



# **Student Handbook**

## **Batch: 2010-12**

Ajay Kumar Garg Institute of Management  
Ghaziabad

# NOTICE

## **Ragging**

Ragging is a form of abuse on new entrants to educational institutions. It is not only considered as a serious act of indiscipline and misconduct but is also considered a “crime” under the Prohibition of Ragging Act and the directives issued by the Hon’ble Supreme Court of India from time to time.

Complaints related to ragging can be lodged with the Police as an FIR and punishment may lead to rustication from AKGIM Ghaziabad as well as imprisonment.

Students are advised in their own interest to abstain from and dissuade others from any Ragging Activities, failing which they will be liable for punishment and penalties as per the law.

**Vision:**

Excel with a difference to make a different society

**Mission:**

To create value for society through relevant and quality management education with a difference

We make difference through:

- Academic and overall development of our students integrating them with social values
- Our innovative approach in teaching, pedagogy, research, training and consultancy and executive development in industry
- Fostering teamwork, nurturing talent and enhancing leadership capabilities

## **ABOUT THE INSTITUTE**

AKGIM (Ajay Kumar Garg Institute of Management) is an initiative of Indian Institute of Management and Engineering Society which runs the prestigious Ajay Kumar Garg Engineering College, recipient of Academic Excellence Award for second year in succession in 2010 as the best Engineering College in U.P under U.P.T.U. AKGIM strives to build itself as an institution of quality management education, research, executive training development and consultancy.

In a very short span of time, the institute has built an excellent faculty pool of experience and a rich intellectual capital base, state of the art infrastructure, technology-savvy campus along with commitment towards quality. The emphasis has been to prepare business leaders for the society and develop sound academia-industry collaboration.

AKGIM offers a Two Year Full Time PGDM programme which is duly approved by AICTE, Ministry of HRD, and Government of India. The Programme offers specialization in:

- Marketing
- Finance
- Human Resource (HR)
- International Business (only minor)
- Information Technology (only minor)

With AKGIM Management Development Programme, the Institute is successfully trying to build up capacities in areas of:

- Marketing Management
- Financial Management
- Human Resource Management
- International Business
- Information Technology

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## **1. Academic Rules and Regulations**

### **1.1 Introduction**

This document has been designed to provide PGDM students with a summary of their expected academic and personal conduct at Ajay Kumar Garg Institute of Management (AKGIM), Ghaziabad. It provides important information on registration, curriculum, attendance norms, examinations and performance standards. Academic and personal standards are necessary to promote a fair and orderly conduct. It is expected that the PGDM students of the Institute will abide by these rules and will at all times conduct themselves in befitting manner and enhance the prestige of the Institute in the community at large.

### **1.2 Academic Calendar**

The Post Graduate Diploma in Management (PGDM) is spread over two years in six trimesters. Each academic year is divided into three terms. In each year, three terms will be covered between August to July. On completion of First Year, Summer Internship of six to eight weeks duration is mandatory for all the students. During the second year dissertation of 6 credits is a compulsory component of the curriculum. Please refer Annexure 1 for academic calendar.

### **1.3 Registration**

#### **1.3.1 First Year**

The students are required to register at the Programme Office on the registration day of Term I (notified by the Programme Office) and submit the photocopies of the supporting documents relating to their academic qualifications and work experience (if any).

*Students, who have not yet received their final mark-sheet/certificate of passing from their respective Universities on the day of Term I registration, may submit the same before 30th September. Failure to submit the mark-sheets by the said date would automatically invalidate his/her admission.*

#### **1.3.2 Re-Registration**

For other terms, students are required to re-register with the Programme Office on the given first day of each term, unless specially permitted by the Programme Chairperson to register on a later date. Student, who fail to re-register on the first day of the other terms, will be allowed to register only after s/he has obtained a special permission from the Programme Chairperson, who may charge a late registration fee, which in no case, will be less than Rs. 500/-

#### **1.3.3 Second Year**

Second year students are required to fill up the Registration Form a day before the commencement of classes as per academic calendar, unless specially permitted by the

Programme Chairperson to register on a later date. Student, who fail to re-register on the first day of the other terms, will be allowed to register only after the student has obtained a special permission from the Programme Chairperson after paying a late registration fee, which in no case, will be less than Rs. 500/-.

### **1.3.3.1 Registration for Elective Courses**

The elective courses, to be taught in the second year, will be announced in the first year, to facilitate the pre-registration of courses. Once a student has registered for elective courses, no change will be allowed. Choice of elective by students will be made after respective areas have made presentations on the elective courses offered. The schedule for presentation will be notified by Programme Office. Attendance of students will be compulsory.

### **1.3.3.2 Minimum Number required for an Elective Course**

Courses with pre-registration of less than 10% of total strength of the course or 10 whichever is higher will not be offered. Students registered for such courses will be asked to re-register for other courses.

## **1.4 Course Credits**

A full course of 3 credits each shall be of 20-25 class sessions (30-35 hours, including tutorials). The duration of each session is of 90 minutes. The overall course workload for the entire Two-Year Programme is of 1200 hours equivalent to 120 credits. Course load of less than 3 credits course shall be decreased proportionally.

## **1.5 The Curriculum**

PGDM curriculum consists of courses and summer internship carrying one hundred eighteen credits and two credits respectively. Term-wise distribution of credit points are as follows:

<b>Term</b>	<b>No. of Courses</b>	<b>No. of Credits*</b>
I	6	18
II	7	21
III	7	21
IV	7	21
V	6	18
VI	3	9
Summer Internship	1	6
Dissertation	1	6
<b>Total</b>	<b>38</b>	<b>120</b>

\* 1 Credit means 10 hours of class room teaching (including Project work, case study presentations & assignments)

### **1.5.1 Course Structure**

The course structure is given to the students by the faculty at beginning of each course. For details see Appendix 1.

### **1.5.2 Teaching Pedagogy**

AKGIM endeavors to make teaching a participative and experiential exercise. This essentially involves very innovative pedagogy viz case studies, projects & presentations, assignment, management games and role plays. Through simulation exercises students are encouraged to be fully involved in these activities to make use of their latent capabilities and channelize their potential in the right direction.

### **1.5.3 Summer Internship**

The Institute has an active Placements Committee. It works with the Students' Placement Committee. It has been established to facilitate the students in planning their career and to find the type of job opportunities available in their areas of interest and finding suitable summer assignments. Every first year participant will be required to work on an assignment with a company or an organization for a period of six to eight weeks during the first year. The summer placement will be an integral part of the Post Graduate Programme. The summer placement aims at one or more of the following objectives.

- Application of knowledge and techniques learnt in the first year to test out and enrich one's understanding, knowledge and skills further;
- Understanding an organization and its realities better and thereby enhance one's perspectives;
- Understand a particular management function better;
- Appreciating the inter-linkages among different functions and developing realistic managerial perspectives of organization, their realities, their functioning and issues.
- The students will be provided with detailed guidelines for summer placement by the Placements Committee. No student will be allowed to register for the second year unless he/she gets a certificate from the Placements Committee that he/she has completed the requirements of Summer Internship satisfactorily. A student's promotion to the second year will depend on his/her successful completion of the Summer Internship Project and its presentation and defense. The Report is presented and evaluated during the Fourth Term as per the notification by Academic Programme Office.
- For Summer Internship Guidelines and Project Report Format Refer Appendix 2.

### **1.5.4. Final Term Project/Dissertation**

#### **1.5.4.1 Introduction**

The dissertation is compulsory for the award of Post Graduate Diploma in Management.

#### **1.5.4.2 The Aim of the Dissertation**

The aim of the dissertation is to provide the students with an opportunity to further their intellectual and personal development in their chosen career by undertaking a significant practical unit of activity, having an educational value, and at a level commensurate with the award of a PGDM.

#### **1.5.4.3 Objectives**

To provide the students with the opportunity to demonstrate the ability to devise, select and use a range of methodologies appropriate to the chosen topic of research, which should normally be from major stream.

- To allow the students to show the application of the skills of data collection, critical analysis and concept synthesis necessary for the formation of defensible, conclusions and / or recommendations.
- To allow the students with an opportunity to demonstrate an ability to draw appropriate conclusions argued from the evidence presented.
- To provide a forum in which the students may demonstrate the skills of structuring and presenting a balanced informed, complete, clear and concise written argument.
- For Guidelines and Details Refer Annexure 6.

#### **1.5.4 Contact Hours**

- Each Trimester is spread over 12 to 14 weeks
- Total Contact Hours are 30-35 hours per subject

#### **1.5.5 Class Timings**

- Classes will be held from 9 a.m. to 6 p.m. as per the schedule. Time Schedule for classes will be circulated/ displayed on notice board before beginning of every term. Programme Office will notify in case of any changes in the scheduled timings.
- Special Lectures/sessions may be held in the evening/off-days also. Students are expected to be present in the class 5 minutes before the scheduled class timings.

#### **1.5.6 Attendance**

- As per the Attendance rules, students are expected to have 100 per cent attendance in all the courses of the programme. If a student's attendance level is less than 75% but greater than or equal to 65%, he/she may be allowed to sit in the examination with one grade loss in the respective subjects, subject to the approval of the Chairperson-PGDM Programme. If attendance level is less than 65% he/she may not be allowed to sit in the examination. However, the genuineness of the case will be decided by the Programme Chairperson.
- A student will be required to obtain a minimum GPA of 4 in the first year. To be eligible for award of Diploma, a minimum CGPA of 5.0 at the end of Term–VI is necessary. In case any student fails to obtain a minimum GPA and minimum CGPA at the end of Term VI he/she will have to repeat the course after completing all the formalities.

- Notwithstanding the above, student is disqualified for promotion to next term/year (as applicable) in case he/she gets more than two 'Fs'
- Student not qualifying for the award of diploma as per criteria outlined above will be declared **Fail**

## 1.6 Evaluation Procedure

AKGIM plans to introduce an Online Learning and Teaching system called "OLT" for its entire PGDM programme. It has been designed to achieve the following:

- Help teaching faculty to evaluate the progress of learning of each student.
  - Prescribe and promote certain acceptable and uniform standards of comprehension.
  - Encourage a healthy and constructive competition among the students.
- The course faculty will have the discretion to assign weightages to various components of evaluation in a course. The components of evaluation and their weightages will be communicated to the student in the course outline for each course.
  - Throughout the term, the student will be tested on his/her ability to understand concepts, learn techniques and apply them to problems in the real world. At each stage of the course, the student would be in a position to assess his/her performance and take measures to improve their performance in the course.
  - The grading system for the batch will be on a 10-point scale. Following is a description of these grades:

Letter Grade	Grade Point	Description
A+	10	Exceptional
A	9	Excellent
A-	8	Proficient
B+	7	Very Good
B	6	Good
B-	5	Fair
C+	4	Satisfactory
C	3	Low Pass
C-	2	Poor
D	1	Very Poor
F	0	Fail
I	-	Incomplete

- For each component of evaluation, the faculty member will communicate the performance of students through marks only. The student can also see marks/grades on OLT. However, if the students find any error in totaling of the marks or discrepancy in the marks on OLT and Answer sheets, they may immediately bring it to the notice of the concerned faculty and APO for necessary corrections. In no case, such issues will be entertained after the Moderation.
- At the end of the course, the faculty member will aggregate on all the components of evaluation using the weights he/she has prescribed in the course outline. He/she shall compute the weighted cumulative marks and give the appropriate grade.

- AKGIM will follow a system of relative grading. This implies that the grade you received for your performance is relative to the grades obtained by the class as a whole. It is therefore not uncommon to find a case where a student obtains a grade of B for obtaining 75% marks; since, the class average was around 73% marks. However, faculty members may prescribe some absolute limits to award grades as well. For example, he may fix 30% marks as minimum marks for obtaining a pass grade. Such absolute limits are usually set for awarding grades at the extreme ends of the scale.
- In each course, a student is thus awarded a Letter grade only. The weighted average for all courses taken by a student in the programme is called the Cumulative Grade Point Average (Please note that the weights used to compute CGPA are the number of credit hours for a course).
- At the end of the Term, faculty members will aggregate marks obtained in all components of evaluation, using the weightages that were prescribed in the course outline and will compute the weighted cumulative marks on the OLT. The Normalization Committee, consisting of Program Chairperson, Director and those faculty members who taught in that particular term, will finalize the appropriate grades for the Term.

### 1.6.1 Promotion to Next Term /Semester/Year and Norm for Award of Diploma:

- Term Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) shall be calculated considering credit courses only as per following:

$$GPA_t = \frac{\sum_i^n C_i G_i}{\sum_i^n C_i}$$

Where,  $C_i$  = credit associated with course “ $i$ ”,  $G_i$  = Grade point obtained in course “ $i$ ”

$n$  = No. of courses credited in the term/semester,  $GPA_t$  = GPA for term “ $t$ ”

*CGPA is calculated over all the courses studied on credit basis throughout the period.*

- To be eligible for award of Diploma, a minimum CGPA of 5 at the end of programme is necessary, provided he/she does not have more than two 'Fs' including F in Non-credit courses. Such qualification is also subject to clause 2.8.4 below.
- A student will be required to obtain a minimum GPA of 4.5 in a term/semester and minimum CGPA of 4.5 at end of the academic year for entering in to the next year of the programme. A warning letter will be issued to the student incase his/her GPA is less than 4.5 in any term. The entry into the final year of the programme with a CGPA of less than 5.0 will warrant an undertaking from the student with due intimation to the guardian/parents that the student manager runs the risk of not being allowed to be awarded the diploma if the CGPA is less than 5.0 at the end of the programme. If a

student does not qualify for entry into the second academic year of the program, such student will be offered the option of either repeating the first academic year of the program or withdrawing from the program.

- Notwithstanding the above provision a student will be disqualified from the award of the Diploma, if the student has acquired more than 2 'F's or 4 Ds or a similar combination of Fs and Ds, over the two years of the program.
- Grades Fs and Ds will be cumulated over both first and second years. A student will be, therefore, be disqualified if the student obtains more than 2 Fs or 4 Ds through the entire duration of two years.
- For the purpose of determining qualification for the award of the Diploma, one F grade will be treated as equivalent to 2 D grades.
- There will be a provision for the candidates failing in a subject. In case of GPA less than 5.0 in a term the candidate may be allowed to reappear in one or more subject for improvement at the discretion of committee.
- Notwithstanding the relevant clause above a student is disqualified for promotion to next term/year (as applicable) in case he/she gets more than two 'Fs' including F in audit courses.
- A student not qualifying for the award of diploma as per criteria outlined above will not be awarded the diploma and would be treated as 'Fail'
- No student of PGDM shall be allowed to complete the programme beyond three academic years.

### 1.6.2 Impact of Attendance on Evaluation:

As all programs at AKGIM Ghaziabad follow a continuous evaluation system, based on principles of learning through interaction in the class and outside, a high emphasis is placed on attending classes. A student is not only expected to attend the classes, but also to participate actively.

As per the Attendance rules, students are expected to have 100 per cent attendance in all the courses of the programme. However, a relaxation of 25 % without Grade loss is awarded on medical grounds, participation in student activities within AKGIM campus or outside or for any other reasons (including any personal reasons). There will be no further relaxation on any grounds, official or personal or even medical grounds.

If a student has attended between 65% and 75% of the classes for a particular course she / he will be allowed to appear for the end term examination of that course subject to grade reduction as per the table given below:

Percentage of Attendance	Impact on Grades
>= 65% and less than 75%	Reduction of 1 grade in the course

Student with attendance below 65% will not be allowed to write the end term examination. They may however be permitted to reappear for the examination as per the

examination rules.

Student with attendance below 50% will not be allowed to appear even for the re-examination. Such cases will be recommended to the committee for the final decision which may even recommend repeating the course in the next academic year, after submitting the academic fee for the year.

- i. The above provisions mentioned will be applicable for each subject separately, i.e. a student is allowed to appear for the examination in subjects for which he/she fulfills the attendance norms.
- ii. All leave applications shall be submitted prior to availing of the leave to Academic Programme Officer. Any application submitted later shall be rejected. The Program Chairperson has the authority to disapprove any application.
- iii. Any exceptions to the above provisions mentioned as and when required will be notified separately.

## **1.7 Discipline**

### **1.7.1 Academic discipline**

- The Institute attaches great importance to integrity, honesty and discipline in all spheres of activity by the students. A sense of responsibility and a high degree of maturity is expected from all the students inside & outside the campus as befits to the future managers.
- The students must maintain strict discipline in classrooms, examinations, take-home assignments and all other segments of academic work. Resorting to copying or helping to copy in any shape or form in examinations or quizzes or home assignments or other elements of evaluation and/or reproducing passages from written work of others, and/or passing or receiving papers in connection with any academic work to be evaluated and /or canvassing for marks is strictly prohibited.
- Unless specified by the faculty, students must not collaborate in any way in their home assignments. The assignment should be the independent work of each student. Students are advised, in their own interest, not to communicate their written analyses or answers in home assignments to any other students.
- Notwithstanding, anything contained in the rules, no discussions of any sort will be permitted in the examination hall. The faculty, if they think fit, may disallow or restrict discussion or consultation about the home assignments and take-home examinations or may adopt any other measure to prevent the use of unfair means in any segment of evaluation.
- Faculty will be free to adopt any measure to penalize participants for breach of academic discipline. Any such violations and measures taken by the Faculty will be reported to the Programme Chairperson.

### **1.7.2 General Conduct**

- It is the responsibility of all to maintain cleanliness and order in the lecture rooms and seminar rooms. The institute expects the students as befitting future managers to use resources such as electricity sparingly by turning off the lights & fans and not to deface the furniture with graffiti.
- Smoking is forbidden in the Institute's premises.
- Cell phones, Pagers & other such electronic gadgets must strictly be switched off inside the Class Room / Examination Hall and as befitting to other segments of activities.
- Causing damage or spoiling the property / equipment of the Institute is prohibited.
- The Institute attaches utmost importance to strict integrity, honesty and general conduct of students. Any violation of the above may lead to expulsion from the Institute.

### **1.7.3 Ragging**

Ragging in any form is strictly prohibited at AKGIM. It is a punishable offence according to guidelines of the honorable Supreme Court of India. For further clarifications refer Annexure 2

### **1.7.4 Disciplinary Action**

1.7.4.1 Any serious complaint received against any student will be dealt with in the following manner.

- A letter will be issued to the involved students by the Programme Chairperson seeking explanation for the breach of discipline.
- On obtaining the response from the involved students, the matter will be discussed by Discipline Committee. The participant would be called to the meeting for interrogation. The Committee may call others for facilitating the enquiry.
- If found guilty, the committee may take any one or an appropriate combination of following disciplinary actions against the students:
  - Suspension for a specified period
  - Awarding a permanent 'F' grade in the course concerned
  - Scaling down grades obtained in the course
  - Withdrawal of Placement assistance
  - Monetary Penalty
  - Repeating the course in 1<sup>st</sup> year or doing courses again
  - Expulsion from the Institute
  - Any other
- Director is empowered to refer to Discipline Committee any deserving case for review. The Discipline Committee will review such cases and take appropriate decisions/actions.
- In all matters of discipline, the decision of the Director shall be final.

## **1.8 Placement**

- 1.8.1 The Institute will provide all possible placement assistance to all its students, but getting suitable placement will depend on an individual student's capabilities and the suitability as assessed by the prospective employer(s). There is no obligation on the part of the institute to find placement for any student.
- 1.8.2 Only those students who have attained required academic assessment in terms of attendance, grades etc. and not be debarred for any reason shall be eligible for placement. This activity is managed by a Placement committee, the details of which are given in Student Committees.
- 1.8.3 A detailed guideline shall be issued from time to time by Student Placement Committee.

## **1.9 Identity Card**

- 1.9.1 Students should invariably carry identity card, issued by the Competent Authority, while they are in the campus and produce the same as and when required by appropriate authorities. They should surrender their Identity Card after completion of the programme.
- 1.9.2 Identity card shall also be used for Library membership in the institute.
- 1.9.3 A charge of Rs. 100/- has to be paid for issue of duplicate Identity card.

## **1.10 Grievance Handling**

Any student may complain about an academic decision that affects him or her if there are grounds for believing that the decision may have been made on inappropriate criteria. An academic decision includes any decision made by a member of the Institute staff that affects a student's standing or ability to progress in a program. Many of these decisions affect assessment but they may relate to other matters that could adversely affect a student's standing, such as the granting of advanced standing, discontinuation, the award of scholarships and prizes and decisions regarding fee liability. Students can lodge an appeal or a grievance without fear of victimization. A complaint should be made initially at a local level to enable the concerns to be addressed in an informal way. If this does not provide a satisfactory outcome, the student may take the complaint to the Chairperson-PGDM Programme who will undertake an investigation to ensure that appropriate procedures exist and have been followed. The final level of appeal is to the Director of the Institute. Students should lodge an appeal or make a grievance known within a reasonable time frame, usually within a month of the decision being communicated. The Institute has an obligation to resolve appeals and grievances expeditiously.

## **1.11 Fees and Payment Schedule**

Term fee must be paid before the registration for the term. Fee will be accepted in the Accounts Department of the Institute on all working days. For details fees structure refer Appendix 3.

### **1.11.1 Mode of Payment of Fees**

All fees are to be paid by way of Demand Draft/NEFT/Direct credit. The demand draft be drawn in favour of Ajay Kumar Garg Institute of Management payable at Ghaziabad/Delhi. The Academic fee is non-transferable & non-adjustable under any circumstances.

- 1.11.2 All fees must be paid on time. Accounts Department permits a late payment under exceptional circumstances failing which a late payment fee is imposed, which in no case shall be less than Rs.1000/- on approval of the Director
- 1.11.3 Those who fail to clear all their dues in a particular term will not be permitted to register for the next term without clearance of the dues.
- 1.11.4 Students repeating the course in the third year, in order to be eligible to get Diploma, will have to pay a fee of Rs. 10,000 /- each course.
- 1.11.5 **Duplicate Diploma:** In case of loss of the original diploma, a duplicate can be obtained on payment of Rs. 2000/-.
- 1.11.6 **Fee for Duplicate Copies of the official Transcript:** Duplicate copies of official transcripts, after successful completion of the programme can be obtained on payment of Rs. 500/- per copy. It can be dispatched by speed post or Courier on additional payment of Rs. 50/-. *The rates in this section are only indicative and can be revised by the Institute whenever the need arises.*
- 1.11.7 **Default in Payment of fees:** A student will not be allowed to take the exams, if the student has not paid the Academic fees/Hostel fees and/or any other dues (in full) payable at that time; or if exams taken, the results will not be released until the dues are cleared. A student will not be allowed to attend the Convocation and receive the Diploma if he fails to obtain a No Dues Certificate, from all concerned Departments of the Institute.
- 1.11.8 **Refund of Fees and Caution Deposits:** The Academic fee is non-transferable & non-adjustable under any circumstances. Except caution deposits, no fee collected is refundable. This applies in case of dismissal from the Institute, refund rules in case of withdrawal (voluntary or otherwise) from the Institute's rolls shall be governed by AICTE norms.
- 1.11.9 Caution deposit will be released after obtaining 'No Dues' Certificate from the following:
  - a) For Tuition Fees - Accounts Department
  - b) For Hostel Fees - Accounts Department
  - c) For Library Dues – Librarian
  - d) For Academics Dues- Academic Programme Office
  - e) For Placements Dues- Placement Committee Office
  - f) For Computer Lab Dues – Computer Lab

## 1.12 Final Clearance

Withdrawal from the programme and leaving the campus permanently must be on the basis of prior intimation to the Institute and completion of no-dues certificate from all concerned such as Library, Computer Centre, Placement office, Programme Office and Accounts Office. The students should also return their Identity Card to the administration Office before final clearance.

## 1.13 Reservation of Rights

The management reserves the right to modify or alter any of the above rules if it considers such modification to be of benefit to the Institute and its students towards achieving the stated mission of creating Leaders for the Future.

- (a) However, such changes will be discussed at a faculty body meeting (involving any other staff who may have the requisite knowledge of the matter) and implemented after a faculty resolution.
- (b) Such changes will be notified and administered with prospective effect and will, then on, be binding on all students of the PGDM Programme.

## **2. Examinations**

The AKGIM method of imparting education incorporates the concept of continuous internal assessment. All courses are conducted and assessed on a continuous basis by the faculty who teach these courses. The academic performance of students is assessed by the faculty through various components in the form of mid-term, end term, quizzes, class presentation, projects and assignments etc.

### **2.1 Examination systems**

The students should abide by the following examination rules:

1. Students are expected to arrive at the examination hall at least 10 minutes before the scheduled time of commencement of examination. Under no circumstances students will be permitted to enter the examination hall, beyond 15 minutes from the commencement of the examination.
2. Students are expected to equip themselves with pen, pencil, ruler, calculator etc. Borrowing of pen, pencil, ruler, calculators etc. are strictly prohibited in the examination hall. Students must not make request for borrowing these items.
3. On entering the examination hall, the student will collect an answer booklet from the invigilator. Students will sit according to seating plan. They must not exchange their answer booklet or question papers among themselves.
4. Students must fill in all details sought on the cover page of the answer booklet.
5. A student must not refer to any book, paper or their notes brought in the examination hall, unless it is an open book examination. All books and study materials must be left outside the examination venue. In order to avoid any loss of belongings, students are advised to carry only those materials and tools that are essential for writing the examination.
6. Except for essential communication with the invigilator, a student is not permitted to communicate in any form with anyone else in the examination hall. Passing, receiving or seeing the papers of others during the examination is strictly prohibited. A student, who

willfully assists, will be considered as guilty as the student who receives it. Consultation with another student orally or otherwise is prohibited.

7. A student must stop writing as the invigilator announces the end of the examination.
8. Students are not allowed to leave the examination venue before 30 minutes of the end of the examination. Students shall not be allowed to leave examination hall in first 60 minutes of end term examination. No one will be allowed to leave examination hall during mid-term examination. No student will go out of the examination room unless specifically permitted by the Invigilator.
9. The student should never take the answer book and question paper out of the examination venue during the examination. Handing over the answer book will be the sole responsibility of the student.
10. Violation of examination norms is a serious offence. Penalty for the breach of examination rules may amount to expulsion from the Institute. A student will be asked to leave the examination venue, if the student's behaviour is prejudicial to the smooth and fair conduct of the exams. Both receiving and extending favour during the examination are offenses of equal magnitude; hence both the parties will be severely dealt with.
11. Cell phones, scientific calculator and other electronic gadgets are not permitted inside the Examination Hall.
12. In case of any unfair means invigilator on duty (faculty or staff) shall have the full right to recommend the matter to the programme committee for punishment which may lead to awarding of fail in that subject.

## **2.2 Evaluation**

### **Evaluation of Mid Term Papers and End Term Papers & Re-evaluation:**

- Evaluated Answers scripts of both Mid Term and End Term examinations will be shown to the students. However, students will not be allowed to take the scripts with themselves.
- Respective faculty members will show the answer scripts for a brief period, maximum of 15 minutes in the class room. Thereafter, it will be taken back. Students who are not present on that day will not get an opportunity to see their answer scripts under any circumstances.

### **Mid Term Examination**

- Will be conducted for all the core and elective courses
- Minimum Duration will be of 90 minutes
- Weightage will be decided by the faculty member teaching a particular course

**Re-Mid Term Examination: NO MAKE UP EXAMINATION IS PERMITTED.**

No Re-midterm examination will be conducted, however, in cases of serious ailment or personal tragedies, cases will be referred to the Programme Office. The Programme Office on verifying the facts will take a suitable decision. .

**End Term Examination**

- Will be conducted for all the core and elective courses
- Pattern of the paper will be decided by the faculty member teaching a particular course

**Re-Examination:**

There will be a provision for the candidate failing in a subject and allowed to reappear at the discretion of the committee. However, in cases of approved official reasons, serious ailment or personal tragedies the cases are permitted on recommendation of the Programme Committee after verifying the facts of the case.

**2.3 Award of Diploma**

The Institute awards the Post-Graduate Diploma to students who have successfully completed the course work by fulfilling the prescribed academic standard and have done the summer project as per the prescribed requirements. Those seeking the award of Diploma in absentia will have to pay a fee of Rs. 500/-. A duplicate copy of Diploma will be issued on the payment of Rs. 1000/-

**3. Library Rules**

1. The library shall remain open from 9.00 a.m. to 6.00 p.m. on all working days of the institute except during the holidays.
2. The users have the privilege of direct access to the shelves in the library stack. It is important to retain the order of books on the shelves for the convenience of the members. Users should not replace the books by themselves.
3. Important library related information, such as arrival of latest addition of books/journals etc. shall be displayed on the library notice board.
4. A library card is required before a user may borrow or use library books.
5. The borrowing of library books must be properly authorized and recorded. Users are responsible for material borrowed on their cards and will be required to pay for any damage or loss of material borrowed at replacement cost. Mutilations, markings, or removing pages from books will be considered as damage. Such documents as also the lost one will have to be replaced or paid for at the current price.

6. In case of rare and out-of-print books, price assessment made by the Library will be final and binding.
7. Students of AKGIM are eligible for free membership.
8. Members should keep the librarian informed of any change in residential address during the period of membership.
9. The library will issue one bar-coded card for each student. A maximum of four documents will be issued. Students must check the books for damage of any kind; they should bring it to the notice of the library staff before they get it issued. At any time Library staff may ask a student to produce his/her card for verification.
10. Books should not be kept beyond the due date, as stipulated on the due date slip. An overdue charge of Rs 5/- per day per volume will be charged for each day the book is kept over time. The student must ensure to get the bill for overdue payment from the library staff. User's borrowing privileges may be blocked until all overdue books are returned. In case the borrowing exceeds three weeks, the library membership shall be cancelled and an amount of Rs.500/- will be forfeited from the caution money of the student. An extra amount of Rs.200/- is to be deposited for renewal of library membership.
11. If a library card is lost, duplicate card may be issued on payment of Rs.200/-.
12. Library card must be submitted to the library after completion of the course. The library will issue a "No Dues" certificate, when the student settles all the dues to library.
13. After the end term exams, the student must return all the library holdings and get "No Dues" certificate from the library, failing which disciplinary action will be taken against the defaulter.
14. Students must submit their Library cards if they wish to take photocopy from any issued documents. It will be issued only for 2 hours.
15. Reference and rare books will not be issued. They should be referred in the library only. Issued documents should not be allowed for reading within the library.
16. Damage or unauthorized removal of library books constitutes a serious offence and may lead to disciplinary action.
17. Silence must be observed and maintained inside the library premises. Group discussion/group readings are strictly prohibited.
18. Any disruptive behaviour such as making excessive noise and / or talking loudly, display of offensive images on internet terminals etc from the library users will not be encouraged inside the library. If the library user continues to display same after being warned by the

library staff, the user shall be debarred from the use of library services for the remaining period of the term.

19. Person entering the Library shall sign the gate register. Personal belongings including bags or books are not permitted inside the library. Every member is required to deposit his/her personal belongings at the wooden cupboard / Property Counter. However valuables like purse etc should not be kept in the property counter. The safety of the same is not Library's responsibility. Only loose sheets or a notebook may be taken inside the Library.
20. Laptop without the laptop bag may be taken inside the library. The mobile phones must be switched off in the library.
21. The library reserves the right to recall any document held by student at any time without assigning any reason.
22. Renewals may be done on presentation of books provided there is no previous request. If a book is in a considerable demand, the Librarian will regulate the loan period. The Library does not renew materials on telephone or e-mail.
23. Illegal websites and other website which are prohibited by the librarian are completely banned inside the library.
24. Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research and other personal educational development. Passwords of on-line resources must never be revealed to others.
25. Violation of any norms of the library will result in withdrawal of membership.

#### **4. Computer Lab Rules**

1. The Computer Lab will remain open from 9AM to 6 PM, on all days of the Institute. However, these timing might be changed as required.
2. A student is required to show his/her ID cards to the Lab In-Charge before entering the Computer Lab.
3. A student is required to fill necessary details in Sign-in- Register as and when he/she enters or exits the Lab.
4. Students are not allowed to enter the Lab when their classes are in progress.
5. It is essential to take permission from the Lab Staff before using a computer.
6. Use of CD's and Pen Drive without the prior permission of System Analyst or the concerned faculty is strictly prohibited.

7. Students are allowed to use only those software packages that are part of their course curriculum.
8. The students are required to log out of system as per the instructions and shut off the power as soon the work is finished.
9. Students are required to maintain discipline in the Lab.
  - a. Group Discussion is not allowed
  - b. Changing system properties is not permitted.
  - c. Food items are not allowed inside the Lab
  - d. Leaving papers which are lying around in the Lab is prohibited.
  - e. To maintain dignity of Lab, proper behavior with the Lab Staff as well as with colleagues is expected.
10. Friends & visitors are not allowed inside the Lab
11. Playing games or accessing Internet to view improper or non-educational sites, images and video clips is strictly banned.
12. Personal belongings including bags, books & laptop are not permitted inside the computer lab.
13. Students are expected to be properly dressed inside the Lab to maintain the dignity of the Lab. Shorts, pajamas and slippers are not included in proper dress.
14. Students should not resolve any hardware and software problems on their own. Any problems with the system should be promptly reported to the System Analyst.
15. Use of mobile phone, audio and video devices is strictly prohibited inside the Lab.
16. The entire group present in the Lab at that time will compensate any loss of property during a time damage is caused to the Lab. A student who is identified for any damage caused in the Lab will be made to compensate for it.
17. Any users found violating the above rules will be penalized & will be fined starting with Rs 500/- onwards or banned to access Computer Lab.
18. The user must keep the lab neat & clean without creating any mess.

## **5. Hostel Rules**

1. No Day scholar is permitted to Visit the hostel complex without written permission of the Dean Hostel. Outside Visitors can visit the hostel with permission from the warden after making entry in the visitors register kept with the guard. Permitting a day scholar/

outsiders in the room and / or not reporting presence of outsiders in the hostel are severe acts of indiscipline.

2. The inmates of the hostels are to make use of all the facilities of the hostels without causing damage or defacing or disfiguring the same. Heavy Fine and other penalty will be imposed on the defaulters.
3. There will be no wastage of electricity, water etc and in no circumstances the rooms be left with lights and fans ON. Use of heaters and other electrical appliances is not permitted. Coolers are permitted after paying the requisite fees.
4. Use of loud music systems is not allowed. However, use of music devices with earphones is permitted.
5. All hostellers are required to make an entry in the register kept with the Guard, while entering or leaving the hostels after 10 pm (for girls 7 pm in summer and 5:30 pm in winter). For Girls written Permission is required to be taken for being out of the hostel after 7 pm in summer and 5:30 pm in winter.
6. The following shall constitute acts of indiscipline:-
  - (A) Keeping, carrying, using or supplying of any fire arms, lethal weapons, knife with blade of more than four inches length, in the room or outside.
  - (B) Keeping, using or supplying all forms of intoxicants.
  - (C) Any form of celebrations using loud music, loud talking and use of intoxicants. .
7. No rewiring/ additional wiring in the room is to be done. Putting of LAN wiring between rooms for the purpose of sharing of Data/ Gaming is prohibited.
8. Rooms once allotted will not be changed without the written consent of Dean Hostel.
9. The rooms shall be open for inspection by the Warden and other authorities of the college at any time, and any student obstructing such inspection and refusing the same shall be liable to disciplinary action and punishment.
10. The inmates shall keep their rooms in a neat and tidy condition and shall be responsible individually and jointly for the furniture / fittings and items issued to them.

## **6. Other Facilities:**

### **6.1 Transportation Facility**

The Institute makes necessary arrangement for transportation as and when required by the faculty members, staff and students. The buses are available for industrial visits, seminars and conferences. For any assistance regarding transportation the administration may be contacted.

### **6.2 Medical and First-Aid Facilities**

The institute provides the first aid which is available with PS to Director. Further medical facilities are available at Indo German hospital which is situated in the campus only.

## **7. Students Committees**

### **7.1 Academic Affairs Committee**

The Students' Academic Affairs Committee shall be a constituent of Programme Committee of four representatives of the student as members (2 each from 1<sup>st</sup> and 2<sup>nd</sup> year) headed by Chairperson-PGDM Programme. The Committee will play a positive role in creation and maintenance of healthy academic atmosphere. The academic committee shall serve as an interface between student and faculty. They will be a medium for feedback in academic matters like module coverage and pedagogy. The committee shall organize events like guest lectures, seminars, study tours, industrial visits, conferences etc. Additionally they shall also take part in building up the educational facilities like books for library, films, etc. Above all, they shall help in maintaining a healthy and disciplined academic atmosphere.

## **7.2 Student Activity Forum (SAF)**

The Student Activity Forum shall organize inter-institutional events to demonstrate the academic ability of AKGIM students. The Committee shall also establish Management Function Clubs to spearhead sharing of relevant information and ideas. Under the supervision of Chairperson-Student Activity Forum and Academies the following committees will function:

**7.2.1 Social and Cultural Activities Committee** shall consist of two representatives each from the first and second year students as members under the supervision of Chairperson-Student Activity Forum. The Committee is responsible for planning and organizing events, such as quizzes, dramas and skits, social events, etc.

**7.2.2 The Sports Committee** shall consist of two representatives each from the first and second year students as members. The Committee shall aim to build a spirit of healthy competition by organizing sports events. It shall also organize competitions with teams from other Institutes.

**7.2.3 Academies and Clubs:** In order to give thrust to applied research and industry relevance for the students and faculty, AKGIM has started few academies in areas of Marketing, Finance, Human Resource Management and International Business. What students learn in the classroom strengthen their business backbone—giving them the skills and knowledge they need to succeed.

The AKGIM Academies give them skills to help them turn theory into practice, knowledge to in-depth insight, expertise into experience, and classroom skills into career success.

The Academy partners the students with a faculty member who

- is an expert in students' interest area
- helps them gain deep insight into the trends and culture of their dream career
- facilitates real-world projects that give them hands-on experience
- helps them to get to know them as a person and understands their personal and professional goals

The AKGIM Academies help students to develop the experience and confidence they need to impress and to succeed on their very first day and beyond in industry.

AKGIM Academies follow the following process:

- Identification of core competencies of students through experts.
- Sending them to industry which is from the area of their core competencies.
- Building relationship with the industry & getting assignments from various companies, which give edge to the skills of students.
- Exploration of summer & final placement opportunities after completion of exercise in concerning organizations.

### **Students Activities**

Students organize several activities to make them fit for industry. Participation in these activities nurtures individual's creativity and innovation and to enable to be fit for business and industrial environment.

#### **1. Break the Path:**

Students organize two days (3 hours every day) activity on monthly basis to generate business ideas which breaks the conventional thinking towards business.

#### **2. Human Scan:**

Students organize one day activity every fort night to understand human behavior, interpersonal skills development and relationship management.

#### **3. Ecobiz:**

Club organizes activities like debates, paper presentation, group discussions, and conferences which provides students insight about the relationship between economics and business activities.

#### **4. System Jigyasa:**

The club organizes practical workshops on Information Technology to make students well versed with IT applications.

#### **5. Comm Fusion:**

Club tries to invent new modes of marketing communication which spread the message & information about the product.

### **7.3 The Metamorphosis: Programme for Personality Development**

With changing external dynamics of business; ever evolving expectations of the stakeholders, managers need to be flexible to constantly compete. For that it is must to metamorphose the budding students manager into world class professionals.

As a part of its endeavor, AKGIM offers modules on professional and personality development which aim at enhancing communication skills, non-verbal skills, emotional intelligence, creativity and innovation among the student managers. Services of professional trainers are utilized for this purpose. The institute also offers modules on foreign languages in order to

increase the employability of its students in the globalized business environment. Another redeeming feature of the Personality Development process is mentorship culture in which the faculty, mentors the student managers on a continuous basis.

Metamorphosis programme focuses on providing a platform for students to explore their skills, provide invaluable learning and knowledge sharing opportunities, and appreciating and encouraging the outstanding performance for the same.

**Objectives:**

1. To build the capacity of students to create career progression.
2. To develop entrepreneurial skills among the students, who have the potential to become entrepreneur.
3. To groom personality of the students.
4. To develop team spirit, leadership qualities, group behavior, communication skills in the students.

**Pedagogy:**

1. The programme would use multiple and intensive learning methods such as experiential learning, group projects and discussions, games, deliberations & exercises.
2. Special sessions would be organized for enhancing the communication skills of the students.
3. The participants would be evaluated on their performance and participation in various aspects of the programmes.
4. For learning to be more effective, Interesting sessions would be organized to learn with fun.

**7.4 Placement Committee**

The Placement Committee shall consist of Chairperson-Training and Placements, faculty members, staff members and the first and second year students as members. The Committee helps the T&P department and plays a critical role in all placement-related activities. It has an active role in consolidating the list of companies for summer and final placements, designing placement brochure, developing fruitful relationships with the companies and coordinating with the Placement Officer in scheduling and organizing placement activities.

**7.5 Publication Committee**

The Publication Committee shall consist of a) Editor and b) two representatives each from the first and second year students as members. The Committee is responsible for maintaining a forum to boost the creative energy of the participants. It is thus responsible for bringing out newsletter, magazine, AKGIM networking forums and any other publications. It also contributes to the development and updating of the AKGIM web page content. This committee shall function under the supervision of Chairperson- Metamorphosis.

## **7.6 Discipline Committee**

The Chairperson-PGDM Programme in consultation with Director will appoint the Discipline Committee as and when required.

## Annexure 1



### **AJAY KUMAR GARG INSTITUTE OF MANAGEMENT ACADEMIC CALENDER PGDM (BATCH: 2010-12)**

<b>Events</b>	<b>Dates</b>
<b>Student registration ( I Term)</b>	<b>August 1(Sunday), 2010</b>
Induction Programme	August 2 (Monday) to August 14 (Saturday), 2010
Orientation Programme	August 16 (Monday) to August 18 (Wednesday), 2010
Independence Day	August 15 (Sunday)
Training Programme	August 19 (Thursday) to August 20 (Friday), 2010
Regular Classes Commence (I Term)	August 21 (Saturday), 2010
Rakhsa Bandhan	August 24 (Tuesday), 2010
Janmashtami	September 2 (Thursday), 2010
Id-UL-Fittar	September 11(Saturday), 2010
Mid Term Week	September 20 (Monday) to September 25, 2010
Regular Classes Commence	September 27(Monday), 2010
Fresher Party	October 1 (Friday),2010
Gandhi Jayanti	October 2 (Saturday), 2010
Manyavar Kanshiram's Nirvan Divas	October 9 (Saturday), 2010
Dussehara (Mahanavmi)	October 16 (Saturday), 2010
Dussehara (Vijay Dashmi)	October 17 (Sunday), 2010
Classes End (I Term)	October 22 (Friday), 2010
End Term Exam	October 25 (Monday) to October 30 (Saturday), 2010
<b>Term Break (I Term)</b>	<b>October 31 (Sunday) to November 7</b>

	<b>(Sunday), 2010</b>
Deepawali	November 5 (Friday), 2010
Deepawali (Goverdhan Puja)	November 6 (Saturday), 2010
Bhai Duj	November 7 (Sunday), 2010
<b>Student Registration (II Term)</b>	<b>November 8 (Monday), 2010</b>
Discussion of End term answer sheets with the students	November 8 (Monday), 2010
Regular Classes Commence (II Term)	November 9 (Tuesday), 2010
Marks (Tentative)	November 15 (Monday), 2010
Moderation	November 16 (Tuesday), 2010
Ed-UL-Juha / Bakreed*	November 17 (Wednesday), 2010
Guru Nanak Jayanti	November 21 (Sunday), 2010
Final Result Declaration (I Term)	November 22 (Monday), 2010
Dr. Bhim Rao Ambedkar Nirman Divas	December 6 (Monday), 2010
Moharrum*	December 17 (Friday), 2010
Christmas Day	December 25 (Saturday), 2010
New Year Eve	December 31 (Friday), 2010
Mid Term Exam Week	January 3 (Monday) to January 8 (Saturday), 2011
Regular Classes Commence	January 10 (Monday), 2011
Activities	January 11 (Tuesday) to January 15 (Saturday), 2011
Makar Sankranti	January 14 (Friday), 2011
Republic Day	January 26 (Wednesday), 2011
Classes End	February 2 (Wednesday), 2011
End Term Exam	February 4 (Friday) to February 12 (Saturday), 2011
Vasant Panchami	February 8, 2011
<b>Term Break (II Term)</b>	<b>February 13 (Sunday) to February 20 (Sunday), 2011</b>
<b>Student Registration (III Term)</b>	<b>February 21 (Monday), 2011</b>
Discussion of End term answer sheets with the students	February 21 (Monday), 2011
Regular Classes Commence (III Term)	February 22 (Tuesday), 2011
Marks (Tentative)	February 28 (Monday), 2011
Moderation	March 1 (Tuesday), 2011
Maha Shivaratri	March 3 (Thursday), 2011
Final Result Declaration (II Term)	March 7 (Monday), 2011

Holi	March 19 (Saturday) to March 20 (Sunday), 2011
Mid Term Week	April 11 (Monday) to April 19 (Tuesday), 2011
Ram Navami	April 12 (Tuesday), 2011
Classes Commence	April 20 (Wednesday), 2011
Good Friday	April 22 (Friday), 2011
Budha Purnima	May 17 (Tuesday), 2011
Classes End	May 19 (Thursday), 2011
End Term Exam	May 21 (Saturday) to May 28 (Saturday), 2011
Summer Internship	June 1(Wednesday) to July 31(Sunday), 2011

\* Depend on visibility of moon

## ANTI RAGGING NOTICE



Ragging in any form is prohibited at AKGIM. It is a punishable offence according to guidelines of the Honorable Supreme Court of India. **AKGIM has 'zero-tolerance policy' on ragging.**

Students of AKGIM are hereby warned against any type of ragging activities in the institute campus/hostel and any other place.

Those found indulging in any activity which directly or indirectly amount to ragging shall be penalised appropriately as per AICTE Notification F.No.37-3/Legal/AICTE/2009 Dated 1.07.09 (available on AICTE web portal: aicte-india.org)

Students in distress owing to ragging related activity can contact any of the following persons.

1. CA Neeta Sahu                      9278213610
2. Prof. Tripurari pandey        9312001787
3. Mr. Anil Sharma                9350320067 (Warden, Senior Boys Hostel)
4. Mr. Ravi Saxena                9968250439
5. Mr. Subham Dubey            9891826271

More over Chief Security Officer ( Mr. Virendra Singh) is also available on 9953522455 and may be contacted at the security office.

*Neeta*  
**CA Neeta Sahu**  
**Chairperson - Administration**  
**Date:**

**CC : Director's Office**

✓ **Notice Boards , All Faculty & Staff Members**

**Appendix 1**

**Course curriculum (PGDM Programme)**

<b>Term I</b>	<b>Term II</b>	<b>Term III</b>
<ul style="list-style-type: none"> <li>▪ Accounting for Managers</li> <li>▪ Organizational Behavior</li> <li>▪ Business Communication</li> <li>▪ Marketing Management-I</li> <li>▪ Business Environment</li> <li>▪ Quantitative Techniques for Business Decisions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cost &amp; Management Accounting</li> <li>▪ Human Resource Management</li> <li>▪ Financial Management-I</li> <li>▪ Marketing Management-II</li> <li>▪ Managerial Economics</li> <li>▪ Operations Research</li> <li>▪ IT for Business</li> </ul>	<ul style="list-style-type: none"> <li>▪ Financial Management-II</li> <li>▪ Management Information System</li> <li>▪ Macro Economic Theory &amp; Policy</li> <li>▪ Production &amp; Operations Management</li> <li>▪ Legal Aspects of Business</li> <li>▪ Research Methods for Management</li> <li>▪ Business Ethics</li> </ul>

<b>Marketing</b>	<b>Finance</b>	<b>Human Resource Mgmt.</b>
<ul style="list-style-type: none"> <li>▪ Consumer Behavior</li> <li>▪ Marketing Research</li> <li>▪ Product Management</li> <li>▪ International Marketing</li> <li>▪ Business Forecasting</li> <li>▪ Business 2 Business Marketing</li> <li>▪ Sales Management</li> <li>▪ Distribution Management</li> <li>▪ Brand Management</li> <li>▪ Retail Marketing</li> <li>▪ Integrated Marketing Communication</li> <li>▪ Marketing of Services</li> <li>▪ Advertising Management</li> <li>▪ Customer Relationship Management</li> <li>▪ Rural Marketing</li> <li>▪ Internet Marketing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Insurance and Risk Management</li> <li>▪ Corporate Restructuring, Mergers &amp; Acquisitions</li> <li>▪ Cost Management</li> <li>▪ Security Analysis and Portfolio Management</li> <li>▪ Investment Management</li> <li>▪ Infrastructure &amp; Real Estate Finance</li> <li>▪ International Corporate Finance</li> <li>▪ Tax Planning and Management</li> <li>▪ Financial Risk Management</li> <li>▪ Management of Financial Services</li> <li>▪ Commercial Banking</li> <li>▪ Behavioural Finance</li> <li>▪ Working capital Management</li> <li>▪ Treasury Management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Compensation Management</li> <li>▪ Human Resource Planning</li> <li>▪ HRD : Strategies and Systems</li> <li>▪ Leadership and Team Building</li> <li>▪ Organizational Development &amp; Change Management</li> <li>▪ Performance Management</li> <li>▪ Labor Laws</li> <li>▪ International HRM</li> <li>▪ Industrial Relations</li> <li>▪ Training &amp; Development</li> <li>▪ Team Building</li> <li>▪ Negotiation Skills</li> <li>▪ Cross Cultural Skills for Global Managers</li> </ul>

<b>Information Management</b>	<b>International Business Electives</b>
<ul style="list-style-type: none"> <li>▪ Business Information Analysis &amp; Design</li> <li>▪ Business of Telecommunications</li> <li>▪ Business Process Re-Engineering</li> <li>▪ Managing Information Technology Projects</li> <li>▪ Business &amp; IT Consulting</li> <li>▪ Business Intelligence</li> <li>▪ IT Service Operations &amp; Vendor Management</li> <li>▪ Knowledge Management</li> <li>▪ Strategic Information Systems</li> <li>▪ E-Business</li> <li>▪ IT Applications in Verticals</li> <li>▪ Global Business Information Systems</li> </ul>	<ul style="list-style-type: none"> <li>▪ Global sourcing &amp; Business development</li> <li>▪ International Corporate Finance</li> <li>▪ Export Management</li> <li>▪ Cross Cultural Skills for Global Managers</li> <li>▪ International Trade Laws</li> <li>▪ International Trade Operations &amp; Documentations</li> <li>▪ International Marketing</li> <li>▪ International HRM</li> <li>▪ Global Business Information Systems</li> <li>▪ Supply Chain Management</li> </ul>

\*The institute reserves the right to revise and update the course curriculum to reflect the latest developments in various disciplines and the requirements of the industry. The list of electives is only tentative and not binding on the institute. Actual offerings will depend on the size of the group which shows interest in an elective. The institute may also consider new electives in line with recent developments and availability of expertise to offer the same.



## **Summer Internship Programme (SIP)**

- **Section A: Course Structure**
- **Section B: Schedule**
- **Section C: Guidelines for Report Preparation**

## **Section A: Course Structure**

1. At the end of the 3rd trimester, each student is required to undergo a summer training of six to eight weeks duration in the industry by undertaking a real life project.
2. Students will undertake SIP under the supervision of two mentors—Supervisor appointed by the company and the Faculty Supervisor assigned to every student by the Institute. During the time of summer training, progress of each student is monitored by the Institute.
3. Students are to submit the Joining Report and Synopsis of the project in the prescribed formats (refer Annexure) in accordance with the SIP activity schedule (refer Section B for details).
4. Faculty Supervisor/ Placement Manager will be in touch with the respective Company Supervisors and also meet once in-person during the SIP.
5. Students are to inform their respective Faculty Supervisors regarding the progress of work on a continuous basis.
6. Students should feel free to contact their respective Faculty Supervisors for any discussion or difficulty faced during the SIP with prior appointment.
7. After the successful completion of the project, students have to prepare a project report (80-100 pages) and are evaluated as per the Evaluation Guidelines.
8. Each student will submit two hard bound copies and a soft copy (on CD) of the Summer Internship Project Reports in the recommended format to their respective Faculty Supervisor.
9. Students are to strictly follow the prescribed format for preparing the report (refer report writing guidelines and Annexure for the prescribed formats).
10. Summer-training consists of 200 marks, and the distribution of marks is as per the Evaluation Guidelines.
11. Each candidate will have a time slot of 20 minutes for the Presentation and Viva-Voce.

## Section B: SIP Schedule

Activity	Date/Periodicity
Joining report duly signed by the Company Supervisor (via e-mail)	<i>Within 3 days of joining the Summer Internship(Joining beyond 1<sup>st</sup> week of June 2011 will not be accepted)</i>
Submission of synopsis (not more than 7-10 pages; submission via e-mail; refer Annexure for Synopsis format)	<i>Within 7 days of joining Summer Internship</i>
Work-in-progress report (via e-mail/in-person with prior appointment)	<i>Weekly to the respective Faculty Supervisor (every Friday)</i>
Faculty Supervisor's/ Placement Manager's visit to the organization to meet respective Company Supervisor	<i>3<sup>rd</sup> week of June 2011</i>
Submission of report to the respective Faculty Supervisor	<i>25<sup>th</sup> July 2011 (Tentative)</i>
Presentation and Viva-Voce	<i>Second week of August 2011</i>

# SIP EVALUATION GUIDELINES

- a. Timely submission of joining report: 10 marks
- b. Timely submission of SYNOPSIS: 30 marks
- c. Weekly submission of Progress Report: 60 marks – 10 marks per week for 6 weekly reports
- d. Final SIP Report submission: 60 marks for report evaluation (marks will be deducted for late submission)
- e. Presentation and Viva-Voce: 40 marks
  - a. Presentation Style 15
  - b. Analysis & Recommendations 10
  - c. Overall Learning 10
  - d. Time Management 5
  - TOTAL 40

## **Section C: GUIDELINES FOR REPORT PREPARATION**

The main role of summer internship is to acquaint the students with the rigors of the corporate world and provide a live opportunity to apply skills, tools and techniques of management.

The technical research work / study / problem undertaken by the students for detailed investigation culminate into a Formal Report. As findings may be presented orally or in writing, the term 'report' refers to either form of presentation. Students are to prepare a power point presentation for Presentation and Viva-Voce, in addition to the written report.

To write an effective report, it is essential to plan its contents well, though the report formats may vary according to the nature of study and the company where the study is undertaken. Most research reports include the following elements:

### **SIGNIFICANCE**

1. They are the tangible products of the research efforts.
2. Management decisions are guided by the report and the presentation.
3. Management's decision to undertake research in future will be influenced by the perceived usefulness of the report.

### **REPORT FORMAT**

- All the students are required to submit two hardbound copies of the report along with a soft copy (on CD).
- All the summer training project reports should be bound in black leather and inscribed with golden letter.
- The signature of the internal supervisor should be sought before final binding of the report.
- Font size is 14 for Headings and 12 for other text in Times New Roman font only.

Report should include the following components:

#### **1. COVER**

- Keep title length within a maximum of 8-10 words
- Add a subtitle indicated with a color for additional clarity
- Avoid vague, extremely short, or too broad titles

#### **2. TITLE FLY**

- A blank sheet of paper located between the cover and the title page.

### 3. TITLE PAGE

- Usually symmetrically arranged, contains the title, the names of the recipient and sender, contents of this page are generally the same as that of the cover page

### 4. CERTIFICATE FROM THE COMPANY

- The certificate will generally be given by the external supervisor in the company or the head of the company stating that the student has satisfactorily completed the project assigned and the duration of the project.
- It indicates the reasons for doing the works, and the official authorization for the research.

### 5. PREFACE AND ACKNOWLEDGEMENTS

- In case you have received assistance from a person or a source in any form such as in the collection of data, facilities for interviews or reference to records in connection with your project and owe a special debt to a particular source of person, you should acknowledge this under the title acknowledgements. At the end of the acknowledgements, only the student's name appears in italics in the right hand corner.
- Preface should highlight the objectives of the study and the major problem you deal within the report, which follows in the succeeding pages.

### 6. TABLE OF CONTENTS

- It should include topics covered and appropriate in most reports only the major headings and subheadings are included. The table of contents is followed by list of tables /graphs

### 7. LIST OF TABLES / GRAPHS

- Every table should have a number (for example, 1a) and title (for example, Sample Distribution by Income)
- The data items in a table should emphasize the most significant aspect of the data
- The basis or unit of measurement should be clearly stated
- It represents list of tables and graphs drawn in the project report with their page numbers.

**EXAMPLE: -**

**TABLE 1.1: AUTOMOBILE SALES IN INDIA (in Units) : 2000 – 2010**

Manufacturer	Year 2001	Year2002	Year2003
MUL			

Hyundai

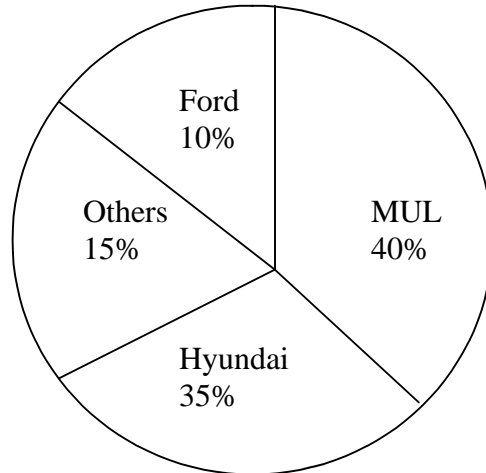
---

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**SOURCE: -2001 Automotive survey, J.D. Power, P-20**

- Graphical display can effectively complement the text and tables

**FIGURE 2.1: MARKET SHARE OF AUTOMOBILE MANUFACTURER**



**SOURCE:** .....

## **8. EXECUTIVE SYNOPSIS (*Numbering of pages should start from executive summary*)**

The purpose of the synopsis is to enable the busy reader to gather important information quickly without having to go through the whole report. Generally the length of the synopsis about two to five percent of the original. It includes major findings, conclusions and recommendations in short, the executive synopsis are a report in miniature; write such that comprehension of the material is not sacrificed. It should be noted that the synopsis can be prepared only after the full report is written, then inserted in the appropriate place.

## **9. INTRODUCTION TO THE PROBLEM/ORGANIZATION**

This section should contain:

- i) A background of the problem task undertaken (i.e. how the project was selected)
- ii) The rationale of the study and
- iii) The scope

## **10. OBJECTIVE OF THE STUDY**

*Main* objective of the study is the purpose to conduct this study. Then there could be *specific* objectives, i.e. what all you need to do to achieve your main objective.

## **11. LITERATURE REVIEW**

This section for the summer training report would mean writing about the ways in which the Organizational realities are similar or different from theory. The management theory dealt with in the report must be written about in detail, i.e. if you have talked about value chain then you must discuss all about it and then point out how different it was in practice. Prior studies conducted in the research domain should be referred and discussed in this section.

## **12. RESEARCH METHODOLOGY**

It should include description of procedures employed to achieve the objective: type of research design, regions, sources of data sampling setup and the type of questionnaire used. It should state why a particular procedure was chosen and its perceived advantages over alternative procedure. The descriptive should include a discussion of whether the design was exploratory, descriptive, conclusive or experimental.

## **13. ANALYSIS AND FINDINGS**

It includes presentation of the relevant data and analysis. It may be pertinent to discuss the method/approach utilized in analysis. Table, charts and graphs of the findings are used to explain the relationships of the data analyzed. To facilitate the reader's understanding of the significance of the result, the explanation of use of various analytical and statistical techniques is important in this section.

## **14. RECOMMENDATIONS AND CONCLUSIONS**

The conclusions are drawn by inference from the findings. Care should be taken to state a conclusion for each objective of problem defined. The conclusions verify or deny the promises upon which the study has been conducted.

## **15. REFERENCES**

It will be given at the end of the report and will contain all details of the various books, periodical and newspaper consulted in the preparation of the report. References should be given in an alphabetical order (refer Annexure for the referencing style).

## **16. ANNEXURES**

It provides materials supplementary to those given in the body of the report. It includes detailed computation from which the tables in the report are generated, a copy of the questionnaire, interviewer instructions, etc.

# **Annexure**

- Format for Cover/Title page
- Format for Joining Report
- Format for Synopsis
- Format for Report
- Sample Certificate of Industry Supervisor
- Sample Certificate of Faculty Supervisor
- Referencing style

*SAMPLE COVER/TITLE PAGE*

HUMAN RESOURCE POLICIES IN XYZ COMPANY

SUMMER TRAINING PROJECT REPORT  
SUBMITTED TOWARDS PARTIAL  
FULFILLMENT  
OF  
POST GRADUATE DIPLOMA IN MANAGEMENT

(Approved by AICTE, Govt. of India)

ACADEMIC SESSION  
2010 – 2011



Submitted By:  
Student Name  
Roll No  
Batch

**External Supervisor**

Name

Designation

Name of Company

Address

**Internal Supervisor**

Name

Designation

AKGIM

Ghaziabad

**AJAY KUMAR GARG INSTITUTE OF MANAGEMENT**

27Km Stone, Delhi-Hapur Bypass Road,  
P.O. Adhyatmik Nagar, Ghaziabad-201009

**AJAY KUMAR GARG INSTITUTE OF MANAGEMENT, GHAZIABAD  
SUMMER INTERNSHIP PROGRAMME  
JOINING REPORT**

**Date:**

<b>Name of the Student</b>	
<b>Name and Address of the Organisation</b>	
<b>Title of the Project</b>	
<b>Brief Description of the Work to be Done</b>	
<b>Location of the Project</b>	
<b>Stipend Payable (if applicable)</b>	
<b>Name and Designation of the Guide for the Project</b>	
<b>Contact No.</b>	
<b>E-mail Address</b>	

# **Format for Synopsis**

- 1. Introduction**
- 2. Research Objectives**
- 3. Research methodology**
  - a. Research design**
  - b. Data requirements**
  - c. Sampling procedure**
  - d. Sample size**
  - e. Data collection instrument**
- 4. Managerial implications**
- 5. Learning outcomes**
- 6. References**
- 7. Annexure/s (if any)**

**PRESCRIBED FORMAT OF CERTIFICATE TO BE ISSUED BY THE SUPERVISOR FROM INDUSTRY**

*Certificate of authenticity*

**CERTIFICATE**

This is to certify that the Summer Internship Project of .....  
Titled..... is an original work and that this work has not been  
submitted anywhere in any form. My indebtedness to other works/publications has  
been duly acknowledged at the relevant places. The project work was carried  
during.....to.....in ..... (*Name of the organization*)

**Signature**

**(Name of the Supervisor)**

**Name of the Organization**

**Seal of the organization**

*Certificate from Internal Supervisor*

**CERTIFICATE FROM THE INTERNAL SUPERVISOR**

This is to certify that the project work entitled “*Project Title*” is a bonafide work carried out by (*Name of the student*), a candidate of the PGDM (Batch 2009-11) Ajay Kumar Garg Institute of Management, Ghaziabad under my guidance and direction.

**Signature**  
**(Name of the Supervisor)**  
**AKGIM**  
**Ghaziabad**

## FORMAT FOR WRITING REFERENCES

### 1. WORLD WIDE WEB HOME PAGE, PROFESSIONAL SITE

#### *Basic Form*

Name of author or creator (if given): Title of Web site. (If no title is available, provide description such as name neither of site plus Home page, neither underlined nor in quotation marks.) Name of any institution or organization associated with the site. Access date <URL>.

### 2. WORLD WIDE WEB HOME PAGE, PERSONAL SITE

#### *Basic Form*

Name of site owner: Title of Web site. (If no title is available, add description such as Home page, neither underlined nor in quotation marks). Date of latest posting (if available). Name of organization sponsoring Web site (if given), Access date <URL>.

### 3. WORLD WIDE WEB, SECONDARY PAGE

Name of author or creator, if available. "Title of topic or article" (if given). Title of page (if named). Name of any institution or organization associated with the site. Latest update (if given). Access date <URL>.

### 4. BOOK (ONLINE)

#### *Basic Form*

Name of author or creator, if available. "Title of part or chapter" (if given). Title of book. Date of original publication. Name of any institution or organization sponsoring or associated with the Web site (if given). Access date <URL>.

### 5. BOOK REVIEW (ONLINE)

#### *Basic Form*

Author of review. Rev. of Book Title by Author. Journal or Magazine Title: Volume, Issue, or other identifying number (For journal, year of publication in parentheses; for magazine date without parentheses): pages (if given). Access date (URL).

### 6. ENCYCLOPEDIA ARTICLE (ONLINE)

#### *Basic Form*

Author (if given). "Title of Material Accessed." Date of material (if given). Title of Encyclopedia. Publication information for any print version of the source if available. Date of electronic publication, of the latest update, or of posting (if known). [search term if necessary for retrieval]. Access date <URL>.

## 7. ENCYCLOPEDIA ARTICLE (CD-ROM)

### *Basic Form*

Author (if given). "Title of Material Accessed." Date of material (if given). Title of Encyclopedia. Edition, release, or version (if relevant). CD-ROM. Name of vendor (if relevant). Electronic publication date.

## 8. JOURNAL ARTICLE (ONLINE)

### *Basic Form*

Author. "Article Title." Journal Title Volume.Issue or other identifying number (Year of publication in parentheses): paging. Name of database (underlined if given). Access date <URL>.

## 9. JOURNAL ABSTRACT (ONLINE)

### *Basic Form*

Author. "Article Title." Journal Title Volume.Issue or other identifying number (Year of publication in parentheses): paging. Name of database (underlined if given). Abstract. Access date <URL>.

## 10. MAGAZINE ARTICLE (ONLINE)

### *Basic Form*

Author. "Article Title." Magazine Title. Date: page (for magazines published every month or two months, do not give volume and issue numbers even if they are listed). Access date <URL>.

## 11. NEWSPAPER ARTICLE (ONLINE)

### *Basic Form*

Author. "Article Title." Newspaper Title. Date, edition, section: page (if given). Database Name (underlined if available). Access date <URL>.

## Appendix 3

### GUIDELINES FOR WRITING A DISSERTATION

A **dissertation** Report is a written presentation of the work done by the student on a given project/research. It is important to bear in mind that even though the **dissertation** report is submitted only at the end of any given period, in reality it is a culmination of your continuous efforts.

**Writing a Project/Research Report:** Care should be taken to ensure that the quality of the report is of a high standard. General guidelines on writing a project/research report are described below.

In a generalized sense, an ideal project/research report should cover the following aspects:

1. Title Page
2. Table of Contents
3. Acknowledgements
4. List of Tables & Illustrations
5. Abstract / Summary
6. Introduction
7. Research Design/ Methodology
8. Review of literature
9. Empirical Analysis
10. Findings and suggestions
11. Conclusions and/or Recommendations
12. Appendices
13. References
14. Glossary

1. **Title Page:** This page may contain the following information:

<p>A THESIS ON (Title of the Project in CAPITAL LETTERS)</p>	
<p><i>A report submitted in partial fulfillment of the requirements of Post Graduate Diploma in Management (PGDM) Programme (2008-10)</i></p>	
Submitted to:	Submitted by:
<p>Ajay Kumar Garg Institute of Management Ghaziabad</p>	

2. **Table of Contents:** The main function of this section is to give the reader an overall view of the report. The main divisions as well as the subdivisions should be listed in sequence with the page numbers they are on. It helps the reader locate a particular topic or sub-topic easily.

The charts, diagrams and tables included in the report should be listed separately under the title 'List of Tables & Illustrations' with the page numbers. While preparing the table of contents, you have to bear in mind the following points:

- ❖ Leave a one inch margin to the left, to the right, on the top and at the bottom.
- ❖ Write the phrase 'Table of Contents' on the top center in CAPITALS.
- ❖ Write the number of the item to indicate the sequence of items. After the number, leave three or four spaces and then type the first heading.
- ❖ Indent second-order headings by three or four spaces.
- ❖ Leave two spaces between the main headings and one space between the sub-headings.

An example of a Table of Contents is given below. Please note that till ‘Summary’ the pages are numbered in lower case Roman numerals. From ‘Introduction’ onwards Arabic numerals should be used.

## TABLE OF CONTENTS

	Acknowledgments.....	ii
	List of Tables.....	iii
	List of Illustrations.....	iv
	Executive Summary .....	v
1.	Introduction .....	1
	1.1 Objective of the Study .....	1
	1.2 Industry Overview.....	2
	1.3 Problem Discussion.....	3
2.	Literature Review.....	5
	2.1 .....	
	2.2 .....	
3.	Research Objectives/Questions and/or Hypotheses .....	10
4.	Research Methodology.....	
	4.1 Research Design.....	12
	4.2 Data Requirements.....	14
	4.3 Data Collection Method/s.....	16
	4.3 Sample.....	18
	4.4 Data Analysis Techniques.....	20
	4.5 Limitations of the Study.....	21
5.	Data Analysis and Interpretation.....	25
6.	Findings of the Study.....	40
7.	Suggestions.....	45
8.	Conclusions.....	49
9.	References.....	52
10.	Annexure.....	56

3. **Acknowledgements:** Proper acknowledgement of any help received must be placed on record. There may be a number of persons who might have helped you during the course of the project/research. Customarily, thanks are due to the following persons in the given order:
  - a. Head of the Organization
  - b. Faculty Supervisor
  - c. Others
4. **List of Tables & Illustrations:** A detailed list of the charts or diagrams or illustrations that would be incorporated in the report should be given along with the page numbers.
5. **Abstract or Summary:** Summary is the essence of the entire report. The objective of the summary is to provide an overview of the content. A summary should be independent and should stand alone. It is advisable to write it after the report has been written.
6. **Introduction – Objectives and Limitations:** Introduction should provide the context and scope of the report. It should include the objectives, specifying its limitations, methods of enquiry and collecting data, and main finding / conclusion. This serves as a background to the subject of the report that subsequently follows. The reader should be able to get a fair idea about the project/research.
7. **Research Design/Methodology:** This section brings out how the enquiry was carried out, interviews were carried out or if any questionnaires were given. It also looks at how the respondents of the interview were chosen. The data should be presented in an organized and logically sequenced method. Usually it has several sections grouped under different headings and sub-headings. The analysis of the data and description of the activities leading to certain conclusions are contained in this section.
8. **Review of the literature:** Detailed view of related work done in the past by others.
9. **Empirical Analysis:** For developing and using analytical skills, the intern should arrive at some findings/inferences.
10. **Findings and suggestions:** Once the findings are finalized by a research/intern, suggestions should be made for the betterment of enterprise.

The results should be presented as simply as possible. There are a number of ways:

- Tables
  - Graphs
  - Pie charts
  - Bar charts
  - Diagrams
11. **Conclusions and/or Recommendations:** The conclusions and/or recommendations are the most important part of the project/research that is of interest to the reader. These are to be substantiated by the study done during the project period through the analysis and interpretation of the data gathered. It would be helpful to the reader if alternatives, other than the stated conclusions and/or recommendations, are projected.
  12. **Appendices:** The contents of an appendix are essentially those which support or elaborate the matter in the main report. The matter which is not essential to the main findings but related to the main report is generally presented in the appendix. The report should not depend on this. Given below are items, which normally form part of the appendix:

(a) flow charts, (b) the questionnaire, (c) computations, (d) glossary of terms etc.

- 13. References:** In this section, all the references should be given in an alphabetical order by the author's last name or, when the author is unknown, by the title of the reference. For instance:

Ages, Warren K., Philip H. Ault, and Edwin Emery. *Perspectives on Mass Communication*, 2nd ed. New York: Harper & Row, 1992 (for books).

"Time to Call in the Bess" *Business Week*, July 27 1999, 32-36. (for periodicals). [www.dgfdgdg.org](http://www.dgfdgdg.org) (for Websites).

- 14. Glossary:** A glossary is an explanation of the technical words used in the report. If the number of such words is small, they are generally explained in the footnotes.

(Format for Certificate from Faculty Supervisor)

CERTIFICATE

This is to certify that the dissertation titled \_\_\_\_\_  
\_\_\_\_\_ submitted  
by \_\_\_\_\_ Enroll No: \_\_\_\_\_  
during trimester \_\_\_\_\_ of the PGDM Program (The Class of 2010) embodies original work  
done by him/her.

Signature of the Faculty Supervisor

Name:

Designation:

## PLACEMENT RULES - 2012

Placement Process at AKGIM, Ghaziabad is a student driven activity. For this the college shall form a Place Com of the students. However, recognizing the importance attached to the placement activities by the students, the Place Com shall have Faculty and Staff for providing overall supervision and support for summer as well as final placements to the students. Chairman-Training and Placements, Coordinator and a group of faculty members shall work in close co-ordination with the students.

### 1.0 Role of Training & Placements (T&P)

- 1.1 The Institute mentioned in these Rules refers to AJAY KUMAR GARG INSTITUTE OF MANAGEMENT (AKGIM), GHAZIABAD.
- 1.2 T&P refers to Placement Committee (Place Com).
- 1.3 The role of Training & Placements is to provide placement support to the final year students. The T&P will endeavor to,
  - 1.3.1 Bring together the students and the potential employing organizations
  - 1.3.2 Facilitate interactions between the two for placements.
- 1.4 For this purpose, the Place Com driven by students will correspond with organizations, arrange interviews for students and coordinate various placement activities at the college with Chairperson, Academies.
- 1.5 All placements will be routed through the T&P only.

### 2.0 Constitution of Place Com

Placement Committee (Place Com) shall not be nominated. The selection shall be done on various parameters as decided by Chairperson, Training and Placements at the college which includes academic performance, personality, presentation and plan of action on placement by him/her.

There will be careful selection of students to ensure the achievement of the objectives of Place Com. The members of Place Com are ambassadors of the college to the industry. And, therefore their behavior, communication, discipline and representation shall be closely monitored from different angles.

### 3.0 Activities and Role of Place Com

- 3.1 Maintain liaison and good relationship with the company executives from the Corporate.
- 3.2 Act as liaison between the companies and the T&P at the college.
- 3.3 Compile and maintain a qualified database of potential placement companies and their contact information, converting that into suspects, prospects and schedules leading to selection and documentation. The detailing shall be done separately to the Place Com.
- 3.4 Visit the companies and get the written and signed requisitions for placements (RFPs, i.e. Scheduling) and forward the same to the Chairperson, Training and Placements at the college.
- 3.5 Announce and communicate selection processes and follow up with the T&P at the college for nominations
- 3.6 Keep a record of the number of selection processes attended by each student.

#### **4.0 Eligibility**

All final year students shall be eligible to receive placement support, **comprising Primary and Supplementary Placement Support**, unless otherwise debarred from receiving such support on account of:

- 4.1** Non-payment of fees or any other dues
- 4.2** Non completion of Summer Internship Programme
- 4.3** Result being <5(CGPA)
- 4.4** Attendance 75%
- 4.5** Faculty Poor Feedback
- 4.6** Poor Feedback from Trainer
- 4.7** Breach of discipline and general misconduct
- 4.8** Having opted out or having been declared as 'deemed to have opted out' in black and white.
- 4.9** Student Nominated for an Interview if does not attend interview also shall be "Out of Placement"

Besides, the above mentioned criteria, an individual student profile shall be prepared with the help of inputs received from the trainer and faculty members to determine the suitability for placement. If the student dossier (student profile prepared) shows poor performance of the student, the student shall be withheld from placement process until appropriate improvement takes place in him/her.

There shall be two rounds of placement activity, viz., primary and secondary placement support. Those not qualified in primary round may avail the opportunities, if any, in the secondary round. However, secondary round of placement support may not be comparable with primary round along various parameters. Also, campus interview may not necessarily mean companies coming at college campus for placement process. Students may be required to attend interviews and for other related processes at the company premises also, at their own cost.

### **Primary Placement Process**

#### **5.0 Registration for Placement Process**

All students desirous of Placement Process are required to register, with the college on or before 18 August. Students, who want to opt out of Placement Support, are required to give an undertaking to the college by 20 August in the prescribed format.

#### **6.0 Application Procedure**

**6.1** Interested students will apply in response to the jobs announced by T&P and submit copies of bio-data to Placement Manager for onward submission to the respective organizations.

**6.2** Students shall prepare their bio-data in supervision with the faculty members of the college. Highlighting their achievement in Summer Internship (SIP) in the bio-data enhances the employability of the students.

**6.3** No applications from students in response to the press advertisements or to the organizations which have not notified the T&P about their requirements shall be forwarded by the T&P

- 6.3.1 However, students are free to correspond directly with the organizations in response to such advertisements.
  - 6.3.2 If these organizations announce jobs to the Institute's T&P at a later date, then the students should inform the T&P about their having earlier applied for positions in these organizations.
  - 6.3.3 If a Company has approached the T&P or is in the process of approaching the T&P for placements, no student shall approach any of these Companies on their own, except through T&P.
  - 6.3.4 Students will have to submit copies of their bio-data in advance to the T&P at the college for forwarding to the organizations which have notified about their requirements.
- 6.4 The students should submit their bio-data within the prescribed time limit which the T&P will not accept/ forward CVs/ Resumes submitted beyond the deadline.
- 6.5 Students are advised to keep sufficient copies of the CV/ Resume, passport size photos, etc. ready so as to submit it as per deadlines announced.

## **7.0 Short listing of Bio-Data**

- 7.1 The college reserves the right to shortlist the bio-data of the students on the basis of eligibility parameters mentioned in clause (2) and any other criterion it determines later.
- 7.2 Companies may also do short listing of students themselves on the basis of information supplied by the students in their registration profile or CVs/ Resumes.
- 7.3 Hence all those who apply may not get short listed.

## **8.0 Number of Attempts**

- 8.1 Maximum number of interview attempts for placement shall be three of their own choice each of the students. If he or she fails in cracking the interview, they shall be out of placement process.
- 8.2 If a student has been recruited by a company, the concerned student will not be allowed to appear for any other interview for placement arranged by the college.

**Note:** The details of secondary round of placement process (subject to the availability of opportunities) shall be declared after the primary round is over. The primary round will expire on 15 April. Students are advised not to wait for the secondary round of placement process. This is because of the chances of requisitions for placements after April is often negligible.

**AJAY KUMAR GARG INSTITUTE OF MANAGEMENT  
GHAZIABAD**

**UNDERTAKING FOR PLACEMENT SUPPORT**

Student's Name:

Enrollment Number:

I hereby undertake, in seeking Placement Support from AKGIM, to abide by the Placement Rules-2012, the modified rules, if any and the ones stipulated by T&P for placement from time to time during Placements-2012. I shall also honour the efforts of the college by joining the organization that has offered me a job of my choice through the placement programme.

Date:

(Signature of the Student)

(Signature of Parent/ Guardian)

(Chairperson, T&P)

**AJAY KUMAR GARG INSTITUTE OF MANAGEMENT  
GHAZIABAD**

**UNDERTAKING TO OPT OUT OF PLACEMENT SUPPORT**

Student's Name:

Enrollment Number:

I hereby undertake voluntarily to opt out of Placement Support from AKGIM. I thank AKGIM authorities for having offered support through their placement programme.

Reasons for opting out, if any:

Date:

(Signature of the Student)

(Chairperson, T&P)

---

Fee Structure								
PGDM Programme								
Year	First Year				Second Year			
Head	Ist Installment (at the time of Admission offer letter)	IInd Installment (1st week of June 2010)	IIIrd Installment (1st week of November 2010)	IVth Installment (1st week of February 2011)	Ist Installment (1st week of August 2011)	IInd Installment (1st week of November 2011)	IIIrd Installment (1st week of February 2012)	Total
Admission Fees	10000	-	-	-	-	-	-	10000
Tution Fee	10000	71000	29500	29500	50000	50000	50000	290000
Personality Development / Foreign Language	3000	10000	9000	9000	14000	14000	13000	72000
Laptop / Computer Lab	5000	16000	4000	4000	5000	5000	4000	43000
Library Fees	2000	3000	2500	2500	5000	5000	5000	25000
Examinations / Placement	-	20000	5000	5000	11000	11000	8000	60000
Caution Money (Refundable)	10000	-	-	-	-	-	-	10000
<b>Total (Rs.)</b>	<b>40000</b>	<b>120000</b>	<b>50000</b>	<b>50000</b>	<b>85000</b>	<b>85000</b>	<b>80000</b>	<b>510000</b>
Hostel Fee (Including Mess Charges for 10 Months)	-	60500	-	-	60500	-	-	121000
Hostel Security (Refundable)	-	5000	-	-	-	-	-	5000
Note:								
1. AKGIM reserves the right to revise at any stage, the tution and other								

fees for Academic Year 2010 - 12			
2. Candidates may like to directly approach various banks for educational loans. AKGIM has no role in arranging educational loans for the candidates.			