



## **G.L. Bajaj Institute of Management & Research**

Plot No. 2, Knowledge Park-III, Greater Noida (U.P.) - 201306

### **EXAMINATION MANUAL**

#### **PGDM Batch 2019-21**

#### **About GLBIMR**

GL Bajaj Institute of Management and Research, Greater Noida was established in 2007 under the umbrella of GL Bajaj Group of Institutions. GLBIMR embarked on the journey to promote higher education in NCR. In record time of 12 years, GLBIMR has demonstrated meteoric growth and has carved a distinct niche for itself in the field of management education.

GL Bajaj Institute of Management and Research, Greater Noida is a leading B-School of North India offering Post Graduate Diploma in Management (PGDM) approved by AICTE, Ministry of HRD, Govt. of India, a Two Years Full Time Program with dual specialization in areas of Marketing, Finance, Human Resource Management and Information Technology .

#### **About PGDM Program**

GLBIMR offers Two Years Full Time Post Graduate Diploma in Management - PGDM (Approved by All India Council for Technical Education, Ministry of HRD, Government of India) with dual specialization. PGDM is the flagship Programme of the Institute which is highly rigorous, comprehensive and practice-oriented with special emphasis on academic quality, holistic development and placements.

The course for the PGDM program is spread over six terms each term being of an approximately 13-14 weeks. The first three terms are essentially devoted to foundation courses, across core areas of management. In the final year all students specialize in area of their choice from any area of the offered disciplines. Training modules like Summer Internship, Dissertation, Soft Skills Program, Live Projects and Minor Project enhances the students acquired skills.

The 2 years Post Graduate Diploma in Management (PGDM) is designed for a holistic development of students making them not only career oriented but also employable & corporate ready for various roles and responsibilities. The program enables students with strong conceptual skills to manage businesses in an integrated manner. Achieving academic excellence integrated with skill enhancement is the core focus of Institute. GLBIMR updates the curriculum and add innovative practices based on present requirements of the corporate sector, benchmarking against top B-Schools and insights from recent studies on the effectiveness of PGDM programs.

#### **PGDM Course Curriculum**

<b>Term</b>	<b>Subjects</b>	<b>Credits</b>	<b>Total Credits</b>
I	Core papers	7	21
	Minor Project	1	0.5
	Certification program	1	1
II	Core papers	8	24
	Minor Project	1	0.5

	Certification program	1	1	
III	Core papers	7	21	23
	Minor Project	1	1	
	Certification program	1	1	
IV	Core papers	3	9	27
	Electives	4	12	
	Summer Internship Project (SIP)	1	6	
V	Core papers	2	6	18
	Electives	4	12	
V I	Core	1	3	15
	Electives	2	6	
	Dissertation	1	6	
	<b>Grand Total</b>			<b>131</b>

### First Year

#### Term – I

Sr. No.	Code	Nomenclature	Credits	Hours
1	PG01	Organizational Behaviour-I	3	30
2	PG02	Marketing Management – I	3	30
3	PG03	Accounting for Managers	3	30
4	PG04	Quantitative Techniques for Managers	3	30
5	PG05	Information Technology for Managers	3	30
6	PG06	Managerial Communication	3	30
7	PG07	Igniting Self and Interpersonal Skills (*SSP-I)	3	30
8	PG24	Digital Marketing Certification Course I (**VACC-I)	1	10
9	PG 34	Minor Project	0.5	5
		<b>Total Credits</b>	<b>22.5</b>	<b>225</b>

#### Term – II

Sr. No.	Code	Nomenclature	Credits	Hours
1	PG09	Organizational Behavior-II	3	30
2	PG10	Marketing Management – II	3	30
3	PG11	International Business Environment	3	30
4	PG12	Business Transformation with Information Systems	3	30
5	PG13	Managerial Economics	3	30
6	PG14	Operations Management	3	30
7	PG15	Teams and Emotional Intelligence (*SSP-II)	3	30
8	PG31	Costing & Control Management	3	30

9	PG24	Advanced Microsoft Excel Certification Course II (**VACC-II)	1	10
10	PG 34	Minor Project	0.5	5
		<b>Total Credits</b>	<b>25.5</b>	<b>255</b>

### Term – III

Sr. No.	Code	Nomenclature	Credits	Hours
1	PG17	Human Resource Management	3	30
2	PG18	Consumer Behavior	3	30
3	PG19	Research Methods in Business	3	30
4	PG20	Corporate Finance	3	30
5	PG21	Legal Environment of Business	3	30
6	PG25	Strategic management	3	30
7	PG23	Resume Writing & Art of Converting SIP into PPO (*SSP-III)	3	30
8	PG16	Marketing Analytics Certification (**VACC-III)	1	10
9	PG34	Minor Project	1	10
		<b>Total Credits</b>	<b>23</b>	<b>230</b>

### Summer Internship of 6 – 8 week

#### Summer Internship Program (SIP) Note:

- At the end of Term-III, students will be sent for Summer Internship in the Industry, which will be for the period of 6-8 weeks.
- The SIP will be arranged largely by the Institute.
- Each student will be assigned a Faculty mentor and an Industry mentor for the Internship.
- Students will submit a SIP report on the basis of original research work carried by them.
- Summer Internship Project will comprise of 200 marks which is equivalent to 06 credits.
- SIP evaluation presentations will be conducted in Term – IV.
- Final evaluation of SIP presentations will be done through a panel of external examiners

## Second Year

### Term- IV

Sr. No.	Code	Nomenclature	Credits	Hours
1	PG22	Management of Technology, Innovations and Change (MTIC)	3	30
2	PG32	Supply Chain Management	3	30
3	PG26	Art of Self-Branding for Successful Corporate Inning (*SSP-IV)	3	30
4	PG27	Summer Internship Project	6	60
5		4 Electives (Two each from two areas of specialization) (4*3 Credit each)	12	120
		<b>Total Credits</b>	<b>27</b>	<b>270</b>

### Term – V

Sr. No.	Code	Nomenclature	Credits	Hours
1	PG33	Entrepreneurship & Design Thinking	3	30
2	PG29	Personal and Professional Excellence (SSP-V)	3	30
3		4 Electives (Two each from two areas of specialization) (4*3 Credit each)	12	120
		<b>Total Credits</b>	<b>18</b>	<b>180</b>

### Term-VI

Sr. No.	Code	Nomenclature	Credits	Hours
1	PG28	Business Ethics & Corporate Governance	3	30
2	PG30	Dissertation Research Project	6	60
3		2 Electives (One each from two areas of specialization) (2*3 Credits each)	6	60
		<b>Total Credits</b>	<b>15</b>	<b>150</b>

**Total Credits – 131**

**Total Hours- 1310**

#### Dissertation Note:

- Topics of Dissertation will be finalized during Term - IV.
- Each student will be assigned a faculty mentor and they have to get Dissertation topics and synopsis approved by their faculty mentors.
- Students will submit a Dissertation report on the basis of original research work carried by them.
- Dissertation will comprise of 200 marks which is equivalent to 6 credits.
- Dissertation progress review presentations will be conducted in Term - IV & Term - V.
- The soft and hard bound copies of Dissertation report will be submitted at the end of Term – VI
- Final evaluation of Dissertation presentations will be done through a panel of external examiners

## 1. Assessment Method

GLBIMR supports continuous evaluation of students in various courses. The institute follows a well-defined and structured evaluation system to assess the performance of the students.

The students are assessed on the following:

- i. **Internal Evaluation:** The performance is evaluated throughout the trimester through group discussion, team presentation, quiz, assignment and mid-term examination. Internal marks are communicated to the students before the commencement of End Term Examination. The internal evaluation has the weightage of forty percent.
- ii. **External Evaluation:** At the end of each trimester end term examinations are conducted to assess the conceptual and analytical skills of the students in each course. The end term examination carries weightage of sixty percent.

### 1.1 The Scheme of marks of the evaluation is as follows:

Examination Components	Weight age
<b>A. End Term Examination</b>	60 Marks
<b>B. Internal Evaluation</b>	
• Mid Term Examinations	20 Marks
• Group Discussion	5 Marks
• Team Presentation	5 Marks
• Assignments	5 Marks
• Quiz	5 Marks
<b>Total Marks (A+B)</b>	<b>100 Marks</b>

## 2. Conduct of End-Term Examinations:

- i. The End-Term Examinations is of 2hours 30 minutes duration. The standard question pattern for the end term examination is as follows:
  - Section A: Attempt all 8 questions. Each question carries 2.5 marks.
  - Section B: Attempt 5 questions out of 6. Each question carries 4 marks
  - Section C: Case Study. It carries 20 marks.
- ii. In the End-Term Examinations, students shall be examined in the course exam prescribed for the specified term as given in course structure.
- iii. End-Term Examinations shall be conducted by the Controller of Examination, validated and Approved by the Examination Committee.

- iv. The schedule of examinations shall be notified by the Controller of Examination at least 10 days prior to the first day of the commencement of examinations.
- v. For appearing in the End-Term Examination students are to have minimum of 75% attendance in each course of the said trimester. The examination department shall issue admit card, bearing the subject code and name. Students are advised to check and notify any discrepancy in the subject code in the admit card immediately to the Examination Department.
- vi. Students must possess the admit card for appearing in each course.

## **2.2 Admit Card for Examination**

Students must obtain the admit cards for appearing in End-Term Examination from Controller of Examinations before the start of the End-Term Examinations. The admit card will not be issued to those students who have not paid their full fees and have dues in their account. No student will be allowed to sit in the End-Term Examinations without an admit card.

## **2.3 Duplicate Admit Card for Examination**

In case the student lost/forgets the admit card, he/she has to get the duplicate admit card issued from the Controller of Examinations after submitting the fee of Rs 100 in the Accounts Department.

## **3. Summer Internship**

Every student has to undertake a Summer Internship. The Internship has been designed to give the student a full time exposure to the corporate world, to enable the student develop orientation to real life situations in industry

The internship is offered in organizations of repute with a specific focus in areas of specialization of the student. **The duration of the internship is of 6-8 weeks.** At the end of Summer Internship, a student has to submit Summer Project Report along with a certificate from the organization with which he/she has done the Summer Internship. A major part of this internship is a Summer Project on a particular area related to his/her subjects of specialization involving in-depth empirical study by data collection through primary sources and analysis by application of statistical tools. The Summer Project is a detailed study of the organization and its functioning with particular focus in the areas of specialization.

**Summer Internship Project (SIP) comprises of 200 marks which is equivalent to 6 credits,** which means if a student fails to clear SIP he/she will be considered as Fail.

### **3.1 Guideline of Summer Internship**

- i. The Faculty mentor will be in contact with the students during their Summer Internship and also take the mentees performance feedback from industry mentor.
- ii. The students should follow the eight weeks SIP calendar (provided during the Pre-SIP training) and ensure the compliance with the same.

- iii. The students should seek approval of faculty mentor before getting the final printout of their SIP report.
- iv. All the students are required to submit two hardbound copies of the report (along with a softcopy to the faculty mentor).
- v. All the summer training project reports should be bound in maroon leather and inscribed with golden letters.
- vi. The signature of the internal supervisor should be sought before final binding of the report.

### 3. 2 Weightage for SIP Evaluation

Components of Assessment	Weightage
Workshop on “Excelling in Summer Internship”	20 marks
Summer Internship Project Report	50 marks
Summer Internship Project Presentation ( <b>Students are informed that SIP Presentation is Compulsory to get Promoted in Term IV. Any student who will fail to appear, will have to appear with the next batch</b> )	75 marks
Form-I - Student’s weekly Performance Appraisal Form by Industry Guide	15 marks
Form-II - Student’s Aggregate Performance Appraisal Form by Industry Guide	25 marks
Form-III - Student’s Feedback Form by Faculty Guide	15 marks
<b>Total</b>	<b>200 marks</b>

#### Important Dates

- Summer Internship Starts – First week of May
- Summer Internship Ends – Last week of June

The months mentioned above are proposed, it is subject to change on the discretion of the Institute.

### 4. Dissertation

Topics of Dissertation will be finalized during Term –IV. The students have to get their topics and synopsis approved by the faculty mentors. The students will submit dissertation report on the basis of original research work carried by them. **The Dissertation will comprise of 200 marks which is equivalent to 06 credits.** Dissertation progress review presentations will be conducted in Term – IV & Term – V. The soft and hardbound copies of Dissertation report will be submitted at the end of Term – VI.

#### 4.1 Weightage for Dissertation Evaluation

Components of Assessments	Weight age
Workshop on “ Effective Dissertation Writing“	25 marks
Topics and Synopsis Submission	25 marks
Dissertation Progress Review Presentation	25 marks
Dissertation Project Report	75 marks
Final Dissertation Presentation (Dissertations presentations is compulsory to successfully complete the PGDM program. Evaluation of dissertation presentations will be done through a panel of external examiners)	50 marks
<b>Total</b>	<b>200 marks</b>

#### 5. Reappear

**5.1. Supplementary Examinations:** If a student gets less than C+ grade (i.e. F) in any of the subject he/she has to reappear in that course by paying the prescribed examination fee. **The marks in all supplementary examinations will be out of 100 and internal marks would lapse. There will be no ‘re-supplementary’ after third attempt in supplementary examinations. The student will be marked failed and will not be eligible for PGDM diploma.**

**The re-examinations will be only for those students who attend 90 percent of the special classes to be arranged during summer break.**

A student may be allowed to re-appear in any courses in which he/she has not attained the passing marks during supplementary examinations as may be scheduled. Failure cases shall also include cases being debarred for shortage of attendance.

**The Re-Examination fee shall be charged from the student as per the following:**

1st Supplementary Examinations charges:	- @ Rs.500/- per paper
2nd Supplementary Examinations	- @ Rs.1000/- per paper
3rd Supplementary Examinations	- @ Rs.1200/- per paper
Summer Internship (Late Submission Charges)	- @ Rs.500/-
Dissertation (Late Submission Charges)	- @ Rs.1000/- @ Rs.100/- per
Revaluation of Answer Sheet	- subject @ Rs.500/- per
Improvement Examinations Charges	- subject



**A student having more than 50 percent back papers in a year will be declared 'Not Fit for the Award of PGDM.**

**5.2. Re-appear for Improvement:** Students can also appear for improvements in one or more courses **if has secured less the 5.00 TGPA** in the End-Term Examination by paying a prescribed fee of Rs. 500 per subject.

### **4.3 Schedule of Supplementary & Improvement Examination**

The students, who are debarred/absent/failed/have improvement in the subjects, will have to appear/reappear in the supplementary & improvement examinations in the next Academic Session.

## **6. The Grading System and Policy**

The marks obtained out of 100 are converted to grades. For the award of grades in a course, all component-wise evaluation is done in marks. The marks of different components viz. Internal Assessment (IA), Mid-Term Examinations (MTE), End- Term Examination (ETE), are reduced to the relative weight of each component as given in Scheme of Examinations. Marks so obtained would be converted to grades at the end of Trimester, as per the guidelines given below:

**6.1**The evaluation of the performance of a student is assessed in terms of grades linked to Percentile obtained in different courses of a trimester.

**6.2**The performance of the students is evaluated in term of two indices: i.e. Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA)

**6.3** TGPA is the Grade Point Average calculated on the basis of Grade Points secured in all the courses of the term.

TGPA will be calculated for all six terms.

$$TGPA = \frac{\Sigma (\text{Course Credits} \times \text{Grade Points})}{\Sigma (\text{Course Credits of the Term})}$$

**6.4** CGPA is calculated on the basis of grade points secured in all the completed terms. It is average of TGPA of all completed terms. CGPA is calculated once at the completion of the 1<sup>st</sup> year and then after the completion of 2<sup>nd</sup> year. Final CGPA will reflect the cumulative performance of the student in both years.

$$CGPA(I \text{ Year}) = \left( \frac{\sum_{i=1}^3 \text{Term} - TGPA \ i \times \text{No. of Subjects}}{\sum \text{No. of Subjects}} \right)$$

$$CGPA(II \text{ Year}) = \left( \frac{\sum_{i=4}^6 \text{Term} - TGPA \ i \times \text{No. of Subjects}}{\sum \text{No. of Subjects}} \right)$$

$$CGPA(I \& II \text{ Year}) = \left( \frac{\sum_{i=1}^2 CGPA \ i \times \text{No. of Subjects}}{\sum \text{Course Credit (Year I \& II)}} \right)$$

**6.5** The secured percentage of marks in individual course shall be awarded grades A+, A, B, C, D and F. The grading shall be on 10 points scale and following six letter grades on a ten point scale will be used for this purpose:

<b>Marks</b>	<b>Grade Points</b>	<b>Grade</b>
=>90	10	A+
=>80	9	A
=>70	8	B
=>60	7	C
=>50	6	D
Less than 50	0	F

### **6.6 Minimum Academic Requirements**

The following are the minimum academic requirements to be fulfilled by a student:

- i. Student should have minimum TGPA point 5.00 at end of each Trimester; CGPA 5.00 at end of 1 year
- ii. Should have minimum CGPA of 6.00 at the end of the final year (1st year 2nd Combined) on a 10.00 point scale.
- iii. Minimum valid grade in each Course and Summer Project is 'C+'.
- iv. Minimum valid grade in Dissertation is 'C+'.
- v. If a student gets less than C+ grade OR absent in any paper, he/she is to re-appear in that paper by paying the prescribed fee.
- vi. Any student who scores TGPA less than 6 will be graded 'F' for Trimester.
- vii. Any student who scores less than 'C+' in more than two subjects will be graded 'F' for Trimester.

### **7. Grace Marks**

A total of ten marks in a year can be given as grace marks in one course if the aggregate marks (total of term-end and continuous evaluation) are below the passing percentage. The student is required to apply to examination department for the same.

## 8. Examination Regulations

- i. Students are expected to arrive at the examination hall at least 15 minutes before scheduled time of commencement of the examinations. Students will NOT be permitted to enter the examination hall beyond 5 minutes from the commencement of the examination without the approval of Examination Committee headed by Director.
- ii. The possession of mobile phone on person is STRICTLY PROHIBITED. Students are required to keep their mobile phones in silent/switch off mode inside their bags.
- iii. Students are strictly prohibited from bringing of any kind of written or printed material inside the Examination Hall.
- iv. Students are required to report on time and handover the answer sheets before they leave the examination hall. Handing over the answer booklet is the sole responsibility of the student.
- v. A student may be asked to leave the examination hall by the invigilator/ flying squad if he/she is found violating any norm or found using unfair means during the examinations.
- vi. Every student is required to carry a valid ADMIT CARD for End-Term Examinations failing which he/she will be EXPELLED FROM THE EXAMINATION HALL.
- vii. **Absence from examination is not permitted. A written permission from the Director routed through Controller of Examination is required in case of unavoidable circumstances beyond the control of the student. In such case(s) the student is required to appear in supplementary examinations as and when scheduled.**
- viii. In case students have any query/observation about the question paper they should file a written complaint to the Controller of Examination after the examination. They should not indulge in any discussion and/or argument with the Invigilators.
- ix. No student will be allowed to leave the examination room in the first and last half an hour for any reason.
- x. A student is not allowed to go for drinking water/toilet during the conduct of Mid-Term examination.
- xi. A student will not write his/her name in the answer sheet except for the specified column
- xii. All the students who are required to undertake SUPPLEMENTARY EXAMINATIONS in any course being offered in the term are required to fill up the Re-appear form.
- xiii. All the students are required to fill the EXAMINATION FORM for issuance of ADMIT CARDS for End-Term Examinations as notified.

## **9. Procedure for Conducting Fair Examination**

It is essential that examinations are conducted in a fair and orderly manner. Use of unfair means is strictly prohibited. The students are warned against use of unfair means during the examinations. Unfair means will include any unusual behavior like talking, consulting, copying or receiving/transmitting any information during the examination. The invigilator will carry out the random checks to detect any material.

### **10. Use of Unfair Means (UFM)**

All cases regarding use of unfair means in the examination shall be placed before the Examination Committee for decision and recommending penalties, if any, subject to final decision taken by the Director. All such cases will be routed through Controller of Examinations to the Director's office

#### **10.1 Procedure for Handling Unfair Means (UFM) Case**

##### **10.1.1 Categorization of Cases**

**Category A:** The category shall include cases where the paper/material found on person is irrelevant to the subject of examination which is being conducted at the relevant time.

**Category B:** This category shall include cases where the student is found in possession of paper/material, which irrelevant to the subject of the examination but has not been utilized in the answer sheet till the time of being apprehended.

**Category C:** This category shall include the cases where the student is found to be in possession of any paper/ material and the same has been used while answering by the time of being apprehended.

**Category D:** If a student is found guilty of category C offense for the second or subsequent times he/she will be deemed to have committed category D offense.

*Note: In case involving exchange of courses between students, the confiscated answer sheets of all the involved students shall be deemed to be under category C (or D if repeated subsequently). In other cases of UFM, the case can be categorized either under A, B, C or D depending on the gravity of each case.*

**10.1.2 Evaluation of Answer Sheets of UFM cases:** Original answer sheet confiscated by the invigilator/ flying squad along with the new answer sheet issued to the students will be duly evaluated by the concerned examiner. After the Proctorial Board categorized the UFM cases, the disposal of these answer sheets will be as follows:

**Category A:** The student will be given due credit of marks allotted in both the answer sheets.

**Category B, C & D:** No credit will be given and action will be taken as per the punishment stipulated in each case.

### **10.1.3 Category-Wise Punishment**

**Category A:** In such cases, the students will be given a written warning not to indulge in such practices in future.

**Category B:** In such cases, the students will be asked to reappear in the subject concerned. The re-appearance exam will be conducted by the Department in normal course.

**Category C:** In such cases, the student will be given a Permanent Fail Grade in the mark sheet.

**Category D:** In such cases, the student will have to reappear in all the courses of that semester and will carry a Permanent Fail in the courses in which UFM cases was registered.

The punishment shall be conveyed to the student by the authorized member of the Proctorial Board. The concerned student may exercise his/their right to appeal against the decision of the Proctorial Board to the Director.

The Director will have the final authority to exercise discretion in determining the quantum of punishment to the student and may give an opportunity to the student of being heard in person. The Director may consider an Unfair Means case either on appeal by the student or on reference of the Proctorial Board or may seize the matter sue-motto.

## **11. Re-Checking and Grievance**

Students may apply within 7 days of the declaration of results for any verification with regard to the totaling of marks and verification for all questions attempted. Such students have to pay @ Rs. 100/- towards scrutiny of marks. The marks obtained after re-totaling will be considered as final. Discrepancy if any in the Mark Sheet may be pointed out in writing to the Registrar/Controller of Examinations Office within two working days of the issue of the same.

## **12. Promotion**

**12.1. Promotion from First to Second Year:** A student who obtains less than CGPA of 6.00 in first year shall not be promoted to second year of the concerned programme. He/she should also secure minimum Grade of C+ in summer internship project.

### **12.2 Minimum Academic Requirement for Award of Diploma**

A student shall be awarded diploma provided:

- a) He/She has secured minimum CGPA 6.00 in first year and minimum 6.00 CGPA combined 1st & 2nd Year.
- b) He/She has secured minimum valid grade in each Course and Summer Project is 'D'.
- c) He/She has secured minimum valid grade in Dissertation is 'C+'.
- d) He/She should not have F grade in any of the subject of all six term.
- e) He/She should get NOC from Registrar Office and Controller of Examinations.

### **13. Re-Appeal/Improvement Policy**

If a student fails to score minimum passing grade in End-Term Examinations the following will be applied:

**13.1** Inability to take an examination due to any unforeseen circumstances will lead to a temporary “Fail” Grade in such course(s). He/she will have to appear for re-examination as mentioned below.

**13.1.1** For courses missed or failed in first year, Re-Examination examination will be conducted in the next academic session

**13.1.2** For courses missed or failed in second year, Re-Examination will be conducted as per schedule declared by the Controller of Examination.

**13.2** If the student is not able to take the re-examination or fails in it, then he/she will be awarded a “Fail” grade in such course(s).

**13.3** These examinations must be taken by those students who have scored less than D grade in any course of the previous terms to fulfill the minimum academic requirement.

**13.4** The students will have to pay the re-examination fees for each such course for which he/she has to take an examination.

**13.5** The student is allowed to appear in the End-Term Examinations to improve his/her grades even if he/she has C or less than C in that course.

**13.5.1** These examinations will be scheduled with the examinations of next year batch students.

**13.5.2** These students will have to pay the improvement fees as per the policy.

### **14. Award of Medals**

**14.1.** Gold, Silver, Bronze Medal and Scholarships shall be awarded to Top Three Students only. The awarded students will be those who will clear all the required credentials/courses for PGDM and has no supplementary in any of the trimester examinations.

**14.2.** Rank Certificates will be awarded to Top Ten Students only. The awarded students will be those who will clear all the required credentials/courses for PGDM and has no supplementary in any of the trimester examinations.

**14.3.** No personal reason/medical reason should be considered to waive off this clause under any circumstances.

## **15. Award of Diploma**

A student shall be eligible for the award of PGDM Diploma subject to:

- i. He/she has undergone the course of studies, completed the Summer Internship/Dissertation specified in the curriculum of his/her programme within the stipulated time, and secured the minimum credits prescribed for the Award of Diploma.
- ii. There are no dues outstanding in his/her name towards the Institute; and
- iii. No disciplinary action is pending against him/her.
- iv. He/She has secured minimum 6.00 CGPA combined 1st & 2nd Year.

### **15.1.**

The total duration under which a student is required to qualify all the credits are n ( n= Two years diploma program ) +2 (Academic year). As such, a student is required to qualify in all subjects with minimum 6 CGPA within the said period, failing which he/she will not be entitled for the award of post graduate diploma in management.

## **16. Certification**

### **16.1 Grade Sheet**

A student's grade, report, accumulated units and CGPA at the end year will be recorded on the grade sheet, a copy of which will be issued to the student.

### **16.2 Provisional Certificate**

Students who have passed examinations in all courses of Term I to Term VI shall have to obtain NOC from Registrar Office, CRC, Library, IT Lab, Hostel and Examination in order to obtain the "PROVISIONAL CERTIFICATE" on request under the Seal/Signatures of the Registrar/ Controller of Examinations. If requested, Provisional Statement of Marks may be given term-wise or in aggregate to an eligible student.

### **16.3 Reprint of Mark Sheet / Diploma Certificate**

An amount of Rs. 1500/- towards reprint of Diploma/Mark Sheet will be charged from the student seeking for the same after obtaining necessary undertaking duly notarized. The word 'DUPLICATE' shall be inscribed on all such documents.

## **17. Convocation**

On successful completion of the course as aforesaid, students shall be admitted to the convocation to be held for the purpose of awarding Diploma. Students who would be absent at the convocation, may collect the Diploma on any working day with prior information after the convocation, either in person or through an authorized person with a letter of authority.

