

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

STUDENT HANDBOOK

**PGDM & PGDM (FM) 2022-24
(Approved by AICTE)**

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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 under the acronym IILM in different parts of the country with Campuses in Lucknow, New Delhi, Gurugram, 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 a two year full-time Post-Graduate Diploma in Management (PGDM) & PGDM (Finance), which is approved by the AICTE, Ministry of Human Resource Development, Govt. of India.

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 higher level 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. The approach is to look beyond immediate employment as managers and work towards shaping individuals to be responsible business leaders of tomorrow. Through skills of lifetime relevance we aim at developing students to their true potential.

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

Our 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.

We will facilitate 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.

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 value 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

PEOs (Programme Educational Objectives)

- PEO1: Prepare students to understand how businesses function and apply acquired practical knowledge & skills in their careers while being resilient and adapting to the ever-changing global business environment.
- PEO2: Equip students to work in technologically evolving and data-driven environments, and in culturally diverse, multi-disciplinary teams.
- PEO3: Foster the spirit of creativity and continuous innovation towards developing sustainable solutions to real-life issues.
- PEO4: Prepare students to deal with personal and professional issues in a responsive, responsible and ethical manner.
- PEO5: Develop self-driven professionals with an entrepreneurial mindset, who believe in the continuous enhancement of knowledge, skills, and attitude.

2. The PGDM Programme

The Post Graduate Diploma in Management is designed with a view to fulfill the dynamic requirement of the industry from management graduates. The curriculum incorporates practical learning, on-the-job training and global case studies for developing a strategic orientation so that the budding managers can face the challenges of the volatile corporate world. Our PGDM curriculum has been designed and is continuously updated with careful review of its impact on students' learning and industry's requirements. Our balanced pedagogic approach from classroom teaching to non-classroom learning equips the students with strong conceptual knowledge and skills, which help them to meet industry's expectations from management graduates.

The Batch of 2022-2024 undergoing the Post Graduate Diploma in Management (PGDM) at IILM Institute for Higher Education is governed by the information, rules and regulations contained in this Handbook. The institute reserves the right to amend/ modify/ alter these rules and regulations time to time without any advance notice.

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 level goals –

Program Outcomes

PO1 - An understanding of organizations and management techniques to allow investigation into business and management issues.

PO2 - An ability to acquire, analyze and understand data and information for managerial decisions.

PO3 - Critical thinking and informed judgment leading to problem solving, decision-making and negotiating skills

PO4 - Cognitive flexibility which enables adaptability to uncertainty in a rapidly changing business environment

PO5 - An understanding of disruptive and technological change and the ability to seek innovative and entrepreneurial solutions.

PO6 - Emotional intelligence and people's skills in communicating, working in teams and with people.

PO7 - 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, all the PGDM Program is a well thought out mix of classroom study and experiential/practical training. It is a two years full time program. The program involves learning through classroom sessions, discussions and exercises, project assignments with organizations, and field based course specific project work.

3. Academic Calendar PGDM & PGDM (FM) 2022-24

PGDM 2022-24	Term 1
Pre-Engagement Plan	Feb - Jun, 2022
Foundation Courses	4 th July, 2022 to 1 st August, 2022
Duration	4 th August to 15 th October, 2022
Orientation	2 nd August and 3 rd Aug, 2022
Commencement of Classes	Thursday 4 th August, 2022
Total Available Days	50 Days
Teaching Days	45 Days (<i>Exam-5 Days</i>)
Last Teaching Day	07 th October, 2022
Examination Week	10 th October, 2022 to 15 th October, 2022 (5 Days)
Holidays	9 th August-Muharram, 11 th August-Raksha Bandhan, 15 th August-Independence Day, 2022, 02 nd Oct-Gandhi Jayanti, 05 th Oct-Dussehra.
PGDM 2022-24	Term 2
Duration	17 th October, 2022 to 21 st January, 2023
Commencement of Classes	17 th October, 2022
Total Available Days	64 Days
Teaching Days	59 Days (<i>Excluding Exam-5 Days</i>)
Last Teaching Day	16 th January, 2023
Examination Week	17 th January to 21 st January, 2023 (5 Days)
Holidays	22 nd - 24 th October-Diwali, 26 th October-Bhai Dooj, 8 th Nov-Guru Nanak Birthday
Winter Break	24 th December 2022 – 1 st January, 2023
PGDM 2022-24	Term 3
Duration	23 rd January to 19 th April, 2023
Commencement of Classes	23 rd January, 2023
Total Available Days	67 Days
Teaching Days	61 Days (<i>Excluding Exam-6 Days</i>)
Last Teaching Day	12 th April 2023
Examination Week	13 th April to 19 th April, 2023 (6 Days)
Holidays	26 th Jan-Republic Day, 8 th March 2023–Holi
Summer Internship	24 th April to 30 th June, 2023

4. Credit Sheet (List of Courses & List of Proposed Elective courses)

Credit Sheet PGDM & PGDM (FM)2022-24

Course Acronym	Course Title	Credits
Year 1		
Trimester I		
FRA	Financial Reporting and Analysis	2
HRM-I	Human Resource Management-I	2
ID	Individual Dynamics	2
WAC	Written Analysis and Communication	1
MC	Managerial Computing	2
ME	Microeconomics	3
MKT-I	Marketing-I	2
LAB	Legal Aspects of Business	2
QM-1	Quantitative Methods-I	2
Trimester II		
CCS	Costing and Control Systems	2
FM	Financial Markets	2
HRM-II	Human Resource Management II	1
IGP	Interpersonal Group Processes	1
OM-I	Operations Management I	2
TBIT	Transforming Business through Data Analytics	2
MEP	Macroeconomics and Policy	3
MKT-II	Marketing II	2
QM-2	Quantitative Methods-2	2
SCEB	The Social and Cultural Environment of Business	2
PCE	Personal and Corporate Ethics	2
BRM-I	Business Research Methods – I	2
WIP	Workshop on Interviews and Presentations (Pass/Fail – No evaluation)	
Trimester III		
BES	Business, Environment and Sustainability	2
BRM-II	Business Research Methods – II	1
CF	Corporate Finance	3
GSP	Government Systems and Policy Process	2
IEB	Internet-Enabled Businesses	2
MAC	Spoken Communication and Analysis	2
MKT-III	Marketing III	2
ODY	Organizational Dynamics	2
SM	Strategic Management	3

OM-II	Operations Management II	2
QM-3	Quantitative Methods-3	2
Total Year I		64
	Summer Internship	6
	Year 2	
	Trimester 4 (Electives)	12
	Trimester 5 (Electives)	12
	Trimester 6 (Electives)	6
	Simulation	3
Total Year II		33
	Total Credits (Yr1+SIP+YR2)	103

Proposed Electives, Year II (PGDM 2022-24)

Finance and Accounting

- Indian Financial System
- Advanced Financial Statement Analysis
- Security Analysis & Portfolio Management
- Fin-tech
- Management of Banking & Financial Services
- Direct & Indirect Taxes
- Financial Modeling & Business Valuation

Marketing Management

- Consumer Behavior
- Integrated Marketing Communication
- Sales & Distribution Management
- Retail management
- Marketing of Services
- Customer Relationship Management

Operations and Analytics

- Advanced Statistical Techniques
- Project Management
- Logistics and Supply Chain Management
- R Programming for Data Science
- Service Operations & TQM
- Advanced Analytics using R
- Ecommerce

Human Resources

- Negotiation & Conflict management
- Learning and Development
- HR Analytics
- Talent Management and Competency Framework
- Employee Relations and Labour Laws
- Leadership, Influence and Power
- Employee Performance Management & Compensation

Proposed Electives, Year II (PGDM(FM) 2022-24)

- Indian Financial System
- Advanced Financial Statement Analysis
- Managing Mutual Funds
- Security Analysis & Portfolio Management
- Fin-tech
- Mergers, Acquisitions & Corporate Restructuring
- Management of Banking & Financial Services
- Direct & Indirect Taxes
- Financial Modeling & Business Valuation
- Entrepreneurial Finance, Micro-Finance & Venture Capital

* The elective list is only indicative and will be finalized by Feb-March 2023.

5. Graduation Requirements

- A student should complete all 103 credits to graduate and qualify for the PGDM. Here completing implies fulfilling all the requirements of a course and obtaining the passing grade.
- Students will have to pass all core modules of Term 1, 2 and 3 with minimum 40% marks in each subject.
- Score an aggregate of at least 40% over two years.
- A student will have a total of 5 years to complete (pass) all the required credits (as mandated by AICTE). 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.
- In case a student fails to clear Term 1, 2 and 3 modules in the first attempt, they will have to re-appear for these papers, as per the time schedule specified by the Program Office.

- In order to graduate to Year II, a student will have to qualify in at least 50% of the credits of Year I. For such students who have one or more F grades in Terms 1 - 3, promotion to the second year will be deemed provisional.
- Scores for all re-appear examinations, irrespective of the reason for which the student is reappearing, shall be capped at a maximum of 80%.

6. Program Expectations

Group Assignments: A significant amount of group work is required in this program. Individual students are expected to be full participants in, and contributors to, each group based project/assignment within the program coursework. Individual students who fail to meet this expectation, without documented extenuating circumstances may receive a failing grade in the project/assignment. Guidelines will be provided outlining the requirements of group work by individual faculty members. Expectations will vary among faculty and students are expected to ask questions if they are not clear.

Assignment Deadlines: Assignments are due by the date and time specified in the Instructional Plan. 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-class Assignments/Quizzes: In-class assignments and/or quizzes may take place during certain classes. These evaluations must be completed during the assigned class time.

No component of assessment shall be repeated in any course. Students will not be allowed to submit any assessment component/assignment post the date of the end term examination.

Intellectual Honesty: Students are responsible for personally maintaining control of their own work at all times, so that intellectual honesty can be maintained. Failure to maintain academic honesty will not be tolerated, and students found guilty in any way will be disciplined in accordance with the policy. A range of penalties may be applied based on whether it is a first or subsequent offence and on the severity from a grade deduction to suspension from the College.

Policy for Plagiarism and Copying

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

- Moderate cases or the inclusion of unacknowledged material accounting for 20%-30% of the assignment-This would result in a reduction of marks by 50%.
- Severe Cases or the inclusion of unacknowledged material accounting for over 30% of the assignment- The student will be awarded a mark of zero.
- Even in no-copy-paste reports, the students have to mention the references/sources of the data.
- In the absence of the references, 10% marks will be deducted.
- Copying of answers/assignments/reports among batch mates will results in awarding zero to all similar copies.

Academic Misconduct and possible sanctions

All cases of academic misconduct by students will be referred to the Academic Committee. This includes the inappropriate behavior by the student in the classroom and 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 to personal events. In case the absence is on account of **medical reasons**, the following procedure is applicable:-

- 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.
- In case of absence for more than 3 days copies of medical reports have to be attached.
- The leave application should clearly state the number of sessions missed for each course.
- All leave applications to be approved by mentor and forwarded to Programme office for necessary action. **Appeal process:** Incase student is not convinced about the decision of the Academic Committee Decision they can appeal to the Dean/Director within 5 days. The appeal must comprise of a Letter of Appeal setting out in writing the grounds for and the nature of the appeal.

Attendance Policy

- All students will have to ensure a minimum of 75% attendance for all core and elective papers.
- In case of medical emergency of the student, or illness or other extreme events concerning an immediate family member (parent/sibling), the concerned student **may** be allowed additional 10% relaxation in attendance requirements if and only if the student informs all concerned about the reason for absence (prior to the period of absence) and on submission of appropriate evidence (upon rejoining classes).
- Students are required to inform their mentors/course teachers of any absence and the reasons thereof. In case a student is incapable of doing so, it is expected that the student's parents will inform the Institute.

In the Classroom

- Students are required to be formally dressed for classes.
 - For Men: Formal Collared Long / Half Sleeved dress shirts, tucked in Trousers and Leather shoes; good quality blazer or dark suit in winters. Smart Casuals Collared Shirts / T-Shirt with collar and Leather Shoes in summers.
 - For Women: Formal Indian – Saree / Salwar Kameez Suits, Sandals; Western – Trousers / Full Skirts, Formal Shirts, Shoes / Sandals; jacket / blazer in Winters. Smart Casuals Tops / Shirts, Trousers / Pants / Long skirts, Sandals / Shoe in Summers.
- Students are required to sit according to the seating chart provided in the classroom.
- No eatables are allowed in the classroom.
- Students are requested to take care of the classroom furniture (Tables, Chairs, AC's etc.) and leave the room in an orderly manner after the lecture /session gets over.
- 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. Don't scribble with your pens/ pencils on tables, chairs or walls.
- Switch off lights, AC's, fans etc. when leaving the classroom or not in use. Don't use the classrooms while any housekeeping or maintenance work is being carried out. Your cooperation will only help improve things.

7. Examination Norms

Any violation of the norms of examination will be considered a serious offence and an act of misconduct. In such an event, the student will be liable for forfeiture of the answer book and expulsion from the examination hall at once. In the worst case, the student may be given an “F” Grade for the course.

Absence in the end term examination will be marked as incomplete. If a student repeats an examination to secure the passing grade/improve scores, the grades will carry a superscript R to denote repeat in the final mark sheet. For all end term examination, the following guidelines will be followed:

- All examinations will be pre-decided and will be reflecting in the Time Table/Academic Schedule.
- Admit cards will be issued to those students who cleared fee dues. Students with fee dues will not be allowed to give 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 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.

End Term Examination norms for students of Post Graduate Diploma in Management

1. Students should report at the examination venue at least 15 minutes before the scheduled time.
2. Students are expected to equip themselves with pen, pencil, ruler, calculator and all other relevant material the concerned faculty has informed the class prior to the examination. Scientific/programmable calculators are not allowed in the examination hall. Sharing of resources is not permitted in the examination hall.
3. On entering the examination venue, each student should collect the answer booklet from the invigilator. Students are required to take their seats as per instructions. Answer booklets are not exchangeable.
4. Students must fill the particulars on the cover page of answer booklet before proceeding to attempt any question. The same is the case with every additional booklet used. Your roll number is your registration number. **If a student mentions her/his name or creates any identification mark on the answer-sheet, the answer sheet will not be evaluated. The student shall be awarded an F grade in such papers.**
5. A student must not refer to any book, paper or other notes, unless it is an open book examination. *Except for open-book examinations, all bags, books and study material must be left outside the examination venue. Carrying of bags, laptops are not allowed in the examination venue. The Institute will not be held responsible for the loss or theft of any*

material from within or outside the examination venue. Students are, therefore, advised to refrain from carrying important books, papers, bags or other belongings to the examination venue to avoid the risk of losing them.

6. Mobile phones are not allowed in the examination hall.
7. Except for essential communication with the invigilator, a student is not permitted to communicate in any form with anyone else during the examination. Passing or receiving information in any form or peeping into the answer books of others during the examination constitutes misconduct and is strictly prohibited.
8. Any students found resorting to unfair means would lead to cancellation of the exam paper & would be given zero mark. Same applies in case a student is found to be misbehaving with the invigilator. Any student found looking here & there or peeping into neighbour's answer sheet would straight way lead to deduction of 10 marks & repeat of the same will lead to cancellation of paper.
9. Students must stop writing, as soon as the invigilator signals the end of the time allotted for the examination.
10. Students are not allowed to leave the examination venue during the examination, without the express permission of the invigilator. It is the sole responsibility of the student to ensure that his answer book is promptly handed over to the invigilator on completion or at the end of the allotted time for the paper.
11. It is mandatory for all students to carry their Identity Card. Student will not be permitted to write the exam without the Identity Card.
12. Examination where case study has been sent by exam cell earlier, a fresh copy of the same is to brought in the exam hall with no scribbled material on it
13. A candidate is expected to write her/his name and roll number on the question paper as soon as she/he receives it. Nothing else is to be written on the question paper. All rough works are to be carried out in the last page of the answer sheet and should be clear and legibly written for use by the concerned examiner.
14. For papers with duration of 90 minutes or less, the invigilator need not allow a candidate to go out of the examination hall even once. For duration of more than 90 minutes: The student cannot leave the hall during the first half hour and last half hour of the examination.

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

- Cancellation of the examination of the paper in respect of which he is found to have been guilty; and/or
- Cancellation of the examination of the trimester examination for which he was a candidate and/or debarring from examination for future trimester(s).
- 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

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
- 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 are prohibited. A candidates 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.

(Other examination related rules and regulations will be shared with you at an appropriate time)

Grading Pattern

The institute shall follow the following (absolute) grading system.

Marks	Grades
91-100	A+
81-90	A
71-80	B+
61-70	B
51-60	C+
46-50	C
41-45	D
<40	F

Formula for conversion from CGPA to % will be $CGPA \times 9.5$

Revaluation: Requests for revaluation of marks in particular subject/subjects may be placed before the Controller of Examinations within 7 working days of publication of results. The request may be e-mailed to the Controller or a hard written letter mentioning the request for revaluation and signed by the candidate concerned may be submitted to the Controller of Examinations.

8. 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.

8.1 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.

8.2 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 ERP Salesforce and official emails . It is your duty to check Salesforce 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.

8.3 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.

8.4 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.

8.5 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.

8.6 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.

8.7 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 1st Feb. 2023.

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

- If you are selected for internship through campus but you have decided 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.

8.9 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.
- 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, 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.

8.10 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.

8.11 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 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.
- Kindly note that every student must ensure 90% attendance in the placement training workshops for being eligible to appear for placement processes.

8.12 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 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.

9. 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 Libware software and takes advantage of the bar code and Wi-Fi technology.

The library has a large variety of knowledge repositories 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 the library is more than 16,000 selected books, e-books and 24 national and international journals, EBSCO online database, DELNET (Developing Library Networks) Membership, National Digital Library (NDLI Club) Membership and Sage online journals for searching books, Journals and research reports.

Rules for Library:

1. Library Working Hours: **9.00 A.M. - 5.30 P.M** (Monday-Fridays) and **9.00 A.M. – 4.00 P.M** *on first, third and fifth (whenever applicable) Saturdays.*
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 official use.
4. Students shall maintain silence within the Library Reading Room/Stack Area.
5. Students are 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 the borrower's ID numbers only.
 - The borrower is fully responsible for the books issued against the ID number issued to him/her.
 - Books are issued to the student for the whole term as a Book-bank Kit which are on a returnable basis.
 - Other 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 the **Current Cost of the Book + Penalty Fine of 100/- + Normal Fine (Rs.50/-) as above.** If due to any reason(s) the student is unable to visit the campus personally to submit the replaced book, and s/he wishes to send it by post or through courier, the cost of the same shall be borne by the defaulter student only.
 - 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, Magazines, Journals & Periodicals will not be issued.
 8. A separate register is maintained in the Library for making Advance Bookings for the books, which have already been issued to some other students. These books when returned will be issued on 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 the 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 the cost of the 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 the proper place before leaving the Library.

10. Computing Facility

IILM AHL Lucknow has a state of the art computing facility available on campus. Campus is served by a dedicated 100 Mbps internet connection which is available throughout 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.

11. Fee Structure and Deadlines

• **Mode of payment:** The fee is to be paid in Online Mode by logging on to the following URL - <https://www.iilmko.ac.in/online-payment/> and following the guidelines mentioned there. For existing students, the fee payment portal will reflect the fee outstanding, while for new registrations, the candidate will be required to fill in their own details in the form. Payment will be processed through CCA Avenue and the receipt (in PDF) will be generated there itself, which the student has to share with the Accounts Department. Fee is payable through internet banking, debit card, credit card, Payment Wallets, etc. However, the charges for payment transfer will be borne by the student.

- Every student is given a detailed Fee Payment Schedule at the time of Admission, which mentions the last dates of payment for each instalment. The student is required to strictly adhere to the specified timelines.
- 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 penalties. A late payment fee as per Institute's rules may also be charged.
- All payments of fees must be done online only, as per above specified process. **Cash will not be accepted under any circumstances.** If any amount is deposited by the student directly

into the 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.**

12. Statutory Committees

Anti-Ragging Committee	<ol style="list-style-type: none"> 1. Dr. Naela Jamal Rushdi (Chair) 2. Dr. Sheetal Sharma 3. Dr. Sachin Srivastava 4. Dr. Neelam Singh (Ext. Member) 5. Dr. Vibhuti Gupta (Member Secretary) 6. Dr. Neha Tiwari 7. Mr. Tahir Ansari 8. Parent Representative 9. Student Representative
Grievance Redressal Ombudsman Committee	<ol style="list-style-type: none"> 1. Dr. Naela Jamal Rushdi 2. Justice Mr. Ashok Kr. Chaudhary, Retd. (Ombudsman) 3. Dr. Sheetal Sharma 4. Dr. Vibhuti Gupta 5. Dr. Neha Tiwari (Mem. Sec) 6. Mr. Devesh Awasthi 7. Mr. Tahir Ansari 8. Student Representative
Prevention of Sexual Harassment Committee (Vishakha)	<ol style="list-style-type: none"> 1. Dr. Sheetal Sharma 2. Dr. Neelam Singh (NGO Member) 3. Dr. Vibhuti Gupta 4. Dr. Neha Tiwari 5. Dr. Sonal Gupta (Member Secretary) 6. Mr. Vivek Kashyap 7. Mr. Kulbhushan Uprety 8. Student Representatives - 3
Disciplinary Committee	<ol style="list-style-type: none"> 1. Dr. Sheetal Sharma 2. Dr. Sachin Srivastava 3. Dr. Vibhuti Gupta 4. Mr. Tauseef Irfan (Mem. Secretary) 5. Mr. Vivek Kashyap 6. Mr. Tahir Ansari

13. Faculty & Staff List

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