

Policies and Procedures

The following policies and procedures relate to Post Graduate Diploma in Management at IILM, and are arranged topic-wise. The students are advised to consult their academic advisors with questions or for help in understanding academic policies and procedures.

➤ **Academic Norms and Exam-Related Policies**

Students should consult with their academic advisors about course and course-related policies and procedures.

• **Guiding Principles**

The following are the guiding principles which show the way and influence the behaviour of every individual in the Institute.

• **Academic**

Students recognize that IILM is place for learning and for laying foundation of a career in management. Central to this idea, students have to follow intellectual honesty and integrity in all actions, punctuality and maintain a spirit of team work and responsible behaviour.

• **Career Development**

Career Development is central to everything students and faculty do at IILM. The objective is to maximize the job opportunities available to the students in terms of quantum and quality. The activities enhance students' capacity to convert opportunities into job offers.

• **Students and Club Activities**

The Students' Clubs provide a platform to students for expressing their talents and acquired knowledge. The institute has a host of clubs and societies from which students can choose and obtain membership. Clubs help the students grow and enable them to enhance their non-academic skills.

• **Alumni**

12000+ alumni are closely associated with the Institute, mentoring existing students and helping the institute in placements.

• **Disciplinary Committees**

Discipline is the core of teaching and learning at the Institute. Student misconduct is taken very seriously and gets addressed by the disciplinary committee consisting of senior members of the faculty.

- **Community Enforcement**
Students, faculty members and staff members share common values. Any violation of these values and norms would be immediately reported to the Director and also the disciplinary committee. This includes academic discipline as well as overall conduct of everyone involved in the process.

- **Academic Credit**
Almost all of the courses at IILM use credit units as a general measure of academic work and progress towards obtaining a degree. IILM's use of credits conforms to the practices of peer institutions. The students should consult with their academic advisors regarding the details related to credits assigned to various core and elective subjects.

- **Graduation Policies**
Students should complete 120 credits to graduate. The students should consult with their academic advisors about graduation requirements.

- **Graduation Requirements**

Core Modules

Student should pass all core modules of Term 1, 2 and 3 with minimum 40% marks. In case a student fails to clear all modules in the first attempt, an additional chance will be given in the form of a supplementary exam at the end of first year. In case of failing in the second attempt, the students will have to repeat the module with attendance along with the next batch and clear all assessments of the module afresh. Attendance requirement of the module is applicable to the repeat student. Waiver of attendance will be given by the module leader only after prior approval from the Academic Committee.

Elective Modules

For elective modules (Term 4-Term 5): If a student fails to clear these in the first attempt, he/she will have to appear for alternate assessments or opt for other electives. Students need to get 40% marks to clear all electives; else the credit will not be given.

- **Percentage Requirements**

Students can complete PGDM with an aggregate of 40%, if he/she passes all the modules in the very first attempt.

A student will progress to second year only if he/she earns an aggregate of 40% in the first year if module is passed in the first attempt; else an aggregate of 50% will be required.

- **Attendance Requirements**

Students with a minimum of 75% attendance (overall across all academic and placement activities) would be eligible to appear for the examinations. An attendance of less than 75% in a term would make a student liable for rustication, the duration of which would be decided by the Academic Committee. A repeat offence may lead to striking off the student's name from the course. A fresh admission fee would be charged in case the student wants to rejoin the course after the rustication period.

Students should regularly check their attendance status and consult their academic advisors if they have any questions related to the attendance requirements.

- **Assessment Policy**

The assessment for the Post Graduate Diploma in Management Programme of IILM may be in various forms, as described in each module plan. It may consist of any one or any combination of the following: Case Study Analysis, Project work, Presentations/Viva, Quiz, Class Participation, Course Work and End Term Examination.

Students who fail to meet the deadlines for submission of projects or assignments are not entitled to any credits assigned for the same. Students are advised to follow the guidelines and schedule for submission of project reports and assignments.

- **Examinations**

The students should consult their academic advisors for questions related to conduct of examinations. For all end term examinations, the following guidelines will be followed:

All examinations will be pre-decided and will be reflected in the Time Table/Academic Schedule.

Admit cards will be issued only to those students who meet the attendance criteria and have no fee dues. Students with fee dues will not be allowed to sit for examinations until and unless the Director issues a conditional admit card.

All students should be seated according to the seating plan 10 minutes prior to the commencement of the examination. No student will be allowed inside the exam hall once the invigilator announces commencement of the exam.

Students must not carry mobile phones, laptops or any other material (until and unless allowed) inside the exam hall. An invigilator can cancel the exam of the student in case of possession of any material mentioned above.

Students will not be permitted to leave the exam hall (water, washroom etc.) until and unless it is an emergency. In extreme emergency, the student will be permitted only once for a limited period of time.

- **Plagiarism in Coursework**

Management education is concerned with learning and understanding as a basis for functioning effectively and developing and extending knowledge. The appropriate way of enhancing learning and understanding is to interpret information within your own knowledge base and in your own words. Each year, cases of plagiarism are uncovered and dealt severely. To avoid anyone from copying your work, students are advised to keep the files password protected and delete from the net-book after copying the same to pen drive.

Policy for Plagiarism and Copying

Minor cases or the inclusion of unacknowledged material accounting for less than 20% of the assignment - These would result in a reduction of marks by 20%.

Moderate cases or the inclusion of unacknowledged material accounting for 20%-30% of the assignment - These would result in a reduction of marks by 50%.

Severe cases or the inclusion of unacknowledged material accounting for over 30% of the assignment - The student will be awarded a mark of zero.

Even in no-copy-paste reports, the students have to mention the references/sources of the data. In the absence of the references, 10% marks will be deducted.

Copying of answers/assignments/reports among friends, results in awarding zero marks to all similar copies.

➤ **Academic Misconduct and Possible Sanctions**

All students should consult their academic advisors about the Code of Conduct, sanctions and the appeal process.

- **Academic Misconduct**

All cases of academic misconduct by students will be referred to the Academic Committee. These include inappropriate behaviour by the student in the classroom and during assessments. The possible sanctions include:-

- Letter of Warning
- Cancellation of Assessment/Exam
- Suspension
- Expulsion

- **Appeal Process**

In case students are not convinced about the decision of the Academic Committee, they can appeal to the Dean/Director within 5 days. The appeal must comprise of a Letter of Appeal setting out in writing the grounds for and the nature of the appeal.

- **Conduct in the Classroom**

All students are required to sit according to the promulgated seating plan.

No electronic gadgets, except laptop and the calculator, are allowed in the classrooms.

Any misbehaviour with the faculty or fellow students shall be strictly dealt with.

Students are expected to take care of the classroom furniture and fixtures and leave the room in an orderly manner after the lecture / session gets over.

All the rooms are installed with CCTV cameras and any damage to any college property, intentional / unintentional, will have to be borne by the person responsible for the same.

Act responsibly & maturely. Don't scribble with your pens / pencils on tables, chairs or walls.

Switch off lights, ACs, fans etc. when leaving the classroom or not in use. Don't use the classrooms while any housekeeping or maintenance work is being carried out. Your cooperation will only help improve things.

➤ **Leaves of Absence**

All students should consult their academic advisors about the leaves of absence.

- **Emergency Leave**

No leave is granted to students during the academic session, except in emergency. A prior approval for leave is required in case of leaves due to personal events.

- **Medical Leave**

The following procedure is applicable on account of leaves due to medical reasons:

A leave application for such a case stating your name, registration number and reason for absence supported by certificate from the relevant doctor should be submitted to the Program office duly recommended by the academic advisor within 2 days of joining back.

In case of absence for more than 3 days, copies of medical reports have to be attached.

A total of 10% of medical leave may be adjusted towards attendance requirement for taking the end term exams.

- **Leave Application**

Normally only medical leaves are permitted and a student needs to be present for the lectures, unless excused medically. However under special considerations leave may be granted to students for a total cumulative of not more than five days in a semester. The leave application should clearly state the number of sessions missed/expected to be missed for each course. Ex-post facto leave application would be accepted only in case of leaves on account of medical reasons.

Students are to ensure that the leave applications need to be recommended by the academic advisor and a hard copy submitted to the Program office for approval and necessary action.

The Academic Committee may consider the absence due to major personal events or medical reasons for attendance requirements.

➤ **Fees**

The fee details and schedule of payments are provided to the students at the time of admission. Fee invoices would be sent via emails and also would be available on

Feebank, to parents by email six weeks in advance from the due date of payment. A fine of Rs 100/- (Rupees One Hundred only) per day will be charged for late deposit of fees. Issue of admit cards for exams and permission to appear in placements are provided only after complete fees is deposited.

➤ **Study Abroad/ Global Study**

The Institute has partners in many countries for various global study programs, which include a semester abroad student exchange programme. Students should consult their academic advisors for more details.

The following are expected from the students:

Participants are required to stay for the whole duration of the Programme. Participants are expected to take part in all scheduled activities (classes, teamwork, company visits, meals, as well as all cultural and social activities). Only in special circumstances, and with the approval of the coordinator, may a participant miss a scheduled activity.

Participants must obtain permission to leave the campus. Sign-out sheets will be used to record destination, time-in and time-out; these should be duly approved by the coordinator of the partner institute. Sign-out procedures will be explained during the orientation. Violation of sign-out procedures may cause dismissal from the programme.

The students need to complete the requisite number of credits at the partner institute for seeking credit equivalence at IILM. In case, the student does not meet this criterion, he/she would be required to complete the required credits by opting for additional electives at IILM.

➤ **Issuance of Certificate**

A sample certificate for issuance to students from IILM for any external purpose is given in the undermentioned link. Any other certificate will be issued on a payment of Rs 5000/- (Rupees Five Thousand only)

[VIEW SAMPLE CERTIFICATE](#)

➤ **Norms for Placement Cell**

The aim of the Placement Cell is to facilitate students with an understanding of skills required to get into a corporate and do well in a job. The Placement Cell offers services such as career counselling, placement workshops, pre-placement talks, presentations, on-campus recruitment, internships etc., to help students understand various sectors for making an informed decision and to plan for the life at/after IILM. These services are designed to focus individual goals for professional development and are open to all the participants.

- **Pathway to Great Placements**

In order to ensure greater placements for our students, the Institute follows the undermentioned three-pronged strategy. Students should consult Head Placements about various placement activities.

- Flexi Core
- Live Project
- Summer Internship Programme (SIP)

Students must put their best efforts to translate the above interfaces into a PPO/PPI (Pre-Placement Offer/Pre-Placement Interaction).

Written confirmation from the company about the final selection would be considered equivalent to the offer letter. Students will be given a maximum of 15 days to accept the offer when the last date of accepting the offer is not mentioned.

- **Preparation of Students for Placements**

Placement Cell will conduct workshops in order to prepare the students for the placement process.

Workshops on resume writing, LinkedIn profile, aptitude tests, casebased discussions, guess estimates, working on Excel, group discussions and personal interviews are mandatory to attend.

- **Pre-Placement Talks and other on Campus Recruitment Events**

Information about companies' placement schedule, job descriptions, interview details, and compensation for final placements will be shared through Online Placement Portal, PB Works. The onus to check PB Works regularly and completely stays with the students.

Students need to carefully go through the placement schedule from September onwards. Job details, location and compensation package for a position will be posted on PB Works for perusal, and if interested, they may apply for the same by filling in details as per the format shared.

Students should only apply to the companies for which they have a genuine desire to work. Trial interviews are not acceptable as they may spoil the image of both the students and the Institute.

- **Attendance Criteria**

Attendance criteria in Placement workshops in order to be eligible for multiple offers (Final Placement/Full Time Offer) are as follows:

Students may simultaneously hold a maximum of three offers (provided they meet the criteria below) made through on-campus placement so that other students may increase their chances of receiving an offer.

If the aggregate attendance in placement workshops conducted by the Placement Cell is 75% and above, then the students are eligible for three offers.

If the aggregate attendance in placement workshops is above 50% but less than 75%, then students are eligible for two offers

If the aggregate attendance in placement workshops is less than 50%, then students are eligible for only one offer

- **Dream Company**

The students will give name of one company as their 'dream company' to their academic advisors and the Placement Cell after completion of the Summer Internship.

If they get an offer from the dream company, then they would not be allowed to appear for any other interview. Thus, in case of getting an offer from their dream company, students will be eligible for only one offer. This rule would be applicable even if the attendance is more than 75% in placement workshops.

In case the students already hold three offers and an offer from the dream company is received, they will be allowed to accept that offer provided no other offer has been accepted before.

- **Mandatory Expectations**

No student is allowed to interact / contact with the company executives directly during or after the selection process, unless authorised by the Placement Cell. Non-compliance will result in debarring the student from the Final Placement for 10 days. If the same misconduct is repeated by the student, the Academic Committee may decide to debar the student from the placement process.

Purposefully providing false or inaccurate information in CVs, cover letters, emails or in any other form of communication, including official verbal statements such as interviews, is also a breach of IILM Code of Conduct and may result in debarring from campus placement process. Any decision regarding the same would be taken by the Academic Committee.

In addition, the following are also expected from the students:

Going through company website and understanding of job description and specification is a must before appearing for the placement process.

Attending all placement workshops, company specific workshops, group discussions & personal interviews.

The dress code is business attire for all industry facing activities, as stated below:

For Boys: Business Suit/Formal Attire and Formal Shoes

For Girls: Business Suit/Formal Attire/ Sari and Formal Footwear

- **Penalty for Non-Compliance**

Once students have applied for a company, it is mandatory for them to report on the day of presentation. Not attending the Pre-Placement Talk or other on-campus recruitment events, after registering for the same, will amount to misconduct and they will be suspended from the placement process.

However, in the first instance of such misconduct, suspension can be revoked after 10 days on the recommendations of their academic advisors if the students undertake not to repeat it. But, if the same misconduct is repeated, the Academic Committee may decide to debar them from the placement process.

Students are expected to honour the job offers. To renege an accepted offer damages not only the individual's professional reputation, but also diminishes IILM's image. Such actions spoil relationship of IILM with the employer, who may decide not to hire from IILM in future.

The renege of a finally accepted job offer is a serious breach of the Code of Conduct and is subjected to immediate debarring of the student from the placement process.

- **Summer Internships**

Students are allowed to get only one offer for Summer Internship through the campus. In the event of a student appearing in multiple companies' selection process, it would be mandatory to join the company which makes the first offer.

Students have an option to get internship on their own, but the internship has to be approved by the Director (PGDM), Head Placements and academic advisor. This would be required to be communicated to the Placement Cell by last week

of February.

If a student has been selected for internship through campus, but decides not to join the company, he/she will be penalised by deduction of 2 credits out of total 6 credits allotted to summer internship. This means that Summer Internship Project in their case will be evaluated out of 4 credits only.

- **Full Time Offers**

Students will be provided a maximum of three offers through on-campus placement, subject to meeting the criteria for the same.

Students need to inform the Placement Cell as soon as they have accepted an offer.

Once the students have accepted an offer / joined a company, they shall not be allowed to apply for any other company through campus placement process.

Withdrawing from an accepted job offer or to renege on an offer violates IILM's Professional and Ethical Standards and is a serious violation of the IILM Code of Conduct.

If, however, students find that due to unforeseen circumstances they would be unable to keep a commitment to an employer, they must first inform the Placement Cell of their intention to renege on the job offer. The Placement Cell will work with them to determine the appropriate course of action.

Students are allowed to join a company after completion of the Term 5. Any decision regarding their joining the company earlier needs to be approved by the Academic Committee on a case to case basis.

Students shall clear all pending dues before joining the company and take a No Objection Certificate (NOC) from the Institute before joining. Institute may take disciplinary action against students who fail to adhere to these guidelines.

➤ **Career Center**

The Career Center will help students to launch their careers through a combination of academic courses and practical guidance. The Career Center aims at steering the students in the right direction for a successful professional life through a variety of endeavours such as alumni connect; career-focused advisory; interactions with people from various industries; support and guidance for starting own enterprise; advice on managing family businesses, etc. Students should consult with their career advisors about the activities of the Career

Center and how it can help them.

- **Who We Serve**

Students and Alumni: Students can use the services of the Career Center from the first year to one year after completion of the course.

Parents: We encourage parents to interact with the Career Center to understand the skills and resources being offered and built at IILM to equip the students for success.

- **What We Do**

Career Advisory: Career advisors are available to work with the students at every step of their career trajectory supporting and guiding in required areas.

Interactions: Interactions with professionals/entrepreneurs from various fields in informal/formal setting

Alumni Connect: Connecting with alumni from various industries as mentors/advisors.

International Education: Guidance and support to students wishing to study abroad.