Post Graduate Diploma in Management

PGDM
Two-Years Full Time Program

**Approved by All India Council for Technical Education (AICTE),
Ministry of Education, Government of India**

**Accredited by NBA,
Granted Equivalence to MBA by AIU**

Student Hand Book
Academic Year 2024-25

GL Bajaj Institute of Management & Research
Plot No. 2, Knowledge Park III, Greater Noida – 201306
Email: director@ glbimr.org | **Website:** www.glbimr.org

Our Vision

To develop responsible global business leaders sensitive to community and environmental needs.

Our Mission

- To create a sustainable learning ecosystem for students, teaching and research fraternity and recruiters
- To nurture global business leaders contributing to an inclusive and diverse society
- To inculcate entrepreneurial mindset and foster innovation
- To help students develop a sense of compassion and social accountability through the teachings of Indian knowledge systems.

Program Educational Objectives (PEOs):

PEO-1: Graduates will be able to contribute in nation building with advance practical knowledge in the functional areas of business management while upholding ethical practices.

PEO-2: Graduates will be able to establish benchmarks with necessary tools and techniques to analyze, design, develop, optimize and integrate systems for handling complex business problems and uncertainty.

PEO-3: Graduates will be able to demonstrate as an effective team player with the capability to lead and appreciate team work towards organizational challenges and issues for synergistic growth of the multinational organizations: Domestic and Global Organizations.

PEO-4: Graduates will be ignited with passion and curiosity for life-long learning and innovation so that they can pursue higher studies, high level of personal and professional integrity leading to greater societal impact.

PEO-5: Graduates will be competent to take-up entrepreneurial initiatives either for their own or within other organizations where they are employed and develop innovative ideas and drive the business through entrepreneurial skills.

Program Outcomes (POs):

PO-1. Apply knowledge of management theories and practices to solve business problems.

PO-2. Foster Analytical and critical thinking abilities for data based decision making.

PO-3. Develop value based leadership skills.

PO-4. Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of the business.

PO-5. Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

PO-6: Continuous lifelong learning and professional development to enrich business knowledge and competencies.

PO-7: Apply appropriate Information and Communication Technology (ICT) and digital tools for business decision making.

FROM THE DESK OF THE DIRECTOR

Welcome to the start of a transformative journey, the beginning of your PGDM program. I am truly thrilled to be the one to extend a warm welcome to all of you as you join our esteemed institution.

Your decision to pursue PGDM program speaks volumes about your passion, determination, and vision to build upon your strengths and grow as a leader.

In our pursuit of comprehensive student development, our Post Graduate Diploma in Management (PGDM)programs incorporates a diverse range of curricular and extracurricular activities. These include, but are not limited to, **Live Projects** which offer first-hand exposure to real-world business scenarios, and **Summer Internships** which facilitate practical application of learned skills. We also encourage student participation in **Research Projects** that stimulate **critical thinking** and innovative problem-solving. Our **Personality Development Programs (PDPs)** and **Club Activities** are geared towards the enhancement of applied managerial communication, leadership abilities, and teamwork.

As part of our learning initiative, we host industry experts and international speakers who deliver Expert Talks and Global Talks. These sessions provide valuable insights into corporate life, and the challenges therein, preparing students for their future careers. GLBIMR pride in its distinguished **Mentoring program, Value-Added Certification, and unique Corporate Mentorship Program**. These initiatives are facilitated by a team of seasoned professionals, experts, and dedicated faculty members who personally guide and mentor each student, supporting their evolution into top-tier managers. The fusion of these elements fosters a transformative learning experience that equips our students to excel in the dynamic world of business.

Remember, you are not alone in this journey. Your classmates, hailing from diverse backgrounds and experiences, will enrich your learning process. You will learn as much from each other as you do from your courses. The relationships and networks you build here will last a lifetime.

As the Director of this institution, my commitment to you is to provide a stimulating, nurturing, and supportive environment for your growth. I am confident that your time here will be a rewarding experience that prepares you for the challenges and opportunities that lie ahead.

Once again, welcome to the new chapter in your life. Embrace the journey with open arms, an open mind, and an open heart.

Best wishes for your exciting journey ahead.

Dr. Sapna Rakesh
Director

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1. AN OVERVIEW OF PROGRAM ADMINISTRATION

GL Bajaj Institute of Management & Research (GLBIMR), 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 18 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 & Research, Greater Noida is a leading B-School of North India offering Post Graduate Diploma in Management (PGDM) is approved by AICTE, Ministry of HRD Govt. of India, a Two Year full time program with Dual and /Major-Minor specialization in areas of Marketing, Finance, Human Resource Management, Operations Management, Data Analytics, Strategy and Consulting, Entrepreneurship, and International Business. The course for the PGDM program is spread over six terms each term being of an approximately 13-14 weeks. The first two terms are essentially devoted to foundation courses, across core areas of management. From third term onwards, all students specialize in area of their choice from any area of the offered disciplines. Minor Projects, Summer Internship, and Dissertation are the crucial parts of the program.

The key features of the program are:

➢ Tie-up with Internationally acclaimed Corporate Leaders as Adjunct Faculty Members
➢ Free Laptop to all PGDM students.
➢ Certification Courses: 25 different certification courses covering all domain in Management Subject
➢ Dual and Major/Minor Specialization
➢ International Excursion Trip as a part of the curriculum to Meritorious students.
➢ Scholarships to the meritorious students on the basis of MAT Composite Score, CAT / XAT percentile, CMAT ranking as well as on the basis of academic performance.
➢ Fees in easy instalments
➢ Corporate Interface / Industrial Visits/ Live Projects

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. Innovative pedagogy, Value based research orientation are our cornerstones. We make sure that the course curriculum & pedagogy are monitored and revised as per the changing requirements of the Industry. 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.

1.1   ADMINISTRATION OF PGDM PROGRAM

i) Director will be the overall in-charge for the smooth conduct of the program. Registrar will be responsible for monitoring all administrative activities; and handling students support.
ii) Program is led by Program Chairperson. Program Coordinator and Program Office staff will assist Program Chairperson for the smooth conduct of all academic activities of PGDM programs.
iii) All issues pertaining to academics and discipline shall be referred to the Director.

1.2   PROGRAM CONTENTS AND DURATION

i) PGDM program comprises of a number of courses. Each course is assigned a weightage in terms of specified credits.
ii) PGDM is two year full time program, administered through a Trimester system. There are three terms in the first year and three terms in the second year.
iii) PGDM offers the following specializations wherein each student is required to undergo Major/Minor specialization out of offered streams.

S.N.	Specialization
1	Marketing
2	Finance
3	Human Resource Management
4	Data Analytics
5	Operation Management
6	International Business

iv) The specialization papers, also known as **Elective Papers**, are offered from the Term III onwards. The choice for areas of specializations has to be exercised by the students in the beginning of the Term-I, so that they can take up the specialization papers from Term III onwards. There must be a minimum of **25% of the total batch size or 25 students for an elective to run**, and the director must approve it.

v) PGDM course of GLBIMR is designed to develop students through various initiatives like Value Added Certification Courses, Corporate Interface Series, Alumni Talk Series, International Linkage Program, CSR activities, Guest Lecture Series, Live Projects, Active Student Clubs and Industrial Visits.

vi) Every student pursuing PGDM Program is assigned a faculty member as a mentor who facilitates and guides him/her during his/her stay at GLBIMR.

vii) Induction Program will be conducted for the new batch. The Induction program is a necessary component of any successful academic program. Its aim is to familiarize the students with the Program and the new environment. Our Induction Program is optimally synchronized with needs of new entrants and its main aim is to make the students aware of the campus requirements and equip them with the day to day needed information. All new students are required to participate in the Induction Program.

1.3 SUBMISSION OF DOCUMENTS: While reporting to the Institute, Students have to submit the following documents at the Registration Desk:

Sl. No.	Documents	Required Documents	Originals (For Verification)	No. of Copies
1.	10th MARKSHEET	✓	✓	01
2.	12th MARKSHEET	✓	✓	01
3.	GRADUATION MARKSHEET	✓	✓	01
4.	MAT/CAT/XAT/ATMA Score	✓	✓	01
5.	MIGRATION	✓	✓	01
6.	CHARACTER CERT.	✓	✓	01
7.	WORK EXPERIENCE CERTIFICATE	(If Applicable)	✓	01
8.	STUDENT'S AADHAR	✓	✓	01
9.	INCOME/EWS CERTIFICATE OF GUARDIAN	(If Applicable)	✓	01
10.	CASTE CERTIFICATE	(If Applicable)	✓	01
11.	STUDENT'S PHOTO	✓	NA	5 PHOTOS
12.	ADMISSION LETTER	✓	✓	01

13.	ANNEXURE 1	Registration Form - First Year
14.	ANNEXURE 2	Application Form - Hostel Accommodation - First Year
15.	ANNEXURE 3	Student Undertaking - Anti-Ragging - First Year & Second Year
16.	ANNEXURE 4	Affidavit by Parent/Guardian - Anti - Ragging - First & Second Year
17.	ANNEXURE 5	Student Undertaking: Code of Conduct & Discipline First & Second Year
18.	ANNEXURE 6	Joining Report & Declaration Form
19.	ANNEXURE 7	Student Undertaking: Non-Submission of Documents - First Year

Students who have appeared in the qualifying examinations and the results are awaited, will have to submit their documents by **30th September, 2024**. If the student fails to submit the document by the stipulated date, the provisional admission may deem to be cancelled.

2. ACADEMICS

2.1 ACADEMIC CALENDAR

PGDM offered by the institute is a regular program of two year duration. Each academic year has been divided into three terms. Each term will be approximately of 13-14 week's duration, including one week for mid-term exam or quiz and end-term exam. The program consists of compulsory and electives courses. One credit equals to ten hours and each full course carries 3 credits with the total duration of 30 hours. There may be 1.5 credit and 2 credit courses also in the program.

A detailed academic calendar is notified separately and can be found on the institute's website. However, the institute may modify the annual academic calendar for effective management of teaching and learning process and for balancing the co-curricular and extra-curricular activities.

2.2 ATTENDANCE POLICY

2.2.1: Classroom Attendance

No student shall be considered to have pursued a regular course of study unless the Director certifies him/her to have attended the 85 percent of the total number of classroom as well as practical sessions conducted in each paper in each trimester during his/ her course of study. Any student not complying with this requirement will not be allowed to appear in the corresponding trimester examinations. However, the Director may condone the required percentage of attendance during a term as a special case, on the merit of each case.

2.2.2: Adherence to Time Table

The time table schedule for classes and all other activities shall be announced by Program Office. The students are expected to be present five minutes before the commencement of every class and activity.

2.3 LEAVE POLICY

2.3.1: Mandatory Attendance:
Students are required to maintain at least **85% attendance in each subject** in a Term for being eligible to appear in Mid/End-term examination.

- ➢ **15% of Attendance** can be considered for absence due to other contingencies / medical reasons etc.
- ➢ No leaves will be granted for any type of social obligations, passport verification, family problems etc. No leave application has to be submitted for such reasons.
- ➢ Only the students seeking leave of absence due to medical emergency are required to make a formal application to the Class Coordinator with all medial proofs.
- ➢ Only Medical Certificates will not be considered for approval of leave applications. Instead, all valid evidences including Prescription and Medical Reports are to be submitted. These documents must be submitted within three days of joining the Institute.
- ➢ Any other leave approvals (e.g.: unforeseen circumstances) lay solely under the discretion of Class Coordinators.
- ➢ Leave applications submitted after the due date or without any medical evidence would be summarily rejected.
- ➢ The Institute reserves the right to approve or reject the request for leave of absence and such decision is final and binding on all the students.
- ➢ All leave applications are subject to final approval by the Director.

2.4 EXAMINATION MANUAL

2.4.1 Assessment Method:

The Institute follows Outcome Based Education (OBE) and has integrated all OBE-related parameters into its evaluation and assessment methods to assess the attainment of course outcomes and program outcomes.

The Institute continuously evaluates students in various courses. Every course has an evaluation component worth 100 marks. For each course, there are two compulsory examinations: End Term Examination (40 Marks) and Mid Term Examination (20 Marks). The other components of the assessment (40 marks) are faculty-driven and are carried out as outlined in the faculty **Teaching Learning Evaluation Plan (TLEP)**. These components include but are not limited to Team Presentations, Role Plays, Case Study Analysis, Group Discussions, Class participation, Assignments, quizzes, Mini/field Projects, etc.

2.4.2 General guidelines for the Progressive Assessment / Mid-Term Examinations

i. The schedule of progressive exam as per TLEP shall be notified by the faculty members in classes.
ii. Minimum attendance percentage to appear in the Examination is 85% in each course.

2.4.3 General guidelines for the End-Term Examinations:

i. The End-Term Examinations are of 2 hour duration—the standard question pattern for the end-term Examinations are available on the Institute's website.
ii. During the End-Term Examinations, students will be tested using the course exams prescribed in the course structure for the specified term.
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 have a minimum of 85% attendance in each Trimester course. 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 on the admit card immediately to the Examination Department.
vi. Students must possess the admit card for appearing in each course.

2.4.4 Admit Card for Examination

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

2.4.5 Duplicate Admit Card for Examination

In case the student loses/forgets the admit card, he/she must submit the Rs. 500/- fee to the Accounts Department in order to obtain a duplicate card from the Controller of Examinations.

2.4.6 Reappear

Supplementary Examinations: If a student gets less than a D grade (i.e., F) in any 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 40. The student will not be eligible for the PGDM diploma after the third attempt in supplementary examinations and will be marked failed.

A student may be allowed to reappear in any courses in which he/she has not attained the passing marks during supplementary examinations as scheduled. Cases of failure shall also include those debarred for lack of attendance.

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

1st Supplementary Examinations charges:	@ Rs.1000/- per paper
2nd Supplementary Examinations	@ Rs.1000/- per paper
3rd Supplementary Examinations	@ Rs.1000/- per paper
Summer Internship (Late Submission Charges)	@ Rs.1000/-

Dissertation (Late Submission Charges)	@ Rs.1000/-
Revaluation of Answer Sheet	@ Rs. 1000/- per subject
Improvement Examinations Charges	@ Rs.1000/- per subject

Reappear for Improvement: Students can also appear for improvements in one or more courses **if they have secured less than 5.00 TGPA** in the End-Term Examination by paying a prescribed Rs. 1000/- per subject.

2.4.7 Schedule of Supplementary & Improvement Examination

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

2.4.8 The Grading System and Policy

GLBIMR has adopted a 10-point **relative grading system** starting from Batch 2021-2023 onwards, with details as under:

All component-wise evaluation is done in marks to award grades in a course. The combined marks of different components viz. Internal Assessment (I.A.), Mid-Term Examinations (M.T.E.), End- Term Examination (E.T.E.), out of 100, are reduced to the relative grades based upon their relative performance in their class. Total Marks so obtained would be converted to relative grades at the end of the Trimester, as per the guidelines given below:

Students will be awarded grades based on marks scored on a 10 - point scale as under:

- Grades (O, A⁺, A): 15% of the total number of students.
- Grades (B⁺, B, C⁺): 70% of the total number of students.
- Grades (C, D): 15% of the total number of students.

Students scoring less than 30% of the highest score should be awarded, F Grade.

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

➢ TGPA is the Grade Point Average calculated based on Grade Points secured in all the term courses. TGPA will be calculated for all six terms

$$TGPA = \frac{Sum\ of\ Products\ of\ the\ no.of\ credits\ in\ the\ courses\ and\ numerical\ grade\ points\ obtained\ in\ those\ courses\ in\ the\ term}{Sum\ of\ no.of\ credits\ in\ the\ courses\ in\ the\ term}$$

CGPA is calculated based on grade points secured in all the completed terms. It is the average G.P.A. of all completed terms. CGPA is calculated once after the 1st year and then after the completion of 2nd year. The final CGPA will reflect the student's cumulative performance in both years.

$$CGPA\ (I\ year) = \frac{Sum\ of\ Products\ of\ the\ no.of\ credits\ in\ the\ courses\ and\ numerical\ grade\ points\ obtained\ in\ those\ courses\ in\ the\ first\ year}{s\ of\ no.of\ credits\ in\ the\ courses\ in\ the\ first\ year}$$

$$CGPA\ (II\ year) = \frac{Sum\ of\ Products\ of\ the\ no.of\ credits\ in\ the\ courses\ and\ numerical\ grade\ points\ obtained\ in\ those\ courses\ in\ the\ second\ year}{s\ of\ no.of\ credits\ in\ the\ courses\ in\ the\ second\ year}$$

$$CGPA\ (I\ \&\ II\ year) = \frac{\begin{array}{c}Sum\ of\ Products\ of\ the\ no.\ of\ credits\ in\ the\ courses\ and\ numerical\ grade\ points\\ obtained\ in\ those\ courses\ in\ the\ two\ years\end{array}}{\begin{array}{c}of\ no.\ of\ credits\ in\ the\ courses\ in\ the\ two\ years\end{array}}$$

The 10 points grading scale with its corresponding grade points and qualitative meanings is depicted in the table given as under :

Grading Chart with Qualitative Meaning

Grade	Qualitative Meaning	Grade Point
O	Outstanding	10
A$^+$	Excellent	9
A	Very Good	8
B$^+$	Good	7
B	Above Average	6
C$^+$	Average	5
C	Satisfactory	4
D	Borderline	3
F	Fail	0

2.4.9 Minimum Academic Requirements

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

✓ Students should have a minimum T.G.P.A. point of 4.00 at the end of each Trimester and a CGPA 5.00 at the end of the Final Year on a 10.00 point scale, failing which a student will have to appear for improvement examinations.
✓ If a student gets an "F" grade OR is absent in any paper, he/she can reappear in that supplementary paper by paying the prescribed fee.
✓ A student will be considered eligible for the award of a diploma with a maximum of three F grade (fail in 3 subjects) provided the total CGPA is not less than 5.00.

2.4.10 Grace Marks

A total of ten marks in a year can be given as grace marks in only 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 the examination department for the same.

2.4.11 Procedure for Conducting Fair Examination

Examinations must be conducted in a fair and orderly manner. Therefore, the use of unfair means is strictly prohibited. The students are warned against the 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 random checks to detect any material.

Use of Unfair Means (U.F.M.)

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

2.4.12 Procedure for Handling Unfair Means (U.F.M.) case

The procedure to be followed by the Unfair Means Inquiry Committee should be as under:

i) The Controller of Examinations shall inform the examinee concerned in writing of the act of unfair means alleged to have been committed by him/her and shall serve him/her to show cause as to why the charge(s) levelled against him/her should not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.

ii) The examinee may appear before the Inquiry Committee on a day, time, and place fixed for the meeting, with a written reply/explanation to the show cause notice served on him/her therein. However, the examinee himself/herself only shall present his / her case before the Committee.

iii) The documents that are being taken into consideration or are to be relied upon to prove the charge(s) against the examinee should be shown to him/her by the U.F.M. Inquiry Committee if the examinee presents himself / herself before the inquiry Committee. The evidence, if any, should be recorded in the presence of the delinquent examinee.

iv) Reasonable opportunity, including oral hearing, shall be given to the examinee in his / her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the inquiry Committee before making a final recommendation to the Examination Committee in the case.

v) The Committee should follow the above procedure in the spirit of the principles of natural justice.

vi) After serving a show-cause notice, if the implicated examinee fails to appear before the Inquiry Committee on the day, time, and place fixed for the meeting, the Committee shall decide his / her case in absentia, based on the available evidence/documents, which shall be binding on the examinee concerned.

vii) The Committee shall submit its report to the Examination Committee and its recommendations regarding punishment to be inflicted or otherwise.

2.4.13 Categorization of Cases

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

Category B: This category shall include cases where the student is found in possession of paper/material which is 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 have 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 a category C offense for the second or subsequent times, he/she will be deemed to have committed a category D offense.

Note: *In a case involving the 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 U.F.M., the case can be categorized under A, B, C or D depending on the gravity of each case.*

2.4.14 Evaluation of Answer Sheets of U.F.M. cases

Original answer sheet confiscated by the invigilator/flying squad and the new answer sheet issued to the students will be duly evaluated by the concerned examiner. After the Proctorial Board categorizes the U.F.M. cases, the disposal of these answer sheets will be as follows:

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

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

2.4.15 Category-Wise Punishment

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

Category B: In such cases, the students will be asked to reappear in the subject concerned. The Department will conduct the re-appearance exam in an ordinary course.

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

Category D: In such cases, the student will have to reappear in all the courses of that semester and carry a Permanent Fail in the courses in which U.F.M. cases were 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 allow the student to be heard in person. The Director may consider an Unfair Means case either on appeal by the student or on the reference of the Proctorial Board or may seize the matter sue-motto.

2.4.16 Re-Checking and Grievance

Students may apply within seven days of the declaration of results for any verification concerning the totalling of marks and verification for all questions attempted. Such students have to pay @ Rs. 100/- towards scrutiny of marks. The marks obtained after re-totalling will be considered final. The 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.

2.4.17 Minimum Academic Requirement for Award of Diploma

A student shall be awarded a diploma provided:

   a. He/She has secured a minimum CGPA of 4.00 in the first year and a minimum 5.00 CGPA combined 1st & the 2nd Year.
   b. He/She has secured a minimum grade of D in each Course, Summer Project, and Dissertation.
   c. He/She should not have an F grade in more than three subjects in all six-term combined.
   d. He/She should get N.O.C. from the Registrar's Office and Controller of Examinations.

2.4.18 Supplementary /Improvement/ Examination Policy

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

➢ Inability to take an examination due to unforeseen circumstances will lead to a temporary "Fail" Grade in such course(s). He/she will have to appear for Supplementary/ re-examination as mentioned below
➢ For examinations missed or failed in the first year, Re-Examination/ Supplementary Examination will be conducted in the next academic session.
➢ For examination missed or failed in the second year, Re-Examination will be conducted as per the schedule declared by the Controller of Examination.
➢ If the student cannot take the Supplementary/ re-examination or fails in it, he/she will be awarded a "Fail" grade in such course(s).
➢ These examinations must be taken by those students who have scored less than a D grade in any course of the previous terms to fulfill the minimum academic requirement.
➢ The students will have to pay the re-examination fees for each such course for which he/she has to take an examination as per the examination fee schedule given above in **Section-2.4.6**
➢ The student is allowed to appear in the Improvement Examinations to improve his/her grades if he/she has scored less than overall 5 CGPA at the end of the 2nd year.
➢ These examinations will be scheduled with the examinations of next year's batch of students.
➢ These students will have to pay the improvement fees as per the policy.
➢ A student can be given a maximum of 3 attempts for appearing in the supplementary/ Improvement examinations failing which he/she may be declared unfit for the diploma.

Notwithstanding anything stated above, a student has to successfully pass in all the requirements of the programme within a period of four academic years starting from the academic year of his/her admission.

2.4.19 Award of Medals

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.

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.

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

2.4.20 Provisional Certificate

Students who have passed examinations in all courses of Term I to Term VI shall have to obtain N.O.C. from Registrar Office, C.R.C., Library, I.T. 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 aggregate to an eligible student.

2.4.21 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.

2.4.22 Convocation for Conferring PGDM Diploma

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

➢ Convocation for admitting candidates to PGDM Diploma shall be held annually at GLBIMR institute on such date as the Chairperson may consent.
➢ Special Convocation for conferring degrees may be held on such dates as may be fixed by the Chairperson on the recommendation of the Director.
➢ At the Annual Convocation, the President shall present a report of the year's work in the University.
➢ The Academic Council shall lay down the procedure followed at the convocation.

2.5 SPECIAL FEATURES @ GLBIMR

2.5.1 Value Added Certification Courses

Besides the regular course mentioned, GLBIMR also conducts the Value Added Certification Courses for its students. These courses are offered with an objective of professional skills and attributes that enhance the overall development of an individual and make them industry ready. The schedule and structure of these courses vary as per real-time Industry requirements. These programs are delivered by highly accomplished faculty and renowned industry practitioners who ensure rigorous coaching with stipulated contact hours. These programs are offered to students as a value addition beyond the curriculum in each trimester free of cost.

The value added Certification Courses offered to the PGDM students are as follows:

Sr. No.	Trimester	Nomenclature	Sr. No.	Trimester	Nomenclature
1	Trimester– I	Pearson MePro Course	12	Trimester– III	Python and Block Chain Management
2	Trimester– II	Image Engineering	13	Trimester– III	AI for Managers
3	Trimester– II	Servant Leadership & Emotional Leadership	14	Trimester– III	Trading in Crypto currency
4	Trimester– II	Stock Trading & Investment Management	15	Term – IV	Advanced Financial Modelling
5	Trimester– II	Advance MS Office Skills	16	Term – IV	SEO and Google Analytics

6	Trimester– II	Time and Mind Management	17	Term – IV	Design Thinking
7	Trimester– II	Personal Digital Branding & Security	18	Term – IV	Balanced Score Cards
8	Trimester– III	Social Entrepreneurship	19	Term – IV	Big Data Analytics
9	Trimester– III	SAP - Operations	20	Term – IV	Content Writing and Blog Management
10	Trimester– III	Tally ERP 09	21	Term – IV	Ethical hacking
11	Trimester– III	Counselling Skills			

2.5.2 Corporate Interface Series (CIS)

The focus of GLBIMR.PGDM INSTITUTE is entirely to create industry-ready employable professionals. In times of cut-throat competition where everyone endeavours hard for a successful career, industry interface is of prime importance. Under this program every student will be provided with the opportunity to attend prestigious corporate events organized by professional bodies like:

✓   AIMA (All India Management Association, New Delhi
✓   ASSOCHAM (The Associated Chamber of Commerce& Industry of India)
✓   FICCI (Federation of Indian Chamber of Commerce and Industry)
✓   CII (Confederation of Indian Industry)
✓   NIESBUD (The National Institute for Entrepreneurship and Small Business Development)
✓   PHDCCI (PHD Chamber of Commerce and Industry).

The aim of this **Corporate – Student Interface Series** is to apprise students about current affairs and prepare them for the ever dynamic corporate world.

2.5.3 Applied Managerial Communication

The Applied Managerial Communication course is designed to equip postgraduate diploma in Management students with essential communication skills tailored for managerial roles. This program emphasizes practical strategies for effective business communication, including persuasive presentations, strategic negotiations, and leadership communication. Mastery of these skills is critical for managers to lead teams, influence stakeholders, and drive organizational success. By integrating real-world scenarios and interactive learning, students gain the confidence and competence needed to excel in diverse professional environments.

2.5.4 Mentor-Mentee Relationship

The Institute ensures constant guidance and monitoring of the growth of the student through establishing a mentor-mentee relationship. An individual faculty member is identified right from the start of the course as the faculty mentor of the student who, through a process of constant communication and personal interaction, will ensure transformation of the student to a budding executive by establishing a dynamic relationship. For the purpose of Summer Internship and the Dissertation, the student may have different mentors belonging to his/her areas of specialization. In respect of Summer Internship and Dissertation, the student shall also have an Industry Mentor from the organization with whom he/she will be attached for the purpose.

2.5.5 Social Initiatives

GLBIMR takes pride in the major core areas are Blood Donations Camps, Tree Plantations, Partnering with NGOs, visiting specially-abled children, donations for natural calamities etc.

2.5.6: Alumni Talk Series

GLBIMR believes in the strength of alumni network and values their contribution towards institution building. GLBIMR has taken an initiative to invite its prestigious alumni back to the campus. Alumni are the real assets of any institute. Alumni Talk series is a platform for GLBIMR alumni sharing their career paths, offering insight, an introducing their companies to the students. Alumni associated with corporate brands Accenture, Godrej, KPMG, AXIS Bank, Bisleri and many more had come and shared their views on focus on the conservation of students' time and energy. They also explained various behavior and business qualities which are essential to achieve success in corporate sector. The whole programme used to be very interactive and as well as informative. It was an eye opener for the students on how to prepare for the corporate world. GLBIMR is committed to provide a corporate exposure to the students to help them learn and understand the industry requirement. This help students to develop insights and develop them in to professionals, who are Industry ready the moment they step out in to corporate world.

2.5.7 Industrial Visits

It is a regular practice of GLBIMR to arrange industrial visits for student to renowned companies of various sectors. The main objective behind these visits is to explain the functioning of industries to the students and inform them about the expectations of the corporate from the fresh Post Graduates.

2.5.8 Entrepreneurship Cell @ GLBIMR

E-cell "Flying Minds" is the hub of Entrepreneurial endeavours of GLBIMR. It is dedicated to encourage and discover the enterprising streak amongst the students of GLBIMR. The core belief of the E-cell is that entrepreneurship is a journey of an individual to venture into the hitherto unexplored, uncertain world of new possibilities and opportunities having social, economic and environmental benefit. It encourages students to inculcate the spirit of ownership, come up with their business ideas and takes initiatives to give a concrete platform to showcase their entrepreneurial talent.

E-cell "Flying Minds" is running its YouTube Channel showcasing the student's initiatives of institutional Capacity Building and hand-holding of start-ups within the campus to inculcate innovation and skill development. Another initiative of GLBIMR entrepreneurs is 'GLB Times', a fortnightly student newspaper which showcases all the major events of the Institute. Apart from this, the Student Entrepreneur Leaders of the E-cell organize workshops and Expert Talks on entrepreneurship from time to time.

The core belief of E-cell team is that there is an entrepreneur in each one of us. With a mission to create a bigger platform for our students, with more engaging events in the coming years to put our Institute in the right pedestal of fostering innovation, E-Cell "Flying Minds" is dedicated to explore the creativity of business ideas in our students.

2.5.9 Slow and Advance learner scheme

Advance and Slow learner policy: The primary aim of this policy is to evaluate students' learning capacities and provide tailored guidance to enhance their academic growth. It focuses on identifying slow and advanced learners, developing effective strategies to support both groups, boosting the confidence of slow learners, minimizing barriers to their learning, encouraging advanced learners to achieve excellence, and bridging the gap between these groups. Students are assessed and classified into Alpha (advanced learners) and Beta (slow learners) batches based on predetermined criteria. Pedagogical interventions include individualized attention, customized learning materials, skill-building workshops, motivational sessions, and regular feedback for slow learners. Advanced learners receive access to higher-level resources, challenging assignments, leadership opportunities, mentorship programs, and enrichment activities. To bridge the gap, collaborative learning, inclusive activities, regular assessments, and

parental involvement are emphasized. The policy will be reviewed periodically to ensure its effectiveness and incorporate feedback, creating an inclusive environment where all learners can thrive.

2.5.10 Clubs @ GLBIMR

Education in B-Schools focuses on both the intellectual and personal growth of the students. Clubs at B-schools are aimed at providing an outlet and a stage for the creative juices of young minds and hearts by organizing various activities, events, workshops, seminars and extra-curricular events etc. throughout the academic year. GLBIMR aims at continuous learning and holistic development of its students. It offers a very dynamic and exciting environment to its students through diverse clubs where they can showcase their immense talents by participating in different events and set new standards of excellence. The clubs at GLBIMR are "of the students, by the students and for the students" and are extensions of their academic and career aspirations. The various clubs offered by GLBIMR are as follows:

Academic Leader's Club: Academic Leader's Club is the premium club of GLBIMR. Students from each batch of PGDM course are exposed to live projects, conferences, participation in live talk shows, participation in case study competitions and many other opportunities at Inter Institute platform. All members are the leaders in all the events and activities organized in Institute. Leadership Conclave is the flagship programs of this club. Guiding Light of this club is Dr. Sapna Rakesh, Director- GLBIMR.

Marketing Club of GLBIMR: Marketing Club aims to facilitate an all-round development of the students in the field of marketing and keep them abreast with the latest happenings in the said domain. It provides an opportunity to the students to hone their marketing talents and aspires to achieve the best with an unwavering spirit of enthusiasm, commitment, innovation and fun by nurturing the creativity in each individual while recognizing their talents.

The same is achieved through a plethora of initiatives taken by the club ranging from knowledge sharing sessions to guest lectures by industry experts. The topics of discussion cover the length and breadth of marketing from the basics to the emerging trends. The club also conducts on-line as well as on-campus events to challenge and ignite the marketing minds of the millennial.

Finance Club of GLBIMR: Finance Club aim is to promote interest and impart knowledge in the field finance. The club aim is to effectively support students pursuing careers in finance. Foster an environment among students that encourages continues learning and discovery of recent trends and developments in the field of finance.

Human Resource Club of GLBIMR: The Human Resource (HR) Club of GLBIMR aims to bring together students to honour their talent. While serving as a magnificent platform, HR Club encourages students to develop their interpersonal skills by providing year-round interactive activities. This club is designed to inspire students with ultimate experiential learning and nurture their leadership and power to make their own decisions and watch how those decisions affect their life.

The club promotes the active participation of the students in multiple activities. The HR student coordinators take the lead in arranging the events. This enables student coordinators to develop management skills by planning organizing and executing events successfully. The club activities are organized in a regular basis to promote the team spirit and learning by doing approach.

Data Analytics Club of GLBIMR: An investment of our unending passion for technology-driven innovation, the Technovation Club of GLBIMR aims to unearth the valued insights we gain from the ever-evolving & versatile technological platforms of the present decade, compounded by the spirit of innovation. Driven by the tech-savvy millennial of GLBIMR, committed towards transforming management education through innovative applications, the club aims to amplify the technological awareness of the students and help each bane transform in to a boon for the future business managers.

Art & Culture Club: The art and culture club cultural encourages student's interest, participation, and responsibility in the ingenious field through a medium of creative art and literary curriculum and scope. The inventiveness is to provide social, cultural and recreational activities for the institute community. This club provides a learning experience for the members as students are responsible for enhancing the sensitivity of our rich art and culture among the youth community. The team based activities would push the participants towards team building and also leadership.

Sports & Fitness Club: The GLBIMR Sports Club has been set up with an objective to promote Sports initiatives among the students. It aims to offers opportunities for physical activity in a world where physical activity is increasingly diminishing; it promotes good health and well-being (when pursued in moderation); and it provides a means of social contact and ample opportunity for intensive experiences. The mission of this Fitness club in GLBIMR is to modify the behavior from 'Passive Screen time' to 'Active Field time' and to develop Sports Quotient among all the students to achieve a healthy and better lifestyle. The club will organize various indoor and outdoor sports activities along with Yoga for all, Fitness and Nutrition awareness campaigns for Students and Staff around the year.

CSR Club: It's no longer enough for businesses to simply sell their products and services without considering the surrounding in which they operate. Considering the rapidly changing the outlook of consumers and business towards CSR, this club aims to involve the students with at least one CSR activity so that they will understand the importance of CSR and they will develop their attitude and habit of ethical and social responsibility toward the society and nation.

Research Club: Research has become an inseparable part of every higher education institution across the globe. To produce quality research communication is essential and to make it happen an interactive platform is needed where researchers across multiple disciplines can interact and collaborate. To provide such an interactive platform, GLBIMR's Research Club has been established where faculty members and students can share their research work on contemporary issues and practices to enrich their work and influence the research agenda. This will further ensure quality research so that it can impact business and society at large. The Research Club organizes weekly research seminars where the faculty members present their recent research work or conduct various short duration workshops to build research acumen of GLBIMR faculty members and students.

Social Media Club: The objective of forming this club is to develop the creative skills of students using digital tools.

Centre for Sustainability: Business and Human Rights are one of the most important issues these days. Companies, either due to an explicit mandate from investors or due to demand from customers, are forced to follow the sustainable and responsible conduct at each step of business activity. Imbibing responsible behaviour in the core business philosophy as well as planning has become an unwritten mandate for companies. The objective of sustainability cell is to create a stimulation on environmental, social and governance (ESG) amongst the management fraternity, give the platform to raise questions, evoke thoughts, understand the new models of sustainability through ESG practices, and to prepare students for the future to introduce required ESG practices in a business environment.

2.5.11 MOOCs (Massive Open Online Courses)

In order to complement and blend traditional classroom learning with self-driven online learning, the Institute has incorporated Massive Open Online Courses (MOOC) into regular curriculum for PGDM students. Under this initiative, students are provided with an opportunity to understand and learn the specialized functional areas of business management from experts of global repute.

These courses build on the engagement of students who self-organize their participation according to learning goals. The students would be explained and guided in detail about the same by the MOOC coordinator.

2.5.12 Alumni Mentoring Program "Project Sahyog":

Project Sahyog is an esteemed Alumni Mentoring Program designed for the Post Graduate Diploma in Management (PGDM) students. This alumni initiative is rooted in the ethos of fostering strong connections between current students and the illustrious alumni of our institution. Through personalized guidance, the program aims to bridge the gap between academic learning and real-world business challenges. Alumni mentors, who have traversed similar academic and professional paths, offer invaluable insights, advice, and support to the next generation of leaders.

This noble initiative was launched by the alumni of the PGDM Batches of 2009-11 and 2010-12 in 2019. Since then, they have successfully mentored the PGDM Batches of 2019-20, 2020-21, 2021-23, 2022-24, and 2023-25.

Objectives

- **Knowledge Transfer:** Facilitate the exchange of industry-specific knowledge and experiences from alumni to current PGDM students, enhancing their practical understanding of various business domains.
- **Professional Development:** Aid students in honing their professional skills, including leadership, communication, and strategic thinking, to better prepare them for their future careers.
- **Networking Opportunities:** Create a platform for students to build robust professional networks with alumni, opening doors to potential internships, job placements, and collaborative projects.
- **Personal Growth:** Support the personal development of students by providing mentorship on work-life balance, career choices, and professional ethics.
- **Feedback Loop:** Establish a feedback mechanism where alumni can offer constructive feedback on the curriculum and overall program, contributing to the continuous improvement of the PGDM course.
- **Community Building:** Strengthen the sense of community and belonging among alumni and students, fostering a culture of mutual support and lifelong learning within the institution.

2.5.13 International Relations Cell

The International Relations Cell at GLBIMR is a hub for academic and research activities that serves as a gateway for GLBIMR's global engagement. The Cell takes great pride in its continuous efforts to strengthen GLBIMR's global presence. The cell plays a crucial role in identifying, developing, and nurturing global partnerships. Over the past few years, we have successfully established long-term relationships with international partners around the world. Through various initiatives such as student exchanges, faculty exchanges, international immersion programs, short-term programs, and International Internship, the institute supports global business education. These opportunities allow GLBIMR PGDM students to learn from the best business practices worldwide and develop a strong cross-cultural sensitivity.

Our aim is to expand and enhance global training programs, foster internationally collaborative research (especially in emerging markets), and provide professional and consulting services. By doing so, we not only strive to produce responsible future managers but also contribute to the growth of industry, government, regional entities, and international institutions.

Our Partners-

The details of International Collaborations are as follows:

- Synergy University, Moscow, Russia
- Maverick Business Academy, London
- Skyline University College, Sharjah, UAE
- Krirk University, Bangkok, Thailand
- Pretor Business College, Ethiopia, Africa
- Indo-Gulf Management Association, Dubai
- Near East University, Nicosia, Cyprus
- Atlantis University, USA

➢ IBS, Hungary
➢ Vision College of Jeonju, South Korea
➢ Berlin School of Business, Germany
➢ Rabat Business School, Morocco

2.5.14 Corporate Mentoring Programme

At GLBIMR, we offer students a unique opportunity to develop their careers through our corporate mentoring programme which is one of the ways of formalizing the relationship between individuals in a professional set-up (mentors) and students (mentees). The programme offered in the third trimester offers a structured setting to develop beneficial one-on-one relationships between students and professionals. Acting as a friend, a teacher, and a guide our corporate mentors encourage and advise students by sharing their professional experience.

The Corporate Mentoring Programme helps the students in exploring the world of work through interaction with professionals in their area of specialization and gain a practitioner's perspective on applying textbook concepts to real-life situations. During the course of this programme, the students get an opportunity to familiarize themselves with corporate protocol, identify long-term professional development needs, realize the value of networking and develop a meaningful professional relationship through in-person and virtual meeting sessions with corporate mentors.

3 COURSE FEE OF THE PGDM PROGRAM

3.1 FEE STRUCTURE:

The Fee for Two-Year Full-Time PGDM programme will be **Rs. 6,79,000/-**

Laptop and course material for each subject in each trimester will be provided to all students. The laptop will be the property of student on completion of the PGDM programme.

The schedule for payment of Fee will be as under:

Fee Particular	Amount	Due date
At the time of Registration	**Rs. 50,000/-**	On Selection
1st Instalment	**Rs. 1,21,000/-**	At the Time of Admission
2nd Instalment	**Rs. 1,27,000/-**	15th October, 2024
3rd Instalment	**Rs. 1,27,000/-**	15th February, 2025
4th Instalment	**Rs. 1,27,000/-**	15th June, 2025
5th Instalment	**Rs. 1,27,000/-**	15th October, 2025

Hostel is optional for students and accommodation is on first come first served basis.

Hostel Fee: Rs. 1,10,000/- to 1,60,000/- (depending upon the type of accommodation available).

All fees except Hostel Charges can be paid through Demand Draft in favor of **"G.L. Bajaj Institute of Management and Research"** payable at Greater Noida / Delhi, or transferred through UPI/ IMPS / NEFT / RTGS in **ICICI Bank**.

A/c Name: "G. L. Bajaj Institute of Management & Research"

Bank A/c no "025401007696",

IFSC code: ICIC0000254;

Branch: Krishna Apra Royal Plaza, Alpha -1, Greater Noida.

3.2 COURSE FEE REFUND POLICY

➢ If a student withdraws from the course before the commencement of the session, the total fee deposited shall be refunded after a deduction of Rs. 1000/- as administrative charges.
➢ The applications for refund must be in writing, and addressed to the Director.
➢ If a student applies for withdrawal from the course after the commencement of the session, there will be no refund.
➢ If a student does not attend the course due to illness, he/she must communicate the same in writing to the Institute. A proper and authentic medical certificate must be presented to the Director through Registrar while rejoining the course.

3.3 SCHOLARSHIP POLICY OF GLBIMR

		Scholarship Amount (Rs)
Scholarship on the basis of MAT Composite Score	**Range of MAT Composite Score -** 500 to 600	20,000/-
	Range of MAT Composite Score – 601-700	25,000/-
	MAT Composite Score -Above 700	30,000/-
Scholarship on the basis of CAT/XAT percentile	**Range of CAT/XAT Percentile Score- 50-60**	20,000/-
	Range of CAT/XAT Percentile Score- 61-70	25,000/-
	CAT/XAT Percentile Score- above 70	30,000/-
Scholarship on the basis of CMAT	**CMAT ranking** 10001 to 20000	20,000/-
	CMAT ranking 4001 to 10000	25,000/-
	CMAT ranking 1 to 4000	30,000/-
Scholarship on the basis of Academic Performance Criteria	Above 60% marks in 10th, 10+2 and graduation	25,000/-

Note: A student is eligible to avail only one scholarship (of higher denomination) irrespective of his/her eligibility for multiple scholarships**.**

4   STUDENT CODE OF CONDUCT

4.1 PREAMBLE

This Handbook indicates the standard procedures and practices of GL Bajaj Institute of Management & Research (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing the PGDM Course.

All students must know that it is incumbent upon them to abide by this Code of Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. That the Institute's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.

4.2 STUDENT DISCIPLINE

General Code of Conduct

a. The Institute strongly believes in self-discipline and self-control. All students are to maintain good conduct and behavior during their stay in the institute. In this respect, acts of indiscipline and penalties thereof have been laid down in the succeeding paragraph. All students must read and understand the same.

b. Students are advised to have respect for their classmates and should not behave in an offensive manner in classroom or in activities associated with GLBIMR.

c. Use of Mobile phone is strictly prohibited during the classroom lectures /special sessions organized in the PGDM auditorium/Seminar hall & the same must be switched off therein. In case any student found using mobile phone during the classroom lectures/special lectures mentioned above, then in such case his/her mobile phone shall be confiscated on the spot & shall be returned only, on the submission of a personal undertaking by the parents of concerned defaulter student mentioning that his/her ward will not repeat the same in future.

d. Students must ensure that all personal data provided to the Institute is accurate and up to date. They must ensure that change of address etc. is updated in the Institute record by informing the Registrar in writing.

e. Students are expected to use the facilities of the institute without causing damage and/or destruction. Any student found causing deliberate damage to the property of the institute will be penalize for the damages depending on the nature of damage caused and may be suspended/ rusticated on repeated violations.

f. No Electronic gadget except the laptop and the calculator is allowed in the classrooms. Uses of laptops in the class are subject to the requirement in the classroom.

g. Students are advised to maintain proper behavior with the Faculty members and their fellow students. Any misbehavior shall be strictly dealt with.

h. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

i. Smoking of cigarettes, consumption of alcohol and narcotic drugs are strictly prohibited. Students found in possession or consumption of such substance shall be liable for severe punishment including rustication from the Institute.

j. Carrying of, use of or threat to use, any weapon is strictly prohibited.

k. Truancy and unpunctuality shall be treated seriously against the defaulters.

l. Remaining absent from the class, test, and examination or any other curricular/co-curricular activity which he/she is expected to participate in will be dealt seriously.

m. Practicing casteism and untouchability in any form or inciting other person to do so is strictly prohibited.

n. Any act, whether verbal or otherwise, derogatory to women will attract internal disciplinary proceedings.

o. Any attempt at bribing or corruption of any manner.

4.3 PENALTIES FOR BREACH OF DISCIPLINE

For committing any act of indiscipline following penalties may apply:

a. The defaulter may be expelled from the Institute; in such cases he /she shall not be readmitted in the Institute.
b. For a stated period, the defaulter may be rusticated and shall not be allowed to attend the PGDM Programme, till the expiry of the period of rustication.
c. The defaulter may be imposed with the fine of a specified amount of money.
d. The defaulter may be debarred from taking an examination or examinations for one or more years.
e. In some cases, the result of the concerned student of the examination or examinations at which he has appeared is cancelled.

4.4 ACADEMIC INTEGRITY AND STUDENT CONDUCT

GLBIMR students are expected to maintain high standards of discipline. Students must behave in an orderly and professional manner both in campus and off-campus.

a) Dress Code

Students of GLBIMR must wear the uniform prescribed within the Institute premises and during all the events organized by the Institute. All the Students are required to come in dress –code/uniform every day. Students not in proper dress- code/uniform shall not be allowed to enter into the college premises and no excuse shall be entertained for the same.

✓ Students are not permitted to wear any visible body adornments, including earrings and display body piercing or Tattoos.
✓ Make up should be sober and unobtrusive/translucent dresses and loosened ties are highly discouraged.
✓ Male Students must wear black polished shoes and female may wear black polished shoes or black sandals. (Female Students may ensure that the shoes/sandals cover the foot completely. Further note that Flip-ons / Slippers / Floaters are strictly prohibited.
✓ Students are expected to be in Blazers on special occasions.
✓ Male Students must be well groomed, unless and until there is any religious compulsion all have to be clean shaved and not to wear long hair or have any colors on them.
✓ Non –compliance of the above guidelines shall be treated as "Disciplinary Misconduct" under Code of Conduct and will attract penalties/ punishment which may include forfeiture of attendance as prescribed.

b) Identity Card

Students are required to carry their Identity cards at all times, during their study at the Institute. The duplicate Identity card can be obtained from the office of Registrar on payment of Rs. 100/-. The students must submit their Identity cards to the Registrar Office after the completion of the programme. Strict disciplinary action will be taken against students found not wearing I-cards in the campus.

c) Admit Cards

Students must obtain the Admit Cards for appearing in end-term examination from Office of the Exam Controller before the start of the end-term examinations. The admit cards will also 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.

d) Notice Board

There will be frequent communications to the students and all such communications will be mostly through the Notice Board and Institute's official website. It is advised that students should regularly visit Notice Board/Website/E-mail.

e) Class Duration

Lectures are of **90 minutes duration per subject**. Total 20 sessions are allotted to a full credit course.

f) Classroom Discipline

Students are required to be in class 05 minutes before the commencement of class. Intake of food and beverages is strictly prohibited in the classroom. Students are advised to keep their mobile phones switched off while attending the class.

g) Cleanliness & Hygiene

GLBIMR is a tobacco-free campus. Consumption of intoxicants in any form is strictly prohibited within the GLBIMR campus and hostels. Students are expected to maintain a high degree of cleanliness and hygiene within the campus. Strict action would be taken against spitting, littering and defacing etc.

4.5 GENERAL CODE OF CONDUCT VIRTUAL CLASSROOMS AND SESSIONS (ZOOM)

- ➢ **Download ZOOM application in your laptop**
- ➢ Test your Zoom application before your first class. Be sure **your audio, microphone, and video work.**
- ➢ **Be on TIME.** Log in 5 min before to avoid technical glitches.
- ➢ Log in with the FULL NAME and batch details
- ➢ **Be in formals dress code**
- ➢ Pick a **background that isn't too busy**. A blank wall, or someplace without too many colors works great.
- ➢ Try **not to keep your computer on your lap**. Use a table or flat surface. If you keep shifting your computer the video shifts and it is distracting for others.
- ➢ **Mute your microphone** when entering a Zoom meeting.
- ➢ When possible, avoid interrupting others. **Use the 'Raise Your Hand' tool or try typing your question into the chat.**
- ➢ Don't **ask if people can hear you: just ask the question. People will alert you if there is a problem with your audio.**
- ➢ **Don't engage in any activity** while taking classes.
- ➢ **Be prepared** to take notes and ask questions.
- ➢ **Turn On your camera** as soon as you enter in the class and Keep it on throughout the session.
- ➢ **Use headphones with an external microphone** to avoid external distraction.
- ➢ Attendance will be taken by the respective faculty member after the session.
- ➢ Students are advised to maintain proper behavior with the Faculty members and their fellow students.
- ➢ Any misbehavior shall be strictly dealt with
- ➢ Students are expected to use the social media carefully and responsibly.
- ➢ Students cannot **post derogatory comments** about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- ➢ Remaining absent from the class, test, and examination or any other curricular/co-curricular activity which he/she is expected to participate in will be dealt seriously.

4.6 STUDENT PARTICIPATION IN GOVERNANCE

Keeping in view the principle of student participation in the Governance and partners in growth, GLBIMR follows the practice of appointing the Class representatives from each section every trimester, who substantially represents their classes and interest in the governance of the Institute. The Code, policies, and the varied procedures laid down herein intend that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views

and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students at all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

4.7 GRIEVANCE REDRESSAL

Student-related grievances should be first lodged with the Proctor. The Proctor will call the Proctorial Board meeting headed by the Director to look into the issues and take necessary measures. The Proctorial Board will be conscious and concerned about interests of students

S. No.	Name of Official	Designation	Contact No.	Email Id
1.	Director	Presiding Officer	9213991830	director@glbimr.org
2.	Dr. Shuchita Singh	Proctor (Girls)	9873803736	shuchita.singh@ glbimr.org
3.	Dr. Anand Rai	Proctor (Boys)	9811743141	anandkumar.rai@ glbimr.org
4.	Mr. Kuldeep Adhana	Member	9311969694	registrar@glbimr.org
5	Dr. Arvind Bhatt	Member	9457473730	arvind.bhatt@ glbimr.org

Any issues pertaining to admission/administration/financial matters/hostel/transportation can be addressed to the director through the program chairperson. If no action is taken within 72 hours, then the student can send a direct mail to the Director.

4.8 LIBRARY RULES AND FACILITIES

Library Service Hours Monday to Saturday:

Reading & Consultation:	9.00 AM to 6.00 PM
Issue/Return of Books	9.30 AM to 5.00 PM

The library will remain closed on Sundays and all Institutional Holidays.

e-Book Bank Facility

e-Book bank facility is provided to all students of PGDM programme. Prescribed text books for each subject are available for issue to students as per the Library rules.

Overdue Charge

An amount of Rs. 5/- per day will be charged if books are not returned within the stipulated period. The overdue charges on "reserved" will be Rs. 25/- per day.

Condition of Library I-Card

- Library I-Card is not transferable.
- The borrower is fully responsible for the books borrowed in his/her Library I-Card.
- The Library I-card loss must immediately be reported to the librarian. A fee of Rs. 150 to Rs. 300 will be charged for issuing duplicate I-card depending upon the frequency of loss.

- Mutilation, markings or removal of pages will be considered as "damage". In such cases, it is considered as lost ones and the user will have to replace it with a new book or pay for its actual cost. In case of rare and out print of books, the price assessment made by the Librarian will be final.

4.9 CORPORATE RESOURCE CENTRE (CRC)

The CRC facilitates 100% Final and Summer Placement assistance to the students. The following guidelines are required to be abided by every student.

i)   The placement policy shall be declared at the beginning of the placement session. All efforts will be made to provide qualitative placement for the students.
ii) The CRC shortlists organizations/companies, where all the eligible students will have to participate for the selection process.
iii) If a student is punished under any disciplinary action or fails to appear for a placement interview, they will not be considered for placement assistance.
iv) Students need to sign the PNR form (Placement not required) if he/she wants to apply on their own either wants to join the Family business or wants to become an Entrepreneur.
v)   Students shall be allowed to appear for an Interview even after accepting the Job offer only in case of an **A* Star – Exceptionally Renowned Company** visiting the Campus**; however, provided the student fulfills the Eligibility Criteria.**
vi) **Once a student has accepted a job offer**, whether via on-campus recruiting or in an independent job search, he/she must notify the CRC - GLBIMR immediately. Details should include Salary & Hiring information by completing a CRC - GLBIMR "**Successful Placement Form**". Students should also withdraw applications and resumes from all other employers and positions to which he has applied
vii) The student can apply for another opening if the offer has a CTC multiple of 1.5 and above, and he/she can apply three times for the same.

4.10 COMPUTER LAB

General Rules

➢ Students should approach the System Administrator/Lab In-Charge before entering the computer lab. A logbook of machine usage will be maintained and it is the duty of each user to complete all columns (their name, roll no. login time and the purpose) in it while entering the Computer Lab.
➢ Students should mark and sign when they logout and leave the lab.
➢ Students should maintain discipline and keep silence in the lab.
➢ Students should complete their work within the allocated time.
➢ System Administrator will have full authority to enforce discipline.
➢ System Administrator may cancel a reserved slot, where it becomes necessary in the wake of a higher priority assignment.
➢ To facilitate storage of data and to conserve the hard disc space, students should take back up of all their files in their own storage devices and delete the files from the hard disc.
➢ Students have to make arrangements for the printing and stationary on their own. Printing facility does not form part of computer use.
➢ Students will not be allowed in the computer lab during classes and during break(s).
➢ Students are not allowed to change any computer setting. Those who are found guilty will be debarred from the lab for at least one week.
➢ Laptop or mobile charging inside the lab is not allowed.
➢ Students should immediately report to the staff on duty, if the machine is not in order. m. Eatables/Water / Soft Drinks / Snacks etc. are strictly prohibited in the Computer Lab.
➢ No discussions/talking inside the Computer Labs are permitted.
➢ Students should always log out of their sessions when finished, they are advised not to give password to anyone else. It will be the accountability of the account holder, if any account is misused due to the negligence of its holder
➢ Identity card must be shown on demand
➢ Downloading of any screensavers / wallpapers or any other software is strictly prohibited.

- Chatting, playing music/games, watching video or doing any objectionable non-academic work within the computer lab is not permitted.
- Finally, any kind of misbehavior will lead to ban on using computer lab facilities and locking of the login account. Additionally, punitive actions, ranging from fines, suspension or rustication will be taken against students damaging / misusing any equipment.

Penalty - Violation of above rules may result in debarring from the lab for a certain period or a penalty of Rs. 500/- or both.

4.11 HOSTEL RULES

1. **Hostel Fee**

   a. Students shall pay hostel fee directly to the service provider, the Institute will not be responsible for any payment towards the hostel of its students to the service provider.
   b. The accommodation will be booked for one academic year. An option to vacate after 6 months is available after payment of 2 months' hostel fees as early vacating charges.
2. **Facilities: Furniture/ Water/ Dining/ Transport -** Service provider shall provide Bed, Table, Chair, Almirah with lock and separate keys of the allotted room to the respective students. Adequate dining area in the hostel will be provided. Also, free of cost transport facility to college students for drop and pickup from the college in normal routine. Rooms once allotted to the students for an academic year will not be changed except under special situations.
3. **Safety and Security-** The service provider shall provide round-the-clock Lady Warden, security, medical facility, recreation room, fire-fighting system, facility, cafeteria etc. in their hostel premises. The Student is personally responsible for safety of their all valuables.
4. **Inspections and Visits -** College representatives will randomly visit the hostel premises and interact with college students.
5. **Storage of Baggage during Vacation -** During the vacation, belongings should be kept in the cupboard under lock. On completion of the final year of the program or when a student desires to vacate hostel accommodation at the end of an academic year, she should take all her belongings with her. While vacating hostel, the hostel fee should be paid as per the hostel guidelines.
6. **Hostel Timings -** Students need to strictly adhere to the hostel in and out timings as detailed by Hostel Warden.
7. **Medical Emergency -** In case of medical emergency, the student will be shifted/referred to the hospital.
8. **Strictly Prohibited Activities (Ragging) -** Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence and violation will invite action as per law. Anti-Ragging Sqauds (Dr. Prachi Agarwal: 9810471008 / prachi.aggarwal@glbimr.org; Dr. Anand Kumar Rai: 9811743141 / anandkumar.rai@glbimr.org).
9. **Suggestion/ Complains -** Suggestions and complaints related to hostel should be first raised to the warden if not resolved then can be escalated to concerned faculty (Dr. Prachi Agarwal: 9810471008 and Dr. Arvind Kumar Bhatt- 7983719311.
10. **Disciplinary Action -** In cases of indiscipline in the hostel premises, student may be expelled from the hostel. No refund of fee shall be applicable in such cases.

4.12 RAGGING

Ragging is a Criminal Offence & Strictly Prohibited at GLBIMR.PGDM INSTITUTE Campus.

Ragging is a Criminal Offence as Per the Supreme Court Verdict. **Ragging is an offence under penal code and under section 116 of the Karnataka Education Act, 1983 (Karnataka Act No.1 of 1995), which define ragging as:**

Ragging constitutes one or more of the Following Acts:

1) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8) any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishment

The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at institution level shall be any one or any combination of the following:

a. Cancellation of admission.
b. Suspension from attending classes.
c. Withholding/withdrawing scholarship/fellowship and other benefits.
d. Debarring from appearing in any test/examination or other evaluation process.
e. Withholding results.
f. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
g. Suspension/expulsion from the hostel.
h. Restrictions from the institution for period ranging from 1 to 6 terms.
i. Expulsion from the institution and consequent debarring from admission to any other institution.
j. *Collective punishment:* when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Important Note: Students are advised to Desist from Doing Anything Against their will. Any Incident of Ragging must be reported to the 'Anti Ragging Committee'.

Anti-Ragging Committee:

S. No.	Name of Official	Designation	Contact No.	Email Id
1	Director	Presiding Officer		director@glbimr.org
2	Dr. Anand Rai	Member	9811743141	anandkumar.rai@ glbimr.org
3	Dr. Arpita Srivastava	Member	9868403547	arpita.srivastava@ glbimr.org
4	Mr. Kuldeep Adhana	Member	9311969694	registrar@ glbimr.org

4.13 UNDERTAKING

All students are to read and understand the above rules & regulations and required to give an undertaking in this respect.

4.14 CHANGE OF RULES

The institute reserves the right to change any or all of the information, rules, regulations and procedures in this Hand Book without prior notice, whenever it is deemed necessary to do so.

5   COURSE STRUCTURE

Post Graduate Diploma in Management (PGDM):

The course curriculum follows a well-designed course structure. The structure and the course details are given as under:

PGDM COURSE CURRICULUM

Term	Subjects	Papers	Credits	Total Credits
I	Core papers	9	19.5	19.5
II	Core papers	10	22	22
III	Core papers	7	11.5	23.5
	Electives	4	12	6
	Summer Internship Project (SIP)	1	6	
IV	Core papers	5	9	24
	Electives	4	12	
	Open Elective Course	1	3	
V VI	Core papers	2	5	17
	Electives	4	12	9
	Dissertation Project	1	9	
	Grand Total		**121**	**121**

FIRST YEAR (TRIMESTER-I PAPERS)				
Sr. No.	**Code**	**Nomenclature**	**Credit**	**Hours**
1	PG11	Management Concepts and Organizational Behaviour	3	30
2	PG12	Managerial Economics	3	30
3	PG13	Accounting for Managers	3	30
4	PG14	Statistics for Decision Making	3	30
5	PG15	Excel for Managers	3	30
6	PG16	Applied Managerial Communication-I	2	20
7	PG17	Emerging Technologies for Digital Footprint	1.5	15
8	PG18	Business News Analysis	1	10
9	PG19	Aptitude Training Programs (Qualifying-NC)	0	10
		Grand Total	**19.5**	**205**

FIRST YEAR (TRIMESTER-II PAPERS)				
Sr. No.	**Code**	**Nomenclature**	**Credit**	**Hours**
1	PG21	Human Resource Management	2	20
2	PG22	Marketing Management	2	20
3	PG23	Legal Environment of Business	2	20
4	PG24	Production and Operations Management	3	30
5	PG25	Research Methods in Business	3	30
6	PG26	Corporate Finance	3	30

7	PG27	Information Systems for Business	3	30
8	PH28	Live Project/Mini Internships/Virtual Internships	3	30
9	PG29	Business News Analysis	1	10
10	PG210	Aptitude Training Programs (Qualifying-NC)	0	10
Total Credits			**22**	**230**

FIRST YEAR (TRIMESTER-III PAPERS)				
Sr. No.	**Code**	**Nomenclature**	**Credit**	**Hours**
1	PG31	Applied Managerial Communication-II	2	20
2	PG32	Digital Marketing	2	20
3	PG33	Hands-on Python Tool (Workshop mode 3 days)	1.5	20
4	PG34	Power BI	3	30
5	PG35	Decision Science	2	30
6	PG36	Business News Analysis	1	10
7	PG37	Aptitude Training Programs (Qualifying-NC)	0	10
8		04 Elective Courses	12	120
Total Credits			**23.5**	**260**

Nomenclature	Credit	Time
Summer Internship Project	6	2-3 Month

Summer Internship Program (SIP) Note:

a) At the end of Term-III, students will be sent for Summer Internship in the Industry, which will be for the period of **8-12 weeks**.

b) The SIP will be arranged largely by the Institute.

c) Each student will be assigned a Faculty mentor and an Industry mentor for the Internship.

d) Students will submit a SIP report on the basis of original research work carried by them.

e) Summer Internship Project will comprise of 200 marks which is equivalent to 06 credits.

f) SIP evaluation presentations will be conducted in Term –IV.

g) Final evaluation of SIP presentations will be done through a panel of external examiners – 3 members.

SECOND YEAR

SECOND YEAR (TRIMESTER-IV PAPERS)

Sr. No.	Code	Nomenclature	Credit	Hours
1	PG41	Supply Chain Management	2	30
2	PG42	Applied Managerial Communication-III	2	20
3	PG43	Business News Analysis	1	10
4	PG44	Strategic Management and Business Simulation	4	40
5	PG45	Open Elective Course	3	30
6	PG46	Aptitude Training Programs (Qualifying-NC)	0	10
7		4 Elective Courses	12	120
Total Credits			**24**	**260**

SECOND YEAR (TRIMESTER-V PAPERS)

Sr. No.	Code	Nomenclature	Credit	Hours
1	PG51	Entrepreneurship and Design Thinking	3	30
2	PG52	Ethics and Human Values in Sustainable Business Practices	2	20
3		4 Elective Courses	12	120
Total Credits			**17**	**170**

SECOND YEAR (TRIMESTER-VI PAPERS)

Sr. No.	Code	Nomenclature	Credit	Hours
1	PG61	Dissertation Project	9	90
Total Credits			**9**	**90**
Grand Total			**121**	**1215**

Dissertation Note:

a) Topics of Dissertation will be finalized during Term -IV.
b) Each student will be assigned a faculty mentor and they have to get Dissertation topics and synopsis approved by their faculty mentors.
c) Students will submit a Dissertation report on the basis of original research work carried by them. Dissertation will comprise of 100 marks which is equivalent to 09 credits.
d) Dissertation progress review presentations will be conducted in Term - IV & Term -V.
e) The soft and hard bound copies of Dissertation report will be submitted at the end of Term -V.
f) Final evaluation of Dissertation presentations will be done through a panel of external examiners – 2 members.

Guidelines for MOOCs

MOOCs (Massive Open Online Courses) on SWAYAM-NPTEL platform allows all the registered learners to facilitate the transferability of academic credits earned between successfully completed NPTEL courses and for the purpose of completing their PGDM program that are comparable to or disciplinary related to those program offered by GLBIMR, through notification of the list of the online learning courses eligible for credit transfer in the forthcoming Trimester in the month of June and November every year.

Here are the guidelines for PGDM students from the Batch 2024-26 onwards:

- Any student will be permitted to opt for only up to 20% of the total courses or maximum two course per trimester through the online learning courses provided through the SWAYAM platform, for which students may apply for course exemptions, subject to approval by the academic council.
- Students opting for an online course shall be required to register for the MOOCs for that course/paper through SWAYAM-NPTEL Local Chapter and it will be mandatory for her/him to share necessary information with the college/institute and potential employer beforehand.
- MOOCs shall be optional and can be integrated into the curriculum based on the specific requirements of a particular subject area or department. Student must choose the NPTEL courses as per the basket provided by the Institute.
- Students wishing to enroll in MOOCs must obtain prior approval from the relevant department to ensure the course aligns with their academic goals and program objectives/requirements. Any deviation from the same will not be entertained in any case.
- The credits assigned would depend on the number of weeks (8 or 12: 8-week course may be assigned 2 credits, while 12 weeks may be assigned as 3 credits).
- The fees/charges of any kind, for obtaining the certificate shall be paid by the student.

The MOOC course evaluation:

Evaluation of MOOC courses shall be conducted strictly based on the certification provided by the respective agency or body.

- It is mandatory to submit the Certificate in Hard Copy after the successful completion of the course before the completion time.
- Only after the submission and verification, relevant credits will be awarded to the students.

The Successful Pass certificate should explicitly include the following details (if the student opted for a course other than SWAYAM-NPTEL platform):

a) Marks obtained by the students
b) Course duration (minimum of 2 credits or 8 weeks or 20-24 hours), and
c) Suggestive course credits to be awarded, as essential components.

Important points to Remember for success:

Plan your TIME: MOOCs can be flexible as they provide additional learning opportunities and help students develop new skills. But, it's important to plan your time carefully so that you can complete the course. Create a schedule that allows you to balance your PGDM coursework and your MOOC studies.

ENGAGE with the course: MOOCs often have forums or discussion boards where you can interact with other students and the instructor. Take advantage of these opportunities to ask questions, share your thoughts, and learn from others.

COMPLETE your assignments and assessments: MOOCs often have assignments or assessments that are designed to test your knowledge and understanding. Completing these tasks can help you consolidate

your learning and demonstrate your progress. NPTEL has a policy that student with over 70-80% progress ONLY, will be considered for final examination.

LEVERAGE MOOCs for networking: MOOCs often attract learners from all over the world, and this can be an opportunity to expand your network and connect with other professionals in your field.

LIST OF ELECTIVES

FINANCE DOMAIN

Sr. No.	Term	Code	Nomenclature	Credits	Hours
1	Term – III	PGF31	Business Valuation & Financial Modelling	3	30
2	Term – III	PGF32	Security Analysis and Investment Management	3	30
3	Term – III	PGF33	Banking, Financial Services and Fintech	3	30
4	Term – III	PGF34	Project Appraisal and Startup Financing	3	30
5	Term – IV	PGF41	Financial Derivatives	3	30
6	Term – IV	PGF42	International Finance	3	30
7	Term – IV	PGF43	Wealth and Portfolio Management	3	30
8	Term – IV	PGF44	Financial Risk Management	1.5	15
9	Term – IV	PGF45	Alternative Investments and Hedge Funds	1.5	15
10	Term – IV	PG46	Equity and M&A Modelling	3	30
11	Term – V	PGF51	Tax planning for Managers	3	30
12	Term – V	PGF52	Financial Analytics with Python	3	30
13	Term – V	PGF53	Fixed Income Securities	1.5	15
14	Term – V	PGF54	Behavioral Finance	1.5	15

HUMAN RESOURCE DOMAIN

Sr. No.	Term	Code	Nomenclature	Credits	Hours
1	Term – III	PGH31	Talent Acquisition, Retention & Engagement	3	30
2	Term – III	PGH32	Compensation Benefits and Reward Management	3	30
3	Term – III	PGH33	Organization Development: Diagnosis, Interventions and Change Skills	3	30
4	Term – III	PGH34	Strategic HRM	3	30
5	Term – IV	PGH41	Learning & Development	3	30
6	Term – IV	PGH42	Performance Management and Competency Mapping	3	30
7	Term – IV	PGH43	HR Metrics and Analytics	3	30
8	Term – IV	PGH44	Organization Structure and Design	3	30
9	Term – V	PGH51	Mentoring and Coaching	3	30
10	Term – V	PGH52	Industrial Relations & Labor Laws	3	30
12	Term – V	PGH53	International HRM	3	30
13	Term – V	PGH54	Leadership, Power and Politics	3	30

MARKETING DOMAIN

Sr. No.	Term	Code	Nomenclature	Credits	Hours
1	Term – III	PGM31	Sales Management	3	30
2	Term – III	PGM32	Product & Brand Management	3	30
3	Term – III	PGM33	Marketing Analytics	3	30
4	Term – IV	PGM41	Service Marketing	3	30
5	Term – IV	PGM42	Integrated Marketing Communication	3	30
6	Term – IV	PGM43	Distribution Management	3	30
7	Term – IV	PGM 44	Rural Marketing	3	30
8	Term – V	PGM51	B 2 B Marketing	3	30
9	Term – V	PGM52	Consumer Behaviour	3	30
10	Term – V	PGM53	Customer Relationship Management	3	30
11	Term – V	PGM54	International Marketing	3	30

OPERATIONS MANAGEMENT DOMAIN

Sr. No.	Term	Code	Nomenclature	Credits	Hours
1	Term – III	PGO31	Production Planning and Control	3	30
2	Term – III	PGO32	Total Quality Management	3	30
3	Term – IV	PGO41	Material and Purchase Management	3	30
4	Term – IV	PGO42	Service Operations Management	3	30
5	Term – IV	PGO43	System Simulations	3	30
6	Term – IV	PGO44	Management of Technology	3	30
7	Term – IV	PGO51	New Product Management	3	30
8	Term – V	PGO52	Business Process Re-Engineering	3	30
9	Term – V	PGO53	Project Management	3	30

DATA ANALYTICS DOMAIN

Sr. No.	Term	Code	Nomenclature	Credits	Hours
1	Term – III	PGIT31	Python for Business Analytics	3	30
2	Term – III	PGIT32	Business Analytics	3	30
3	Term – IV	PGIT41	Database Concepts and Application	3	30
4	Term – IV	PGIT42	Data Modelling	3	30
5	Term – IV	PGIT43	Social Media Data Analytics	3	30
6	Term – IV	PGIT44	Cloud Computing	3	30
7	Term – V	PGIT51	Data Analytics for Decision making	3	30
8	Term – V	PGIT52	Text and Sentiment Analytics	3	30
9	Term – V	PGIT53	Facebook Ads Analytics	9	Term – V
10	Term – V	PGIT54	Data Mining for Decision Making	10	Term – V

INTERNATIONAL BUSINESS DOMAIN

Sr. No.	Term	Code	Nomenclature	Credits	Hours
1	Term – III	PGIB31	Export and Import Management	3	30
2	Term – III	PGIB32	International Trade Operations & Documentation	3	30
3	Term – III	PGIB33	India's Foreign Trade	3	30
4	Term – IV	PGIB41	Export Import Documentation	3	30
5	Term – IV	PGIB42	World Trade Organization – WTO & Regional Trading Blocks	3	30
6	Term – IV	PGIB43	Global Business Environment	3	30
7	Term – IV	PGIB44	Distribution and International Logistics Management	3	30
8	Term – V	PGIB51	International Contract Management	3	30
9	Term – V	PGIB52	International Advertising and Brand Management	3	30
10	Term – V	PGIB53	International Supply Chain Management	3	30

Note: The institute reserves the right to make any changes in the subjects offered along with the content.

List of Documents and Annexures to be submitted by newly admitted students at the time of orientation

Please Note: Original Documents are mandatory to bring and will be returned on the same day after verification.

Sl. No.	Documents	Required Documents	Originals (For Verification)	No. of Copies
1.	10th MARKSHEET	√	√	01
2.	12th MARKSHEET	√	√	01
3.	GRADUATION MARKSHEET	√	√	01
4.	MAT/CAT/XAT/ATMA Score	√	√	01
5.	MIGRATION	√	√	01
6.	CHARACTER CERT.	√	√	01
7.	WORK EXPERIENCE CERTIFICATE	(If Applicable)	√	01
8.	STUDENT'S AADHAR	√	√	01
9.	INCOME/EWS CERTIFICATE OF GUARDIAN	(If Applicable)	√	01
10.	CASTE CERTIFICATE	(If Applicable)	√	01
11.	STUDENT'S PHOTO	√	NA	5 PHOTOS
12.	ADMISSION LETTER	√	√	01
13.	ANNEXURE 1	Registration Form - First Year		
14.	ANNEXURE 2	Application Form - Hostel Accommodation - First Year		
15.	ANNEXURE 3	Student Undertaking - Anti-Ragging - First Year & Second Year		
16.	ANNEXURE 4	Affidavit by Parent/Guardian - Anti - Ragging - First & Second Year		
17.	ANNEXURE 5	Student Undertaking: Code of Conduct & Discipline First & Second Year		
18.	ANNEXURE 6	Joining Report & Declaration Form		
19.	ANNEXURE 7	Student Undertaking: Non-Submission of Documents - First Year		

Admission No.: ....

Annexure 1

GL Bajaj Institute of Management & Research

(Approved by **AICTE**, Ministry of HRD, GOI, **AIU** (Equivalent to MBA) and Accredited by **NBA**)

Plot No. 2, Knowledge Park-III, Greater Noida, U.P. - 201306
E-Mail: admissions@glbimr.org | **Website:** www.glbimr.org | **Helpline No.:** 8010-081-081

REGISTRATION CUM ADMISSION FORM

PGDM ☐

Entrance Exam Scores:

CAT ☐ Score .... / Percentile ....   **MAT** ☐ Score .... / Percentile ....

XAT ☐ Score .... / Percentile ....   **CMAT** ☐ Score .... / Percentile ....

ATMA ☐ Score .... / Percentile ....   **GMAT** ☐ Score .... / Percentile ....

Affix your recent passport size colour photograph

STUDENT DETAILS

Name of the Student in Full (Block Letters):

....

Permanent Address:

....

....

State .... PIN.................................

Res. Telephone No.:............................ Mobile: ....

Correspondence Address (if different from Permanent Address):

....

....

State .... PIN.................................

Res. Telephone No.:............................ Mobile: ....

PARENTS DETAIL

Father Name and Contact:

....

Mobile: ....

Mother Name and Contact:

....

Mobile: ....

Guardian Occupation:

....

Annual Income in Rupees:

....

Email ID: .... Aadhar Card No.:..

National Academic Depository ID (NAD ID):.. Nationality: ....

Date of Birth: .... Gender: .... Religion: .... State of Domicile: ....

Category: General ☐   SC/ST ☐   OBC ☐   Minority ☐   Others ☐

ACADEMIC QUALIFICAITON

Qualification	Board/Univ.	Roll No.	Stream	Passing Year	Mark Obtained/Total Marks	
High School					OM .... / TM	............%
Intermediate					OM .... / TM	............%
Graduation					OM .... / TM	............%
Post Graduation					OM .... / TM	............%
Others					OM .... / TM	............%

WORK EXPERIENCE (if any)

Organisation	Designation	D.O.J	D.O.L	Experience (Yrs & Mo.)
				Total Experience:

Student Declaration

- I hereby declare that the particular stated above are true to the best of my knowledge.
- The admission is purely provisional subject to fulfilling and verification of all the certificates and statements made by me in the admission form and in compliance with the AICTE requirements. In case my admission is not approved or cancelled by the Competent Authorities, then the Institute will not be liable for the same and I will not claim any fee refund.
- I have read and understood all the rules and regulations of the Institute. I will fully abide by the rules and regulations of the Institute during the course of my studies, otherwise my admission can be cancelled, or any other disciplinary action can be taken against me.
- I hereby undertake that I will produce my proof of qualifying examination as required by the institute, by 30th September .... In case, I will not produce my proof of qualifying examination by the stipulated time, my candidature may be considered null and void and shall not claim any refund of fee/registration amount deposited by me.
- I hereby undertake that: If I withdraw my admission (whatever the reason) after the last date as prescribed by AICTE, I shall not be eligible for refund of fee and even not claim for refund of fee in the Institute.

_____   _____   _____

Date: **Student Signature**   **Parent Signature / Legal Guardian**

Application Form – Hostel Accommodation

First Year, Session 2024-25

Name of the Student …………………………………………..……………… Sex: …………………..............…….

Father's Name …………………………………………………………………………………..................

Date of Birth ……………………………………………………………………………………………

E-mail ID ……………………………………………………………………………………………

Permanent   Address   ………………………………………………………………………………………

……………………………   Phone No. (Residence) …………………………………………………………

Local Guardian Address …………………………………………………………………………………….

Contact No ………………………………………………….   E-mail ID……………………..……..

Declaration by Applicant

I declare that the above given particulars are correct to the best of my knowledge and belief. If, at any stage, it is found that any of the information furnished by me is incorrect, I will withdraw from the hostel and will not claim any refund. I will follow the rules and regulations of the hostel. I hold myself responsible for the dues and prompt payment of the hostel fees.

……………..   ……………………………………………   ………………………..

Date   Signature Parent/Guardian   Signature of Student

Student Affidavit - Anti-Ragging

Session 2024-25

(To be printed on Non-Judicial Rs. 10/- stamp paper and notarized)

I ……………............………………………….. S/o D/o ……………………………………..................

Resident of …………………………………………………………………………………………….

Course Admitted ………………….……………………………….….……   Session ………………………

of G. L. Bajaj Institute of Management and Research hereby undertake/declare that:

I am fully aware of the All India Council for Technical Education's Rules and Regulations on the prevention and prohibition of Ragging in Technical Institutions. I am also aware of the Hon'ble Supreme Court order in SLP NO. 24295 of 2006 dated 16/5/2007 on ragging.

I am aware of the law regarding prohibition of ragging as well as its punishments, and that I, if found guilty of the offence of ragging and/or abetting ragging both in or outside the institute campus, am liable to be punished appropriately which may include to rustication from the college or suspension from the institute. The decision of the Institute, in case of ragging, would be final and binding upon me.

I understand that Ragging is strictly prohibited on and off the GLBIMR campus. No breach of this rule shall be tolerated.

Date: _____   Student's signature _____

Place: _____   Student's Name _____

Parents Affidavit - Anti-Ragging
Session 2024-25
(To be printed on Non-Judicial Rs. 10/- stamp paper and notarized)

1. I, _____ Father/Mother/Guardian of _____, PGDM Adm. No. _____ having been admitted to **G. L. Bajaj Institute of Management and Research** have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clauses of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission my ward is liable to be cancelled.

Declared this _____day of _____, 2024

Signature of Deponent

Name: _____

Address: _____

Telephone/Mobile No: _____

Verification

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (Place) on this the _____day of _____2024.

Signature of Deponent

Solemnly affirmed and signed in my presence on this _____ day of _____, 2024 after reading the contents of this affidavit.

Oath Commissioner

Note: The student is responsible for submitting the undertaking to the Program Office within ten days of joining.

Student Undertaking: Code of Conduct & Discipline

Session 2024-25

Undertaking from the Student and Guardian

I _____, PGDM Adm. No.: _____, Batch PGDM 2024-26,

Student of G.L. Bajaj Institute of Management and Research, Greater Noida, Son/Daughter of Shri/Smt.

_____, a permanent resident of Village / Town_____,

PO. _____, PS ._____, District _____, State _____,

do hereby undertake on this _____day of _____, year _____ the following:

1. That, I shall conduct myself within and outside the precincts of the Institute in a manner befitting to the students of an institution of national importance and I shall abide by the admissible rules and regulations of GLBIMR.PGDM INSTITUTE, Greater Noida and follow the code of conduct for students as mentioned in the Student Handbook and informed time to time. I acknowledge that the Institute has the authority of taking disciplinary action on me for non-compliance of the same.

2. That I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging.

3. That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law. I understand that, in case I am involved in ragging, the case will be reported to the police and the law will take its own course and I will be summarily expelled from the institute.

4. That, I am aware that, the following act of omission and /or commission shall constitute gross violation of the code of conduct and I am liable to be invoked with disciplinary measures, if there is omission and /or commission of any or more of the following:

   (a) Ragging

   (b) Lack of courtesy and decorum; indecent behavior anywhere within or outside the campus.

   (c) Willful damage or stealthy removal of any property/belongings of the Institute/Hostel or of fellow students.

   (d) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.

   (e) Mutilation or unauthorized possession of library books.

   (f) Noisy and unseemly behavior, disturbing studies of fellow students.

   (g) Hacking in computer systems (such as entering other person's area without prior permission, manipulation and/ or damage of computer hardware and software etc.).

   (h) Any other act of gross indiscipline. Commensurate with the gravity of the offence, the punishment may be reprimand, fine, and expulsion from the hostel, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.

   (i) For an offence committed in (a) a hostel (b) a department or in a classroom and (c) elsewhere, the Warden, the Head of the Department and the Registrar, Student's Welfare, respectively, shall have the authority to reprimand or impose fine. All cases involving punishment other than reprimand shall be reported to the director, Chairman of the Senate.

   (j) Leaving hostel rooms without switching off the lights, fans and any other electronic appliances, the punishment may be reprimand, fine and expulsion from the Hostel.

   (k) All major acts of indiscipline, which may have serious implications on the general body of students, and/ or which may warrant a uniform and more formalized nature of investigation, shall be handled by the student's disciplinary committee of this Institution.

   (l) Cases of adoption of unfair means in an examination shall be reported to the COE Office for taking appropriate action.

   (m) That apart, I am also aware that in case I am involved in any criminal activities besides punishment as aforesaid, I shall be liable under Penal Law by Civil or Criminal Court as applicable.

   (n) I agree to vacate the hostel, in case I fail to register in any trimester.

5. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at institution level shall be any one or any combination of the following:
    (i)   Cancellation of admission
    (ii)   Suspension from attending classes
    (iii)   Withholding/withdrawing scholarship/fellowship and other benefits
    (iv)   Debarring from appearing in any test/examination or other evaluation process
    (v)   Withholding results
    (vi)   Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
    (vii)   Suspension/expulsion from the hostel
    (viii) Rustication from the institution for period ranging from 1 to 6 Trimester
    (ix)   Expulsion from the institution and consequent debarring from admission to any other institution.
    (x)   Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
6. In the event of my involvement in any activity outside the campus which is punishable by the law of the land, the institute shall in no way provide any support to me and will be not be responsible either for my action.
7. I also declare that I am not suffering from any serious/contagious ailment including psychology related symptoms.
8. I have received a copy of the Student Handbook which outlines the qualifying norms, policies and procedure and Course Structure of two-year full time PGDM courses. I have gone through this handbook and abide by it, and have familiarized myself with the contents of this handbook.

_____

Signature of Student

I hereby fully endorse the undertaking made by my child / ward.

_____

Signature of Mother / Father and or Guardian

Name of the Father:

Name of the Mother

Full Address:

Phone No (Landline):

Phone No (Mobile): Father:

Mother:

Email Address: Father:

Mother:

Note: *The student is responsible for submitting the undertaking with the Program Office within ten days of joining.*

Joining and Acknowledgement Form

Batch 2024-26

I, _____ S/o _____ student of PGDM / PGDM (GENERAL) Batch 2024 - 26, Adm. No. _____ have joined the institute on 24th June 2024, and received:

1. A copy of the Student Handbook which outlines the qualifying norms, policies and procedure of two-year full time PGDM course. I have gone through this handbook and abide by it, and have familiarized myself with the contents of this handbook.

2. All Annexures from 1 to 7, are carefully filled by me and returned to the concerned faculty coordinator. I am also fully aware that Ragging is a criminal and punishable offence.

3. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Handbook provided to me.

Date: _____   Student's Signature _____

Place: _____   Student's Name _____

Student Undertaking: Non-Submission of Documents – First Year

Session 2024-26

I,_____ S/o D/o _____,
Admission No._____, have not produced the following document/s, at the time of registration for Two Year Full Time Post Graduate Diploma in Management (Batch 2024-26), at GL Bajaj Institute of Management and Research, Greater Noida.

1.   10th Marksheet & Passing Certificate ☐

2.   12th Marksheet & Passing Certificate ☐

3.   Graduation Marksheet & Certificate ☐

4.   Migration Certificate ☐

5.   Character Certificate ☐

6.   Work Experience (If applicable) ☐

7.   Student Aadhar Card ☐

8.   Income/EWS Certificate (If applicable) ☐

9.   Caste Certificate (If applicable) ☐

10.   Student Photo (5 copies) ☐

11.   Admission Letter ☐

12.   MAT/CAT/XAT/ATMA Score card ☐

I undertake that I shall produce the above-mentioned documents in original and photocopy latest by ___/____/2024. My admission to the course is, therefore, purely provisional.

Under any circumstances, if I fail to produce the above-mentioned documents by the said date, my admission is liable to be cancelled and I shall forfeit my claim on the money deposited with the Institute.

Date: _____ Sign: _____

Place: GLBIMR.PGDM INSTITUTE, Greater Noida.   Name: _____

Note: The student is responsible for submitting the undertaking with the Program Office within ten days of joining.