

2025

HANDBOOK OF INFORMATION FOR STUDENTS



PML SD
Business
School
Chandigarh

[AICTE Approved]

Dear Students,

We extend a hearty welcome to you. Now you are part of the PMLSD Business School family!

You are requested to acquaint yourself with the administrative rules contained in this handbook. These rules will be applicable for all PGDM students for the academic year 2025-26. We are confident that this rule book will be a guiding force for all students. The Institution has taken great care in formulating this handbook and is confident it will create a healthy and congenial atmosphere in the campus.

Please keep in mind that this handbook has been created for the greater good of everyone and is not designed to stifle your spirits in any manner whatsoever. In fact, we believe a rule-based order will be a building block for your eventual growth and success in life.

May your tenure in PMLSDBS be most fulfilling!

06 Nov 2024

Prof. (Dr.) Kapil Pandla
Director

ABOUT THE PMLSD BUSINESS SCHOOL

PML SD Business School, Chandigarh offers two-year 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 is promoted by GGSDS College Society, Chandigarh. It is envisioned as a centre of excellence for management education and is heading towards becoming a unique B-School, different from the run-of-the-mill Management Institutions.

The GGSDS College Society has built reputation of being an excellent centre of education in UT, Chandigarh and adjoining states. A large number of its alumni occupy senior positions in the reputed corporates in India and overseas or are successfully running their own ventures. The Society strongly believes in infusing ethical and moral values in its students.

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:

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

PROGRAMME EDUCATIONAL OBJECTIVES:

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.

PROGRAMME OUTCOMES (PO):

At the end of the programme the students should be able to:

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 modelling 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.

FACULTY COUNCIL

The Faculty Council is a body comprising of the Director & all faculty members. The Director is the Chairperson of the Council. It is the responsibility of the Faculty Council to endeavour to ensure that best practices are implemented, and standards of the Institute are maintained within areas and centres of the Institute. The specific responsibilities of the Faculty Council include, but are not limited to, the following:

- Ensure there are clear admission requirements and procedures for the PGDM Program.
- Undertake detailed study of matters referred to it for its consideration.
- Responsible to maintain academic discipline across Programmes
- Should meet frequently for smooth functioning of Programmes
- The Director may refer cases, if necessary, for the Council's opinion/decision;
- May follow Academic Advisory Council's (comprising external experts, Senior Corporate Members and Policy Makers) suggestions in order to improve the academic standards;
- Responsible to frame the academic rules of the Institute.
- The Faculty Council may withdraw the registration of any candidate on the recommendation of the Director due to academic indiscipline.

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ACADEMIC RULES

1.ACADEMIC TERMS

The academic year will be divided into 4 academic terms of approximately 3 months each. The classes for PGDM will be held in 3 academic terms. The first/fourth term will run July-September, the second /fifth term will run October-December, and the third/sixth term will run January-March. PGDM students will do a Summer Internship in the summer term between their first and second year. The summer term will run during April-June.

2.NUMBER OF CREDITS IN PGDM PROGRAMME

- a. The Eligibility for earning the PGDM diploma is on the basis of completing the prescribed number of credits. One credit is equivalent to 10 classroom contact hours. All courses are of 2 or 3 credits. One hour of classroom time requires about 2 hours of preparation time. This includes study of textbooks, readings, cases, case discussions in groups, solution of exercises, hands-on- exercises on computer etc. On an average, one should expect around 18 hours of classroom interactions and 36 hours of “preparatory work for classes” every week. In addition, there is time for projects, continuous evaluation, and examinations to account for. There will be maximum 30 sessions of 60 minutes in each 3-credit course. & minimum 20 sessions of 60 minutes in each 2-credit course
- b. The PGDM has a minimum requirement of 102 credits of which 96 credits correspond to coursework, 3 credits correspond to Summer Internship & 3 credits capstone project after the completion of one year .Students are required to choose their elective papers for second year from the bouquet of electives which will be informed in third trimester. The electives should be chosen majorly from two-specializations

However, an elective will be floated only if minimum 25 students opt for that particular elective. These credits are normally completed over a 2-year period with the maximum allowed duration for completion being 3 years.

- c. As part of PGDM course structure, apart from completing the course work, each student is supposed to do the field-based Capstone (comprehensive) project of 3 credits. The statutory period of this project is six months. It provides the opportunity for the students to demonstrate their independence and originality, to plan and organize a large project and to put into practice some of the techniques they have been taught throughout the course.

The student has following three options available to decide and execute their field based Capstone (comprehensive) project:

Option 1: Based on Field Research

Option 2: Field based Industry Study

Option 3: Join PMLSD Incubation Center to start their own venture and present a viable business plan after pilot testing the product prototype.

- d. The classes are usually scheduled from 9.15 am onwards.

3.SYLLABUS

This is the unified compendium of the syllabus of each course offered at PMLSD Business School. The syllabus would have the following details for each course.

- e. Course code, course name, and number of credits
- f. Desirable prerequisites, if any
- g. Course objectives in terms of what the student should be able to do after completion of the course.
- h. Content, specifying at a broad level.

4.COURSE OUTLINE

The students will be given a detailed course outline of each course they take, including session wise plan. This will be made available at the start of each term. The course outline normally would have the following details:

1. Title of the course, course code, credit, term & year.
2. Name of the instructor, Contact information and consultation hours.
3. Course introduction.
4. Course Outcomes
5. Mapping of POs and COs.
6. Course pedagogy
7. Course readings: Recommended books and Suggested Readings.
8. Course evaluation criteria (CEC)
9. Mapping of CEC with COs
10. Rubrics for each CEC
11. Plagiarism Instructions
12. Session plan (With detailed information regarding session number, session topic and cases/readings).

5.EVALUATION

PMLSD Business School follows a system of continuous assessment. The Examination committee will design appropriate method of evaluation as per the requirements of the course and method of instruction. Students' evaluation may comprise of preparation made for the class and participation, quizzes, mid-term examination, term papers/project, home assignments, end-term examination and any other criterion that the Examination committee may decide. Every course must take into account minimum 4 components for evaluation – of which end-term is compulsory.

- Mid Term 20-30% weightage
- End Term 30-40% weightage

The schedule for mid-term and end-term examinations will be announced by the Examination committee.

6.EXAMINATION HALL RULES

- Students are expected to maintain the sanctity of the academic environment in general and the examination system in particular.
- All students should be present 30 minutes before the commencement of the exam in the examination hall.
- No student will be allowed to appear for the exam after 15 minutes of the commencement of the exam.
- The student will not be allowed to leave the examination hall, without submitting the answer sheet before the expiry of 50% of the allotted time.
- Students are allowed to leave the examination hall for washroom only after 30 minutes once the exam has started. & not after last 30 minutes of time left . No student will be allowed to leave the examination hall without submission of the answer script in the last half hour of the examination.
- Do not use scrap paper for writing anything. Do all rough work in the answer book and cross it through, including any questions which you have answered over and above the number required by the examiners, as well as any other work you do not wish to be marked. In case the student is found to be in possession of any slip/paper or indulging in any unfair means during the examination, the concerned exam component of that student will be cancelled, and the student will be awarded an F (Zero marks) in that particular component and no improvement examination will be allowed.
- Write on both sides of the page except the cover page. Do not leave blank pages.
- Supplementary answer book should be used only when the main answer book is full (and not just for rough work) and should be tied securely behind the main answer book with the string/staples provided. Get the supplementary answer book signed by the invigilator.

- i. All answers to examination questions must be in English unless instructions are given to the contrary. Write in ink (BLACK OR BLUE ONLY) and write as clearly as possible. Examiners may refuse to mark scripts which are illegible.
- j. Non-programmable calculators are allowed. Digital diaries and cell phones are not permitted in the examination hall. Further, sharing of calculators, erasers, pencils etc. in the examination hall is strictly prohibited. Under no circumstances mobile phone/smart watch should be found with the student during the examination even in the switched-off mode. Students should submit their mobile phones at the reception desk before entering the examination room. They will receive a token in exchange, which they can use to retrieve their phones after the examination. If found with the mobile phone or any other electronic device, the same will be confiscated and the concerned exam component of that student will be cancelled, and the student will be awarded an F (Zero marks) in that particular component and no improvement examination will be allowed.
- k. The use or possession of mobile phones & any other smart gadgets within the examination hall is strictly prohibited. Any student found with a mobile phone will be subject to a fine of INR 5,000 regardless of whether it is in use. Further disciplinary actions may also be imposed, up to and including disqualification from the examination.
- l. **Unfair Means Policy (UMC):** Engaging in unfair means during examinations is strictly prohibited. Any form of cheating, including but not limited to, copying from unauthorized materials, communicating with others, or possessing any prohibited items, will lead to disciplinary action.

UMC Violations and Consequences:

1. **Possession of Unauthorized Materials:** Any student found with unauthorized notes, electronic devices, or other restricted materials will be reported for UMC.
2. **Communication During Exam:** Communicating with other students, either verbally or non-verbally, will be treated as a UMC violation.
3. **Impersonation or Proxy Attendance:** Any attempt to impersonate another student or allow someone else to take the exam on one's behalf will lead to severe penalties.

Disciplinary Actions:

- **Immediate Expulsion from the Examination Hall**
- **Invalidation of the Exam Paper** and possible disqualification from all other exams in that session.

- **Suspension** from the institution or other actions as deemed appropriate by the examination committee.

Decision-Making Authority:

All reported UMC cases will be reviewed by the **Examination committee** in consultation with the **Director**. The final decision regarding disciplinary actions will be made by the Examination committee, whose decision will be binding and final.

All students are required to familiarize themselves with these rules and adhere to them strictly. Ignorance of the rules will not be considered an excuse in case of violations.

m. Do not write your name or class roll number on the answer script. Please write only the required information on the front page. Get your entries verified by the invigilator on duty.

n. You are reminded that examination conditions still apply when you are instructed by the Invigilator to vacate the examination hall in the event of an emergency. You must not communicate with any other candidate on any topic. In the event of fire or any other emergency which necessitates the evacuation of an examination hall, you will be instructed to leave all materials on your desk and leave as quickly as possible in an orderly manner.

o. Exchange of any remarks, notes or gestures, glances at any other student's answer sheet may be treated as an attempt to cheat.

p. If any examination is held in the computer lab, students are required to save the file(s) according to the instructions given by the examiner/invigilator, failing which the concerned student will be sub-graded by one grade.

q. A repeat offender may be expelled from the programme.

Please note that non-compliance with the above instructions by the student will attract necessary penalties as per PMLSD Business School rules. Without prejudice to the foregoing provisions, the institute reserves the right to take any disciplinary action against the student found indulging in any kind of malpractice during the examination, which may extend up to expulsion from the institute.

7. GRADING

The grading system for all the programme batches will be on a 10-point scale. Following is the description of these grades:

a. For each internal component of the evaluation, the faculty member will communicate the performance of students through marks only. End Term and Mid Term marks will be communicated by the subject teacher by showing the answer sheets. However, if the students

find any error in totalling the marks or discrepancy in the marks on the Answer Sheets, they may immediately bring it to the notice of the concerned faculty/Examination committee for necessary corrections.

b. At the end of the Term, the Examination committee will aggregate marks obtained in all components of evaluation, using the weightages that were prescribed in the course outline and will compute the weighted cumulative marks.

c. In each course a student is thus awarded a Letter grade only. The weighted average for all courses taken by a student in the Programme is called the Cumulative Grade Point Average (CGPA). Please note that the weights used to compute CGPA are the number of credit hours for a course.

The letter grades are on a relative basis and the equivalent grade points are as follows:

Letter Grade	Grade Point
A+	10
A	9
A-	8
B+	7
B	6
B-	5
C+	4
C	3
C-	2
D	1
F	0

The formula for conversion of CGPA into percentage is as follows:

$$\text{Percentage} = \text{CGPA} \times 8 + 20$$

d. Any kind of repeat (improvement) examination grade cannot be more than B grade.

8. EVALUATION OF MID AND END TERM PAPERS & RE-EVALUATION:

1. Evaluated Answers Scripts of Mid-Term will be shown to the students. However, students will not be allowed to take examination scripts with themselves.

2. The Examination committee/Subject Teacher will be showing the answer scripts for a brief, pre-specified duration, a maximum of 15 minutes and thereafter, shall collect back the answer sheet.

3. In case of any totalling error or cases where questions have not been evaluated in full or part, an application will have to be made to the Examination committee. No fee shall be charged for this. The copy shall be forwarded to the concerned faculty for review. In case, the faculty

recommends a change in marks, the Examination committee shall change the marks .

4. In case any student is not satisfied with the marks awarded by the faculty, he/she may make an application on the prescribed form, along with the prescribed fee for review within 2 days of announcement for faculty review. The current fee for re-evaluation is a non-refundable Rs.1000/- per subject.

5. Students are required to fill the re-evaluation form (Appendix I) and submit the same in the Examination Cell within the time limit specified above. (Within 10 days) Under no circumstances, students should carry answer sheets to the faculty of the subject concerned. If they do, they will get a zero in that particular subject.

6. Revaluation will be done by the concerned course faculty member. In case of further grievance, an appeal may be made to the Examination committee. The director will address the grievance, in consultation with the examination committee.

9. PROJECT AND OTHER ASSIGNMENTS IN COURSES

All project reports and all submissions of course-related assignment, etc. should be submitted to the Examination committee/faculty concerned as per the dates announced. Late submissions may invite a penalty in the grade awarded.

10. MAKE-UP EXAMINATION

1. **Make-up Examinations:** Make-up Examinations will be applicable only for Mid- Term & End -term Examinations. It will be allowed only in case of a serious illness or medical urgency of self and that of any immediate family members. The genuineness of the reasons will be determined by the Director in consultation with the Examination committee

2. **Improvement Examination:** A student getting 'F' grade in any compulsory or elective course is required to improve their grade for being qualified for the Institute's Diploma. Such a student will be required to take the same course again as and when it is next offered. The grade obtained in this repeated course will be entered in the transcript replacing the existing 'F' grade. The student will be required to pay fee for Improvement Examination as per the Institute's fee rules. In case a student gets a 'F' grade in an elective paper, he/she can take another elective in the same academic year, in case that option exist. However, if that option does not exist, the decision will be taken by examination committee.

11. LIVE PROJECTS

1. In addition to the commitment to academic excellence, the institute encourages the students

to take up live projects available with the companies. These projects can be obtained by personal contact of the students, individual faculty, or through institutional contacts.

2. When the Corporate Relation Committee (CRC) receives a request from companies for live projects, it in turn, forwards such requests to the entire batch of the students and they are free to take-up the live projects. It is compulsory on the part of a student to submit the details of a live project undertaken as per the pro forma (Appendix-II), failing which the student will not be allowed to mention the same in his/her CVs during the placement process.

12. ATTENDANCE

1. PMLSD Business School places high emphasis on regularity and punctuality. Hence, attendance is compulsory in all courses. This requirement formalizes the reciprocal responsibilities between students and faculty to be fully prepared for class and to contribute to joint learning. More broadly, it reinforces our belief in education as a shared exercise. The success of our learning model depends on broad, regular class participation by all students. This, in turn, depends crucially upon regular attendance by all students in all classes.

2. If scheduled classes are cancelled due to unscheduled holidays, such as government declared public holidays, etc., such classes will be rescheduled on remaining working days of the term or on weekends.

3. Students are expected to attend all the open houses with the director as well as any group activities and industrial tours organized by the institute, failing which a fine of Rs. 1000 would be levied upon the student.

A. Attendance and Grade:

The penalty for shortage of attendance is listed as under:

- a. Those who have attendance below 60% in a course will get an automatic 'F' as the overall grade for that course.
- b. Those who have attendance of 60% and above but less than 70% would be penalized three sub-grades in the overall grade for that course.
- c. Those who have attendance of 70% and above but less than 80% would be penalized two sub-grades in the overall grade for that course.
- d. Those who have attendance of 80% and above but less than 90% would be penalized one sub-grade in the overall grade for that course.
- e. Registration on the specified date for each term is mandatory. Students who register late will lose attendance in 2 sessions in each course in the term over and above the

sessions missed due to late joining of classes.

- f. Independent of attendance waivers granted, a student must have physically attended a minimum of 60% of classes held in a given course. Failure to physically attend the minimum of 60% of classes will result in an automatic 'F' in the overall grade for that course.
- g. In case of any official work (placement, events, project etc.), the student is required to submit an application in the prescribed format (Appendix IV), duly signed by the concerned authority. Prior permission needs to be taken in case of any such applications. They also need to submit the soft copy of the same to the (Programme Coordinator and Examination committee)
- h. The excused absence for the official work will only be considered in case of sub-graduation. Under no circumstances, a student should be having less than 60% physical presence in the classroom.

Note: The students will get to know about their attendance through ERP Software.

13.MENTORING

In order to help students, grow academically, socially and professionally, PML SD Business School has instituted a mentoring programme. Each student is allocated a faculty mentor, who guides the student through his/her personal and professional life. It is a learning partnership where a more experienced mentor draws upon his or her knowledge, skill set, and perspective to provide guidance and feedback while facilitating the personal growth and development of a less experienced mentee. The student mentee and the faculty mentor can meet as per their mutual convenience and discuss any issue related to career exploration, networking, professional skill building and even the students' personal issues.

14.MENTORING OF ACADEMICALLY WEAK STUDENTS

PML SD Business School is committed to ensuring quality education for each and every student. The Institute follows a system of continuous evaluation, and the students get to know about their performance in various evaluation criteria on regular basis. Based on their performance, the weak students are identified by the faculty and suitable measures are taken to improve their performance. If necessary, the faculty arranges additional tutorial sessions for these students. The students can also approach the programme Coordinator and request additional tutorial from any faculty member. The students also have their mentors who help

the weak students in coping with requirements of the curriculum. Besides this, every faculty member mentions their consultation hours in the course outline. Students are encouraged to meet the faculty members any time and clarify their doubts. The slow learners are teamed up with a few bright students to ensure that peer learning helps them in their academic performances.

After the results are declared for a trimester, students who have scored below 4 CGPA are identified and counselled by the Director and Examination committee. Further, the students will have the option to rewrite the Mid-Term and End-Term exam for 2 of their lowest scored courses. This option will be applicable only for Term I, II, III, IV, V & VI. The student will have to pay a fee of Rs. 10,000 per course for the same.

15.DISCIPLINE

1.Cases of indiscipline and unethical practices in any academic endeavour will be brought to the notice of the Director. The Director may, in consultation with the Academics head, faculty concerned and the Faculty Council, determine appropriate course of action.

2.Cases of indiscipline, violation of PMLSDBS's code of conduct and unsavoury behaviour outside of academic endeavours of any kind that brings disrepute to the Institute will be brought to the notice of the Director.

3.PMLSDBS is a ragging-free campus. No instances of ragging will be tolerated whatsoever. Students are encouraged to report incidents of ragging to the Director. If any such incidents occur it will be referred to the Anti-ragging Committee for necessary action. Action taken against a student charged with ragging could be severe including reporting the matter to the police to permanent expulsion from the institute.

4.Students are supposed to keep their mobile phones on silent mode in the classroom. Students are not supposed to use laptops in the classroom without prior permission of the instructor.

5.Students should not carry or use mobile phones in the classroom. If students carry mobile phones to the class, they should keep it on the front desk of the class in switch off mode and collect it after the class. The institute will not be responsible in case of any loss or damage. Despite this, if a student is found using the mobile in the classroom, the phone will be confiscated and deposited with the administration office for the first offence. The student can get the phone back only after 3 days, by paying a fine of Rs. 1000. Second offence would lead to a fee of Rs. 2000 plus one sub-grading in the overall grade for that course.

6.All deadlines given for a particular task have to be followed. Anyone violating these deadlines as specified from time to time will be subjected to disciplinary action to be decided

by the institute.

7.Registration on the specified date for each term is mandatory. Students who register late will lose attendance in 2 sessions in each course in the term over and above the sessions missed due to late joining of classes.

8.Students will be issued an Identity Card on their joining PMLSDBS. In case the student loses it, he/she will be required to give in writing to the programme office and deposit Rs. 500 as a processing fee for issuing new identity card.

16.PLAGIARISM, SYNDICATION & CHEATING

1.All assessments are intended to determine the skills, abilities, understanding and knowledge of each of the individual students undertaking the assessment. Cheating is defined as obtaining an unfair academic advantage and any student found using any form of cheating, attempting to cheat or assisting someone else to cheat may be subject to disciplinary action in accordance with the PMLSDBS's Disciplinary Procedure. The Institute takes this issue very seriously and students have been expelled or had their degrees withheld for cheating in assessments. If you are having difficulty with your work, it is important to seek help from your Course faculty rather than be tempted to use unfair means to gain marks.

A. The Institute regulations define a number of different forms of cheating, although any form of cheating is strictly forbidden. These are:

- a. Submitting other people's work as your own - either with or without their knowledge. This includes copying in examinations;
- b. Using notes or unauthorized materials in examinations;
- c. Impersonation - taking an assessment on behalf of or pretending to be another student, or allowing another person to take an assessment on your behalf or pretend to be you;
- d. Plagiarism – Note for Student: taking or using another person's thoughts, writings or inventions as your own. To avoid plagiarism, you must make sure those quotations from whatever source must be clearly identified and attributed at the point where they occur in the text of your work by using one of the standard conventions for referencing. The library has a leaflet about how to reference your work correctly and your tutor can also help you. It is not enough just to list sources in a bibliography at the end of your essay or dissertation if you do not acknowledge the actual quotations in the text. Neither is it acceptable to change

some of the words or the order of sentences if, by failing to acknowledge the source properly, you give the impression that it is your own work.

- e. Plagiarism – Note for Faculty: Please note that Plagiarism needs to be assessed in the following components: Individual projects; Group Projects; Field projects; especially case study and/ or research papers; case analysis. In whichever instance the Faculty has a doubt about plagiarism the faculty must demand for a soft version of the project/assignment and subject it to the plagiarism software;
- f. Collusion - except where written instructions specify that work for assessment may be produced jointly and submitted as the work of more than one student, you must not collude with others to produce a piece of work jointly, copy or share another student's work or lend your work to another student in the reasonable knowledge that some or all of it will be copied;
- g. Duplication - submitting work for assessment that is the same as, or broadly similar to, work submitted earlier for academic credit, without acknowledgement of the previous submission;
- h. Falsification - the invention of data, its alteration, its copying from any other source, or otherwise obtaining it by unfair means, or inventing quotations and/or references.

17.CRITERIA FOR PROMOTION

A student must satisfy the following conditions at the end of third term of the first year to be eligible for promotion to second year:

- 1.A minimum CGPA of 4.0 in the first year.
- 2.Not have obtained Ds equal to or more than 12 course credits.
- 3.Student with one 'F' grade may be promoted to the second year. However, 'F' grade has to be upgraded by successfully passing the course.
- 4.However, if the student has more than one F grade, he/she will not be promoted to the next year.

Other promotion norms:

- a. Promotion letters are issued to the students within one month of the completion of the last scheduled examination of the 3rd term (end of first year). Students are allowed to enrol on a provisional basis for the next term that starts before this one-month period is over.

- b. In case any student does not satisfactorily complete the Summer internship/Capstone project (as per the directions of the Examination committee and Programme Coordinator and /or fails to comply with the timelines and norms specified), she/he will not qualify for the Institute's Diploma till the same has been satisfactorily completed.
- c. Students who fail to secure a minimum CGPA of 4 at the end of Term III will not be promoted to second year and will have to leave the programme. If the student desires to repeat the first year, he/she can make a request to Director. If the student's request is approved the student can repeat the first year and must pay all fees as applicable for that academic year.

To qualify for the diploma, a student must satisfy the following conditions:

- a. A minimum CGPA of 4.5 in the Programme
- b. A minimum Grade of C+ in Field based Capstone (comprehensive) project and Summer Project.
- c. Not have obtained Ds equal to or more than 12 course credits.

- d. No 'F' grade at all.
- e. Successful completion of Summer Project/Company Project/Dissertation.
- f. Under no circumstances a student failing to obtain the minimum CGPA required for the award of diploma i.e. 4.5, would be given any further opportunity to improve his/her performance.

18.MERIT SCHOLARSHIP

The merit scholarships are awarded to the students of the PGDM Programme on the basis of outstanding cumulative academic performance at the end of first year.

Students who have obtained a 'D' or 'F' grade in any course are not eligible for the award of a scholarship. In case of a tie, the Director and Examination committee shall decide on a suitable tiebreaker for the award.

19.SIP SCHOLARSHIP

In order to emphasize the seriousness of summer internships and encourage the students to put in their maximum effort, best summer internship project scholarships are awarded to three students. The prize money, along with the certificate is handed over to the students during the convocation.

Students who have obtained a 'D' or 'F' grade in any course are not eligible for the award of a scholarship.

20.PMLSDBS HONOUR LIST & AWARD OF MEDALS

- A. The PMLSDBS award for scholastic performance will be given to the students of a graduating class on the basis of the criteria detailed below. To qualify for the award of a medal a student must first qualify to be on the PMLSDBS Honour list, for which a student must satisfy conditions (a. through e.), which are as follows:
 - a. The student must have a CGPA of 6.5 and above for the entire Programme.
 - b. The student must not have obtained a 'D' or 'F' grade in any course.
 - c. The student must not have violated the specified academic discipline or code of conduct as stipulated by PMLSDBS during the entire Programme.
- B. From among the students who qualify for the PMLSDBS Honour list, the following medals will be awarded.

- a. PGDM Gold Medal - awarded to the student with the highest CGPA in PGDM
 - b. PGDM Silver Medal - awarded to the student with the second highest CGPA in PGDM
 - c. Mr Upkar Krishan Sharma Best Student Medal is given to the student with best overall performance on the parameters of Discipline, Behaviour, Academic Commitment and Extra-curricular Activities.
 - d. Director's Medal for The Overall Contribution To The Institute is given to the student on parameters of Institutional Development Activities, Attitude and Behaviour, Co-curricular Activities and performance in inter institute events / competitions.
- C. In case of a tie in CGPA for any of the medals, the Director/ Examination committee shall decide on the award and provide reasons for the choice.

21.CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Students representing PMLSDBS in co-curricular and extra-curricular activities is an important part of student development as well as PMLSDBS brand building. The following guidelines may be followed for these activities:

- 1.The Institute encourages its students to participate in various events/competitions organized by other national/international universities and B-schools. As a matter of policy, however, the students are expected to assign due priority to their academic work and also the activities organized at the Institute while opting for participating in events at other Institutions. If a student misses any internal evaluation component (e.g. – presentation, quiz or class assignments) no alternative / re-do will be allowed.In case of international university and B-school abroad, the institute may permit to participate in the events depending upon the academic commitments.
- 2.A prior approval from Director is mandatory for students to participate in any event outside the Institute. For obtaining approval, copies of the letter of invitation/mail/documentary evidence should be attached along with the application(Appendix-V).
- 3.In case, the participating students do not get re-imbursement of travel expenses from the visiting institute, a certificate from the visiting institution/ university must be obtained to that effect to be eligible for getting the reimbursement from the Institute as per the existing rules. Students will not be funded for registration, participation, boarding, and lodging expenses. They will get a reimbursement for the travel only as per the PMLSDBS rules, in case they are not getting it from the visiting institute.

4. With the phenomenal growth of professional institutions all over the country, thousands of events are being organized round the year. It is neither desirable nor possible for the students to participate in all these events. The students are expected to be selective in making such choices as it might affect their academic pursuits, the primary purpose for which they are here. The students are thus advised to exercise self-restraint and voluntarily restrict the number of institutions they would like to visit in an academic year.

22. LIBRARY RULES

Library Membership

1. PMLSDBS library is meant only for the Students, Faculty, Staff, External members, and Visiting Instructors of PMLSDBS.
2. Each student member can Issue maximum of 10 books/documents at a given point of time.

Membership Procedure

- a. A prescribed form available at the library circulation counter should be used to apply for library membership.
- b. Fill up the requisite form and attach a photocopy of the fee receipt and submit it to the library.

Circulation Rules

- a. Borrowing facilities are given only to the members of the library. Documents may be borrowed only in individuals Library ID.
- b. The students must produce his/her ID Card on the circulation counter at the time of issue and return of books.
- c. A student can borrow not more than five books on library ID at a time and is required to return or re-issue the same within THIRTY days.
- d. Periodicals, Newspapers and books on reference section may not be taken away from the library.
- e. For reissuing it is necessary to present the book at the counter. Reissue is not automatic. If there is a pending demand for the book, the request for reissue may be turned down by the library.
- f. The Librarian can recall books and other library documents any time if need arises.
- g. If the book is not returned by due date, the member will be charged a penalty of Rs. 5/- per day per volume/book.
- h. The library can refuse to issue books to members having unpaid dues.
- i. If a member loses a book Issued in his/her Library ID, the penalty will be as follows:
 - i. He/she will have to replace the document(s) lost or pay the current price of the

document(s).

- ii. if the book is not easily available in the market, then the loser would pay 200% extra of the last known cost of the document(s).

General Rules

- a. Users should maintain silence and should not disturb other readers in the library.
- b. Smoking/eating/drinking/chatting is strictly prohibited in the library premises.
- c. Users of the library should keep their Cell Phones in silent mode inside the library.
- d. The staff member(s) at the check point may refuse entry to those who do not produce valid identity card.
- e. While entering the library, users should leave their personal belongings such as bags, personal books etc. at the entrance to the library on shelves provided.
- f. Users leaving the library should permit the library staff to examine their personal belongings, if asked.
- g. PMLSDBS library follows an open access system. Books and other reading material taken from the library stacks should not be restacked by the readers. These should be left on the reading table.
- h. Users of the library should not deface, mark, cut, mutilate, or damage the reading material in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage, and the cancellation of library membership.
- i. The member would satisfy himself/herself before leaving the issue counter as to whether the book is in sound condition or not, otherwise he/she may be held responsible.
- j. It is of utmost importance that members behave in decent manner with the library staff. It helps in providing you better services. If they have any problem, report it to the Librarian. In case he is not available contact any other senior person on duty.
- k. Any infringement of the library rules will render the privilege of admission and of borrowing book from the library as withdrawn.

Library Working Hours (All days open)

- i. “A” Block Library Opening Hours - 9.00 AM to 5.00 PM
- ii. Issue and return - 10.00 AM to 4.00 PM

23.COMPUTER CENTRE RULES

The Computer Centre labs are designated for use by current students, instructors, and employees of the institute.

I. General Rules:

- a. Students are advised to maintain discipline in computer lab.
- b. Use of cell phone is prohibited inside the lab.
- c. Users are not permitted to carry their bags to the computer lab.
- d. Students are not permitted to install, modify or delete any software on lab computers.
- e. Food or drinks are strictly prohibited in the computer labs at any time.
- f. Scheduled computer-based classes in the labs have priority over all other uses.
- g. Students are allowed to access & download intellectual material from internet as per PMLSDBS Internet Policy.
- h. Users are provided with User ID & E-mail ID for accessing PMLSDBS network & emails. The maximum space allotted to each email box is 5 GB and attachment limit is 20 MB. The User ID & E-mail ID are accessible till Convocation.
- i. User should save their data files on network drive (O: drive). Each user is assigned a maximum of 200 MB space on the Network Drive (O: Drive). Do not save files on lab computer.
- j. Computer Centre is not responsible for data loss caused due to computer viruses, improper use of the computer or any other malfunctions.

- k. Equipment in the computer labs may not to be removed, modified, relocated, or disassembled without permission of the lab coordinator.
- l. Computer Centre resources may not be used for illegal or disruptive purposes.
- m. Usage of pirated software is prohibited.
- n. Reproduction of any copyrighted material (e.g. software, music, video, books, photographs, etc.) is prohibited.
- o. Don't access, upload, or download obscene, pornographic, threatening, or discriminatory material.
- p. Don't use chat rooms, online games in the computer lab.
- q. Any problems with the computer should be reported to the lab coordinator immediately.
- r. Online database can be accessed through PMLSDBS intranet
- s. User must shutdown the computer before leaving the computer lab
- t. Students are strictly instructed to not share their respective email/system passwords with other persons. For any misuse of passwords, IT team will take strict action against the concerned person. In case of password reset, students can reach out to IT team for the same.
- u. Do not unplug any cable from computers like: Power cable, Mouse / Keyboard cables, HDMI/VGA cable and Ethernet Cable under any circumstances. Please take IT team's help wherever and whenever required for any activity. Any student found tampering with any IT equipment, a suitable penalty amount depending on the value of the equipment will be imposed on the student.

II. Timings

- a. 09.30 AM to 05.00 PM



RE-EVALUATION FORM

The Examination
committee

PMLSD Business
School

Dear Sir/Madam,

I wish to apply for re-evaluation for:

Course Name: _____

Term: _____

Faculty: _____

Reason for re-evaluation: _____

As per Handbook of Information for A.Y. 2025-2026), I am required to pay the re-evaluation fee of Rs. 1000/- (non-refundable) to the accounts department and submit the photo copy of the same to the Examination Cell in order to initiate the process of re-evaluation.

Thanking you,
Yours Sincerely,

Answer Sheet Serial No.:

Programme Name: _____

Date: _____



LIVE PROJECT PROPOSAL FORM (PGDM)

Student Name & Roll number : _____

Interning Organization: _____

Organization Supervisors Name: _____

Project Title: _____

Brief Synopsis of the project (Maximum 1500 words): This may cover

Project Background

Aims and Objectives of Project

Scope of the project - A Hands-on learning assignment or a survey;

The extent - both geographic and study domain

Intended Methodology: any indication of the kind of Data

Collection methods: Secondary/primary or both

Population to be studied

This is indicative in the light of Common internship requirements. In case the assignment requires a different reporting style for the scope and methodology, the student may choose to report differently. However, the justification for doing so may be attached on a separate signed note by the Student, countersigned by the Company supervisor.

Student's Signature: _____ Date: _____

Placement Officer:

_____ Signature: _____

LEAVE APPLICATION FORM

Date: _____

The Programme

Coordinator

PMLSD Business School

Dear Sir/Madam,

I shall be/was absent from the following session(s):

Sl. No.	Date	Time	Subject	Number of Classes	Faculty	Reason
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Please grant me the leave.

Thanking you,

Yours sincerely,

Signature: _____

Name: _____

Programme Name & Roll No: _____

Encl: – Medical Certificate & Fitness Certificate (for sick leave)

Leave of absence from the class granted/Not granted:

Officer Concerned (Programmes)

.....
(Signature)

.....
(Date)

Director

.....
(Signature)

.....
(Date)



PARTICIPATION IN CONFERENCE/B SCHOOL EVENTS

Date:

The Director
PMLSD Business School
Chandigarh

Dear Sir,

I would like to:

Present a paper in the national conference organised by _____

from _____ to _____ OR participating in Management
Games organised by _____ from

_____ to _____ represent PMLSD
Business School in _____

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

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

Thanking you,
Yours sincerely,

Signature: _____

Name: _____

Programme Name & Roll No: _____



APPENDIX-VIII

NO DUES FORM

Name of the Student: _____

Student's Roll No.: _____

Residential Address (Permanent): _____

Telephone No. (Residence): _ _____ Cell No.: _____

Email ID (Personal): _____

Departments	Items Pending	Amount Pending	Signature
Computer			
Library			
Placement			
Examination			
Mess			
Hostel			

You are advised to submit the form on or before, failing which your diploma will not be issued.

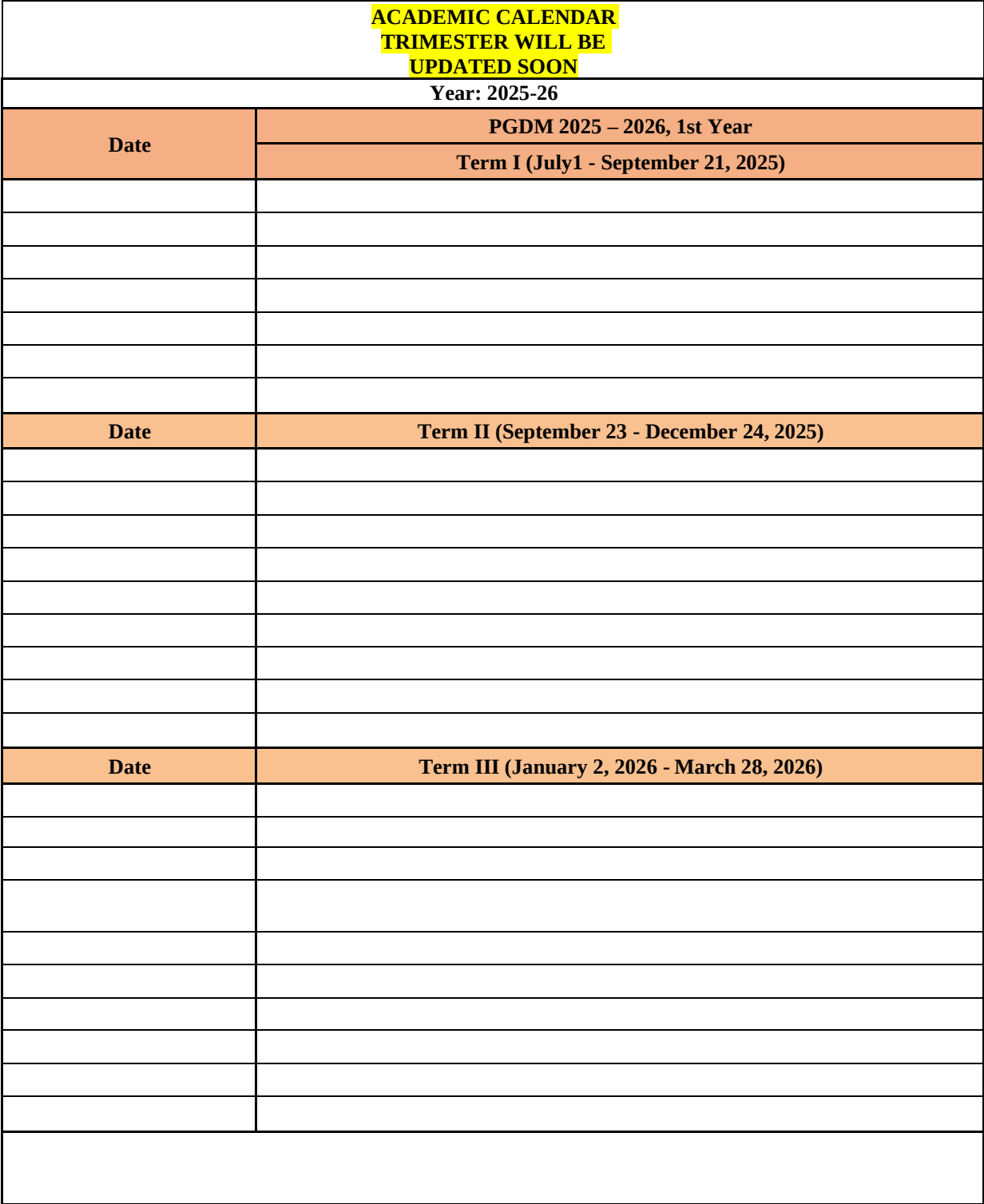
(Signature of the Student)

(Accounts Dept.)

(Programme Office)

(Examination committee)

(Director)



IMPORTANT INFORMATION

Sl.	Committee	Members	Contact Number/Mail id/MS Team
A	PGDM Programme		
B	Students Affairs & Events		
C	IT Support		
D	Hostel		
E	Library		
F	Accounts		
G	Examination Cell		
H	Anti-ragging Committee		

I	Anti-ragging Squad		
J	E-Cell		
K	Internal Compliant Committee: Gender Sensitization Committee Against Sexual Harassment (GSCASH)		
L	Student Counselor		
M	Student Grievance Redressal Committee		
N	Other Important Contacts		

O	Administration		