POST GRADUATE DIPLOMA
IN
MANAGEMENT (PGDM)

- *Approved by AICTE, Min. of Education, Govt. of India*
- *Accredited by National Board of Accreditation (NBA) for excellence in quality*
- *Granted equivalence to MBA degree by Association of Indian Universities (AIU)*

Rules & Regulations

JAGAN INSTITUTE OF MANAGEMENT STUDIES
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Delhi -110085
www.jimsindia.org

1. DISCIPLINE AND CONDUCT RULES

All the rules and regulations of the Institute are binding on the students, failing which the cases shall be reported to the Committee of the Institute for strict action, which may include suspension and expulsion from the Institute discipline.

A) GENERAL DISCIPLINE
   i. Students are required to carry their identity cards at all times for the purpose of identification.
   ii. Attendance in all the co-curricular activities is compulsory. Absence without prior permission shall invite penal action.
   iii. Ragging in any form within or outside the campus is a cognizable offence. Any one indulging in ragging shall be severely punished as deemed fit by Discipline Committee.
   iv. During classes / normal working days, students are expected to be in the formal / semiformal dress as per the instruction from program office. The dress code for all co-curricular activities such as Seminars, Guest Lectures, Workshop, Industrial Visits and Placement related activities, etc. where interaction shall be with the industry representative, is Corporate Suits as prescribed by college.
   v. JIMS shall provide specifications for colour / texture, etc. of corporate suits. Students are required to get the same stitched on their own. It is compulsory for the students to wear corporate suit during placement and other formal activities.
   vi. Students are expected to conduct themselves as responsible citizens of India.
   vii. Smoking / Consuming Alcohol / taking drugs / tobacco / Non-Vegetarian food are strictly prohibited within the campus. Noncompliance will invite severe penalty.
   viii. Students are expected to exercise control over verbal & non-verbal while dealing with faculty, JIMS staff and other students.
   ix. They are expected to maintain the decorum of the academic institution by not indulging in any unlawful or undignified activities.
   x. The students are required to read the General information, Rules & Regulations, Course structure thoroughly.
   xi. Students are required to check the daily / weekly time table / classrooms in the notice board / e-mails / academic portal.
   xii. They should provide updated contact details (address / e-mail / phone, etc.) to the Dean's office / Placement department.
   xiii. They are required to register themselves for the group mail id in the Dean's office and go through their mails daily for important Circulars / Notices.
   xiv. In case of any Assistance / Query students may contact Dean / Coordinator / Staff in Dean Office / concerned faculty.

B) CLASS ROOM DISCIPLINE
   i. Students are expected to be present in their scheduled classes 5 minutes before the commencement of the class. Entry will not be permitted once the class has started.
   ii. Asking for or giving proxy for attendance is forbidden, and shall be considered a severe breach of code of conduct.
   iii. Students are not permitted to leave the classroom in the middle of a session. If a student feels the necessity to leave the classroom owing to an emergency then it is incumbent on the student to obtain permission of the faculty conducting the session.
   iv. Use of cell phones in the classroom, library and computer labs is strictly prohibited. The student's cell phone will be confiscated and strict disciplinary action will be taken.
   v. Unauthorized absence from the class under any circumstance will invite a penalty.
   vi. The student must observe self-discipline in maintaining class room infrastructure. Fans, Lights and other electrical devices should be switched off after the class / session gets over.

vii.   No Birthday celebrations are allowed inside the classroom. They can do the same in canteen / cafeteria.

2. EXAMINATION RULES & REGULATIONS

I.   General Rules

a. All programs at JIMS follow a continuous evaluation system in order to assess the students throughout the course. In the beginning of the term, faculty members will provide detailed course outlines for their respective courses. The course outlines will contain the course objectives, learning outcomes, session plans, reading material, teaching methods and evaluation pattern. The course outline will be made available on Online Portal.

b. Course Faculty may use different components of evaluation like—
    i.   Class participation;
    ii. Quiz (announced or unannounced);
    iii. Take home assignments/ tutorials
    iv. Project assignments;
    v.   Individual / Group Presentations
    vi. Oral examination;
    vii. Mid-term examination; and
    viii. End-term examination.

c. For each course, the components of evaluation and the relative weightage for each component are decided entirely by the course faculty.

d. **Internal Assessment**: The Internal Assessment shall be based on Mid Term, sessional Exam/Class Test, Written Assignment, Quiz, Project Work, Presentation, Attendance and Participation in the activities of the Institute. It is compulsory for every student to participate in the various components of internal assessment in every course separately.

e. **End-Term Assessment**: At the end of the term, a comprehensive examination will be conducted by the examination department. The duration of the shall depend on the weightage given to the component. Generally, a three (3) hours examination shall be conducted for 60% weightage.

f. The maximum time period for completing PGDM programme is 4 years, from the admission in the programme. i.e. 2+2 years

g. The total available credits for the PGDM course are 117 of which 109.5 credits are earned through credit courses through class room teaching (including Summer Internship Projects and Final Project) and 7.5 credits are earned through Self Directed learnings (SDL).

h. Following are the compulsory credit courses for the award of diploma
    i.   Communication courses
    ii. Summer Trainings Project
    iii. Final Project & Viva voce
    iv. SDL

i. The aggregate CGPA of the student is calculated taking into account the entire 117 credit course.

j. For promotion from First Year to Second Year, a student is required obtain a CGPA of 4.21 (equivalent to 40 percent) after the declaration of Term III result.

k. However, a student will be allowed to re-appear in Re-examinations (the dates may be announced as per the rules of the institute) to enable them to improve their performance and eligible to be promoted to second year.

V.   Earning of Credit through SDL

a.   The total credit for SDL is 7.5 (4.5 credits should be earned in first year)
b.   The total marks for SDL would be 250, which will be the basis of calculating grading and GPA.
c.   A student must earn 7.5 credits from SDL. Earning more or less credit points through SDL is not allowed. If a student earns more than 7.5 credit from SDL, the grades and credit earned would be considered for 7.5 credit and 250 marks only.
d.   The credit earned through SDL cannot be replaced by credit earning through Class room teaching.
e.   The marks awarded through different online courses will be considered for grading which can add up to 250. However, if a student appearing for any MOOCS online courses, Live Projects, Paper Presentation or Publication of where marks may not be awarded but given a pass certificate or completion, the examination department will conduct a separate Viva-voce to award marks and convert it into grades.

Sr. No.	Components	Credits	Permissible No.
1	MOOCs	1.5	3
2	Social Sensitivity Project (SSO)	3	1
3	Live Project	1.5	1
4	Industry Research Project (IRP)	3	1
5	Research Paper Presentation	1.5	2
6	Research Paper Publications	1.5, 3	2
7	NCFM / Any Other Certification	1.5	2
8	Workshop	0.5	3

VI.   Examinations:

a. **Eligibility**:
   i.   All the eligible students will be allowed to sit for the end trimester examination.
   ii. A student should have cleared all their pending dues to be eligible for appearing in the examination.
   iii. All the previous documents such as graduation passing marksheet, degree, etc. should be in order prior to the examination.
   iv. Students who are not able to attain the minimum attendance required for the course or having pending dues for clearance, may not be eligible to appear for the examination.
   v.   The Dean, of the respective PGDM verticals will submit the list of eligible students for all the courses prior to the start of End-term Examination.

b. *Impact of Attendance*:

1. In case of shortage of attendance, the following rules may be applicable.
   a. Minimum 75% attendance in aggregate is required to appear in Trimester exam.
   b. Those having in aggregate 75% attendance and above but scored less than 50% attendance in any paper will not be able to appear in those papers where attendance is below 50%.
   c. Those having in aggregate below 75% attendance will be subject to following penal action
      - Below 75% and up to 70%   ONE paper
      - Below 70% and up to 65%   THREE paper
      - Below 65%   TRIMESTER drop

   Lowest attendance papers will be required to be dropped.
   d. Further students having attendance below 75% in aggregate in a trimester will be allowed to appear in the next trimester only if 75% in aggregate attendance has been attained by him/her in that next trimester, failing which he /she will not be eligible to appear in the examination of said next trimester examination and will be awarded a grade of fail in that trimester.
   e. However, decision of Dean / Director would be final in the cases related to short attendance

c. **Registration for Examination and distribution of Hall tickets**
   i. Student I-Card is considered as Examination Hall Ticket and without a valid I-Card, a student will not be allowed to enter the examination hall.
   ii. For re-examination or grade re-assessment, the students should register at least 10 days before the start of examinations.
d. **Examination in Online / alternative Mode**
   i. There might be some unforeseen circumstances such as Covid-19, etc. when end term examinations may not be held in the physical (paper-pen) mode.
   ii. These shall then be conducted through alternate / online mode. The best suited service providers such as Mettle, Digi Proctor, etc. may be hired for conducting the online examinations.
   iii. The evaluation of answer sheets may be done online by the faculty, in such cases, as per the facility available.

VII. Conduct during the Examination:

a. **General Instructions:**
   i. Students will not be permitted inside the examination hall without the I-Card / Library card, issued by the Institute. This shall be treated as the Hall ticket during the examination
   ii. A student must maintain proper discipline and decorum in the examination room.
   iii. Students are directed to take their allotted seats at least 10 minutes before the commencement of examination.
   iv. Students are not allowed to enter examination hall after 20 minutes of the commencement of examination what-ever may be the reason.
   v. Talking, using unfair means such as copying or attempting to secure any kind of help from within or outside during the examination is strictly prohibited and will be punished. The

action against such students shall be taken by the Examination committee.

vi. Institute will not be responsible for loss of any belonging of the students, during the examination.

vii. A student should not write anything on the question paper except Roll / Enrolment Number.

viii. Keeping of Mobile Phones, Digital Diaries, Digital Watch is not allowed in the examination room, or else they will be forfeited for 15 days. Simple calculator may be allowed on the case basis, if felt necessary by the paper setter.

b. **Eligibility for availing facilities for differently abled**

The students admitted under differently abled category can avail additional facilities on recommendations from the Director of the Institutes. Refer Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs recommended guidelines.

c. **Availing writers and extra time due to medical reasons**

i. Students facing medical problems can avail the facilities of writer and/or extra time based on the recommendations from the Medical department of the institute.

ii. The Dean, Examination is authorized to make appointment of a writer at an examination for a candidate who is unable to write the answer scripts on serious medical grounds, like accidents, blindness or disability. The Dean, Examination should ensure that the writer is not from the same subject stream and should be of lesser qualification than the candidate. Such appointments must be informed to the Director of the institute.

iii. The Dean Examination is permitted to collect writer fee if required at the prescribed rates mentioned in the scale of remuneration from the candidates concerned and disburse them to writers appointed by them directly. No writer fee shall be collected from the blind and the disabled candidates.

iv. Under the medical grounds, a candidate may be provided extra time to write the paper depending on the length of the papers and maximum marks of the paper. A separate room or area shall be provided for the above.

VIII. **Examination Schedule and Result declaration:**

The date-sheet of the end term examination shall be releasing at least 25 days prior to the commencement of examination. The time slots for the end term examination are given as

Maximum Marks	Duration of Examination (Maximum)	Compensatory time for writer (Maximum)
40 marks or less	2 hours	15 min
50 marks	2 hours 30 min.	20 min.
60 marks	3 hours	30 min.

IX. **Supplementary Examination**

a. Students who are not able to clear any of the papers but have otherwise been promoted to the next trimester will be eligible to reappear in those papers in which they have failed.

b. Students who wish to reappear in the Supplementary Examination should apply in the prescribed forms with the required fee.

c. Absentee from any end term examination paper may be treated as fail in that paper with no credit earned and the student may be required to appear in that paper as supplementary examination if desired.

d. Students who wish to improve their marks may appear in the improvement examinations with the prior permission of the Director after surrendering their previous marks on payment of a

requisite fee. (A student can also appear in any number of papers for improvement (with fee), but his/her old marks will be considered as surrendered.)

e. A student may appear for supplementary paper (with fee) only during regular trimester end-term examinations held in the months of September, December/ January and April.

f. Supplementary examination may be scheduled in the month of July. However, a special supplementary examination may also be conducted, if required, only for the outgoing second year students in the month of April along with Trimester VI and Trimester III so that the students can clear off any remaining back papers.

X. **Grades and Result**

a. **Choice Based Credit System (CBCS):** All PGDM programmes shall follow the total credits as recommended by the Examination Committee and approved by the Academic Advisory Council and adhere to the distribution of continuous evaluation and end-term examination prescribed in the approved proramme.

b. **Calculation of Grade Points**: The grade points corresponding to nine grades will be as follows:

Letter Grade	Proportion	Grade Points
O (Outstanding)	90-100	10
A+ (Excellent)	80-89	9
A (Very Good)	70-79	8
B+ (Good)	60-69	7
B (Above Average)	50-59	6
C+ (Average)	45-49	5
C (Fair)	41-44	4
P (Pass)	40	3
F (Fail)		0
Ab (Absent)		0

Passing in a course means securing 40% of absolute marks in each of the course

c. **Re-checking**: In case of re-evaluation, the marks awarded, total, etc. shall be checked once again.

d. **Supplementary Examination:** In case of students appearing for supplementary examination, internal marks awarded to the students after the due moderations done by Deans will be considered for evaluation of grades. Only in exceptional cases (Medical reasons, placements etc.) approved by the Deans, evaluations of grades will be done solely on the marks awarded in the Supplementary/Re-examinations.

e. **Calculation of GPA for trimester and overall CGPA:**
   i. The Grade Point Average for the Trimester will be calculated by taking the weighted average of the course grade points.

    ii. The weights will be defined as per the credits assigned to the course. Similarly, the CGPA for the programme will be calculated by taking the weighted average of the Trimester grade points where the total credits for the Trimester act as the weight.

    iii. CGPA will be calculated at two decimal points.

f. **Formula used as follows;**

The sum of grade points in a trimester give TGPA (Trimester Grade Point Average).
The TGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all courses in the trimester and the sum of credits of all courses studied.
The TGPA is calculated as

$$TGPA = \frac{\sum G \times C}{\sum C}$$

Where C is the number of credit of the course and G is the grade points scored by the students in a course.

At the end of the course, the CGPA (Cumulative Grade Point Average) is calculated. This is calculated as

$$CGPA = \frac{\sum C_i T_i}{\sum C_i}$$

Where T_i is TGPA of the ith trimester and C_i is the total number of credit in that trimester.

Conversion of CGPA into Percentage = CGPA × 9.5

g. **Standard of Passing**: A student will be awarded the degree only if he/she has a CGPA of minimum **5.00** on the completion of programme.

XI. Mark-Sheets and Transcripts

a. The procedure for obtaining trimester wise mark-sheet and the trimester-wise result are available at JIMS website http://www.jimsindia.org

b. **Issuance of Transcripts**: The candidate has to apply to the examination department along with the photocopy of following documents along with prescribed fees.
    i. Passing out Diploma Certificate
    ii. Consolidated Marksheet / Grade-sheet
    iii. WES, IQAS, etc. Reference number

c. **Issuance of Duplicate Degree / Mark-sheet (in case lost):** The candidate has to apply for the duplicate mark-sheet and diploma certificate along with an application attaching;
    i. Photocopy of Mark-sheet and passing certificate
    ii. FIR copy of the lost document

Duplicate degree certificate or mark-sheet may be collected within 15 days from the submission of application.

d. **Verification of Documents:** The concerned person or agency shall send the document to be verified directly to the Examination department along with the prescribed fee.

The verification of document will be completed within a week of receipt of required documents and shall be sent directly to the verifying agency.

XII.   Grievances

a. The students may have grievances regarding the result of End-term examination declared by the examination department. **In this case a student applies for re-evaluation of the marks by filling up the forms within 10 days of the declaration of the result.**

b. Candidates appearing in the End-term examinations are eligible to apply for re-evaluation of his/her answer scripts subject to the following conditions.

   i. A candidate may apply for re-evaluation in any number of papers per trimester in which he/she has appeared at the end-term examination.
   ii. The revaluation includes the process of verification of total. In case of an error in the total, the verified marks (more or less) shall be considered.
   iii. The re-evaluation for papers like Communication, Summer Internship project and Final project shall not be permitted.
   iv. However, there is no system of re-evaluation of the paper. Only re-totaling of the marks is done.
   v. A student applying for re-evaluation should note that the result of the re-evaluation of answer-sheet shall be binding on him/her and that he/she shall accept the revised marks or grades after revaluation.
   vi. The paper is sent to a faculty other than the original evaluator of the paper to look at the re-totaling of the marks and to see that any answered question has not been marked.

XIII.   Rules for awarding PGDM Degree

a. The total available credit for the PGDM programs is 117.
b. A student must earn at least 111 course credits (including 7.5 SDL credits) and CGPA of 5 in aggregate, to be eligible for PGDM diploma.
c. The students must get 'P' (pass) grade in order to be eligible to get the credit.
d. The CGPA of the student will however be calculated taking into account all the 117 credits course papers.
e. A student will be disqualified from the award of the Diploma, if the student has obtained 'F' grade in non-compulsory credit courses collectively carrying more than 6 credits.
f. A student not qualifying for the award of diploma as per criteria outlined above (Clause e) would be treated as "Failed to complete the programme successfully" and will not be awarded the diploma.
g. If a student does not qualify for award of the diploma after completion of the second academic year of the programme, such student will be offered the option of either repeating the second year of the programme or withdrawing from the programme.
h. Students will have to complete the PGDM programme within a period of 4 years. Failure to complete the program within the stipulated time will lead to automatic disqualification of the student from the academic programme.
i. **Exceptional Case:** A student not earning 111 credit points (out of total 117 credits) and CGPA of 5 during n+2 years may be permitted to appear for the examination under special circumstances only for single time if the management / examination committee feels fit to allow such students under special circumstances.

XIV. Convocation

a. The Convocation is held every year to award the final degree to the outgoing batch.
b. The Rank holders in each of the verticals are awarded with Certificate of appreciation and medals.
c. All the students who are eligible for PGDM are awarded with a mementos and Certificates.

XV. Due Clearance

The Diploma and Consolidated mark sheet shall be provided only after the student gets the No-dues certificate from the Institute

The Institute reserves the right to review, revise or modify the above rules at any time without any prior notice. The decision of Director is final, in case of any dispute

3. PLACEMENT POLICY

1. **Introduction**

   1.1 The institute is committed towards providing placement opportunity to each of its students. Every effort will be made to enable the students to groom themselves well and compete fairly to obtain positions of their choice offered by companies on campus. However, the conversion of placement opportunity into a concrete job offer and decision to accept a job offer is sole responsibility of the student. The institute does not take any guarantee of final placement or summer internship of any student.

   1.2 Support for Final Placement including Summer Internship and Live Projects, Summer Internship, is provided by the college to students under the aegis of the Corporate Resource Management Centre (CRMC). Students are notified about all such options through a students' group mail. Students must ensure themselves that they are part of CRMC group mail to receive related notices and are advised to be on the lookout for relevant information in their mailbox.

2. **Role of CRMC**

   2.1 CRMC is a facilitator and shall assist the eligible students in Placement/Summer Internship/Live Project etc activities.

   2.2 Decision to appear for any company's process is the sole discretion of the student. Students are advised to carry out their own due diligence about the recruiting company before applying for the position announced by CRMC.

   2.3 Institute will not be responsible for/ intervene in case of any issues which student may face after he joins the company with reference to employer credentials, service requirements & conditions etc.

   2.4 Institute will not be responsible in case of withdrawal of offer letter by the recruiting company.

3. **Placement Process, Eligibility & Registration**

   3.1 Students interested in seeking placement assistance should register their names by submitting the prescribed format given by CRMC by the specified date. Students who have not registered will get included automatically under PANR (Placement Assistance Not Required) category and will not be allowed to participate in placement assistance processes. Students are also required to upload their CV in the prescribed format only, on the placement portal by the specified date. Students not uploading their CV within the stipulated period will also be treated as "Not Interested in Seeking Placement Assistance/ SIP/LP.

   3.2 Students must ensure that all the personal and professional information uploaded on the portal / mentioned on the CV / submitted to the recruiter are always genuine. Student will be held liable for misrepresentation if any false information is furnished and they may get permanently debarred.

   3.3 It is the student's responsibility to follow all deadlines arising out of the placement processes. For this purpose, the student must regularly check the emails and comply with the actions as required within the indicated timelines. Non-adherence to the timelines may lead to missing out the opportunity of participating in the process.

3.4 Students are advised to keep a placement file ready with them containing 5-6 copies of all necessary documents. They are required to carry this file along with the identity card at all times during the process.

3.5 Students must be properly dressed in formals and maintain proper discipline and decorum whenever interacting with the company offline/online. CRMC may disallow non complying students from the process /future processes as mentioned in Rule No 5.1.

4. Placement Rules

4.1 Students are eligible to take only one job offer through CRMC.

4.2 Students are required to go through all aspects viz company's credential / job profile /location /salary / their availability during the process including pre placement preparatory sessions etc. before giving nominations for the selection process of a company. No withdrawal will be possible if the nominations have already been shared with the company.

4.3 When a company confirms recruitment drive, all students who have applied must attend the PPT. Subject to approval from Dean – Placements, students may be permitted to withdraw from the option after PPT wherever it is reported that there is a substantial deviation from the option floated by CRMC and the PPT shown by the company.

4.4 Absence or withdrawal either in the mid-process or after the process is prohibited and will be treated as ABANDONING the process and will be subject to penal action as per Rule no 5.1.

4.5 After declaration of a result from a corporate, selected student will not be able to participate in any other process of a new offer / on-going offer where final selection is yet to come. Declaration of a result by the company will tantamount to categorise the student as placed on the portal.

4.6 In case of simultaneous recruitment process, where both the processes have closed and the student gets offer from both the companies, it will be the prerogative of the student to select the company which he/she wishes to join.

4.7 Students with backlogs or poor academic performances (<60%) may be ineligible for seeking placement assistance. A student will be treated as ineligible to avail placement assistance if he /she is having back in more than 6 credits at the end of 3rd Trimester exams.

4.8 Students whose result is not declared by Examination branch because of any reason (RLD)/Students not successfully completed a Valid Internship / Students declared as failed after final exams will also be not eligible to avail placement assistance through college.

5. Debarment/Punitive Action

5.1 Non-appearance in a process (Live projects /SIP/Final Placements) after submitting name or absence in a Pre-Placement talks / preparatory sessions or any other misconduct will attract following panel action:

1st Offence - Written apology and debarred for 15 days from applying

2nd Offence - Written apology and debarred for 1 month from applying

3rd Offence - Written apology and debarred for 3 months from applying

4th offence - permanently debarred

5.2 Communication if any, requesting for condoning the absence in the process/preparatory sessions need to be sent to the Dean -Placements **before the process date**. Medical certificate / other documents supporting the absence must be enclosed along with mail. Request received after the process date / improper supporting documents will be rejected and the absence will attract penal action as mentioned in Rule no 5.1.

6. Pre-Placement talks & preparatory sessions.

6.1 It will be mandatory for all the eligible/registered students to attend the pre-placement talks /workshops / preparatory sessions organized by CRMC. Defaulting students' will be subject to the penal action as mentioned in Rule no 5.1

7. Second Company Option

Students are also allowed to avail additional opportunity to appear for a second option even after he/she has been already placed but not yet joined. For certain companies this option will not be available and the same will be notified at the time of floating the option. The eligibility criteria for availing this opportunity includes:

7.1 The fixed package in the second option company must be higher by Rs 2 LPA than the company where the student is already placed.

7.2 Short listing is totally at the discretion of the CRMC.

7.3 First company offer will automatically get rejected if selected in the second company.

7.4 No further options will be available after a student has succeeded in getting a second offer.

7.5 Any other criteria as specified in the notification

 8. Summer Internship & Live Projects

8.1 Summer Internship is for a duration of 8 to 12 weeks and live projects are allowed for a duration of max 7 to 15 days.

8.2 A student, who has failed to undertake and/or complete a valid Summer Internship Project as per stipulated rules or failed in the evaluation of SIP, will not be eligible to sit in the placement process.

8.3 Normally students are required to go for internships in a company floated by CRMC. Own source internships are subject to NOC from CRMC and will be allowed as an exception as per the guidelines announced from time to time.

8.4 Every SIP /LP must be supported by a completion certificate issued by the company. It is the responsibility of the student to perform unto the satisfaction of the corporate mentor and get the completion certificate issued.

8.5 Internships without approval from CRMC/unauthorised change of SIP company /premature termination of SIP by the company / SIP completion certificate not issued by the company will be treated as Invalid Internship.

8.6 During the SIP duration students are not expected to take any leaves other than as announced by the company. Approval for absence in any exceptional circumstances must be got approved by the corporate

mentor. However, such absence(s) will result into extension of SIP without any attendance support from the college.

8.6 Rules and Guidelines as stipulated for placements will also be applicable for summer internships and live projects (except Rule No 7).

9. Code of Conduct

9.1 Student reported to be deliberately underperforming or participating in the process in an unprofessional manner during the recruitment drive, will be debarred from the two subsequent placement drives or subject to penal action as mentioned in Para 5.1 at the discretion of CRMC.

9.2 It will be the responsibility of the students to be extra careful in maintaining the basic decorum, discipline and decency at the time of the placement drive. Any student found violating these instructions will be liable for punitive measures as mentioned in Rule No 5.1.

9.3 Students found improperly dressed/groomed will not be allowed to participate in the process and will be liable for penal action as mentioned in Para 5.1.

9.4 Students are not allowed to establish any kind of direct communication with the representative of the company till their joining with the company takes place. Questions can only be raised during a presentation by the representative of the company. Students are not allowed to negotiate on CTC or any other service conditions as already announced in CRMC mailer. If any clarifications are needed beyond the recruiter's presentation, the student may approach CRMC for this.

9.5 Students are advised not to do anything directly or indirectly which may create a poor impression about the college. Any student found disregarding any of the norms may be liable for disciplinary action as mentioned in Para 5.1.

9.6 Students are advised to abide by the short-listing done by the company which is always according to their own needs and criteria. Students can neither question the recruiter nor demand an explanation from the CRMC in this regard.

10. Placement opportunity for Entrepreneurs

10.1 Normally placement assistance is available to the eligible students for ongoing batch only. However students opting for entrepreneurship will have the option to come back and seek placement assistance within 2 years of completion of the course, in case they do not succeed in their venture.

11. General Guidelines

11.1 In case of a large response to a recruitment opportunity and recruiter requesting us to send them a limited number of CVs, such shortlisting will be done by CRMC in a very transparent manner which may be based on past academic performance or shortlisting through GD /PI. The decision of the CRMC Department will be final and binding on all the students.

11.2 Where the employment was obtained through campus placement assistance and the student resigns from the company without taking prior approval of /discussion with the college, student will be subjected to the following panel actions:

      11.2.1 Non-issuance of any provisional / reference/ verification certificate for a period of one year.

11.2.2. Lifelong debarment from Alumni Association membership/activities

11.3 Any students who has received offer letter from the company (summer internship / placement) directly, need to send a copy of the same to CRMC within 7 days of receiving the same.

11.4 Students are not allowed to post any comments or any related information regarding the placement activities on the social media unless approved by CRMC. Violations may attract permanent debarment from seeking placement assistance.

11.5 During the placement drives in-campus /off-campus, students need to manage their own transport. If the process goes beyond the normal working hours, students need to ensure their safety themselves. The college will not be held responsible in case of any mishappening.

Above rules are subject to change and shall be notified to the students as and when amended. In case of any matter not covered above or clarification in case of any doubt, Dean- Placements may be contacted.

4. LIBRARY RULES & REGULATIONS

a.   All students must maintain peaceful environment of study in the library. Talking, eating is strictly prohibited.

b.   All the students must carry their library card when they come to the library.

c.   Use of a library card, belonging to other member is prohibited.

d.   Student can obtain four books at a time. Books will be issued for 15 days only at a time.

e.   All books are to be returned on due dates. A fine of 5/- per day will be charged for every day of delay. In case the college gets closed due to unavoidable reasons, the due date to return the books will get extended till the date of reopening of campus. In special circumstances, the due date can be further extended based on the recommendations of Dean / Director.

f.   Reference books, periodicals and project reports are to be referred inside the library.

g.   If a member loses or damages any book issued against him, he/she shall be required to replace it with a new copy or pay the cost of such replacement.

h.   If you lose your library card or a book- Report it at once to the librarian, giving all details, so that he/she may do the needful.

i.   The Library is to be used for the purpose of self-study and students are not allowed to engage in group discussion.

j.   Admission may be refused to anyone who violates the Library Rules and Regulations.

k.   In case of any problem, students may contact Assistant librarian -Ms. Priya (011-45184047).

l.   The library is equipped with five e-journal packages. These e-journals are of Emerald, ProQuest, Springer, Sage publications and Publishing India Group. E-journals, EMCS (Emerald Marketing Case Studies) which can be accessed as per the user instructions provided in the library as well as in computer lab.

m.   All suggestions related to library and requisitions for new books can be mailed at library@jimsindia.org.

Remember that this is your library and the more you help to maintain it, more shall you benefit from it.

5. COMPUTER LAB RULES

Students are required to adhere strictly to the rules while working in the computer labs and are expected to follow the instructions / guidelines being provided by the lab staff.

Do's

i. Students are required to sign in the lab register every time coming in or going out of the lab.
ii. Students are supposed to do their concerned subject practical during the class time.
iii. Students should shut down the computers in the systematic way before leaving the lab.
iv. Students can only use the following software's during their practicals. MS-Office, Visual Studio, Oracle, SQL Server, JAVA, Acrobat Reader, C, C++, SPSS, Prowess Software.
v. Each student would be provided with a login ID that can be accessed from any terminal.

Don'ts

i. Chatting and watching indecent web sites are not allowed inside the lab.
ii. Playing games, roaming here and there and talking inside the lab are not allowed.
iii. Students are not allowed to use their Mobile Phones inside the lab.
iv. Eatables and bags are not allowed inside the lab.
v. While keeping bags outside the lab, never leave valuables and/or important papers in the bags.

Important points to be noted

a. Students are allowed to use the lab according to their time-table.

b. Any physical damage to the system or any lab property is punishable in the form of fine.

c. For any kind of Hardware and Software problem, students are advised to consult the lab assistant immediately.

d. Print/ Scan facility is available in the lab on chargeable basis.

e. **Students who do not follow the above rules will be suspended from the lab for a period of 7 days. Cases of regular defaulters may be reported to the Director / Dean of the Institute for severe punishment.**

f. **If anybody is found using the mobile inside the lab in the 1st instance the mobile along with the sim card would be confiscated for a period of 7 days and in the 2nd instance the mobile along with the sim card would be confiscated for a period of 15 days. If anybody is caught 3rd time then he would be suspended from the lab for the whole trimester.**

Lab Timings:
8.30 AM to 7 PM (Monday to Saturday)

The above timings are subject to change / amendment.

g. **Wi-Fi facility is available within JIMS campus. However for the same, students are required to get the password installed on their Laptops through IT support staff.**

6. FACULTY MENTORSHIP

1. Every student would be assigned to a faculty mentor, who shall guide him/her throughout his/her stay in the college.
2. Mentor would provide guidance / assistance to the students w.r.t their academic / non- academic issues, choice of specializations / internship etc.
3. Mentor would also assess and report the lacking / improvement areas of the students under their mentorship to the Director, so that suitable inputs may be provided to the students
4. Students are required to meet the mentors on regular / periodic basis
5. The faculty mentor would also assess the performance of students during their summer internship and would evaluate them

7. ACTIVITIES AND CLUBS

Students are required to participate in the extra and co-curricular activities of various clubs, some of which are as follows;

1. Marketing : "MARQUEST"
2. Finance : "INVESTOFIN"
3. HR : "SAMANVAY"
4. Business Analytics : "ANALYTICA"
5. Cultural : "EKYUM"
6. Sports : "SPORTASTICO"
7. Literary Club : "The Literary and Dramatics Society – EXPRESSIONS"
8. IB Club : "BIZINTRUDERS"
9. Retail Club : "CREADOR"

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