

**IILM ACADEMY *of* HIGHER LEARNING
LUCKNOW**

STUDENT HANDBOOK

**PGDM 2019-21
(Approved by AICTE)**

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Director General's Message

Congratulations

I welcome you to the ever-growing IILM Lucknow Campus, a national brand imparting value-based management education.

I am glad to announce the commencement of the PGDM Batch 2019-21, a two-year full time program, approved by AICTE, Ministry of HRD, 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 at IILM, strive to sustain a strong organizational culture having a set of rules and codes of conduct to be observed by all members. The well-structured policies, procedures and systems of the Institution ensure that each member is clear about his role and the end result expected from him.

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.)

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IILM ACADEMY OF HIGHER LEARNING LUCKNOW

1. ABOUT THE INSTITUTE

IILM Academy of Higher Learning, Lucknow was established in the year 2004 under the aegis of the Ram Krishan & Sons Charitable Trust, Lodhi Road, New Delhi. The Trust is running various Management Institutions with the acronym IILM in different parts of the country with campuses in Lucknow, New Delhi, Gurgaon, Greater Noida, and Jaipur. Over the years, the Institute and its founders have successfully fulfilled the extensive objective of propagating quality professional education and have made IILM, a National Brand.

The Lucknow Campus of the institute offers two programmes,, two-years full-time Post Graduate Diploma in Management (PGDM), which is approved by the AICTE, Ministry of HRD, Govt. of India and the MBA Programme, affiliated to Dr. APJ Abdul Kalam Technical University (Formerly UPTU), Lucknow.

IILM believes in the holistic development of the students and their participation in an education programme, which instills in them professionalism, ability to work hard, take decisions and develop critical thinking. The institute also exposes the students to all aspects of the economy and to its various facets like environment, societal values, social responsibility and human value system.

IILM realizes the need for holistic development in comparison to fragmented education which has been previously the norm, and looks beyond employment as managers and works towards shaping individuals to be leaders. Through skills of lifetime relevance we aim at developing students to their true potential.

Professionalism, critical thinking and good communication skills have become synonymous with IILM students. Holistic education cannot be complete without a healthy study environment and therefore, IILM offers exceptional infrastructure. State of the art modern facilities assist in conducting the various academic programs along with a high degree of interactivity both within and outside the campus. Our campus is ideally situated with ample greenery and open spaces. Facilities such as auditorium, cafeteria and parking spaces add to the ambience, encouraging the focus on education and learning. Air conditioned classrooms with sophisticated audio visual systems helps create a conducive learning experience. All these facilities contribute to the holistic development of our students.

Vision: IILM will educate and develop innovative, entrepreneurial and responsible business leaders.

Mission: We will offer with wider access, and in an inclusive and responsible manner:

- An academically rigorous, practice and research-supported, management education based on principled and ethical values, which maximizes the value-add from entry to exit.
- An inspirational learning environment which fosters the understanding of disruptive, technological changes; challenges current assumptions, and encourages continuous innovation and learning.
- An outstanding practice-based and work-related learning experience which focuses on the application of knowledge and skills and is globally relevant.
- Personal mentoring which respects individuality and inspires students to become responsive and responsible business leaders.
- Business and management research that leads to the creation of actionable knowledge, improves the understanding of management practices and provides inspiration for entrepreneurship and innovation.

Program Educational Objectives:

- **PEO 1:** To prepare students to apply acquired knowledge and adapt to the eternally changing business environment.
- **PEO 2:** To equip students to work in a technologically evolving and data-driven environment and in culturally diverse, multidisciplinary teams.
- **PEO 3:** To foster a spirit of creativity and innovation towards developing sustainable solutions to real-life issues.
- **PEO 4:** To prepare students to deal with real-world issues in a responsible and ethical manner.
- **PEO 5:** To develop self-driven professionals with entrepreneurial mindset who believe in continuous enhancement of knowledge, skills and attitudes.

Values:

- A people's policy that allows flexibility, understands individual needs, promotes respect, values integrity and team work, and is committed to employee development.
- 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.
- Proactive alumni engagement.
- International linkages that promote understanding and sensitivity to diverse markets and culture.
- Safe environment and enabling infrastructure.
- Transparent and seamless communication with students and parents, faculty and staff, alumni, and employers.

2. GUIDING PRINCIPLES

Academic

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

Career Development

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

Students and Club Activities

The Students Clubs provide a platform to students for expressing their talent, skills 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 them to enhance their non-academic skills.

Alumni

Over 850 alumni are 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 associated with institute..

3. 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 Director, Dean and other senior members who are called upon 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 college property, intentional / unintentional, will have to be borne by the person responsible for the same.
- Act responsibly & maturely. Do not scribble with your pens/pencils/sharp objects on tables, chairs or walls.
- Switch off lights, ACs, fans, projectors etc. when leaving the classroom or when the equipment is not in use. Kindly do not use the classrooms while any housekeeping or maintenance work is being carried out. Your cooperation will only help improve things.
- Students are required to be appropriately dressed, while in the institute. Whenever required they should be in formals, as recommended below:
 - **Males:** Full Sleeves Light Coloured Plain Shirt, Dark coloured Trousers, Tie, Black Shoes and Blazer (depending upon weather conditions);
 - **Females:** Formal Saree/ Western Suit with blazer / Formal Indian suit and Formal footwear..
- 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, staff or fellow students (including peers, seniors and juniors) shall be strictly dealt with. Punishment may even involve suspension or rustication from the institute.
- Smoking of cigarettes, consumption of alcohol and narcotic drugs is 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 the campus, in the hostels or outside the campus. Anybody found indulging in ragging will be rusticated from the institute and due legal action will also be taken.

Safety and Security

- IILM is committed to providing a safe and supportive environment for students which minimizes risk of harm and ensures all members of the college community feel safe and

secure.

- The environment at IILM supports the physical, social, academic, spiritual and emotional development of students.
- 24 hour manned campus premises for proper monitoring & prevent any unauthorized entry.
- CCTV coverage & back up of all the areas within the college premises.
- IILM ensures health and safety measures and 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.
- The college ensures a timely medical emergency response plan.
- There is 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 college has a smoke-free environment.

Expected Behaviour in the campus & outside campus, during Student Events & Club Activities

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, examinations, etc., while planning/ participating in 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 with 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 of the host campus/company. Strictly refrain from unethical activities.
- Respect the property and building facilities of landlords, hotels and other external service providers.
- Settle all financial obligations and fulfill any other contractual obligations related to your stay 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.

4. ACADEMIC POLICIES & PROCEDURES

4.1 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 5% can be given by Dean on medical grounds after satisfying herself about the genuineness of the case.
- A further 5% waiver can also be granted by Dean if students are deputed for some institutional activity.

4.2 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.

4.3 Academic Progression

A list of all those students who do not fulfill the requirements for progression to second year (minimum requirement 3.2 CGPA on a scale of 8) 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.

4.4 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.

4.5 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.

4.6 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.

4.7 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 as well as when representing the institute outside the campus.
- 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.

4.8 Official E-Mail

All students have been given an official IILM Lucknow e-mail id by the Institute with domain name @iilmko.ac.in. Important information regarding the program and day to day activities will be sent to the student on these e-mail ids only. Students should develop the habit of checking their mails on a daily basis. It is the responsibility of the students to keep abreast of any announcements and changes made, irrespective of their attending/ not attending any specific session. This official e-mail id will remain active even when students graduate and leave IILM Lucknow. Any formal communication sent to student e-mail holds good for information/ instruction for all purposes.

4.9 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 consistent support, guidance and help to you.

During the first year, mentor's role is developmental. The mentor will:

- Identify your strengths, weaknesses, attributes and interests.
- Define clearly how you can improve on your weaknesses and enhance your strengths.
- Define career expectations
- 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 regular mentor-mentee interactions help students in becoming aware of their goals, identify the path leading to their goals and overcome barriers to achieve them.

In addition to the above, the mentors will also:

- Inform the parents regarding their ward's attendance, result and behavior, thereby assisting the mentees in developing comprehensive educational plan.
- Inform module tutors in case there is any requirement for conducting extra sessions for their mentees.
- Mentors will also keep track of the extra/co-curricular activities which the mentee organizes or participates in, to ensure all-round development of the student.

4.10 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@iilmko.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.
 - There are few Suggestion Boxes placed in the campus, at strategic points. You may drop your written suggestions there too.
- Students can freely approach the Grievance Committee members with their queries/grievances and the faculty members (mentors) for seeking assistance and guidance at the designated time mentioned by the faculty.
- Student's feedback on the conduct and coverage of various courses and related sessions is sought by holding formal feedback sessions for every term.

4.11 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 help in enhancing student's managerial skills and thereby increases their Employability Quotient 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 its Annual Function ZEAL with great enthusiasm, in the month of February. 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.

4.12 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 with severely. To ensure that no one copies from you, you are advised to ensure that you keep the file password protected on your laptops / pen drives. In case of hand-written assignments, it is your duty to make sure that no one copies your matter. Helping to cheat is an equal offense as cheating itself.

Policy for Plagiarism and Copying

1. Minor Cases or the inclusion of unacknowledged material, making up less than 20% of the assignment - This would result in a reduction of marks by 20%
2. Moderate cases or the inclusion of unacknowledged material, making up 20%-30% of the assignment - This would result in a reduction of marks by 50%.
3. Severe Cases or the inclusion of unacknowledged material, making up 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. If the copying is from one student to another, then both students will be awarded zero.

4.13 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 student(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 absence due to Major Personal Events or Medical reasons. A prior approval for leave is required in case of leaves due to 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 name, enrolment number and reason for absence supported by a certificate from a relevant doctor (minimum MBBS or BDS qualified) 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 will be approved/forwarded by mentor to the Dean and the Program Office for necessary action.

5. THE PGDM PROGRAMME

The Post Graduate Diploma in Management (PGDM) programme was launched to cater to the demands of management professionals and prepare the graduating students for a challenging career through an intensive and rigorous curriculum. The programme endeavors for holistic development of its students, thereby making them intellectually, socially, physically, and spiritually balanced human beings. We believe in an education system that looks beyond employment by imparting “Life Skills” and enhancing life time opportunities.

The curriculum is planned keeping in mind the programme level outcomes which in turn are derived from the mission statement. The institute has set the following as the programme outcomes –

Program Outcomes

L1 - An understanding of organizations and management techniques to allow investigation into business and management issues.

L2 - An ability to acquire, analyze and understand data and information for managerial decisions.

L3 - Critical thinking and informed judgment leading to problem solving, decision-making and negotiating skills

L4 - Cognitive flexibility which enables adaptability to uncertainty in a rapidly changing business environment

L5 - An understanding of disruptive and technological change and the ability to seek innovative and entrepreneurial solutions.

L6 - Emotional intelligence and people’s skills in communicating, working in teams and with people.

L7 - Being cognizant of the impact of individual and corporate actions on society, recognizing responsible and inclusive business practices and sensitivity to the social, economic and environmental responsibilities of business.

In accordance with the above, the PGDM Programme is a well thought-out mix of classroom study and experiential/practical training. It is a regular programme of two years duration. The programs involve learning through classroom sessions, discussions and exercises, project assignments with organizations, and field-based course-specific project work.

5.1 Course Structure

Total number of courses offered in two years (2019-21) is equivalent to 130 credits.

The program comprises of 6 terms. In the first year, the students are exposed to all the areas of management.

The Institute offers electives in the area of Marketing, Finance, Human Resource Management, Operations Management etc. The institute may change or add or remove 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.

5.2 Credit Sheet

S.No	Course Code	Course Title	Credits
Term 1			
1	1.1.1	Economics 1	3
2	1.1.2	OB	4
3	1.1.3	Accounting for Managers	4
4	1.1.4	Marketing 1	3
5	1.1.5	Quantitative and Data Analysis	4
6	1.1.6	1 Career Course (Workshop Mode)	1
7	1.1.7	Placement workshop	1
8	1.1.8	Career Trek 1 during Placement Week 1	
		Total	20 Credits
Term 2			
9	1.2.1	Economics 2	3
10	1.2.2	HRM	4
11	1.2.3	Finance 1	3
12	1.2.4	Marketing 2	3
13	1.2.5	Operations	4
14	1.2.6	1 Career Course (Workshop Mode)	1
15	1.2.7	Placement Workshop	1
16	1.2.8	Career Trek 2 during Placement Week 2	
17	1.2.9	Online Course (SWAYAM)	2
		Total	21 Credits
Term 3			
18	1.3.1	Finance 2	3
19	1.3.2	Entrepreneurship, Innovation and	4

		Sustainability	
20	1.3.3	Strategic Management	4
21	1.3.4	Business Research Methods (Classroom & Workshop mode)	2
22-24		Electives(3)	9
25	1.3.5	Placement Workshop	1
26	1.3.6	1 Career Course (Workshop Mode)	1
27	1.3.7	Online Course (SWAYAM)	2
		Total	26 Credits
		Total (Year 1)	67 Credits
28		Summer Internship (Grade)	6
29		Faculty Interaction, Group Discussion, Self-Assessment(Comprehensive Workshop)	3
		Term 4	
30-35		Elective(6)	18
36	2.4.1	Placement Workshop	2
37	2.4.2	1 Career Courses (Workshop Mode)	1
38	2.4.3	Online Course (SWAYAM)	2
		Total	23 Credits
		Term 5	
39-43	2.5.1	Elective(5)	15
44	2.5.2	Placement Workshop	1
45-46	2.5.3	2 Career Courses (Workshop Mode)	2
47	2.5.4	Online Course (SWAYAM)	2
		Total	20 Credits
		Term 6	
48	2.6.1	Dissertation	9 Credits
49	2.6.2	Online Course (SWAYAM)	2
		Total	11 Credits
		Total (Year 2)	54 Credits
		Grand Total (Academic Session)	130 Credits

Note: Electives will be offered in disciplines such as Finance, Marketing, HR, Operations & IT and others. The electives are subjected to changes as per the industry feedback.

5.3 Summer Internship (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 all the students. Guidelines for Summer Training will be issued by Placement Office at the start of third term.

5.4 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.

Students must note that it will be the students' own responsibility to cover the academics missed during such live projects. Also, the student will have to appear in all core course assessments and not expect any waivers.

5.5 Teaching Methodology

The faculty at IILM 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 Interactive sessions.
- Case Studies
- Audio/ Video Presentations
- Seminars/ Guest Lectures
- Quiz/ Business Games
- Role Plays/ Real Life Simulations etc.

6. 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.

6.1 Assessment Policy

The assessment for the Post Graduate Diploma in Management programme of IILM may be in various forms as described in each module plan. It may consist of any one of the following, or any combination of following: Case Study Analysis, Project work, Presentations/Viva, Quiz, Class Participation, Course Work and End Term Examination. Students who fail to meet the deadlines for submission of projects or assignments are not entitled to any credits assigned for the same. If a student fails to submit an assignment on time, she/he will be awarded a zero. In their own interest, students are advised to follow the guidelines and schedule for submission of project reports and assignments.

Deliberate absence in the end-term examination will be marked as “result incomplete” in the marksheet. When such a student repeats an examination (which was deliberately missed) to secure the passing grade, the grades of that particular course will carry a superscript R to denote “Repeat” in the final mark sheet.

When a student repeats an examination (because he failed the first or previous attempt) to secure the passing grade, then also grades of that particular course will carry a superscript R to denote “Repeat” in the final mark sheet.

However, when a student repeats an examination (because he could not appear in the first examination on account of a genuine reason, pre-approved by the Dean/Director, based on relevant documentary evidence) to secure the passing grade, then grades of that particular course will not carry any superscript in the marksheet. The final marksheet, in such cases will not reflect that the student had appeared for any repeat examination.

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 unavoidable 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.

6.2 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 to appear in the exam will be provided only to those students who have cleared their 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 electronic 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 entire ongoing End-term Examination. And when he repeats the concerned Term's exams, this shall be reflected in his final marksheet.

6.3 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 65% attendance in each course of the concerned term shall not be allowed to sit in the End-

Term Examination. Such students will be given J Grade (as per the grading system mentioned below). For this they will have to appear in improvement exam (as and when scheduled by the Programme Office). This shall be reflected in as a superscript R to denote Repeat in the final marksheet.

6.4 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.

6.5 Admit Cards

Every student must legibly fill the Performa provided by the examination department, mentioning the papers s/he would be appearing in, in the forthcoming 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 & Program Office only to those students who have paid their fees, have no dues in their account and whose attendance is above specified levels.

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

6.6 Use of unfair means:

No candidate (examinee) shall use unfair means or indulge in disorderly conduct at or in connection with examinations (midterm, end term, quizzes which are considered as part of assessment/evaluation by the instructor while awarding grades in a subject).

Unfair means shall include the following:

- During examination time having in possession or access to
 - Any paper, book, note or any other unauthorized material which has relevance to the syllabus of the examination paper concerned.
 - Mobile Phones or any electronic gadget other than calculator, even in switch-off mode, which can potentially be used for communication or copying.
 - Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.
 - Anything written or signs made on the body of the candidate or his/her clothes/garments, handkerchief etc which may have relevance to the syllabus of the examination paper concerned.
 - Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.

- Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.
- Talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours without the permission of the invigilating staff.
- Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
- Impersonating any candidate or getting impersonated by any person for taking the examination.

PUNISHMENT

A candidate found using unfair means or involved in disorderly conduct or disturbing other candidates, at or in connection with an examination shall be referred to Unfair Means Committee. The committee after consideration of the case as referred to it by instructor/invigilator can award punishment. The punishment awarded by this committee will be in addition to the punishment that may have been already awarded by the course coordinator with one or more of the following-

1. Cancellation of the examination of the paper in respect of which he is found to have been guilty; and/or
2. Cancellation of the examination of the trimester examination for which he was a candidate and/or debarring from examination for future trimester(s).
3. Any other punishment deemed suitable by the committee.

NORMS OF PUNISHMENT

The following norms for punishment are laid down.

- (i) If the candidate is found having in his possession of any material relevant to the syllabus of the examination paper concerned but has not copied from or used it,
 - a. The punishment will be the cancellation of the examination of that particular paper and he/she will be awarded F grade in that paper with all the consequences to follow. However, if the material found in possession of the candidate is of insignificant nature the punishment may be relaxed to the extent that he/she will be given the chance to reappear in the examination.

(ii). If a candidate is found to have copied from or used the material caught,

a. The punishment will be the cancellation of the present trimester examination and he/she shall be awarded F grade in all the papers of that trimester with all the consequences to follow.

(iii). If the candidate is found talking to another candidate or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the invigilator his examination in that paper may be cancelled and F grade will be awarded in that paper with all the consequences to follow.

(iv). If the candidate is found reading or possess some incriminating material relevant to the syllabus of the paper in verandah, urinal etc his/her examination in that particular paper or his whole trimester examination depending on the gravity of the offence shall be cancelled.

(v). If the candidate is found giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours, his/her examination in that particular paper will be cancelled and F grade will be awarded in that paper with all the consequences to follow.

(vi). If the behavior of the candidate on being caught is unsatisfactory or the candidate uses resistance/violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Academic Committee

4. Student do's and don'ts during examinations

- Students are expected to reach the examination hall 15 minutes before the scheduled commencement of the examination.
- Under no circumstances will a candidate be allowed to enter an examination hall once the examination has commenced.
- Upon reaching the examination hall, students are required to be seated in the seat specified in the seating plan. If a candidate faces any problem in locating her/his seat in the hall, the invigilator may be referred to for assistance.
- Students are expected to carry their admit cards, pens, pencils erasers and scale to the examination hall. If the paper allows, non-programmable calculators will be allowed.

Sharing of resources is strictly prohibited in the examination hall. Sharing of any resources will attract the unfair means clause.

- Students are prohibited to carry or retain with oneself anything in printed form or hand written unless the examination explicitly allows the candidate to do so.
- For open book examinations text books will be allowed; however, sharing of text books or other printed resources is prohibited. A candidate's paper is liable to be cancelled if she/he is found to retain such matter in her/his body in the examination hall
- No student candidate is allowed to carry the cell phone during the conduct of examinations. A candidate's paper is liable to be cancelled if she/he is found to retain a cell phone in her/his body in the examination hall.
- Candidates are prohibited from talking or gesturing to fellow examinees during the conduct of the examination.
- Candidates are required to write their roll numbers upon receipt of the question paper. Marking, writing or highlighting any content of the question paper is strictly prohibited.
- Candidates are allowed to submit their answer sheets and leave the examination hall only after half the time allotted for the examination has elapsed.
- Candidates are allowed to leave the examination hall to use the rest room only once for examinations of duration 90 minutes and above. For examinations of lower duration washroom breaks are not permissible. Leaving the examinational hall in such cases is allowed only under exceptional circumstances, including sicknesses, under express approval of the invigilator.
- Under no circumstances will wash room breaks exceed 4 minutes. The invigilator may debar a candidate from writing the paper in case the break is longer than 4 minutes and the candidate fails to provide an adequate justification for longer period of absence. All absences exceeding 4 minutes shall be reported to the Controller of Examinations.

On completion of the stipulated time for the examination, the student shall stop writing and wait for the invigilator to collect her/his answer sheet. Answer sheets must not be passed on to fellow candidates to be submitted with the invigilator.

6.7 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
W	Result Withheld	
J	Debarred from Exam on account of Attendance or Fee or any other reason.	

6.8 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:

- Multiply the credits by the points assigned to the grade concerned
- Add the points arrived at for all the papers of the term
- 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:

$3 \times 7 = 21, 3 \times 4 = 12, 3 \times 3 = 9, 3 \times 6 = 18, 3 \times 6 = 18, 3 \times 4 = 12, 3 \times 3 = 9 = \text{Total } 99$

Total credits 21

Grade Point Average- 99 divided by 21 = 4.71

6.9 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 $21 + 24 = 45 = 201/45 = 4.47$

6.10 GRADUATION REQUIREMENTS

- A student should complete 130 credits to graduate.
- For obtaining the PGDM Diploma a student will have to meet all the requirements mentioned above and score an aggregate of at least 40% over two years.
- If a student fails to qualify the minimum requirement within 5 years of registration to the program, she/he will have to leave the program.

6.11 Re-evaluation and Grievance

Students are allowed to apply within 15 days of the declaration of results for any verification in regard 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.

6.12 Marksheet

- Marksheet of the academic records can be collected from the Program Office.. A student requesting a marksheet in person must present valid identification.
- There is no charge for the first marksheet. However, additional marksheet 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.

6.13 Provisional Certificate

Students who have passed examination in all papers of Term 1 to Term 6 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.

6.14 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.

7. CAREER DEVELOPMENT CENTRE NORMS for FINAL PLACEMENT & SUMMER INTERNSHIP

IILM Lucknow would facilitate final placement of the PGDM students, who have successfully completed their academic requirements, paid their entire pending fee (of all kinds) and whose conduct and behaviour 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 ensure professional behavior during the recruitment process and various workshops/events organized by CDC, students are required to comply with the following guidelines.

7.1 Non-Compliance with CDC code of conduct

Each case of non-compliance would be evaluated by the relevant 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 decision 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 relevant Committee.

7.2 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 communicated through the Online Placement Portal (PB Works), official emails and Notice Boards. It is your duty to check PB Works 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, the institute shares the number and names of students who will be attending the Presentation/session with the clients 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, with a genuine reason.

- 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. Formal shoes.

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

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/drinks 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 Placement Weeks which will be mandatory to attend.

7.3 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.

7.4 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.

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

7.6 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.

7.7 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, still 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, with written acceptance confirmation from the company, latest by 30th March. 2020.

7.8 Final Placement Offer

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.
- The student who gets placed in a company (i.e. receives an offer Letter) will not be allowed to participate in further placement process as it hampers the chances of other students from his/her batch. However if the compensation package from a new company is more than Rs 1.00 lakh vis-à-vis the offer from the company in which a student has

already been placed, then the student may participate in the placement process of the next company after necessary recommendation from his/her mentor and approval from Dean/Director. However this opportunity to upgrade will be given only twice per student. Thereafter, once 80% of the batch is placed, all the students will be free to apply in multiple processes.

- Before accepting an offer, 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. 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.

7.9 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.

7.10 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 are 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.

7.11 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 and suitable disciplinary action will be taken.

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.

8. LIBRARY AND INFORMATION CENTER

Established in 2004, the IILM Lucknow 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 through NetLib 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. The total collection of library is more than 16,000 selected books, E-Books and 36 national and international journals and also EBSCO online database, DELNET (Developing Library Networks) Membership and National Digital Library (NDL) Membership for searching books, Journals and research reports.

Rules for Library:

1. Library Working Hours: **9.00 A.M. - 5.30 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. This is in addition to Book bank given to PGDM students on a term wise basis.
 - The borrower is fully responsible for the books 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 additional 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, Project Reports, 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.
12. The last borrower shall be responsible for any damage to the book unless it has been pointed out at the time of issue
13. Students are required to return all the books issued to them within three days after the End term exams are over.
14. Students must keep chairs/journals/newspapers/magazine etc. at proper place before leaving the Library.

9. 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 35 Mbps internet connection which is available through out the campus.

Each student is provided with their individual official email account at IILM which is available for lifetime use. All students are required to check their emails regularly as notifications, schedules, instructions and important documents from faculty members, etc. are sent on a regular basis. Emails can be accessed over the web using the following URL: <https://www.google.com/a/iilmko.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 your Computer session/job/assignment is over then please allow others to work on the system rather than sitting idle.
- Any discussion other than subject should take place outside the computer lab.
- Kindly shut down the system properly before leaving your seat or after the completion of your work.
- 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.
- Online Chatting/Playing computer games in the computer lab are strictly prohibited.
- Printings of the Project report/assignments are not allowed.

10. FEES AND DEADLINES

- **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.
- All payments of fee must be done either by cheque/DD or net banking. **Cash will not be accepted under any circumstances.** 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.

11. 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:

S. No	Name	Designation
1	Dr. Naela Jamal Rushdi	Chairperson
2	Dr. Sheetal Sharma	Member Secretary
3	Dr. Neelam Singh	External member from NGO
4	Dr. Vibhuti Gupta	Member
5	Dr. Mohit Kumar	Member
6	Dr. Jyotishree Pandey	Member
7.	Mr. Azharuddin Mohammad	Member
8.	Parent Representative	Member
9	Student Representative from Senior Batch PGDM	Member
10	Student Representative from Junior Batch PGDM	Member
11	Student Representative from Senior Batch MBA	Member
12	Student Representative from Junior Batch MBA	Member

12. COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT

The Institute has formed a complaint Committee for Prevention of Sexual Harassment (known as Vishakha Committee), as required by the government regulations, comprising of following members to look into all such matters:

S. No	Name	Designation
1	Dr. Naela Jamal Rushdi	Chairperson
2	Dr. Sheetal Sharma	Member Secretary
3	Dr. Neelam Singh	External member from NGO
4	Dr. Vibhuti Gupta	Member
5	Dr. Mohit Kumar	Member
6	Dr. Jyotishree Pandey	Member
7.	Dr. Vaibhav Tripathi	Member
8.	Dr. Neha Tiwari	Member
9	Ms. Richa Gulani	Member
10	Mr. Sanjay Kumar Misra	Member

13. GRIEVANCE REDRESSAL & DISCIPLINE COMMITTEE

S. No	Name	Designation
1	Dr. Naela Jamal Rushdi	Chairperson
2	Dr. Sheetal Sharma	Member Secretary
3	Dr. Vibhuti Gupta	Member
4	Dr. Mohit Kumar	Member
5	Dr. Jyotishree Pandey	Member
6	Mr. Azharuddin Mohammad	Member
7.	Mr. Anil Sah	Member
8.	Mr. Ashish Kashyap	Member
9	Ms. Richa Gulani	Member
10	Mr. Tahir Ansari	Member

14. ACADEMIC CALENDAR

July			August			September			October			November			December				
1	Mo		1	Th	Commencement of Term I of PGDM 2019-21	1	Su	Sunday	1	Tu		1	Fr	End term Examination of Term I of PGDM 2019-21	1	Su	Sunday		
2	Tu		2	Fr		2	Mo		2	We	Gandhi Jayanti	2	Sa		2	Mo			
3	We		3	Sa		3	Tu		3	Th	Happiness Week	3	Su	Sunday	3	Tu	Mid Term Examination of Term I of PGDM 2019-21		
4	Th		4	Su	Sunday	4	We		4	Fr			4	Mo	End term Examination of Term I of PGDM 2019-21	4		We	
5	Fr		5	Mo		5	Th		5	Sa		5	Tu		5	Th			
6	Sa		6	Tu		6	Fr		6	Su	Sunday	6	We	Commencement of Term II of PGDM 2019-21	6	Fr			
7	Su	Sunday	7	We		7	Sa	Sectoral Seminar-2	7	Mo		7	Th		7	Sa			
8	Mo		8	Th		8	Su	Sunday	8	Tu	Dussehra	8	Fr	Alumni Meet	8	Su	Sunday		
9	Tu		9	Fr		9	Mo		9	We		9	Sa	Second Saturday	9	Mo			
10	We		10	Sa	Second Saturday /Live Project	10	Tu	Mid Term Examination of Term I of PGDM 2019-21	10	Th		10	Su	Sunday	10	Tu			
11	Th		11	Su	Sunday/Live Project	11	We			11	Fr		11	Mo		11	We		
12	Fr		12	Mo	Live Project/SIP Presentations	12	Th		12	Sa	Second Saturday	12	Tu	Guru Nanak Jayanti	12	Th			
13	Sa	Second Saturday	13	Tu			13	Fr		13	Su	Sunday	13	We		13	Fr	National Conference	
14	Su	Sunday	14	We		14	Sa	Second Saturday	14	Mo		14	Th	Sports Week	14	Sa	Second Saturday		
15	Mo	Orientation and Foundation Course of PGDM 2019-21	15	Th	Rakshabandhan /Independence Day	15	Su	Sunday	15	Tu		15	Fr			15	Su	Sunday	
16	Tu		16	Fr	Live Project/SIP Presentations	16	Mo		16	We		16	Sa		16	Mo			
17	We		17	Sa	Convocation of PGDM 2017-19	17	Tu		17	Th		17	Su	Sunday	17	Tu	Industrial Tour for PGDM 2018-20 & PGDM 2019-21		
18	Th		18	Su	Sunday	18	We	Placement Week for PGDM 2018-20 & PGDM 2019-21	18	Fr		18	Mo		18	We			
19	Fr		19	Mo		19	Th			19	Sa	HR Conclave	19	Tu		19		Th	
20	Sa	20	Tu	Fresher's Party of PGDM 2019-21	20	Fr			20	Su	Sunday	20	We	End term Examination of Term IV- B of PGDM 2018-20	20	Fr			
21	Su		21	We		21	Sa		21	Mo		21	Th		21	Sa	Fourth Saturday		
22	Mo	Commencement of Term IV A of PGDM 2018-20	22	Th		22	Su	Sunday	22	Tu		22	Fr		22	Su	Sunday		
23	Tu	Orientation and Foundation Course of PGDM 2019-21	23	Fr	Sectoral Seminar-1	23	Mo	End term Examination of Term IV- A of PGDM 2018-20	23	We		23	Sa	Fourth Saturday	23	Mo			
24	We		24	Sa	Fourth Saturday	24	Tu			24	Th		24	Su	Sunday	24	Tu		
25	Th		25	Su	Sunday	25	We			25	Fr	Diwali Break	25	Mo	Commencement of Term V of PGDM 2018-20	25	We	Christmas	
26	Fr			26	Mo		26		Th		26	Sa	Diwali break/ Fourth Saturday	26	Tu		26	Th	
27	Sa		Fourth Saturday	27	Tu		27		Fr		27	Su	Sunday	27	We		27	Fr	
28	Su	Sunday	28	We		28	Sa	Fourth Saturday	28	Mo		28	Th		28	Sa			
29	Mo		29	Th		29	Su	Sunday	29	Tu	Diwali Break for Students	29	Fr		29	Su			
30	Tu	Orientation and Foundation Course of PGDM 2019-21	30	Fr		30	Mo	Commencement of Term IV B of PGDM 2018-20	30	We	End term Examination of Term I of PGDM 2019-21	30	Sa	Fifth Saturday	30	Mo	Winter Break for Students		
31	We		31	Sa	Fifth Saturday				31	Th					31	Tu			

January		February		March		April		May		June		
1 We	Winter Break for Students	1 Sa		1 Su	Sunday	1 We		1 Fr		1 Mo		
2 Th		2 Su	Sunday	2 Mo		2 Th		2 Sa		2 Tu		
3 Fr		3 Mo	Commencement of Term III- A & Term VI	3 Tu		3 Fr		3 Su	Sunday	3 We		
4 Sa		4 Tu		4 We		4 Sa		4 Mo	End term Examination of Term III-B of PGDM 2019-21	4 Th		
5 Su	Sunday	5 We		5 Th		5 Su	Sunday	5 Tu		5 Fr		
6 Mo		6 Th		6 Fr		6 Mo	SIP Workshop	6 We		6 Sa		
7 Tu		7 Fr		7 Sa		7 Tu		7 Th		7 Su	Sunday	
8 We		8 Sa	Second Saturday	8 Su		8 We		8 Fr		8 Mo		
9 Th		9 Su	Sunday	9 Mo	Holi Break for Students	9 Th		9 Sa	Second Saturday	9 Tu		
10 Fr		10 Mo		10 Tu			10 Fr	Good Friday	10 Su	Sunday	10 We	
11 Sa	Second Saturday	11 Tu		11 We			11 Sa	Second Saturday	11 Mo		11 Th	
12 Su	Sunday	12 We	ZEAL 2020	12 Th			12 Su	Sunday	12 Tu		12 Fr	
13 Mo		13 Th			13 Fr		13 Mo		13 We		13 Sa	Second Saturday
14 Tu		14 Fr			14 Sa	Second Saturday	14 Tu		14 Th		14 Su	Sunday
15 We		15 Sa		15 Su	Sunday	15 We		15 Fr	Commencement of SIP	15 Mo		
16 Th		16 Su	Sunday	16 Mo		16 Th		16 Sa		16 Tu		
17 Fr		17 Mo		17 Tu		17 Fr		17 Su	Sunday	17 We		
18 Sa	Sectoral Seminar-3	18 Tu		18 We		18 Sa		18 Mo		18 Th		
19 Su	Sunday	19 We		19 Th		19 Su	Sunday	19 Tu		19 Fr		
20 Mo		20 Th		20 Fr		20 Mo		20 We		20 Sa		
21 Tu		21 Fr		21 Sa		21 Tu		21 Th		21 Su	Sunday	
22 We		22 Sa	Fourth Saturday	22 Su	Fourth Saturday	22 We		22 Fr		22 Mo		
23 Th		23 Su	Sunday	23 Mo	Sunday	23 Th		23 Sa	Fourth Saturday	23 Tu		
24 Fr		24 Mo		24 Tu	End term Examination of Term III-A of PGDM 2019-21	24 Fr		24 Su	Sunday	24 We		
25 Sa	Fourth Saturday	25 Tu		25 We			25 Sa	Fourth Saturday	25 Mo		25 Th	
26 Su	Sunday/ Republic Day	26 We		26 Th			26 Su	Sunday	26 Tu		26 Fr	
27 Mo	End term Examination of Term II of PGDM 2019-21 & Term V of PGDM 2018-20	27 Th		27 Fr			27 Mo		27 We		27 Sa	Fourth Saturday
28 Tu		28 Fr		28 Sa		28 Tu		28 Th		28 Su	Sunday	
29 We		29 Sa		29 Su	Sunday	29 We		29 Fr		29 Mo		
30 Th				30 Mo	Commencement of Term III- B of PGDM 2019-21	30 Th		30 Sa	Fifth Saturday	30 Tu		
31 Fr			31 Tu				31 Su	Sunday				

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.