Vision
To be an academic institute of "first choice" to transform lives that will change the world for the better, at whatever level of human endeavour they are involved.

Mission
• To develop professionals who are committed to excellence in their personal and professional endeavours.
• To improve the industry practices through research, training and consultancy programmes and hence make a meaningful contribution to the socio-economic development of India.
• To serve as an intellectual resource base in India, maintain the standards of excellence in every aspect of operation, and become a role model for newly emerging centres of quality education.

Quality Policy
Quality is our way of life. Quality pervades over all our activities and involves everyone.

We aim to offer world-class management education in India, providing the industry with future business leaders and entrepreneurs who can balance business needs with corporate responsibility and add value to the socio-economic system in their own individual ways.

We shall achieve this through focused pedagogy, by selecting the right balance of academics and industry exposure, promoting the spirit of inquiry & research and providing a state-of-the-art learning infrastructure.

We believe in doing things right the very first time. However, we do not rest on our laurels but strive for excellence through regular interaction with the corporate world and academia and through a process of continual review & improvement.
## Personal Details

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### Important Contacts
## Contents

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# Telephone Directory

## Student Help Line Numbers

**TOLL FREE NO - 1800 1133 34**  
**CONTACT NO - 011-4209 4800 / 4209 4833**  
**EMAIL ID : info@asiapacific.edu**

<table>
<thead>
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<th>DESIGNATION</th>
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<tr>
<td><strong>ADMINISTRATION</strong></td>
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<tr>
<td>CAO</td>
<td>869</td>
<td><a href="mailto:registraraim@asiapacific.edu">registraraim@asiapacific.edu</a></td>
</tr>
<tr>
<td>OSD Projects</td>
<td>815</td>
<td><a href="mailto:skverma@asiapacific.edu">skverma@asiapacific.edu</a></td>
</tr>
<tr>
<td><strong>EXECUTIVE SECRETARY TO CHAIRMAN</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Manager - Documentation</td>
<td>867</td>
<td><a href="mailto:pstochairman@asiapacific.edu">pstochairman@asiapacific.edu</a></td>
</tr>
<tr>
<td><strong>FRONT OFFICE</strong></td>
<td></td>
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</tbody>
</table>
| Front Desk Executive                 | 9/800/833 | 011-4209 4800 / 4209 4833 / 7042893413  
reception@asiapacific.edu          |
<p>| <strong>ACADEMICS</strong>                        |      |                               |
| Registrar                            | 869  | <a href="mailto:registraraim@asiapacific.edu">registraraim@asiapacific.edu</a>  |
| Executive                            | 807  | <a href="mailto:ramesh.chand@asiapacific.edu">ramesh.chand@asiapacific.edu</a>  |
| Executive                            | 858  | <a href="mailto:rajeshkumar@asiapacific.edu">rajeshkumar@asiapacific.edu</a>   |
| <strong>HUMAN RESOURCE</strong>                   |      |                               |
| HR Manager                           | 813  | <a href="mailto:hr@asiapacific.edu">hr@asiapacific.edu</a>            |
| <strong>ACCOUNTS</strong>                         |      |                               |
| Manager Accounts &amp; Finance           | 823  | <a href="mailto:manageraccounts@asiapacific.edu">manageraccounts@asiapacific.edu</a>|
| Assistant Manager                    | 822  | <a href="mailto:sumit@asiapacific.edu">sumit@asiapacific.edu</a>         |
| Sr. Executive                        | 822  | <a href="mailto:shailendra.kumar@asiapacific.edu">shailendra.kumar@asiapacific.edu</a>|
| Accounts Executive                   | 822  | <a href="mailto:sourabh.kr@asiapacific.edu">sourabh.kr@asiapacific.edu</a>    |</p>
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<th>ADMISSION &amp; MARKETING</th>
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<tr>
<td>National Head - Sales</td>
<td>766</td>
<td><a href="mailto:seema.nair@asiapacific.edu">seema.nair@asiapacific.edu</a></td>
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<tr>
<td>AGM - Admission</td>
<td>852</td>
<td><a href="mailto:neha.bhardwaj@asiapacific.edu">neha.bhardwaj@asiapacific.edu</a></td>
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<tr>
<td>Sr. Manager</td>
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<td>Manager</td>
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<td>Manager</td>
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<td><a href="mailto:savita.ojha@asiapacific.edu">savita.ojha@asiapacific.edu</a></td>
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<tr>
<td>Manager</td>
<td>892</td>
<td><a href="mailto:sarita.rana@asiapacific.edu">sarita.rana@asiapacific.edu</a></td>
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<tr>
<td>MIS Manager</td>
<td>875/302</td>
<td><a href="mailto:sanjay.harnakiya@asiapacific.edu">sanjay.harnakiya@asiapacific.edu</a></td>
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<tr>
<td>Sr. Counselor</td>
<td>841</td>
<td><a href="mailto:mansi.ochani@asiapacific.edu">mansi.ochani@asiapacific.edu</a></td>
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<td>Jr. Counselor</td>
<td>821</td>
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<td>Assistant Librarian</td>
<td>776</td>
<td><a href="mailto:manish.shukla@asiapacific.edu">manish.shukla@asiapacific.edu</a></td>
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<tr>
<td>Library Assistant</td>
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<td><a href="mailto:randhir.p@asiapacific.edu">randhir.p@asiapacific.edu</a></td>
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<td>Manager - System Administrator</td>
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<tr>
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<td>Head - Digital Dptt.</td>
<td>710</td>
<td><a href="mailto:digitalhead@asiapacific.edu">digitalhead@asiapacific.edu</a></td>
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<td>Marketing Manager</td>
<td>700</td>
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<tr>
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<td>893</td>
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<td>Sr. Web Designer</td>
<td>311</td>
<td><a href="mailto:pooja.tanwar@asiapacific.edu">pooja.tanwar@asiapacific.edu</a></td>
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<td>Web Designer &amp; CRM Support</td>
<td>700</td>
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<tr>
<td>Content Writer</td>
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<td><a href="mailto:arvind.kumar@asiapacific.edu">arvind.kumar@asiapacific.edu</a></td>
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<tr>
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<tr>
<td>Assistant Manager</td>
<td>600</td>
<td><a href="mailto:mirzaiffat.ali@asiapacific.edu">mirzaiffat.ali@asiapacific.edu</a></td>
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### Skill Development

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<td>Sr. Manager</td>
<td>818</td>
<td><a href="mailto:operations.skill@asiapacific.edu">operations.skill@asiapacific.edu</a></td>
</tr>
<tr>
<td>Manager Operation</td>
<td>826</td>
<td><a href="mailto:skills@asiapacific.edu">skills@asiapacific.edu</a></td>
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<tr>
<td>MIS Executive</td>
<td>383</td>
<td><a href="mailto:mis_skill@asiapacific.edu">mis_skill@asiapacific.edu</a></td>
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<tr>
<td>Accounts Executive</td>
<td>822</td>
<td><a href="mailto:sourabh.kr@asiapacific.edu">sourabh.kr@asiapacific.edu</a></td>
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### Training & Development

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<tr>
<td>Vice President - Corporate Affairs</td>
<td>898</td>
<td><a href="mailto:rajesh.kumar@asiapacific.edu">rajesh.kumar@asiapacific.edu</a></td>
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### Hostel

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<tbody>
<tr>
<td>Ms. Rita Das Gupta (Warden - Girls Hostel)</td>
<td>011 - 40604930 / 9811792325</td>
<td><a href="mailto:arsjwwhywcadelhi@gmail.com">arsjwwhywcadelhi@gmail.com</a></td>
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### Director

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<tbody>
<tr>
<td>Prof. Surabhi Goyal - Director (Officiating)</td>
<td>803/732</td>
<td><a href="mailto:director@asiapacific.edu">director@asiapacific.edu</a></td>
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### Faculty - HR

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<tr>
<td>Dr. S. P. Chauhan - Professor</td>
<td>848</td>
<td><a href="mailto:sp.chauhan@asiapacific.edu">sp.chauhan@asiapacific.edu</a></td>
</tr>
<tr>
<td>Dr. Abdul Alim Khan - Assistant Professor</td>
<td>831</td>
<td><a href="mailto:abdulalim.khan@asiapacific.edu">abdulalim.khan@asiapacific.edu</a></td>
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<tr>
<td>Prof. Surabhi Goyal - Professor</td>
<td>803/608</td>
<td><a href="mailto:surabhi.goyal@asiapacific.edu">surabhi.goyal@asiapacific.edu</a></td>
</tr>
<tr>
<td>Dr. M. P. Singh - Professor</td>
<td>874</td>
<td><a href="mailto:mp.singh@asiapacific.edu">mp.singh@asiapacific.edu</a></td>
</tr>
<tr>
<td>Dr. Ritika Gauba - Assistant Professor</td>
<td>857</td>
<td><a href="mailto:ritika.gauba@asiapacific.edu">ritika.gauba@asiapacific.edu</a></td>
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<tr>
<td>Dr. Shefali Srivastava - Assistant Professor</td>
<td>707</td>
<td><a href="mailto:shefali.srivastava@asiapacific.edu">shefali.srivastava@asiapacific.edu</a></td>
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<tr>
<td>Dr. Shruti Gupta - Associate Professor</td>
<td>825</td>
<td><a href="mailto:shruti.gupta@asiapacific.edu">shruti.gupta@asiapacific.edu</a></td>
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### Faculty - Finance & Accounting

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<tr>
<td>Prof. Ravinder Bhatia - Assistant Professor</td>
<td>844</td>
<td><a href="mailto:ravindrabhatia@asiapacific.edu">ravindrabhatia@asiapacific.edu</a></td>
</tr>
<tr>
<td>Dr. Abhishek Maheshwari - Assistant Professor</td>
<td>842</td>
<td><a href="mailto:abhishek.maheshwari@asiapacific.edu">abhishek.maheshwari@asiapacific.edu</a></td>
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### Faculty - OM / DS

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<th>Position</th>
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<tr>
<td>Dr. Charu Arora - Assistant Professor</td>
<td>745</td>
<td><a href="mailto:charu.arora@asiapacific.edu">charu.arora@asiapacific.edu</a></td>
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### Faculty - Business Communication

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<tr>
<th>Position</th>
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<tr>
<td>Dr. Anindita Sharma - Professor</td>
<td>868</td>
<td><a href="mailto:anindita.sharma@asiapacific.edu">anindita.sharma@asiapacific.edu</a></td>
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RULES AND REGULATIONS

1. Introduction

This document has been designed to provide students with a summary of their expected academic and personal conduct at Asia-Pacific Institute of Management, New Delhi. Academic and personal standards are necessary to promote a fair and orderly delivery of the programme. The handbook also provides important information on registration, curriculum, attendance norms, grading scales, communication of grades and minimum performance standards. The students of the Institute shall abide by these rules and shall, at all times, conduct themselves in a manner so as to reflect credit on the Institute and enhance its prestige in the community at large. Asia-Pacific Institute of Management reserves the right to change/amend/add any or all of the rules and regulations contained herein.

Definition of PGDM

1.1 The Post Graduate Diploma in Management be defined a full time, two year Post Graduate program. The program would attain the standards of study, depth and coverage suitable for post graduate studies. The successful completion of the program after meeting all prior statutory requirements stated for the program, would lead to the award of the Post Graduate Diploma in Management. It is thus imperative at this stage in India’s economic growth, that the human resources so key for corporate growth, do not become a bottleneck.

The program objectives are to provide a general management perspective to the candidates, with an appreciation of the theoretical frameworks, analytical methods required for functioning effectively and efficiently as a member of the management group, at entry executive levels onwards.
1.2 **Significance of PGDM**

Given the expansion of corporate in a growing economy, and growing global opportunities and challenges the need of industry is for increased availability of management talent at various levels. To face the challenges in a fruitful manner, the need is for quality management talent, and hiring professionals educated in management at post graduate levels, is a globally accepted way to fill the gap for talent. The post graduate program level studies in management assume that candidates, who successfully complete such a program, would have a requisite degree of knowledge and skills to contribute meaningfully and significantly in the managerial positions that organizations create for successful operations. The PGDM is designed to meet this requirement of organizations, and create a talent pool of managers who can help organizations meet the needs of their times in a manner befitting professionals who have a perspective in general management, as well as are skilled in functional domains.

1.3 **Broad Objectives & Input Required of PGDM Programs**

1. Provide a sound foundation of general management theory for developing an appreciation of management as a discipline and career area, build a professional character and provide the technical and general perspective required to fruitfully engage in the profession of management.

2. Develop knowledge, skills and perspectives at general management and functional levels so that students may help organizations function with greater effectiveness and efficiency.

3. Develop the potential for teamwork and leadership in students, provide them with the right perspective, so that their entry into organizations become opportunities to further hone and develop these aspects for the benefit of business and society.

4. Instill thoughts and practices related to ethics and societal perspectives, so that their professional engagements contribute to an enhanced organizational sensitivity to and processes built around, ethics and societal concerns.

The inputs of the program include the following:

1. Appreciation of management as a discipline, Knowledge of its diverse working domains, a perspective on general management and functional domains,

2. Hone the teamwork and leadership potential at functional and business level,

3. Expose students to the global business environment. It should help develop their potential to lead business at various levels, in the chosen industry, to face global level challenges.

4. Sensitize them to the ethical aspects of business, as well as inculcate a sense of social responsibility that organizations must enact, so that they develop as ethical responsible professionals from the very beginning.
1.4 **The main objective of PGDM**

The aim of the first year curriculum and the core courses in the second year is to provide students with the fundamental skills and techniques necessary for any manager. Following is emphasized for maximum learning’s and orientation’s for industries:

a. **Experiential Learning**

b. **International Focus**

c. **Information Technology Orientation**

a. **Experiential Learning**

Management is an art which can not only be taught in the classrooms. For getting real benefit from the PGDM, it is necessary to have some exposure to the “field”. Since several students of the PGDM come without any work experience, it is necessary to build a component which provides them such exposure.

Experiential Learning (EL) is one of the concepts of the Post-Graduate Program. It is similar to “learning from the field”. In the process, students get a feel of organizational reality: what it is, how it works, and the relationship between diverse functions. students are able to relate classroom teaching to organisational life. To that extent, the so-called gap between theory and reality is bridged.

EL has two components: Industrial Exposure in the first year, and Summer Training a the completion of the first year.

b. **Industrial Exposure**:

The objective is to provide students early real-life exposure of organisations and to enrich the learning experience through simultaneous inputs from theory and practice. During the first year, the students are taken on guided tours to organisations of different types in the locality: Small and Large, Manufacturing and Services, Profit and Non-Profit, Government and Private, etc. These visits give them an exposure to the complexity of management. It also highlights the relevance of some of the management concepts in different organisational settings.
c. Summer Training:

Each student would work with an organisation, on a project for a period of a minimum of 8 weeks at the end of first year. The objective is to allow students, intense day-to-day interaction with organisations. Summer Training would provide exposure to the student to working of an organisation in the real life setting. It would also help students to develop managerial skills and competencies, and facilitates an informed career choice by the students.

II. International Focus

Globalisation of business is one of the most important areas of change in management today. In this scenario, managers, irrespective of whether they are working in India or abroad, cannot do without adequate understanding of international business.

Institute should emphasis international aspects of management in all the relevant courses of the curriculum right from the first year. The first year curriculum is compulsory, irrespective of the international dimensions of different functions, while the second year would offer an intensive elective package on international management, covering courses, such as International Marketing; International Finance, Treasury and Forex Management; International Business and Trade Management; and Management of Multinational Companies etc.

c. Information Technology Orientation

In the era of digital space, the intensive use of information technology for the curriculum has to be one of the salient features of the program. Information Technology is playing an ever-increasing important role in business and education. Therefore, acquisition and processing of a large volume of diverse information for managerial decision-making, through extensive use of computers, has become the order of the day.

Institutes should prepare the students to take up the above challenge. They are required to make intensive use of IT applications during program. Efforts have to be on towards progressive use of multimedia in the classroom and integrating IT in the day-to-day functioning of the program through Intranet/internet.
TIME SPAN

A Student is required/expected to complete the programme (PGDM) within the normal/minimum/stipulated/prescribed period of two years.

However MAY BE ALLOWED TWO YEARS PERIOD BEYOND THE NORMAL PERIOD TO CLEAR THE BACKLOG IN ORDER TO QUALIFY FOR THE AWARD OF DIPLOMA.

Period Within which a Student may be allowed to Qualify for a Diploma (PGDM)

N+2

span period within which a student may be allowed to complete a programme to be qualified for a diploma

1. Normally, the student is expected to complete his programme within the minimum period as laid down under the relevant Regulation of the institute/ AICTE

2. A student who for whatever reasons is not able to complete the programme within the normal period or the minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. The general formula, therefore should be as follows:
   a) Time Span = N+2 years for the completion of programme.
   where N stands for the normal or minimum duration prescribed for completion of the programme.

   b) In exceptional circumstance a further extension of one more year may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body concerned of the Institute.

   c) During the extended period the student shall be considered as a private candidate and also not be eligible for ranking.

3. Ordinarily, no student should be given time beyond the extended period of two years. However, in exceptional circumstances and on the basis of the merits of each case the Institute may allow a student one more year for completion of the program.

4. These guidelines are subject to the Rules and Regulations of the statutory bodies and AICTE governing the grant of Diploma.
IMPORTANT INSTRUCTIONS FOR STRICT ADHERENCE BY STUDENTS

* Student should maintain Minimum attendance of 85% in each course
* Student who accumulates more than 10F and does not have the minimum cumulative grade point average (CGPA) of 5.00 CGPA will not be promoted from first year to second year of the programme.
* The CGPA for the award of Diploma must be a minimum of 5.00.
* Students shall come in official attire as prescribed by the Institute at all times, failing which they may not be allowed to enter the campus.
* Students shall carry their College-ID at all times during their stay within the Campus failing which they may not be allowed to enter the campus.
* All mobile phones should be in switch off mode during lecture hours failing which punishment (such as confiscation of phone, monetary fine) may be imposed as deemed appropriate.
* Students shall NOT use any derogatory/offensive/abusive/un-parliamentary language or gestures at any point in time. Any default can lead to immediate suspension from classes or any other severe punishment including expulsion from the Institute.
* Students are required to NOT involve themselves in any act of ragging either directly or indirectly and submit declarations pertaining to Anti Ragging in the prescribed format as and when required by the Institute.
* Students are required to understand the rules and regulations laid out in the handbook and follow them in letter and spirit.
* Students shall read and understand all the notices issued over web / email / notice boards etc. and comply without fail within stipulated time.
* The institute follows zero tolerance in the matters of academic discipline. Any contravention can lead to immediate suspension from classes or expulsion from the Institute.
* The Institute reserves the right to change/amend/add any or all of the rules and regulations contained herein.

Undertaking from the student and guardian at Pg # 54 (Form No. 7) having read and understood the rules and regulations and to abide by them.
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2.0 Registration

2.1 First Year: Term-1 - Registration

2.1.1 First Year students are required to register with the Academics Department on the scheduled day of registration of Term-1. They will produce the original documents relating to their academic qualifications, etc., for verification and submit the photo-copies.

2.1.2 Students, who have not yet received their final mark-sheet of Graduation from their Universities on the day of Term-1 registration may submit the same on or before 30th September, 2019 along with a proof of having appeared in all the exams before 30.06.2019 (with no back-papers/compartment etc). Failure to submit the marks-sheets by the stipulated date will automatically lead to cancellation of the admission, resulting in forfeiture of all the fees paid.

2.1.3 Failure to report on the scheduled date of registration may result in cancellation of admission.

2.1.4 Induction (Orientation) Programme:

An induction programme will be held after registration. There will be an inaugural session followed by an orientation programme. Foundation courses will then be held in various disciplines to bring students from various streams, up to a minimum level of proficiency so that they may gain maximum benefit from the programmes. Attendance in the Orientation Programme is mandatory for all first-year students. The students are required to be in corporate attire during the Induction and the foundation courses.

2.1.5 Regular classes for first year students will commence after the foundation courses, as per time-table to be announced.
2.2 Re-registration – Term-2 to Term-6

Students are required to re-register with the Academics Department on the scheduled dates, at the beginning of Term-2, 3, 4, 5 and 6. A student who fails to re-register on the scheduled date, may be allowed to register later only with a written permission from the Director and will have to pay a late registration fee of at least Rs. 2,000/-. A student may be debarred from attending classes in case of delay of more than a week in registration. (This clause is to be read in consonance with clause number 26 of this handbook).

2.3 Elective Courses- List of Elective Courses and syllabi is given in the second part.

2.3.1 Registration for Elective Courses

Students enrolled in the PGDM programme are required to select two major areas of specialization in the second year of the Programme (e.g. A combination of two areas from Marketing, Finance, IT, Operations, HR etc.). However, the students enrolled in the PGDM- MKT, PGDM-BFS, PGDM-IB programmes need to specialize in the respective area by choosing the offered electives and should choose another area of specialization (as minor) (e.g. a PGDM-MKT student can opt for Finance, HR, Operations, IB as a minor specialization). Students need to pre-register for the elective courses in the beginning of Term-4.

2.3.2 Courses with pre-registration of less than 20 students will not be offered. Students registered in such courses will be asked to re-register in other courses.

2.3.3 The scheme of electives may be amended in academic interest by the Director or Dean as and when felt necessary.

3.0 Course Duration

The AICTE approved Post Graduate Diploma Programmes, are of 2 Years duration each. The First Year covers Terms 1, 2, 3. The Second Year covers Terms 4, 5, 6. The students are allowed to complete the Programme within a maximum period of 4 Years from the date of registration.

4.0 Course Workload

4.1 A full credit course generally extends over 20 classroom sessions of 90 minutes each. The number and duration of classroom sessions may be amended in academic interest by the Director, as and when felt necessary. Classes may be scheduled on weekends as per the requirements.

4.2 Class preparation

Students are expected to prepare in advance for the class by devoting sufficient time on the given module/ case study, as indicated in the course outline/ session plan. The preparation may include library study, internet search, group discussions, talking to domain/ industry experts, etc. A student is expected to devote around 120 hours of preparatory work for each course.

5.0 Evaluation

5.1 The evaluation criteria defining component-wise break up of marks, will be given by the faculty member concerned.

5.2 In general, evaluation will be based on a combination of components as under:

<table>
<thead>
<tr>
<th>Component</th>
<th>Marks</th>
</tr>
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<tbody>
<tr>
<td>Continuous Assessment*</td>
<td>40</td>
</tr>
<tr>
<td>Mid Term Examination</td>
<td>20</td>
</tr>
<tr>
<td>End Term Examination</td>
<td>40</td>
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</tbody>
</table>
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* Continuous Assessment may be divided into three or more sub-components such as quizzes, tests, assignments, simulations, role-play, field-projects, class-participation/ attendance, etc., on individual or group basis as appropriate (individual weights to be specified by the faculty and communicated to the students at the start of the course).

5.3 The decision of the faculty regarding award of marks for any component of evaluation shall be final.

5.4 Faculty will give periodical feedback to the students on their performance.

5.5 The students shall ensure timely submission of all assignments, projects, and reports. Late submission may be penalized by deduction of marks or rejection.

6.0 Grading System

6.1. The following grades will be awarded (on the ten-point scale):

A = Excellent       B = Very Good       C = Good
D = Satisfactory    E = Low Pass
F = Fail (Whether due to attendance or absence from End term exam or fail in exam)

The numerical Values of Letter Grades are as under:

6.2.

A+ = 10        A = 09
B+ = 08        B = 07
C+ = 06        C = 05
D = 04         E = 03
F = 0.00

Student who accumulates more than 10F and does not have the minimum cumulative grade point average (CGPA) of 5.00 CGPA will not be promoted from first Year to second year of the programme However, the student will have to earn a minimum CGPA of 5.00.

The Grade Point Average (GPA) for each term will be obtained by taking the weighted average of the grade points of the subjects. The weights used will be: 1.0 for full credit courses and 0.5 for half credit courses.
6.3. Faculty will award marks for each evaluation component of a course. The marks will be submitted to the Controller of Examinations/ Academics Department; they will convert the marks to a letter grade.

7.0 Communication of grades

The final grades for the courses will usually be available with the Academic Office within four weeks of completion of last exam of the term. Academics Department will notify communicate to the students, their final letter grades in various courses along with the Grade Points Average (GPA) for the term.

7.1 At the end of first and second year of studies, the Academics / Examination Department will issue an official Marks-sheet to the student.

7.2 The grade of a student and any other information about him/her, available to the Institute, will not be communicated to any other person or organization without the consent of the student concerned.

7.3 The student is entitled to receive a provisional result for each term or year as may be required for bank loan, employment or any other purpose. The Academics department will issue such provisional result within 48 hours excluding non-working days on a written request from the student. The provisional result will be subject to the confirmation of the final result.

7.4. The student will be given individual feedback on all assessments including End Term Exam. by showing them answer sheets by the faculty concerned. This will be done within a maximum period of two weeks after the assessment. Students are required to be present as per the decision of the faculty.

8.0 Conversion of Marks into grades

Marks means marks obtained by a student out of 100 (including continuous assessment) Grades means any grade out of A+(10), A(9), B+(8), B(7), C+(6), C(5), D(4), E(3), F/I(0).

(Brackets indicate numerical value of grades).

8.1 A minimum of 40 marks out of 100 is required for any student in any course to get a valid grade failing which the student shall be given grade 'F'. This will be applicable in the all the subjects/courses. Where the credit of a particular course/subject varies such as Summer Internship Project, there 40% shall be construed as the minimum qualifying benchmark. The percentage (40) can be up-scaled by the Controller of Examination to ensure the relativity in the grade assignments.

8.2 Whenever two or more faculty takes a course, if faculty X teaches sections A & B and faculty Y teaches C&D sections, grading norm is to be applied for A&B and, C&D separately. This has to be followed even in cases where common question paper and marking scheme is followed across sections

8.3 The maximum marks obtained in a particular course shall be taken as a benchmark for categorizing student performance in grade A+. The benchmarking for grade A+ may be fixed below or above the maximum marks in the class, by the Examination Controller / Moderation Committee (Comprising of Director, Dean-Acad., Program Directors and Examination Controller) to ensure proper distribution of grades and to avoid skewness in the result. The difference in the Maximum and Minimum thus decided shall be divided into the remaining grades. The minimum marks for Grade category A can be upscaled by the Controller of Examinations to ensure relativity and to avoid skewness in the result and subsequent result verification in future (conversion of CGPA into
8.4 In case of skewed actual distribution of marks leading to a large portion of class in either the higher or the lower spectrum of grades, the Examination Controller reserves the right to fix the minimum or maximum for that specific course.

8.5 In courses/subjects where class size is small so as to lead aberration in allocation of grades, it may be clubbed with another class of the same course/subject with the same faculty member in respect of allocation of grades. In absence of any such clubbing, Judgemental Grading System may be adopted by the Examination Controller / Moderation Committee.

8.6 In case of reappear examinations, a student will forfeit his/her right to grades A+ and A and in the absence of reference point for relative grading Judgemental Grading shall be applied for conversion of marks into grades.

8.7 The Grade Point Average (GPA) for each term will be obtained by taking the weighted average of the grade points of the subjects. The weights used will be 1.0 for full credit course, 0.5 for half credit course, appropriate weights for Summer Internship and Courses taken by our exchange students in IDRAC / other exchange students, (as per the extant guidelines).

8.8 Student who accumulates more than 10F and does not have the minimum cumulative grade point average (CGPA) of 5.00 CGPA will not be promoted from first Year to second year of the programme. However, the students will have to earn a minimum CGPA of 5.00 for the award of the Diploma.

8.9 On the lines of minimum qualifying marks for any subject/course, minimum marks for award of grade A+ shall not be lesser than 70%. Further, the total number of grades from either A+ or A shall not exceed 10% to 15% of the entire class.

8.10 Further to Point Number 8.1 above, a student needs to qualify (in each component separately) by scoring not less than 40% marks in Internal Assessment (Continuous Assessment + Mid Term Exam.) and End Term Exam., failing which Grade ‘F’ shall be awarded. If the student fails to appear /write the end term examination, he/she will be considered to have failed the end term examination.

8.11 In case a student is not eligible to be awarded Diploma due to shortfall of CGPA as per stipulation though he/she is not having either of Grades ‘E’, ‘F’ OR ‘I’ OR due to higher number of Grades ‘C’ and ‘D’ in the result, he/she shall be allowed to take Re-Appear Exams in four
subjects/courses for improvement of CGPA. The option of subjects/courses once exercised can NOT be changed.

8.12 For Judgemental Grading extant guidelines shall prevail and grades shall be awarded by the Examination / Academics Department.

9. Academic Standards

9.1 Student Feedback
The institute considers feedback from students to be a vital input for continual improvement of course content and delivery by the faculty. A formal feedback is taken at least once in every term on a confidential basis by the Academics Department / Office of the Director. Visiting Faculty feedback will be taken every two weeks.

9.2 The Internal Academic Council (IAC) chaired by the Director or Dean along with Area Chairpersons as members and other senior faculty / executives as invitees, oversees all academic matters.

9.2.1 IAC will appoint committees / sub-committees to look into Programme Administration, Examinations, Moderation, Discipline, etc., as and when deemed fit.

9.3 Cases of students who do not meet the minimum academic requirements in terms of letter grades/grade points at the end of each term/year on account of certain extenuating reasons will be reviewed by the concerned Faculty / IAC.

9.4 The case of a student who has failed to meet any of the conditions for promotion or the award of the diploma will be reviewed by the IAC.

9.5 A student who is declared to have failed to qualify for promotion to the second year or for the award of the diploma will be required to leave the Institute / repeat the programme.

9.5.1 However, the IAC will have the authority to make exception to this rule, if the circumstances justify such an exception. This may mean repeating the first year or re-appearing in the third year for the relevant courses.

9.6 The IAC may ask a student to withdraw from the programme at any time, if the academic progress of the student is extremely poor or his/her conduct is detrimental to the educational process of the Institute.

9.7 A student who is expelled from or is required to leave the Institute on any ground may file an appeal to the Director for a reconsideration of his/her case. The decision of the Director on such an appeal will be final and binding.

10.0 Re-appear Examination / (to be read with clause 8.0) / Supplementary Examination

10.1 Improvement of grade:
A student may repeat courses where he/she get E, F and I for improving/completion his/her grade in such course(s). The examinations will held once in year.

10.2 The marks of Continuous Assessment will not hold in case of Re-appear exams. The student can take the End Term examination of 40 or 100 marks (as decided by the competent authority) only for the improvement in grades. However, maximum grade possible for a Re-appearing student (depending on performance) is B+. In case of exigencies, the Dean may take a decision as per Rule 5.2.
Supplementary Examination

10.3 Student will be eligible for supplementary examination in case he/she gets D or F grade in a subject. The marks in all supplementary examinations will be out of 100 and internal marks would lapse. There will be no ‘re-supplementary’ examinations.

Students not achieving passing CGPA of 5.0 or having more than 2 Fs (or equivalent Ds as per prevailing rules) at the end of each trimester will get an opportunity of achieving passing grades by taking supplementary /improvement exam but not both in a subject viz.

No improvement would be allowed in a subject after supplementary exam.

10.3.1 Improvement Examination

A student will be eligible to appear in improvement examination at the end of each term for the subjects of the previous term in case CGPA at the end of the term was less than 5.0. This will be in subjects of their choice where they have C+, C or C- grades (this would lapse if not availed of)In the case of D or an F grade the rule of supplementary exam will apply. The fees in case of improvement exam will be same as supplementary exam fees. No re-improvement exam will be permitted.

In case of improvement exam if there was a reduction in overall marks the previous marks would apply.

1. Supplementary/Improvement Examinations of 1st Trimester of a batch will be held along with 2nd Trimester of the same batch.
2. Supplementary/Improvement Examinations of 2nd Trimester of a batch will be held along with 3rd Trimester of the same batch.
3. Supplementary/Improvement Examinations of 3rd Trimester of a batch will be held along with 4th Trimester of the same batch.
4. Supplementary/Improvement Examinations of 4th Trimester of a batch will be held along with 5th Trimester of the same batch.
5. Supplementary/Improvement Examinations of 5th Trimester of a batch will be held along with 6th Trimester of the same batch.
6. Supplementary/Improvement Examinations of 6th Trimester of a batch will be held immediately after the declaration of result.

10.3.2 Revaluation Process / Procedure

-A student can apply for revaluation of his/her paper after announcement of result.
-The paper will be sent for revaluation to an alternate faculty as per revaluation process thereby ensuring independent evaluation. The student has to deposit a fee of Rs. 2000 per paper. The student if he/she so desires can view his/her answer book but no further correspondence in regard to valuation will be entertained.
-End term marks after revaluation would be final. The internal marks will be carried forward.
-All charges for supplementary, improvement and revaluation are non-refundable
-All marks get converted to grades after RP. All results are declared in grade awarded.

10.4 Debarred Cases:

- A student, who has been debarred from the End-Term Examination because of the shortfall of the attendance has to follow the rules mentioned in clause number 18.1 & 26.4.
- However, on exigencies, he / she may be allowed to take a re-examination. A medical committee would be constituted by the management who would take decision on medical leaves / Certificates. This decision will be taken on case-to-case basis on merit of the case.
- The students will have to deposit Re-examination fees @ Rs. 2,000/- per subject, pay fines levied, if any and complete other formalities, as may be required by the Academics Department.
10.5 Special Exam(s)

10.5.1 The student must satisfy the following conditions: at the end of the third term of the first year to be eligible for promotion to the second year:

• A minimum CGPA of 5.0
• Not more than 4 Ds or 2 Fs (1 F = 2 Ds).
• At the end of first year of the 2 year program if the student does not meet passing criteria (viz. minimum CGPA of 5 and not more than 2 Fs) Dean Academics on the recommendations of the Chairperson may grant approval for special exam(s) to be conducted for the student in the fail subjects. This would however be a last chance and no revaluation, supplementary or improvement would be permitted there after. These exams would be held and evaluated before the start of the next academic year.
• If the student does not achieve passing criteria he/she would have to leave the course. He/she can apply for the readmission with the new batch in the next academic year. His/her candidature will depend upon the availability of the seat and other considerations at the discretion of the management. If admitted, the student will have to pay full tuition/hostel/mess fees and other charges, as applicable. He/she would then only be able to complete diploma requirements by the end of 3 years.
• The minimum criteria of 40% marks would be considered the base passing condition for relative grading (RG) and the same condition has to be separately satisfied both for Internal and End-Term evaluation. Less than 40% in either internal or end-term exams would result in a Fail grade and the student would need to appear in a supplementary in the subject.

11.0 Award of Diploma:

11.1 Students, who successfully complete the academic requirements including the mandatory summer internship project and the final project, become eligible for the Post Graduate Diploma on the following conditions:

11.1.1 The CGPA for the award of Diploma must be a minimum of 5.00

11.1.2 A student should NOT have any 'F' grade or 'I' grade in order to be eligible for the award of Diploma. However, this can be relaxed by the competent authority as under:

A student should not have more than four grades in the category of I/F or E. However, he/she can have maximum two F/I Grades (should not be in one area of specialization out of two). Thus a student can carry the grade combinations such as 2E+2F/2I, 3E+1F/1I, 4E, failing which, the diploma will not be awarded subject to fulfillment of CGPA criteria. Student having grade 'I' or 'F' shall be given three attempts to qualify such course. Failing to apply or failing to appear in the exam, as per the notifications of the Institute shall be reckoned as an attempt.

11.2 The diplomas are awarded to the eligible students in the convocation.

11.3 Those seeking the award of Diploma in absentia will have to pay a fee of Rs. 1000/-.

11.3.1 The diplomas may be collected by a representative, against a written authorization from the student, and on production of photo ID proof.

11.3.2 The diploma may be also sent by Post to the student's address within India where feasible, against a written request and indemnity, at the risk and cost of the student.

11.3.3 The estimated Postal charges will have to be sent in advance, in case the diploma has to be sent to a foreign address, against a written request and indemnity, at the risk and cost of the student.
12.0 Academic Discipline

12.1 The students must see themselves as future managers and as the brand ambassadors of the institute and nation, to the rest of the world. Integrity, honesty and discipline in all spheres of life need to become ingrained qualities. The students must demonstrate a high degree of maturity, sense of responsibility, team work and fair play both inside and outside the campus.

12.2 Strict discipline must be maintained not only in the class rooms, but also in the library, computer lab and other parts of the Institute campus. Dress codes must be observed and behavior that may disturb, cause offense to others or vitiate a harmonious environment, must be avoided.

12.3 Unless specifically assigned as a group exercise by the faculty, all homework, class assignments, projects etc. are meant to be done individually. Copying, sharing of research data, etc. are strictly forbidden and can lead to penalty in marks or more severe action.

12.4 Group Projects or assignments must be done independently by the groups, and there should be no sharing / copying across groups.

12.5 Copying or using unfair means in class tests, quizzes etc. are strictly forbidden and will be penalized.

12.6 The rules governing the conduct of students in examinations are given in Appendix-I.

12.7 Any material copied or downloaded for quoting or indirect use in an assignment, report etc., must be acknowledged in full detail. Any failure to do so will be treated as plagiarism and dealt with harshly.

12.8 Faculty will be free to adopt appropriate measure to penalize students for breach of academic discipline. Any such incidents may be reported by the Faculty to the Manager (Academics) / Programme Director.

12.9 Faculty members are responsible for maintaining discipline in the class room, and they may suspend any student from the class in case of any unruly or indecent behavior and defaulter will be referred to Manager (Academics) / Academics Department for necessary action. In case of a habitual offender, or of major misconduct, the case may be referred to Disciplinary Committee (DC) through Academics Department and the Programme Director for appropriate punitive action. Rules and Regulations

12.10 The Academics Department will maintain discipline outside classrooms, such as corridors, staircases, library, computer lab, etc in coordination with other functional departments. A fine may be imposed for each instance of violation of discipline. Major or habitual misconduct will be reported to the Programme Director/Director for further action.

13.0 General Conduct

13.1 As future managers, students are expected to maintain cleanliness and order in the lecture rooms, seminar rooms, auditorium and common areas in the Institute.

13.2 They should individually and collectively see that furniture / walls are not damaged or defaced and lights and fans are switched off, when not in use.

13.3 Causing willful damage to property / equipment of the Institute is not expected of the students. Students will have to reimburse the costs of any such damage and be liable to pay fines depending upon the nature of the case. Willful damage of Institute property/equipment shall be considered as a major misconduct.
13.4 Smoking and consumption of alcohol, narcotics and tobacco products are forbidden in the Institute's premises.

13.5 Cell phones and other such electronic gadgets must strictly be switched off (not put on silent / vibration mode) inside the class rooms / seminar rooms, auditorium, library, computer lab carrying a cell phone inside examination hall is strictly prohibited. Cell Phones may be temporarily confiscated by Academic Department and suitable penal action may be taken.

13.6 Ragging is strictly prohibited. As per a ruling passed in May 2008 by the Honorable Supreme Court, criminal cases will have to be filed against students indulging in any form of ragging. The minimum punishment for ragging will be immediate suspension from the Institute and it will be followed by other severe punishment.

13.7 The Institute attaches utmost importance to strict integrity, honesty and general conduct of students. Any violation of the above may lead to expulsion from the Institute.

13.8 The Institute has ‘Zero Tolerance Policy’ on sexual harassment. Anybody found indulging in sexual harassment will be dealt with as per Prevailing Law/Rules/norms/Policy.

13.9 Any Act against the law of land will be taken as act against good conduct and will be dealt with as per the policy laid down clause in 14.

13.10 Students shall come in official attire as prescribed by the Institute at all times, failing which they may not be allowed to enter the campus. Additionally, in all the functions / celebrations / placement etc students are required to come in prescribed corporate attire unless specified otherwise, failing which suitable disciplinary action may be taken against the defaulter.

13.11 Students shall carry their College ID-card at all times during their stay within the Campus failing which they may not be allowed to enter the campus.

13.12 In case a student is debarred from attending classes for any reason (including pending Disciplinary Inquiry/Action), a fine of Rs.500/- per day may be imposed for such period.

13.13 The Institute follows zero tolerance in matters of ragging. Students are required to NOT indulge either directly or indirectly in any act of ragging. The guidelines laid out by the Honorable Supreme Court of India and UGC are circulated by the Academics Department. Students and their parents / guardians are required to submit an Undertaking to this effect and abide by those guidelines.
14.0 Discipline and appeal Rules

14.1 These rules shall be known as ‘Asia-Pacific Institute of Management’ Discipline and Appeal Rules.

14.1.1 These rules shall apply to all students of the Institute.

14.2 Definitions:

Unless there be anything repugnant in the subject context, the following terms have been used in these Rules in the sense herein explained.

(i) ‘Institute’ means Asia-Pacific Institute of Management.

(ii) ‘Governing Body’ means the duly appointed members (known as Board Members) on the Governing Body of the Institute.

(iii) ‘Chairman’ means the Chairman of the Governing Body.

(iv) ‘Vice Chair Person’ means Vice Chair Person of the Governing Body.

(v) ‘Director’ means Director of the Institute.

(vi) ‘Student’ means Student of the Institute.

(vii) ‘Competent Authority’ means empowered by the Governing Body to discharge the function or exercise the power specified in the Rule.

(viii) Discipline Committee (hereinafter referred to as DC) means a Committee duly constituted by the Management for the purpose of maintaining discipline amongst student.

(ix) ‘Inquiry Authority’ means the officer of the Institute or any person empowered by competent authority to inquire into misconduct.

(x) ‘Appellate Authority’ means the authority specified in the schedule appended to these rules.

(xi) Discipline Authority (hereinafter referred to as DA) means Dean or the Director of the Institute or any such official authorized to impose penalty as detailed in this handbook.

14.3 Procedure: If a complaint is received against any student, it will be dealt with in the following manner:

14.3.1 In case of evident prima-facie misconduct of any kind, a student can be suspended from attending the classes. In such cases student will be given an opportunity to present himself/herself to the Discipline Committee (referred to as DC hereinafter). In such a case student will be required to respond within stipulated time. In case of acceptance of misconduct and tendering of apology by the student, Manager (Academics) shall summarily dispose off the case by awarding punishment as per provision of the Handbook (clause 14.4.) with the approval of the Director. Such a decision will be final and binding on the student.

14.3.1.1 In case a student fails to respond or deny having committed such an offence of misconduct an enquiry will be set up and following procedure will be adopted

14.3.1.2 A letter (email will be reckoned as official communication) will be issued to the student by the Programme Director / Manager (Academics) seeking explanation for the breach of discipline and such student shall be required to respond within a stipulated time (three to seven days), failing which he/she can be suspended from the classes. If proven guilty such student may be punished including expulsion from the Institute. Simultaneously, the matter will be referred to DC for inquiry / investigation. If such student fails to respond with in the stipulated time, the
Inquiry Authority / DC can hold an enquiry ex-parte and submit its report to DA.

14.3.1.3 On receipt of reply in which he pleads guilty or accept the charge(s), the Discipline Committee, considering the gravity of offence, will advise him not to repeat such act or any other in future. Action will be taken as per clause 14.3.1. In case student denies such charge(s), the Inquiry authority / DC will conduct an independent inquiry and recommend the course of action or punishment to the Director. Such decision will be final and binding on student. In such a case student will be given a last opportunity to present himself / herself before the Inquiry authority / DC to defend his / her case.

14.3.1.4 If complaint is of serious nature, the concerned student will be given opportunity to present himself /herself before Discipline Committee and if prima-facie it is found that he /she might have committed an act of misconduct, the student can be suspended from attending the classes on the recommendation of Discipline Committee.

14.3.1.5 If a student has been suspended, the Disciplinary Authority shall frame definite charges on the basis of the allegations against the student. The charges, together with a statement of the allegations, on which they are based, a list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained, shall be communicated in writing to the student, who shall be required to submit within such time as may be specified by the Disciplinary Authority (not exceeding 7 days), a written statement whether he admits or denies any or all articles of charges.

14.3.1.6 On receipt of the written statement of the student, or if no such Statement is received within the time specified, an inquiry may be held by the Disciplinary Authority itself, or by any person an Inquiring Authority. Provided that, it may not be necessary to hold an inquiry in respect of the charges admitted by the student in his written statement. The Disciplinary Authority shall, however, record its findings on each charge.

14.3.1.7 The enquiry will be conducted as per Institute's guidelines issued from time to time.

14.3.1.8 After the conclusion of the inquiry, report shall be prepared and the Inquiring Authority shall give its findings on each charge and the reasons therefor.

14.3.1.9 If the student does not submit the written statement of defense on or before the date specified for the purpose or does not appear in person or through the assisting officer or otherwise fails or refuses to comply with any of the provisions of these rules, the Inquiring Authority may hold the enquiry ex-parte and submit its report to DA.
14.3.1.10 The Disciplinary Authority shall consider the record of the inquiry, records its conclusions on each charge and pass appropriate orders as per clause 13.2 (including expulsion from the Institute).

14.3.1.11 The Institute has a policy for prevention of Sexual Harassment and for that a Committee has been formed by the Institute as per guidelines of Act/Rules/Govt. guidelines to deal with Sexual Harassment case.

14.4 Penalty
If a student is found guilty, based on the DC report, Director may take any one, or an appropriate combination, of the following actions against the student:

a) Expulsion from the Institute
b) Suspension for a specified period
c) Awarding a permanent 'F' grade in the course concerned
d) Scaling down grades obtained in the course
e) Repeating the course in first year or doing courses again in third year.
f) Monetary Fine
g) Formal letter to the parents
h) Debarring from Mid Term or End Term Examination. i) Exclusion from Institute's Placement Assistance.
j) Any other action, as suitable

14.5 Exceptions
In case a student is debarred and asked to leave the Institute on the following grounds, the matter will not be referred to the DC and the extant guidelines shall prevail:

a) Shortage of attendance.
b) Consistent overall poor academic performance, in spite of counseling and remedial support.

14.6 Appeal
Notwithstanding clause number 14.5 above, he student can appeal to the Chairman or Board of Governors of the Institute against the order of the punishment whose decision shall be final and binding on the student.

15.0 Class Timings
15.1. Classes may be held on all working days of the week as per the following schedule: Session 1 - 9.00 AM to 10.30 AM Session 2 - 10.40 AM to 12.10 PM Session 3 - 12.20 PM to 1.50 PM. Session 4 - 2.20 PM to 3.50 PM Session 5 - 4.00 PM to 5.30 PM

15.2 Sessions may be reserved on some days for Guest Lectures, etc. Special Lectures/sessions may be held in the evening/ off-days also. The class schedule is subject to change at any point of time.

15.3 Students are expected to be present in the class at least 5 minutes before the scheduled class timings.

15.4 Faculty members may, at their discretion, debar late students from attending the class, or allow them to attend but mark them absent.

16.0 Guest lectures
The Institute organizes regular Guest Lectures so that students can interact with industry experts and other eminent personalities from various walks of life. This gives them a
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preview of the business world beyond the campus walls, as a first step towards getting them ready for their future careers. It is mandatory to attend Guest Lecture for all.

17.0 Industrial Visit

17.1. Definition: Industry Visit by students provide an ideal opportunity to make the students relate to the value-chain as followed by firms in the Industry thereby enabling students to understand the real functioning of the industry and get exposed to different work cultures and an opportunity to study management principles in practice.

17.2. The motive is to provide the students with a right blend of theoretical learning and an opportunity to witness how those concepts are utilized in the practical environment. The visit-

(i) Enables students to analyze and understand the ever-changing dynamics of the industry.

(ii) Provide students with adequate exposure in tackling live problems encountered in the working of an industrial entity.

(iii) By visiting the shop floor they get to understand the risky conditions in which workers work, the people management challenges involved in managing workers apart from getting hands-on technical knowledge.

17.3. Selection of the organization for major visit is based on the size of the industry it operates into, expected learning outcomes out of the visit and its relevance to the subjects taught in the respective term and few other variables which is decided by Student’s Committee (formed in 1st week of July).

17.4. Every Term, AIM takes its students for a guided tour into the premises of various industries, providing them information about the background of the companies and their current position in the global business scenario. Visit is usually a full one day exercise. Total Number of students- 150.

17.5. (i) STUDENTS’ Committee of Industry Visit are formed in 1st week of July who decides about and fully involved in organizing and Logistics Planning of visit.

(ii) Two /Three Groups are formed as per Industry Capacity.

(iii) In consultation with Academics and CCR -Short listing of Industry, Companies.

(iv) Where maximum learning, interaction and may take

(v) DEBRIEFING BEFORE the visit- provides the
framework they would utilize while observing the concerned organization. The briefing also focuses on the academic concepts already covered in the program.

(vi) Three days before all students have to be well prepared about the visit

(vii) They have to have maximum information about Industry Management Product Process Services Location Competitors Product/Service Markets

(viii) Two faculty members and one member of CCR Team will accompany

(ix) On the day of visit all students have to be present in Campus in College Uniform,

(x) Strict Discipline is to be maintained during visit

(xi) Post briefing after the visit, which involves feedback from students on observed phenomena relating to the framework given.

(xii) Assignments to the students for bringing out the application of the Academic Concepts.

(xiii) In Next 10 Days Complete Observation / Analysis / Learning of Visit is to be submitted before Academics

18.0 Attendance and leave

18.1 Management education is a participative process and physical presence plays an important role. Students are required to attend 100% classes. However, to develop as successful Managers, they are also expected to participate in extracurricular student driven activities like organizing fests, conferences, placement activities, sports etc. Accordingly, physical attendance in the classroom for students shall be mandatory 85% in each course failing which a student will be debarred from appearing in the End-Term Exam. The 15% leverage in attendance is equivalent to 3 classes of absence in a Term of 12 weeks and which takes care of absence from classes due to any kind of illness or for participating in any activity in the Institute or representing the Institute outside or working in the Centre for Corporate Relations (CCR) etc. Attendance Exemption form will only be accepted by the Institute in extreme scenarios such as a student suffering from contagious disease or having an accident etc. No Medical or any other type of leave/exemption shall be allowed to students. 75% Attendance is mandatory in area activities otherwise student might not be allowed to sit in SIP / Placement.
At Asia-Pacific Institute Good attendance will be rewarded.

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18.2 Dean and Programme Directors will address all students at the beginning of the academic session and inform them about the stringent provisions of attendance and its fall out. Students shall strictly adhere to the rules of attendance in letter and spirit. No excuses of any kind shall be entertained by the Dean (Academics), Programme Directors and Manager (Academics).

18.3 Faculty will mark attendance on a cumulative basis in the prescribed register and submit the same to Academics Department for compilation at the end of each calendar month and also before the mid-term and the end-term examinations and also on the ERP system. It is the responsibility of the students to keep a track of their attendance.

18.4 The Institute will display current attendance status periodically to help students improve their attendance. In case of shortfall the parents will also be informed at least once in a term.

19.0 Summer Internship Project (SIP)

19.1 The Center for Corporate Relations (CCR) has been established to help students plan their career, to facilitate interaction with industry and to find appropriate summer internship opportunities and final placements. It is actively supported by the Student Placement Committee.

The summer internship is a mandatory industry training for first year students. It is for a period of eight to ten weeks during the summer vacation following Term-3. It is an integral part of the Post Graduate Diploma programme and carries 200 marks which is equal to Double Credit.

The summer internship is aimed at giving the students a direct exposure to the real business world. They are generally given assignments / projects that provide ample opportunity to apply their class-room knowledge and skills in practical situations. They get to work in a corporate environment, and their hands-on experience deepens their understanding of various management functions and their inter-linkages.

19.2 The summer internship also aims at building the research and report writing skills as the trainees are required to write a detailed project report.

19.3 The Institute arranges for a Faculty Guide for each student, who monitors the progress and interacts regularly with the student and their company supervisors, so that the student may reap the maximum benefit from the internship.

19.4 The CCR arranges summer internship for each student in an appropriate company. A student may however opt to arrange for summer internship in a company of his / her choice at his / her own initiative. This requires a prior written approval from CCR. However, students who get internship through CCR are required to complete their internship in that company only. Failure in doing so will lead to non-acceptance of report. Students arranging internship through their own sources are required to submit the required information in a format prescribed by CCR from time to time.

19.5 The student will not be allowed to change his / her summer internship once approved, and if any, such change will be allowed only in exceptional cases, with written permission from CCR and faculty guide.

19.6 The Summer Internship Project Report will be submitted and presented before the Institute jury at the beginning of the second year.

19.7 The existing guidelines for the Summer Internship Project are given in the Appendix-VIII. The guidelines are subject to change at the discretion of the Institute.
20.0 Final Project

20.1 The second year students undertake research project in their area of specialization, concurrently with their fifth and sixth terms. This is a crucial phase in their programme, as it involves an integration of their theoretical knowledge with the practical application in the world of business. The Final Project carries double credit.

20.2 Each student is assigned a Faculty Guide from his / her area of specialization. The project topic is selected by the student and a synopsis is submitted as a project proposal to the faculty guide. Once approved by the faculty, the project is carried out under close supervision of the faculty member. The progress is evaluated at various points in time.

20.3 A detailed report is submitted by the student, which has to be first presented before an internal jury, and submitted again after incorporating suggested changes.

20.4 The report has to be successfully defended in the viva voce, where external industry / subject experts generally are members of the Jury.

20.5 The comprehensive guidelines for the final project will be circulated separately by the Coordinator for Final Projects.

20.6 The evaluation criteria may be changed at the discretion of the Coordinator/Competent Authority and which shall be final and binding on all students.

21.0 Placement

21.1 CCR provides placement assistance to eligible students through industry interaction, campus visits, interviews etc. It is supported by the Student Placement Committee. It is however clarified that the actual placement will depend on the assessment of the prospective employer, of the capability and suitability of the individual candidate.

There is no obligation or commitment of the Institute to find placement for any student.

21.2 Only those students who have attained required academic assessment standards in terms of attendance, grades etc. and have not been debarred, shall be eligible for placement support.

21.3 The Institute may change the criteria / rules and issue revised guidelines. Present extant Guidelines are given in Appendix-VI.

22.0 Student Participation

22.1 Students are encouraged to democratically elect
representatives, form committees and get involved in taking decisions for managing their own affairs. This exposes them to team-building, leadership, problem analysis and solution seeking, all critical to shaping of future business leaders.

22.2 The voice of the students is channelled through elected Class Representatives (CRs), one boy and one girl from each class. The CRs support the Programme Directors in smooth conduct of academic activities and also in improvement of current processes and procedures. They are also entrusted with maintenance of basic class discipline. A re-election of CRs may be called for if the Programme Director or the students themselves feel as necessary because of nonperformance by the CRs.

22.3 Several committees and clubs have been constituted by the Institute. A faculty coordinator is appointed for each committee and club to guide the activities and maintain focus. Members are volunteers, although an equitable representation of all programmes may be ensured. Members may also be co-opted or nominated by the Director in case of need. The office bearers within a committee and club are generally elected by the members. The tenure of each committee / club is one academic year.

22.4 The Dean or Director may add new committees / clubs or may dissolve or reconstitute an existing committee / club, in case of need.

22.5 A list of present students' committees with their objectives, is listed in Appendix-II.

22.6 A list of present students' clubs with their objectives, is listed in Appendix-III.

22.7 The various Cultural and other events (such as Conferences, Seminars, Sports activities etc.) are managed by the student community. Therefore, every student is expected to contribute and participate actively in all such events.

23.0 Management Skills and Personality Enhancement

23.1 The Centre for Enhancement of Management Skills (CEMS) takes charge of the students from day one, grooming them for their future managerial roles. The students are trained in proper spoken and written English, non-verbal communication, business etiquette, interview skills and other soft skills. Options for learning foreign languages and facilitation for earning internationally recognized diplomas will also be made available to students. Once offered, attendance and participation in such programs will be mandatory. Defaulters will be penalized severely.

23.2 The Psychological Assessment Centre for Enhancement (PACE) helps the students explore their own personalities through several psychological tests using standard instruments and administered by trained psychologists. The personal profiles generated help students to overcome their weaknesses and build on their strengths, and also to choose the most optimal career paths compatible with their personalities.

24.0 Identity-cum-library card

24.1 A bar-coded Identity-cum Library card will be issued to each student, which must be carried by him / her as long as he / she is within the campus. The card must be produced as and when required by an appropriate authority. The card is also required for issue/ return of books, and for entry in the examination hall.

24.2 A duplicate I-card will be issued only after obtaining permission from Manager (Academics). A charge of Rs. 500/- will have to be paid for each duplicate card.
24.3 The student will surrender the card at the time of leaving the Institute.

25.0 Library and Computer Lab Usage

25.1 The rules and guidelines for using the facilities of The Library and Information Centre (TLIC) are placed in Appendix-IV.

25.2 The rules and guidelines for using the facilities of The Centre for Information Technology (CIT) are placed in Appendix-V.

26.0 Fees and Payment Schedule

The fee structure and payment schedule is generally provided by the Admissions Department along with the Admission – Offer Letter. Further details are generally provided by the Academics Department and which needs to be adhered to by the students. Students are required to follow the schedule of payment without any reminder. In the event otherwise, financial fine may be imposed as entailed in the subsequent clauses.

The academic fee is non-transferable and non-adjustable

26.1 Mode of Payment of Fees

All fees are to be paid by way of DD/ PO in favor of Asia-Pacific Institute of Management, New Delhi. Fees will be accepted in the Accounts Department of the Institute on all working days between 9.00 AM to 12.00 PM and between 2.00 PM to 4.00 PM. The fees may also be deposited anywhere in India at any of Indian Bank branches having core banking facility. The above fees may also be remitted through RTGS/NEFT directly to Account no-700498077 of Asia Pacific Institute of Management with Indian Bank. The IFSC Code of Indian Bank, Jasola is IDIB000J033. At the Time of Registration, the student is required to bring proof of RTGS/NEFT slip containing UTR Number of remitting branch vide which the payment may be traced by Account Department and the fee receipt issued.

26.2 Fees must be paid in time. A late payment can be made only in exceptional circumstances with written permission of the Dean-Academics / Director, failing which the late payment is permitted only on payment of a fine of at least Rs. 2,000/- (Rupees Two Thousand only) upto a period of two weeks. Further delay will entail a fine of Rs. 5000/- (Rupees Five Thousand only). Notwithstanding the late fee, delay in payment of fees will make a student debarred from attending classes during the period of default.

26.3 Those who fail to clear all their dues in a particular term will not be permitted to register for the next term without clearance of the dues. First year students who fail to clear all their dues along with the late fees, will not be
permitted to register in the second year of the programme. In the absence of registration with the Academics Department a student will not be allowed to attend the classes though he might have deposited the fees directly in the Account of the Institute.

26.4 Students repeating the course in the third year, will have to pay a fee of Rs. 15,000/- for each course. Such students will have to attend the course with stipulated attendance requirements and complete all internal and external evaluation.

26.5 Duplicate Diploma:
In case of loss of the original diploma, a duplicate shall be only issued on furnishing the copy of FIR filed, and on payment of Rs. 3000/-, with the written permission of Director. The Institute reserves the right to decline the request to issue a duplicate diploma, without specifying any reason.

26.6 Duplicate / Extra Copies of Mark-sheets / Transcripts:
Extra copies of official transcripts of marks-sheets, can be obtained on payment of Rs. 1000/- per copy. Duplicate copy of fee receipt or any other official letter / document may be obtained with the permission of ACP (Academics) on payment of Rs. 200/- An additional amount of Rs. 100/- is required to be paid if such letter / document is to be sent by speed post or courier.

26.7 Those who wish to apply to a foreign university will have to deposit @ Rs.2500/- (Rupees Two thousand five hundred only) for each university, to cover costs of preparing and converting the transcript in their format, its attestation and verification etc. This will not cover the courier charges.

26.8 The rates in this section are only indicative and can be revised by the Institute at any point of time.

26.9 Refund of Fees
The Academic fee is non-transferable and non-adjustable under any circumstance. Except caution deposits, no fee collected is refundable. This applies in case of dismissal of a student from the Institute, as well as withdrawal from the Institute's rolls after the commencement of the classes.

26.10 Caution Deposits:
Caution deposit will be released after obtaining 'No Dues' Certificate from the following:
For Tuition Fees - Accounts Department; For Library Dues – Library; For Academic Dues - Academics Office; For Placement and other Dues - Center of Corporate Relations; For Computer Lab Dues -Centre for Information Technology.

27.0 Hostel
The Hostel is governed by a separate entity with its own set of rules and regulations. Students are required to strictly abide by such rules and regulations. Default may entail monetary fine and / or expulsion from the hostel.

28.0 Final Clearance
Withdrawal from the programme or leaving the campus permanently must be on the basis of prior intimation to the Institute and completion of no-dues certificate from all concerned as per the format provided. The students will also return their Identity-cum-Library cards to The Library and Information Center (TLIC) before final clearance.
29.0 Travel Concessions

29.1 Railway Concession

Academics Department will issue a Bonafide Certificate on a written request from a student for availing concession from Railways only on official holidays and/or vacations announced by the Institute.

29.2 Air Travel Concession

Concession forms may be obtained from the Airlines offices and submitted to the Academic department for certification, after affixing a passport-size photograph of the applicant.

30.0 Reservation of Rights

The Institute reserves the right to add, delete, modify or change any or all of the requirements for admission, course content, fee charged, scholarships, awards and rules & regulations etc. if deemed necessary.
1. Students are expected to arrive at the examination hall at least 15 minutes before the scheduled time of commencement of examination. Under no circumstances, students will be permitted to enter the examination hall, beyond 15 minutes from the commencement of the examination or as decided by the Competent Authority.

2. Students are expected to equip themselves with pen, pencil, ruler, calculator etc. Borrowing of pen, pencil, ruler, calculators, etc. is strictly prohibited in the examination hall. Students must not make request for borrowing these items.

3. Cell phones and other electronic gadgets are strictly prohibited inside the Examination Hall.

4. On entering the examination hall, students will sit only according to the seating plan.

5. Students must sign on the Attendance Sheet circulated during the examination. On receipt of the answer booklets, students will check the booklets and exchange the same in case it is defective, before writing anything on it.

6. The students will fill in all details sought on the cover page of the answer booklet, and also on the extra sheets when used. The onus of filling all identification detail in answer sheet, signing on attendance sheet, obtaining signature of invigilator on answer sheet lies with the examinee.

7. Students will leave all books, notes, loose papers etc. outside the examination area. Possession of any such material will be treated as adoption of unfair means and attract disciplinary action. In order to avoid any loss of belongings, students are advised to carry only those materials and tools that are essential for writing the examination.

8. In case of an open book examination, only the books/study material prescribed by the faculty/invigilator may be carried to the seat.
9. Students will wait until distribution of question papers by the invigilator is over, and will commence writing answers only when the invigilators instructs them to do so.

10. Students must not exchange answer booklets or question papers among themselves.

11. The students are not allowed to communicate in any form whatsoever, whether verbally, through gestures or passing notes, with other students. Trying to read the answer sheets of others is strictly prohibited. A student who allows others to copy or otherwise willfully assist such activities, will be considered as guilty as the student who receives it.

12. The students may only have essential communication with the invigilator, and should try to avoid disturbing the others in the process.

13. Students are not allowed to go out during the examination, unless specifically allowed by the invigilator.

While outside, students must ensure that they do not talk to any other students or access any material, which may lead to a charge of using unfair means.

14. Students must stop writing when the invigilator announces the end of the examination.

15. Students must check that the necessary information has been filled up and any extra sheets have been properly tagged, before submitting the answer sheets to the invigilator. Handing over the answer book will be the sole responsibility of the student. An answer book that has once been taken out of the examination room, will not be accepted in any case.

16. Use of unfair means indiscipline causing disturbance or any other violation of examination norms, will be treated as a serious offence. The invigilator may recommend appropriate action in the unfair means booking forms. COE/ Director will take appropriate decision.

17. In case disciplinary action is required, it will be carried out in accordance with the provision as contained in clause 14 of this Handbook.

18. In all the cases the decision of the invigilator is final and binding on all students.

19. This list not exhaustive and may be added prior to commencement of exams and which needs to be adhered to by all students
1 Kaya Kalp (PDP Com): A Personality Development Programme for grooming and inculcating mannerism amongst the students so as to enable them to perform their best during their ensuing journey in the corporate. The programme will comprise a series of group discussions, debates and personal interview classes. Participation in each of these activities are compulsory for every student otherwise, he or she may not on-campus placement facilities.

2 Students apex Committee (apCom): The Students Apex Committee will consist of the CRs from all the programmes. This will look into broader issues of academic delivery, administrative support, welfare issues, redressal of students' grievances, etc. and will also be responsible for coordination of the activities of other committees, as and when required. Students' ap committee is a democratic body with all its representatives being elected by the students themselves. It is headed by the General Secretary (better known as "G-Sec") who acts as a link between the Student community and the administration. PGDM, PGDM-MKT, PGDM-IB, PGDM-BFS and PGDM-EXE. Course Representatives help the administration with the Academic affairs. Treasurer ensures proper financial management of the Student Body corpus so that various student run activities can be conducted smoothly. Secretaries of the Academic Clubs, Sports Club, Cultural Club and Hostel and Mess are the executive members of the Students apex Committee.

3 Students Placement Committee (PlaceCom): Placements Committee is a student run activity that is actively guided and supported by the Chairman Placements and the Faculty Council. The Placement Committee supports the CCR in carrying out its placement-related activities. It has an active role in consolidating the list of companies for summer and final placements, designing Placement Brochure, and coordinating with the Placement Officers in scheduling and organizing placement interviews, etc. The student co-coordinators are responsible for developing and nurturing relationships with corporations for both recruitment and non-recruitment related activities. These include actively engaging companies on a
regular basis, handling operations during the Placement week and acting as a conduit for Organizations and Industry Leaders to interact with students through Business Talks and Live Corporate Projects.

4 Students Publications Committee (PubCom): The Committee is responsible for maintaining a forum to give vent to the creative energy of the students. It is thus responsible for bringing out the student's section of the newsletter, and contributes to the development and updating of the AIM web page content. Committee of APIM which brings technology to several aspects of a student's life at APIM – be it academic or extra-curricular. It maintains and updates the student's portal and makes the latest content available to them. It engages with the coordinators of all the activities and events on campus to ensure that the site is updated with the latest content. It also works on creating & managing online forums for the next batch of students to ensure they are well updated about APIM before coming to APIM. It performs its pivotal role of connecting the APIM community with multiple stakeholders through several media relation activities. It accomplishes this through its regular corporate newsletters, annual yearbooks and by being the custodian of the institute's online presence across various platforms. It also addresses the needs of internal communication by reporting events, happenings and achievements to the administration, faculty and student community.

5 Students Library Committee (libCom): This committee will collect requirements/suggestions from students and other sources regarding books/CDs/subscriptions/services to be acquired, and come up with suggestions on procedural improvements in the functioning of the library. It will route its ideas through the Institute Library Committee.

6 Extra-Curricular activities Committee (ExCom): This committee is responsible for planning and organizing cultural events, such as quizzes, dramas and skits, social events, competitions, cultural evening etc. It will also facilitate the process of sending participants to events/competitions at other educational institutions, etc. The students to the needs and problems of society and social and economic development. It aims at inculcating a culture of social responsibility among aspiring managers of today through various events within APIM as well as by working with NGOs and corporations on significant projects some of activities are;
(a)-The Literacy Drive (b)-The Newspaper Drive (c)- Blood Donation Camps (d)-Tree Plantation Drives (e)- Old Reusable Materials Donation

7 Co-Curricular activities Committee (CoCom): This committee is responsible for organizing activities related to the management that will provide value addition the academic curriculum. This will include management quizzes, debates, competitions as well as establishment of Management Clubs, Cells, fairs and events. It will work jointly with the Extra-Curricular Activity Committee for the annual Management-cum-Cultural Fest. It will take an active part in arranging guest lectures, industrial visits, seminars, etc. as well as MDP activities. It will also coordinate the participation of our students in external co-curricular events outside, and in seminars/conferences/industry interaction events, etc.

8 Sports Committee (SportCom): This Committee will try to ensure that our future managers maintain a healthy body as they build their healthy corporate minds. Enhancing the spirit of fair competition and team work through games and sports will be organized through regular inter-institute meets, participation in external competitive events, and, of course, the Annual sports day. Works with the vision to imbibe healthy & competitive sporting spirits in the students of APIM amidst the intensive academic rigour.
9 Alumni Committee (AlCom): Alumni Committee are a student run activity that is actively guided and supported by the Chairman Placements and the Faculty Council. The Institute's Alumni are its brand Ambassadors and the interface between the current students and industry. The Committee will coordinate all alumni affairs, including creating, updating and maintaining the Alumni Directory, arranging periodic get-togethers, interaction events such seminars, guest lectures by Alumni etc. It will work in close co-ordination with CCR. This Committee also provides a platform for the alumni to network and interact with the students, faculty members and the management, thereby enhancing the educational experience at the institute and promoting brand APIM in the business world environment. Various events are conducted throughout the year including the annual Alumni re-union, as well as the annual Alumni Night every year.

10 E-Cell (Shaurya Cell): E-Cell are student run activity that is actively guided and supported by the Faculty Council. E-Cell not only encourages the future entrepreneurs of the institute but also provides them with adequate exposure by which they can hone and nurture their idea of a new venture. E-Cell provides them a platform in which the budding entrepreneurs can develop and take their ideas to the level of implementation. e-Cell@ APIM organizes various events throughout the year. It aims at building, encouraging and promoting a conducive environment for developing innovative ideas of entrepreneurial ventures among the young minds within the campus.
STUDENTS' CLUBS

1. **Finance-Club**: Finance Club stimulates logical thinking and spread awareness in the area of Finance and to provide opportunities to put theoretical foundations to practice. A) TWTW- Weekly News Discussion: Finance members pick the most important news from various segments such as Indian Politics and Economy, Global Economy, Banking & Financial Institutions, Equity markets, and Alternative Investments, and discuss their implications in the presence of audiences from the batch. B) Big Bargain: Big Bargain is a live market simulation game that exposes the participants to the live market dynamics pushing them to use their skills to maximize their portfolios. The best part of the game was that everybody could participate, as the game involves common sense more than any financial knowledge.

2. **Human-Resource-Club**: Members of the club invite corporate heads in HR, as well as leading academics to help students gain insights into the latest developments of HR. HR Direction also facilitates live projects, works on increasing corporate interactions and facilitating brain-storming on current issues in the area of Human Resources. HR Direction strives to bring live industry projects.
4 Operations-Club: The unifying platform for the students interested in pursuing a career in the field. Members of team operation are working towards creating awareness and interest about a career in Operations Management. APIM Operations club, the content is targeted at students interested in the Operations field and has a variety of content, including interviews with alumni, career advice and latest developments in the discipline.

5 IT-Club: Information Management club deals with the vast world of Information Management and Consultancy. This club is extremely active in providing students with regular updates in IT, ITES and Information Consulting industry.

6 IBSE-Club: Invite top economists and Industry Expert in the International Business in the country from government, think tanks, and financial institutions. APIM IBE club organized many guest lecture and quizzes.

7 Communication Club: is created by the students of Asia-Pacific Institute of Management, New Delhi under the guidance of their Business Communication faculty members. It aims to provide supportive and progressive experience amongst its members in order to empower them to develop inter-personal communication skills, organizational skills and leadership skills while having a gala time. The students strengthen their own self-image through development of their communication and leadership skills. The events of the club include several public speaking activities such as presentations, debates, extempore, group discussions and academic seminars.
LIBRARY RULES

Circulation:

1. We will provide all course books for all the students of first year as on non returnable basis and second year all course book on returnable basis.

2. Book- borrowing facilities are available to the member of The Library and Information Centre (TLIC) against Bar-coded membership cum Identity card issued to them. Books are issued from the counter on presenting the Bar-coded card. TLIC Membership cum Identity Card is non- transferable. No one is allowed to get books issued on other member's card.

3. New additions can only be issued after completion of technical processing.

4. If only a single copy of a book is available in TLIC, it will not be issued. The same can only be consulted within TLIC. However, as a special case, it may be issued with the permission of the Director.

5. Renewal is not automatic. For renewal, it is necessary to present the book at the counter. If there is a pending demand for the book, the request for renewal may be turned down.

6. The list of new arrivals will be displayed on the notice board and the publications shall be kept on display shelf for a week. Afterwards the new arrivals will be available for issue if not meant for reference.

7. If a book is not returned within the stipulated time as given in TLIC rule Serial No. 12 below, the student will be charged a fine of Rs 5/- per day per book After 10 days, membership will be terminated; students have to apply for fresh membership.

8. In the case of loss of book by the borrower, he / she shall pay late fine as admissible and also replace the book, failing which he/ she shall pay double the cost of the book.

9. If one or more books of a multi-volume set is damaged or lost by a borrower, he / she shall pay late fine as admissible and also replace the entire, failing which he/ she shall pay double the cost of the entire volume.

10. The students are responsible for TLIC card issued to them. Loss of Card should be reported to the Librarian immediately. The
first duplicate card will be issued by charging Rs. 200/- and consequently the second duplicate card may also be issued by charging Rs. 500/-(

11. All members should return the books borrowed from TLIC before they proceed on long leave to avoid late fines beyond due date.

12. Librarian can recall books and publications at any time to meet any urgent requirement.

13. Entitlements: Students: 2 books for 10 days and 8 books from Book Bank for each Term.

14. Timings: Monday to Saturday: 9:00 am to 5:30 pm, TLIC remains closed on Sunday and declared institute holidays.

General:

1. A student will be permitted to enter in TLIC only by presenting his/her card and must sign in/out in the register available at TLIC gate.

2. Members are requested to maintain silence in TLIC and not to disturb others. Smoking, eating, talking, using mobile phones etc., are strictly prohibited in TLIC.

3. Personal belongings are not allowed in TLIC. They can be kept at the entrance. However; members may carry loose papers and a note book.

4. TLIC is fully automated and software generated transactions and reports are authenticated; these should be acceptable in case of any dispute.

5. The passwords provided to access the E-resources should not be forwarded to outsiders.

6. TLIC follows an Open-Access System. Books and other material taken from the stacks should be left by readers on the table for TLIC staff to re-arrange them properly.

7. Members of TLIC should not deface, mark, cut, mutilate or damage the reading material in any way. A student doing so will be fined heavily, apart from being asked to pay the cost of the damaged publication. In case a person repeats the offence for the second time, his/ her ID card will be impounded and the membership shall be terminated.

8. The members are expected to behave decently and maintain the library decorum. Any irregularities should be brought to the notice of the Librarian/ Director for necessary action. Casual dress is not allowed in TLIC.

9. The members are required to check the publications and point out any damages, to the library staff before leaving the circulation counter. After that he/she will be responsible for any damage.

10. The members are requested to check their account after return of any book to library and collect the receipt in case of any type of payment to TLIC.

11. If any student is found indulging in the process of hiding, stealing, or mutilating any book, he/ she will be fined as under and will be subjects to disciplinary action as deemed fit by Director.

(I) Book Hiding: Minimum fine Rs. 250/- plus suspension of TLIC membership for a period of one month. On repetition of the act,
minimum fine of Rs. 500/- plus termination of TLIC membership.

(ii) Book Damaging: Minimum fine of Rs. 500/- plus suspension of TLIC card for a period of one month. On repetition of the act, minimum fine will be Rs. 1000/- plus termination of TLIC membership.

(iii) Book Stealing: Minimum fine of Rs. 2000/- plus recovery of book and suspension of TLIC membership for a minimum period of one Term. On repetition of the act, minimum fine of Rs. 4000/- plus termination of TLIC membership.

(iv) Misbehavior with TLIC staff: Minimum fine will be Rs. 500/- On repetition of the act, minimum fine will be Rs. 1000/- plus termination of TLIC membership.

12. No Dues Certificate will be given only after surrendering the Identity-cum-library card and depositing all TLIC items, books etc.
The Centre for Information Technology (CIT) i.e. the computer lab will remain open from 9.00 A.M to 5.30 P.M, on all working days of the Institute. However, these timing might be changed as and when it is felt to be operationally infeasible. These timings can also be increased as per the requirements.

1. A student is required to show his/ her ID cards to the security guard before entering the Lab.

2. A student is required to fill necessary details in Sign-in-Register as and when he/she enters or exits the lab.

3. Students are not allowed to enter into the lab when their regular class is in progress.

4. It is essential to take permission from the Lab Staff before using a computer. Students cannot simply walk in and start working on any computer.

5. Use of CDs and USB Drives without the prior permission of System Administrator or the concerned faculty is strictly prohibited.

6. Student are Required to scan the external drives with properly prescribed Antivirus before opening any files from institutional laptop or desktop.

7. Students are allowed to use only those software packages that are the part of their course curriculum.

8. The students are required to log out of system as per the instructions and shut off the power as soon as the work is finished.

9. Students are required to maintain discipline in the lab.
   • Changing system properties is not permitted.
   • Group Discussion/ talking is strictly prohibited.
   • Food/ Drinking items are not allowed inside the lab
   • Maintain cleanliness in the lab.
   • Do not leave any paper material (rough / waste) when you finish the work. Use trash or carry it out of lab.
   • To maintain dignity of Lab, proper behavior with the lab
staff as well as with colleagues is expected.

10. In case if a student wishes to use his / her laptop to connect Wi-Fi in the institute premises, then the Antivirus of the laptop must be active otherwise this facility will not be allowed.

11. Friends and visitors are not allowed to accompany students into the lab, without the permission of System Administrator.

12. Playing games or accessing Internet to view improper or non-educational sites is strictly banned.

13. All the major belongings should be left outside with the security guard. However, possession of text book, notebook inside to complete a particular assignment of the course is permitted.

14. Students are expected to be properly dressed inside the lab to maintain the academic environment.

15. Students should not resolve any hardware and software problems on their own. Any problems with the system should be promptly reported to the System Administrator.

16. Prior permission of the instructor or system administrator is required for taking printouts.

17. Use of mobile phone, audio and video devices is strictly prohibited inside the lab.

18. In case of any damage or loss occurring during any loss of the designated lab timing of the class, the student identified as responsible will have to compensate for it. If no individual is identified, the entire class will collectively compensate for the loss/damage.

19. Users found violating the above rules will be fined a minimum of Rs.100/- onwards and may face any other penalty including a suspension from computer lab.

20. The report of any misconduct and violation of Computer Lab Rule shall be immediately reported to Manager (Academics)/Director for necessary action. Depending upon the nature of misconduct Manager (Academics) / Academic Department shall conclude proceeding in expeditious manner and shall take action as per Computer Lab Rules.
1 ELIGIBILITY & REGISTRATION
All students who expect to graduate from the Institute by the end of the academic year 2019-20 and are seeking employment may register for campus placements with the CCR during the month of August 2019.

Campus placement is a facility provided for the students. Students not interested in placements may not register for placement and will need to submit a letter regarding “Placement not required”.

Students having 4 or more course backlogs are advised to improve and register after the end term IV examinations. However, the students are allowed to register in case of non-completion of course/project requirements in their final two terms.

Student Must Obtain a minimum CGPA 5.0 (till the completed term) for being eligible for placement.

2 RESUME
Students are advised to read the announcements made, understand the JD, go through the company website and apply only if interested. CCR may be contacted for help, if any.

Resumes have to be genuine and any student found violating this rule will be debarred from the placement process for the rest of the academic year. All resumes should be proper format and should not be more than 600 MB. Resumes not meeting this criteria may not be sent to the recruiters.

3 PRE-PLACEMENT TALK (PPT)
Notices of the PPT will be published/circulated well in advance.

Students interested in a particular company, must attend its PPT without fail. Students must be dressed in corporate attire and should occupy the venue 15-minutes before the scheduled start of the PPT.

Attendance will be recorded and only those students who have attended a particular PPT will be eligible to apply for that company.
During PPT students must clarify details regarding salary break-up, job profile, place of work, bond details etc with the companies.

Students can voluntarily opt out from the selection process of a particular company, after sitting through it's PPT, and not thereafter. If he/she does so, they may be debarred from the placements.

4 PLACEMENT PROCESS

Each student will be allowed to appear in 6 interviews (maximum). In case short listed for an interview, the student MUST appear for the interview and. Every short listing will be considered as one attempt.

Any student found to malign / hamper selection chances of any other student in any way will be DEBARRED from the placement process.

In case of any adverse comment/remark from the recruiting company, the student will be immediately taken out of the placement, pending decision from the Institute management and endorsed by the Director.

It is the responsibility of the student to check announcements/notices/ updated information/short listed names etc. in the notice boards of Placement Office/website. Students are expected to be in time as per the announcements.

ATTENDANCE & PUNCTUALITY:

a) A student who applies and gets short listed is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the midst of a selection process will be debarred from placement for the rest of the academic year.

b) Late Comers for Aptitude Test/ GD/ Interview may not be allowed to appear for the selection process.

DISCIPLINE:

Students should maintain discipline and show ethical behaviour in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute name will be debarred from the placements for the rest of the academic year. Placements Guidelines

a) Students found cheating or misbehaving in the selection process (PPT / Test / GD / Interview) will be debarred from the placements for the rest of the academic year.

5 JOB OFFERS / PRE PLACEMENT OFFERS:

a) The student should inform CCR if they have got PPO. Failure to do so will render the student debarred form the placement process.

b) The Student has to send his/her acceptance of the PPO through the CCR only. Such students will not be allowed to sit for further placement process.

MULTIPLE OFFERS:

Each student is eligible for only one job offer.

a) If a student receives more than one offer owing to delays in the announcements of results by the companies, the student is bound to accept the job offer whose results are declared earlier.

b) If the results are declared on the same day, the student may choose from the offers in hand and inform the placement office of his choice, within 24 hrs of announcement of results.

Every student who is selected by a company is out of placement thereafter. A de-registered student can be re-registered only on a case to case basis, at the discretion of CCR.
OFFER OF JOB: Offers received from companies must be collected as per timings in circular / notice. The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student. In case offers are received directly by the student from the company, the same must be intimated to the Placement office with the copy of the offer.

6 MISCELLANEOUS

JOINING STATUS: In case, students decide not to join the company, they should inform the company in writing with reasons, in consultation with CCR. They are also required to submit a copy of that letter to the Placement Office.

DRESS CODE: Students must be formally dressed whenever they participate in any sort of interaction with a company. This office reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory.

IDENTITY CARDS: Students must bring their identity cards with them whenever they go through a placement process.

For all matters not covered by the above regulations, the CCR will use its discretion to take appropriate decisions.
## LIST OF HOLIDAYS

<table>
<thead>
<tr>
<th>Name of the Holiday</th>
<th>Date</th>
<th>Day</th>
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<tbody>
<tr>
<td>Republic Day</td>
<td>26th January, 2019</td>
<td>Saturday</td>
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<tr>
<td>Holi</td>
<td>21st March, 2019</td>
<td>Thursday</td>
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<tr>
<td>Id-Ul-Fitar</td>
<td>05th June, 2019</td>
<td>Wednesday</td>
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<tr>
<td>Independence Day</td>
<td>15th August, 2019</td>
<td>Thursday</td>
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<tr>
<td>Mahatama Ghandhi’s Birthday</td>
<td>02nd October, 2019</td>
<td>Wednesday</td>
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<td>Dussehra</td>
<td>08th October, 2019</td>
<td>Tuesday</td>
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<tr>
<td>Diwali</td>
<td>26th October, 2019</td>
<td>Saturday</td>
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<tr>
<td>Christmas Day</td>
<td>25th December, 2019</td>
<td>Wednesday</td>
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GUIDELINES ON SUMMER INTERNSHIP AND PROJECT REPORT

1. The prescribed Summer Internship period is eight to ten weeks from mid-April to mid-June every year.
2. The process for pursuing summer internship which is to be undertaken at the end of the first year is more or less identical to the final placement process.
3. Apart from availing of the opportunities to do internship in companies through the campus process, students also have the freedom to choose companies on their own.
4. CCR will ensure that every student will have a Summer Internship opportunity in his/her chosen stream of specialization.
5. To ensure that selected students are available to the recruiter, “one student – one company” rule is implemented, where once the final offer is made to a student, he/she has to accept that offer and cannot choose any other offer.
6. During the internship/training, a student is expected to learn about the organization and analyze and suggest solutions to a live problem.
7. The student should ensure that the data and other information used in the study report is obtained with the permission of the institution concerned. The students should also behave ethically and honestly with the organisation.
8. The student, on arrival to his place of SIP, should:
   (a) Inform the faculty guide (copy to CCR) of his Company and Supervisor’s name, telephone and email etc.
   (b) Conjure a research problem (in consultation with his
Company supervisor) within 10 days so that there is time to gather data and understand the problem. It shall help in coming out with a genuine chapter II. Such Research Problem must be shared with the faculty supervisor along with a Synopsis (maximum two pages standard MS-word Format. Broad areas to cover in synopsis- Title, Introduction, need and relevance, primary and secondary objectives of the study, expected outcome and plan of action) as per the timeline.

(c) He/She should send an Interim Report to his faculty supervisor at the end of 4 weeks or as instructed by the SIP Chairperson.

9. The report (based on training and the problem/project studied) prepared by the student will be known as Summer Internship Project Report. The report should ordinarily be based on primary data. It should reflect in depth study of micro problem, ordinarily assigned by the organization where student undergoes training. Relevant tables and bibliography should support it.

10. One comprehensive chapter must be included about the organization where the student has undergone training. This should deal with brief history of the organization, its structure, performance, products/services and problems faced. This chapter will form part I of the Report. Part II of the Report will contain the study of micro research problem. The average size of Report ordinarily will be 75 to 100 typed pages in standard font size (12) and double spacing. One neatly typed hard bound copy (along with soft copy (in CD)) of the report should be submitted to the Institute. The report should be typed on A-4 size paper.

11. The Report will have two certificates. One by the Faculty Supervisor of the Institute and the other by the Reporting Officer of the organization where the student has undergone training. These two certificates should be attached in the beginning of the report.

12. The evaluation will have two parts of 100 marks each aggregating 200 marks as detailed below: Faculty supervisor – 100 marks; Presentation (15-20 minutes) – 100 marks.

13. It is mandatory that the student will make presentation in the presence of teachers and students. The student is expected to answer to the queries and questions raised in such a meeting.
FORMAT AND ORDER OF THE REPORT (SIP)

Font – Times New Roman, Paper size – A4
Font Size – 16 for front page, 12 for the rest of the report.
Line spacing – Double Margins – Standard MS-Word
Number of pages – 75-100 (minor deviations allowed)
Binding – Hard Cover (Navy Blue with Golden text)

ORDER OF REPORT
Cover Page followed by Certificate from the Company.
Certificate (from project guide/Institute) followed by Declaration (of student)
Acknowledgement (Student may thank all those who helped him in the project)
Preface, if any.
Table of Contents (in three columns viz. S. No. Description, Page No.)
List of Tables
List of Figures (in three columns viz. S.No., Description, Page No.)
List of Abbreviations and Acronyms

PART I
This should deal with brief history of the organization, its structure, performance products/services and problems faced (Introduction, Objective of the project, Scope of project, supplementing and introducing the text and indicating a point of view to be adopted by the reader)

PART II (will contain the study of micro research problem)
Research Problem
Research Methodology
Limitations of the study
Findings and recommendations
Conclusion Bibliography
Appendices (if any)

METHODOLOGY FOR WRITING REPORT
Identify clearly the live problem the company is facing where you did your Summer Training.
Study about the Company and the Industry.
Proceed in the order as given in the previous page.
Data Collection should generally be primary.
Data interpretation should be relevant to your 'live problem'
Proceed with report writing. Keep your project guide informed about the developments at various stages and from time to time.

DEADLINE FOR SUBMISSION OF REPORT IS TO BE ADHERED AT ALL COST AS AND WHEN ADVISED. DELAY WILL ENTAIL SEVERE PENALTY.
OTHER GUIDELINES (SIP)

Students who are interested in Summer Internship through CCR would have to register with the Centre for Corporate Relations (CCR) by filling up the Summer Internship Registration Form, as given in the Student Handbook, i.e. Form No. 4.

Report should be submitted in the first week of July, 2019 (or as per date notified by the Institute). Presentation (viva-voce) would be arranged and conducted between second and third week of July 2019.

Absence from the scheduled session for the presentation (viva-voce) would be resulted into the disqualification of the student from evaluation.

Each candidate will have a time slot of 15-20 minutes for the presentation (viva-voce). The evaluation of presentation (viva-voce) will have the following criteria:

a. Time Management 10
b. Presentation Style 15
c. Knowledge Quotient 30
d. Rationale 15
e. Analysis and Recommendations 30

Total: 100

Grades will be awarded as per the grading system of the Institute.

The project-presentation would fall under either of the two categories:

ACCEPTED

NOT ACCEPTED **

** The students, who get NOT ACCEPTED, will have to rewrite and present their report again to the evaluation committee.

Each student will submit one hard copy of the project report (Summer Training) in the recommended format to the Manager (Academics) and soft copy in a CD.

The students are advised to keep a copy of the report with them, as the copy submitted to the Institute will not be returned.

The report must follow the structure outlined in the earlier pages.

The report will be accepted by the Manager (Academics) only when it
has been certified by the concerned company guide that it is the original work of the student. (Vide: 3. Formats of Certificates)

The final draft of project-report should be completed during the Summer Placement itself. Students will complete the writing / typing / computer work by themselves.

If any material in the report is picked up from a source and the source name is not referenced in the Bibliography section then it will be treated as a case of plagiarism.

Wherever a questionnaire has been used during the summer training, a sample copy of the questionnaire should be attached in the Appendix of the report.

Students are advised to maintain a diary and record of daily events.
SUMMER INTERNSHIP PROJECT REPORT
ON

SUBMITTED TO
ASIA-PACIFIC INSTITUTE OF MANAGEMENT,
NEW DELHI

IN PARTIAL FULLFILMENT OF THE REQUIREMENTS
FOR THE AWARD OF
POST GRADUATE DIPLOMA IN MANAGEMENT

UNDER THE GUIDANCE OF
(DR. / MR. / MS. ..........................)

SUBMITTED BY:
(NAME OF THE STUDENT)
STUDENT ID/Roll NUMBER
PGDM BATCH ..............
ON (DATE)
This is to certify that Mr. / Ms. .................................................,
Roll number / Student ID .........................................., a student of PGDM in
Asia-Pacific Institute of Management, New Delhi, has carried out the
Summer Internship Project work presented in this report titled
“.................................................................” for
the award of Post Graduate Diploma in Management for
the Academic Batch 2019 -21, under my guidance.

(Signature)

Name of the Project Guide

Date:
FORM NO. 1

ASIA-PACIFIC INSTITUTE OF MANAGEMENT
Registration Form (Term-1): PGDM / PGDM-MKT / PGDM-IB / PGDM-BFS (2019-21)

Name: ........................................ Programme ................................ Roll No. ..............................
S/O, D/O, W/O ........................................ Mother’s Name ........................................
Date of Birth ........................................ Age ........................................ Blood Group ........................................
Email Address ........................................ Religion ........................................
Category (SC/ST/OBC/GEN)........................ Tel.
Local Address: ........................................ Pin Code ........................................
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FORM NO. 2

ASIA-PACIFIC INSTITUTE OF MANAGEMENT
Registration Form (Term-2 to Term-6): PGDM / PGDM-MKT / PGDM-IB / PGDM-BFS (2019-21)

Batch: ............................................ Academic Session: ............................................ Term: ..............
Name: .......................................................... Programme ..........................................................
Roll No. .......................................................... S/O, D/O, W/O ..........................................................
Mother’s Name .......................................................... Date of Birth ..........................................................
Email Address .......................................................... Age ..........................................................
Religion .......................................................... Blood Group..........................................................
Local Address: ................................................................................................................................................................
....................................................................................................................................................................................
Pin Code.......................................................... Tel. No. .......................................................... (Student) Mobile No. ..........................................................
Permanent Address: ....................................................................................................................................................
....................................................................................................................................................................................
Pin Code.......................................................... Tel. No. (with STD Code) ..........................................................
Emergency Contact No of Parent ..........................................................

I hereby declare that the information as furnished above is correct to the best of my knowledge and belief. I have received the students' handbook and I undertake to fully abide by the Rules and Regulations of the Handbook/Institute as existing or as modified by the competent authority the Institute from time to time. I further undertake not to indulge in ragging or get ragged or remain passive spectator to ragging; instead I will notify the same to appropriate authority. The ruling of the Hon’ble Supreme Court regarding ragging has been fully explained to me by the Institute authorities. I further undertake that I shall attach top priority to attending classes, guest lectures, and all area activities and shall attend not less than 85% of the classes and all activities held to attain requisite attendance in core academics to be eligible for appearing in End-Term Exam, failing which I may be debarred/ detained. I also undertake to submit prior permission of competent authority for placement, co-curricular or any related activity if undersigned misses classes for same.

Further I undertake that if I fail to attain 85% attendance in Term-2 / 3 /4 / 5 / 6, (Please tick Term) I will be detained from appearing in End-Term Exam.

(Attach a Photocopy of the Fee receipt)

Date: ...................... (Name and Signature of Parent) ...................... (Signature of the Student) ......................

Signature: ACP (Academics) / Manager Academics

REGISTRATION CONFIRMATION SLIP

Name: .......................................................... Roll No.: ............................................ Term: ............................................
Fee Deposited on* (date) .......................................................... vide Receipt No. ............................................ dated
............... ............................................
(*Attach a Photocopy of the Fee receipt)

Signature: ACP (Academics) / Manager Academics Date: ......................
FORM NO. 3

ASIA-PACIFIC INSTITUTE OF MANAGEMENT

Information for Absence (In conjunction with Clause # 8 and Clause # 18 of this Handbook)

Date: ...........................

To,
The Director
Asia-Pacific Institute of Management
3and4, Institutional Area, Jasola,
New Delhi-110025

Dear Sir,

I will miss the following classes due to the activities listed below:
.........................................................................................................................................................................................
.........................................................................................................................................................................................
.........................................................................................................................................................................................

Name: .................................................................................. Roll No.: .............................  Signature:   ............................

Co-curricular Incharge / Faculty Programme Director

Note:
1. Please fill the detail of missed classes and its duration clearly.
2. Please get the signature (approval) of all concerned authority.
3. Please attach documentary proof for exemption of attendance if any.

1. The duly filled and signed information form may be submitted to Manager (Academics)/ Academic Department only then the process may be considered to be completed.
2. The students are required to submit the above form prior to proceeding on any activity, otherwise they may be marked absent.
3. Post facto approval of attendance exemption may not be valid.
4. The onus of fulfilling all formalities lies with the student.

Academics Department
ASIA-PACIFIC INSTITUTE OF MANAGEMENT

Summer Internship Project – Registration Form

Name: .......................................................................................................................................................... Roll No.: .........................

Contact details during Summer Internship (Phone No.): ..........................................................................................

e-mail: ..........................................................................................................................................................

Summer Internship Project Title:

..........................................................................................................................................................................................

Organization Name of the Organizational Guide Address:

..........................................................................................................................................................................................
..........................................................................................................................................................................................
..........................................................................................................................................................................................

Phone: ................................................. Fax: ................................................. Mobile: ..................................................

e-mail: .............................................................................................................................................................................

Date of Joining Summer Internship:

Expected Date of Completion:

Total No. of weeks of Summer Internship (planned)

Date: ................................................. Signature of Student: .................................................
FORM NO. 5

ASIA-PACIFIC INSTITUTE OF MANAGEMENT

No-Dues Certificate

Date: .........................

Programme: ............................................................................. Roll No. : ......................................

Name (Mr. / Ms. / Mrs.): ...................................................................................................................................................

has cleared all his/her dues with respect to the following departments.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Department</th>
<th>Signature of Concerned Officer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Computer Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Academics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The student must obtain clearance from the above departments and submit the form back for settlement of final dues to Manager (Academics) / ACP (Academics).

Remarks:  
Signature: ................................. Date: ..........................  
ACP (Academics) / Manager (Academics)

Remarks:  
Signature: ................................. Date: ..........................  
Sr. Manager (Accounts)

RECEIPT

Received a sum of Rs. ................................ (Rupees).....................................................................................................

as final settlement of dues from Asia-Pacific Institute of Management, New Delhi.

Date: ...............................  Signature of the student
# ASIA-PACIFIC INSTITUTE OF MANAGEMENT

## Unfair Means Booking Form

<table>
<thead>
<tr>
<th>Student's Name:</th>
<th>Roll No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme:</td>
<td>Batch:</td>
</tr>
<tr>
<td>Date and Time of Examination:</td>
<td>Term:</td>
</tr>
<tr>
<td>Exam Subject:</td>
<td>Name of Invigilator / Faculty:</td>
</tr>
</tbody>
</table>

**A.** Detail of Miscount / Booking Time and Date (Please attach documentary evidence if any): 
Signature of the Invigilator / Faculty

**B.** Brief statement by the student using unfair means: Signature of the Student

**C.** Temporary punishment if awarded: Invigilator / Faculty / COE / Manager (Academics) / Academics Department

**D.** Recommendation for further action: Invigilator / Faculty / COE / Manager (Academics) / Academics Department

**E.** Decision:

Director
FORM NO. 7

ASIA-PACIFIC INSTITUTE OF MANAGEMENT

UNDEARTAKING
(On stamp paper of Rs.10)

I, ............................................. S/O, D/O, W/O ....................................................

R/O  ........................................................................................................................................

........................................................................................................................................having

taken admission in the Program .........................................................................................

............................................. has read and understood the contents of this

handbook and solemnly swear to abide unconditionally by the guidelines laid

out.

Signature of Student  Signature of Parent/Guardian
## ACADEMIC CALENDAR

### PGDM

## Academic Year 2019-20

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Event</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registration for Term-1</td>
<td>Wednesday</td>
<td>19th June 2019</td>
</tr>
<tr>
<td>2</td>
<td>Induction Programme</td>
<td>Thursday</td>
<td>20th June 2019</td>
</tr>
<tr>
<td>3</td>
<td>Orientation Programme and Foundation Course</td>
<td>Friday</td>
<td>21st June, 2019</td>
</tr>
<tr>
<td>4</td>
<td>Closing Ceremony-Orientation Program</td>
<td></td>
<td>28th June 2019</td>
</tr>
</tbody>
</table>

### June 2019

5  Last date for Submission of Fees for Term 4 (3rd Installment)  Monday  1st July, 2019
6  Registration for Term-4                                           Monday  1st July, 2019
7  Commencement of regular classes- Terms 1 & 4                      Monday  1st July, 2019
8  Elections of Class Representatives & Formation of Committees for Clubs(2016-18)  Wednesday  10th July, 2019
9  Placement Training Activity (CCR) - 2nd Year 12.20 p.m. to 1.50 p.m.  Thursday  11th July, 2019
10 Open House Session by Academics Chairperson                        Wednesday  17th July, 2019
11 Placement Training Activity (CCR) - 2nd Year 12.20 p.m. to 1.50 p.m.  Thursday  18th July, 2019
12 Ethnic Diversity Celebration Day (Area - COMM)                    Wednesday  24th July, 2019
13 Placement Training Activity (CCR) - 2nd Year 12.20 p.m. to 1.50 p.m.  Thursday  25th July, 2019
14 Fresher's Party-(2019-21) Batch                                     Friday   26th July, 2019
15 SIP Presentation                                                    Wednesday  31st July, 2019

### August 2019

16 Mid-Term Examination                                               Monday-Saturday  5th-10th August, 2019
17 Placement Training Activity (CCR) - 2nd Year 12.20 p.m. to 1.50 p.m.  Thursday  11th August, 2019
18 Open House Session by Academics Chairperson                        Wednesday  14th August, 2019
19 Holiday (Independence Day)                                          Thursday  15th August, 2019
20 Mark Quest 2019 (Area Marketing)                                   Wednesday  21st August, 2019
21 Placement Training Activity (CCR) - 2nd Year 12.20 p.m. to 1.50 p.m.  Thursday  22nd August, 2019

---

Student hand book Academic Calender 2019
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Day</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-23 July</td>
<td>INDUSTRY VISIT - Banking, Finance and Accounting Terminology (Area: Finance)</td>
<td>Wednesday</td>
<td>28th August, 2019</td>
</tr>
<tr>
<td>24</td>
<td>Placement Training Activity (CCR) - 2nd Year 12.20 p.m. to 1.50 p.m.</td>
<td>Thursday</td>
<td>29th August, 2019</td>
</tr>
<tr>
<td>25</td>
<td>Student’s seminar TECHFERENCE’19 (Emerging Technologies and their impact on business)(Area: IT)</td>
<td>Wednesday</td>
<td>4th September, 2019</td>
</tr>
<tr>
<td>26-27 May</td>
<td>Placement Training Activity (CCR) - 2nd Year 12.20 p.m. to 1.50 p.m.</td>
<td>Thursday</td>
<td>5th September, 2019</td>
</tr>
<tr>
<td>28</td>
<td>Quiz (Area: OMDS)</td>
<td>Wednesday</td>
<td>11th September, 2019</td>
</tr>
<tr>
<td>29</td>
<td>Placement Training Activity (CCR) - 2nd Year 12.20 p.m. to 1.50 p.m.</td>
<td>Thursday</td>
<td>12th September, 2019</td>
</tr>
<tr>
<td>30</td>
<td>Antardwand- Inter-section Debate Competition (AREA - COMM)</td>
<td>Wednesday</td>
<td>18th September, 2019</td>
</tr>
<tr>
<td>31-32</td>
<td>Last teaching day of the Term-1 &amp; 4</td>
<td>Friday</td>
<td>20th September, 2019</td>
</tr>
<tr>
<td>33</td>
<td>Preparatory Leave for End-Term Examination</td>
<td>Saturday</td>
<td>21st September, 2019 &amp; 22nd September, 2019</td>
</tr>
<tr>
<td>34</td>
<td>End-Term Examination</td>
<td>Monday to Friday</td>
<td>23rd September, 2019-27th September, 2019</td>
</tr>
<tr>
<td>34</td>
<td>Last date for Submission of Fees for Term 2 &amp; 5</td>
<td>Tuesday</td>
<td>1st October, 2019</td>
</tr>
<tr>
<td>35</td>
<td>Holiday (Mahatma Gandhi’s Birthday)</td>
<td>Wednesday</td>
<td>2nd October, 2019</td>
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<tr>
<td>36-37</td>
<td>Commencement for Terms 2 &amp; 5</td>
<td>Thursday</td>
<td>3rd October, 2019</td>
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<tr>
<td>38-39</td>
<td>Placement Training Activity (CCR) - 2nd Year 12.20 p.m. to 1.50 p.m.</td>
<td>Thursday</td>
<td>3rd October, 2019</td>
</tr>
<tr>
<td>38</td>
<td>Holiday (Dussehra)</td>
<td>Tuesday</td>
<td>8th October, 2019</td>
</tr>
<tr>
<td>39</td>
<td>Eminent Speaker Series CCR Activity For Term-2 &amp; 5</td>
<td>Wednesday</td>
<td>9th October, 2019</td>
</tr>
<tr>
<td>40</td>
<td>Placement Training Activity (CCR) - 2nd Year 12.20 p.m. to 1.50 p.m.</td>
<td>Thursday</td>
<td>10th October, 2019</td>
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<tr>
<td>41</td>
<td>AD- Mad Show (Area: Marketing)</td>
<td>Wednesday</td>
<td>16th October, 2019</td>
</tr>
<tr>
<td>42</td>
<td>Dissertation Briefing for Batch 2018-20 4.15 p.m. (Term-5)</td>
<td>Thursday</td>
<td>17th October, 2019</td>
</tr>
<tr>
<td>43</td>
<td>Workshop on &quot;Voice Modulation&quot; (Area: IBSE)</td>
<td>Wednesday</td>
<td>23rd October, 2019</td>
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<tr>
<td>44</td>
<td>Placement Training Activity (CCR) - 2nd Year 12.20 p.m. to 1.50 p.m.</td>
<td>Thursday</td>
<td>24th October, 2019</td>
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<tr>
<td>45-46</td>
<td>Holiday (Diwali)</td>
<td>Saturday</td>
<td>26th October, 2019</td>
</tr>
<tr>
<td>46</td>
<td>Reading a Balance Sheet - Manufacturing (Area: Finance)</td>
<td>Wednesday</td>
<td>30th October, 2019</td>
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<tr>
<td>47-48</td>
<td>Result Declaration Terms 1 &amp; 4</td>
<td>Monday</td>
<td>4th November, 2019</td>
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<tr>
<td>48-49</td>
<td>Panel Discussion (Area: OB/HR)</td>
<td>Wednesday</td>
<td>6th November, 2019</td>
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<tr>
<td>49</td>
<td>Placement Training Activity (CCR) - 2nd Year 12.20 p.m. to 1.50 p.m.</td>
<td>Thursday</td>
<td>7th November, 2019</td>
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<tr>
<td>50</td>
<td>Foundation Day</td>
<td>Saturday</td>
<td>9th November, 2019</td>
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<tr>
<td>51-52</td>
<td>Mid-Term Examination Term-2 &amp; 5</td>
<td>Monday-Friday</td>
<td>11th-16th November, 2019</td>
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<tr>
<td>52-53</td>
<td>Open House Session by Academics Chairperson</td>
<td>Wednesday</td>
<td>20th November, 2019</td>
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<tr>
<td>53</td>
<td>Placement Training Activity (CCR) - 2nd Year 12.20 p.m. to 1.50 p.m.</td>
<td>Thursday</td>
<td>21st November, 2019</td>
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November 2019

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<tr>
<th>Date</th>
<th>Event</th>
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<th>Notes</th>
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<tbody>
<tr>
<td>67-68</td>
<td>OPEN HOUSE SESSION BY ACADEMICS CHAIRPERSON</td>
<td>Monday-Friday</td>
<td>11th-16th November, 2019</td>
</tr>
<tr>
<td>53</td>
<td>Placement Training Activity (CCR) - 2nd Year 12.20 p.m. to 1.50 p.m.</td>
<td>Thursday</td>
<td>21st November, 2019</td>
</tr>
<tr>
<td>Week</td>
<td>Event Description</td>
<td>Day</td>
<td>Date</td>
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<tr>
<td>54</td>
<td>Mini Market (Area - Marketing)</td>
<td>Wednesday</td>
<td>27th November, 2019</td>
</tr>
<tr>
<td>55</td>
<td>Placement Training Activity (CCR) - 2nd Year</td>
<td>Thursday</td>
<td>28th November, 2019</td>
</tr>
<tr>
<td></td>
<td>12.20 p.m. to 1.50 p.m.</td>
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</tr>
<tr>
<td>56</td>
<td>Eminent Speaker Series CCR Activity For Term-2 &amp; 5 / INDUSTRY VISIT</td>
<td>Wednesday</td>
<td>4th December, 2019</td>
</tr>
<tr>
<td>57</td>
<td>Placement Training Activity (CCR) - 2nd Year</td>
<td>Thursday</td>
<td>5th December, 2019</td>
</tr>
<tr>
<td></td>
<td>12.20 p.m. to 1.50 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>Workshop on “Data Analytics” or “Importance of ERP in Organisations” (Area-IT)</td>
<td>Wednesday</td>
<td>11th December, 2019</td>
</tr>
<tr>
<td>59</td>
<td>Placement Training Activity (CCR) - 2nd Year</td>
<td>Thursday</td>
<td>12th December, 2019</td>
</tr>
<tr>
<td></td>
<td>12.20 p.m. to 1.50 p.m.</td>
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</tr>
<tr>
<td>60</td>
<td>Last Teaching day of the Term -2&amp;5</td>
<td>Saturday</td>
<td>21st-22nd December, 2019</td>
</tr>
<tr>
<td>61</td>
<td>Preparatory Leave For End-Term Examination</td>
<td>Monday-Friday</td>
<td>23rd - 31st December, 2019</td>
</tr>
<tr>
<td>62</td>
<td>End-Term Examination Term - 2&amp;5</td>
<td>Wednesday</td>
<td>25th December, 2019</td>
</tr>
<tr>
<td>63</td>
<td>Holiday (Christmas)</td>
<td></td>
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</tbody>
</table>

**December 2019**

<table>
<thead>
<tr>
<th>Week</th>
<th>Event Description</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>64</td>
<td>Registration for Terms 3 &amp; 6</td>
<td>Thursday</td>
<td>2nd January, 2020</td>
</tr>
<tr>
<td>65</td>
<td>Commencement of regular classes- Terms 3 &amp; 6</td>
<td>Friday</td>
<td>3rd January, 2020</td>
</tr>
<tr>
<td>66</td>
<td>Lecture by eminent practitioner (Area - OMDS)</td>
<td>Wednesday</td>
<td>8th January, 2020</td>
</tr>
<tr>
<td>67</td>
<td>Placement Training Activity (CCR) - 2nd Year</td>
<td>Thursday</td>
<td>9th January, 2020</td>
</tr>
<tr>
<td></td>
<td>12.20 p.m. to 1.50 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68</td>
<td>Annual Sport Meet</td>
<td>Wednesday &amp; Thursday</td>
<td>15th-16th January, 2020</td>
</tr>
<tr>
<td>69</td>
<td>CCR Activity INDUSTRY VISIT</td>
<td>Wednesday</td>
<td>22nd January, 2020</td>
</tr>
<tr>
<td>70</td>
<td>Placement Training Activity (CCR) - 2nd Year</td>
<td>Thursday</td>
<td>23rd January, 2020</td>
</tr>
<tr>
<td></td>
<td>12.20 p.m. to 1.50 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>72</td>
<td>Holiday (Republic Day)</td>
<td>Sunday</td>
<td>26th January, 2020</td>
</tr>
<tr>
<td>73</td>
<td>Best Practices of HR:Presentation Competition (Area - OB/HR)</td>
<td>Wednesday</td>
<td>29th January, 2020</td>
</tr>
<tr>
<td>74</td>
<td>Saraswati Puja</td>
<td>Thursday</td>
<td>30th January, 2020</td>
</tr>
</tbody>
</table>

**January 2020**

<table>
<thead>
<tr>
<th>Week</th>
<th>Event Description</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>75</td>
<td>Result Declaration Terms 2 &amp; 5</td>
<td>Monday</td>
<td>3rd February 2020</td>
</tr>
<tr>
<td>76</td>
<td>Workshop on Tally (Area - Finance)</td>
<td>Wednesday</td>
<td>5th February, 2020</td>
</tr>
<tr>
<td>77</td>
<td>Placement Training Activity (CCR) - 2nd Year</td>
<td>Thursday</td>
<td>6th February, 2020</td>
</tr>
<tr>
<td></td>
<td>12.20 p.m. to 1.50 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>Viva-Voce / Presentation of Dissertation 2018-20</td>
<td>Friday</td>
<td>7th February, 2020</td>
</tr>
<tr>
<td>79</td>
<td>Mid-Term Examination (For Term 3)</td>
<td>Monday -Thursday</td>
<td>10th-13th February, 2020</td>
</tr>
<tr>
<td>80</td>
<td>Open House Session by Academics Chairperson</td>
<td>Wednesday</td>
<td>12th February, 2020</td>
</tr>
<tr>
<td>81</td>
<td>Placement Training Activity (CCR) - 2nd Year</td>
<td>Thursday</td>
<td>13th February, 2020</td>
</tr>
<tr>
<td></td>
<td>12.20 p.m. to 1.50 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>82</td>
<td>Eminent Speaker Series CCR Activity</td>
<td>Monday</td>
<td>17th February, 2020</td>
</tr>
</tbody>
</table>

**February 2020**
86  Eminent Speaker Series CCR Activity For Term-2 / INDUSTRY VISIT
     Wednesday  19th February, 2020
87  Placement Training Activity (CCR) - 2nd Year
     Thursday  20th February, 2020
     12.20 p.m. to 1.50 p.m.
88  Last Teaching Day of Term - 6
     Friday  21st February, 2020
89  End-Term Examination Term - 6
     Saturday-Wednesday  24th -29th February, 2020
90  Extempore Speech on:“Internal and External Instability”
     (Area - IBSE)
     Wednesday  27th February, 2020
91  Farewell Party--- 2018-20 batch
     Friday  28th February, 2020

March 2020

92  Eminent Speaker Series/ CCR Activity     INDUSTRY VISIT
     Wednesday  4th March, 2020
93  Panel discussion by experts on Role of Soft skills in
     professional world. (Area - COMM)
     Wednesday  11th March, 2020
94  Open House Session by Academics Chairperson
     Wednesday  18th March, 2020
95  Holiday (Holi)
     Thursday  10th March, 2020
96  Last Teaching Day Of Term - 3
     Friday  24th March, 2020
97  Preparatory Leave for End-Term Examination
     Saturday  25th March, 2020
98  End-Term Examination-Term 3
     Thursday-Tuesday  26th-31st March, 2020
99  Result declaration Term - 6
     Friday  30th March, 2020

April 2020

100  Summer Internship Project (SIP) (2019-21)
     Monday  April-June 2020
101  Re-Appear Examinations For (2018-20) Batch
     Monday  13th April, 2020
102  Declaration of Result   End-Term - 3
     Monday  20th April, 2020
103  Annual Convocation
     Thursday  30th April, 2020
### AREA WISE ACTIVITIES CALENDER

#### Area- Activities 2019-21

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Elections of Class Representatives &amp; Formation of Committees for Clubs(2016-18)</td>
<td>10th July, 2019</td>
</tr>
</tbody>
</table>

#### Academics-Activities 2019-21

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open House Session by Academics Chairperson</td>
<td>17th July, 2019</td>
</tr>
<tr>
<td>2</td>
<td>Open House Session by Academics Chairperson</td>
<td>14th August, 2019</td>
</tr>
<tr>
<td>3</td>
<td>Open House Session by Academics Chairperson</td>
<td>20th November, 2019</td>
</tr>
<tr>
<td>4</td>
<td>Open House Session by Academics Chairperson</td>
<td>12th February, 2020</td>
</tr>
<tr>
<td>5</td>
<td>Open House Session by Academics Chairperson</td>
<td>18th March, 2020</td>
</tr>
</tbody>
</table>

#### Finance Area- Activities 2019-21

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Banking, Finance and Accounting Terminology</td>
<td>28th August, 2019</td>
</tr>
<tr>
<td>2</td>
<td>Reading A Balance Sheet - Manufacturing</td>
<td>30th October, 2019</td>
</tr>
<tr>
<td>3</td>
<td>Workshop on Tally</td>
<td>5th February, 2020</td>
</tr>
</tbody>
</table>

#### IT Area- Activities 2019-21

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student's seminar TECHERENCE'19 (Emerging Technologies and their impact on business)</td>
<td>4th September, 2019</td>
</tr>
<tr>
<td>2</td>
<td>Workshop on “Data Analytics“ or “Importance of ERP in Organisations”</td>
<td>11th December, 2019</td>
</tr>
</tbody>
</table>
### OMDS Area- Activities 2019-21

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quiz</td>
<td>11th September, 2019</td>
</tr>
<tr>
<td>2</td>
<td>Lecture by eminent practitioner</td>
<td>8th January, 2020</td>
</tr>
</tbody>
</table>

### IBSE Area- Activities 2019-21

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Workshop on &quot;Voice Modulation&quot;</td>
<td>23rd October, 2019</td>
</tr>
<tr>
<td>2</td>
<td>Extempore Speech on:&quot;Internal and External Instability.&quot;</td>
<td>27th February, 2020</td>
</tr>
</tbody>
</table>

### Human Resource (HR/OB) Area- Activities 2019-21

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Panel Discussion</td>
<td>6th November, 2019</td>
</tr>
<tr>
<td>2</td>
<td>Best Practices of HR: Presentation Competition</td>
<td>29th January, 2020</td>
</tr>
</tbody>
</table>

### Marketing Area- Activities 2019-21

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mark Quest 2019</td>
<td>21st August, 2019</td>
</tr>
<tr>
<td>2</td>
<td>AD- Mad Show</td>
<td>16th October, 2019</td>
</tr>
<tr>
<td>3</td>
<td>Mini Market (Area - Marketing)</td>
<td>27th November, 2019</td>
</tr>
</tbody>
</table>

### Business Communication - Activities 2019-21

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ethnic Diversity Celebration Day</td>
<td>24th July, 2019</td>
</tr>
<tr>
<td>2</td>
<td>Antardwand- Inter-section Debate Competition</td>
<td>18th September, 2019</td>
</tr>
<tr>
<td>3</td>
<td>Panel discussion by experts on Role of Soft skills in professional world.</td>
<td>11th March, 2020</td>
</tr>
</tbody>
</table>
## AREA WISE ACTIVITIES CALENDER

### CCR Area- Activities 2019-21

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Eminent Speaker Series CCR Activity For Term-2 &amp; 5</td>
<td>9th October, 2019</td>
</tr>
<tr>
<td>2</td>
<td>Eminent Speaker Series CCR Activity For Term-2 &amp; 5 / INDUSTRY VISIT</td>
<td>4th December, 2019</td>
</tr>
<tr>
<td>3</td>
<td>Industry Visit</td>
<td>22nd January, 2020</td>
</tr>
<tr>
<td>4</td>
<td>Eminent Speaker Series CCR Activity For Term-2 / INDUSTRY VISIT</td>
<td>19th February, 2020</td>
</tr>
<tr>
<td>5</td>
<td>Eminent Speaker Series/ CCR Activity INDUSTRY VISIT</td>
<td>4th March, 2020</td>
</tr>
</tbody>
</table>

### Area- Activities 2019-21

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Annual Sport Meet</td>
<td>15th-16th January, 2020</td>
</tr>
</tbody>
</table>
Finally the students are ready to serve the nation and corporate world with PGDM - Diploma's