

# MANUAL OF POLICIES FOR STUDENTS

V23-07

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. PEOs 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:

Excellence

Integrity

Innovation

Collaboration

Empowerment

Diversity &  
Inclusion

Professionalism

Student-centric  
Approach

Industry Relevance

Social  
Responsibility

## 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.
- 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 elective and 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 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 102 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 will be recorded by the course instructor. Students must be present and attentive when attendance is taken to be marked as present in the Attendance Register.
  - 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. Attendance in all classes is, by default, mandatory and contributes to 20% weightage in the final grade in each course. Marks given for attendance is directly proportional to the number of classes attended vis-a-vis the number of classes conducted.
  - 5.1.4. However, if the attendance in a course is below 60%, the student will not be allowed to sit for the end term examination of that particular course or if they sit, the End term marks is not calculated.
  - 5.1.5. Praxis organizes several academic events such as workshops, seminars, guest lectures, industry talks, and alumni interactions throughout the academic year. Attendance at these events is mandatory. If a student has an official academic commitment that prevents attendance, they must inform the PGP Office in advance by email and provide valid proof. Failure to attend will invite disciplinary action as appropriate.
- 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 student or their guardian must inform the PGP Office via email preferably as soon as it is detected but no later than two (2) weeks from the first day of absence and produce original medical documents 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 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. Documents must be issued by a registered medical practitioner.
  - 5.2.3 In case of the death of an immediate family member (as referred 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 (if any) at the earliest possible. Upon return, they must complete all required formalities.
  - 5.2.5.1 A waiver or approval for being absent will only help with attendance marks. It will not apply to any missed exams, quizzes, presentations or other evaluations.
  - 5.2.5.2 Waiver granted under Sections 5.2.1., 5.2.2., 5.2.3. and 5.2.4. are 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 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. Post event requests will not be entertained.

- 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
  - 5.4.1. Spardha
  - 5.4.1. Khoj
  - 5.4.1. 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 and the nature of 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, 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:

| 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 Cumulative Quality Point Index (CQPI) for the student, till-date.
- 6.5. Both Mid-Term exam and End-Term exam scores will be published in the Notice Board and the students may check and request for a review within three (3) days via email to PGP Office.



- 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 (2) 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 students will be provided with a stipulated date and time for the same and this cannot be rescheduled. They are required to pay INR 50 for each paper to the Accounts Department, before viewing the copies.
- 6.8. The decision of the faculty member in the matter of grades is final. Students will be required to provide faculty feedback before the course ends on the student portal and check their grades.
- 6.9. The break-up of marks will be made available via Google Classroom.
- 6.10. 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). The following terms and eligibility conditions to apply for such exams:
- 6.10.1. Students having a CQPI of less than 4.00 after Term 3
  - 6.10.2. Students with an 'F' grade in any course (note that a majority of recruiters do not shortlist candidates with F grade on score card)
  - 6.10.3. Students who have obtained a grade of 'C' or below (regardless of their CQPI)
- 6.11. 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.
- 6.12. The supplementary exam fee is INR 5,000 per course.
- 6.13. 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 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 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 must specifically register for elective to be allowed courses as their to sit in the class. If they want to change any elective course 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 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 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 their 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 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 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 Internship 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 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 internship, 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 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 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 their 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 grades, withholding of the Diploma and expulsion from the Institute. While imposing punishment, the Academic Council 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 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. Cheating or helping others cheat will be treated similarly and will invite the same penalties.

- 12.1. 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 them, 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 ceremony.
  - 12.1.5. Cheating in an examination will lead to a deduction in the marks in accordance with the severity of the case as determined by the Examination Committee.

## 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 program 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 their 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. CAMPUS RESOURCES USAGE GUIDELINES**

- 19.1. Students are allowed to stay on campus till 8:00 pm.
- 19.2. In addition to classrooms, they can avail 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 maximum of one (1) hour after the end of classes, unless specific permission is requested and granted by the Admin Officer.

## **20. INTERNET USAGE GUIDELINES**

- 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.



## 23. 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 their signature within a period of seven (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 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 punishment as deemed fit.
3. Punishments 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.
4. The aggrieved student may appeal to the Director. The decision of the Director will be final.



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