KIRLOSKAR
INSTITUTE OF MANAGEMENT
LEGACY. INNOVATION. EXCELLENCE.

STUDENT HANDBOOK

PGDM CLASS OF 2026

POSTGRADUATE DIPLOMA
IN MANAGEMENT

A **k*rloskar** Group Enterprise

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KIRLOSKAR
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2. Director's Message

Welcome to Kirloskar Institute of Management, Pune.

As you step into the halls of our esteemed institution, you are not just beginning a new chapter in your education but embarking on a transformative journey of achieving your professional aspirations and life's ambitions.

A management degree transcends the conventional boundaries of a bachelor's or master's degree. It is not just an extension of a graduate degree or a postgraduate qualification in the traditional sense.

It is much more than that. It's not just science. Or for that matter art. It is interdisciplinary and blends science, arts, technology and social sciences and encapsulates the very essence of the term 'management'—the art of managing resources.

Wayne W. Dyer, the American author has said that if you change the way you look at things, the things you look at will change. In today's world where change is often stated as a constant, a programme like PGDM will enable you to change the way you look at things.

Kirloskar Institute of Management is also proactively changing. We have re-dedicated ourselves with a new Vision-Mission to ensure that we strive to deliver excellence to our stakeholders. We have redesigned the syllabus to make it relevant, skill based and provide learning opportunities inside and outside of the classroom.

As an institute we espouse the values of Excellence, Integrity, Collaboration, Empathy, Value creation and Innovative thinking, which guide us and an act as beacons for our culture at KIM. Among these, Integrity stands paramount .CS Lewis said "Integrity is doing the right thing, even when no one is watching". All of us as stakeholders need to reflect on this.

The student's handbook aims to provide you with a reference point for what we do at KIM, what is expected of you and of us and the framework of our operations and processes. This handbook is a living document as it is stakeholder-centric and contextual and will need updates.

I extend my warmest wishes for your journey ahead.
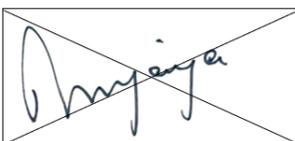
Dr. TG Vijaya
Director
Kirloskar Institute of Management, Pune

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3. Introduction

2.1. These guidelines provide boundaries to the daily functioning of the PGDM programme at Kirloskar Institute of Management, Pune, hereinafter referred to as KIM/Institute, and enable effective delivery of infrastructure and academic services to the students.

2.2. This compilation of guidelines comes into effect from June 2024 and supersedes all other guidelines in respect of matters therein.

2.3. Amendments to these guidelines may take the form of additions, deletions, and modifications and will be communicated to the students through the notice board/e-mail/LMS under signature of appropriate authorities.

2.4. This document is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules and Regulations of KIM, Pune, in the event of any dispute, the Students Handbook will prevail.

2.5. The management has the right to change the guidelines to meet the institutional objectives, and the decision of the management will be binding on the students.

2.6. The Institute has the right to make any changes as it may deem fit in terms of programme content, duration, method of delivery, faculty, refund policy, evaluation norms, standards of passing, guidelines, etc. In case of any dispute or differences about the programme, the decision of the Governing Council of the Institute will be final and binding on all students.

2.7. All disputes are subject to Pune jurisdiction only and shall be resolved first by arbitration.

4. Vision

To provide society a centre of learning that excels in management education and professional development.

5. Mission

- Offer contemporary, progressive, technology- and heritage-driven management education
- Facilitate strong networking with professionals and industry
- Develop competent professionals to lead businesses
- Contribute to the expanding body of knowledge in management
- Provide management and training solutions to industry

6. Programme Educational Outcomes

The graduate of the PGDM programme of the Institute in three to five years after their graduation shall be able to

1. Attain intermediate management level positions in the organization.
2. Demonstrate ethical behaviour and responsibility toward society.
3. Be a continuous learner to stay relevant in a dynamic business environment.

7. Programme outcomes

The graduate of PGDM programme shall be able to

1. Apply knowledge of management theories and practices to solve business problems.
2. Foster analytical and critical thinking abilities for data-based decision-making.
3. Develop value-based leadership ability.
4. Understand, analyze and communicate global, economic, legal and ethical aspects of business.
5. Lead themselves and others in the achievement of organizational goals, as well ascontribute effectively to a team environment.
6. Use technology-driven tools and techniques.
7. Develop global perspectives in management.
8. Cultivate an attitude for lifelong learning.

8. Values

Excellence: We believe in quality without compromise.

Integrity: We build an ecosystem of trust by saying what we do, and doing what we say.

Collaboration: Teamwork makes the dream work; it's a mantra we live and teach.

Empathy: We always listen, as we believe it's an essential step to learning

Value creation: Creating value for the world by shaping tomorrow's leaders

Innovative thinking: Being bold, brave, and relevant not just today, but also for the future

9. Code of Conduct

8.1. Cleanliness of the classrooms/campus must be maintained by all students, at all points at the Institute.

8.2. KIM Pune is a non-smoking campus. Consumption of alcoholic beverages / toxic materials and presence on the campus under the influence of alcohol/toxic material is a serious offence.

8.3. In case of lecture cancellation, the Programme Office will inform the students the LMS/e-mail. Academic/Class Representatives will not arrange any extra lectures, guest lectures, or lecture cancellations directly with any faculty member.

8.4. Use of cell phones in classrooms is not permitted, unless explicitly permitted by a faculty member. Any student found using the cell phone in class will be penalized as per regulations in force from time to time.

8.5. Most classrooms are fitted with an LCD projector/Digital board and microphone system for the utility of the faculty members and the students. Utmost care needs to be exercised while using them and misuse of these gadgets is punishable.

8.6. All students are provided with Identity Cards which they are required to wear mandatorily in academic areas, classrooms, examination halls and for all formal gatherings and events organized by the Institute. Entry for examination is strictly through the Institute Identity Card and will be monitored by the invigilator. Entry may be denied for students who do not comply.

8.7. Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas to ensure safety and welfare of everyone at the Institute campus. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.

8.8. Any student resorting to physical fights will amount to ragging and appropriate action will be taken.

8.9. If any student during the tenure of his studentship or during the stay in the campus has a police case on his/ her name, will be liable for appropriate action against him/ her.

8.10. Posting unauthorized content (information, documents, videos, opinions, voices) about the Institute/faculty or members on social media platforms without obtaining permission from the Institute's competent authority by a student is highly offensive and may lead to expulsion.

8.11. Engaging in badmouthing or defaming other students, staff members, or contract workers, or the Institute itself, is highly offensive and may result in expulsion.

8.12. Recording audio or video of any student/staff, without their explicit approval on e-mail, is a criminal offense and may lead to strict action, including expulsion from the Institute.

8.13. During examinations, if a student is detected to have adopted unfair means, s/he should leave the exam hall without any disturbance. If s/he is reported for resistance or disturbance, serious action including suspension will be taken.

10.Dress Code

The Institute is a place where many corporates and international personalities visit frequently. For this purpose, it becomes essential to adhere to guidelines with respect to attire and appearance.

9.1. Students must wear neat, clean, and presentable smart formals in the academic areas at all times.
9.2. Students are strictly prohibited from wearing half pants, shorts, three-fourth pants, T-shirts with slogans, short skirts, track/yoga pants, V-neck/round neck T-shirts, bathroom slippers, and casual flip-flop, in the academic areas.

11. Statutory Committees

11.1   Disciplinary Committee (DC)

The Disciplinary Committee at the Institute plays a crucial role in maintaining discipline and upholding the Institute's Code of Conduct. This committee investigates reported cases of indiscipline, which include but are not limited to, ragging, insubordination, causing nuisance and disturbances on campus, damage to property, smoking, and substance abuse.

The committee ensures fairness and transparency by providing e-mail/written notifications to students and their parents/guardians regarding actions taken/ to be taken. Depending on the severity of the offense, disciplinary actions range from written warnings, reprimand to more severe penalties such as programme discontinuation or registration cancellation for the term and filing criminal complaint with police authorities.

Students subjected to disciplinary actions may face restrictions, including ineligibility for placements/internships provided by the institute.

Students who may have any grievance, sufferings may reach out to the committee using the e-mail ID dc.pune@kim.edu.in.

The composition of the committee is displayed at appropriate places.

11.2 Anti-Ragging Committee (ARC)

The Anti Ragging Committee at the Institute is dedicated to creating a safe and supportive environment for all students, particularly new entrants. Ragging in any form—verbal, physical, psychological, cyber, financial, or racial—is strictly prohibited as per AICTE guidelines and Supreme Court directives. The committee actively monitors and responds to any instances of ragging with firm disciplinary actions, which may include expulsion from the institute and legal consequences.

Students may reach out to the committee using the e-mail ID arc.pune@kim.edu.in

The composition of the committee is displayed at appropriate places.

11.3 Student Grievance Redressal Committee (SGRC)

The Student Grievance Redressal Committee is designed to address a wide spectrum of grievances that students may encounter during their academic journey. This includes disputes related to assessments, course content, attendance, administrative procedures, hostel infrastructure, and interpersonal conflicts.

Students may reach out to the chairperson of the committee using the e-mail ID sgrc.pune@kim.edu.in

The composition of the committee is displayed at appropriate places.

11.4 Internal Committee (IC)

KIM maintains a Zero Tolerance Policy towards sexual harassment in alignment with Supreme Court directives and AICTE regulations. The Internal Committee is tasked with preventing and addressing cases of sexual harassment within the institute, creating a safe and supportive environment.

Students may reach out to the committee using the e-mail ID ic.pune@kim.edu.in

The composition of the committee is displayed at appropriate places.

11.5 SC/ST Committee (SCSTC)

The SC/ST Committee serves to support students from reserved categories (Scheduled Castes, Scheduled Tribes, Other Backward Classes, and Persons with Disabilities) by addressing their specific needs and concerns. The committee aims to provide equitable opportunities and a supportive environment to enhance the academic and personal growth of these students. Students can approach the SC/ST Cell for assistance and any grievance redressal related to discrimination, academic challenges, or infrastructure support.

Students may reach out to the committee using the e-mail ID scstc.pune@kim.edu.in

The composition of the committee is displayed at appropriate places.

12. Academics

12.1   Academic Calendar

KIRLOSKAR INSTITUTE OF MANAGEMENT, PUNE

Postgraduate Diploma in Management (PGDM)

TENTATIVE ACADEMIC CALENDAR 2024 - 2025

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TRIMESTER I & IV (July 2024 - September 2024)					
Particulars	**PGDM Class of 2026**		**PGDM Class of 2025**		**Holidays**
	Start date	**End date**	**Start date**	**End date**	
Orientation	1 July 2024	13 July 2024	-	-	▪ 15 Aug 2024 (Thu) Independence Day ▪ 07 Sep 2024 (Sat) Ganesh Chaturthi ▪ 17 Sep 2024 (Tue) Anant Chaturdashi ▪ 02 Oct 2024 (Wed) Gandhi Jayanti
Reporting to Campus after BI	-	-	06/07 July 2024		
Trimester start and end dates	15 July 2024	29 Sep 2024	16 July 2024	22 Sep 2024	
Mid-Term Examinations	19 Aug 2024	25 Aug 2024	-	-	
Business Immersion presentations	-	-	10 – 20 Aug 2024		
Independence Day Celebrations on campus	15 Aug 2024				
Fresher's Day	24 Aug 2024				
Teachers Day Celebrations	5 Sep 2024				
Ganesh Chathurthi	7 Sep 2024				
End-Term Examinations	30 Sep 2024	06 Oct 2024	23 Sep 2024	06 Oct 2024	
TRIMESTER II & V (October 2024 - December 2024)					
Trimester start and end dates	07 Oct 2024	29 Dec 2024	07 Oct 2024	29 Dec 2024	▪ 12 Oct 2024 (Sat) Dussehra ▪ 25 Dec 2024 (Wed) Christmas
Diwali Celebration on campus	24 Oct 2024 (Thu)				
Diwali Break	26 Oct 2024 - 03 Nov 2024				
Mid-Term Examination	18 Nov 2024	24 Nov 2024	-	-	
Christmas Celebration on campus	24 Dec 2024 (Tue)				
New Year Break	28 Dec 2024 - 05 Jan 2025				
End-Term Examination	06 Jan 2025	13 Jan 2025	06 Jan 2025	19 Jan 2025	
TRIMESTER III & VI (January 2025 - March 2025)					
Trimester start and end dates	14 Jan 2025	13 Apr 2025	20 Jan 2025	6 Apr 2025	▪ 01 Jan 2025 (Wed) New year ▪ 26 Jan 2025 (Sun) Republic Day ▪ 14 Mar 2025 (Fri) Holi
Management Fest	7 & 8 Feb 2025 (Fri & Sat)				
Mid-Term Examination	17 Feb 2025	23 Feb 2025	-	-	
SDG Week 1	24 – 28 Feb 2025				
SDG Week 2	17 – 21 Mar 2025				
BI briefing and guidance	01 Mar 2025		-	-	
Annual Day	15 Mar 2024 (Sat)				
End-Term Examination	31 Mar 2025	06 Apr 2025	24 Mar 2025	6 Apr 2025	
Convocation	-	-	Last Saturday of May 2025		

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12.2 Attendance, Punctuality and Leave Policies

12.2.1 100% attendance in classes is highly recommended. However, a relaxation of up to 15% absence may be granted for uncomplicated medical conditions, personal matters, competitions, institutional work, or other activities, provided the Programme Office approves.

12.2.2 Under exceptional circumstances such as a death in the family, or a prolonged illness, students with 70 to 84% attendance will be allowed to appear for the end term examinations. In such cases students have to inform, by e-mail, the Programme Office and the Examination Department, attaching all relevant medical documents.

12.2.3 After consideration of the exceptional cases mentioned above, students having less than 70% attendance are not eligible to appear for the end term exams. In such cases, students will need to re-do the course by paying the required fee, and will be subject to a grade cap of 'B+'.

12.2.4 A student is required to monitor his /her own attendance and no separate notice will be issued for the same

12.2.5 For ALL absences, prior intimation through prescribed leave application form is to be given to the Programme Office. In situations of emergency, intimation must be given to the PGDM Coordinator via phone or e-mail within 24 hours of the absence. Any leave without written intimation will be treated as unauthorized leave and will be reflected in the records as such.

12.2.6 Students must refrain from approaching visiting and full-time faculty members for attendance related issues and exemptions. They must submit a written application to the programme office for necessary approvals.

12.2.7 Classes are expected to begin on time. Late coming is not permitted. Faculty members have the authority to not allow latecomers into the classroom. If a student is marked absent for this reason by the faculty member, it will be considered as a default in the attendance record.

12.2.8 Students are required to be present and participate wholeheartedly in all Institute events.

12.2.9 The Programme Office reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism for such events will be taken seriously and such student(s) will be subject to disciplinary action.

12.2.10 Students are required to be on campus on all days of the trimester including holidays and Sundays. If they have to leave campus for personal or institutional work, they are required to obtain prior written permission from the Programme Office. This also applies to students participating in corporate/inter-college events with necessary prior approvals.

12.2.11 Students are requested to honor deadlines for submissions of projects, reports, assignments, forms and any other submission to the Programme Office or the faculty member concerned. Approaching faculty members and/or the members of the Programme Office to extend deadlines will not be encouraged.

12.2.12 Students are not allowed to discuss with any faculty member directly to reschedule classes.

12.2.13 Attendance on the first day of every trimester reopening is mandatory.

12.2.14 In case of hospitalization or a medical emergency, medical certificates and documents have to be authenticated by the campus doctor only.

12.2.15 Students who absent themselves without informing the institute for a period exceeding 4 weeks will automatically be deemed to have discontinued from the PGDM programme and shall not be entitled to claim refund of fees but will be liable to pay the full course fees.

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12.3   Programme Structure

12.3.1   Keeping in mind wholistic development of the students, a total of 102 credits are offered over the six terms.

12.3.2   Year one offers foundational courses or core courses and year two offers elective courses based on the students' domain interest alongside two core courses (one each in terms 4 and 5).

12.3.3   Core courses, Business Immersion (BI) and Elective Courses make up for 54, 6 and 42 credits respectively.

12.3.4   One credit equals ten hours of classroom engagement for courses that have an end-term examination, and twenty hours of classroom engagement for courses with Continuous Evaluation.

12.3.5   Typically, a 3-credit course is delivered over 20 sessions for 90 minutes each, totaling to 30 hours of classroom engagement.

12.3.6   While all courses are compulsory, students have a choice to opt for the domain of their interest in the second year of study.

KIRLOSKAR INSTITUTE OF MANAGEMENT, PUNE
Postgraduate Diploma in Management Class of 2026
Program Structure

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S.No	Term 1 Course	Credits	Hours	
1	Business Economics	2	20	
2	Bussiness Communication	2	40	CE
3	Organizational Behaviour	3	30	
	Marketing Management I	3	30	
	Financial Reporting and Analysis	3	30	
6	Data Analysis and Decision Making	3	30	
7	StEP I (Compulsory Non-credit)			
	Total Credits	**14**	**160**	

S.No	Term 2 Course	Credits	Hours	
1	Data Visualization	1	20	CE
2	Marketing Management II	2	20	
3	Corporate Finance	3	30	
4	Analytics for Business Decision	2	20	
5	Human Resources Managemement	3	30	
6	Product & Operations Management	3	30	
7	Macroeconomics & Business Environment	2	20	
8	Environmental, Social & Governance	2	20	
9	StEP II (Compulsory Non-credit)			
	Total Credits	**18**	**190**	

S.No	Term 3 Course	Credits	Hours	
1	Strategic Management I	1	10	
2	Cost & Management Acctng	2	20	
3	Entrepreneurial Concepts and Mindset	1	10	
4	Project Management	2	20	
5	Digital Transformation Technologies	2	20	
6	Manufacturing Operational Excellence	2	20	
7	Indian Ethos and Business Ethics	1	20	CE
8	Design Thinking & Innovation	1	20	CE
9	Business Research Methods	3	30	
10	StEP III (Compulsory Non-credit)			
	Total Credits	**15**	**170**	

S.No	Term 4 Course	Credits	Hours	
1	Strategic Management II (Core)	3	30	
2	Major 1	3	30	
3	Major 2	3	30	
4	Major 3	3	30	
5	Minor 1	3	30	
6	Minor 2	3	30	
7	Minor 3	3	30	
	Total Credits	**21**	**210**	

S.No	Term 5 Course	Credits	Hours	
1	Entrepreneurship & Venture Creation (Core)	2	40	CE
2	Major 4	3	30	
3	Major 5	3	30	
4	Major 6	3	30	
5	Minor 4	3	30	
6	Minor 5	3	30	
7	Minor 6	3	30	
	Total Credits	**20**	**220**	

S.No	Term 6 Course	Credits	Hours	
1	CL1/MOOC/Project	3	30	
2	CL2/MOOC*/Project	3	30	
	Total Credits	**6**	**60**	

12.4   Domain Registration

While all courses in the first year are mandatory for all students, they will choose the domain(s) of their interest for the second year.

12.4.1   The Institute offers courses under five domains* in the second year of the PGDM Programme. They are
(1)   Marketing
(2)   Finance
(3)   Human Resources
(4)   Operations
(5)   Analytics
*Subject to registrations crossing 20% of the intake

12.4.2   Domain registration will be done after students have completed one month of Business Immersion.

13. EXAMINATIONS

13.1   End-term Examination Eligibility Criteria

13.1.1   To be eligible to appear for the end-term examination, students must fulfil the following conditions:

(1)   Attendance Requirement

(a) 100% attendance in classes is highly recommended. However, a relaxation of up to 15% absence may be granted for uncomplicated medical conditions, personal matters, competitions, institutional work, or other activities, provided the Programme Office approves.

(b) Under exceptional circumstances such as a death in the family, or a prolonged illness, students with 70 to 84% attendance will be allowed to appear for the end term examinations. In such cases students have to inform, by e-mail, the Programme Office and the Examination Department, attaching all relevant medical documents.

(c) After consideration of the exceptional cases mentioned above, students having less than 70% attendance are not eligible to appear for the end term exams. In such cases, students will need to re-do the course by paying the required fee, and will be subject to a grade cap of 'B+'.

(2)   Clearing Dues: Students should have no pending dues with the institute. All financial obligations must be settled prior to the examination.

(3)   Disciplinary Standing: Students must not have any pending disciplinary action against them.

13.1.2   It is important to note that students who fail to meet the above criteria will be considered ineligible to appear for the end-term examination, and all supplementary examination rules will be applicable. The list of such ineligible students provided by the Programme Office will be reviewed and finalized by the Board of Examinations (BoE). In the case of students not meeting the attendance criteria, only a Re-Do is possible.

13.2   Guidelines for appointment and availing the facility of Scribe

A student who may have a permanent or temporary physical disability may apply to the Controller of Examinations (CoE) for appointing a scribe for the examinations.

13.2.1   The student should apply along-with a medical certificate from a Registered Medical Practitioner with a stamp of the Registered Medical Practitioner on the certificate, at least 10 days before the date of examination. The medical certificate of only Government Authorized doctors would be accepted.

13.2.2   The scribe would be arranged by the Institute. The scribe fee, of Rs. 3000 per exam, will have to be borne by the student.

13.2.3   Since the student will be helped by a scribe, an extra time of 10 minutes per hour will be allowed to such students. E.g. for an examination of three hours, 30 minutes extra time will be allowed.

13.2.4   The CoE will have powers to resolve issues, if any, in this regard. She/he will be authorized to make any last-minute changes of scribes under exigencies.

13.2.5   The student will write the exam in a separate room.

13.3   Evaluation

13.3.1   The evaluation pattern for each course will be as follows

Continuous Assessment	**50 marks**
(Minimum of 3 continuous assessment components will be adopted for a 3-credit course)	
End-Term Examination	**50 marks**
Total	**100 marks**

13.3.2   Continuous Assessments

All decisions about continuous assessments, including the decision to administer a re-assessment, will solely rest with the course faculty. Absence from any internal assessment component, without prior permission of the course faculty, will be awarded zero marks. All discussions with the faculty member concerned, and re-assessments, if any, will have to be closed before the marks are submitted to the exam section. All marks for continuous assessments will be declared by the faculty member before the start of the end-term examinations. Mid-term examinations cannot be re-administered.

13.3.3   End-term Exams

A student who absents himself/herself for an end-term examination, with prior approval from the Dean-Academics, will have an opportunity to appear for the supplementary examination and all supplementary examination rules will be applicable. An end-term paper for 100 marks will be administered for the supplementary examination and the marks for continuous assessments will be carried forward.

13.4   Passing standards

13.4.1   A student must obtain at least 50%, continuous assessment and end-term examination put together, to pass a particular course.

13.4.2   A student must clear all the courses in both the years of study

13.4.3   A student who fails to clear all the courses in the two years, will have to take up the end-term examination along with the subsequent batches, till his/her registration is valid.

13.5   Supplementary examination

13.5.1   A student who has failed in a particular course or was absent for the end-term examination (with the approval of the Dean – Academics) is eligible to appear for the Supplementary Examination.

13.5.2   All supplementary examinations will be conducted in the subsequent term, except for the last term of the programme.

13.5.3   The supplementary examination fee is Rs. 1,500 per course.

13.5.4   The maximum grade a student can earn in such a case is B+, irrespective of the marks obtained.

13.6 Re-Do

13.6.1 A student who is debarred from the end-term examination due to attendance shortage will have to do a Re-Do.

13.6.2 A Re-Do encompasses 10 hours of instruction from the course faculty member post which the student will appear for an examination.

13.6.3 The cost associated with a Re-Do is Rs. 7500/- including the supplementary exam fees.

13.6.4 The maximum grade a student can earn in such a case is B+, irrespective of the marks obtained

13.7 Conduct of Examination

13.7.1 The examination schedule will be released by the CoE.

13.7.2 Hall tickets to eligible students will be issued by the Examination Cell.

13.7.3 Seating charts will be prepared by the CoE and displayed in the notice boards. Students need to check the seating chart and go to their respective examination halls. The seating chart will be different for every exam.

13.7.4 Students are required to carry their Institute Identity Cards and the Hall Tickets issued by KIM to the examination hall, and these must be made available to the invigilator upon request. A student not having the identity card or hall ticket with him/ her may be denied permission to write the examination.

13.7.5 Students should not disclose their identity (name/roll number etc.) anywhere on the answer book or the supplementary sheet(s). Such answer-books/supplementary sheets will be treated as invalid. Such cases will be treated as adopting unfair means and will be dealt with as per rules.

13.7.6 Food and/or beverages (except drinking water), will not be permitted in the examination hall.

13.7.7 Entry of all required information on answer booklets must be completed within the examination time, and no extra time will be given.

13.7.8 No student will be allowed to leave the examination hall in the first half hour of the examination.

13.7.9 An announcement will be made ten minutes before the close of the examination. At the closure of the examination, students must stop writing and tie the supplementary sheets, if any, to the answer-book and be ready to hand over their answer-books to the Hall Invigilator.

13.7.10 A student who disobeys any instructions issued by the Hall Invigilator or who is guilty of rude or disobedient behaviour is liable for disciplinary action to betaken against him/her.

13.8 Discipline in the Examination Hall

13.8.1 Students are not permitted to enter the examination hall after 10 minutes from commencement of the examination.

13.8.2 Mobile phones, ear buds or any equipment electronic or otherwise which can help interaction with outside world, are not permitted in the examination hall for any reason. If a mobile phone is found in a student's possession in the examination hall after the examination starts, it will be deemed as a breach of examination rules. Action willbe taken as per Examination Rules on such students.

13.8.3 Smart watches and similar electronic gadgets are not permitted in the examination hall. Scrap paper or any kind of other reading material is strictly prohibited in the exam venue. Students are supposed to do all the rough work on the last sheet of the answer book and cross it out with one line to indicate the same.

13.8.4 Examination answer booklets must be submitted intact to the examination hall invigilator. No part of an

examination answer booklet may be defaced, removed or destroyed. This will amount to adoption of unfair means.

13.8.5   Students must not communicate in any way with any person other than the examination hall invigilator during an examination. Any other communication will be deemed as adopting unfair means.

13.8.6   A student, who fails to attend an examination at the time and place published in the examination schedule, will be marked absent. Such a student will have to apply for the supplementary exam as and when it is conducted. All supplementary examination rules will apply.

13.8.7   Students should not write anything on the question-paper.

13.8.8   Exchange of writing materials, stencils, mathematical instruments, calculators, etc. is strictly prohibited.

13.8.9   Any method to bribe the examiner/s by attaching currency notes or letters is strictly prohibited and will result in serious action being taken by the disciplinary committee.

13.8.10   Students who violate the examination rules run the risk of being debarred from the examinations and expulsion of the student from the programme.

13.8.11   Students should ensure that all their bags and other personal belongings are kept outside the exam hall at their own risk.

13.8.12   Students should ensure that all answer-booklets including supplementary sheets supplied to them bear the signature of the Hall Invigilator and Date of Examination without which the answer-book will not be examined.

13.8.13   Every student present for the examination must write legibly the answer booklet code and sign against his / her Roll number on the attendance sheet provided by the Hall Invigilator.

13.8.14   Students should write their answers legibly and only with a blue/ black pen.

13.8.15   Answers written in illegible handwriting or with pencil may not be evaluated.

13.8.16   Write on both sides of a page. Rough work, when necessary, should be done only inside the answer-book and not on the question paper.

13.8.17   While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for P.T.O. These will be considered as attempts to readily identify the specific answer-booklets.

13.8.18   Students should neither tear any sheet from the answer-books provided nor shall attach additional papers to them.

13.8.19   The answer-booklets will be scrutinized before they are sent to examiners. If the Examination cell authorities are convinced that any student has attempted to reveal his / her identity by any means, the answer-books may NOT be sent to the examiner for evaluation and the student's case will be dealt with as per the Examination Rules.

13.8.20   Except the answers to the question nothing else should be written in the Answer booklets.

13.8.21   All answer-books whether written or blank should be returned to the hall invigilator without fail before leaving the examination hall.

13.9 What constitutes unfair means during the time of examination

Following is an inclusive list of activities which will be construed as adopting unfair means. This is neither an exhaustive nor exclusive list, but is only representative. Other actions with an intend to copy will also be construed as copying. The invigilator's decision will be final in thematter and such cases will be referred to the Malpractice Prevention Committee.

13.9.1 Carrying of chits, notes, books etc. into the examination hall, when it is not aa open book examination.

13.9.2 Bringing in electronic items like cell phones, smart wearables, laptops, ear buds etc. Calculator can be taken in only if allowed for a specific examination.

13.9.3 Writing/drawing anything on any part of the body or on any accessory/stationary including clothes.

13.9.4 Writing anywhere other than answer-scripts before or during the exam, like writing on the hand, desk, floor, the wall adjacent, etc.

13.9.5 Writing anything on the question paper.

13.9.6 In case the student finds anything written on his/her desk or surrounding andfails to report the same to the examiner before the start of-scripts the examination, s/he could be held responsible for doing it and charged with copying.

13.9.7 Peeping into the neighbour's question/ answer paper.

13.9.8 Use of signs or signals.

13.9.9 Exchanging question papers or answer sheets, any instrument or any otherobject.

13.9.10 Talking, whispering and murmuring during the exam.

13.10 Consequences for using unfair means during Trimester-end exams and internal assessments.

Any student who is found/suspected to be adopting unfair means during examinations, tests or quizzes will be referred to the Malpractice Prevention Committee (MPC). The MPC, after thorough investigation will recommend the quantum of punishment ranging from annulment of one examination to being debarred from Placements.

13.11 Evaluation of Continuous and End Term Papers and Re-Evaluation

13.11.1 For Continuous Assessments

Any query regarding the marks obtained will have to be directly discussed and concluded with the faculty member concerned before the marks are submitted by the faculty to the Controller of Examinations.

13.11.2 For End-Term Exams

(1) End-term answer papers will be shown to the student for review by the Examination Department.

(2) After the results are declared, students have an option to apply for re-evaluation. To do this, the student must submit an application to the Controller of Examination (CoE) using the prescribed form by paying the fee of Rs. 1000/- per course within three working days from the date of the answer booklets review.

(3) The marks awarded by the external or the internal examiner, whichever is higher, shall be considered as the final mark for grading.

(4) Re-evaluation fee of Rs. 1000, once paid, shall not be refunded or transferred to a subsequent examination.

(5) Re-evaluation policy is not applicable for supplementary & re-do exams.

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14. Grading

14.1 Pre-requisite for Course-wise Grading

14.1.1   Continuous assessment marks (out of 50) will be submitted by the course faculty. Any queries regarding internal marks are in the exclusive purview of the course faculty, and the PO/Exam Cell will have no role. Once continuous assessment marks are submitted to the PO by the course faculty, it is treated as final.

14.1.2   Cumulatively (continuous assessment + end-term examination), if a student scores less than 50 marks (50%) out of 100, the student will be considered as having failed in that particular course.

The marks of students who have obtained more than 50 marks (out of 100) are taken for grading. The detailed grading process is explained in the following paragraphs.

14.2 Conversion of marks to Standardized-scores

For a given course, marks obtained by each student will be converted to a standardizedscore using following formula

$$Standardized\ score = \frac{(Student\ Mark - Class\ Mean)}{Class\ Std.Dev.}$$

14.3 Conversion of Standardized Score to Letter Credit

From the standardized scores calculated as mentioned in 13.2, a lowest score (negative number)is identified. The highest score is a positive value of this negative number.

Once the highest number is thus calculated, a range of normal scores are made based on theselowest and highest numbers. This range of normal numbers is then divided into nine equal baskets and are named from A+ to C-.

A student's standardized score is then matched into these baskets to decide a letter grade. The following table shows an illustrative example. If a student's standardized score for aparticular course is 1.285, then the student will get an A+ for this course.

Please note that for each course the basket scores will be different. Therefore, the same standardize score may get a different grade depending upon the range that is generated for that particular course.

Standardised Score	Grade	Standardised Score	Grade	Standardised Score	Grade
-1.645	C-	-0.545	B-	0.555	A-
-1.635	C-	-0.535	B-	0.565	A-
-1.625	C-	-0.525	B-	0.575	A-
-1.275	C	-0.175	B	0.925	A
-1.265	C	-0.165	B	0.935	A
-1.255	C	-0.155	B	0.945	A
-0.915	C+	0.185	B+	1.285	A+
-0.905	C+	0.195	B+	1.295	A+
-0.895	C+	0.205	B+	1.305	A+

14.4 Conversion of Letter Credit to Grade Point

Once the grades are calculated as above, the following table will be used to covert the letter gradesto grade points.

Letter Grade	Grade Point	Equivalent %
A+	9	100
A	8	88.89
A-	7	77.78
B+	6	66.67
B	5	55.56
B-	4	44.44
C+	3	33.33
C	2	22.22
C-	1	11.11
F	0	0

A % equivalent of a student scoring a grade point of 7.5 will be equal to

$$Equivalent\ Percentage = \frac{7.5}{9} * 100 = 83.33\%$$

14.5 Grade Point Average (GPA) Calculation

GPA is used to measure and monitor the student's academic progress. It is the basis of their academic standing and determines whether they are eligible to progress with their studies at the Institute.

The GPA is calculated by dividing the sum of all grade points by the sum of all credits attempted. Courses where the student has been designated as either AU (Audit) or AB (Not appeared / Not permitted) are not included in GPA calculations.

GPA calculations are done in four steps

1. Letter grade for each course is converted into a Grade Point Value. Note that notations of AB (Not appeared/absent) are not included in any GPA calculation.
2. We calculate the Total Number of Grade Points for each course by multiplying the course's Grade Point Value by the number of credits assigned to the course.
3. We calculate the sum of the attempted course credits for the Term. Then we add upthe total number of Total Grade Points.
4. Finally, we calculate the Grade Point Average by dividing the total number of gradepoints by the sum of the attempted credits.

$$GPA = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + \ldots}{C_1 + C_2 + C_3 + \ldots}$$

Where C_1, C_2, C_3 denote credits associated with the courses taken by the students and G_1, G_2, G_3 are the grade points of the letter grades awarded in the respective courses in a term.

On the other hand, the value-added courses or the Non-letter-grades obtained in a course will not alter the GPA, since the same are not accounted for in the GPA calculation.

This table illustrates an example of a GPA calculation:

Course	Grade	Grade Point	Credits	Grade Credit Points
1GC01	A	8	3	24
1GC02	A+	9	2	18
1GC03	B-	4	3	12
1GC04	B+	6	3	18
1GC05	C	2	3	6
1GC06	C+	3	3	9
1GC07	B-	4	2	8
1GC08	B	5	3	15
1GC09	Z	--	--	--
			22	110
GPA = Total Grade Points/ Total credits = 123 / 24				5

14.6 Cumulative Grade Point Average (CGPA) Calculation

The CGPA is calculated by dividing the sum of total grade points obtained by the student by the sum of all credits attempted.

The CGPA is used to describe overall performance of the student in all courses in which s/he is awarded letter grades, since her/his admission to the Institute up to the latest semester. It is the weighted average of grade points of all letter grades received by the student from her/hisadmission to the institute and is computed as follows

$$CGPA = \frac{TC_1 GP_1 + TC_2 GP_2 + TC_3 GP_3 + \ldots}{TC_1 + TC_2 + TC_3 + \ldots}$$

Where TC_1, TC_2, TC_3… denote Total Credits associated with the term secured bythe students and GP_1, GP_2, GP_3… are the Total grade points awarded in the respectiveterms.

On the other hand, the value-added courses or the Non letter grades obtained in a course will not alter the CGPA, since the same are not accounted for in the CGPA calculation.

Following table illustrates an example of CGPA Calculation

Term	Credits	GPA scored	GPA Credit Points
1	25	5	125
2	25	7.1	177.5
3	18	6.5	117
BI	6	7	42
4	20	5.2	104
5	18	5.6	100.8
6	6	5.8	34.8
	118	42.2	701.1
CGPA = Total GPA Credit Points/Total GPA			**5.94**

14.7   Grade Sheet

Each Term results (GPA/ CGPA) will be finalized in the succeeding Term and captured in a grade sheet format. The grade sheets will be issued Term-wise. All Term-end results will also be forwarded electronically to the student. The official cumulative grade sheet of all 6 trimesters, after all exams are cleared, will be given to the student with the diploma. If after all attempts permitted, a student does not clear all exams, then the Official grade sheet will be given indicating 'F' for courses in which the student has failed. No diploma will be awarded.

15. Director's Merit List and Award of Medals

Every year, during the convocation, the following medals/awards are given to the graduating batch

15.1   Gold Medal - awarded to the student with the highest CGPA in the batch.

15.2   Silver Medal - awarded to the student with the second highest CGPA in the batch.

15.3   Domain Awards - awarded to the topper in each of the five domains of PGDM; namely, Marketing, Finance, HR, Operations & Analytics.

16. Duplicate Grade Sheet/ Diploma

A student who wishes to apply for Duplicate Grade sheet/ Diploma needs to write an application to the Institute with an Affidavit and FIR. The CoE should be approached for the detailed procedure.

Charges
Application fee for Duplicate Grade sheet/Certificate is Rs. 1500 per document per copy.

Note:
▪ No change in the name of the student will be entertained.
▪ Documents issued will be stamped 'Duplicate'
▪ Kindly note that it takes approximately 30 working days from the day of receiving theabove documents to process an application for the issuance of a duplicate Degree (this excludes postal time).

17. Knowledge Resource Centre

The Knowledge Resource Centre (KRC) plays a vital role in supporting teaching and learning activities and provides the primary source for individual research. As of June 2024, the KRC houses 7189 books of 1791 titles. It subscribes to 30 national and international journals, business magazines and 8 newspapers.

17.1   E-Library

E-Library aggregates all the library subscriptions, e-book collections, open access resources, and multimedia learning content and electronic document repositories in one platform.

17.2   Electronic Resources Available at the KRC

Database	Description
EBSCO eBooks BusinessCore Collection	This focused collection was created to support the research and professional development of working business professionals. It contains more than 11,300 e-books across a wide variety of business-relatedtopics ranging from leadership and management, to green business and strategic planning.

EBSCO Pathways to Research	Pathways to Research contains subject-specific products of searchable, citable full-text research summaries designed to help bridge the gap in researchskills for college students. The curated research summaries show students that research can be non- intimidating, by modelling how to synthesize information from different academic resources. The concise research summaries are written in plain language and are supported by photos, illustrations and charts. They cite mostly peer-reviewed journals.
EBSCO Small Business Reference Center	Small Business Reference Center offers exclusivefull text for many top consumer small business reference books, as well as tools to address many small business topics. It includes business videos,a help and advice section and details on how to create business plans.
EBSCO Business Source Elite	Rich collection of scholarly full-text business, management, and economics journals Business Source Elite provides full-text coverage of Scholarly business, management and economicsjournals. This rich collection also includes publicationscovering topics such as accounting, banking, finance, international business, marketing, sales, etc. Business Source Elite offers full text for more than 1,110 business publications and contains expanded PDFback files for more than 153 titles (back to 1985 or the first issue published for that journal). More than 10,150substantial company profiles from Market Line are alsoincluded.
National Digital Library of India	The National Digital Library of India (NDLI) is a project under the Ministry of Human Resource Development, India. The NDLI provides free of costaccess to many books in English and the Indian Languages.
Harvard Business Publishing SSP case studies	More than 2,000 Harvard Business School case studies. Curated by editors from Harvard Business Publishing. Give students the perspective and contextthey need to navigate the current workplace and prepare for their career. Built around themes that are essential knowledge in today's business context but often not covered in course syllabus. Provide immersive real-world scenarios and commentary to help students examine issues related to the dynamics of business and society, navigating changingworkplaces, and managing teams, personal decisions, and career growth
DELNET	DELNET (Developing Library Network) is an initiative that aims to promote resource sharing among libraries in India and globally. It provides a platform for libraries to share their catalogues, ensuring efficient interlibrary loans and document delivery services. DELNET offers access to an extensive range of resources, including books, journals, articles, dissertations, and databases. It also facilitates various library services such as union catalogues, a specialized bibliographic database, and an open-source software for library automation. By integrating technology and enhancing the capabilities of member libraries, DELNET supports academic research and learning. It plays a crucial role in enhancing the quality of education and research by providing equitable access to information across its network.

17.3 Guidelines & Rules for using the KRC

17.3.1 While entering the library, a person should leave their personal belongings, such as bags, personal books, and parcels at the property counter of the library at their sole risk and consequences. However, they can carry loose papers and notebooks.

17.3.2 A person desirous of using the library has to enter his/her name time (in and out) andput his/her signature in the register kept for the purpose at the entrance of the library.

17.3.3 A person leaving the library must, if required to do so by a member of the library staff,present library items and folders, bags and similar objects in their possession for inspection by a member of the library staff.

17.3.4 The users for the library are requested to take care of their belongings (laptops, devices and other things) inside the library premise otherwise, the library is in no way responsible for the loss / damage of above said articles or goods.

17.3.5 No monetary compensation can be claimed from the Institute in case of any damage to the hardware and or software of the personal belongings of users inside the library.

17.3.6 The library follows an open access system. Books or other materials taken from the stacks should not be re-shelved by the readers but should be left on the tables reserved for this purpose. Please remember that a book misplaced is a book lost.

17.3.7 Library items must not be marked, defaced, mutilated or damaged in any way. If anyone is found doing so, he will be charged the full replacement cost of the material and other disciplinary action initiated.

17.3.8 Eating, drinking and smoking are strictly prohibited inside the library.

17.3.9 Mobile phones must be set to vibrate or silent mode while in the library, and are not permitted to be used inside the library. A fine of Rs.500/- will be charged if a student is found guilty of using the mobile phone inside the library for the first-time violation and thereafter the mobile can be confiscated.

17.3.10 A person must not use any part of the library for any gathering without the authority in writing of the Librarian. No one must not deposit, stick, display or distribute any advertisements, leaflets or similar material in the library without the written permission of the Librarian.

17.3.11 A person must be satisfied while taking the book and before leaving the issue desk as to whether the book is in sound condition or not. Otherwise, he/she may be responsible, if a damage is noticed during return.

17.3.12 A person must behave with decency and decorum. Any irregularities may kindly be brought to the notice of the Librarian / Library Committee / for necessary action.

17.3.13 Users are requested to follow a decent dress code inside the library.

17.3.14 Readers should maintain peace and silence in the library and should not disturb other users in any way.

17.4 KRC Hours*

Monday to Friday	08:30 AM to 6:00 PM
Saturday	09:30 AM to 05:30 PM

* KRC timing may change from time to time.

17.5 Eligibility to Borrow Books

Students shall be permitted to borrow books and other publications from the KRC after filling the membership form. The eligibility of taking book on loan for the students is maximum four books at a time for maximum seven days

17.6 Overdue Fines

Late Fine	Entitlement
Per Book Per Day	Rs.10.00
Overnight Issued Book (Per Day)	Rs. 20.00

17.7 Borrowing from the Library

17.7.1 Borrowing facilities are available only to the registered members of the library.

17.7.2 Books or other documents may be borrowed only by registered members against the library membership.

17.7.3 The borrower is responsible for any book/material issued against the library membership as per the library records.

17.7.4 Users will have to honour the instructions given by emails from the KIM library email account for Issue and Return of books.

17.7.5 Books once issued on loan basis, should not be brought inside, unless it is to be returned.

17.7.6 Books shall be re-issued to the same borrower only once and re issue can be denied, if there is a demand for the book.

17.7.7 During examinations, books and publications issued will not be renewed.

17.7.8 The Librarian is empowered to recall any book/material at any time if necessity arises.

17.8 Condition of Loan

17.8.1 Borrowers must satisfy themselves about the physical condition of the books before borrowing. Borrower shall be held responsible for any damage or mutilation noticed at the time of returning the book(s).

17.8.2 All books on the loan shall be returned on or before the due date marked in the mail that a User will receive as a receipt when he/she issues a book, failing which late charges shall be realized from the borrower. Repeated violation of this rule by the members, may lead to suspension or cancellation of the membership of the defaulting member.

17.9 Reservation of Books

17.9.1 A book on loan can be reserved for a library member on his/her formal request.

17.9.2 Intimation will be via email to the member who asked for reservation immediately after the return of the book. The requester shall collect the book within one day from the date of issue of notice. Failing which, the same shall go back in normal circulation and the reservation of books will be cancelled.

17.10 Loss of Books & Journals

17.10.1 A book lost by the member shall be replaced either with the same/latest edition, or an additional 20% of the current price shall be charged for Indian books and for foreign books an additional 40% of the current price of the book need to be collected.

17.10.2 Loss of borrowed material must be immediately reported in writing. The replacement charge for lost material will also include late charges, if applicable.

17.10.3 Lost issues of the journals shall be replaced by the member within one month from the date of loss; else the member shall have to bear the current cost of the complete volume or set.

17.11 Damage to Books

The Librarian shall be competent to impose the following penalty if any member is found guilty of stealing/destroying/defacing/disfiguring etc., a book and other reading materials
Penalty: To realize the current cost of the book(s) with a fine up to Rs.1000/- and / or suspension of library membership for such period as he may deem fit.

17.12 Misbehaviour with library staff members

Any student found guilty of misconduct with library staff members will be referred for disciplinary action.

17.13 Appropriate Uses of Electronic Resources

E-resources provided by the Institute are governed by license agreements that restrict use to currently enrolled KIM students, faculty, and staff. The use of online resources is governed by applicable copyright laws as well as the terms of the license between KIM and the publisher.

17.14 The following activities are prohibited

17.14.1 Commercial use E-resources licensed to the Institute are restricted

17.14.2 Downloading an excessive portion of a resource (e.g., an entire journal issue).

17.14.3 Electronically transmitting online content to non-KIM persons

17.14.4 Posting articles to Blackboard or a public website. Post a link instead. For information on adding full-text resources to your Blackboard page,

17.14.5 Use of robots or spiders or other programmes for automatic or systematic downloading of content.

17.14.6 Creating a derivative database from the e-resource and making that available to others.

17.14.7 Sharing IDs and Passwords. or enabling anyone who is not an authorized user to gain access to materials licensed to KIM.

17.14.8   Causing breaches of the license terms and causing loss of e-resource access for the entire Institute.

17.14.9 Watching prohibited sites

17.14.10 Specific terms and conditions for each e-resource are generally available from a link on the publisher's site. If you have any questions about your intended use of the resource, please consult these terms or ask library staff for assistance. If you need help or advice accessing or using our e-resources then please get in touch. If you are having problems, please remember to include details of the resource you are trying to access, the route you have taken and any error message you have received.

18. Computing Facilities

18.1 Students will get their internet login ID and Institute e-mail ID post registration into the programme.

18.2 Except YouTube, Non-educational websites/streaming services, pornographic websites and all other banned websites are blocked.

18.3 The computer lab is open for students from 0830-1730 hrs on all days except Sundays. Students will have to take prior permission from the IT department if they want to access the lab outside the above-mentioned timings. However, students are not allowed to access the facility if any examination has been scheduled in the Lab and a notice will be circulated accordingly.

18.4 The Analytics lab is for students who have opted for Business Analytics as a specialization in Trimester three. The lab will remain open only during class timings of the specialization students. Access outside the class timings will be allowed only with prior permission. Students are required to handle the PCs with care.

18.5 Students are not allowed to shift any IT equipment like Keyboard, Mouse, CPU, Monitor, Ethernet cable, Speaker, Wi-Fi router etc. for any purpose without prior permission.

18.6 It is recommended that the students adhere to the following practices related to IT

18.6.1 Students should keep their login-in credentials protected.
18.6.2 Students should install an anti-virus software on their laptops.
18.6.3 Students should register any new device that uses networking facilities with the IT department.
18.6.4 Students should not damage any hardware or software related to any PC in the computer lab/analytics lab. In case found indulged in making damages, such students will be subjected to thorough enquiry and the worth of damage will be recovered from them.
18.6.5 Students should not use the email id provided by KIM for any purpose other than academics or any PGDM course related work.
18.6.6 Students should not access or indulge in any torrent or piracy aligned websites and practices.
18.6.7 Students should not indulge in any hacking or other privacy-infringement related activities. It will be treated as serious breach of discipline.
18.6.8 The IT department is not responsible for formatting/resetting/installation of any software or hardware on the student's personal laptop. The IT department is also not responsible to provide any genuine copies of Microsoft Windows and Microsoft Office to the students for usage on their personal laptops.
18.6.9 All softwares/applications installed on the devices used by the students should be licensed software.

19. FINANCIAL GUIDELINES

19.1 Payment of Fees

The Institute expects prompt payment of fees and other charges on or before due date. If payment is not made on time,the Institute may impose penalties which may, among other things, include not permitting registration into the subsequent trimester, debarment from examinations, withholding grade sheets, transcripts, imposing fine, etc. Schedule of each installment of fees payable will be intimated periodically. The individual components of the fees payable for the programme are given in detail.

19.2 Late Payment of Fee/Fines

19.2.1 All students are expected to pay the fees as per the announced schedule. Students who fail to do so have to seek written permission for late payment from the Dean-Academic
19.2.2 Students who fail to make the fee payment by the announced date will not get credit for attendance till the time the fees are fully paid. All attendance rules will apply and no exceptions will be made.

19.2.3 If the fee is not paid at the end of the 15 days grace period, the student will not be allowed to attend classes, till the time all the fees have been paid.

19.3 No Dues Certificate

At the end of last trimester, students are required to get the 'No Dues Certificate' from the Institute by returning their ID Cards, library books and clearing other dues, if any. The 'No Dues Certificate' is required to process refund of the caution deposit. Other cases where a 'No Dues Certificate' is required are when

19.3.1 A student withdraws from a trimester/program.

19.3.2 Provisional admission is cancelled.

19.3.3 The student's name is struck off the rolls.

19.3.4 The student is asked to surrender the cards by a competent authority.

19.4 Institute Account Details

Programme related fees can be transferred online using the details below
Account Name: KIRLOSKAR INSTITUTE OF MANAGEMENT, PUNE PGDM
Saving Bank, A/C. NO. 000501065876
Bank Name: ICICI Bank Ltd.
Branch: Bund Garden, Pune – 411001.
RTGS/NEFT/IFSC Code: ICIC0000005

20. ADMINISTRATIVE GUIDELINES

20.1 Hostel Guidelines

The social life in student hostels constitutes an important part of the learning experience on campus. Hostel life provides students with opportunities to interact with each other in a group setting, through which respect, cooperation and sense of responsibility can be developed.

The major objective of these student hostel regulations is to safeguard the collective interest of all students, so that a comfortable environment conducive to both physical and mental well-being can be maintained. All students are expected to comply with these regulations.

All KIM students have to stay in the campus accommodation allotted by the hostel authorities. Rooms once allotted will not be changed.

20.2 Rules for Entering and Leaving the Campus

20.2.1 Campus gates officially close at 2200 hrs.

20.2.2 Students coming after 2200 hrs will need to appear in front of the Disciplinary Committee.

20.2.3 For Night-Out passes, a mail from the parent/registered guardian is required to be sent to the Programme Office, based on which an approval may be given. A student staying out without a night-out approval will be referred to the Disciplinary Committee.

20.2.4 Night-Out pass approvals (including those for holidays, Saturdays and Sundays) will be given by the Programme Office only on working weekdays, during Office Hours.

20.3 Hostel room norms

20.3.1 Changing allotted hostel rooms is not allowed.

20.3.2 Students are required to take adequate care of their personal belongings and keep them under lock and key.

20.3.3 Students should keep their rooms locked at all times. No complaints in this regard will be entertained.

20.3.4 Student rooms will be opened for cleaning, by the house keeping staff, in the presence of the security staff. Cleaning will be done as per the schedule fixed by the administrative team.

20.3.5 If any student does not require any item provided in his/her room, he/she should inform hostel authorities.

20.3.6 Shifting of existing furniture from one room to another is not allowed.

20.3.7 Students are not allowed to stay over in any other room other than the one allotted.

20.3.8 When leaving their rooms, student must turn off lights and fans for the purpose of conserving energy.

20.3.9 Students are not allowed to use any electrical or electronic gadgets in their rooms other than their laptops and chargers, mobile chargers and hair dryers. Any other gadgets found in the rooms will be confiscated and will not be returned, and the students will be required to pay a penalty of Rs. 2000. In cases of repeat violation, a penalty of Rs. 3000/- will be imposed and a written warning will be given.

20.3.10 Students are to maintain disciple, and the no tobacco/alcohol/drug policy applies across the Institute campus. Any student found breaching the same, will be subject to stringent action as per the seriousness of the offense, which may lead all the way up to rustication.

20.3.11 Students may address their concerns and queries through the register available at the hostel desk. Avoid all verbal or informal communication channel.

20.3.12 The management has the rights to conduct surprise audits of the facilities, and in case of any prohibited activities/ substance found will lead to strict disciplinary action including informing the parents/local authorities.

20.3.13 It is the students' responsibility to take proper care of any equipment/ furniture allotted to him/her by the Institute. The damage or destruction of institute's property will be treated as a serious breach of discipline and full charges for repair or replacement, will be recovered from individual student or a group of students (in the case of common/public areas), as the case may be.

20.3.14 Students should obtain hostel clearance certificate from the hostel in-charge at the end of each academic year and hand over possession of the room to the authorities.

20.3.15 Complaints of a serious nature may also be brought to the notice of the Admin Manager / Programme Office.

20.4 Guests and Visitors

20.4.1 Male students are not permitted to visit the female students' rooms and vice versa.

20.4.2 Parents/local guardians are welcome only during the day and will be allowed to meet the students in the cafeteria.

20.4.3 There is no provision for any visitor, including parents to stay in the hostels or anywhere in the campus.

20.5 Discipline

20.5.1 Ragging, gambling in any form, possession or consumption of any narcotic drugs/tobacco products/alcohol is strictly prohibited in the campus. If a student is found indulging in such cases, strict disciplinary action will be initiated and the concerned authorities will be notified to register a complaint, and the parents will be informed.

20.5.2 Students are not allowed to keep in their possession lethal weapons (or look-alikes) / explosive/ flammable/poisonous substances.

20.5.3 Every effort is made to provide students a safe and peaceful environment. If any student is found to be disturbing the same, appropriate action will be taken against him/her.

20.5.4 Common room chairs, furniture, newspapers and magazines are not to be removed/displaced under any circumstance.

20.5.5 Playing any sort of outdoor game in the corridors is not permitted, to safeguard the hostel infrastructure.

20.5.6 Glass panes and walls of the dining hall and other places at the hostel premises must not be used for displaying notices/posters (for which separate notice boards are available in the hostels) without prior permission of the Programme Office. In case posters are put up after such permission is obtained, care must be taken not to damage the walls and they must be removed promptly and carefully after the event.

20.5.7 Students must not spoil the walls of their room and the hostel. Any graffiti inside the rooms will invite

the cost of repainting the entire room. Any graffiti in the corridor walls / common areas will invite the cost of repainting the entire corridor / common area, which will be borne with all the students in that particular floor / hostel.

20.5.8 The residents of the hostel cannot organize any function in the hostel without the prior and written permission of the Programme Office and Admin Manager. All celebrations, including birthdays, must be organized in the cafeteria only with the knowledge of the hostel warden.

20.6 Prohibited behaviour

20.6.1 Allowing a person of another gender to stay in the hostel; visiting and staying in the hostel of the opposite gender

20.6.2 Keeping any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel or in hostel room.

20.6.3 Taking law into their own hands.

20.6.4 Shouting, fighting, gambling, stealing, violently knocking, maltreating or abusing (physical and/or verbal altercation).

20.6.5 Engaging a private servant or housing pet animals/birds.

20.6.6 Absence from the hostel overnight without the prior permission of the competent authority.

20.6.7 Any act subversive of discipline or breach of rules.

20.6.8 Leaving the hostel without applying in the prescribed form in advance stating the reason for leaving and the address of destination.

20.6.9 Going on excursion or picnic without the prior permission of the Head Admin. However, for any eventuality that may occur during picnic/excursion, the responsibility does not lie with the Institute authorities.

20.6.10 Forming association of students on the basis of sex, demographic, caste or creed during the stay in the hostels.

20.6.11 Allowing guests to stay overnight in the room of the student.

20.6.12 Giving shelter to any other student/outsider in the rooms.

20.6.13 Inviting any outside person to address any meeting in the hostel without written permission of the competent authority.

20.6.14 Consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the campus or hostel room or entering the campus in an intoxicated state.

20.6.15 Screening/viewing obscene literature/video films in the room/public spaces.

20.6.16 Bringing crockery and other such items from the canteen to hostel rooms.

20.6.17 Squatting in restricted areas.

20.6.18 Physical intimacy of any kind

20.6.19 Intervention in any security investigation.

20.7 Mess/Cafeteria

20.7.1 All students must have their meals in the cafeteria at the hours stipulated by the management.

20.7.2 Biometric swiping is mandatory for consumption of meals.

20.7.3 Food will not be served outside the cafeteria except in cases of illness. For such cases the mess in-charge should be informed at least two hours before the meal service time. It will be a member from the mess who shall deliver the food to the individual at the hostel, and no student will be permitted to take meals for anyone. In case of a female student, the mess representative will be escorted by the Female student 's friend/ roommate only.

20.7.4 Taking out chairs, other furniture, utensils, crockery and cutlery from the dining hall is not allowed.

20.7.5 The menu will be decided by the institute's administration in consultation with the Admin Committee and the contractor.

20.7.6 No student will be allowed to register for the succeeding trimester/ receive diploma upon convocation if the mess bill is outstanding.

20.8 Facilities

20.8.1 Doctor: A registered medical practitioner will be available between 1600 – 1800 hrs, Sunday through Friday. For major illnesses, students are advised to visit the hospital suggested by the campus doctor.

20.8.2 Gym/recreation room: Facilities for recreation and gym have been provided.

20.8.3 Washing machine, water cooler, induction, hot plate, iron box with stand: All these have been provided in the hostels for the students.

20.9 End of residence and early withdrawal

20.9.1 At the end of each academic year, residents are required to move out of the hostel on or before the designated move-out date. When moving out, students are required to clear all belongings (including clothing, books, etc.), and return all the original keys to the security/admin staff. The hostel admin will issue a checklist, while checking in, indicating the items that are part of the room and their condition. The same checklist will be counter-checked by the admin staff and the student while checking out. Any damage will attract a penalty and such deductions will be made from the caution deposit.

20.9.2 Students violating hostel rules & regulations may be expelled, any time during the academic year, from their respective hostels immediately by the competent authority.

20.10 General Guidelines

20.10.1 Safety Awareness & Disaster Management

Ensuring the utmost personal safety and health of students, faculty members, staff, and visitors is of importance.

(1) Prohibited Acts of Carelessness: Engaging in any acts of carelessness is strictly prohibited.

(2) Authorized Task Performance: Perform only authorized tasks or jobs and adhere to given directions.

(3) Accident Reporting: All accidents, regardless of their severity, should be promptly reported to the Institute authorities.

(4) Familiarity with Safety Equipment: Familiarize yourself with the location andproper use of all safety equipment, such as fire extinguishers and sprinklers, within the campus.

20.10.2 Suggestion box

(1) A dedicated suggestion box has been installed outside the seminar hall

(2) Constructive Feedback: Provide suggestions that are constructive and aimed at improving the institute or its processes.

(3) Clarity and Specificity: Clearly articulate your suggestions, providing specific details and examples where applicable.

(4) Respectful Language: Use respectful and professional language when submitting suggestions, ensuring a positive and collaborative tone.

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