IILM ACADEMY *of* HIGHER LEARNING LUCKNOW

STUDENT HANDBOOK

PGDM 2017-19
(Approved by AICTE)

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IILM ACADEMY OF HIGHER LEARNING
LUCKNOW

Vision:
IILM will be a leader in responsible management education and business focused research.

Mission:
To develop responsible business leaders and entrepreneurs through:

- An education based on ethical values resulting in knowledge and skills valued by employers and leading to graduate employability
- Application oriented research relevant to business and management that flows into the learning process
- Inspirational and creative teaching which encourage students to assimilate, analyze and apply relevant knowledge
- An outstanding work based and work related learning experience which is globally relevant.
- Personalized mentoring process which admires individuality and motivates students to become lifelong learners.

Values:

- A people's policy that allows flexibility, understands individual needs, values teamwork and collaboration, and is committed to employee development and growth
- A culture of continuous improvement and total quality that encourages creativity and innovation through collaboration and trust
- A deep commitment to the values of global social responsibility and sustainability putting larger interests above our own
- An appreciation of the cultural heritage and socio-economic diversity of India

Key Themes:

- Commitment to an exceptional student experience
- Maximizing the value-add to students from entry to exit
- Proactive alumni engagement
- A mutually beneficial and sustained employee engagement
- International linkages that promotes understanding and sensitivity to diverse markets and culture.

Enablers:

- People strategy and operational effectiveness
- Safe environment and enabling infrastructure
- Communicating transparently and seamlessly with students and parents, faculty and staff, alumni, and employers
- Raising the IILM profile
- Social Media
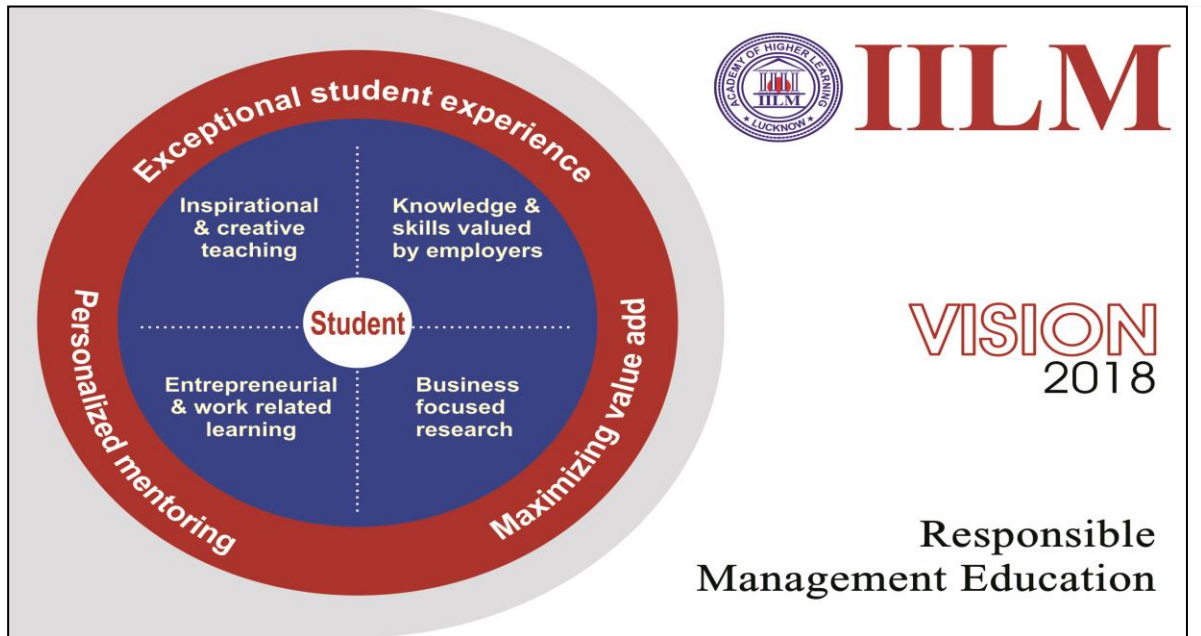
AMENDMENT TO THE STUDENT HANDBOOK

Director - IILM Academy of Higher Learning, Lucknow solely reserves the right to amend the contents of the student hand-book as per requirements. The decision taken shall be final and binding on the student.

Director General's Message

Congratulations for your admission.

I heartily welcome you for joining the ever growing IILM Academy, a national brand imparting value based management education.

I am glad to announce the commencement of our next Batch 2017-19, a two years full time PGDM program, approved by AICTE, Ministry of HRD, and Government of India. The program objective is to imbibe a visionary spirit in the students and enable them to seize opportunities, utilizing innovative solutions to complex problems of the environment around them.

We in IILM strive to develop and sustain a strong culture having set of rules and codes of conduct to be observed by all its members. The well structured policies, procedures and systems of the Institution ensure that each member is clear about the role and the end result expected.

We have tried to make this handbook compact and user friendly by including contents that you need to know. The well qualified and dedicated team of faculty and staff will always be there to guide and support you.

I wish you all the very best during your two-year stay at IILM, Lucknow.

Best Wishes and Happy Learning

Maj. Gen. BD Wadhwa, AVSM (Retd.)

CONTENTS

GUIDING PRINCIPLES

Academic

Students recognize that IILM is place for learning and for laying foundation of a career in management. Central to this idea, students have to conduct themselves with intellectual honesty and integrity in all actions, punctuality and maintaining spirit of team work and responsible behavior.

Career Development

Career Development is the core of everything students and faculty do at IILM. Career Development is linked to expanding knowledge base, faculty mentoring and getting practical exposure at industry to gain real life work experience.

Students and Club Activities

The Students Clubs provide a platform to students for expressing their talents and acquired knowledge. The institute has a host of clubs and societies from which students can choose and obtain membership. Clubs help the students grow and enable students to enhance their non-academic skills.

Alumni

Over 600+ alumni closely associated with IILM Lucknow. They help in mentoring existing students and assist the institute in placement of students.

Disciplinary Committees

Discipline is the core of teaching and learning at the institute. Student misconduct is taken very seriously and gets addressed by the disciplinary committee consisting of the senior members of the faculty.

Community Enforcement

Students, faculty members and staff members share common values. Any violation of these values and norms is immediately reported to the director and also the disciplinary committee. This includes academic discipline as well as overall conduct of everyone involved in the process.

DISCIPLINE AND CODE OF CONDUCT

- IILM Lucknow strongly believes in self-discipline and self-control. IILM students are expected to maintain the highest standards of discipline. Students must behave in an orderly and professional manner in campus and off-campus. Disciplinary action will be initiated against those who indulge in mischief and unprofessional behavior. The institute has a disciplinary committee comprising the Dean and other senior members who are called depending on the nature of disciplinary misconduct. The committee can recommend suspension/ rustication for any noted disciplinary matter.

- Students are expected to use the facilities of the institute without causing damage and/ or destruction. Any student found causing deliberate damage to the property of the institute will be required to pay for the damages depending on the nature of damage caused and may be suspended/ rusticated on repeated violations.

- All the rooms are installed with CCTV cameras and any damage to any college property, intentional / unintentional, will have to be borne by the person responsible for the same.

- Act responsibly & maturely. Please don't scribble with your pens/ pencils on tables, chairs or walls.

- Please switch off lights, Ac's, fans etc. when leaving the classroom or not in use. Please don't use the classrooms while any housekeeping or maintenance work is being carried out. Your cooperation will only help improve things.

- Students are also required to be appropriately dressed, while in the institute. Whenever required they should be in formals, as recommended below:

  - **Male:** Full Sleeves Plain Shirt, Trousers, Tie, Black Shoes and Blazer (depending upon the weather conditions); **Female:** Saree/ Western Suit / Formal Indian suit.

- No Electronic gadget except the laptop and the calculator is allowed in the classrooms.

- Cellular phones must be kept in switch-off mode in classrooms.

- Any misbehavior with the faculty or the fellow students shall be strictly punished which may involve suspension or rustication from the institute.

- Smoking of cigarettes, consumption of alcohol and narcotic drugs are strictly prohibited within the institute campus. Violation of this policy will attract severe punishment including rustication.

- Student Belongings: All the students should take care of their belongings i.e. laptops, cash, cell phone etc. The Institute shall not be responsible for any damage or loss to the students' property.

- Ragging in any form is strictly prohibited within campus, hostel or outside. Anybody found indulging in ragging will be rusticated from institute and due legal action will also be taken.

Safety and Security

- IILM is committed to providing a safe and supporting environment for students which

- Minimize risk of harm and ensures all members of school community feel safe and secure.

- Supports the physical, social, academic, spiritual and emotional development of students.

- 24 hour manned premises (Campus & hostels) for proper monitoring & prevent any unauthorized entry.

- CCTV coverage & back up of all the areas within the premises and hostel.

- To ensure Health and Safety Components and the Emergency evacuation procedures are in place.

- Grounds and buildings are well maintained to minimize the risk of accidents and injuries to anyone who enters the IILM campus.

- To ensure Medical emergency response plan on time.

- A sharp focus on the cultivation of trusting, respectful, and caring relationships among students, staff and parents. College staff members regularly engage in two-way communications with Students and parents

- The school has a smoke free environment.

Student Events, Club Activities and Behavior within the external community

On campus, you are expected to

- Organize extracurricular activities, as part of various societies/clubs. Also ensure avoiding conflicts with class schedules, placement week, on campus recruitment events, exam periods, etc while planning/ participating in the Club activities.

- Value and maintain cleanliness of the campus, including auditorium, common room, library, cafeteria and individual learning spaces.

- Value individual rights of others, follow campus regulations, which includes placing posters on the notice boards only, concluding events by the predefined time.

- Bullying, violence, or any kind of harassment will be dealt strictly.

Off campus, you are expected to

As representative of IILM, your behavior should be exemplary thereby enhancing brand IILM.

- Respect and value the rules and regulations and strictly refrain from unethical activities.

- Respect the property and building facilities of landlords, hotels and other external housing providers.

- Settle all financial obligations and fulfill any other contractual obligations related to your stay in the regions before leaving. It is your responsibility, and not the responsibility of IILM, to settle any disputes regarding such contractual terms and obligations.

- Pay your dues or any other financial obligations in time.

ACADEMIC POLICIES & PROCEDURES

3.1 Attendance

- Students are required to have a minimum of 75% attendance in each course during the term. Those who fall short of attendance are not permitted to take the end-term examinations.
- A waiver of 10% can be given by Dean on medical grounds after satisfying herself about the genuineness of the case.
- A further 10% waiver can also be granted by Dean if students are deputed for some institutional activity.

3.2 Leave of Absence

A student may be permitted under extraordinary circumstances to take leave of absence for a term or a year depending on the circumstance to be judged on a case to case basis. On return, the student will however be required to pay the fee as per the fee structure prevailing at the time of re-joining the programme. All students seeking leave of absence are required to make a formal application to the Dean after taking approval from the Mentor. The institute reserves the right to approve or reject a request for leave of absence and such decision is final and binding on all the students. The period of leave of absence is counted towards the period specified in the statute of limitations.

3.3 Academic Progression

A list of all those students who do not fulfill the requirements for progression to second year (3.2/8.00 CGPA) is displayed on the notice board after the declaration of the results. A letter indicating the probation status of these students is also sent to the Parent/Guardian of the student.

3.4 Minimum Grade Requirements

A minimum CGPA of 3.2 on a scale of 8.0 is required in order to have good academic standing which makes a student eligible to receive the Diploma.

3.5 Appeals against Dismissal from the Program

A student who has been notified for dismissal for academic and/or any other specified reason and wishes to be reinstated must submit a written request for review to the Dean-IILM Lucknow. The request, stating the reasons for which the student considers the review justified, must be submitted within 10 working days of the dismissal. The final decision in this regard will be intimated to the student within 20 working days after the receipt of the written request for such review.

3.6 Enrollment Number

All the students will be issued unique enrollment number, which is to be mentioned for all communication/ submission to the Faculty, Program Office, or any other concerned department.

3.7 Identity Card

- All the students will be issued an Identity Card on joining the program.

- Students are required to carry their Identity cards at all times, while in the Institute.

- A student losing his/her Identity card or wanting a duplicate copy in exchange for the damaged one will have to pay Rs. 250/- along with a fresh copy of his/her stamp size photograph.

- The identity card has to be surrendered to the Program Office on completion of the program.

3.8 Personal e-Mail Id

All students have already been given a personal IILM Lucknow e-mail id by the Institute. Important information regarding the program and day to day activities will be sent to the student on their IILM AHL e-mail ids. Students should develop the habit of checking their mails on a regular basis. It is the responsibility of the students to keep abreast of any announcements and changes made, irrespective of their attending/ not attending the sessions. This e-mail id will remain active even when students graduate and leave IILM AHL. Any formal communication sent to student e-mail ID holds good for information/ instruction for all purposes.

3.9 Mentorship Programme

The institute grooms the students using a unique Mentorship platform under which the faculty mentors guide and counsel the students on one-to-one basis for their holistic personality development.

The objective of mentoring at IILM is to facilitate personal and professional development of students which would help them to seek better placement opportunities. As a student of IILM, you will be assigned a mentor during your stay at the institute. The mentor will:
- Nurture your unique qualities.
- Motivate you to achieve academic excellence.
- Give guidance and direction in summer internship and final placement.
- Assist you in any other area via referral system.
- Provide you consistent support, guidance and help.

During the first year, mentor's role is developmental. The mentor will:
- Identify your strengths, attributes and interests.
- Define clearly how you can improve on them.
- Classify preferences about job and career.
- Set short and long term goals.
- Prepare you for summer internship.

In the second year, the mentor will prepare you for final placement. The periodic mentor-mentee interactions help students become aware of their goals, identify path leading to the goals and overcome barriers to achieve them.
In addition to the above, the mentors will also:

- Inform the parents regarding their ward attendance, result and student behavior, thereby assisting the mentees in developing comprehensive educational plan.
- Inform module tutors in case of any requirement for conducting extra sessions for any mentees.
- Mentors should keep track of the extra co-curricular activities for the all round development of the students

3.10 Feedback/Suggestions/Grievance Redressal

- Improving the student experience is a key theme at IILM. We value your feedback and encourage you to write to us at:
  - **suggestion@iilmlko.ac.in** for any improvement you would like to make to the IILM experience, for any assistance or support required, for recommending any book to our library collection etc.
- Students can freely approach the grievance committee members with their queries/grievances and the faculty members (mentors) for seeking assistance and guidance at designated time mentioned in course outline.
- Student's feedback on the conduct and coverage of various courses and related sessions is sought by holding formal feedback sessions for every term.

3.11 Student Clubs

There are various student clubs formed with the objective of 360 degree development of the students. These clubs empower students with creative, innovative and talent nurturing activities which contribute in knowledge creation and sharing, learning and continuous development of the students. There are several activities initiated, organized and conducted by the students under the various clubs such as Management games, Role plays, Quiz, Seminars, Workshops, Conferences, Brainstorming sessions, Industry visits, Guest lectures, live projects and many more. These activities helps in enhancing student's managerial skills and there by increasing their Employability quotients for better placements. It is expected that students actively involve themselves in at least one of these clubs. Guidelines for participating in these clubs would be intimated to the students from time to time.

Also, every year the Institute celebrates it's Annual Function ZEAL with great enthusiasm. The students are encouraged to participate in various in-campus and off-campus competitive co-curricular and extra-curricular activities for improving their leadership, team building and various other managerial and employability skills.

3.12 Plagiarism in Coursework

Management education is concerned with learning and understanding as a basis for functioning effectively and developing and extending knowledge. The appropriate way of enhancing learning and understanding is to interpret information within your own knowledge base and in your own words. Each year cases of plagiarism are uncovered and dealt severely. To avoid anyone copying you are advised to ensure that you keep the file password protected and delete from the net-book after copying the same to pen drive.

Policy for Plagiarism and Copying

1. Minor Cases or the inclusion of unacknowledged material accounting less than 20% of the assignment- This would result in a reduction of marks by20%

2. Moderate cases or the inclusion of unacknowledged material accounting for 20%-30% of the assignment-This would result in a reduction of marks by50%.

3. Severe Cases or the inclusion of unacknowledged material accounting for over 30% of the assignment- The student will be awarded a mark of zero.

4. Even in no-copy-paste reports, the students have to mention the references/sources of the data.

5. In the absence of the references, 10% marks will be deducted.

6. Copied answers/assignments/reports will result in an award of zero, without exception.

3.13 Academic misconduct and possible sanctions

All cases of academic misconduct, the concerned student(s) will be referred to the Academic Committee consisting of the senior faculty / administration members and the Faculty Mentor(s) of the candidate(s) concerned. Academic misconduct includes inappropriate behavior by the student in the classroom and her/his conduct during assessments. The possible sanctions include

- Letter of Warning
- Cancellation of Assessment/Exam
- Suspension
- Expulsion

The Academic Committee may consider the absence due to Major Personal Events or Medical reasons. A prior approval for leave is required in case of leaves due personal events. In case the absence is on account of **medical reasons**, the following procedure is applicable:-

1. A leave application for such a case stating your name, .registration and reason for absence supported by certificate from the relevant doctor should be submitted to the mentor within 2 days after joining back.

2. In case of absence for more than 3 days copies of medical reports have to be attached.

3. The leave application should clearly state the number of sessions missed for each course.

4. All leave applications to be approved by mentor and forwarded to concerned team members for necessary action.

COURSE STRUCTURE

4.1   Total number of core & elective courses offered in two years (2017-19) is equivalent to 120 credits. This includes the summer training which carries 6 credits and a comprehensive viva held equivalent to a 6 credit course.

The program comprises of 6 terms. In the first year, the students are exposed to all the areas in management. Hence, all the courses offered here are compulsory. In the second year of the program, a student has to study elective courses according to his/her area of interest.

The Institute offers electives in the area of Marketing, Finance, Human Resource Management, Operations Management etc. The institute may change or add any elective depending upon the assessment of industry requirements and students preferences. In addition institute offers various value added courses which are mandatory for students.

4.2   Summer Training (At the end of 1st Year)

Students in their preferred area of specialization undertake summer internship during the summer break. The objective of summer training is to help students relate the concepts learned in class with practice in real-life situations, to make them aware of business practices and instill a sense of discipline in the students, which is essential for success in the corporate world. This is mandatory for the students, who will be awarded six credits on successful completion of the training. Guidelines for Summer Training will be issued by Placement Office at the start of third term.

4.3   Comprehensive Viva - Final Term

At the end of the first year every student would undertake a comprehensive viva. This viva is equivalent to six credits that is two full papers. A panel of faculty and industry will evaluate each student out of 100 marks for the same. Guidelines for the same will be communicated by the Area Head / Dean.

4.4   Live projects

As a part of integrated learning process the students take up live projects with corporate and community in and around Lucknow. This enables them to obtain an understanding of the overall functions of the organization, exposure to actual work situation and an appreciation of society and societal issues.

Students need to take permission from Dean/ Head-Placement/ Program Office for such projects and must submit a brief report on the experience and learning from the organizations, after the project is completed.

Appreciation Certificates are awarded to the students for these projects and experiences as decided by the program committee.

4.5   Teaching Methodology

The faculty at IILM AHL Lucknow uses a mix of various teaching pedagogy to make the best of the learning process. Various methods used are

- Lectures
- Individual/ Group Exercises and Interaction session.
- Case Studies
- Audio/ Video Presentations
- Seminars/ Guest Lectures
- Quiz/ Business Games
- Role Plays/ Real Life Simulations etc.

PROGRAMME STRUCTURE (PGDM 16-18)

The two year fill time PGDM programme is designed and regularly reviewed to reflect the requirements of the industry from entry level management graduates. The first year of the programme consists of core courses which enable the building of conceptual foundations of various aspects of management discipline. The second year comprises application oriented core courses, elective courses and research projects. In addition to on-campus learning, it is mandatory for all students to undergo eight weeks of summer internship with a corporate house after the completion of first year. Also, the Institute offers various life skill audit courses in each term which are mandatory for students.

Course Structure – Trimester -1 (PGDM 17-19)

Module
Foundation Modules
Crossing Over

Term 1 (July 2017- Sep 2017)
Managerial Skills
Managing Groups and Teams
Excel Workshop
ELS Workshop (UoB)
Financial Accounting
Leadership Labs
Optimization and Simulation Modeling
Organizational Behaviour
Marketing
Microeconomics
FIELD (Field Immersion Experiences for Leadership Development) -I
Career Trek -1

EXAMINATION SYSTEM

The examination for PGDM at the Institute is a combination of continuous internal assessment and formal end term examinations. To qualify in a paper, taking the end term examination is a mandatory requirement except when it is a 100% coursework paper.

5.1 Continuous Internal Assessment

Depending on the nature of subject, the assessment criteria varies. For certain subjects, there will be no end-term examination, only continuous internal assessment will be held. Generally, internal evaluation is of 40% and that of end-term examination is 60%, however, it is the discretion of the course faculty to change this proportion as required.

Continuous assessment of internal evaluation will have a number of components like

- Class Assessments
- Case studies
- Project work, Presentations and viva
- Quiz etc.

The internal assessment/class assessment marks awarded are notified by the concerned faculty. Students who fail to meet the deadlines for submission of projects or assignments or who absent themselves at internal assessment sessions are not entitled to any credits assigned for the same. In their own interests, students are advised to follow the guidelines and schedule for submission of project reports, etc. In special cases if the delay is on account of any eventualities / placement activities, then the student must get a written permission from the concerned authority (Dean/ Placement Incharge), on the basis of which s/he must request the faculty to award the marks. All the resolutions regarding the award of marks lie with the concerned faculty and the examination department will only account the marks submitted by the concerned faculty.

5.2 End-Term Examination

The two year Program comprises six end term examinations which are scheduled as per academic calendar.

For all end term examination, the following guidelines will be followed:
- All examinations will be held as scheduled and will be reflecting in the Time Table/Academic Schedule.
- Permission will be provided only to those students who have cleared fee dues. Students with fee dues will not be allowed to sit for examination until and unless the Director issues a conditional admit card to those students.
- All students should be seated according to the seating plan 10 minutes prior to the commencement of the examination. No student will be allowed once the invigilator announces the commencement of exam.

- Students must not carry Mobile phones, Laptops and any other material (until and unless specifically allowed) inside the exam hall. An invigilator can cancel the exam of the student in case of possession of any material mentioned above
- Students will not be permitted to leave the exam hall (water, washroom etc.) until and unless it is an emergency. In extreme emergency the student will be permitted only once for a limited period of time.
- Any student found copying or using unfair means will be debarred from the Trimester examination.

5.3 Attendance

Students are required to have a minimum of 75% attendance in each course during the term. For any sanctioned leave from Dean, attendance would be calculated excluding leave period. Students with less than 75% attendance for the entire term, and/or less than 66% attendance in each course of the concerned term shall not be allowed to sit in that particular examination. For this they will be given J Grade (as per the grading system mentioned below) and they will be allowed to appear in their respective papers in the end term examinations of the subsequent batch only on payment of the prescribed fee.

5.4 Fees

No student will be allowed to sit in the end-term examination with dues in his/her account. A student therefore must abide by the deadlines mentioned in the handbook for the payment of their fee installments in time.

5.5 Admit Cards

Every student must eligibly fill the Performa provided by the examination department, mentioning the papers s/he is appearing in the end-term examination 15 days before the start of the end-term exam. The examination department will issue admit cards after taking clearance from the Accounts Department only to those students who have paid their fees and have no dues in their account.

No student will be allowed to sit in the end-term examination without an admit card.

Carrying of mobile phones/electronic gadgets is prohibited in the Examination Hall. No student is allowed to enter the examination hall after 10 minutes of the start of the examination and is also not allowed to leave the examination hall during the first hour of examination.

5.6 Use of unfair means:

A Committee will be constituted by Dean to decide upon cases of unfair means. Any student found using unfair means during internal or end term examination may be asked to repeat the examination or may be asked to repeat the examination in all the courses of the said term. The decision of the committee will be final and binding on all. Unfair means include any activity on the part of student before, during or after the examination to influence the

result in any way. This may include copying from other students, from prohibited papers, electronic gadgets etc., non-adherence to the instructions of the invigilators, plagiarizing in projects and assignments, indulging in any unruly activity inside examination hall, canvassing with the faculty and other staff.

5.7 Grading System

IILM Lucknow follows a letter grading system for evaluation of academic achievement of the students. The grading system followed is given below:

GRADES	GRADE POINT	REMARKS
A+	8	Excellent
A	7	
B+	6	Good
B	5	
C+	4	Average
C	3	
D+	2	Poor
D	1	
F	0	Fail
J	Not approved/ debarred/ result awaited/ withheld	

5.8 Calculation of Grade Point Average (GPA)

On the basis of the relative grading assigned by the faculty for each paper, the grade point average is arrived as follows:

a) Multiply the credits by the points assigned to the grade concerned
b) Add the points arrived at for all the papers of the term
c) Divide the points by the total number of credits

Example: ABC Term 1

Subject	Credits	Grade	Points
Marketing Management	3	A	7
Quantitative Techniques for Business	3	C+	4
Financial Accounting and Analysis	3	C	3
Organization Behavior	3	B+	6
Business Communication	3	B+	6
Managerial Economics	3	C+	4
I T Application in Business	3	C	3

Calculation:
3x7=21, 3x4=12, 3x3=9, 3x6=18, 3x6=18, 3x4=12, 3x3 = 9 = **Total 99**

Total credits 21   **Grade Point Average- 99 divided by 21 = 4.71**

5.9 Calculation of Cumulative Grade Point Average (CGPA)

The total grade points of different terms divided by the total number of credits indicates the Cumulative Grade Point Average

Example	Total grade points	Total Number of Credits
Term1	99	21
Term2	102	24

CGPA after Term 2: 99+102= 201 divided by 21+24 = 45 = 201/45 = 4.47

5.10 Promotion from first year to second year

Every student is required to obtain a CGPA of 3.2 points (on 8.00 point scale) at the end of each term, barring which s/he is put on academic probation for the next term. In case of no improvement, withdrawal proceedings are initiated.

A student will progress to second year only if he/she earns an aggregate of CGPA 3.2 in first year.

A student will graduate with an aggregate of CGPA 3.2, if he/she passes in all modules of two years.

If the CGPA is less than 3.2 or more than 12 F grades in the first year the student may be asked to withdraw from the program after allowing for supplementary once, which would be held during the month of May.

5.11 Annual Supplementary/Improvement Examination

A student will be allowed to appear in Annual Supplementary/Improvement in all such courses for which the result is declared subject to the compliance of the following conditions:

- Improvement will not be allowed in papers where the student has got grades above C+

- The grades obtained after the improvement exam will be considered as final.

- The student can appear for improvement/ supplementary examination on payment of prescribed fee.

- The maximum times student can sit in supplementary/improvement examination be two (2)

Annual supplementary/ improvement exams will be held in month of May. The course evaluation will be of 100 marks and the syllabus will be the same of the main examination. There will not be a different paper for different batches of students appearing in a particular examination. All supplementary/ improvement examinations for award of diploma will have to be completed within 4 years of registration. However, once the student has qualified for award of diploma, s/he will not be allowed to appear in the improvement examination. For sitting in annual supplementary/ improvement examination a student has to apply in the prescribed form to the Program Office in the month of April.

Four categories of students are identified and their eligibility to appear in annual supplementary/improvement and end-term examinations of the subsequent batch is given as under:

Category	Eligibility to Appear
Students with Supplementary i.e. F Grade	Annual supplementary/ Improvement Examination only
Debarred students	With subsequent batch only
Students remaining absent because of any unforeseen situation	Both with subsequent batch & in annual supplementary/ improvement Examination (the permission to be granted on case to case basis by the examination committee)
Students seeking Improvement	Annual supplementary/ Improvement Examination only

5.12 Re-evaluation and Grievance

Students are allowed to apply within 15 days of the declaration of results for any verification in regards to the totaling of marks and its verification for all questions attempted. The marks obtained after re-totaling will be considered as final. There is no provision for revaluation of answer scripts.

5.13 Transcripts

- Transcripts of the academic records can be collected from the Program Office. However a copy of the same is also sent to all the students after the declaration of results at the end of every term. A student requesting a transcript in person must present valid identification.
- There is no charge for the first transcript. However, additional transcripts maybe requested on payment of Rs.100/- for each term, which will carry a seal stating duplicate.
- Discrepancy if any, in the Grade-Sheet may be pointed out in writing to the Controller of Examination within a fortnight of the issue of the same.

5.14 Provisional Certificate

Students who have passed examination in all papers of Term 1 to Term VI as prescribed, obtaining at least Grade D in each paper, attaining CGPA of point 3.2 in 8.0 point scale, and have produced clearance certificate from all departments in IILM, shall be issued "PROVISIONAL CERTIFICATE" under the Seal / Signatures of the Director- IILM Lucknow.

5.15 Convocation

On successful completion of the course as aforesaid, students shall be admitted to the convocation to be held for the purpose and awarded diploma.

Students who are absent at the convocation will be awarded diploma certificate in ABSENTIA which can be collected after convocation either in person or through authorized person with a letter of authority.

CAREER DEVELOPMENT CENTRE NORMS
for
FINAL PLACEMENT & SUMMER INTERNSHIP

IILM Lucknow would facilitate final placement of its PGDM students, who will successfully complete their academic requirements and whose conduct and behavior has been noted satisfactory.

The aim of Career Development Centre (CDC) is to provide students with an understanding of skills required to get a job and do well in a job. CDC invites various companies for campus recruitment and also holds career related events with recruiters and alumni.

In order to promote professional behavior during the recruitment process and various workshops/events organized by CDC, students are required to comply with the following guidelines.

6.1   Non-Compliance with CDC code of conduct

Each case of non-compliance would be evaluated by the discipline committee of IILM on a case to case basis. Exemptions will only be granted under extraordinary circumstances including:

Deaths, accidents and serious illness / other illnesses (with appropriate medical documentation).

Non-compliance with the IILM code of conduct will be subject to the penalties as set forth below. Any decisions to enforce the stated penalties will be conveyed to the student in writing.

In addition, note that purposefully providing false or inaccurate information in CVs, cover letters, emails or in any other form of communication, including official verbal statements such as interviews is also breach of IILM code of conduct and may result in debarring from campus placement process. Any decision regarding the same would be taken by the discipline committee.

6.2 Pre-Placement Talks and other On-campus / off-campus Recruitment Events

- Information about companies' placement schedule, job details and compensation package for final placement will be put up on the Online Placement Portal (PB Works), official emails and Notice Boards. It is your duty to check PB Works, official Facebook page of your Batch and your official email ids regularly.

- You need to go through the placement schedule, job details, job location and compensation package for a position posted and if interested, you may apply for the same by filling in details as per the format provided to you by the placement manager.

- Prior to Pre-Placement Talk, institute shares number of students attending the Presentation/session and hence failure to attend any Pre Placement Talk may reflect negatively on your individual candidacy.

- In case you would not be able to attend Pre Placement Talk or any other on-campus / off-campus recruitment event for which you have applied, then the same needs to be communicated to the CDC at least forty-eight hours in advance.

- After the "Pre-Placement Talk" by the company, you can withdraw your candidature by informing CDC and need not participate further in the GD/PI process.

- It is mandatory for you to dress formally whenever there is any placement activity organized by the CDC. The dress code details are stated below:

    For Boys: Blazer/Trouser with matching tie/Business Suit.

    For Girls: Blazer/Trouser with Scarf/Business Suit/Sari.

    If you are dressed inappropriately (for example, shorts, jeans, flip-flops, skirts/dresses of inappropriate length), you will be denied entry.

- Arrive 10 minutes early. Doors will be closed on time and late comers will be denied entry.

- You are required to stay until the presentation has ended.

- Switch off your mobile or put it on vibrate/silent mode.

- Do not use your laptop or other electronic devices during the presentation.

- Do not bring food/drink to the Auditorium/classroom where the event/presentation will be held.

    In addition to this:

- CDC would also conduct regular workshops in order to prepare you well for placement process. You must attend all these workshops.

- CDC will conduct 2-3 Placement Weeks which will be mandatory to attend.

6.3   Penalties for Non-Compliance

- Once you have applied for a company, it is mandatory for you to report on the day of presentation. Not attending the Pre-Placement Talk or other on-campus / off-campus recruitment events after registering for the same will amount to misconduct and you will be suspended from the placement process.

- However, in the first instance of such misconduct, suspension can be revoked after 10 days on the recommendation of the mentor if you undertake not to repeat it. But if the same misconduct is repeated by you in future, discipline committee may decide to debar you from the placement process.

6.4 Job Applications

- Student/s is required to have a minimum of 75% attendance to be eligible for applying for a job through campus placement.

- Only apply to companies for which you have a genuine desire to work. Trial interviews without a real motivation can easily be found out by recruiters and damage both the students and the Institute's image.

- You have to prepare your CV as per the campus CV format provided by the CDC. It is suggested that you customize your CV as per the job description.

- Deadline to apply for a job posted would be specified by the CDC and you are required to adhere to the same. Applications received after the deadline would not be entertained.

6.5 Group Discussions and Personal Interviews

- Dress code is business attire for group discussions and personal interviews (GD/PI).

- Going through company website and understanding of job description and specification is a must.

- Arrive 10 minutes early.

- Treat all company representatives with respect and pay attention to your manners/body language.

- If you would not be able to appear for GD/PI, you are required to inform the Career Development Centre at least forty-eight hours in advance.

6.6 Penalties for Non-Compliance / Non-appearance in GD/PI

Post pre-placement talk by the company, if you decide to participate in the placement process, it would be mandatory for you to appear for the GD/PI as employers devote a significant amount of time and resources for conducting a process. Following penalties will be imposed in case of non-compliance:

- Absence from the GD/PI would result in your suspension from the campus placement for a 15 day period. If the same misconduct is repeated, discipline committee may decide to debar you from the placement process.

- Failure to inform CDC within forty-eight hours of the scheduled GD/PI will result in your suspension from the campus placement for a 15 day period.

6.7 Summer Internships

- You are allowed to get only one offer for Summer Internship through campus. In the event of a student appearing in multiple companies' selection process for summer internship, it would be mandatory for the student(s) to join the company which makes the first offer.

- You have an option to get internship on your own but the project has to be approved by the Dean and Head-Career Development Center/Head-Industry Engagement and Faculty Mentor. This needs to be communicated to the CDC team latest by 1st March, 2017.

6.8 Penalties for Non-Compliance (in case of SIP)

- If you are selected for internship through campus but you decide not to join the company. In such a case, you will be penalized by deducting 2 credits out of total 6 credits allotted to summer internship. This means that Summer Internship project in your case will be evaluated out of 4 credits only.

6.9 Full Time Offers

The students will be eligible to get only one offer from the company in respect of final placement through the institute. In case, any student is not willing to accept the same, s/he has to arrange his/her final placement entirely on his/her own.

- You need to inform the CDC as soon as you have accepted an offer. Please email information about an offer acceptance to the CDC's Official email id.

- Once you have accepted an offer/joined a company, you would not be allowed to apply for any other company coming for campus recruitment.

- Before accepting an offer, even if early in the programme, make sure that this is your final decision.

- Withdrawing from an accepted job offer or to renege on an offer violates IILM's professional and ethical standards, and is a serious violation of the IILM Code of Conduct.

- If, however, you find that due to unforeseen circumstances you are unable to keep a commitment to an employer, you must first inform the Career Development Centre of your intention to renege on your job offer. The CDC will work with you to determine the appropriate course of action.

- You are allowed to join a company after completion of the Term 5 i.e., 1st February, 2018. Any decision regarding your joining the company earlier than 1st February needs to be approved by Academic Committee on case to case basis.

- You need to take No Objection Certificate (NOC) from the institute before joining the company and must clear all pending tuition fees/hostel fees before your joining. Institute may take disciplinary action against students who fail to adhere to this guideline.

6.10   Penalties for Non-Compliance (in case of Final Placement)

Student is expected to honour the job offer. To renege an accepted job offer damages not only the individual's professional reputation, but also diminishes IILM's image. Such actions spoil relationship of IILM with the employer who may decide not to hire from IILM in future.

The renege of a finally accepted job offer is a serious breach of the Code of Conduct and is subject to:

- Immediate debarring of the student from the placement process

It should also be noted that no student is allowed to interact / contact the company executives directly during or after the selection process unless authorized by the CDC. Non-compliance will result in debarring the student for the Final Placement for 10 days. If the same misconduct is repeated by the student, discipline committee may decide to debar the student from the placement process.

6.11 Activities (workshops, counseling sessions, mock group discussions/interviews, aptitude sessions)

- Preparatory workshops would be conducted for companies coming on campus. You are advised to attend these workshops regularly.
- CDC would also conduct various workshops/counseling sessions in order to prepare you well for placement process.
- In case you would not be able to attend a session/workshop, you are required to inform CDC at least 48 hours in advance by writing an email to the official email id of the CDC or meeting the concerned person.

6.12 Penalties for Non-Compliance (with regard to placement activities)

If you miss a workshop without prior approval from CDC, you will

- Be suspended from attending any future workshop/session for period of 10 days.
- Be suspended from attending a placement process for a period of 10 days.

If you arrive late / leave early or behave inappropriately during workshop or presentation, you will be asked to leave the session / workshop

Note:

- The Placement procedure should be taken in the right spirit. Any student found influencing the interview panel directly or indirectly with personal contacts will be disqualified.

- A SCOP (Student Committee of Placement) is elected and formulated to assist and support in the placement activities.

- Sharing of placement related information with outsiders is strictly prohibited. If any student is found doing the same he/she will be debarred from further placement activities.

- Any student violating any of the above mentioned rules and regulations or found indulging in any act of indiscipline/misbehavior thereby damaging reputation of the Institute will be debarred from availing any further placement facilities and is liable for strict disciplinary action, as per the Institute rules and regulations.

- The Institute reserves the right to change/ modify any or all of the above mentioned rules/regulations and procedures, whenever it is deemed necessary to do so.

LIBRARY AND INFORMATION CENTER

Established in 2004, IILM AHL Library is a storehouse of knowledge which provides latest and up-to-date information to their wide range of end-users. The center is fully computerized, uses OPAC software and takes advantages of the bar code and WI-FI technology.

The center has a large variety of knowledge resources and holds a very rich collection of printed as well as electronic resources which includes books, journals, database, case studies, trend reports and annual reports of ministries. The total collection of library is more than 9,500 selected books and 36 national and international journals.

Rules for Library:

1. Library Working Hours: **9.30 A.M. - 6.00 P.M** (Monday-Saturday).
2. No personal belongings except wallet & notebooks shall be allowed in the library. All other belongings shall be kept at the library entrance.
3. Every student/ visitor entering the library shall sign the Visitor's Register for the purpose of records for office use.
4. Students shall maintain silence within the Library Reading Room/Stack Area.
5. Students is liable for punishment and fine, if they either misbehave, damage Library books including underlining of books or cause damage to any other property.
6. Issue and Return of books and other reading materials shall take place as per schedule:
   - Each student shall be provided eight books at a time.
   - Books will be issued against borrower's card only.
   - The borrower is fully responsible for the books issued against the cards issued to him/ her.
   - In case of loss of I-card bearing the Library barcode, the user shall report immediately to the Librarian, failing which he/she will be responsible for any misuse of his/her card or books issued against such lost card.
   - Books are issued to the student for 15 days. The students have to return the books on or before the due date. If a user fails to return the book on time, the following penalty will be realized from the students.
     a. Fine of Rs. 5/- per day /per book (First ten days)
     b. If any book issued is lost or not returned within ten days after the due date, the defaulter will be charged with Current Cost of the Book + Penalty Fine of 100/- + Normal Fine (Rs.50/-) as above.
     c. No book will be issued after 10 days to the defaulter student until he/she returns all the books issued to him/her and pays up all his dues to the Library as detailed above.
7. Reference books, Dictionaries, Magazines, Journals & periodicals will not be issued.
8. A separate register is maintained in the Library for making Advance Booking for the books, which have already been issued to some other student. These books when returned will be issued in priority to the student who has made the advance booking.
9. Reissue of the book, to the same student, will be done only if there is no Advance Booking for the same.
10. The authority of Librarian is final with regard to issuance/return of books.
11. If any student is found tearing, stealing or defacing Books/ Journals/ Magazines, then suitable disciplinary action will be taken against him/her including recovery of cost of book.
10. The last borrower shall be responsible for any damage to the book unless it has been pointed out at the time of issue
11. Students are required to return all the books issued to them within three days after the End term exams are over.
12. Students must keep chairs/journals/newspapers/magazine etc. at proper place before leaving the Library.

COMPUTING FACILITY

IILM AHL Lucknow has a state of the art computing facility available on campus. The Institute provides Netbook to each student for academic facilitation. Campus is served by a dedicated 3Mbps internet connection which is available through out the campus.

Each student is provided with their personal email account at IILM AHL which is good for lifetime usage. All students are required to check their emails regularly as notifications, important documents from faculties etc are sent on a regular basis. Emails can be accessed over the web using the following URL: https://www.google.com/a/iilmlko.ac.in or directly from www.gmail.com

Computer Lab Rules:
- Students must attend all scheduled lab sessions and record attendance.
- Students are advised to do their work silently.
- If the Computer session/job/assignment is over then please allow others to work on the system rather than sitting idle.
- Any discussion other then subject should take place outside the computer lab.
- Kindly shut down the system properly before leaving your seat or after the completion of job.
- After leaving the seat please ensure that chair is properly placed.
- Please help to keep computer lab neat and clean.
- Keep your mobiles either switched off or on silent mode. In case of emergency attend the call outside the lab.
- Any external Media like PENDRIVE, CDs & DVDs are not allowed in Computer Lab Systems
- Use of any pirated software is strictly prohibited.
- Chatting/Playing games in the computer lab is strictly prohibited.
- Please bring the blank paper along with yourself if you require printout.
- Printings of the Project report/assignments are not allowed.

FEES

- **Mode of payment:** Fee is to be paid by Demand Draft or Banker's Cheque drawn in favour of **"IILM Academy of Higher Learning"** payable at **Lucknow**. Students can also make the payment by means of online transfer to **"Union Bank of India Account No. 644502010002087, IFSC Code- UBIN0564451"** in Vibhuti Khand, Gomti Nagar Lucknow.

- 7 days prior to the commencement of each end term examination, each student will be required to collect a 'no-dues' certificate from the Accounts Office and submit it to the Examination Cell. No student will be allowed to sit in the end-term examination with dues in his/her account. A student therefore must abide by the fee payment deadlines given to him/her for timely payment of the fee installment.

- Failure to pay the prescribed fee on time can result in academic penalty. Late payment fee as per Institute's rule will be also be charged.

- IILM Lucknow is a no-cash campus. All payments of fee must be done either by cheque/DD or net banking. If any amount is deposited by the student directly into institute's bank account by cash, then suitable disciplinary action and financial penalty will be imposed upon them, as decided by the Director, from time to time.

- **Change in rules: The institute reserves the right to change any or all of the information, rules, regulation and procedures in this manual without prior notice, whenever it is deemed necessary to do so.**

Anti-Ragging Committee

IILM has an Anti-Ragging committee to prevent any sort of ragging i.e. either mental or physical that can be forced upon the students. A student can contact any of the mentioned members of the anti-ragging committee for issues related to ragging. Following are members of the committee:

Dr. Naela Jamal Rushdi
Director
naela.rushdi@iilmlko.ac.in

Dr. Sheetal Sharma
Dean Academics
sheetal.sharma@iilmlko.ac.in

Dr. Neelam Singh
Representative from NGO

Mr. Sachin Srivastava
Associate Professor
sachin.srivastava@iilmlko.ac.in

Ms. Shruti Mitra
Associate Professor
shruti.mitra@iilmlko.ac.in

Mr. Azharuddin Mohammad Mussaiyib
Assistant Professor
azharuddin.mohammad@iilmlko.ac.in

Vishakha Committee for Prevention of Sexual Harassment

The Institute has formed a complaint committee for prevention of Sexual Harassment, comprising of following members to look into all such matters:

SI. No	Name	Designation
1	Dr. Naela Jamal Rushdi	Chairperson
2	Dr. Sheetal Sharma	Member Secretary
3	Dr. Neelam Singh	Member (Representative from an NGO)
4	Ms. Shruti Mitra	Member
5	Ms. Richa Gulani	Member
6	Mr. Sachin Srivastava	Member
7.	Mr. Pankaj Mathur	Member
8.	Mr. Tahir Ansari	Member

IILM RESOURCE PERSONS

S.No	Name	Designation	E-Mail ID
1.	Maj. Gen. B.D.Wadhwa, AVSM (Retd.)	Director General	bd.wadhwa@iilmlko.ac.in
2.	Dr. Naela Jamal Rushdi	Director & Professor	naela.rushdi@iilmlko.ac.in
3.	Dr. Sheetal Sharma	Dean (Academics) & Professor	sheetal.sharma@iilmlko.ac.in
4.	Mr. Sachin Srivastava	Associate Professor	sachin.srivastava@iilmlko.ac.in
5.	Ms. Shruti Mitra	Associate Professor	shruti.mitra@iilmlko.ac.in
6.	Mr. Azharuddin Mohd. Mussaiyib	Asst. Professor	azharuddin.mohammad@iilmlko.ac.in
7.	Ms. Fatima Aliza	Asst. Professor	fatima.aliza@iilmlko.ac.in
8.	Ms. Manali Ghosh	Asst. Professor	manali.ghosh@iilmlko.ac.in
9.	Ms. Richa Gulani	Asst. Professor	richa.gulani@iilmlko.ac.in
10.	Dr. Jyotishree Pandey	Asst. Professor	jyotishree.pandey@iilmlko.ac.in
11.	Ms. Supriya Agarwal	Asst. Professor	supriya.agarwal@iilmlko.ac.in
12.	Mr. Tauseef Irfan	Asst. Professor	tauseef.irfan@iilmlko.ac.in
13.	Ms. Pooja Bhatnagar	Manager (Placements)	pooja.bhatnagar@iilmlko.ac.in
14.	Mr. Ashish Kashyap	System Administrator	ashish.kashyap@iilmlko.ac.in
15.	Mr. Tahir Ansari	Manager (Admissions)	tahir.ansari@iilmlko.ac.in
16.	Mr. Saurabh Singh	Asst. Manager Admissions	saurabh.singh@iilmlko.ac.in
17.	Mr. Pankaj Mathur	Librarian	pankaj.mathur@iilmlko.ac.in
18.	Ms. Sandhya Gupta	Assistant Librarian	sandhya.gupta@iilmlko.ac.in
19.	Mr. Anil Kumar Sah	Admin Officer	anilkumar.sah@iilmlko.ac.in
20.	Mr. Vivek Kashyap	Account Officer	accounts@iilmlko.ac.in
21.	Mr. Raj Narayan	Security Supervisor	raj.narayan@iilmlko.ac.in