

Handbook of Information for Students **2026**





Dear Students,

A warm welcome to the PMLSD Business School family!

As you embark on this transformational journey, you enter an ecosystem built to foster intellectual curiosity, professional excellence, and academic discipline.

As Chairperson of Academics, I encourage you to immerse yourselves fully in the rigorous learning environment we have designed for you. This handbook outlines the academic framework, evaluation standards, and guidelines designed to guide you through the 2026–27 academic year. These rules are crafted to ensure clarity, consistency, and a seamless learning experience as you navigate your curriculum and projects.

Approach your academics with curiosity, discipline, and integrity. Our faculty and academic team are deeply committed to mentoring you, challenging your perspectives, and helping you realise your fullest potential. Embrace the learning process, push your boundaries, and make the most of every academic opportunity that comes your way.

Wishing you an enriching, inspiring, and successful academic journey ahead!

Dr. Meenakshi Negi
Chairperson, Academics

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1. ABOUT THE INSTITUTE

PML SD Business School, Chandigarh, offers a premier, two-year full-time Post Graduate Diploma in Management (PGDM)—an AICTE-approved flagship programme designed with the vision of creating, nurturing, and disseminating holistic, value-based management education. The Institution is dedicated to building and grooming future business leaders equipped to navigate an increasingly complex global marketplace. Designed around corporate readiness, extensive industry exposure, and deep practical learning, the curriculum bridges the gap between academic theory and real-world execution. Students benefit from immersive learning experiences, mandatory corporate visits, and 100% paid internships, ensuring they graduate as workforce-ready professionals with competitive skill sets.

Established in 2020 as a progressive centre of excellence for management education, PML SD Business School is actively charting a path to become a unique, forward-looking B-School—distinct from run-of-the-mill management institutions. Demonstrating its commitment to global standards and industry-aligned pedagogy, the school is a proud member of the Association to Advance Collegiate Schools of Business (AACSB), the Association of Indian Management Schools (AIMS), and the prestigious SAP University Alliances programme.

The Business School operates under the aegis of the prominent Goswami Ganesh Dutta Sanatan Dharma (GGDSD) College Society, which was established on July 3, 1973, in revered memory of the visionary educationist Goswami Ganesh Dutta Ji. Founded by eminent leaders, including the Late Pandit Mohan Lal, former Punjab Minister and distinguished statesman, alongside Prof. Roshan Lal Verma and other stalwarts, the Society has built an enduring legacy of academic distinction. Over the past five decades, the GGDSD College Society has expanded its footprint across Chandigarh and Punjab, establishing and managing eight premier educational institutions, including reputed colleges and schools.

The Society has earned a stellar reputation for institutional excellence across the Union Territory of Chandigarh and adjoining northern states. Central to its educational philosophy is a strong belief in infusing firm ethical and moral values alongside rigorous academic training. Today, its vast global network of alumni occupies leadership roles across prominent multinational organisations, public institutions, and successful entrepreneurial ventures in India and abroad.

2. VISION

To become a unique world class business school for the creation and dissemination of value-based management education to create future global leaders and entrepreneurs.

3. MISSION

- Maintain academic respectability and global corporate acceptability.
- Impart Innovative and application based curriculum.
- Focus on entrepreneurship, research, experiential and technology integrated learning.
- Create socially responsible leaders for tomorrow.

4. PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)

PEO1: Graduates act with integrity and professional responsibility in managerial roles.

PEO2: Graduates apply innovative and practical management knowledge to address business challenges.

PEO3: Graduates demonstrate responsible and socially conscious managerial behaviour.

PEO4: Graduates exhibit analytical and professional skills at their workplace.

5. PROGRAMME OUTCOMES (POs)

PO1: Apply knowledge of management theories and practices to solve business problems.

PO2: Foster analytical and critical thinking abilities for data-based decision-making.

PO3: Ability to develop value-based leadership ability.

PO4: Ability to understand, analyse and communicate global, economic, legal and ethical aspects of business.

PO5: Ability to lead themselves and others in achievement of organisational goals, contributing effectively to a team environment.

6. FACULTY COUNCIL

The Faculty Council is a body comprising of the Director and all faculty members. Chaired by the Director, the Council is tasked with driving academic excellence, safeguarding institutional standards, and ensuring the seamless execution of best practices across all academic areas and centres. Through regular deliberations, policy formulation, and collaborative governance, the Council aligns academic rigour with institutional discipline to deliver a high-quality

postgraduate management education. The specific responsibilities of the Faculty Council include, but are not limited to, the following:

- Ensure clear admission requirements and selection procedures for the PGDM Program.
- Undertake detailed studies of all matters referred to it for its consideration.
- Maintain overall academic discipline throughout the PGDM Program.
- Convene frequently to ensure the smooth operational functioning of the Program.
- Deliberate on cases referred by the Director to provide the Council's formal opinion or decision.
- Frame and update the overall academic rules and regulations of the Institute.
- Withdraw the registration of any candidate, upon the recommendation of the Director, on grounds of academic indiscipline.

7. ACADEMIC TERMS

The academic year for the PGDM program follows a trimester system, divided into 3 academic terms per year of approximately 3 months each.

- a) Trimester 1: July – September
- b) Trimester 2: October – December
- c) Trimester 3: January – March
- d) Trimester 4: July – September
- e) Trimester 5: October – December
- f) Trimester 6: January – March

After the third trimester, students complete a Summer Internship during the summer break between their first and second year. In the sixth trimester, students undertake a Capstone Project to synthesise their learning before graduation.

8. PROGRAMME STRUCTURE

The two-year full-time PGDM Programme consists of six (6) trimesters and 108 credits [Core Courses 60 Credits + Electives 42 Credits + Summer Internship and Capstone Project 3+3 = 6 Credits; each credit is 10 hours]. A 10-day orientation programme will be organised before the start of the PGDM Programme. It will cover modules prescribed by the All India Council for Technical Education (AICTE), along with bridge courses in Mathematics, Accounting, Communication, and Information Technology to address knowledge gaps among students with

diverse undergraduate backgrounds. The short-duration workshops (crash courses) will be a regular feature of this Programme to provide practical insights into the use of IT in Business, Selling Techniques, Trading Insights, Digital Marketing etc. The classes are usually scheduled from 9.00 am onwards.

Eligibility for the award of the Post Graduate Diploma in Management is based on the successful completion of the prescribed number of credits. One credit is equivalent to 10 classroom contact hours. All courses are of 1, 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 a minimum of 30 sessions of 60 minutes in each 3-credit course, a minimum of 20 sessions of 60 minutes in each 2-credit course, and a minimum of 10 sessions of 60 minutes in each 1-credit course.

The first year has foundation courses, with an early introduction of electives in the third trimester to enable students to test a subject area before locking it in as their primary or secondary specialisation for the remaining three trimesters of their Diploma. The students are required to opt for electives from the available six (6) specialisations – Marketing, Finance, Human Resource Management, Entrepreneurship and General Management, Information System and Analytics, Operations and Supply Chain Management. The electives should be chosen mainly from two specialisations. However, an elective will be floated only if a minimum of 25 students opt for that particular elective.

The PGDM has a minimum requirement of 108 credits, of which 102 credits correspond to coursework, 3 credits correspond to Summer Internship, and 3 credits correspond to the capstone project after the completion of one year. These credits are normally completed over 2 years, with a maximum completion time of 3 years.

8.1 Major & Minor Electives

During the PGDM program, students are required to complete a total of 14 elective courses. Depending on the distribution of these electives, students can shape their academic profile through one of the following specialisation structures:

- a) **Major Specialisation:** A student who completes 8 to 10 electives within a single functional area/discipline will be awarded a Major Specialisation in that domain.
- b) **Minor Specialisation:** A student who completes 6 or fewer electives in a secondary functional area will be awarded a Minor Specialisation in that discipline.
- c) **Dual Specialisation:** A student who completes an equal distribution of electives across two functional areas (7 electives in each) will be awarded a Dual Specialisation.

8.2 Summer Internship

The internship provides a professional workplace, allowing students to apply classroom knowledge to meaningful project assignments, develop technical and managerial competencies, and enhance interpersonal skills through direct interaction with industry professionals. Each student is required to undertake a summer training project (3 credits) in a company of repute for 6-8 weeks after the third trimester examinations. The guidelines are available in the Manual of Summer Internship.

8.3 Capstone Project

The Capstone Project, designed to prepare students for professional practice, carries a weightage of 3 credits. Commencing at the start of the sixth trimester, it must be conducted in accordance with the prescribed guidelines and submitted as per the schedule in the Academic Calendar. It allows the exploration of a topic in the students' area of interest. The guidelines are available in the Manual of Capstone Project. Students have three options available to decide and execute their field- based Capstone project.

- a) *Option 1:* Based on Field Research
- b) *Option 2:* Field-Based Industry Study
- c) *Option 3:* Join PMLSD Business School Incubation Center to start their own venture and present a viable business plan after pilot testing the product prototype.

8.4 Course Structure

Trimester – I	Credits	Trimester – II	Credits
PGDM 101: Micro Economics – I	2	PGDM 201: Micro Economics – II	2
PGDM 102: Business Statistics	3	PGDM 202: Human Resource Management	2
PGDM 103: Financial and Management Accounting	3	PGDM 203: Operations Management	3
PGDM 104: Organisational Behaviour	3	PGDM 204: Corporate Finance	3

Trimester – I	Credits	Trimester – II	Credits
PGDM 105: Marketing Management – I	3	PGDM 205: Marketing Management – II	3
PGDM 106: IT for Managers	2	PGDM 206: Entrepreneurship & Innovation	3
PGDM 107: Business Communication Skills – I	2	PGDM 207: Business Communication Skills – II	2
PGDM 108: Human Rights and Universal Values-I	1	PGDM 208: Human Rights and Universal Values-II	1
Total	19	Total	19
Trimester – III		Trimester – IV	
PGDM 301: Strategic Management	3	PGDM 401: Summer Internship	3
PGDM 302: Business Ethics, Corporate Governance & CSR	3	PGDM 402: AI for Business	3
PGDM 303: Business Research Methods	3	PGDM 305: Human Rights and Universal Values-VI	1
PGDM 304: Legal Aspects of Business	3	Elective-III	3
PGDM 305: Human Rights and Universal Values-III	1	Elective- IV	3
Elective – I	3	Elective-V	3
Elective – II	3	Elective VI	3
Total	19	Total	19
Trimester – V		Trimester – VI	
PGDM 501: Business Environment	3	PGDM 601: Capstone Project	3
PGDM 502: Human Rights and Universal Values-V	1	PGDM 305: Human Rights and Universal Values-VI	1
Elective -VII	3	Elective -XII	3
Elective -VIII	3	Elective -XIII	3
Elective -IX	3	Elective -XIV through MOOCs	3
Elective -X	3		
Elective – XI	3		
Total	19	Total	13

8.5 List of Electives (Trimester III, IV, V, VI)

Group A: Marketing	Group B: Finance
PGDM A01: Advertising and Sales Promotion	PGDM B01: Financial Statement Analysis
PGDM A02: Consumer Behaviour	PGDM B02: Strategic Cost Management
PGDM A03: International Marketing	PGDM B03: Management of Financial Institutions
PGDM A04: Marketing Research	PGDM B04: Investment Management
PGDM A05: Retail Management	PGDM B05: Risk Management
PGDM A06: Digital Marketing	PGDM B06: Corporate Tax Planning
PGDM A07: Marketing of Services	PGDM B07: Financial Econometrics

PGDM A08: Customer Relationship Management PGDM A09: Product & Brand Management PGDM E07: Marketing Analytics PGDM A10: Sales & Distribution Management	PGDM B08: Financial Derivatives PGDM B09: International Financial Management PGDM B10: Behavioural Finance PGDM B11: Corporate Analysis and Valuation PGDM B12: Foundations of Financial Thinking PGDM E06: Finance Modelling and Analytics
Group C: Human Resource Management	Group D: Entrepreneurship and General Management
PGDM C01: Employee Relations & Labour Legislation PGDM C02: International and Cross-Cultural HR PGDM C03: Performance and Compensation Management PGDM C04: Managing Change and Organisation Development PGDM C05: Business Negotiations and Conflict Management PGDM C06: Corporate Leadership PGDM C07: Learning and Development PGDM C08: Latest Trends in HR PGDM C09: Emotional Intelligence and Managerial Effectiveness PGDM C10: Interpersonal Effectiveness and Team Building PGDM C11: Talent & Competency Management PGDM C12: Organisational Structure and Design PGDM E04: HR Analytics	PGDM D01: Ideation & Design thinking for problem solution fit PGDM D02: Deep Tech Startup & Policies for Technological Revolutions PGDM D03: Entrepreneurship Leadership – Essentials, People, Team Building & Management PGDM D04: Business Model Fit & Business Model Innovation PGDM D05: Incubation, Innovation & Startup Landscape – Opportunities & Practices in India & Emerging Economies PGDM D06: Entrepreneurship in Family Business
Group E: Information System and Analytics	Group F: Operations and Supply Chain Management
PGDM E01: Predictive Analytics PGDM E02: Data Visualisation PGDM E03: Python Applications in Business PGDM E04: HR Analytics PGDM E05: ERP PGDM E06: Finance Modelling and Analytics PGDM E07: Marketing Analytics PGDM E08: Supply Chain Analytics PGDM E09: Machine Learning and Blockchain PGDM E10: E-Business PGDM E11: Business Analytics PGDM A08: Customer Relationship Management PGDM A09: Product & Brand Management PGDM A06: Digital Marketing	PGDM F01: Supply Chain Management PGDM F02: Logistics Management PGDM F03: Project Management PGDM F04: Strategic Operations Management PGDM F05: Optimization Techniques PGDM F06: Multivariate Data Analysis PGDM F07: Procurement Manufacturing Planning & Control PGDM F08: Decision Modelling Using MS-Excel PGDM E08: Supply Chain Analytics

Note: In sixth trimester, one elective course worth equivalent credits will be offered online via recognised MOOC platforms, in accordance with AICTE guidelines for credit transfer.

More specialisations will be added as per industry requirements. The offering of a particular elective will be subject to a certain number of students opting for it, as per B-School norms.

9. SYLLABUS & COURSE OUTLINE

The syllabus and course outline establish the academic framework and operational delivery plan for all courses offered at PML SD Business School.

9.1 Syllabus Framework: Defines the institutional parameters, including the course code, title, credit weightage, prerequisites (if any), broad learning objectives, and core topical unit outline.

9.2 Course Outline: The students will be given a detailed course outline of each course they take, including a session-wise plan at the beginning of each term. It operationalises the syllabus framework by detailing:

- a) Course details (Code, Title, Credits, Term, Academic Year)
- b) Faculty contact details and consultation hours
- c) Course introduction
- d) Course Outcomes (COs) and PO–CO mapping matrix
- e) Course evaluation criteria (CEC) and mapping of CEC with COs
- f) Assessment Rubrics for each CEC
- g) Teaching pedagogy and recommended readings
- h) Academic integrity and plagiarism policies
- i) Detailed session-wise plan (topics, cases, and readings)

10. ONLINE TEACHING & LEARNING (OLT)- LEARNING MANAGEMENT SYSTEM (LMS)

10.1 PML SD Business School utilises the OLT software to manage student grades, elective selection, feedback submission, attendance records, timetables, and related academic activities. The platform can be accessed via the web. Each student is provided with a unique username and password for OLT access.

10.2 Students are encouraged to use OLT extensively for the above-mentioned activities. Maintaining the confidentiality of login credentials is essential, as the student will be solely responsible for any misuse of their OLT account.

10.3 All students are required to submit course feedback through the OLT web interface when scheduled. Failure to submit feedback may result in a student being barred from taking their examination. All feedback remains completely anonymous and secure.

10.4 Some salient features of OLT include:

- a) **Grade Tracking:** Students can view their grades for each course, as well as their GPA and CGPA.
- b) **Attendance Monitoring:** Students can track their course attendance throughout the term.

11. LIVE PROJECTS

In addition to the commitment to academic excellence, the Institute encourages the students to take up live projects available with companies. These projects can be obtained through personal contact of the students, individual faculty, or through institutional contacts.

Upon receiving requests from companies for live projects, the Training and Placement Officer forwards them to the student batch. Participation in live projects is optional; however, students undertaking a project must submit the details as per the prescribed proforma (Appendix II). Students who fail to submit this information will not be permitted to list the project in their CV for the placement process.

12. PROJECT & OTHER ASSIGNMENTS IN COURSES

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

13. ATTENDANCE POLICY

- a) PMLSD Business School places high emphasis on academic discipline, regularity, and punctuality. To ensure a collaborative learning environment, a minimum of 75% attendance is mandatory in every course. Attendance formalises the shared responsibility between students and faculty to remain fully prepared and contribute

actively to joint learning. The Institute's model relies on continuous, broad-based classroom interaction; therefore, consistent attendance across all sessions is vital.

- b) If scheduled classes are cancelled due to unforeseen circumstances or government-declared public holidays, makeup sessions will be rescheduled during remaining working days of the term or over weekends.
- c) Students are required to attend all mandatory institutional engagements, including Open House sessions with the Director, group activities, guest lectures, and industrial visits organised by the Institute. Absence from any such scheduled event will attract a minimum fine of ₹ 1,000 per instance.
- d) Registration on the specified date for each term is mandatory. Students who register late will lose attendance in 2 sessions in each course of the term, over and above the sessions missed due to late joining.
- e) In case of any official Institute work (placement drives, official events, projects, etc.), students are required to submit an application in the prescribed format (Appendix IV), duly signed by the concerned authority. Prior permission must be obtained, and a soft copy of the approved application must be submitted to the Chairperson, Academics.

13.1 Attendance Shortage Penalties and Guidelines

Students failing to meet the minimum mandatory attendance requirement of 75% in a course will face grade penalties as under:

- a) *70% to less than 75% Attendance:* Penalty of one sub-grade in the overall grade for that course.
- b) *65% to less than 70% Attendance:* Penalty of two sub-grades in the overall grade for that course.

Note: Students can access their attendance details via the ERP software.

14. EVALUATION

14.1 PMLSD Business School follows a system of continuous assessment. Instructors are empowered to design evaluation methods tailored to the specific pedagogical requirements of their courses. Student performance is assessed through a mix of components that are specified in the following Course Evaluation Criteria:

- 1. Class Participation
- 2. Quiz
- 3. Project

4. Assignment
5. Viva
6. Term paper
7. Mid-Term Examination
8. End-Term Examination
9. Any other (approved by Academic Core Committee)

14.2 Every course must incorporate a minimum of four evaluation components, with the End-Term Examination being mandatory. The prescribed weightage structure is as follows:

- a) **Mid-Term Examination:** 20% – 30% weightage (*Mandatory in first year*)
- b) **End-Term Examination:** 30% – 40% weightage (*Mandatory in both years*)
- c) **Continuous Evaluation Components (CECs):** Remaining weightage distributed across at least two other components (e.g., quizzes, assignments, class participation, projects).

14.3 The Examination Committee will announce the Date Sheet for Mid-Term and End-Term Examinations.

15. EXAMINATION HALL RULES

15.1 Students are expected to maintain the sanctity of the academic environment in general and the examination system in particular.

15.2 All students should be present 30 minutes before the commencement of the exam in the examination hall.

15.3 No student will be allowed to appear for the exam after 15 minutes of the commencement of the exam.

15.4 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.

15.5 Students are allowed to leave the examination hall for the washroom only after 30 minutes once the exam has started and not in the last 30 minutes left.

15.6 Students must not use scrap paper for writing anything. All rough work must be done in the answer book and crossed through, including any questions answered beyond the number required by the examiners, as well as any other work the student does not wish to be marked.

15.7 The student must not be in possession of any slip/paper/notes during the examination.

- 15.8 Exchange of any remarks, notes, or gestures, or glancing at another student's answer sheet, may be treated as an attempt to cheat.
- 15.9 Students must write on both sides of the page except the cover page and must not leave blank pages in between.
- 15.10 All answers to examination questions must be in English unless instructions are given to the contrary. Students must write in ink (Black or Blue only) and as clearly as possible. Examiners may refuse to mark illegible scripts.
- 15.11 Non-programmable calculators are allowed. Digital diaries, cell phones, and smart gadgets are strictly prohibited in the examination hall. Further, sharing of calculators, erasers, pencils, etc. in the examination hall is strictly prohibited.
- 15.12 Under no circumstances should a mobile phone or smartwatch be found with a student during the examination, even in switched-off mode. Students must deposit their mobile phones at the reception desk before entering the examination room and receive a retrieval token.
- 15.13 All students are required to familiarise themselves with these rules and adhere to them strictly; ignorance of the rules will not be considered an excuse in case of violations.
- 15.14 Students must not write their name or class roll number inside the answer script. Only the required information should be written on the front page, and all entries must be verified by the invigilator on duty.
- 15.15 Students are reminded that examination conditions still apply when instructed by the invigilator to vacate the examination hall in the event of an emergency. Candidates must not communicate with one another on any topic. In the event of a fire or any other emergency that necessitates the evacuation of an examination hall, students will be instructed to leave all materials on their desks and leave as quickly as possible in an orderly manner.
- 15.16 If any examination is held in the computer lab, students are required to save the file(s) as instructed by the examiner/invigilator; failure to do so will result in the concerned student being sub-graded by one grade.

16. UNFAIR MEANS POLICY (UMC) & DISCIPLINARY ACTIONS

Engaging in unfair means during examinations is strictly prohibited. Any form of cheating, including but not limited to copying from unauthorised materials, communicating with others, or possessing any prohibited items, will lead to disciplinary action.

16.1 UMC Violations and Consequences

- a) *Possession of Unauthorised Materials:* Any student found with unauthorised notes, electronic devices, or other restricted materials will be reported for UMC.
- b) *Communication During Exam:* Communicating with other students, either verbally or non-verbally, will be treated as a UMC violation.
- c) *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.

16.2 Disciplinary Actions

Non-compliance with the Examination Hall Rules will attract the following necessary penalties as per PMLSD Business School regulations:

- a) Any student found engaging in unfair means, or in possession of unauthorised slips, papers, mobile phones, or other electronic devices, will face immediate confiscation of the material/device and cancellation of that specific exam component (awarded an F Grade / Zero marks with no option for an improvement examination).
- b) In addition to component cancellation, possession of a mobile phone or electronic device will incur a fine of ₹ 5,000.
- c) Depending on the severity of the violation, consequences may include immediate expulsion from the examination hall, invalidation of the paper, or disqualification from all remaining examinations in that session.
- d) Repeat offenders or students committing major academic malpractices will face escalation to severe institutional disciplinary action, up to and including permanent expulsion from the programme or institute.

16.3 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.

17. GRADING

17.1 The grading system operates on a 10-point scale. The detailed descriptions of these grades are outlined below.

17.2 For each internal evaluation component, faculty members will communicate student performance using marks. Mid-Term and End-Term marks will be shared directly by

the subject teacher by showing the evaluated answer sheets. If students identify any calculation errors or discrepancies in the marks on their answer sheets, they must immediately report them to the concerned faculty member for correction.

17.3 At the end of the term, the course Faculty will calculate the weighted cumulative marks by aggregating the scores across all evaluation components according to the weightages specified in the course outline.

17.4 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.

17.5 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:

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

17.6 Any kind of repeat examination grade cannot be better than B grade.

18. EVALUATION OF MID AND END TERM PAPERS & RE-EVALUATION

18.1 Evaluated mid-term answer scripts will be shown to students; however, students are not permitted to keep their examination scripts.

- 18.2 The subject teacher will show the answer scripts for a brief, pre-specified duration and collect them back immediately afterwards.
- 18.3 In the case of totalling errors or unevaluated questions (whether in full or part), students must immediately bring it to the notice of the concerned faculty member. No fee will be charged for rectifying such errors.
- 18.4 If a student remains dissatisfied with their awarded marks, they may apply for a re-evaluation on the prescribed form (Appendix I) within seven days of the marks' announcement by the faculty. The current re-evaluation fee is a non-refundable ₹1,000 per subject, payable upon submitting the completed Re-evaluation Form to the Examination Committee.
- 18.5 Re-evaluation will be conducted by the course faculty member. If grievances persist, students may appeal to the Examination Committee. The Director, in consultation with the Examination Committee, will address and make the final decision on all grievances.

19. MAKE-UP & IMPROVEMENT EXAMINATION

19.1 Make-up Examinations: Make-up examinations apply exclusively to Mid-Term and End-Term examinations. They are permitted solely in cases of serious illness or medical emergencies involving the student or an immediate family member. The Director, in consultation with the Examination Committee, will verify the genuineness of each request. No fee will be charged for appearing in a make-up examination.

19.2 Improvement Examinations: A student who receives an 'F' grade in any compulsory or elective course must clear the backlog to remain eligible for the Institute's Diploma. The student will be required to re-appear for the examination when the course is next offered. Upon completion, the new grade obtained will replace the existing 'F' grade on the transcript.

For elective courses where an 'F' grade is awarded, the student may opt to take a different elective within the same academic year, provided that option is available. If an alternative elective is unavailable, the Chairperson, Academics will determine the appropriate course of action. Students appearing for re-examination are required to pay the Re-Appear Examination Fee in accordance with the Institute's fee rules. The student will be granted only one opportunity to re-appear for the examination. If the student fails to clear the exam in this single attempt, they will be required to repeat the academic year.

20. CRITERIA FOR PROMOTION

20.1 Conditions for Promotion to Second Year

To be eligible for promotion to the second year at the end of Term III, a student must fulfil the following requirements:

20.1(1) *Minimum Academic Performance:* A student must achieve a minimum CGPA of 4.0 at the end of the first year (Term III).

20.1(2) *Grade 'D' Limit:* A student must not accumulate 'D' grades totalling 12 or more course credits.

20.1(3) *Handling of 'F' Grades:* A student with a single 'F' grade may be promoted provisionally to the second year. However, the 'F' grade must be cleared by successfully passing the course in subsequent attempts.

20.2 General Promotion Regulations

20.2(1) *Issuance of Promotion Letters:* Official promotion letters will be issued within one month of the final scheduled examination of Term III. If the subsequent term commences before the expiration of this one-month period, students may enrol on a provisional basis.

20.2(2) *Summer Internship/Capstone Project Requirement:* To remain eligible for the diploma, a student must complete the Summer Internship or Capstone Project according to the rules and deadlines prescribed by the Chairperson, Academics. Failure to meet these requirements will result in the withholding of the diploma until all conditions are fully satisfied.

20.2(3) *Academic Dismissal and Year Repetition:* A student who fails to achieve a minimum CGPA of 4.0 at the end of Term III will not be promoted and must exit the programme. However, the student may submit a written request to the Director seeking permission to repeat the first year. If approved, the student must repeat the entire first year and pay all applicable fees for that academic year.

20.3 Conditions for Award of Diploma

To qualify for the award of the Diploma, a student must meet all of the following criteria by the end of the programme:

20.3(1) *Minimum CGPA:* A student must achieve a minimum cumulative grade point average (CGPA) of 4.5 across the entire programme.

20.3(2) *Project Grades:* A student must secure at least a 'C+' grade in both the Summer Project and the Field-Based Capstone (Comprehensive) Project.

20.3(3) *Grade 'D' Limit:* A student must not accumulate 'D' grades totalling 12 or more course credits throughout the programme.

20.3(4) *No Pending 'F' Grades:* A student must clear all course components so that no 'F' grade remains on their academic record.

20.3(5) *Project Completion:* A student must successfully complete all requirements for the Summer Project, Capstone Project, or Dissertation.

20.3(6) *Finality of CGPA:* Under no circumstances will a student who fails to achieve the minimum required CGPA of 4.5 at the conclusion of the programme be granted further opportunities for grade improvement.

21. CODE OF CONDUCT

21.1 Professional Decorum and General Conduct

All students admitted to PML SD Business School are expected to conduct themselves in a professional, ethical, and disciplined manner suited to a premier management institution. Students must comply with all rules, regulations, administrative orders, and guidelines issued by the Institute from time to time. Any deviation from these standards will invite disciplinary action, including monetary fines, suspension, or expulsion. Every student shall submit a signed undertaking to this effect at the time of admission.

21.2 Dress Code and Professional Attire

Students are required to maintain a professional and modest dress code on campus. PML SD Business School has a prescribed standard uniform for its students. Students are required to wear the prescribed uniform on specified days and for all official campus events.

21.3 Punctuality and Event Adherence

Timelines for classes, official events, guest lectures, and institutional activities will be communicated periodically. Students are required to strictly adhere to published schedules. Late entry to classrooms, seminars, and official events is strictly prohibited.

21.4 Identity Cards and Security Compliance

Students must prominently display their official Institute-issued Identity Card at all times while on campus or representing the Institute at external events. Security personnel and faculty members are authorised to deny entry or request verification at any time.

21.5 Institutional Property & Infrastructure Integrity

Institute property, equipment, IT hardware, and library resources must be handled with utmost care. Any loss or damage caused to Institute property due to negligence or deliberate vandalism will be recovered directly from the defaulting student(s), in addition to administrative fines.

21.6 Usage of Electronic Devices

The use of mobile phones and unapproved electronic devices during class sessions, lectures, and academic activities is strictly prohibited. If a student is found violating this rule, the device will be confiscated, and a monetary fine will be imposed.

21.7 Digital, Cyber and Social Media Ethics

Students must maintain professionalism across all digital channels and social media platforms. Posting defamatory, misleading, or derogatory statements regarding the Institute, faculty, administration, or fellow students, or using the Institute name/logo without prior written permission, constitutes a major breach of conduct.

21.8 Zero-Tolerance Policies

21.8(1) *Anti-Ragging Policy*

PML SD Business School maintains a strict Zero-Tolerance Policy towards ragging in any form (physical, verbal, or psychological). Students must abstain from any act of ragging within or outside the campus premises. Any involvement in ragging will attract severe disciplinary penalties, including immediate expulsion, as mandated by the All India Council for Technical Education (AICTE) and Supreme Court directives.

21.8(2) *Prevention of Sexual Harassment (POSH)*

The Institute is committed to providing a safe, secure, and respectful learning environment free from gender discrimination and sexual harassment. Any unwelcome act, conduct, or communication violating personal dignity will be dealt with under the guidelines of the Internal Complaints Committee (ICC) and applicable statutory laws.

21.8(3) *Substance Abuse Prohibition*

Smoking, consumption of alcohol, and the possession or use of illegal substances are strictly prohibited anywhere on Institute premises. Violators will face immediate suspension and disciplinary action.

22. DISCIPLINE

- 22.1 Any instances of academic dishonesty or indiscipline will be reported to the Director. Appropriate disciplinary measures will be decided by the Director in consultation with the Chairperson, Academics, the concerned faculty member, and the Faculty Council.
- 22.2 Violations of PML SD Business School's code of conduct, non-academic indiscipline, or any misconduct outside the campus that brings disrepute to the Institute will be referred directly to the Director for action.
- 22.3 The Institution maintains a strict zero-tolerance policy towards ragging. Students are encouraged to report any such occurrences directly to the Director. All reported cases will be submitted to the Anti-Ragging Committee for immediate investigation. Penalties for guilty students may include police reporting and permanent expulsion from the Institute.
- 22.4 Mobile phones must remain switched off or set to silent mode during instructional hours in accordance with faculty guidelines. The use of laptops in the classroom requires explicit permission from the instructor. The Institute bears no liability for the loss or damage of personal electronic devices.
- 22.5 If a student is found using a mobile phone in the classroom without permission:
- First Offence:* The phone will be confiscated and deposited with the administration office. The student may retrieve the phone after 3 days upon payment of a fine of ₹1,000.
 - Second Offence:* A fine of ₹2,000 will be imposed, alongside a reduction of one sub-grade in the overall final grade for that course.
- 22.6 All academic and administrative submission deadlines must be strictly observed. Non-compliance with set timelines will result in disciplinary penalties as determined by the Institute.
- 22.7 Students must complete registration on the designated date for each term. Late registrants will incur an automatic deduction of 2 attendance sessions per course for that term, over and above any lectures missed due to late attendance.
- 22.8 Students are issued an official Identity Card upon admission to the Business School. In case of loss, the student must submit a written application to the Chairperson, Academics and pay a processing fee of ₹500 to obtain a duplicate card.

23. STATUTORY COMMITTEES & COMPLIANCE

PML SD Business School is committed to maintaining a safe, fair, inclusive, and transparent environment for all students. In strict accordance with the guidelines of regulatory bodies such

as the All India Council for Technical Education (AICTE), the University Grants Commission (UGC), and the Ministry of Education mandates, the institute has established statutory committees to safeguard student welfare and uphold institutional discipline.

23.1 Anti-Ragging Committee

An Anti-Ragging Committee comprising the following members is constituted as per the norms of AICTE to ensure a 100% ragging-free campus and uphold a zero-tolerance policy towards any physical, verbal, or mental harassment.

S.No.	Name	Designation
1.	Dr. Kapil Pandla	Director
2.	Dr. Susheel Chhabra, Professor	Member, Faculty
3.	Prof. Alpana Kaushik, Assistant Professor	Member, Faculty
4.	Dr. Pardeep Kumar	Member, NGO Representative (SDAF)
5.	Mr. Mayank Mishra	Member, Local Media Representative
6.	Mr. Sanjeev Kumar	Member, Parent's Representative
7.	Mr. Nikhil Girdhar	Member, Students' Representative
8.	Representative of Police Administration	SHO, Sector-34, Police Station

23.1(1) Roles & Responsibilities

The following will be the roles and responsibilities of the Anti-Ragging Committee:

1. To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any act/s or omission amounting to ragging.
2. To publicise to the students all the prevalent directives and actions that can be taken against those indulging in ragging in any manner whatsoever.
3. To consider the complaints received from the students, conduct an enquiry and submit the report to the competent authority.
4. Oversee the procedure of obtaining undertakings from the students in accordance with the provisions.
5. Conduct workshops against ragging menace and orient the students.
6. To provide the students with the information about the persons identified to receive complaints/distress calls.
7. To offer services of counselling and create awareness amongst students.
8. To take all necessary measures for the prevention of ragging inside the campus/hostels.

23.2 Anti Ragging Squad

An Anti-Ragging Squad comprising the following members is constituted in PML SD Business School, Chandigarh, as per the norms of AICTE;

S.No.	Name	Designation
1	Dr. Susheel Chhabra, Professor	Chairman
2	Dr. Agrim Verma, Assistant Professor	Member
3	Mr. Nikhil Girdhar, Student	Member
4	Ms. Shivani Singh, Student	Member
5	Mrs. Usha Sawal	Warden, Girls' Hostel
6	Mr. Yesh Pal	Warden, Boys' Hostel

23.2(1) Roles & Responsibilities

The squad shall perform the following roles & responsibilities.

- The squad will be maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.
- It shall be the duty of the squad to be called upon to make surprise checks on classrooms, canteens, parking areas and other places vulnerable to and having the potential for ragging and shall be empowered to inspect such places.
- It shall also conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person as the case may be.
- It shall also inform the head of the institution about the details of an incident of ragging immediately when it comes to the knowledge of the squad.

23.3 Internal Complaint Committee (ICC)/ Equal Opportunity Facilitation Cell/ Grievance Redressal Mechanism

An Internal Complaint Committee has been constituted comprising the following members:

S.No.	Name	Designation
1	Dr. Meenakshi Negi, Associate Professor	Chairperson
2	Dr. Susheel Chhabra, Professor	Member
3	Prof. Sukhpreet Kaur, Assistant Professor	Member
4	Prof. Alpana Kaushik, Assistant Professor	Member

5	Ms. Sapna Raina	Member
6	Mr. Nikhil Girdhar, Student	Member
7	Ms. Vanshika, Student	Member
8	Ms. Shivani Singh, Student	Member
9	Dr. Pradeep Kumar, NGO SDAF	Member

23.3(1) Roles and Responsibilities

The Internal Committee is empowered to act as a quasi-judicial body within the Institute and carries the following core responsibilities:

- a) *Awareness & Prevention:*
 - i. Assist the Institute in organising sensitisation programs, orientation workshops, and awareness campaigns for students, faculty, and staff.
 - ii. Ensure prominent display of penal consequences and IC contact details across campus notice boards and digital portals.
- b) *Complaints & Assessment:*
 - i. Receive written complaints of sexual harassment from aggrieved individuals.
 - ii. Serve timely notice to the respondent and evaluate initial responses.
- c) *Conciliation (if requested):*
 - i. Facilitate informal resolution/conciliation between the complainant and respondent only upon the explicit written request of the aggrieved woman (without any monetary settlement).
- d) *Inquiry & Fact-Finding:*
 - i. Conduct fair, unbiased, and confidential inquiries into complaints following principles of natural justice.
 - ii. Summon parties, call witnesses, examine evidence (emails, messages, documents, media files), and cross-examine relevant individuals.
- e) *Interim & Final Recommendations:*
 - i. Recommend interim protective measures (e.g., academic/work reassignments, leaves, suspension, or restraint orders) to protect the complainant or witnesses during an inquiry.
 - ii. Submit detailed inquiry reports containing findings and recommended disciplinary actions to Management/Head of the Institution.
- f) *Confidentiality & Non-Retaliation:*
 - i. Ensure strict confidentiality of identity, evidence, and proceedings.

- ii. Monitor the post-enquiry work/academic environment to prevent retaliation against any party involved.

23.4 Grievance Redressal Committee for Faculty/ Staff Members

A Faculty/Staff Members' Grievance Redressal Committee comprising the following members is constituted in the PML SD Business School Chandigarh as per the AICTE norms:

S.No.	Name	Designation
1	Prof. (Dr.) Kapil Pandla	Director
2	Dr. Susheel Chhabra, Professor	Member
3	Dr. Manjul Vaidya, Associate Professor	Member
4	Dr. Richa Sharma, Assistant Professor	Member
5	Prof. Alpana Kaushik, Assistant Professor	Member
6	Official from UT DTE	Member

23.4(1) Roles and responsibilities

The committee shall have the following roles and responsibilities:

1. A complaint from an aggrieved faculty/staff member relating to the institution shall be addressed to the Chairperson, Grievance Redressal Committee (GRC).
2. The GRC shall send its report with recommendations, if any, to the concerned UT, DTE and a copy thereof to the aggrieved faculty/staff member, within a period of 15 days from the date of receipt of the complaint.
3. In case faculty/staff is not satisfied with the decision of the Grievance Redressal Committee, they may appeal to the UT, DTE (in case of diploma institutes) for redressal of their grievances'
4. The University level or DTE level Grievance Redressal Cell established by the University or DTE shall address such grievances and settle the matter at UT level.

24. ACADEMIC INTEGRITY & PLAGIARISM, SYNDICATION & CHEATING

All assessments are intended to evaluate the skills, abilities, understanding, and knowledge of each student undertaking the evaluation. Cheating is defined as obtaining an unfair academic advantage. Any student found using any form of cheating, attempting to cheat, or assisting another person to cheat will be subject to disciplinary action in accordance with PML SD Business School's Disciplinary Procedure. The Institute views academic integrity with utmost

seriousness; past violations have resulted in expulsion or the withholding of degrees. Students experiencing academic difficulties are encouraged to seek guidance from their course faculty rather than resorting to unfair means to gain marks. Institute regulations define several forms of cheating, all of which are strictly prohibited. These are:

24.1 Submitting another person's work: Submitting another individual's work as one's own, either with or without their knowledge. This includes copying during examinations.

24.2 Use of unauthorised materials: Utilising notes or any unauthorised materials during examinations.

24.3 Impersonation: Taking an assessment on behalf of or pretending to be another student, or permitting another person to take an assessment or pretend to be oneself.

24.4 Plagiarism (*Guidelines for Students*): Presenting or using another person's thoughts, writings, or inventions as one's own. To avoid plagiarism, students must ensure that quotations from any source are clearly identified and attributed at the point of occurrence using standard referencing conventions. The library provides guidelines on correct referencing, and course tutors are available for assistance. Simply listing sources in a bibliography at the end of an essay or dissertation without acknowledging direct quotations within the text is insufficient. Furthermore, altering a few words or rearranging sentence structures without proper source acknowledgement remains unacceptable, as it falsely represents the work as original.

24.5 Plagiarism Verification (*Guidelines for Faculty*): Faculty members must assess plagiarism in components such as individual projects, group projects, field projects (specifically case studies and research papers), and case analyses. Whenever faculty members suspect plagiarism, they must request a soft copy of the submission and process it through authorised plagiarism detection software.

24.6 Collusion: Unless explicit written instructions permit joint submission by multiple students, students must not collude to produce assessment work jointly, copy or share another student's work, or lend their work to another student with the reasonable expectation that it will be copied.

24.7 Duplication: Submitting work for assessment that is identical to, or substantially similar to, work previously submitted for academic credit, without proper acknowledgement of the prior submission.

24.8 Falsification: Fabricating, altering, or unfairly obtaining data, or inventing quotations and references.

25. STUDENT MENTORING SYSTEM

The institute operates a faculty-led Mentoring Programme aimed at nurturing students' academic excellence and personal growth.

25.1 Personalised Guidance: Every student is allocated a faculty mentor who serves as a trusted advisor throughout their academic journey.

25.2 Collaborative Learning: Mentors draw upon their professional expertise and insights to support mentees in building skills, expanding networks, and exploring career pathways.

25.3 Flexible Engagement: Meetings are arranged at mutual convenience, providing a supportive space for students to discuss both professional ambitions and personal matters.

26. MENTORING OF ACADEMICALLY WEAK STUDENTS

PML SD Business School is committed to delivering quality education and ensuring academic success for all students. Through a continuous evaluation system, students receive regular feedback on their academic progress. Based on performance metrics, the Institute implements structured interventions to support slow learners and improve their performance.

26.1 Continuous Identification and Faculty Guidance: Subject faculty identify students requiring academic reinforcement through class quizzes at the beginning of the first Trimester. Faculty members conduct additional tutorial sessions and specify dedicated Faculty Consultation Hours in their course outlines for one-on-one academic clarification.

26.2 Peer-Assisted Learning: Slow learners are paired with high-achieving peers in study groups to encourage collaborative learning and peer-to-peer academic support.

26.3 Mentorship and Administrative Support: Students may approach their assigned Faculty Mentors or the Programme Coordinator to request personalised tutorial assistance or academic counselling.

26.4 Post-Trimester Remedial Intervention: Upon the declaration of trimester results, students scoring a Cumulative Grade Point Average (CGPA) below 4.0 are identified and receive formal academic counselling from the Director and the Examination Committee.

26.5 Re-Appeal Examination Provision:

Students are eligible to re-appear for the Mid-Term and End-Term examinations in up to two courses in which they secured their lowest scores. This improvement provision applies to Trimesters I through VI. A remedial examination fee of ₹10,000 per course shall be applicable.

27. LIBRARY RULES

27.1 Library Membership

- a) The PMLSDBS library is meant only for students, Faculty, Staff, External members, and Visiting Instructors of the institute.
- b) Each student member can issue a maximum of 5 books/documents at a time.

27.2 Membership Procedure

- a) The PML SDBS Student ID Card will be treated as the Library ID.
- b) Students must carry and produce their valid ID Card for entry to the Library.

27.3 Circulation Rules

- a) Borrowing facilities are available only to Library members and documents may be issued only against the individual Library ID.
- b) The ID Card must be produced at the circulation counter at the time of issue and return.
- c) A student may borrow up to 5 books at a time. Books must be returned or re-issued within 14 days.
- d) Periodicals, Newspapers and Reference Section books are not issued.
- e) For re-issue, the book must be presented at the counter. Re-issue is not automatic and may be refused if there is a pending demand for the book.
- f) The Librarian may recall books/documents at any time, if required.
- g) If the book is not returned by the due date, the member will be charged a penalty of ₹ 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 under 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 borrower will pay 200% of the last known cost of the document(s).

27.4 General Rules

- 27.4(1) Members should maintain silence and should not disturb other readers in the library.
- 27.4(2) Smoking/eating/drinking/chatting is strictly prohibited in the library premises.
- 27.4(3) Members should keep their Cell Phones and any other electronic devices in silent mode inside the library.
- 27.4(4) The staff member(s) at the checkpoint may refuse entry to those who do not produce valid identity card.
- 27.4(5) 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.
- 27.4(6) Library members are required to present their personal belongings for inspection upon request when leaving the premises.
- 27.4(7) PMLSD Business School's 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.
- 27.4(8) Members should not deface, mark, cut, mutilate, or damage the reading material in any way. Violators may be heavily fined, charged for damage and/or have Library membership cancelled.
- 27.4(9) Members should ensure that the book is in good condition before leaving the issue counter; otherwise, they may be held responsible for any unrecorded damage discovered later.
- 27.4(10) Members must maintain courteous behaviour with the library staff to facilitate smooth and efficient service. In case of any issues, it is to be reported to the Librarian. In their absence, any senior staff member on duty may be contacted.
- 27.4(11) Violation of Library Rules may result in withdrawal of Library entry and borrowing privileges.

27.5 Library Working Hours

- a) Library Opening Hours - 9.00 AM to 5.00 PM
- b) Issue and return - 10.00 AM to 4.00 PM

28. COMPUTER CENTRE RULES

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

28.1 General Rules

- 28.1(1) Students are advised to maintain discipline in the computer lab.
- 28.1(2) Use of cell phones is prohibited inside the lab.
- 28.1(3) Users are not permitted to carry their bags to the computer lab.
- 28.1(4) Students are not permitted to install, modify or delete any software on lab computers.
- 28.1(5) Food or drinks are strictly prohibited in the computer labs at any time.
- 28.1(6) Scheduled computer-based classes in the labs have priority over all other uses.
- 28.1(7) Students are allowed to access and download intellectual material from internet as per PMLSD Business School's Internet Policy.
- 28.1(8) Users are provided with User ID and E-mail ID for accessing PMLSD BS network and emails. The maximum space allotted to each email box is 15 GB, and the attachment limit is 20 MB. The User ID and E-mail ID are accessible till Convocation.
- 28.1(9) Students must maintain the confidentiality of their email and system passwords. The IT department will take disciplinary action in cases of credential misuse. Password resets can be processed by contacting the IT team.
- 28.1(10) Computer Centre is not responsible for data loss caused due to computer viruses, improper use of the computer or any other malfunctions.
- 28.1(11) Equipment in the computer labs should not be removed, modified, relocated, or disassembled without permission of the lab coordinator.
- 28.1(12) Computer Centre resources may not be used for illegal or disruptive purposes.
- 28.1(13) Reproduction of any copyrighted material (e.g. software, music, video, books, photographs, etc.) is prohibited.
- 28.1(14) Accessing, uploading, or downloading obscene, pornographic, threatening, or discriminatory content is strictly forbidden.
- 28.1(15) The use of chat rooms and online gaming is strictly prohibited in the computer lab.
- 28.1(16) Any technical issues or hardware faults must be reported to the lab coordinator immediately.
- 28.1(17) Online databases can be accessed through the intranet of PMLSD Business School.
- 28.1(18) Users must properly shut down their computer before leaving the lab.

28.1(19) Disconnecting any power cables, peripheral cables (mouse/keyboard), display cables (HDMI/VGA), or network cables (Ethernet) is strictly prohibited. Students requiring technical assistance must contact the IT team. Any student found tampering with IT equipment will incur a financial penalty based on the value of the damaged equipment.

28.2 Lab Timings

09.00 AM to 05.00 PM

29. PMLSDBS AWARD OF MEDALS

PMLSD Business School celebrates academic brilliance, perseverance, and holistic growth among our post-graduate students. These awards honour meritorious scholars who have demonstrated exceptional academic performance, leadership, and exemplary character throughout their PGDM program. The PMLSDBS award for scholastic performance is 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 satisfy the following conditions:

- 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.

In recognition of outstanding academic and co-curricular achievements, the following awards are presented:

- 1. PGDM Gold Medal:** Awarded to the student securing the overall highest Cumulative Grade Point Average (CGPA) in the PGDM program.
- 2. PGDM Silver Medal:** Awarded to the student securing the overall second-highest Cumulative Grade Point Average (CGPA) in the PGDM program.
- 3. Shri Upkar Krishan Sharma Best Student Medal:** Conferred upon the student who demonstrates exceptional overall performance across key parameters, including Discipline, Behaviour, Academic Commitment, and Extra-Curricular Achievements.
- 4. Director's Medal for Overall Contribution:** Presented to the student who makes outstanding contributions to the growth and stature of the institute, evaluated on Institutional Development Activities, Conduct and Attitude, Co-Curricular Participation, and Performance in Inter-Institute Competitions.

5. Summer Internship Project (SIP) Awards: To emphasise the importance of practical training and inspire excellence in industry engagement, Best Summer Internship Project Scholarships are awarded to three outstanding students.

These honours are formally conferred during the Annual Convocation.

29.1 General Rules & Eligibility Guidelines

- a) **Academic Eligibility:** Students who have obtained a 'D' or 'F' grade in any course during their program are ineligible for the award of any medal or scholarship.
- b) **Tie-Breaker Rule:** In the event of a tie in CGPA for any academic medal, the Director, in consultation with the Faculty Council, shall make the final selection and provide written rationale for the decision.

30. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Student representation in co-curricular and extra-curricular activities is an important part of personal development as well as brand building for PMLSDBS. The following guidelines must be observed for participation in such activities:

- 30.1 The Institute encourages students to participate in competitive events organised by reputed national and international universities and B-schools. As a matter of policy, students are expected to give utmost priority to their academic commitments and internal Institute activities. Participation in external events does not exempt students from scheduled academic deliverables. If a student misses any internal evaluation component (e.g., presentations, quizzes, or class assignments), no alternative assessment or re-conduct will be permitted. Participation in international events abroad may be permitted on a case-by-case basis, strictly subject to academic clearance.
- 30.2 Prior approval from the Director is required to participate in any off-campus event. To request approval, students must submit a formal application (Appendix IV) along with supporting documents, such as an official invitation letter or email. The Director will make the final decision based on recommendations from the relevant Vertical Chairs: the Chairperson of Academics for academic events, the Chairperson of Student Affairs for extracurricular events, or the Training and Placement Officer for placement-related events.
- 30.3 With the proliferation of professional institutions across the country, thousands of events are organised year-round. It is neither feasible nor desirable for students to participate in

every event. Students must exercise self-restraint and selectively choose events to ensure their academic progress—the primary objective of their program—is not compromised. Students are strongly advised to limit the number of external events they attend within an academic year.

IMPORTANT CONTACT DETAILS

Committees/Cells	Faculty In-Charge	Contact Number	E-mail
Chairperson, Academics	Dr. Meenakshi Negi	+91-9779209727	pgdmchair@pmlsdb.ac.in
Chairperson, Examination Committee	Dr. Richa Sharma	+91-9988334697	coe@pmlsdb.ac.in
Chairperson, Training & Placement Cell	Dr. Susheel Chhabra	+91-7982870126	placements@pmlsdb.ac.in
Chairperson, MDP & Consulting	Dr. Gurjeet Kaur	+91-8130584999	gurjeet.kaur@pmlsdb.ac.in
Chairperson, Entrepreneurship Cell	Dr. Manjul Vaidya	+91-9779123999	manjul.vaidya@pmlsdb.ac.in
Chairperson, Admissions	Prof. Sukhpreet Kaur	+91-9876069094	admission@pmlsdb.ac.in
Chairperson, Student Affairs & Library Committee	Dr. Swati Gupta	+91-8222890573	swati.gupta@pmlsdb.ac.in
Chairperson, Administration & Infrastructure Maintenance	Prof. Alpana Kaushik	+91-9988741861	alpana@pmlsdb.ac.in



APPENDIX-I RE-EVALUATION APPLICATION FORM

The Examination Committee
PMLSD Business School, Chandigarh

Student Details:

Student Name: _____

Roll No. / Enrollment No.: _____

Program & Batch: PGDM (Batch 20 ____ – 20 ____)

Contact No. & Email: _____

Dear Sir/Madam,

I wish to apply for the re-evaluation of my end-term answer script as per the details below:

Course Name: _____

Trimester: _____

Course Faculty: _____

Answer Sheet Serial No.: _____

Reason for Re-evaluation: _____

As per the Handbook of Information for A.Y. 2026–2027, I have paid the non-refundable re-evaluation fee of ₹1,000/- to the Accounts Department. The fee receipt/proof of payment is attached herewith for your reference.

Thanking you,
Yours sincerely,

(Student's Signature)
Date: ____ / ____ / 20 ____



Appendix-II: LIVE PROJECT PROPOSAL FORM (PGDM)

1. Student & Organisation Details

- Student Name: _____
- Roll Number / Enrollment No.: _____
- Program & Batch: PGDM (Batch 20____ – 20____)
- Interning Organisation: _____
- Organisation Supervisor's Name: _____
- Supervisor Designation & Contact: _____
- Project Title: _____

2. Brief Synopsis of the Project (Maximum 1500 words)

(Please structure your proposal covering the following aspects: Project Background, Aims & Objectives, Scope of the Project, Geographic & Domain Extent, and Intended Methodology/Data Collection Methods).

Note: The above structure is indicative based on standard internship requirements. If the assignment requires a different reporting style for scope and methodology, the student may choose to report accordingly. However, justification for doing so must be attached as a separate signed note by the student and countersigned by the Company Supervisor.

3. Undertaking & Approvals

Student's Signature: _____

Date: ____ / ____ / 20____

FOR OFFICE USE ONLY (PLACEMENT CELL)

<u>Review Stage</u>	<u>Remarks / Status</u>	<u>Signature & Stamp</u>
Proposal Review	Approved / Re-submit	Placement Officer: Sign. _____



Appendix-III: LEAVE APPLICATION FORM

Date: _____

Chairperson, Academics
PMLSD Business School, Chandigarh

Dear Sir/Madam,

I request leave of absence from the academic session(s) as detailed below:

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

Kindly grant me leave for the specified duration.

Thanking you,

Yours sincerely,

(Student's Signature)

Student Name: _____

Batch, Trimester & Roll No.: _____

Contact Number: _____

Enclosures (if applicable): _____

Medical Certificate & Fitness Certificate (mandatory for sick leave exceeding 2 days)

FOR OFFICE USE ONLY (APPROVAL & ACTION)

Leave Status: Granted / Not Granted



Appendix-IV: PARTICIPATION IN CONFERENCE/B SCHOOL EVENTS

Date:

The Director
PMLSD Business School, Chandigarh

Dear Sir,

I request permission to represent PMLSD Business School at the event specified below:

1. Event & Institution Details

- Type of Event: _____
- Paper Presentation in Conference (National / International): _____
- Management Games / Fest: _____
- Case Competition / B-Plan Contest: _____
- Other: _____
- Event Title: _____
- Organizing Institution / Body: _____
- Event Location (City & State): _____
- Dates of the Event: From ____ / ____ / 20__ to ____ / ____ / 20__
- Leave Requested: From ____ / ____ / 20__ to ____ / ____ / 20__ (Total Days: ____)

2. Student & Team Information

Applicant Name: _____
Programme Name & Roll No.: _____
Contact Number & Email: _____
Team Members (if applicable): _____ (Roll No.: _____)
_____ (Roll No.: _____)

Relevant supporting documents (Event Brochure, Invitation Letter, Paper Acceptance, Abstract, etc.) are enclosed for your kind reference.

Thanking you.

Yours sincerely,

(Student's Signature)



Appendix-V: NO DUES FORM

Name of the Student: _____

Student's Roll No.: _____

Address (Permanent): _____

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

Email ID (Personal): _____

Departments	Pending Items / Books / Assets	Amount Pending (₹)	Signature of In-Charge
Computer Centre			
Library Services			
Placement Cell			
Examination Cell			
Canteen/ Mess			
Hostel Warden (if applicable)			

Important Instruction: You are advised to submit the fully completed No Dues Clearance Form on or before _____, failing which your Post Graduate Diploma, Mark Sheets, and Security Deposit refund will not be processed/issued.

(Signature of the Student)

(Accounts Dept.)

(Chairperson, Examination Committee)

(Chairperson, Academics)

(Director)



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