thereof to anyone, excluding the invigilators. need to be paid b) receiving help from or giving help to another student through some before appearing in written material/ electronic device pertaining to the questions set in next scheduled the paper concerned. examination. c) allowing any other student to copy from his/her answer-book. d) exchanging question papers/ answer sheets during the examination e) swallowing or destroying any note or paper or any other material found on/with him/her. <p>(ii) Repeating of offences of Category-III.</p> <p>V (i) A student is found guilty of having made previous arrangement through the help of any person, student, supervisory or ground level staff for</p> <ul style="list-style-type: none"> a) possession of the solution of a question or questions set in the paper, b) obtaining help during the examination in connection with the question paper, c) communicating or attempting to communicate directly or through All the theory examination for that semester to be cancelled and penalty of Rs.5000, which need to be paid someone else with the examiner or anybody connected with the before appearing in institute examination for influencing them in the awards of marks/grades. 	
--	--	--

- (ii) Repeating of offences of Category-IV. next scheduled examination.
- VI (i) A student is found guilty of any of the following: All the theory
- a) smuggling in an answer-book, taking out or arranging to send out an answer-book,
 - b) writing deliberately another student's roll number/enrollment number in his/her answer sheet,
 - c) leaving the examination hall without delivering the answer sheet to the invigilator or part thereof and taking it away,
 - d) tearing own or other student's answer sheet or part thereof,
 - e) serious misconduct or non-compliance with the instructions of the COE or invigilators inside or outside the examination hall before, during or after the examination,
 - f) misbehaving with the Examination Staff/Flying Squad inside or outside the examination hall before, during or after the examination.
 - g) tempers marks during answer showing,
 - h) coming to the examination hall under the influence of alcoholic drink or prohibited narcotics.
- (ii) Repeating of offences of Category-V. examinations for the semester to be cancelled and the student to be debarred from appearing at all institute examinations during the next one semester.
- VII (i) Impersonation by a student of this Institute
- (ii) Repeating of offences of Category-VI. For both the students involved, all the theory examinations for the semester to be cancelled and both to be debarred from appearing at all institute examinations during the next one semester.
- VIII Cases not covered by the above guidelines to be decided by the director upon the recommendation of UMC committee.
- IX A student/person, who is not a candidate for any examination, is found committing or abetting in committal of any of the offences mentioned above. To be dealt with as per law in an appropriate manner.
4. Constitution of UMC committee
The UMC Committee will be appointed by the Director to enquire into the UM cases. Composition of the committee shall be:
1. Prof nominated by the Director (at least one) Member
 2. COE Member
 3. Subject expert of the concerned department Member

	<p>4. Administrative officer Member</p> <p>5. Concerned Invigilator(s)/Member(s) of Flying Squad Member</p> <p>5. Convening of UMC committee meeting The UMC committee shall thoroughly examine the UMC cases on the basis of the material and documents placed and give hearing to the concerned student, the concerned invigilator(s) and other official(s), if any. It shall submit its recommendation after laying down clearly the nature of the offence to the Director for consideration and approval. Necessary orders will be issued to the student by COE as per the decision of the UMC committee duly approved by the Director.</p> <p>In case a student is not found guilty, his answer sheets will be released for evaluation and result will be declared.</p> <p>6. Important</p> <p>(i) The candidate can appeal against the decision of UMC committee to the Director of the Institute within 15 days of the receipt of the copy of the decision.</p> <p>(ii) The Director may appoint a UMC review committee and may send the case to it for review of the decisions of the UMC committee, depending upon the merits of the case under extenuating circumstances.</p> <p>(iii) The decision of the UMC review committee will be submitted to the director for consideration and approval. Necessary orders will be issued to the student by COE as per the decision of the UMC committee duly approved by the Director.</p>	
--	---	--

<p>ii i</p>	<p>(i) If during the examination (Theory/practical) a student is found to be</p> <p>a) copying</p> <p>i. using any means enlisted in clause 3.III(i),</p> <p>ii. by consulting notes or books (as per clause 3.III(ii)) while being outside/inside the examination hall during examination hours,</p> <p>iii. by passing on a copy of question(s) set in paper or a solution thereof to anyone, excluding the invigilators.</p> <p>b) receiving help from or giving help to another student through some written material/ electronic device pertaining to the questions set in the paper concerned.</p> <p>c) allowing any other student to copy from his/her answer-book.</p> <p>d) exchanging question papers/ answer sheets during the examination</p> <p>e) swallowing or destroying any note or paper or any other material found on/with him/her.</p> <p>(ii) Repeating of offences of Category-III.</p>	<p>The said theory or practical examination of the concerned paper to be cancelled and penalty of Rs.5000/-, which need to be paid before appearing in next scheduled examination.</p>
<p>V</p>	<p>(i) A student is found guilty of having made previous arrangement through the help of any person, student, supervisory or ground level staff for</p> <p>a) possession of the solution of a question or questions set in the paper,</p> <p>b) obtaining help during the examination in connection with the question paper,</p> <p>c) communicating or attempting to communicate directly or through someone else with the examiner or anybody connected with the institute examination for influencing them in the awards of marks/grades.</p> <p>(ii) Repeating of offences of Category-IV.</p>	<p>All the theory examination for that semester to be cancelled and penalty of Rs.5000, which need to be paid before appearing in next scheduled examination.</p>
<p>V I</p>	<p>(i) A student is found guilty of any of the following:</p>	<p>All the theory</p>

	<ul style="list-style-type: none"> a) smuggling in an answer-book, taking out or arranging to send out an answer-book, b) writing deliberately another student's roll number/enrollment number in his/her answer sheet, c) leaving the examination hall without delivering the answer sheet to the invigilator or part thereof and taking it away, d) tearing own or other student's answer sheet or part thereof, e) serious misconduct or non-compliance with the instructions of the COE or invigilators inside or outside the examination hall before, during or after the examination, f) misbehaving with the Examination Staff/Flying Squad inside or outside the examination hall before, during or after the examination. g) tempers marks during answer showing, h) coming to the examination hall under the influence of alcoholic drink or prohibited narcotics. <p>(ii) Repeating of offences of Category-V.</p>	<p>examinations for the semester to be cancelled and the student to be debarred from appearing at all institute examinations during the next one semester.</p>
V II	<ul style="list-style-type: none"> (i) Impersonation by a student of this Institute (ii) Repeating of offences of Category-VI. 	<p>For both the students involved, all the theory examinations for the semester to be cancelled and both to be debarred from appearing at all institute examinations during the next one semester.</p>
V II I	<p>Cases not covered by the above guidelines</p>	<p>To be decided by the director upon the recommendation of UMC committee.</p>
I X	<p>A student/person, who is not a candidate for any examination, is found committing or abetting in committal of any of the offences mentioned above.</p>	<p>To be dealt with as per law in an appropriate manner.</p>

4. Constitution of UMC committee

The UMC Committee will be appointed by the Director to enquire into the UM cases. Composition of the committee shall be:

1. Prof nominated by the Director (at least one) Member
2. COE Member
3. Subject expert of the concerned department Member
4. Administrative officer Member
5. Concerned Invigilator(s)/Member(s) of Flying Squad Member

5. Convening of UMC committee meeting

The UMC committee shall thoroughly examine the UMC cases on the basis of the material and documents placed and give hearing to the concerned student, the concerned invigilator(s) and other official(s), if any. It shall submit its recommendation after laying down clearly the nature of the offence to the Director for consideration and approval. Necessary orders will be issued to the student by COE as per the decision of the UMC committee duly approved by the Director.

In case a student is not found guilty, his answer sheets will be released for evaluation and result will be declared.

6. Important

- (i) The candidate can appeal against the decision of UMC committee to the Director of the Institute within 15 days of the receipt of the copy of the decision.
- (ii) The Director may appoint a UMC review committee and may send the case to it for review of the decisions of the UMC committee, depending upon the merits of the case under extenuating circumstances.
- (iii) The decision of the UMC review committee will be submitted to the director for consideration and approval. Necessary orders will be issued to the student by COE as per the decision of the UMC committee duly approved by the Director.

**Guidelines for Re-Evaluation
of Answer Scripts**

The students can apply for re-evaluation of answer scripts of end-semester examinations within 10 days of declaration of result in a prescribed format (enclosed) by depositing fee of Rs. 1000/- per subject to the examination branch.

The marks awarded after the re-evaluation will be final and supersede the existing marks.

The Examination branch will send the Answer Script, Question Paper along with Evaluation Sheet to the subject expert to be approved by the Director within one week of receiving the request (the prescribed fee must be received from the student). The subject expert should be requested to evaluate the Answer Script within one week of receipt of the request.

The revised result must be declared within 20 days of request received from the student (the request must be accompanied by the prescribed fee).

Placement Cell (Rules & Regulations)
Policy and Rules for Final Placement and Summer Internship Program

Transparency, fairness and equal opportunity for all students is the policy of PML SD BUSINESS SCHOOL, CHANDIGARH and are the hallmarks of the placement process at PML SD BUSINESS SCHOOL, CHANDIGARH.

ELIGIBILITY & REGISTRATION

- PGDM Final year students who are passing out from the Institute by the end of this academic year 2023-24 and are seeking employment should register on CRR Portal (Campus Recruitment Registration) of *Placement Cell, PML SD Business School, Chandigarh*
- Placement Registration will be done once only for the entire session.
 - **Students not registering on CRR Portal (Campus Recruitment Registration) will be assumed that they are not interested in Placement & will not be allowed to sit in any Campus Drives throughout the year.**
- **Only registered students are allowed to appear in the campus recruitment process (ONLINE/OFFLINE)**
- If a student does not appear in the upcoming companies for the session (2023-2024) even after registration at CRR Portal, she/he will be disallowed from the placements for the rest of the academic year.
- Students are advised to read the placement announcements made through notices put up on Notice boards/WhatsApp Groups/Student respective e-mails ids.

RULES & REGULATIONS FOR PLACEMENT DRIVES/PROCESS

- Students shall prepare their Resume under the supervision of the T & P officer highlighting their achievements, summer projects, and anything beyond the curriculum which enhances the employability of the students.
- Students should carry a Folder comprising of 2 copies of Resume with duly signed by the student, 2 Passport size colored Photographs (In College Uniform with Blazer), Photocopy of all the Certificates (10th, 12th, Graduation Mark sheets and certificates etc.), College ID card, ID & Address Proof (viz; Driving License, Passport, Pan card, Aadhar Card, Voter ID, etc.)
- Students are advised to be dressed in Formals for every Recruitment Drive.
- Students are expected to be on time as per the announcements.

- It is the responsibility of the student to check Announcements/Notices/ updated information/ shortlisted names etc. displayed on the notice boards of Placement Office/Department Notice Boards/ WhatsApp Groups/Student respective e-mails ids.
- Failure to read the notice board / WhatsApp Message / Website will not be accepted as an excuse for not participating.
- Students not meeting the eligibility criteria mandatorily asked by the company, would not be allowed to sit for the same.
- Students having backlogs are advised not to register for placement. **Such students are advised to improve and register after clearing the backlogs & get an application signed from Examination Cell before appearing in Placement Drive/Process.**

PRE-PLACEMENT TALKS (PPT)

- Students registered must attend Pre-Placement Talks (PPT) without fail. Students should occupy the venue (ONLINE/OFFLINE) before the scheduled start of the PPT by the Company/TPO
- Attendance will be taken and only those students who have attended PPT will be allowed to sit for the rest of the recruitment process of the said company.
- Students must clarify queries/doubts if any related to the package, job profile, place of work, bond details, etc. with the HR officials of the Company during Pre- Placement Talks (PPT)
- A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company.
 - **Any student who withdraws deliberately in the midst of a selection process will be disallowed from placement for the rest of the Academic year.**

CODE OF CONDUCT

- Late coming during the Placement Process shall not be tolerated.
- Students should maintain discipline and show ethical & decent behavior in every action they make during the placement process.
- Any student found violating the protocol set by the company or defaming the Institute's name would be debarred from the placements for the rest of the academic year and it could lead to strict disciplinary action by the Institute.
- Students found cheating or misbehaving in the selection process (PPT/Test/GD/Interview) will be disqualified from the placements for the rest of the academic year.

OFFER LETTERS

- Offers received from companies must be collected from T & P Cell / Company as per timings in notice. The responsibility of going through the offer letter and taking further actions such as signing, accepting, and sending it back to the Company lies entirely on the student.
 - **In case of offers are received directly by the student from the company, a copy of the same must be submitted to the Placement Cell, PML SD Business School, Chandigarh within 24 hours via e-mail as well as hard copy of the same.**

Joining Status

- In case, a student decides not to join where he got selected, he should inform the company in writing with reasons at the earliest and also be required to submit a copy of that letter/mail to the Placement Office.

Identity Cards

- Students must bring their identity cards with them whenever they go through a placement process on campus or off campus

Dress Code

- Students must be formally dressed whenever participating in any Placement activity.
- **The Placement Cell of PML SD Business School, Chandigarh reserves the right to refuse permission to a student to attend the same if their attire is unsatisfactory.**

Grounds on which STUDENT/S could be DEBARRED from PLACEMENT

- Student may be debarred from the placement if he/she is found involved in any In-disciplinary activity or engaged in fraudulent practices
- Any Eligible student consecutively not participating in 2 recruitment drives without prior information to T & P Cell
- The details of the resume have to be genuine & true and any student found violating this rule will be debarred from the placements for the rest of the academic year.
- Student cannot drop out from the selection process once he/she has been shortlisted

SUMMER INTERNSHIP PROGRAM

- PML SD Business School, Chandigarh expects every student to take summer internship program professionally and turn in an excellent Project Report at the end of the internship which may enhance the student's chances of placement.
- The summer internship portal will be open for the first year batch (2023-2024) between 15.03.2024 to 15.05.2024 for any kind of help/consultation/advise from placement cell, PML SD Business School, Chandigarh.
- The Placement Cell of PML SD Business School, Chandigarh do not give the assurance for stipend in summer internship program as it lies in the hands of the organization where the intern is working.
- Students are hereby advised to look for respective internship programs in companies as per their interest and willingness for desired profiles/cities
- The students must submit the hardcopy to Placement Cell, PML SD Business School, Chandigarh of their selection in any company for summer internship program.

NOTE:

For all matters not covered by the above-stated, the Management/ Placement Cell of PML SD Business School, Chandigarh will use its own discretion to take appropriate decisions from time to time and case to case Placement Policy for Students of B-School. Moreover, the Institute has full discretion to change/modify the rules from time to time.
