

**School of Management**  
**Pandit Deendayal Energy University**

**Academic Year 2024 onwards**

**ACADEMIC RULES**

for

**Masters of Business Administration**  
(Two Year Full Time Residential Programme)

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## **Two-Year Full Time MBA Programme**

### **1. INTRODUCTION**

School of Management (SoM) a constituent of Pandit Deendayal Energy University (PDEU) currently offers the Master of Business Administration (MBA) programme with specializations in Energy and Infrastructure (E&I), and General Management (Marketing , Finance, Human Resources and Operations Management) Apart from the flagship MBA Programme.

#### **1.1. School Philosophy**

SoM believes in observance of academic and personal conduct that is based on integrity, honesty and fairness. While demonstrating high standards in the academic pursuit the students are expected to practice and demonstrate professional behaviour on and off the PDEU campus. This document explains the academic system adopted by the SoM and explains the SoM rules for the minimum academic achievements expected from a student with a view to continue in the programme. Additionally, it attempts to provide a general framework for the expected professional behaviour from the students. Non-adherence to the rules and policies may invite appropriate actions. It is expected that students would conduct themselves in a manner that would enhance the prestige of the School.

#### **1.2. The MBA Programme**

The SoM's MBA programme is briefly described in bullets given below:

##### **A) MBA (E&I)**

- i. It is a two-year full-time residential programme
- ii. The MBA (E&I) Programme is focused on Energy and Infrastructure Sector with special reference to Managerial aspects of Oil & Gas domain, Non-Conventional Energy and Power Sector. Accordingly, the entire curriculum is designed to meet the requirements of the sectors. While all the courses will aim at relevance to E&I sector, students also have option to study a few non-domain courses as well.
- iii. It is delivered in trimester (quarterly) system basis, with three trimesters in one academic year, and a total of six trimesters during the two-year programme.
- iv. Additionally, every student has to undergo Summer Internship at the end of the 3<sup>rd</sup> trimester and before the 4<sup>th</sup> trimester begins.
- v. The programme has a set of courses in the first year and electives related to the Energy and Infrastructure Sector in the second year.
- vi. The programme has been designed to bring all relevant managerial, techno-managerial, regulatory and commercial perspectives important for the Energy & Infrastructure sector and related industries. Additionally perspectives like globalisation, strategy, technology, sustainability, innovation etc. appear as a common thread throughout the programme.

## **B) MBA (General Management)**

- i. It is a two-year full-time residential programme
- ii. This is a general management programme where students can get MBA degree with functional area(s) of concentration.
- iii. It is delivered in trimester (quarterly) system basis, with three trimesters in one academic year, and a total of six trimesters during the two-year programme.
- iv. Additionally, every student has to undergo Summer Internship at the end of the 3<sup>rd</sup> trimester and before the 4<sup>th</sup> trimester begins.
- v. The programme has a set of compulsory (core) courses and electives from the functional areas.
- vi. The programme has been designed to bring all perspectives important for any business in general as a common thread. For example perspectives like globalisation, strategy, technology etc. appear as a common thread through the programme

## **2. REGISTRATION**

All students are required to register on the registration day as may be announced for each trimester. The registration is deemed complete only with the payment of fees in full and physical presence on campus. Late registration is not permitted except in extreme emergency situation and that too with prior written permission only.

## **3. ORIENTATION PROGRAMME**

First week of their admission, students are required to undergo the orientation program. The orientation programme is divided into three main modules, namely,

- 3.1. An academic module with the contents of ice-breaking, case analysis, professional writing, along with orientation with industry.
- 3.2. The orientation programme also includes field visits and industrial visits.

## **4. CURRICULUM**

After the orientation programs we begin the curriculum, which includes classroom courses, summer internship and independent studies. During this period of two years we provide opportunities for skill development and value reinforcement through various curricular, co-curricular and extra-curricular activities organised by the School and University and also by the students.

### **4.1. MBA (Energy & Infrastructure)**

Many knowledge based and skill based courses are designed with a special focus Energy & Infrastructure sector and other relevant sub-sectors of the industry.

- 4.1.1. The curriculum offers specialization in Energy and Infrastructure with different functional area courses categorized within E&I domain.
- 4.1.2. Core courses are compulsory for all students. These courses are foundation courses and courses on fundamentals of management. Foundation courses teach economics, mathematics, communications and organisational behaviour, whereas fundamental courses give exposure to the concepts and tools needed for effective management. The fundamental courses include all functional area of management like accounting, finance, marketing, operations, human resource management and strategy.
- 4.1.3. All courses are industry specific courses in which student gets an opportunity to learn complexities of specific sectors and special skills needed to handle those complexities. These courses are designed to (a) provide basic conceptual and analytical knowledge required in different disciplines and functional areas for managerial effectiveness, (b) provide understanding of the interdependencies among different functions so as to develop an integrated perspective of organizations and their functioning, and (c) create awareness and understanding of the environmental factors that influence the functioning of and decision making in context of Energy and Infrastructure and other industry sectors.
- 4.1.4. The elective courses from Energy & Infrastructure Sector are skill-oriented, with advanced knowledge and applications. Students may choose the electives within the E&I bouquet as per their interest and future career plans. The details regarding credits to be earned for specialization/sub-specialization are given in Appendix 2.
- 4.1.5. Course of independent studies (CIS) a free elective course where a student can explore and research a topic of one's own interest, under the guidance of a selected faculty member. A CIS course will be considered as an independent project course.
- 4.1.6. A full course has 2 credits and 30 classroom hours. Some courses may carry 1 credits and 15 classroom hours. Each 2-credit course would demand on an average about 100 hours of work from the students, including classroom hours, tutorials preparation for classes and examination, assignments and projects.
- 4.1.7. SoM offers some additional opportunities which students can avail as a non-credit optional course, for example Audit Courses. The non-credit courses are pass-fail courses and no grades are assigned in those courses. Attendance in supplementary lectures and lecture series, seminars etc. organised by the School is compulsory, and will be treated as a non-credit course.
- 4.1.8. A student cannot take a load of more than 24 credit hours (including compulsory as well as elective courses) in any trimester.
- 4.1.9. Term-wise list of core courses and the list of electives along with the details regarding credits to be earned for specialization/sub-specialization are given in Appendix 2 of handbook.

#### **4.2. MBA (General Management)**

A whole range of knowledge and skill based courses have been designed. These courses are divided into,

- 4.2.1. Four functional areas of specialization, namely (a) Finance, (b), Human Resource Management, (c) Marketing and (d) Operations Management (e) Business Analytics. There are courses in Economics, Quantitative Methods, Business Communication and Information System to supplement the courses that are offered in the areas of concentration. See the list of term-wise courses and requirements for acquiring area concentration in Appendix 2 of handbook
- 4.2.2. Core courses are compulsory for all students. These courses are foundation courses and courses on fundamentals of management. Foundation courses teach economics, mathematics, communications and organisational behaviour, which give exposure to the concepts and tools needed for effective management. The fundamental courses include all functional area of management like accounting, finance, marketing, operations, information systems, human resource management and strategy.
- 4.2.3. Elective courses offer choices of courses, which are related to the specific area (Finance, Human Resource Management, Marketing, Operations Management or Generic). These courses are of advanced nature and students can choose courses depending upon one's own interest and future plans.
- 4.2.4. Course of independent studies (CIS) a free elective course where a student can explore and research a topic of one's own interest, under the guidance of a selected faculty member.
- 4.2.5. A full course has 2 credits and 30 classroom hours. Some courses may carry 1 credits and 15 classroom hours. Each 2-credit course would demand on an average about 100 hours of work from the students, including classroom hours, preparation for classes and examination, assignments and projects.
- 4.2.6. SoM offers some additional opportunities which students can avail of as non-credit optional courses. The non-credit courses are pass-fail courses and no grades are assigned in those courses. Attendance in supplementary lectures and lecture series, seminars etc. organised by the School is compulsory, and will be treated as a non-credit course.
- 4.2.7. A student cannot take a load of more than 24 credit hours (including compulsory as well as elective courses) in any trimester.

- 4.2.8. Term-wise list of core courses and the list of electives along with the details regarding credits to be earned for specialization are given in Appendix 2 of handbook.

#### **4.3. Add and Drop for Elective Courses**

The students can choose elective courses subject to prescribed rules.

- 4.3.1. Students will be asked at the end of the 3<sup>rd</sup> trimester to make their tentative choices of the elective courses in the rest of the trimesters.

- 4.3.2. The School will put in all the efforts to offer most chosen electives. However, it is possible that some electives may not be offered for reasons beyond our control.

- 4.3.3. The School will put in all efforts to ensure that popular electives do not clash on time table. However, if that happens, the students will be required to make choice from the clashing electives.

- 4.3.4. A student can shop-around for the electives for a period of 2 sessions for a 2-credit elective and for 1 session for a 1 credit elective.

##### **4.3.5. Drop Rules:**

- 4.3.5.1. A student who has enrolled an elective course, but wants to drop has to do it by submitting an Add/Drop Form.

- 4.3.5.2. The Add/Drop Form must be filled out by the concerned student, obtain the signature of concerned instructor and submit it to the Programme Office.

- 4.3.5.3. No student will be allowed to drop from the course after the prescribed drop date.

##### **4.3.6. Administrative Drop:**

- 4.3.6.1. A student who has enrolled for an elective course but does not attend a single class during the shopping-around time can be administratively withdrawn by the concerned faculty members by filling out an Add/Drop Form.

- 4.3.6.2. Concerned faculty can administratively drop a student from the elective course if a student is irregular, or does not come prepare or his/her behaviour is detrimental to the healthy class process.

##### **4.3.7. Add Rules:**

- 4.3.7.1. A student can add a new elective, if that elective is not chosen initially, through filling out of the Add/Drop Form.

- 4.3.7.2. The 'add' is permitted during the shopping-around period and not after the drop date is over.

- 4.3.7.3. The Add/Drop Form must be signed by the concerned instructor. It is instructor's right whether to permit 'Add' or not.

#### **4.4. Examinations and Evaluation**

Depending upon the requirements of a given course and preference of the instructor, any course will have many components for the evaluation of student learning. The methods of evaluation may vary; for example, quizzes, assignments, term-papers, projects, presentations, article reviews, class participation, role plays, mid-term examination, final examination, etc.

#### **4.5. Summer Internship Project (SIP)**

Every student is required to complete the Summer Internship of 2 to 3 months between the first and second year. Summer Internship is arranged by the University, and student is expected to work in a company on a company assigned project, which is monitored by a company supervisor and guided by a full-time faculty member. Students of MBA (General Management) can choose their SIP from any industry/company/functional area of their choice as per their career planning. Students from MBA (E&I) must choose their SIP in E&I Sector companies/related sub-sector organizations. The grading of summer project is done jointly as per the rules. The objectives of the summer assignment include the following.

4.5.1. To enhance the understanding of the knowledge acquired in the first year through its application in a practical setting,

4.5.2. To obtain firsthand experience of working in an organization thereby getting an insight into the working of organizations,

4.5.3. To develop an appreciation for the inter-dependencies and inter-linkages among different functions.

#### **4.6. Co-curricular Activities**

The concerned faculty of the course may invite an expert and schedule a supplementary lecture. The SoM also organises supplementary lectures, seminars, panel discussions, conferences etc. Students are expected to attend these events and provide all necessary support needed for organising such events.

Many events are organised by students. Each student is expected to support and participate in such events.

### **5. EXAMINATION RULES AND REGULATIONS**

5.1. Students must sit in exam-hall according to seating arrangement announced. They must occupy their seats 10 min before the scheduled time, failing to it, they shall not be allowed to appear for examination.

5.2. Students appearing for examination must have a valid I-card. Hall Supervisor will check it during the examination period. Student without a valid I-card will not be allowed to write the examination.

5.3. To carry Mobile phones/laptop/electronic programmable memory devices in the examination hall is strictly prohibited. The mobile phones must be in switched off mode in their bags only. Violation of this rule shall be considered as an offence of unfair means in the examination.

5.4. All the examination is closed book, students are not permitted to bring books, notes or other materials into the examination room.



- 5.5. Use of simple scientific calculator is permitted however use of programmable calculator is prohibited.
- 5.6. Exchange of calculator and other accessories is strictly prohibited in the examination hall.
- 5.7. Students are not allowed to leave their seats during the first half an hour and last 15 minutes of the examination.
- 5.8. Students must deposit his/her answer paper to the hall supervisor before leaving the hall. Leaving the examination hall without submitting the answer book is unfair means practice by rule, and is liable for strict action.
- 5.9. Students are totally responsible for tying/joining appropriately their all kind of supplementary answer paper/s with the main answer book within the scheduled time, no extra time shall be given for the same.
- 5.10. Students indulging in any kind of misbehavior with the hall supervisor will be taken as unfair means and is liable for strict action.
- 5.11. Students found practicing any kind of unfair means are liable for strict action and their parents may be informed accordingly.
- 5.12. Once you complete your examination, kindly leave the exam hall and corridors soon.
- 5.13. SoM PDEU will charge fees as per school/university norms from students for remedial examination. The maximum grade for remedial examination component shall be "B" grade irrespective of the performance in the remedial examination component.
- 5.14. Any student who will miss the mid or end term exam for approved reasons, he/she can appear in the remedial examination in the beginning of subsequent term. There will be single exam for all who have missed either mid or end term exam. If any student remain absent in midterm exam and later on if he/she also remain absent in end term exam, he/she will get "F" grade in midterm exam and remedial will be considered for end term exam only.

## **6. EVALUAION AND GRADING SYSTEM**

Depending upon the requirements of a given course and preference of the instructor, any course will have many components for the evaluation of student learning. Instructor will share his/her course evaluation matrix in the beginning of the course. The methods of evaluation may vary; for example, quizzes, assignments, term-papers, projects, presentations, article reviews, class participation, role plays, mid-term examination, final examination, etc.

For 2.0 Credit courses, there will be Mid term Exam and End term Exam along with Internal Continuous Evaluation components as stated above.

For 1.0 Credit courses, there will be End term Exam along with Internal Continuous Evaluation components as stated above.

Depending upon the requirements of a given course and preference of the instructor, the percentage break-up of MID, END and INTERNAL Evaluation is shared by the instructor in the beginning of the course along with their detailed session plan and course outline.

6.1. We use a zero-to-four point scale for reporting the overall grade. The grades, their corresponding range of cumulative grade point average, explanation of grades and corresponding percentage range are given below:

Grade	Grade Point	Explanation	Corresponding Percentage Range	Formula
A	$\leq 4.000$ and $\geq 3.500$	Excellent	90 and more	$\% = 90 + (\text{CPI} - 3.5) \times 10$
B	$< 3.500$ and $\geq 2.500$	Good	75 to $< 90$	$\% = 75 + (\text{CPI} - 2.5) \times 15$
C	$< 2.500$ and $\geq 1.500$	Average	60 to $< 75$	$\% = 60 + (\text{CPI} - 1.5) \times 15$
D	$< 1.500$ and $\geq 0.500$	Below Average	45 to $< 60$	$\% = 45 + (\text{CPI} - 0.5) \times 15$
F	$< 0.500$	Fail	00 to $< 45$	$\% = \text{CPI} \times 45$

Grade Point Equivalence: **A** = " $\leq 4.000$  and  $\geq 3.500$ ", **B** = " $< 3.500$  and  $\geq 2.500$ ", **C** = " $< 2.500$  and  $\geq 1.500$ ", **D** = " $< 1.500$  and  $\geq 0.500$ ", **F** = " $< 0.500$ ".

6.2. An "I" grade may be assigned by a course instructor in special circumstances. The rules for awarding and clearing "I" grade are as follows:

6.2.1. An "I" grade can be awarded in case a student could not complete some of the course requirements due to some extraordinary situation beyond the control of the student, as judged by the course instructor. Those situations must be genuine and not just not being able to complete some course requirements.

6.2.2. Usually, an "I" grade is sought for the component(s) of evaluation that is (are) due towards the end of the term.

6.2.3. A student who is not in a position to complete some course work must seek prior written permission for "I" grade from the course instructor.

6.2.4. The written permission must include a time line for completing all incomplete work.

6.2.5. No "I" grade can be awarded for any in-class component of the evaluation.

6.2.6. No "I" grade can be awarded for incomplete course requirement stemmed from an act of academic indiscipline.

6.2.7. Once "I" grade is awarded, the student must complete the requirements and the final grade must be submitted by the course instructor within a period of 30 days from the last date of submission of grades.

6.2.8. If the "I" grade is not removed within 30 days from the last date of submission of grades, the "I" grade will be automatically converted in "F" grade.

6.2.9. No student can graduate with an "I" grade.

6.3. A course level grading:

6.3.1. At a course component level, we follow the “+” and “-” grades too. Thus, the course level grades may be as follows:

Grade	Points		Grade	Points		Grade	Points		Grade	Points
A+	4.33		B+	3.30		C+	2.30		D+	1.30
A	4.00		B	3.00		C	2.00		D	1.00
A-	3.70		B-	2.70		C-	1.70		D-	0.70
									F	0.00

6.3.2. A ‘W’ grade may appear in the transcript if a student is administratively withdrawn. However, grade ‘W’ has no corresponding grade point average and it is not included in the SPI and CPI calculation.

6.3.3. The instructor will decide and announce in the course outline all the cut-offs for the above grades along with “+” and “-”.

6.3.4. In addition to the entire range of grades with “+”s and “-”s, an instructor may use a grade of “A+” (4.33 grade points) in any component, as per the policy of the course instructor. However, the overall grade for a course cannot be higher than “A”. The overall grade will be only A, B, C, D and F; and not “+”s and “-”s in any grade.

6.4. At the course level the grade point average (GPA) will be rounded to the second decimal point, and that cannot be more than 4.00.

6.5. The course level GPA will be included in the calculation of Trimester/Semester Performance Index (SPI) and Cumulative Performance Index (CPI)s of the terms of the programme.

6.6. Based on the Grades and their numerical equivalents, SPI and CPI of a student are calculated at the end of each semester.

6.7. The SPI and CPI for the term, year and programme will be calculated by rounding up the number up to the two decimal points.

(i) SPI: The performance of a student at the end of every Trimester is evaluated in terms of the weighted average of grade points secured in all the courses for which the student registers in the Trimester, and is known as SPI.

$$SPI = \frac{\sum_{i=1}^n C_i \cdot G_i}{\sum_{i=1}^n C_i}$$

Where,  $C_i$  = Credit for the course  $i$

$G_i$  = Grade points obtained for the course  $i$

n = number of courses registered in a Trimester

(ii) CPI: It indicates the overall academic performance of a student in all the courses registered up to and including the last completed Trimester. It is computed in the same manner as the SPI, considering all the courses.

$$CPI = \frac{\sum_{k=1}^m S_k \cdot C_k}{\sum_{k=1}^m C_k}$$

Where,

m = total number of Trimesters under consideration

C<sub>k</sub> = total number of credits registered for during a particular Trimester

S<sub>k</sub> = SPI of the kth Trimester

6.8. The programme-end transcript will, however, give an overall grade along with the programme CPI. The overall grade will be only A, B, C, D and F; and not “+”s and “-”s in any grade.

6.9. SoM follow the above grading system. If any change/conversion of grades is needed as per needs of regulatory authorities/relevant academic bodies, the academic committee will do the needful.

Note: There will be relative grading based on Normal Distribution Curve

## **7. COMMUNICATION OF GRADES AND FEEDBACK**

The school has devised a system of communicating Grades and sharing Feedbacks with the students.

**7.1.** Student’s performance in terms of Course Grade shall be communicated to the students within 20 days of the completion of the Mid Term examination/End term examination by the respective faculty member. Details of the performance across the grade components can be cross checked from the respective faculty member within 7 days of such communication.

**7.2.** The Programme Office shall make first year as well as second year transcript available within 30 days from the end of the 3rd and 6th trimester final examinations respectively.

**7.3.** The cases of students, who are potentially facing expulsion from the programme as a result of below-norm academic performance, will be reviewed by each faculty member and the Programme Office on priority basis. Because there is a short break between the two consecutive terms it may be possible that at the time of such action a student has registered for the subsequent term and classes has started. In that case the registration for the term will be cancelled and fees paid by the concerned student will be fully refunded.

**7.4.** Not showing of any paper will not be an enough reason for challenging the action based on below-norm academic performance.

## **8. GRADE REVISION APPEAL**

Examination and grading is a prerogative of a concerned faculty member. However, a student has right to appeal the component and final grade in any subject. The process will be as follows:

- 8.1.** The student will initially attempt to resolve the grade dispute with the concerned faculty member. The student will make his or her appeal in writing to the faculty member, stating the reasons why he or she feels the grade is incorrect. Such appeal must be made to the faculty member within a week from the date of announcement of grade by the faculty.
- 8.2.** The faculty member will review the appeal and decide. The decision must be communicated in writing within a week from the date of appeal.
- 8.3.** If the student is not satisfied by the decision of the faculty member, he/she can appeal the faculty member's decision by writing to the Academic Chair within a week from the date of communication of decision by the faculty members. The appeal must include reasons, supportive evidences, a copy of written appeal to faculty member, a copy of faculty member's reply and all other appropriate documents.
- 8.4.** The Academic Chair will call the School Academic Committee meeting for the review and decision on the appeal. Such meeting will be held within fifteen days of receiving such appeal. The Academic Chair will communicate the decision of School Academic Committee within two days of the decision by the School Academic Committee. The decision of the academic Committee is final and binding to all concerned parties.

## **9. ACADEMIC MISCONDUCT**

The School attaches utmost importance to strict integrity and honesty in all segments of academic work. Any form of dishonesty including attempts to copy or help others copy in any manner is strictly prohibited. Unless specified otherwise by the instructor, students must not collaborate/syndicate in any manner in completion of home assignments and projects. All sources of information and ideas used for completion of the assignments and projects must be explicitly acknowledged. In other words, the non-referenced part of the answer as presented to the instructor should be the independent work of the student/s.

### **9.1. Attendance**

SoM believes in full and punctual attendance in all classes, extra lectures, seminars and workshops. Students are advised not to miss any class, guest lecture, seminar or any other institutional event unless there are circumstances/incidences beyond their control.

- 9.1.1.** Students must maintain regular and punctual attendance in courses. The instructor is free to adopt appropriate measures to regulate attendance, penalize absence, and ensure smooth and undisturbed process of learning in his/her class.
- 9.1.2.** All the Postgraduate students are expected to be present in every lecture, tutorial, practical, seminar, etc. scheduled for them.

9.1.3. It is expected that MBA student must maintain 100% attendance in all theory (lecture plus tutorials) and other related classes held in a subject in order to be eligible to appear at the Term End Examination for that course. Competent Authority at SoM shall have final say in dealing with all Hospitalization/exceptional emergency situations related cases.

9.1.4. A student should meet the above attendance requirement irrespective of the number of days he/she is on medical and/or other leave for any reason whatsoever. Attendance of the student shall be monitored and communicated during a trimester by the concerned faculty members.

9.1.5. The names of the students who have remained absent, with or without leave, for more than 20% of the actual classes held in a course as specified in clause 9.1.3 will be intimated by the Course Coordinator, on the last teaching day, to the PGP Chair, through the Programme Office who will consolidate the list for all such students for all the courses of a programme for its display on the notice board. These students shall not be allowed to appear in the End-Term Examination.

9.1.6. All students are required to have 100% attendance during conference/ conclaves/ seminars and guest lectures organized at SoM. In case of low attendance without prior permission, appropriate action shall be taken by concerned authorities.

## **9.2. Cheating**

Cheating is unacceptable from future management professionals. Therefore, it is expected from the SoM students that they do not fall to any temptation of cheating in any form.

9.2.1. Cheating in examination, quizzes and any other component is strictly prohibited.

9.2.2. Any student involved in any kind of cheating will be subject to the punishment as per the rule. The punishment may vary from F grade in the respective exam to expulsion from the programme.

## **9.3. Plagiarism**

Plagiarism is unprofessional. We expect students to demonstrate high level of understanding about plagiarism and avoid being party to plagiarism.

9.3.1. Students will be using the PDEU authorised anti-plagiarism software before submission of any assignment / project report or any related document.

9.3.2. Stealing of words and ideas of someone else, without any acknowledgment is an example of plagiarism. In any take-home assignment and project as well as in any open book examination one must not plagiarise.

9.3.3. The concerned faculty may impose severe penalty if any student has indulged into plagiarism activity.

9.3.4. If the plagiarism case is referred to the School Academic Committee for appropriate action then the action may vary from zero in the component to expulsion from the programme. The decision of School Academic Committee will be final and binding to all.

9.3.5. However, a student may file a mercy petition to Director, who will decide on case to case basis whether to grant mercy or not.

#### **9.4. Mobile Phone**

9.4.1. Carrying mobile phone to the classrooms is strictly prohibited. Use of camera in a camera phone anywhere on campus for any undesired purpose is strictly prohibited.

9.4.2. Anyone who is in violation of these rules will be charged a spot fine of Rs.500/-.

#### **9.5. Other Norms of Conduct**

9.5.1. Students are to report in the scheduled class at least 5 minutes before the beginning of the session. No student must enter the class after the faculty has begun the session. Neither a student must leave the class during an ongoing session. Students not adhering to this rule will be dealt with appropriate action.

9.5.2. Canvassing for grades is strictly prohibited.

9.5.3. Marking proxy attendance for others or having attendance marked by others will attract severe punishments.

9.5.4. Cases of indiscipline or misconduct such as mass abstention from classes, irresponsible behaviour inside or outside the classes, use of unethical practices during the summer placement or violation of the rules and regulations of the Programme will be severely dealt with.

9.5.5. The case method of instruction depends upon the confidence of businesses from which data are collected. Case names and data are frequently disguised. Students should ensure that the confidentiality of the data obtained for educational purposes is not violated in any way.

9.5.6. It is expected that for the group assignments group members contribute equally to complete the assignment. All the members of the group should actively participate in the group assignment. Appropriate actions will be taken if the faculty observes that all the group members are not participating equally in the group projects.

9.5.7. It is expected that the students come prepared in the class with reading of prescribed material, preparation of cases, etc. A student who is unprepared for the class may invite penalty as per the rules of concerned instructor. A group penalty is also possible in case several students come unprepared.

## **10. NON-ACADEMIC MISCONDUCT**

The School attaches utmost importance to professional behaviour from all students in and outside the class. Misconduct of non-academic nature is also taken very seriously in our School. A serious misconduct may lead to expulsion from the School.

- 10.1.** Ragging on Campus
- 10.2.** Ragging of fresh students by the senior batch, in any form, is criminal offence and is strictly prohibited. Get familiarised with the Ragging-Prevention Rules and Policies of the University and comply with them.
- 10.3.** Misbehaviour
- 10.4.** Students are expected to behave respectfully to all on our campus and outside. Any disrespectful behaviour may invite disciplinary action, as per the University policy, ranging from fine to expulsion from the programme.
- 10.5.** Smoking is prohibited in the SoM Campus
- 10.6.** Students are not allowed to carry mobile phone in academic block.
- 10.7.** Students are not permitted to keep four wheelers with in the School premises.
- 10.8.** Students are not permitted to run any commercial venture in or outside the SoM campus. They are also not permitted to associate/help/advise any organizations on a commercial basis and to receive any honorarium for the services rendered during their studies at the School.
- 10.9.** Students are not permitted to deal with the School employees including contract workers directly. Any complaints regarding the working / behaviour of such employees should be reported to the concerned administrative head.
- 10.10.** Students are required to attend the lectures organized by the School, as a part of the academic non-credit but compulsory activity of the programme. The students are also encouraged to suggest names of speakers who should be invited for such lectures.

## **11. CONSEQUENCES OF MISCONDUCT**

Academic and non-academic misconduct would invite severe penalty.

- 11.1.** Penalty for breach of academic discipline would be first decided by the concerned faculty as per the rules defined in the course outline or as may be appropriate.
- 11.2.** However, a faculty may refer the case of academic misconduct to the Programme Chair, who in turn will ask the Disciplinary cum Grievance Committee for students to take a decision.
- 11.3.** The cases of non-academic misconduct can be referred by anyone to the Academic Chair. The Academic Chair will attempt to address the situation and decide on penalty, if any. However, if the nature of misconduct such which may warrant severe penalty, the Academic Chair will refer the matter to the Disciplinary cum Grievance Committee for students, which will take a final decision.



- 11.4.** The decision of Disciplinary cum Grievance Committee for students will be conveyed by the Academic Chair to the concerned student. The decision of the Disciplinary cum Grievance Committee for students is binding to all.
- 11.5.** Student has a right to make a mercy appeal to the Director. In consultation with the concerned instructor and Disciplinary cum Grievance Committee for students, the Director will take a final decision on either accept or reject the mercy appeal, or change the penalty. The decision of Director shall be final.
- 11.6.** In any case where the result of an examination has been ascertained and published, and & it is prima facie found that such result has been affected by any malpractice, fraud or any other improper conduct on the part of a student, the Director General shall appoint an ad-hoc committee to examine the matter and seek its opinion. If the opinion of the Committee confirms the mal practice on the part of the student for seeking benefits, following the process of natural justice, the Director General shall amend the result as deemed necessary and order the withdrawal of the certificates/prizes/awards from the student.
- 11.7.** A student expelled from the programme on the ground of academic or non-academic misconduct is ineligible for seeking admission in the University.

## **12. REQUIREMENTS FOR CONTINUING IN THE PROGRAM AND FOR GRADUATION**

A student has to meet all requirements, academic and other, with a view to be eligible for continuing in the program and for earning the MBA degree from PDEU.

- 12.1. Minimum Credits:** A student must successfully complete a minimum 90 credit hours of class work including internships and experiential learning.
- 12.2. Minimum Academic Performance:** This section lays down the minimum academic performance that a student must achieve with a view to continue in the program. Those who fall below the minimum prescribed academic standards will be expelled from the program.

### **12.2.1. Acceptable Grades**

12.2.1.1. A student can graduate with

- (a) "D" in not more than four courses

12.2.1.2. Courses are considered irrespective of credit hours.

12.2.1.3. During the course of the programme a student will be terminated from the programme, if and when,

- (a) One receives 1 or more F's.
- (b) One receives 5 or more D's.

12.2.1.4. The Academic Chair will issue a letter of expulsion to a student who falls short of the minimum academic performance (as prescribed above).

12.2.1.5. A student may opt for making a written mercy appeal to the School Director. The School Director will discuss the appeal with course faculty and make a decision, which will be communicated to the student by the Academic Chair.

12.2.1.6. Student shall have a right to make mercy appeal further to the Director General. His decision on the matter will be final and binding to the student.

#### **12.2.2. CPI requirements**

12.2.2.1. A student must maintain a minimum of 2.20 cumulative Performance Index (CPI) in every academic session.

12.2.2.2. The programme average also must be at least 2.20 CPI.

12.2.2.3. A student, who falls below 2.20 CPI in any trimester, shall have to be immediately informed and counseled so that he doesn't face the prospect of falling below 2.20 CPI-both annually (i.e. academic session) as well as (2 Year) Programme. The Academic Chair, in consultation with Director-SoM and Dean shall tackle all such matters, including deciding about giving an appropriate remedial examination to such candidate or otherwise.

12.2.2.4. A student who falls below 2.20 CPI for the programme shall not be eligible for the degree.

12.2.2.5. A student who is expelled from the programme due to inadequate CPI has also the right to appeal to PGP Chair/Director/Dean

12.2.2.6. No student can graduate with "I" (incomplete) grade or if one has not completed the requirements imposed as a result of any disciplinary action.

12.2.2.7. A student who is expelled from the programme will not be eligible for reapplying for the programme or for returning to the programme.

**12.3.** Student may be disqualified for the degree and expelled from the programme on the grounds of academic and non-academic misconduct, as explained in separate paragraphs of this Handbook.

#### **13. FEE AND PAYMENT SCHEDULE**

**13.1.** Students are advised to collect the fee details and payment schedule from the Account Department, and make payment in full accordingly.

**13.2.** Except the caution money deposit, no fees are refundable in case of withdrawal or expulsion from the programme.

**13.3.** Late registration and late payment of fees is not permissible, except with the prior permission of Director of the SoM.

- 13.4.** In case of late payment, late fees will be charged at the rate of Rs.100 per day. In exceptional cases, the Director, SoM may grant extension of time for making payments, without late fees.
- 13.5.** Those who fail make all payments due, including late fees, if any, in a particular term will not be allowed to register for the next term, and will be deemed to have withdrawn from the programme.
- 13.6.** The caution money deposit will be refunded only on completion of programme and if there is no due from the student. The dues, if any, will be deducted from the caution money deposit that becomes refundable as per the rules.

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**Appendix – 1**

**CRITERIA FOR AWARDING THE MERIT MEDALS**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Criteria</b>
1.	For each programme – discipline with more than 30 No. of passed out students of a batch.	Gold, Silver & Bronze to First, Second & Third rank students.
2.	For each programme – discipline with at least 10 but less than 30 no. of passed out students of a batch	Gold & Silver medals only to First & Second rank students. Further, the CPI of the First rank student is to be 8 or more on 10 scale, & 3.2 out of 4 as the case may be.
3.	For each programme – discipline with less 10 no. of passed out students of a batch	Gold medal only to First rank student. Further, the CPI of the First rank holder is 8 or more on 10 scale & 3.2 out of 4 scale as the case may be.

Additionally,

- i) The student must not have been penalized for indulging in any kind of indiscipline including Unfair Means in examination.
- ii) The student must have passed all the courses of the study, at one attempt only.

**Tie breaking criteria for the Merit Medals:**

*(Effective from the students passing out at the end of the academic year 2022-23 and onwards)*

If CPI for two or more students are tied then to break the tie there will be comparison on following order:

1. CPI to be observed up to 3 decimal points.
2. SPI of 6<sup>th</sup> Trimester
3. CPI at the end of 5<sup>th</sup> Trimester
4. CPI at the end of 4<sup>th</sup> Trimester

