

# MANUAL OF POLICIES FOR STUDENTS

V25-07

2-YEAR FULL-TIME

## Post Graduate Diploma in Management (PGDM)



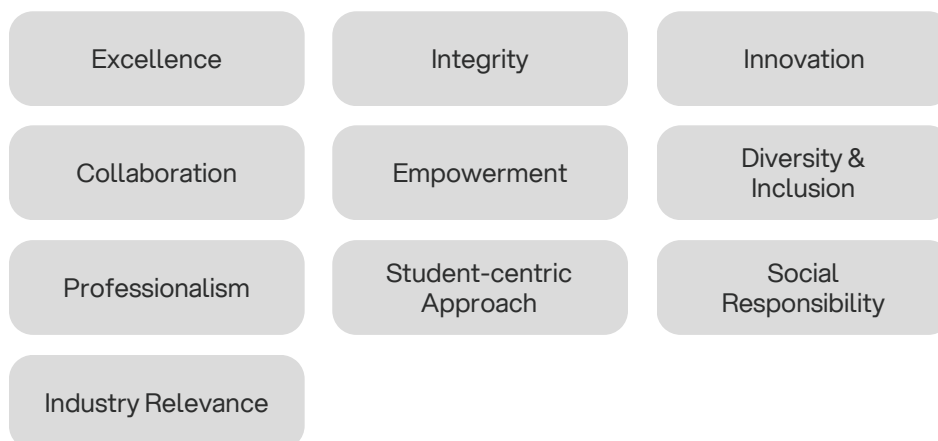


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## 1. ABOUT PRAXIS

- 1.1. Praxis Business School is a premier institution offering a two-year full-time AICTE approved Post Graduate Diploma in Management (PGDM) at Kolkata.
- 1.2. Vision:  
To become a trusted and influential management education institution that is equipped to make a compelling difference to the business world and the community.
- 1.3. Mission:  
M1: Address the need for creating industry-ready professionals who will have an analytical and sustainability-driven approach to problem-solving  
M2: Offer an education experience founded on strong core values built on the twin pillars of theory and practice  
M3: Foster academic excellence in cutting-edge areas through learning and research  
M4: Contribute towards learning opportunities for the rural and weaker sections of the society to make them equal participants in the digital world
- 1.4. Program Education Outcome (PEO) statements:  
PEO1: Apply multidisciplinary quantitative and qualitative techniques, and knowledge of digital technologies, to analyze business scenarios  
PEO2: Work effectively in teams, demonstrate leadership and data-driven decision-making skills  
PEO3: Integrate theory and practice to find sustainable solutions to strategic business problems  
PEO4: Demonstrate effective written and oral communication skills  
PEO5: Develop cultural sensitivity and exhibit a high degree of integrity and ethics in behaviour
- 1.5. Core Values:



## 2. ACADEMIC YEAR

- 2.1. PGDM is a two-year program with six terms, each of 11-13 weeks and includes an additional 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.
- 3.2. 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 electives and a summer internship.
- 4.2. The PGDM program requires the students to complete at least 102 credits and at most 111 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 a dissertation or a Course of Independent Studies (CIS) under extreme circumstances at the discretion of the Director, whose decision will be final and binding.
  - 4.2.3. In case a student wishes to register for more than 102 credits, a fee of INR 5,000 will be payable for each additional credit opted for.



## 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 will be recorded by the course instructor. To be marked present in the Attendance Register, students must be physically present and attentive at the time attendance is taken.
  - 5.1.2. Students must maintain a minimum of 80% attendance across all courses conducted to date in order to be eligible for the placement process. Those who do not meet this requirement will not have their CVs forwarded to any prospective recruiters—whether for final placements or summer internships—regardless of their academic performance in term examinations. The 20% allowance is designed to accommodate absences due to medical issues, family events, birthdays, and other personal circumstances. Therefore, no additional exemptions or relaxations will be granted on these grounds.
  - 5.1.3. Attendance in all classes is mandatory by default and accounts for 20% of the final grade in each course. Attendance marks are awarded in direct proportion to the number of classes attended relative to the total number of classes conducted.
  - 5.1.4. If a student's attendance in a course falls below 60%, they will not be permitted to appear for the end-term examination for that course. In the event they do take the examination, their performance will not be considered while determining the final grade.
  - 5.1.5. Praxis regularly organizes academic events such as workshops, seminars, guest lectures, industry talks, and alumni interactions throughout the academic year. Attendance at these events is mandatory, and failure to attend may result in appropriate disciplinary action. If a student has an official academic commitment that prevents him/ her from attending, they must inform the PGP Office in advance via email and provide valid supporting documentation.
- 5.2. In calculating the attendance marks, PGP Office may consider situations arising out of:
  - 5.2.1. In cases of serious health issues, such as major accidents, surgeries or prolonged hospitalization, exceptions may be considered. The students or their guardian(s) must inform the PGP Office via email preferably as soon as the illness/ injury is diagnosed, but no later than two (2) weeks from the first day of absence and produce original medical documents issued by a registered medical practitioner for verification and a Medical Fitness Certificate on rejoining the program. The final decision on granting any special attendance relaxation will rest with the Academic Council and will be binding on the student.

- 5.2.2. If a student needs to be absent due to a major accident, critical surgery, or hospitalization of an immediate family member (parents, grandparents, siblings, spouse, children or parents-in-law), a maximum absence of five (5) days may be considered. Students must submit a Record of Absence form and self-attested medical documents on the day of rejoining the program. The student may be required to produce the original documents for verification.
- 5.2.3 In case of the death of an immediate family member (as defined in the Section 5.2.2.), a maximum of seven (7) days of absence may be considered. Students must submit a leave application and a self-attested copy of the death certificate issued by an authorized body (medical doctor, government official, gram panchayat, etc.) on rejoining the program.
- 5.2.4 In urgent medical or death-related situations, students may verbally inform the Admin Officer or PGP Office. However, they must send an official email and submit supporting documents at the earliest possible. Upon return, they must complete all required formalities.
- 5.2.5.1 A waiver or approval for absence will apply only to attendance-related marks. It will not extend to missed exams, quizzes, presentations, or any other forms of evaluation, which will be subject to the discretion of the course faculty.
- 5.2.5.2 Waiver granted under Sections 5.2.1., 5.2.2., 5.2.3. and 5.2.4. is not applicable to the 60% cut-off for the End-Term exams but only applicable to the calculation of marks given for attendance.
- 5.3. OD (On Duty) absences apply only to institute-approved student affairs or placement related activities.
  - 5.3.1. Students are allowed up to four (4) OD absences per full-credit (3.0) course and two (2) OD absences per half-credit (1.5) course per term. All placement and non-curricular activities must be managed within this OD limit.
  - 5.3.2. Prior approval must be sought and obtained from Chairperson of Placements or Chairperson of Student Affairs using the OD form available from PGP Office on all working days and submitted to PGP Office before the absence, duly signed by the Chairperson of Placements or Chairperson of Student Affairs.



- 5.4. Attendance at official institute events is compulsory. Failure to attend will invite disciplinary action as appropriate. The list of such events includes but is not limited to:
- 5.4.1. Foundation Day
  - 5.4.2. Spardha
  - 5.4.3. Khoj
  - 5.4.4. Club Events
- 5.5. In case a student is not convinced about the decision of the PGP Office they can appeal to the Director within five (5) working days of the End-Term examination of every term. The appeal must comprise a Letter of Appeal setting out in writing the grounds for the appeal.

## 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, quizzes, projects, 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 comprise 20% weightage for attendance and 80% for the course components outlined in Section 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:

Grade	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 to-date Cumulative Quality Point Index (CQPI) for the student.
- 6.5. Both Mid-Term and End-Term examination scores will be published on the Notice Board. If a student believes there has been an error in the evaluation, they may request a review by emailing the PGP Office within three (3) days of the publication of results.

- 6.6. The students will be provided with a stipulated date and time for the review and this cannot be rescheduled. They are required to pay INR 50 for each reviewed paper to the Accounts Department, before viewing the copies.
- 6.7. The faculty member's decision regarding grades is final. Students must submit course feedback on the student portal before the course concludes in order to access their grades.
- 6.8. The break-up of marks will be made available via Google Classroom.
- 6.9. Supplementary exams for the first year core courses will only be conducted tentatively during July-August every year (prior to the start of Final Placement process). The following terms and eligibility conditions will apply for such exams:
- 6.9.1. Students having a CQPI of less than 4.00 after Term 3
  - 6.9.2. Students with an 'F' grade in any course (note that a majority of recruiters do not shortlist candidates with F grade on score card)
  - 6.9.3. Students who have obtained a grade of 'C' or below (regardless of their CQPI)
- 6.10. The maximum grade awarded through supplementary exams will be capped at a 'B' irrespective of the performance of the student. The higher of the grades in original exam and supplementary exam will be considered in the final transcript.
- 6.11. The supplementary exam fee is INR 5,000 per course.
- 6.12. Each supplementary exam will consist of two components:
- Viva/Assignment – 30%
  - Written Exam – 70%
- The faculty's assessment for both the supplementary examination and the viva will be final and binding. There will be no provision for review, re-evaluation, or reconsideration of the grades obtained in the supplementary exams.



## 7. QUALIFYING STANDARDS

- 7.1. To be eligible for the diploma for PGDM, a student should have maintained an aggregate final CQPI of 4.00 in core and elective courses. The student must have successfully completed the summer internship and fulfilled all the necessary requirements of the PGDM course.
  - 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 with a CQPI between 2.75 and 3.99 will be provisionally allowed to continue in the program, provided they submit a written declaration to appear for the supplementary exams in the required number of first-year courses necessary to reach the qualifying CQPI mentioned in Section 7.1. The supplementary examinations will only be conducted as per Section 6.9.

## 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 course may or may not have eligibility criteria set by the faculty. Criteria may include one or more of the following: CQPI, grades in prerequisite courses, performance in specific examinations.
- 8.3. Students are required to formally register for their chosen specialisation(s) or concentration(s) before the start of the term. Once the term begins, no changes to these choices will be allowed. If a student wishes to change a free elective after classes have commenced, they must notify the PGP Office in writing immediately—no later than after the second session of the course.
- 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 it will have to choose another elective course 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 published seat-chart. In any case, students will not be permitted into the examination venue after the question paper has been 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 during the examination.
- 9.3. Students are required to complete all particulars on the cover page of the answer booklet before beginning to write their answers. The same applies to any additional booklets used. Failure to fill in all required details will result in the student being marked absent for the examination.
- 9.4. Examinations at Praxis may be conducted in various formats—such as open-book/open-notes, closed-book/closed-notes, or other variants—at the discretion of the faculty member responsible for the course. Students are required to strictly adhere to the guidelines specified for each examination and must not refer to any material unless explicitly permitted by the faculty.
- 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 looking 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 as guilty and punishable as the one receiving such assistance.
- 9.6. Students must stop writing as soon as the invigilator signals the end of the time allotted for the examination.
- 9.7. Students cannot 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 their answer book is promptly handed over to the invigilator.
- 9.9. Praxis has a zero-tolerance policy with regard to use of unfair means for any academic activity, including examinations. Any violation of the norms of examination will be considered a serious offence and an act of misconduct and will be severely penalized.
- 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 their mobile phone(s) in person, they need to submit their answer script and leave the hall. They will get an F (Fail) Grade for the component. In addition, they will be liable for further penalties which the Academic Council deems fit.



## 10. PLACEMENT

It should be clearly understood that the Institute does not guarantee a placement for the students.

- 10.1. The Summer Internship Program is an integral part of the PGDM program. The Placement Office will assist the students in finding suitable summer assignments. Only summer internships authorised by the Institute will be recognized.
- 10.2. Sub-standard performance in the summer internship, 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 will also need to have an attendance level of at least 80% for all classes held across all courses to-date to be eligible to sit for placements, as mentioned in the section 5.1.2.

## 11. CODE OF DISCIPLINE

- 11.1. The Institute places a high value on integrity, honesty, and discipline. All students are expected to demonstrate a strong sense of responsibility and maturity—both on and off campus—in keeping with the standards expected of future management professionals.
- 11.2. Mobile phone usage is strictly prohibited in the classroom. Breach of this rule will invite 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. Mass absence from classes
  - 11.3.3. Creating disturbance in the class and/or instigating others to committing similar acts.
  - 11.3.4. Delayed entry into the class, leaving the classroom without permission, displaying inattentive behaviour that interferes with maintaining decorum in the academic session.
  - 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 internship, resulting in adverse feedback from the company guide
- 11.3.10. Smoking on campus
- 11.3.11. Drunkenness and consumption of alcoholic drinks on 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.
- 11.3.19. To maintain hygiene, cleanliness, and a respectful learning environment, the following practices are strictly prohibited in all classrooms and lecture theaters:
  - 11.3.19.1. Chewing gum, pan masala, or any similar substance that is not swallowed and must be ejected.
  - 11.3.19.1. Sticking gum or any material under chairs, tables, or on carpets.

Such behavior is considered a violation of campus decorum and cleanliness standards. Offenders may face disciplinary action, including fines or other penalties as deemed appropriate by the administration.

- 11.4. **Sexual Harassment:** The Institute is committed to preventing and addressing all instances of sexual harassment involving its students. This policy also applies to any individual—student, faculty, staff, or otherwise—who is visiting the Institute from another institution, organization, or workplace.

Sexual harassment will include but may not be restricted to:

- 11.4.1. 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;
- 11.4.2. Eve teasing, innuendos and taunts, physical confinement against one's will and intrusion upon one's privacy;
- 11.4.3. Act or conduct by a person inside or outside the campus which is intimidating to a person belonging to the other sex;
- 11.4.4. Any unwelcome gesture by an employee or student having sexual overtones
- 11.4.5. 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 their signature within a period of seven (7) working days of occurrence of the incident.
  - 11.4.5.1 False or unsubstantiated complaints will warrant disciplinary action against the complainant.
  - 11.4.5.2 The Disciplinary Action will be commensurate with the nature of violation.
  - 11.4.5.3 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 their 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 a penalty as deemed fit.
  - 11.4.5.4 Penalty include but are not limited to warning or downgrading up to grade 'F' or denial of scholarships or medals if due or withholding of Diploma or expulsion from the Institute.
  - 11.4.5.5 The aggrieved student may appeal to the Director. The decision of the Director will be final.
- 11.5. **Ragging** — as defined in AICTE notification F.No.37-3/Legal/AICTE/2009 dated July 1, 2009 is prohibited and Praxis is committed to implementing the guidelines in letter and spirit.
- 11.6. Two special purpose committees have been constituted to ensure maintenance of discipline.

- 11.6.1. The Internal Complaints Committee (ICC) is responsible for proactively minimizing the risk of sexual harassment on campus. In the event that an incident is reported, the Committee will investigate the matter promptly and take appropriate action in accordance with institutional policy.
- 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, staff 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 their case. The Disciplinary Committee may, after giving a hearing to the student and after conducting such investigation as is deemed fit and proper in the circumstances, impose such a penalty as is deemed fit and proper.
- 11.8. Penalty may include warning, imposition of fine, downgrading of grades, withholding of the Diploma and expulsion from the Institute. While imposing a penalty, the Disciplinary Committee will take into account the nature and gravity of the 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.
- 11.9. Any actions, behaviors or omissions that are not explicitly outlined in this Code of Conduct but are deemed harmful, unethical or contrary to the spirit of this policy may still be considered violations. The institute will review unspecified Code of Conduct violations on a case-by-case basis, ensuring fairness through assessment, investigation and appropriate disciplinary action.



## 12. CHEATING AND PLAGIARISM

Praxis maintains a zero-tolerance policy towards cheating and plagiarism. Such violations are treated with utmost seriousness and may result in severe penalties, including expulsion from the Institute in serious cases. Aiding or abetting in cheating will be considered an equally serious offence and will attract the same disciplinary action.

- 12.1. Cheating in an examination will result in a deduction of marks, the extent of which will be determined by the Examination Committee based on the severity of the offence.
- 12.2. Additional penalties for cheating in an examination or assignment or any other assessment component could be:
  - 12.2.1. Debarment from participation in Placements.
  - 12.2.2. In case students have been placed, informing the company which has selected them, regarding this act of cheating/ plagiarism.
  - 12.2.3. Ineligibility to receive a Medal for academic distinction in case the student has otherwise qualified for the same.
  - 12.2.4. Ineligibility to participate in the convocation ceremony.

## 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 and/ or staff.
- 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 students who have fulfilled all the program requirements outlined in Section 7 and have received the necessary approvals from the Academic Council and the Board of Governors.
- 14.2. Final transcripts will be issued along with the program certificate, subject to the student having cleared all dues payable to the Institute.

## 15. MEDALS FOR ACADEMIC EXCELLENCE

- 15.1. The top 10 students, based on their academic performance in the first year of the program, are conferred the Director's Merit Award during the Foundation Day celebrations, subject to the condition that the students qualifying for the award have not violated the academic discipline of the program at any time during the academic period.
- 15.2. For outstanding academic performance, medals are presented to the top three students at the time of the Convocation, subject to the condition that the students qualifying for the medal have not violated the academic discipline of the program at any time during the academic period.
- 15.3. The Praxis Blue Award: The Praxis Blue Award is the recognition for the Best All-Rounder and is conferred at the Convocation ceremony. It honours the student who has demonstrated exceptional performance not only in academics but also across a broad spectrum of co-curricular and extra-curricular activities.

The award is based on a comprehensive points-based system that evaluates contributions in areas such as:

- 15.3.1. Leadership roles in student committees
- 15.3.2. Excellence in sports, cultural, and club activities
- 15.3.3. Representing and bringing laurels to Praxis at external forums
- 15.3.4. Acting as an ambassador of the Institute through active engagement
- 15.3.5. Consistent enthusiasm and initiative in Institute-related events
- 15.3.6. Promoting and enhancing the Praxis brand through meaningful contributions.

## 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. Default in Payment of Fees:

- 16.4.1. A student who misses the fee deadline would be required to pay a fine of INR 1,500 for each week of delay in payment of fee.
- 16.4.2. A student who fails to pay the fees as per the prescribed schedule will be subject to the following restrictions, which shall remain in effect until all outstanding dues are fully cleared:
  - 16.4.2.1. The student will not be permitted to appear for any examination; if examinations have already been taken, the results will be withheld.
  - 16.4.2.2. The student will be ineligible to participate in any placement-related activities or processes.
  - 16.4.2.3. The student will not be awarded the Diploma, even if all academic requirements have otherwise been fulfilled.

#### 16.5. Refund of Fees and Caution Deposits:

- 16.5.1. Refunds of fees, if any, will be made strictly in accordance with AICTE guidelines. In the absence of applicable AICTE guidelines, no fees paid to the Institute—except for the caution deposit—will be refunded under any circumstances. This policy applies in all cases, including dismissal from the Institute or any form of withdrawal (voluntary or otherwise) from the Institute's rolls.
- 16.5.2. Caution deposit money will be released within three (3) months from the date on which the student submits the clearance form duly filled in and signed by relevant authorities in each department. The clearance form can be collected from the Admin Office two (2) weeks before Term 6 ends.

## 17. EXTRA CURRICULAR ACTIVITIES

- 17.1. The Institute offers a wide scope for extra-curricular activities, like sports and games, 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 4.00 and above.

## 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. CAMPUS RESOURCES USAGE GUIDELINES

- 19.1. Students are allowed to stay on campus till 8:00 pm on regular class-days.
- 19.2. In addition to classrooms, they can avail themselves of the sitting facilities present in the Library and the Canteen areas.
- 19.3. They are not allowed on campus on holidays and on weekends when they do not have classes.
- 19.4. Exceptions to the above may be granted at the discretion of the authorities for special events and occasions.
- 19.5. Classrooms may be available for a maximum of one (1) hour after the end of classes, unless specific permission is requested and granted by the PGP Office. However, the common areas like the Library and the Canteen will remain accessible till 8.00 pm as mentioned in 19.1 above.

## 20. INTERNET USAGE GUIDELINES

The Institute provides high-speed internet for its students while on campus. Credentials are provided by Praxis IT-Admin team. Only one (1) device per student is allowed to remain connected to the internet through the authorization process.

- 20.1. 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.




- 20.2. Attaching and transmitting files or programs that contain illegal/unauthorised material by email is prohibited.
- 20.3. Accessing computers (hacking), accounts, files or information belonging to others without their knowledge and explicit consent is a serious offence.
- 20.4. 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.
- 20.5. The Institute does not authorise the use of pirated or illegal software including but not limited to operating system, application software and antivirus software.
- 20.6. Violation of any of these rules constitutes breach of discipline and will invite penal measures commensurate with the gravity of the infringement.
- 20.7. 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.

## **21. NON-DISCRIMINATION POLICY**

- 21.1. 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.

## **22. GENERAL**

- 22.1. 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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## PRAXIS BUSINESS SCHOOL



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