

MANUAL OF POLICIES FOR STUDENTS

Post Graduate Diploma in Management

2-year full-time AICTE approved



STUDENT MANUAL

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1. ABOUT PRAXIS

- 1.1. Praxis Business School, established in 2007, is a premier institution offering a two-year full-time AICTE approved Post Graduate Diploma in Management (PGDM) at Kolkata.

2. ACADEMIC YEAR

- 2.1. PGDM is a two-year program with six terms of 11-13 weeks and a compulsory 8-10 weeks summer internship.

3. REGISTRATION

- 3.1. All new students are required to register in person on the Registration Day as indicated in the Academic Calendar. The student who fails to register within three (3) days, without prior intimation and formal approval of the Director, will be deemed to have left the program.

Second year PGDM students must submit a declaration of completion of internship on the day they register for Term 4. Failure to submit the declaration will disqualify the student from successful completion of the course.

4. COURSE WORKLOAD

- 4.1. The PGDM program consists of compulsory core courses, optional elective courses and internship.
- 4.2. The PGDM program requires the students to complete at least 105 credits and at most 114 credits of core and elective courses in two years.
 - 4.2.1. Students are allowed to take a maximum of eight (8) 3.0 credit courses in any term, subject to class schedule and other constraints mentioned by the PGP Office.
 - 4.2.2. Core or elective courses may be replaced with dissertation or a Course of Independent Studies (CIS) under extreme circumstances at the discretion of the Director, whose decision will be final and cannot be challenged under any circumstances.
 - 4.2.3. Students would have to pay a fee of INR 5,000 per credit in case they take more than 108 credits in all.

5. ATTENDANCE

- 5.1. It is mandatory for the students to be regular and punctual in all the classes, without exception.
 - 5.1.1. Attendance carries 20% weightage in courses. The PGP Office will allocate attendance marks for each course on a pro-rata basis depending on the exact number of classes attended for the course.
 - 5.1.2. Students who fail to attend at least 80% of all classes held across all courses till date will not be allowed to sit for placements. Their CVs will not be forwarded to any prospective recruiter either for final placement or for summer internships, irrespective of their performance in term examinations.
 - 5.1.3. However, if there exists a truly exceptional situation for which the student has missed more classes, then the Director at his discretion may permit them to participate. The decision of the Director in this regard is final.
- 5.2. Attendance at official Institute events is compulsory. The list of such events includes but is not limited to:
 - 5.2.1. Foundation Day
 - 5.2.2. Spardha
 - 5.2.3. Khoj
 - 5.2.4. Events organised by different student clubs.
- 5.3. In calculating the attendance marks, PGP Office may consider granting Leave of Absence if situations arising out of:
 - 5.3.1. Any serious medical condition where the student has informed the PGP Office as soon as it is detected but no later than two (2) weeks after the commencement of the same.
 - 5.3.2. Engagement with placement related activities as certified by the Head of Placements.
 - 5.3.3. Being required to represent Praxis in any activity as certified by G.Sec and approved by the Director.
 - 5.3.4. Personal and/or family emergency that is communicated to the PGP Office within two (2) days of the absence.

6. EVALUATION AND GRADING

- 6.1. Each student registered for a course will be evaluated by the faculty member who is teaching the course on the basis of one or more components like mid-term examination, end-term examination, individual or group assignments. The evaluation will result in a letter grade that the faculty will communicate to the PGP Office.
- 6.2. All course evaluations will consist of 20% attendance and 80% for course components as described in 6.1.
- 6.3. An 8 point grading system is used for evaluation. The nine (9) grades and the equivalent Grade Points are as follows:

Grades	A+	A	B+	B	C+	C	D+	D	F
Grade Point	8	7	6	5	4	3	2	1	0

- 6.4. The weighted average of Grade Points across all courses completed by the students, weighted by the credit assigned to the course, will constitute the Cumulative Quality Point Index (CQPI) for the student, till-date.
- 6.5. In case, the student fails to appear in the mid-term or end-term examination, they may be allowed to take the examination again subject to:
- (i) payment of INR 2,500 per exam and
 - (ii) prior specific consent of the PGP Office and/or Director on the basis of documents submitted to justify absence as stated in 5.2
- 6.6. In case any PGDM student gets an F (Fail) Grade, the student can repeat the same course, or its equivalent, whenever it is offered next. When a student repeats a course, weightage will be given only to the mid-term component (40%) and end-term component (60%) and the highest grade achieved over two attempts will be considered for computing the final CQPI. Fees for repeating a course is INR 5,000, as stated in 6.5(i).
- 6.7. The decision of the faculty member in the matter of grades is final. Students will be shown the answer scripts for reviewing and papers should be seen and submitted for reviewing within seven (7) days. Students may request the PGP Office for a break up of marks in different components within ten (10) days after the grades are published.

7. QUALIFYING STANDARDS

- 7.1. To be eligible for the diploma for Post Graduate Diploma in Management the student should have completed the required core and elective courses with a final CQPI of 4.00 and must have successfully completed the summer internship.
 - 7.1.1. To be eligible to be promoted to the second year of the program, the student must have a CQPI of 2.75 or more at the end of the first year, failing which the student will either have to withdraw from the program or repeat the first year.
 - 7.1.2. Students who have a CQPI between 2.75 and 3.99 will be allowed to continue in the program provided that they give a declaration in writing to repeat the required number of first year courses necessary to reach the qualifying CQPI mentioned in 7.1.
 - 7.1.2.1. If a student fails to reach CQPI 4.00 at the end of Term 5, the student will be allowed to write Term 3 mid-term and/or end-term examinations (or equivalent) so as to reach a CQPI of 4.00 at the end of Term 6 and be eligible for the award of Diploma but not for placements.

8. ELECTIVES

- 8.1. Second year PGDM students are required to choose courses from a set of electives that will be announced during the summer break.
- 8.2. Each elective may or may not have eligibility criteria set by the faculty who teaches the elective. Criteria may include one or more of the following : CQPI, grades in prerequisite courses, performance in specific examinations.
- 8.3. Students must specifically register for electives to be allowed to sit in the class. If they want to change electives after classes have started, they should write to the PGP Office and inform them immediately, but no later than after two (2) classes have been held.
- 8.4. In case a minimum number of students do not register for an elective, that elective may be dropped and the students who are registered for this elective will have to choose another elective that is being conducted.

9. EXAMINATION RULES

- 9.1. Students should report at the examination venue at least 15 minutes before the scheduled time and take their seats according to the randomised roll number/chart. Students will not be permitted into the examination venue after the question paper is distributed.
- 9.2. Students are expected to equip themselves with pen, pencil, ruler, eraser, calculator (if permitted by the Faculty Member) etc. Borrowing of books, study material, calculators etc. is strictly prohibited in the examination venue.
- 9.3. Students must fill the particulars on the cover page of the answer booklet before proceeding to attempt any question. The same is the case with every additional booklet used. Students who do not fill in all the details will be marked absent in the examination.
- 9.4. A student must not refer to any book, paper or other notes, unless it is an open book examination.
- 9.5. Except for essential communication with the invigilator, a student is not permitted to communicate in any form with anyone else during the examination. Passing or receiving information in any form or peeping into the answer books of others during the examination constitutes misconduct and is strictly prohibited. A student, who assists or abets giving or passing of information, in any form whatsoever, will be considered guilty and punishable as the one receiving it.
- 9.6. Students must stop writing, as soon as the invigilator signals the end of the time allotted for the examination.
- 9.7. Students are not allowed to leave the examination venue during the examination, without the express permission of the invigilator.
- 9.8. Answer books should be handed over to the invigilator once the student finishes the examination. It is the sole responsibility of the student to ensure that his/her answer book is promptly handed over to the invigilator.
- 9.9. Any violation of the norms of examination will be considered a serious offence and an act of misconduct and will be severely punishable.

- 9.10. Students have to deposit their mobile phones to the invigilator prior to the start of the examination. In case any student is found having his/her mobile phone(s) in person, he/she needs to submit his/her answer script and leave the hall. He/She will get an F (Fail) Grade for the component. In addition, he/she will be liable for penalties which the Academic Council deems fit.

10. PLACEMENT

It should be clearly understood that the Institute is under no obligation to find a suitable job for students.

- 10.1. The Summer Project is an integral part of the PGDM program. The Placement Office will assist the students in finding suitable summer assignments. Only summer projects authorised by the Institute will be recognized.
- 10.2. Sub-standard performance in the summer project, resulting in adverse feedback from the company guide will result in debarment from Campus Placement.
- 10.3. In order to be eligible to participate in the final placement process, students must have a minimum CQPI of 4.00.
- 10.4. Students who do not attend at least 80% of all classes held across all courses up to the present will not be permitted to sit for placements, as mentioned in the section 5.1.2.

11. CODE OF DISCIPLINE

- 11.1. The Institute attaches great importance to integrity, honesty and discipline. A sense of responsibility and a high degree of maturity are expected from all the students inside or outside the campus as befitting future management.
- 11.2. Mobile phone usage is strictly prohibited in the classroom, breach of this rule will lead to a fine of INR 500.
- 11.3. The following commissions and/or omissions on the part of students will constitute breach of discipline/acts of misconduct:
- 11.3.1. Absence from the campus without prior permission from the Director
- 11.3.2. Absence/Mass absence from classes

- 11.3.3. Creating disturbance in the class and/or instigating others to such act
- 11.3.4. Delayed entry into the class, leaving the classroom without permission, being inattentive
- 11.3.5. Copying in any form in assignments, projects or examinations
- 11.3.6. Permitting, whether willfully or otherwise, a co-student to copy from one's own answer book or document or material
- 11.3.7. Impersonation or proxy submission of attendance, assignments, reports and other documents to the faculty
- 11.3.8. Reporting fictitious data for empirical study or in the dissertation or assignment
- 11.3.9. Substandard performance in the summer project, resulting in adverse feedback from the company guide
- 11.3.10. Smoking in the campus
- 11.3.11. Drunkenness and consumption of alcoholic drinks in the campus
- 11.3.12. Gambling
- 11.3.13. Usage of hallucinogenic or psychotropic drugs
- 11.3.14. Violent, disruptive or noisy behaviour that adversely affects other residents; (like playing loud music which may disturb other residents who wish to study)
- 11.3.15. Damage to the property of the Institute
- 11.3.16. Theft or fraud or dishonesty
- 11.3.17. Levelling false and baseless allegations against any Associate of the Institute
- 11.3.18. Doing, or causing to do any act, which is likely to adversely affect the relations of the Institute with external agencies.
- 11.4. Sexual Harassment: Any unwelcome sexually determined behavior will be treated as per details given in the Annexure 1.
- 11.5. Ragging—as defined in AICTE notification F.No.37-3/Legal/AICTE/2009 dated July 1, 2009 is prohibited & Praxis is committed to implementing the guidelines in letter & spirit.
- 11.6. Two special purpose committees have been constituted to ensure maintenance of discipline.
 - 11.6.1. The Anti-Sexual Harassment Committee will seek minimise the possibility of sexual harassment and if such an incident is reported to investigate and take necessary action.

- 11.6.2. The Anti-Ragging Committee will ensure compliance with AICTE guidelines on ragging and take prompt and immediate action if required.
- 11.6.3. Both these committees are chaired by the Director and include members of the faculty and the student body
- 11.7. A student, who is alleged to have committed an act of misconduct as aforesaid will be directed to show cause against disciplinary action and will be given an opportunity to present his/her case. The Director may, after giving a hearing to the student and after conducting such investigation as is deemed fit and proper in the circumstances, impose such punishment as is deemed fit and proper.
- 11.8. Punishments include warning, imposition of fine, downgrading of grade, withholding of the Diploma and expulsion from the Institute. While imposing punishment, the Academic Council will take into account the nature and gravity of misconduct, the circumstances of the case, and the impact of the misconduct on general discipline inside the campus or on the reputation, image and standing of the Institute.

12. CHEATING AND PLAGIARISM

- 12.1. Praxis has a zero tolerance policy regarding cheating and plagiarism. Penalties for cheating and/ or plagiarism are harsh and can lead to expulsion from the Institute in cases which are serious. Penalties can include but are not limited to:
 - 12.1.1. Debarment from participation in Placements.
 - 12.1.2. In case students have been placed, informing the company which has selected him/her regarding this act of cheating/plagiarism.
 - 12.1.3. Ineligibility to receive a Medal for Academic Distinction in case the student was otherwise qualifying for the same.
 - 12.1.4. Ineligibility to participate in the Convocation.

13. GRIEVANCE RESOLUTION

- 13.1. Any student, having a grievance, academic or otherwise, may submit a written application to the Director setting out all the circumstances and/or details therein clearly. The grievance application should be signed by the student concerned. The Director will address the grievance either on his own or in consultation with other members of the faculty.

- 13.2. Anonymous applications/petitions/letters will not be entertained or attended to under any circumstances.

14. DIPLOMAS & TRANSCRIPTS

- 14.1. Diplomas will be awarded to those students who have fulfilled all the conditions and requirements for the program as mentioned in section 7, and who have been approved by the Academic Council and Board of Governors.
- 14.2. The final transcripts will be given along with the Diploma/Certificate provided the student has cleared all the dues of the Institute.

15. MEDALS FOR ACADEMIC EXCELLENCE

- 15.1. For outstanding academic performance, medals are presented at the time of the Convocation, subject to the condition that the student qualifying for the medal has not violated the academic discipline of the program at any time during the academic period.

16. FEES

- 16.1. Fees payable to the Institute are announced on the website and/or offer letter and prospectus.
- 16.2. All fees are to be paid within the prescribed deadline by cheque/draft/NEFT in favour of Praxis Business School Foundation. Cash is not accepted.
- 16.3. Extra copies of official transcripts, after successful completion of the program, can be obtained on payment of INR 1,000 per copy. An additional amount of INR 200 will be charged if the documents are to be dispatched by Speed Post within India. All amounts are to be paid in the same manner as described in 16.2.
- 16.4. The fees/charges stipulated may be revised by the Institute without notice.
- 16.5. Default in Payment of Fees:
- 16.5.1. A student who misses the fee deadline would be required to pay a fine of INR 1,500 for each week of non-payment of fee.
- 16.5.2. A student who has not paid his/her fees as per the schedule :

- 16.5.2.1. Will not be allowed to take any examination, or if has taken examinations the results of the same will not be published.
 - 16.5.2.2. Will not be allowed to sit for any placement process.
 - 16.5.2.3. Will not be awarded the Diploma even if all academic requirements have been met.
 - 16.5.2.4. Will be debarred from entering the campus.
- 16.6. Refund of Fees and Caution Deposits:
- 16.6.1. No fee paid to the Institute, other than caution deposit, is refundable. This applies in case of dismissal from the Institute, as well as to any kind of withdrawal (voluntary or otherwise) from the Institute's rolls.
 - 16.6.2. Caution deposit money will be released within two (2) months from the date on which the student submits the clearance form duly filled in and signed by relevant authorities in each department.

17. EXTRA CURRICULAR ACTIVITIES

- 17.1. The Institute offers scope for extra-curricular activities, like sports and games, gym, debate, quiz contests, music, dramatics. All such activities are organised and managed by the students through various clubs and other committees. Any student who is an office bearer must ensure that they maintain a CQPI of 3.50.

18. LIBRARY

- 18.1. Two books will be issued against two (2) library cards for a period of not more than ten (10) days.
- 18.2. Penalties associated with late return of books and damage to books will be notified in the library.
- 18.3. At the time of clearance, students are required to deposit the two (2) library cards issued to them failing which a fine of INR 500 per card will be charged.
- 18.4. More information about the Library is available on [this link](#).

19. HOSTEL RULES (applicable to students who live in the hostel at Kolkata)

- 19.1. Keeping security of students in mind, the following guidelines have been put in place regarding the movement of students from campus.
- 19.1.1. All the students will have to return to campus by 10:00 pm.
- 19.1.2. Students will have to inform the Institute if they intend to stay out for the night. This should be done by 9:00 pm using the prescribed form (available from the Admin Office). For each instance of failure to comply will result in a deduction of INR 1,000 from the caution money deposit and after three (3) such instances, the student will be expelled from the hostel.
- 19.1.3. Students will have to deposit their hostel ID cards with the security guard before leaving the campus.
- 19.1.4. Guests and/or outsiders including day scholars are strictly prohibited in the hostel room. Violation of this will make the student liable to disciplinary action.
- 19.2. All graduating students must vacate the hostel room within one week of the Convocation. Students who fail to do so will be charged a daily rental fee of INR 500 after the specified period has ended.
- 19.3. Resident students may apply for the allocation of nighttime parking facilities for their vehicles at the Praxis campus. Parking spaces will be allotted based on availability, and students will be required to pay a parking fee.

The parking fee will be as given below:

Vehicle Type	Monthly Parking Fee	Daily Parking Fee
4 Wheeler	Rs 3,000.00	Rs 200.00
2 Wheeler	Rs 1,000.00	Rs 75.00

Night parking charges will apply from 10:00 pm onwards. Praxis will not be responsible for any thefts, damages to the vehicles parked at the campus.

- 19.4. Students who have not been placed may be granted longer stay at the Praxis campus at the discretion of the management and subject to availability of rooms.

20. DAY SCHOLAR RULES

- 20.1. Day scholars are allowed to stay on campus till 8:00 pm.
- 20.2. In addition to classrooms, day scholars can avail of the sitting facilities present in the Library and the Canteen areas.
- 20.3. Day scholars are not allowed on campus on holidays and on weekends when they do not have classes.
- 20.4. Day scholars are not allowed to enter the hostel residential areas.
- 20.5. Exceptions to the above may be granted at the discretion of the authorities for special events and occasions.

21. CAMPUS RESOURCES USAGE GUIDELINES

- 21.1. Classrooms may be available for maximum one hour after the end of classes, unless specific permission is requested and granted by the Admin Officer.

22. INTERNET USAGE GUIDELINES

- 22.1. Accessing, downloading or transmitting files/images/videos/songs that contain material of pornographic, racist or extreme political nature, or which incite violence, hatred or any illegal activity, or are considered as obscene, threatening, harassing materials are banned and will invite strict action from the Institute.
- 22.2. Attaching and transmitting files or programs that contain illegal/unauthorised material by email is prohibited.
- 22.3. Accessing computers (hacking), accounts, files or information belonging to others without their knowledge and explicit consent is a serious offence.
- 22.4. Accessing the internet using the institute's bandwidth for commercial activity, personal advertisement, solicitations or promotions, such as hosting of commercial websites or email broadcasts of commercial promotions is not allowed.
- 22.5. The Institute does not authorise the use of pirated or illegal software including but not limited to operating system, application software and antivirus software.
- 22.6. Violation of any of these rules constitutes breach of discipline and will invite penal measures commensurate with the gravity of the infringement.

- 22.7. The defaulting student will be liable to indemnify the Institute, any other students or any third party of any losses/damages caused due to their act of indiscipline.

23. NON-DISCRIMINATION POLICY

- 23.1. Praxis does not discriminate in its educational programs or activities on the basis of race, colour, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, gender, sexual orientation, genetic information, or any other characteristic protected under applicable laws.

24. GENERAL

- 24.1. The Administration of Praxis reserves the right to change at any time, the requirements for admission or graduation, content of courses, fees charged, awards and regulations affecting students, or make any other suitable modifications, should they be deemed necessary in the interest of the students, the Institute or the profession.
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25. ANNEXURE 1

Sexual Harassment:

1. The Institute is committed in dealing with and doing away with any instance of Sexual Harassment by and against its students. A student or faculty of another institute / college / university who is a visitor at the Institute will also be governed by the present policy.
 - (i) Sexual harassment will include but may not be restricted to
 - (a) Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, or demand for sexual favours;
 - (b) eve teasing, innuendos and taunts, physical confinement against one's will and intrusion upon one's privacy;
 - (c) act or conduct by a person inside or outside the campus which is intimidating to a person belonging to the other sex;
 - (d) any unwelcome gesture by an employee or student having sexual overtones
 - (ii) Any student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Internal Complaints Committee [ICC] that has been instituted for this purpose, in writing with his / her signature within a period of 7 working days of occurrence of the incident.
 - (iii) However **False or unsubstantiated complaints** will warrant disciplinary action against the complainant.
 - (iv) **The Disciplinary Action** will be commensurate with the nature of violation.
2. A student, who is alleged to have committed an act of misconduct as aforesaid will be directed to show cause against disciplinary action and will be given an opportunity to present his case to the ICC. The ICC may, after giving a hearing to the student and conducting such investigation as is deemed fit and proper in the circumstances, impose such punishment as deemed fit.
3. Punishments include but are not limited to warning or down-gradation up to grade `F', or denial of scholarships or medals if due, or withholding of Diploma or expulsion from the Institute.
4. The aggrieved student may appeal to the Director. The decision of the Director will be final



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