

Post Graduate Diploma in Management

(PGDM 2021-23)



Student Manual and Guidelines

July 2021

Great Lakes Institute of Management, Chennai

MESSAGE FROM THE DEAN

Dear Chalukyas,

Congratulations to all of you for being admitted to the Great Lakes PGDM program! You are part of an elite group of students, one of the most diverse we have ever had in terms of your demographic and educational background. You are smart, highly motivated, eager to get started. You are dreamers with aspirations that soar to the skies. You are pragmatists who know that those aspirations will be met only with a lot of hard work and perseverance. You are achievers who have consistently demonstrated your mettle in the crucible of high-pressure environments. Welcome to Great Lakes Chennai!

The pandemic and its far-reaching impact have been transforming the world and the global business landscape. Never before in recent history have so many been impacted by these forces. At times like these, it is important to question some basic assumptions that we make. Organizations around the world are trying to adapt to these changed circumstances, reinventing their business models, supply chain logistics, HR practices, marketing activities, and several other functional areas. Some are consistently ahead of these changes, demonstrating agility and flexibility in the way they reshape their business processes. Others are just trying to play catch-up, making superficial changes and hoping that things will return to the way they were.

In much the same way, business schools are also dealing with these forces of change. Our unique Term Zero initiative was designed to showcase our ability to convert a challenge into an opportunity. We had brought industry captains and global thought leaders in academia to you. We have had masterclasses in a variety of functional areas. We had team-building sessions, CV building workshops and communication skill assessments; You will soon be having problem solving and articulation workshops. We also had heartfulness meditation and personal branding exercises. We also sharpened your skills in excel, math and financial analysis. In short, we put together a 360-degree engagement plan into place. Not many schools can lay claim to that level of engagement with the kind of agility and dexterity that we demonstrated. That is why we are confident that Great Lakes is the institution that can best prepare you for the changed business environment you are going to face when you graduate.

You are about to embark on a transformational journey. Expect to be challenged like you never have been before. Our curriculum is designed to not just provide functional knowledge but also develop problem solving and communication skills. We want you to be whole-brain thinkers and doers. Consistent with agile principles, we constantly seek inputs from all our stakeholders in designing the curriculum and partner with leading organizations in helping craft an industry-relevant, contemporary program of study. Beyond what you learn in the classroom, you will enrich your time at Great Lakes with a variety of experiential learning opportunities. For example, our one-of-a-kind Karma Yoga program brings you in contact with people in 27 villages around campus that we have adopted. You will be able to work with children and adults in villages in helping them develop a variety of proficiencies. We have an experiential trading platform where you will be able to try your hand at the stock market, placing trades based on a variety of techniques and approaches. You will be exposed

to business simulations in multiple forms that will strengthen your comprehension through experiential learning. You also have an opportunity to incubate your own start-up idea at the Atal Innovation Mission Great Lakes Balachandran Incubator (AGBI). It is one of only four incubators established by the Government at a business school.

Most important, you will spend the next two years on a campus whose beauty is incomparable. We offer a state-of-the-art campus that was first in Asia to achieve the coveted LEED Platinum certification. We have all the amenities and infrastructure in place to ensure that you will have a thoroughly enjoyable and memorable experience in the next two years. On behalf of the faculty and staff, welcome to Great Lakes Institute of Management Chennai!!

Suresh Ramanathan

Dean & Principal, Great Lakes Institute of Management, Chennai

Special Note:

The provisions contained in this student manual are meant only to serve as a reference material to various policies of the institute and are to be read in conjunction with other specific departmental orders and, in no way supersede orders issued by any higher authorities / management of this institute.

KEY CONTACTS

‘The Student Manual & Guidelines; PGDM 2021 - 23’ is an important reference document, which contains the rules, regulations and procedures that you will have to strictly follow while you are a student in the Post Graduate Diploma in Management (PGDM) program at Great Lakes Institute of Management.

If you require any clarification, please do not hesitate to contact **Dr Suresh Srinivasan**, Director PGDM (2021 - 23) or **Ms. Kiruba**, Program Manager PGDM (2021-23) and **Mr. Subaash**, Director - Administration & HR or **Mr Sathyanarayanan**, AGM Administration (for administration and hostel-related questions).

Key contact details are detailed below for your reference.

Contact Name	Extn. No.	Designation	Email id
Dr. Suresh Srinivasan	044 – 27489020	Program Director	suresh.s@greatlakes.edu.in
Mr. K Subaash	044 – 27489030	Director Administration	subaash.k@greatlakes.edu.in
Mr. H Sathya Narayanan	044 – 27489039	AGM - Administration	sathya.h@greatlakes.edu.in
Ms. Kiruba Muthuraj	044 – 27489024	Program Manager	kiruba.s@greatlakes.edu.in

In the campus the PGDM Office is located in ground floor of the Academic Block. The office is open and the Program Manager is available for student interaction between 10:00 a.m. and 4:00 PM on every working day. The students can meet Director PGDM (2021-23) by scheduling an appointment through the Program Manager. Till we move to campus given the COVID-19 pandemic situation, students can contact the program manager and program director via email. In exceptional circumstances, students can request for a telephonic meeting.

The Administration Office is located in the Admin block and operates under the overall supervision of **Mr. K. Subaash** (Director Administration).

PEOPLE YOU SHOULD KNOW

- (i) Dr. Bala V. Balachandran, : Founder
- (ii) Dr. Suresh Ramanathan - Dean

PGDM Office

- (iii) Dr Suresh Srinivasan - Director – PGDM (2021 -23)
- (iv) Ms. Kiruba, Program Manager – PGDM (2021 -23)

Administration Office

- Mr. Subaash K, Director Administration
- Mr. Sathyanarayanan H, Additional General Manager - Administration
- Mr. R Sundararaman, Logistics/Guest House & Food
- Mr. Muralikrishnan, Accounts
- Ms. Manjula P, Reception
- Mr. Hari K, Electrical, A/c, Gym
- Mr. Arunachalam, Plumbing, Carpentry
- Mr. Sathyanarayanan H, Security
- Mr. Madhan, Events/ Logistics
- Mr. Dinesh, Executive comfort, guest house
- Mr. Ezhil, Admin Stores
- Mr. Jagan, Admin stores, Bills
- Mr. Kumaresan R/ House Keeping

Hostel Warden

- I. Mr. Sathyanarayanan H (Boys Hostel); Ms. Kiruba Muthuraj (Girls Hostel)
- II. IT Infrastructure and allied services/ Learning Management System (LMS): Mr. S. Ramasamy

Centralized Academic Administration

- (i) Cmde D Vijayakumar - Director, CAA

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SECTION-I: ACADEMICS

1. General Guidelines and Code of Conduct

- 1.1. This section is designed to provide students with the norms for student's academic and personal conduct at the Great Lakes Institute of Management Chennai. These are further elaborated throughout the document and the students are requested to read these carefully.
- 1.2. The academic section provides important information on registration, curriculum, academic performance, evaluation system, attendance, academic discipline, scholastic awards and related issues. The other sections provide information on financial assistance, placement, hostel, medical facilities and other matters concerning students.
- 1.3. **Academic and personal standards are necessary to promote fair and orderly conduct in a community as large as the Institute. All students at Great Lakes Institute of Management, Chennai are required to abide by these rules, and conduct themselves at all times in a manner that enhances the image and prestige of the Institute.**
- 1.4. Cleanliness of the premises and campus must be maintained by each participant of PGDM at GLIM at all points of time.
- 1.5. **Ours is a non-smoking campus and smoking is strictly prohibited inside the campus. On campus consumption of alcohol / drugs and your presence on the campus under the influence of alcohol / drugs is a serious offence subject to disciplinary action including expulsion from the program.**
- 1.6. There is acute shortage of parking space and the students are requested to park their vehicles only at the allotted parking spots.
- 1.7. Any issues, in the first instance, must be addressed through the Course Coordinator (CoCo) who will take it up with the PGDM program office. In the absence of a satisfactory response, the student may approach the Program Director, or the Dean.
- 1.8. In case of Lecture Cancellation/rescheduling, the PGDM Program Manager will inform said changes to class representative/ respective students through e-mail. CoCo's shall not arrange any extra lectures, guest lectures, and lecture cancellations/rescheduling directly with the faculty.
- 1.9. Mode of Communication to students is via e-mail/LMS. Students are advised to check their mailboxes at least once a day, and not rely on rumor or hearsay about any matter.

- 1.10 Any person(s) resorting to physical fights are liable to be charged for violation of anti-ragging regulations and appropriate penal action will be taken. Each student is required to sign the Anti-Ragging Declaration as mandated by AICTE and follow the regulations in letter and spirit.
- 1.10. If any student during the tenure of his studentship has criminal prosecutions instituted against him/her, the Institute has the right to undertake appropriate disciplinary action against him/her.
- 1.11. Dress Code: GLIM has expectations from the participants in terms of maintaining a professional environment in and outside the classroom for all official interactions. For this purpose, it becomes essential to adhere to some broad guidelines for dress and appearance.
- 1.11.1. Students are required to wear smart casuals for classroom purposes and in the academic areas of the campus (Half pants, three-fourths, skirts, sleeveless tops/t-shirts, training / sweat-pants, bathroom slippers are not allowed).
- 1.11.2. For all functions of the School, including seminars and conferences students are required to dress in Institute blazer, Tie/Cravat, Lapel Pin.
- 1.12. **The Institute shall not be held responsible for any act of indiscipline, misbehavior, indulgence into unethical practices including use of drugs, alcoholic drinks, harassment if any, violence, non-obedience, non-compliance etc. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. The Institute or Management of Great Lakes will not be held responsible for any actions which will be initiated by any regulatory authority like police, corporation etc.**
- 1.13. All students will carry their name plates for all officially scheduled sessions. They will be marked as absent for a session if they enter into the class without the name plate.
- 1.14. **Mobile phones usage is strictly prohibited in PGDM class rooms; and can be used only for recording their QR-code attendance. In the event of any student found to be using the mobile phone in the PGDM class rooms, he/ she will be fined Rs. 1,000/- for the first time and will be escalated every subsequent time. Apart from the fine, the student may be referred to the DAC.**
- 1.15. **Carrying mobile phones inside examination hall is strictly prohibited and anyone found with their mobile phone inside the exam hall will be expelled from the exam and referred to Director CAA / DAC as the case may be.**
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- 1.16. **Tele-recording of any event in the class rooms or putting the same in the public domain without prior approval is strictly prohibited. In the event of violation of this rule, strict disciplinary action will be taken.**
- 1.17. A student who leaves or is asked to leave the Institute must immediately vacate his/her accommodation and clear all his/her dues from all departments/sections/clusters of the Institute, using the No-Dues form available in the Resource Center, failing which they are not entitled to any kind of reimbursements.
- 1.18. Students must take all care to ensure the correctness of information while making declaration at any point of time in the Institute. Wrong declaration, including but not limited to, on pre-existing diseases and work experience, may lead to the student's termination from the Program.
- 1.19. **Any kind of miscommunication, whether in name, pen name or pseudo name on public platforms including social networking sites is treated as a serious offense against the Institute and if proven after due process, will immediately lead to expulsion of the student from the PGDM program and forfeiture of all fees paid by the student. The Institute, if deems it appropriate, may also take legal action against the student for such activities and for bringing disrepute to the Institute. In the larger interest of the Institute, decisions taken by Steering Committee in this regard are binding and final for all the students.**
- 1.20. **The Institute facilitates placement process, however it does not guarantee placement to students as Great Lakes is an institute for creating, disseminating knowledge in the area of business, management and entrepreneurship and not an employment agency. Students will sign separate placement rules provided by the Career and Corporate Services (CCS) office.**
- 1.21. **Please note that the information, rules, regulations and procedures contained in this Manual are liable to change at the discretion of the Institute at any time and whenever it is deemed necessary to do so, without prior notice.**
- 1.22. The decision of the Program Director in matters of interpretation of the rules will be final and binding on the students.
- 1.23. **The Management of Great Lakes Institute of Management reserves the right to make appropriate changes in policies, procedures, educational offerings, requirements, etc., from time**

to time, as deemed necessary

2. Academic Calendar

- 2.1. The tentative Academic Calendar for year I 2021-22, for the Post Graduate Diploma in Management Program (PGDM) is given in Appendix-1. The year II calendar will be released at a later date. The total program is spread over six terms excluding summer internship. The specialization coursework (electives) is scheduled over last three terms followed by placement activities and the Annual Convocation.

3. Registration

The students will be required to register for each term, as per the notification of PGDM Office. The PGDM Office will announce details regarding date for each term, venue and other details of registration from time to time. The student needs to be physically present for the registration at 8.30 AM on the registration date, when done on a face-to-face mode. Non availability in person will attract penalties. In the event the student is travelling into the campus for registration, he/ she needs to ensure they are available on time for registration, or reach the campus the earlier day.

- 3.1. **PGDM Term I Registration:** This year term 1 registration will be online and will be provisional subject to verification of certificates and testimonials and receipt of all the documents required for submission as well as students signing the academic, placement and hostel contracts (Admissions/ CAA to confirm).
- 3.2. **Late Registration:** The Director - PGDM may allow late registration under exceptional circumstances. The Director - PGDM will grant permission only on genuine grounds. If the request is on medical grounds, the student will be required to produce a medical certificate.
- 3.3. Registration for Term-2 of PGDM and onwards is provisional and will be confirmed on meeting the academic performance criteria of the previous term(s) and fulfilling of other regulatory and administrative criteria as laid down in this document and from time to time.
- 3.4. No refund is admissible on any part of the term fees if a student withdraws voluntarily after registering

for the term.

4. Orientation Module for PGDM

The Orientation Module would be conducted from **16th July to 02nd August, 2020**. The objectives of the induction module are as follows:

- To acquaint the students with modern management education, its scope, its functional areas and the design of the post graduate program at Great Lakes Institute of Management.
- To acquaint them with the pedagogy at Great Lakes Institute of Management with special emphasis on the case method.
- To brush up on vital tool kits required for their PGDM journey including ‘excel’ and quantitative skills, problem solving and decision making skills and exposure to basics of accounting concepts ahead of them diving deep into the PGDM program.
- To develop methods and processes to enhance team bonding and interpersonal communication
- To help them become aware of various learning styles and help establish linkages between their life's goals and management education.

The PGDM term 1 class will begin on **4th August, 2020 (Wednesday)**.

5. Academic Performance Evaluation System and the Award of PGDM diploma

5.1. Evaluation components: The evaluation of academic performance is based on varying combinations of the following components:

- (i) Class participation
- (ii) Assignments, Quizzes
- (iii) Project Work and Field Based Assignments
- (iv) Mid-term Examination
- (v) Term-end Examination

While components (iv) and (v) is mandatory for a full course, relative weightage of the components for a specific course will be at the discretion of the instructor. The evaluation scheme for every course will be conveyed to the students at the beginning of the course along with the course outline.

5.2. Grading

5.2.1. For the purpose of calculation of course grades, the scores in all core courses will be normalized such that the median after normalization is 83.33% and the maximum is 100% and the grades in all elective courses will be normalized such that the median is 86.67% and the maximum is 100%

5.2.2. The Faculty Member will assign a numeric score to each student (based on evaluation components as described above). This will be the weighted sum of component scores. Numeric score for individual components along with final grades would be communicated to the students.

Grade and Grade Points

Letter Grades	Grade Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

5.3. Calculation of TGPA, CGPA and GP

5.3.1. Two types of Grade Point Averages (GPAs) are computed using grades earned by a student, the Term Grade Point Average (TGPA) and the Cumulative Grade Point Average (CGPA). The weighted average of grade points earned in a term is called TGPA, whereas the weighted average of grade points earned in all the previous terms is called CGPA.

5.3.2. In order to calculate a grade point average:

- (i) Determine the grade points earned in each course by multiplying course credits by the appropriate grade-point equivalent.
- (ii) Add the grade points earned in each course to calculate a term total, and divide this sum by the number of credits taken to determine the term grade-point average.

5.3.3. The Internship marks will be included for CGPA calculation of Term 4.

5.4. Minimum Grade Point Average Requirement

A student would successfully continue to be part of the PGDM program, when:

- a) The student secures a minimum grade point average (TGPA) of 2.5 on a scale of 4.0 every term.
- b) In the event the student's CGPA falls below 2.5, he is placed on academic probation and will be allowed to continue with the program in the following term
- c) If the student's TGPA in the subsequent term:
 - (i) Is 2.5 or above, and he restores his CGPA to 2.5 or above. In such a situation he moves out of academic probation and returns to good standing.
 - (ii) is 2.5 or above, but CGPA is not restored to 2.5. In such a situation, he continues to be in academic probation.
 - (iii) is less than 2.5, the student would be dropped from the PGDM program for poor scholarship
- d) If the student's CGPA is less than 2.5 at the end of Term 3, the student will not be promoted to the second year of the PGDM program
- e) At the end of Term 4, if a student secures a CGPA of below 2.5, the student will not be eligible to

participate in the placement process.

- f) Failure to achieve the prescribed minimum standards of academic performance will result in the student's termination from the program. Students will forfeit their fees including hostel fees and all other payments made to the Institute and will be withdrawn from the program.

5.4.1. Faculty Feedback and Release of Total Scores/ Grades:

Total scores and grades for individual courses will be released to students as and when they are available post completion of the end term student review and grievance redressal process. The term GPA will be communicated to students once grades for all courses for the term have been released. All communication regarding grades will be through the Learning Management System (LMS) or direct email to individual students.

- ### 5.4.2. Great Lakes follow a system of faculty feedbacks at the completion of the.
- One of the key responsibilities of the student is to provide the feedback on the faculty. Faculty feedback is shared with the faculty after the completion of the course grading and it is anonymous. It is MANDATORY to participate in the online feedback process. The purpose of the feedback process is to enable the institute to assess and improve upon its rigorous academic standards and effectiveness of the course delivery process. Providing feedback on faculty also helps the student to ensure better course delivery by the same faculty for subsequent courses that may be following, as well as for the program office to use the student feedback to fine tune other courses to be delivered by other faculties in the program. Hence students have big stakes, in terms of learning outcomes, in providing the feedback on a timely manner.

Students who do not participate in the faculty feedback process on a timely manner, the total scores and grades for the course, TGPA for the term and CGPA will be withheld; the feedback window once expired cannot be reopened under any circumstances. Such inaction by the student may include penalties as applicable as well as inability of the student to sit for placements/ internships on a timely manner.

5.5. *Passing Requirement*

- a) A student shall be declared to have passed in a course if he/she meets the minimum attendance criteria,

participates in both individual assessment components and end-term assessment and receives C- grade at the least.

- b) In addition to the conditions mentioned under this section, the following are required for the student to successfully continue to be part of the PGDM program:
- (i) The student should not accumulate Grade D (D+, or D, or D-) in more than 3 courses (i.e., cannot have 4 Grade Ds at any point in time)
 - (ii) The student should not accumulate Grade F in 1 course and Grade D (D+, or D, or D-) in more than 1 courses (i.e., cannot have 1 Grade F and 2 Grade D at any point in time)
 - (iii) The student should not accumulate Grade F in more than 1 courses (i.e., cannot have 2 Grade F at any point in time)

5.6. *Re-test*

- The students who are having 1 F, or more than one D's, are eligible to clear their F and D by writing re-test.
- A Re-test for the end term examination will be scheduled by the PGDM program office, generally with End Term Exams of the following term. If the student opts not to write the Re-test as per this schedule, he forfeits his right to take the Re-test at a later date. The Program Director however can approve exceptions for the student to take retests in latter terms, on a case by case basis.
- Students taking the Re-test would be required to attend mandatory tutorial sessions taken by the seniors/ lecturers, if any.
- The students will have to pay the re-test fees of Rs. 5000/- per course to the accounts department in order to be eligible to take the re-test.
- Permission for Re-test will be given by the PGDM Director after evaluating the genuineness of the case and students will have to abide by that decision.
- The PGDM program office will keep CAA updated of the Re-test schedule, for the conduct of the examination.
- The outcome of the Re-test will always be a maximum of C+.
- Maximum 4 retest is allowed for 2 years.

5.6.1. Re-exam

A Re-examination will be conducted for the students if they miss mid-term examination/ quiz or end term examination/ quiz, for the following reason, with the prior approval from the Program Director.

- Attending marriage or medical emergency for the student and his/her blood relations

Students who do not meet the requirements laid out 5.5 even after the retest would be asked to withdraw from the PGDM program, and all fees paid by them till then stand forfeited.

5.7. Award of Diploma

5.7.1. The Post Graduate Diploma in Management will be awarded to such students who in the judgment of the faculty and the Academic Council (AC), have fulfilled all conditions and requirements for the same. The Certificate will be awarded at the Institute's Annual Convocation, which is held towards the end of each academic year as indicated in the Academic Calendar.

5.7.2. In order to qualify for award of PGDM certificate, the student needs to satisfy the academic requirements as detailed under sections 5.4 and 5.5.

Failure to achieve the prescribed minimum standards of academic performance will result in the student's termination from the program. Students will forfeit their fees including hostel fees and all other payments made to the Institute and will be withdrawn from the program.

5.7.3. The Academic Committee may also expel a student from the program at any time if his/ her conduct is detrimental to the educational process and reputation of the institute.

5.7.4. A student who is expelled from or is required to leave the Institute on any ground may file an appeal to the Dean, who in consultation with the Dean and Director PGDM may re-consider his/her case and take a decision accordingly. The decision of the Dean on such an appeal will be final and binding on the student.

5.7.5. All students qualified to be awarded the PGDM certificate shall attend the Convocation and must confirm their participation to the CAA Convener well in advance.

5.7.6. All students seeking Certificate must clear all the dues and submit the clearance from various departments on prescribed form during the designated days.

5.7.7. Those seeking the award of certificate in absentia must intimate Director PGDM before the convocation, and will have to pay an additional 'in-absentia' fee of Rs.1000/-.

5.8. Policy for issuing Duplicate Transcripts

- 5.8.1. On demand, the Institute will issue a duplicate certificate / mark transcript only in the case when the original is lost or damaged beyond recognition. In case of loss of original certificate, the student shall have to furnish proof of an affidavit, file an FIR reporting that the original Diploma is lost and notification of the loss in one of the leading national dailies. In case of damaged Diploma, the student shall have to submit the damaged certificate. Students seeking such assistance are to forward their request to the email id caa.helpdesk@greatlakes.edu.in and complete the formalities there of. Detailed procedure for such applications will be intimated to the students at the time of leaving the campus on completion of the academic calendar / successful completion of the program.
- 5.8.2. Similarly, on successful completion of the program, for any verification of the student's credentials, the requests are to be made to the email id caa.helpdesk@greatlakes.edu.in for CAA to take further necessary action. Any queries with regard to original certificates, duplicate certificates, convocation related issues, background verification, provisional / course completion certificates etc need to be addressed to the same email id only.

6. Recognition of Outstanding Students

6.1. Dean's List

At the end of every term, the top ten students (on the basis of their grade point average for that particular term) will be designated as students on the "Dean's List." The students earning this distinction will be awarded a certificate. The Dean's List will be displayed at prominent places around the campus.

6.2. Cumulative GPA awards

Great Lakes will use the Cumulative Grade Point Average (CGPA) criteria to identify three sets of candidates with academic excellence upon graduation. The following awards will be given:

Cumulative GPA Award

3.75 & Above	Summa cum Laude (Highest Distinction)
3.25 -3.74	Magna cum Laude (High Distinction)
3.01 -3.24	Cum Laude (Distinction)

Summa Cum Laude, Magna Cum Laude and Cum Laude are Latin awards adopted from the US system, and can be translated as with Highest Distinction (direct translation: “with highest praise”), with High Distinction (direct translation: “with great praise”), and with Distinction (direct translation: “with praise), respectively.

These awards will be noted on the student’s transcript. Students will also be awarded a certificate in recognition of their scholastic achievement.

6.3. *Gold Medals*

The Dr. Bala V Balachandran Gold Medal is awarded to the graduating student (Male and Female) with the best all round performance. These medals are awarded to the students subject to their attaining minimum standards of scholastic excellence specified from time to time. Gold medals are also awarded for overall academic toppers – male and female, overall specialization toppers, top five groups in the empirical study, and the best member of each student committee.

6.4. *Sponsored Medals*

The Institute has provisions for sponsored medals and will notify time to time about these awards.

6.5. *Certificates of Merit*

Students who are toppers in their respective functional areas will also receive Dean’s certificates and medals. Students participating in various committee based activities will also receive merit certificates from the Dean of the school. Top five student groups(s) of ‘empirical study’ will also receive certificates from Dean.

7. **Curriculum**

7.1. *Course design objective*

The curriculum is designed scientifically to impart skills, knowledge and values considered essential for today’s managers so that they can operate successfully in the increasingly dynamic and complex global world of business. It harnesses and deepens the student's understanding of business management issues and problems at different levels, namely,

- a) The individual in the organizational and social setting,

- b) The environmental context of the organization and industry,
- c) The dynamics of organizational functioning within, and across boundaries, and
- d) The analytical tools, techniques and methods required for effective and efficient management of organizations.

Understanding the interdependent nature of organizations within economies and application of managerial tools, principles and techniques and learning managerial implications is the basic thrust of the curriculum. It helps the students acquire conceptual and analytical skills required for making and effectively implementing managerial decisions.

In the light of COVID-19 pandemic, term 1 of 2021-23 batch will be delivered using the online mode. The decision about term 2 will be taken based on the evolving situation and government guidelines.

7.2. Course workload

A full credit course consists of 30 hours of class. Class hours for courses of under or over one credit are correspondingly determined in direct proportion to their credit units. For example, for a half credit course, the total number of class hours is 15 while for a one and a half credit course, the total number of class hours will be 45.

A full credit course requires approximately 100 hours of work from the student, both inside and outside the classroom

7.3. Course design

7.3.1. Application Orientation: Application orientation is the key objective while designing a course.

Motivation of a course is built around understanding of concepts and theories, their applications and limitations. There is a conscious effort to develop a problem solving approach among the students.

7.3.2. Cases: The course material is developed keeping the above in mind. As far as possible, cases with global orientation will be used in the course.

7.3.3. Inter-linkages: Another important issue kept in view while designing a course is the inter-linkage across courses. While slight overlap among courses does not cause many problems,

excessive overlap is avoided. Inclusion and sequencing of topics in a course is decided keeping in view the requirements of other courses, which may run in parallel or may be offered in future terms.

7.3.4. Use of Information Technology: One of the important objectives of the PGDM curriculum is to use information technology, as far as possible, in all the courses. Therefore, at the time of designing as well as delivering a course, the use of computers/LMS and other relevant software and learning management systems is kept in view. Majority of academic communication will happen over the LMS. Each student will receive log in details which will enable them to have access to the LMS.

7.3.5. Compulsory Terms: All courses offered in the first three terms are compulsory. A list of these courses, indicating the credit units of each course is given in **Appendix-2**.

7.4. Specialization Terms

The Director- PGDM will announce by mid of the Third Term, the elective courses to be offered from Terms 4 to 5. The last three terms comprise the specialization phase (electives) where students choose their fields of specialization.

7.4.1. Students are required to choose a major from one of the following areas: (1) Marketing (2) Finance, and (3) Operations Management. They would be required to take eight full-credit courses to major in a chosen area and can take the remaining eight electives from other areas.

7.4.2. A student must take at least eight elective credits for concentration in an area to be called ‘major area’ and a student is required to take four courses in one area to be called as ‘minor area’. Students are encouraged to have concentration in at least two areas. However, the areas of concentration are not indicated either in the Grade Card or in the Diploma.

7.4.3. A student must take at least 16-Courses/48-Credit (excluding compulsory courses) from courses offered, over three terms such that the distribution is as follows:

Term-wise elective course

- Term 4 - 6 Elective Courses
- Term 5 - 6 Elective Courses
- Term 6 - 4 Elective Courses

The Institute reserves the right to introduce compulsory elective courses if deemed necessary.

- 7.4.4. The students will give elective course choices according to the procedure and timings for the same as communicated by the PGDM Office. Each student must submit a signed hard copy of the elective selections to the PGDM Office by the end of the third term or by the announced date, failing which the students will have to accept the courses allotted by the Institute. Additional course(s)/Non-credit course(s) must be entered accordingly. On receipt of the choices, the students may be provided, upon request, a photocopy of the submitted selections. Changes in choices are to be entered in similar fashion.
- 7.4.5. The instructors will evolve criteria in consultation with the Director PGDM in case it is decided to restrict the entry of students in any course.
- 7.4.6. In case the Institute, due to some exigencies, decides to drop a course, the students who have subscribed to that course will be asked to register for another course to meet their requirement of electives/credits or be allowed to do a Course of Independent Study (CIS) on the same subject/area.
- 7.4.7. The faculty may indicate a section cap of one section for specific courses in view of resource constraints. These caps must be discussed and approved by Academic Committee. An instructor may also specify prerequisites in the form of a minimum grade in the compulsory course(s) of the same area.
- 7.4.8. After choosing to register for an elective course, the student cannot opt for another elective. If, for any reason, a student has done more credit courses than required, those courses which commenced earlier shall be deemed valid registrations. Only these will be considered for calculating grade point average.
- 7.4.9. **No “Best of” option will be applied. Any extra course taken shall be treated as an audit course, for which the student must pay an additional fee of Rs. 20,000 (in case of full credit course) and Rs.10,000 (in case of half credit course).**

7.5. Audit Courses

A student may choose to audit any course for an additional fee of Rs. 20,000 (for full credit course) and Rs. 10,000 (for half credit course). Audit courses shall not carry credits and will not count towards calculating the GPA. However, they will be included in the program transcript. These course grades will be used for other merit based awards/rewards.

Courses chosen for audit cannot be converted into credit courses (or vice-versa) after the registration of electives is completed. Having opted to audit an elective, a student cannot drop out and ask for a refund later.

Observance of classroom etiquette applies to audit courses also and the students should remember that it was at their own volition and in their own interest that they have chosen to audit a particular course. Any deviation in their behavior inside the classroom shall be treated as contradicting the very purpose of their attending the audit class and they shall be liable to be withdrawn from the course.

The student must follow all requirements including exams for the audit course as well. Courses to audit may be chosen from any of the offered electives. However, if the attendance falls below 80%, the “audit” of this elective course will not be mentioned in the transcript.

Granting registration to an audit course rests with the faculty concerned and/or the Director, PGDM. Great Lakes reserve the right to restrict the number of audit students to a particular course and in such cases, prior performance in the program may be used as selection criteria.

If a student is disallowed from an audit course for violation of the audit course norms, or a student decides to drop out of an audit course post registration for the audit course, no refunds will be granted for the course audit fees already paid.

7.6. Changing Courses

Students shall not change elective courses after the registration deadline. If, however, their request for an elective is declined because the elective class is full or the elective is dropped for any reason, the denied elective may be substituted. The student shall not change the remaining electives. Audit students may be allowed to drop out if the format changes.

7.7. Course of Independent Study (CIS)

A student has the option of taking up to two courses of Independent Study (CIS) in Terms 5 and 6 in lieu of electives offered, such that not more than one CIS is taken in a Term. The CIS may be taken only in terms 5 and 6, but the consent of the supervisor(s) must be submitted to the PGDM office latest by end of second third term along with the elective choices. If there are not enough students registered

in an elective course (20 numbers), then the academic committee may decide to offer the same course through the CIS mode. In that case, students have to follow the normal CIS guidelines. However minimum eligible criteria will not be applied to such courses.

- (i) **Eligibility Criteria for CIS/Dissertation:** The eligibility criteria for CIS are a minimum CGPA of 2.5 at the end of the second term of the study and a minimum B average grade in the relevant courses in the area of the CIS.
- (ii) **Supervision by Professor:** The CIS/Dissertation has to be done under the supervision of Professor(s) chosen by the student. The final enrollment for CIS/Dissertation will be done in the end of the third term when the firm choices for Terms 5/6 are taken. Written consent of the Professor(s) and the proposed title of the CIS are necessary at that time. Professors are free to lay down criteria for choosing the students and limiting the number of students for supervision. It is, however, desirable to restrict the number of students to a maximum of four.
- (iii) **Broad Framework/Guidelines:** The CIS/Dissertation offers an opportunity to the students to explore a topic in depth in an area of special interest. The CIS/Dissertation comprises an investigation, together with the written report and interpretation thereof, of a subject accepted and approved by a Professor. A CIS or Dissertation could either be of an exploratory type or a prescriptive type, with a focus on its applicability to management situations. It may be a case study, a study of a policy problem, a historical study, the development of a new method, a comparison of two or more methods, or the formulation and testing of a hypothesis relevant to some areas of management. The CIS may be field/library-based study or both. Dissertation, however, is expected to be largely field-based.
- (iv) A broad framework/guideline for CIS and Dissertation report is suggested as under:
 - Problem Formulation
 - Research Methodology
 - Sample Frame & Surveys (where applicable)
 - Literature survey
 - Analysis of the Problem/Data
 - Recommendation with justification (where applicable)

- Implications for implementation (where applicable)
- Bibliography and citations
- Limitations of the study and scope for further work/study.

(v) The evaluation of a CIS or Dissertation will be based on the parameters suggested above, and the adequacy of the data and the language, cogency, the format and the appearance. The evaluation scheme should be as under:

Weightage

Proposal	10% -15%	
Mid-term review	20%-25%	(to be submitted before mid-term exam)
Final Report	50%-60%	(to be submitted before final exam)
Oral Presentation	10%	

The Professor(s) will do the final evaluation of the CIS on the usual grading system, while a three-member committee of Professors will do the evaluation for the dissertation. The supervising Professor in consultation with the Program Director should form the committee for evaluating a Dissertation.

The Professor supervising the CIS must advise the student to reference all material in an accepted format. Two copies of the CIS report (four copies in case of the Dissertation report) must be submitted to the PGDM office on or before the first day of the end term examination of the respective term.

The student while doing the CIS must ensure that there is no plagiarism in the CIS/dissertations and proper referencing of data sources is done failing which the student will be awarded F grade in the CIS/Dissertation.

7.8. Additional Credit/Non-Credit Course

A student is allowed to take up to two courses of Additional Credit/Non-Credit but not more than one such course in any term. These courses will be over and above the minimum requirement of elective courses. The course(s) of Additional Credit/Non-Credit will be treated as any other elective course and shall be mentioned in the grade sheet. However, the grade obtained will not be included in the calculation of the CGPA nor will it be used for the award of the diploma.

The option of additional credit courses will have to be exercised as any other elective course, but written

consent of the concerned Professor and approval by the PGDM Office will be required.

The fee for additional course(s)/Non-Credit course(s) will be over and above the term fees (@ Rs.20,000/- for a full credit course and Rs. 10,000/- for half credit course) to be paid at the time of registration in respective terms.

7.9. Finalization of Electives

The electives to be offered for the program must be finalized by the end of the second term. Each functional Area Head prepares the list of electives to be offered and sends the same to the PGDM office by beginning of the second term.

The academic committee approves the consolidated list of elective courses for the batch, and the Director PGDM will indicate the approved list to students along with concept notes/course outlines. Students will make their elective choices and these choices are conveyed to Director PGDM who in turn will inform the faculty members.

A second round of choices will be made by students after dropping of courses with insufficient registration. The entire process of finalizing electives will be completed during the third term.

8. Compulsory Electives

Each area (Marketing, Finance, and Operations) may offer a set of courses as compulsory electives i.e. a student who wants to major in one functional area has to take these set of courses and in addition to these courses, he may select rest other courses to complete the mandatory course requirement for specialization in a functional area.

The number of courses as compulsory elective courses will vary from area to area. However students will be informed in advance about the list of compulsory electives for registration.

9. Cross Functional Area Elective Courses

Faculty members will also offer cross functional area elective courses as electives and students are advised to take these courses as these courses give an integrative view of managerial issues by combining different aspects of management. Students can register for these courses as electives offered in various terms. The courses will be announced at the time of finalizing the electives.

These courses are very similar to the functional area courses and students will not have to pay for these courses. These courses will be reflected in their transcript and will be used for CGPA calculation. Norms of minimum registration will be applicable for these courses also.

Cross listing of elective courses will be allowed, but dual counting will not be allowed

10. Additional Contemporary Courses

The Institute plans to offer additional courses to students embracing new areas of management. These courses are contemporary in nature and discuss the challenges of emerging business environment. A student is permitted to take an additional two extra courses in an emerging area of management only during term 4, 5 & 6 with payment of additional fees. All these courses will be graded and the final transcript shall carry these credits. These courses will not be used for replacements for credit courses to cover up absence or poor performance in credit courses.

These extra courses will be separately mentioned in the transcript and performance on these courses will not be used for overall CGPA computation. However, performance in these courses will be used to select the toppers in the batch and for nomination into various scholastic awards.

The courses in this area would be announced along with the elective list. An extra course of above nature will be only offered when there are at least 40 registrations for the course.

11. Guest Lecture Series

Institute invites persons of eminence to address students on various aspects of society, business and life. Attendance to guest lectures is compulsory for all the students. Students need to ensure that they are using biometric device for registering their arrival and departure during the guest lectures.

If students are found absent for any guest lecture, they will be levied a fine of Rs 1000/ per guest lecture for first three absences and Rs 3000/ per guest lecture for next 5 absences and then Rs 5000/ per guest lecture for next 5 absences.

Students are required to pay the fine in next 3 working days and produce the receipt to the PGDM office for them to be eligible for appearing in term examinations. Late entry and early departure from guest lecturers are not permitted.

12. Competitions, Guest Lectures and Distinguished Thought Leader Series

12.1. *Participation in Competition*

The Institute encourages participation of students in co-curricular activities, without prejudice to academic work. Institute believes in students participation in various inter b-school competition as an effort to showcase talent of the Institute. The Institute has constituted a Competition Committee under the mentorship of faculty who will frame the necessary guidelines for the rules for participating in Competitions and the leave and reimbursement rules therewith.

12.2. *Distinguished Thought Leader Series*

- The lectures need to be mandatorily attended by all the students.
- The grading and the evaluation criteria would be based on the faculty providing the lecture
- The grading for the course will be based on a PASS / FAIL criteria based on a minimum of 80% MANDATORY ATTENDANCE.

The Institute invites persons of eminence to address students on various aspects of society, business and life. Attendance to lectures is compulsory for all the students as designated by Program Director. Students need to ensure that they are using biometric device for registering their attendance. If students are found absent for any guest lecture, fines as detailed in other sections of the document will apply. If a student falls short of attendance he will not be permitted to graduate with the same batch and he will be required to come back in the next batch and complete the balance course work.

13. Mentoring and Committee Membership

The Institute has developed a “Committee Method of Governance” in which students participate in all the functional activity of the school. This is based on Dean and Founder’s vision of building a center of excellence on the basis of self-development and democratic participation in decision making. Each committee is mentored by a full time/adjunct faculty member.

Following process shall be followed for selecting students for each of the committees.

Each interested student can be a member of ONE committee only. In case of selection / election to more than one committee, the student must mandatorily surrender the membership of the second committee.

- Director - PGDM will notify the list of committees and number of students to be nominated to each of these committees
- Students will send (i) their top 3 choices to the respective mentors and a (ii) statement of purpose to each committee coordinator who will compile the information and send it to mentors.
- Mentors will decide their own criteria and process for selection of student members; they may conduct interviews also with selected student members before selecting their committee members.
- Mentors will communicate the same to Director PGDM as per the announced time lines
- PGDM office will compile all the committee information and announce to the batch
- Mentors will have power to call back a committee member if he is found absent or performs below expectations.
- In the event of a call back, students who are not into any committee will get a chance to be included into the desired committee.
- The committee members will meet at least once in a month with an agenda. Student attendance shall be taken in each meeting and the coordinator will submit the attendance to PGDM office for records in next working day. The coordinator shall also submit the Minutes of Meeting to PGDM office along with attendance.
- Students with exemplary work in each committee will be awarded medals and certificates.
- GLIM reserves the right to constitute new committee/ discontinue existing committee as it seems fit.

14. Student Council

The responsibilities of the Student Council are distributed across the Student Academic Committee that deal with Academic issues affecting the students and the Student Life Committee who represent non-curricular issues including sports and recreation, events, hostel and campus related matters.

- The Institute believes in a democratic method of governance and allows students to have a representative body duly elected by students to help the Administration and Academics Departments in building a Great Lakes as a center of excellence.
- Director PGDM is the Ex-Officio Mentor for the Student Council.
- The PGDM office will announce details of election process in Term-1 for election of student council

members.

- All the students will vote for student council member election. The elected members will select head of the council by a voting process. The student council can call back the student head by a voting method in presence of the mentor.
- Similarly if more than 50% of the students in a written submission wish to call back the council members, the mentor may dissolve the council and ask for fresh election.
- Membership to student council will stand automatically stand withdrawn if there is a case of indiscipline and unethical practice by any student council member.

15. Institution Building Activity

Students are expected to participate in institution building activities during the program. Student governance activities, taking part in business school contests, and work pertaining to placement, public or external relations, in-house magazine, administrative and academic support, committee work, etc., will form part of institution building activities.

In lieu of committee based work other institution building activities that contribute to society and facilitates application opportunities of the theoretical principles learnt in the program are encouraged. The non-committee activities include:

- Clubs for other than each functional area already represented- interdisciplinary, societal, humanities etc. with defined value creation objectives
- Community activities; Rotary Club related activities
- Participation in approved competitions
- Writing in magazines and financial dailies
- Editorial team members for the Institute's journals such as "Herald" and "Gravity"
- Great Lakes related online activities like tagging, web columns
- Working assistantship with centers of excellence
- Joint research with faculty towards publications
- Participation in intra-school event
- Making short films and other learning collaterals

- Fund raising, sponsorship, scholarships and endowments
- Extra course in the elective phase.

The details of activities for earning extra credit for non-committee members shall be circulated by Director PGDM in a separate communication.

16. Co-Curricular Activities

16.1. *L'Attitude – L'Attitude 130 05' – Discover Knowledge*

L'Attitude 130 05' is one of the most awaited events of the academic year. This festival is a potpourri of events and competitions for both students and people from the industry. This mega event encompasses events from various spheres of management education such as marketing, finance, operations, strategy and H.R. These events tests participants – some of the brightest management minds and future business leaders on their intellect and thought leadership. The students intensely compete against one another on different aspects of the business world, creating a great learning opportunity for all. Participants come from the crème de la crème of Indian business schools.

16.2. *Sangamithra*

Sangamithra is Great Lakes' bi-annual cultural event. As the name suggests, this event is about having fun with friends. The first edition of the internal cultural festival was organized on the 3rd of September 2009, and showcased dances such as Bhangra, Garba, free-style and Salsa. Students had also staged a hilarious play based on the Mahabharata. The program ended with the debut performance of the Great Lakes rock band, "The Straight F's" who energized the crowd with classic rock songs.

16.3. *HR Conclave*

Great Lakes has taken a strong initiative to tap the learning from the experiences of highly eminent HR leaders belonging to companies from various sectors. Started in 2008, "Great Lakes Human Resource Conclave", is envisioned as a unique platform to bring together the best HR leaders in the industry and potentially great managers of the future. The event includes panel discussions and speeches from distinguished speakers pertaining to the central theme of the event. Past chief guests at HR Conclave include Mr. R Seshasayee, Managing Director - Ashok Leyland and Mr. Srini Raju, Managing Director - Peepul Capital. Chief guests at HR Conclave 2008 included Dr. T. V. Rao - Chairman, T.V Rao Learning Systems

Pvt Ltd and Mr. R. Chandrasekharan - President and MD, Cognizant Technology Solutions India Pvt Ltd, , to name a few.

16.4. ***Gravity***

Gravity is the students' Bi-Annual Magazine, which seeks to portray the culture of learning, innovation and application that is deep-rooted in the curriculum.

- It is based on the Newtonian principle of discovery of Gravity ---to ask “WHY” ... to explore uncharted waters and to INNOVATE continuously.
- The Magazine mainly focuses on:
 - (i) “Celebrating the Spirit of Entrepreneurship”, and contains exemplary articles and interviews. The magazine also includes synopses of their success stories from some of the best entrepreneurs in the world.
 - (ii) “Understanding megatrends in marketing”, which elucidates not only the theoretical aspect of the latest on-goings in various domains, but also emphasizes the applicability of these theories and the actual stories from ground-zero in industry. The first edition was out in 2005
- Some major themes in GRAVITY issues include :
 - (i) Corporate DNA Mutation
 - (ii) India Balanced Scorecard
 - (iii)Marketing ‘BRAND INDIA’
 - (iv)What drives your Business
 - (v) Alternative Business Opportunities for India
 - (vi)Green Management practices
 - (vii) Evolving Marketing Trends in the coming decade

16.5. ***SWIM***

- Successful Women in Management (SWIM) is another student-driven initiative to bring together the best of the corporate world to inspire students and facilitate learning. Started in the year 2005, it is now an annual event. The objective of the event was to highlight the role of women in the corporate world and learn from their experience the art of being successful in business.
- Past chief guests includes Dr. Ms. Kiran Majumdar Shaw, CMD, Biocon Limited and Ms. Radhika Sarathkumar, Creative Director, Radaan Mediaworks (I) Limited, while in its previous editions,

- SWIM's esteemed guests included Ms. Anu Aga, Ms. Kiran Bedi, Ms. Mridula Ramesh, Ms. Hemu Ramaiah and Ms. Rajshree Pathy, to name a few.

16.6. *Center for Innovation & Entrepreneurship (CIE)*

- The Center for Innovation & Entrepreneurship (CIE) at Great Lakes has the twin objectives of facilitating entrepreneurial developments both in the urban technology-led initiatives and the non-urban socio-economic tech-supported initiatives – through the various stages of their life-cycle, especially in the Ideation-to-Opportunity(i2O) development, and in the proofing of their Business Models through the Innovation Lab (iLab) by integrating the Customers' Voice and the Technology on the Innovation work-bench in this virtual space.
- As part of CIE activities, the Institute conducts an annual International conference, which brings the academics and the practitioners from across the world on one platform. Research, applications, and real life experiences are shared in the day long tracks of deliberations – besides the culmination of a high-visibility Business Modeling Competition that recognizes and rewards the top Business Models and related concepts from the entrepreneurship fraternity.

16.7. *Great Lakes Center for Management Research*

Great Lakes Institute of Management has been bringing the best brains in the world of management to India with an objective to provide excellent management education.

- The Institute has tie-ups with eminent universities of international repute. This Center aims to promote, facilitate and advance India-centric management related research, which contributes to the development of basic and applied knowledge in the field of management. The center aims to be a bridge that links scholars around the globe with India as a common interest.
- Some definitive steps towards this objective include inclusion of greater research component in the post graduate program through an empirical study; promoting collaborative research among students in association with other universities; publishing the Great Lakes Herald, a peer-reviewed journal in the area of management; organizing an international annual research conference and strengthening of research environment and infrastructure.

16.8. *NASMEI*

In association with the North American Society for Marketing Education in India, Great Lakes hold

an international marketing conference on the overall theme of creating, communicating, and delivering value.

16.9. *Great Connect – The Mega Alumni Meet*

Great Lakes alumni comprise a fast growing network of dynamic young professionals creating new success stories in various walks of life. The annual Mega Alumni meet brings together our alumni from various industries and geographies, and the agenda is designed to allow time for networking between speakers, entrepreneurial societies, university faculty, alumni, and the current students. A day-long workshop, the meet is focused on sharing industry experience, managerial challenges faced in the current era and entrepreneurial know how between students, faculty and the Alma Mater.

16.10. *Union Bank Centre for Excellent in Banking and the Annual Financial Conference*

Union Bank Centre for Banking Excellence at Great Lakes Institute of Management organizes the Financial Conference every year since 2010. The conference each year invites speakers to discuss a topic of relevance to Indian Economy and Financial situation.

16.11. *Karma Yoga Annual Convention*

Great Lakes started The Annual Karma Yoga Convention in 2013. The convention is an all- inclusive platform that brings together farmers, businessmen, self-help groups, non- governmental organizations, students, local Panchayat leaders and every other stake-holder relevant in the rural development schema together under one roof.

The Convention 2013 was divided into four segments: first was the inauguration session, which included motivating addresses by the chief guests, next was a panel discussion on the topic “Changing trends in Rural Communities: A look at livelihoods, education and social interface of communities”, which was followed by the cultural program by children from all 20 villages and the valediction ceremony.

17. Attendance & related Issues

- No permission will be granted to students during class hours to move out of the campus without proper approval from Program Office.
- Security personnel have the right to check all the vehicles coming in and going out of campus. Students are advised to cooperate with the security on such mandatory checking.

- Any unwarranted things including drugs, drinks and non-permissible items/persons will be referred to discipline committee and actions deemed appropriate will be taken against the offender.

17.1. **Working Hours**

Students at Great Lakes should be prepared to work long hours. The Program offered at Great Lakes is an intensely demanding, and enriching educational experience. Students are expected to focus all their time and energy solely on learning.

Students are expected to be available during working hours even if there are no classes scheduled. Classes may be scheduled even at short notice and it is the students' responsibility to keep abreast of schedules.

17.2. **Medical fitness requirements**

- 17.2.1. Students are expected to produce a Medical Fitness Certificate, from a doctor of Civil Surgeon rank or equivalent, as well as a certificate of medical condition from the doctor of the Institute.
- 17.2.2. Students may avail of the services of the Institute doctors who will be available in the Institute's Medical Centre at appointed days/timings as notified by the Institute. The Institute doctors may refer the students, if necessary, to an outside specialist or hospital.
- 17.2.3. If a student is sick continuously for three days, he/she will keep the Program Director informed of his/her condition.
- 17.2.4. In case of treatment undergone outside the campus, all travel expenses will be borne by the student.
- 17.2.5. Any incidence of infectious disease (e.g. Chicken Pox, Jaundice, etc.) must be immediately reported to the PGDM Office and Hostel Warden and all precautions should be taken to prevent the spreading of the disease.
- 17.2.6. All students are advised to refrain from consuming eatables from unhygienic eating places to minimize the risk of outbreaks of food poisoning and related ailments.
- 17.2.7. It is strongly recommended that students get themselves immunized against Typhoid/ Paratyphoid and produce a certificate to the effect from the administering physician. Medical leaves related to Typhoid will be permitted only if the certificate has been produced during the first term of the course.

17.3. Policy for Medical leave

- a) **In the event of students visiting their local guardian for overnight stay, they must inform the PGDM Office about their missing of classes and travel after obtaining a valid out pass. If a student is noticed to be out of station for overnight, for sickness or otherwise, without a valid out pass, disciplinary action will be taken against him/her to the extent of debarring the student from appearing in the examinations.**
- b) In case of leave availed due to sickness, medical certificate issued (mere medical prescriptions are not accepted) and/or countersigned by the institute doctor along with the prescribed application form must be submitted to the PGDM Office within 3 days of rejoining classes after illness. Prior intimation to the program office is also required, where ever practical. No student shall be allowed to join the program unless he/she presents a medical fitness certificate duly endorsed by a Medical Officer of the designated hospital only.
- c) No medical certificates from doctors other than those in the Institute- approved hospital will be entertained.
- d) Institute's approved hospital's Medical Officers will issue medical certificates only in case of diagnosed illness where they are convinced that the student is too ill to attend classes. These include hospitalization, communicable diseases (chicken-pox, jaundice and typhoid) and accidental injuries (fractures, deep traumas).
- e) For grounds other than sickness, leave will be allowed to students in exceptional cases depending upon the genuineness of the case by the Director - PGDM. **However no compensatory attendance and makeup/ re-examination will be held for the period of leave.** Students will be awarded grades on the basis of their attendance level and performance only in the classes for which they were present. Before applying for leave to the Director - PGDM a student should contact his/her course instructors to ensure that he/she is not missing any quizzes or examinations during the leave period.
- f) The PGDM Office or the faculty concerned will not be responsible for the student missing any evaluation component on account of his/her leave. No compensatory opportunity will be given

for quizzes and other class room based components on account of leave of any kind.

- g) Students are required to be present for all events of the Institute, including the Convocation, SWIM, L'Attitude, Financial Conference, HR Conclave and NASMEI Conference among others in addition to Republic Day, Independence Day, guest lectures, compulsory workshops, CEO Series, and other events as intimated by e-mail. The Program Director reserves the right to declare compulsory attendance for any event on or off campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and any penal action on account of such absences will be communicated to the student including remarks on the transcript or any other penalties as decided by the management.
- h) Students are required to be on campus on all days of the term. If they are leaving the campus for personal or institutional work, they are required to obtain prior permission from the Program Director. This applies even to those students who are representing the Institute for social, cultural, and co-curricular events.

17.4. **Locations, Norms of Behavior, Respect for facilities & medical fitness requirements**

17.4.1. **Location of key departments/ facilities**

- **Accounts Department:** The Accounts Office works under the overall supervision of Mr. V. Vaidyanathan, Director Finance and under operational supervision of Mr. Venkit Subramanian. All financial transactions between the students and the Institute, such as fee collection, scholarship disbursements, payment of various dues etc., take place through the Accounts Office. Students can contact Mr. Venkit Subramanian for any financial matters.
- **Project Division:** The Project Division is responsible for the construction and maintenance of campus facilities such as buildings, grounds, water, power, etc. The Division is located in the administration block and is headed by Mr. Purushotaman T. V. (Extension 9068).
- **Bank Facilities:** Indian Bank has an ATM facility near the campus gate and students can use their debit cards to draw money from the ATM.

17.4.2. **Ragging:**

Ragging of students admitted to the Institute is completely banned. Any violation of this rule will be dealt with very severely. More details are available in the Hostel manual.

17.4.3. Respect for facilities

Students are expected to help in maintaining chairs, display screen, desktop computers, LCDs, tables, window curtains and electrical fittings in good usable condition and not damage them or render them useless. Students should not destroy the classroom ambience. The cost of damage, loss or theft on account of students will be recovered from them. When this cannot be attributed to one student, the cost will be recovered from an identifiable group of which the individual is a part or from the entire batch. Students are expected to use cans to dispose of trash. They are also encouraged to remove defacing or unclean material voluntarily.

Essentially, students should always use proper reporting and escalating mechanisms for all their concerns. Under no circumstances should students take matters into their own hands. Students are expected to use only the students' dining hall for dining. Classrooms or any of the other administrative or academic areas shall not be used for dining.

Great Lakes has adopted the principle of preserving the environment. Therefore, it tries to inculcate in the minds of its students and staff, a sense of being one with nature causing no harm anytime, anywhere, and under any circumstances which will result in damage to the environment.

Smoking, chewing tobacco and drinking alcohol in and around the premises is strictly prohibited. Severe penalties will accrue to those students caught violating this policy.

SECTION-II: DISCIPLINARY ACTION COMMITTEE (DAC)

18. Disciplinary Action Committee (DAC) – Rules for Enforcing Discipline at Great Lakes

Discipline is the bedrock of any institution especially in an academic environment and particularly of the management variety where the passed out individuals from these institutes are the leaders of tomorrow who are expected to shape the destiny.

The misconduct during examinations as well as in any project/paper/assignment submissions / any other exam hall misconduct by any student that warrant severe disciplinary action including withdrawal from the course will be referred by the examination department (for other disciplinary issues on or outside campus, the same will be reported by the Warden / Admin dept)to Director DAC with communication to the PGDM program office and Chairman, DAC will address the exam related DAC issues and may seek inputs from other stakeholders, where necessary, to decide on the further actions.

The guidelines that govern the DAC actions are as enumerated below: -

- a) On accumulation of 50 penalty points, student is barred from placement.
- b) On accumulation of 100 penalty points, (s)he will be expelled from the program.
- c) Paying the fine does not mean canceling the penalty points. Fine is over and above the penalty points received.
- d) A record of all disciplinary offenses would be maintained by DAC and the PGDM Program Office.
- e) The disciplinary committee would meet on as required basis to decide the category of the offense and for the award of penalty points. This would be conveyed to the students directly from DAC.
- f) Students may check their mail ids to know their penalty point status.

An indicative table of Disciplinary Penalties			
Category Offence	Nature of Offense	Recommended Action	Penalty Awarded
Level 1	Minor (e.g. Missing a compulsory Guest Lecture / conference sessions)	A Fine of Rs. 1000*	10
Level 2	Major (e.g. smoking on campus)	A Fine of Rs. 2500*	25
Level 3	Serious (e.g. Plagiarism, copying in exams, caught drinking on campus) **	A Fine of Rs.5,000**(for other than plagiarism, copying in exams)	50
Level 4	Blasphemous (e.g. taking drugs, maligning the name of Great Lakes)	Termination from Program	

*Subject to changes as per Management discretion.

** No monetary penalty is levied again the academic offenses (including Plagiarism, copying in exams), which however, attract severe academic/placement-related penalties.

- g) Discipline need not be confined to the campus alone. Students are ambassadors of the school and must behave outside the campus as well. The provisions of DAC also apply to offenses committed outside the campus and would invite investigations & award of penalties, when required.
- h) Students will have to pay the fine on time. If not, the DAC reserves the right to increase it and give more penalty points.
- i) Students have the right to appeal. A student found guilty by the DAC can appeal in writing to appeal@greatlakes.edu.in and paying an “appeal fee” of Rs 5,000/- to the Appellate Committee of Great Lakes.
- j) The appellate authority would meet on required basis and convey their decision to the concerned student(s) and the DAC. In case the appeal is upheld, the student(s) would be refunded the appellate fee and the fine paid and penalty points cancelled / reduced.
- k) Even if a student opts for an appeal, they still need to pay the fine and then go the appeal.
- l) The appellate authority would consider the appeal only if the student(s) has / have paid the fine and paid the “appeal fee”. If the student loses the appeal, the appeal fee would not be refunded.
- m) The DAC reserves the right to punish repeat offenders to a greater extent. For instance, if a student misses 1 guest lecture and then misses another, the DAC may give more than 10 penalty points for the

second offense and also increase the fine from Rs. 1000 to amount as deemed fit; the DAC will decide this on a case to case basis. Students who are found guilty by the DAC and/or appellate authority fail to pay the fines on time, they would be barred from attending classes, quizzes and/or exams, as the case may be.

- n) The Appellate authority on its own wisdom may refer back any case to the Disciplinary Action Committee for re-investigation or order a one man commission to do an independent investigation, if deemed necessary.

Appellate committee

Any student convicted by the DAC has the right to appeal to the Appellate committee by paying a fee of Rs. 5,000/- as charges. Paying of fees for review is essential for the review petition. Appellate Committee would meet within two weeks of the appeal and the decision will be intimated to the concerned student through his email ids. In case the appeal is upheld, the fees paid will be refunded and the penalties revoked. In case the appeal is lost, no fee will be refunded back to the student. The decision of the Appellate committee is final and binding on all the students.

In case of necessity, the Appellate committee may order for re-examination of the whole case and may secure fresh inputs from DAC as desired, relevant/ necessary.

19. Academic Discipline

The Institute attaches utmost importance to strict integrity and honesty in academic work by the students. Students must maintain strict discipline in classrooms, examinations, tests, quizzes, take-home assignments, and all other segments of academic work. Resorting to copying or helping to copy in any form in examinations or quizzes or home assignments or other elements of evaluation, and/or reproducing passages from written work of others without necessary acknowledgement, and/or passing on or receiving papers in connection with any academic work to be evaluated, and/or canvassing for grades is strictly prohibited.

Plagiarism is treated as a heinous offense and students will face heavy penalty including expulsion if their work is found to be plagiarized. Students who plagiarize will be reported to the Disciplinary Action Committee (DAC) which will decide the punitive measures to be imposed.

Unless otherwise specified by the faculty concerned, the students must not collaborate in any way insofar

as their writing effort is concerned in connection with home assignments. In other words, the answers as presented to the faculty concerned should be independent work of each student. They are advised that they should not, in their own interest, communicate their written analysis or answers of home assignments to any other students.

Notwithstanding anything contained in these, rules no discussion of any sort will be permitted in the examination halls. Invigilators may disallow discussion or consultation about the home assignments and home examinations or may adopt any other measure to prevent the use of unfair means in any segment of evaluation. Reported academic discipline issues will be sent to Disciplinary Action Committee (DAC) which will decide on the penalty to be levied on the students.

20. In-class Discipline

Students are expected to behave with decency and decorum, in all classes. A list of offences is given below. Students found guilty of them will be subjected to payment of penalty, for violating the Code of Conduct

- 20.1. The viability of the case method of instruction depends upon the confidence of the organizations from which cases are collected. Case names and data are frequently disguised. Students should ensure that the confidentiality of the data obtained for educational purposes is not violated in any way.
- 20.2. All students will carry their name plates for all the offline on campus sessions. For online session, they must rename their display name as Roll No. First Name (DM23101.abcd) without fail. They will be marked as absent for a session if they fail to comply with these instructions.
- 20.3. Use of mobile phones is strictly permitted only for QR code attendance capture purposes in PGDM class rooms. However, they are strictly prohibited during exams, both inside examination halls or during online exam sessions. In fact, use of mobile phones during examinations is a serious breach of exam code and would draw server disciplinary actions. In the event of any unauthorized usage of mobile phones by a student in the PGDM class / examinations, he/she will be fined as per the mentioned rules.
- 20.4. **Recording of any event in the class rooms using any means and putting the same in the public domain is strictly prohibited. In the event of violation of this rule, strict disciplinary action will be taken.**

- 20.5. Smoking is strictly prohibited inside the campus including academic block, resource center, and all other academic areas of the Institute.
- 20.6. A student who leaves or is asked to leave the Institute must immediately vacate his/her accommodation and clear all his/her dues from all departments/ sections/clusters of the Institute, using the No-Dues form available in the Resources Centre within 30 days, failing which they are not entitled to any kind of reimbursements.
- 20.7. Students must take all care to ensure the correctness of information while making declaration at any point of time in the Institute. Wrong declaration, including but not limited to on pre-existing diseases and work experience, may lead to the student's termination from the Program.
- 20.8. The decision of the PGDM Director in matters of interpretation of the rules will be final and binding on the students.

An indicative list of offences and fines

Sl. No	Cause for penalty	Offence	Amount	Due Date for Payment
1	Unauthorized use of Laptops in the classroom	1st time	Rs.1000/-	Within 3 working days
		2nd time	Rs.2000/-	
		3rd time	Rs.3000/-	
2	Unauthorized use of mobiles in the classroom	1st time	Rs.1000/-	Within 3 working days
		2nd time	Rs.2000/-	
		3rd time	Rs.3000/-	
3	Coming late to Class	1st time	Rs.1000/-	Within 3 working days
		2nd time	Rs.2000/-	
		3rd time	Rs.3000/-	
4	Cross talking in Class	1st time	Rs.1000/-	Within 3 working days
		2nd time	Rs.2000/-	
		3rd time	Rs.3000/-	

** this includes, the student disrupting the class by exiting and re-entering for any reason, including but not limited to bio-breaks, filling water bottles etc., unless it is a situation of emergency*

"Penalties mentioned in this document are only indicative and the DAC reserves the right to give punishments over and above those indicated in the table. In case the DAC feels fit to revise/ give punishments over and above those indicated in the table, errant student(s) cannot refer to the table and seek relief. Student(s) can however appeal the verdict."

20.9. **Exiting and Entering:** Students are expected to remain in the classroom, be mentally alert, and participate in the class proceedings for the duration. If a student must leave early for unavoidable reasons, that student should obtain permission from the professor before the class begins. Leaving and re-entering the class is not permitted, except under extraordinary circumstances. Faculty members may cross check the attendance and if a student is found absent in the class, the case will be sent to discipline committee and actions will be taken by the committee.

Norms of Behavior: Students should respect Faculty and fellow students. Respectful behavior contributes to an enhanced learning experience. Students are expected to dress up for classroom or online sessions / exams in the befitting manner and students found inappropriately dressed can be sent out of the class / exam halls besides subjected to disciplinary actions, if deemed necessary. Students should refrain from disruptive behavior such as eating, using laptops, and talking. Using laptops during class is allowed only on the instruction/permission of the professor. If necessary, the students are expected to seek redress for grievances at a proper forum instead of seeking an immediate solution. All grievances may be addressed to the Director PGDM or respective functional heads and in his absence, to the Dean. In such cases, a copy should be marked to the above.

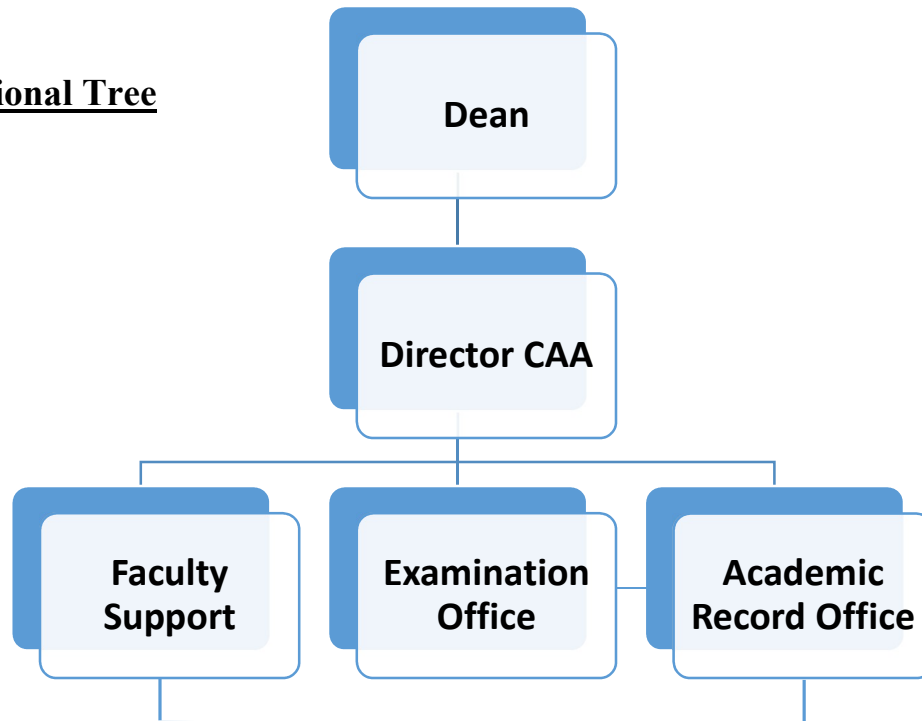
SECTION-III: CENTRALIZED ACADEMIC ADMINISTRATION (CAA)

21 Centralized Academic Administration (CAA)

Introduction

Centralised Academic Administration (CAA) is the nerve centre of all academic activities of the Institute. It set standard operating procedures and policy guidelines for academic administration that include Academic Records, Examinations and the Academic support service domains. CAA is also designated as the Central repository of academic data for archival, analysis and record. The organisational structure of CAA is as shown below:-

CAA – Organisational Tree



21. 1 Charter of duties of CAA department

CAA functions as the nodal centre for all academic admin activities and the various charter of duties that are assigned to this department include the following: -

- a) Facilitate faculty support in collaboration with respective program offices including Faculty logistics, travel reimbursements and local hospitality.
- b) Provide academic support services in consultation with each faculty, both in-house and the visiting.
- c) Coordinate resource material procurement and facilitation of the same to the students.
- d) Maintain an efficient & effective online Learning Management Portal on CAMU.
- e) Management of examination office and function as the Controller of Examinations for all programs including online evaluations.
- f) Administer feedback format for each faculty, mid-term and exit feedback reports and its analysis for remedial actions.
- g) Compile classroom and examination attendance of students to generate reports and administer Invigilation / proctoring activities for examinations.
- h) Function as the central academic data repository of the institute and archive all results data / student information as part of the Academic Record office.
- i) Coordinate printing of original certificates (degree & mark transcripts) as well as issuance of duplicate certificates on demand as per the laid down procedures.
- j) Provide support during admission formalities, accreditation process and such other activities of the institute when needed.
- k) Coordinate overall conduct of convocation function and oversee the requirements as the Convener of the Convocations.
- l) Function as a nerve centre for all official correspondences related to alumni academic services including background verification, onboarding certificates, issuance of bonafide etc.
- m) Coordinate activities as part of the Disciplinary Action Committee to handle academic offenses of students as Member Secretary.
- n) Function as the single point contact for NSDL / NAD data updation / archival procedures for the institute.

- o) Compile and facilitate evaluation components of various courses across program for Assessment of Assurance of Learning (AOL) towards meeting accreditation standards.

21.2 CAA Policy Guidelines

21.2.1 Faculty Support Services.

The Faculty Support Services department under CAA provides academic support in the following domains: -

- (a) Maintaining the LMS for student course material access and sharing of course content.
- (b) Faculty support activities including compilation of course outline, facilitation of course binders and coordination of faculty logistics etc.
- (c) Liaison with Class COCO for dissemination of information / assignment upload, share folder support for online submissions etc.
- (d) Facilitate faculty travel support, reimbursements, compilation of faculty teaching hours and classroom requirement support etc.
- (e) Coordinate procurement of Reference books, handouts, case studies, access to online course content, sharing of teaching points to students as needed by the faculty etc.

21.2.2 Examinations

Introduction

Examinations provide vital summative assessment of the students' performance for the courses offered by Great Lakes Institute of Management. These assessments are the key component in any educational institution, more so in Great Lakes that strives to remain the best amongst the equals. The evaluation process is vital to the students as well to the institute that would provide an insight into knowledge, understanding and the skills achieved by the students besides understanding the effectiveness of the academic process itself.

Towards ensuring a well-coordinated and centralized evaluation monitoring and examination administration system, the **Examination Office** under the CAA has been assigned with the relevant responsibilities at the Great Lakes. The Director, CAA would be the overall coordinator of all examination related issues at this Institute and is also designated as the **Controller of Examinations**

(CoE) for this purpose. He will be assisted by the Examination Office staff and other CAA members as assigned by the CoE.

Smooth and efficient conduct of all scheduled examinations is the primary responsibility of the Examination Office. The Examination Office is a “***Restricted Zone***” and hence, is to be treated as “***Out of Bound for All***” excepting those on exam duties / CAA office staff.

Exam Guidelines for students

1. The following rules would apply to all students appearing for the examinations at this institute:-

- (a) Check the exam calendar published by the Program Office and the exact conducting schedule promulgated by the Examination Office through the group mails ids and / or on LMS.
- (b) The examination schedule disseminated by the Program Office is only tentative in nature and is to be treated as an advance information to the students. Exam Schedule, timing, venue, seating etc provided by the Exam Office is final, and, such details are usually shared with the students a day prior to each examination. Students are to strictly adhere to these instructions given by the exam office.
- (c) Arrive at the exam venue 10 minutes ahead of time, Late comers will not be allowed entry after the commencement of the examination excepting in exceptional / genuine cases, duly approved by CAA.
- (d) Strictly adhere to the seating plan promulgated. No exchange of hall / seats would be entertained. Students changing seats / sitting in wrong seats will be removed from the exam hall.
- (e) Bring Id card / name tally to the exam hall without fail.
- (f) Students are expected to conduct themselves and turned up in dresses gracefully abiding with the rules and regulations of examinations.
- (g) Do not indulge in any unfair practices / means that would be considered as malpractice / misconduct.
- (h) Leave the exam hall quietly if completed the paper early without disturbing others.
- (i) Ensure that the question paper and the written answer sheets along with additional sheets, if any, are tied together. Question papers are to be returned back and cannot be carried outside the hall.

- (j) Give attendance in the physical attendance sheet circulated during the exam and also enter your Roll No, and other details without fail on the answer / additional sheets front page.
- (k) Do not bring any eatables, snacks, drinks inside the exam hall.
- (l) Do not carry any mobile, laptop, programmable calculators, pen drives, electronic gadgets, ipad, etc inside the exam hall unless specifically instructed otherwise.
- (m) Do not to indulge in any discussions, talks, exchange of info, materials inside the exam hall.
- (n) Do not to misbehave or enter into altercation / argument with the invigilators or other students inside the hall.
- (o) Permission for short absence within the first 45 minutes of the exam will not be granted.
- (p) Do not to take the Question Paper / written answer sheets outside the exam hall under no circumstances.
- (q) Any doubts, clarifications required on the question paper should be brought to the notice of the invigilator, maintaining decorum.
- (r) Students will have to sign the physical attendance sheets when circulated during the examinations and failure to sign the attendance sheet will be considered as absence, particularly during the online mode of examinations.
- (s) Students are NOT to use Pencil during the examinations for writing answers or drawing images and answers written in pencil will be summarily rejected and will not be considered for evaluation.

Online Exam Instructions.

The Institute conducts almost all the examinations including subjective type answers and softcopy upload types through METTL exam portal on the Online mode and students need to take these exams as per the specific online examination instructions given by the Exam office. To get to the online exams, students need to enable the access to their audio, webcam video and the screen share options without which they will not be allowed to take the online tests.

The students need to strictly adhere to the following points with regard to the online examinations

Conducted In Campus

- (a) Ensure that the individual laptops are fully charged and have enough disk space and memory for taking the online examinations.
- (b) Individual system errors / laptop failures will result in the termination of the online exams and no special considerations / excuses / re-exams will be entertained excepting in special and genuine cases.
- (c) Students need to be ready atleast 10 minutes before the start of the online exams to enable them login and be ready to start the exam on time.
- (d) Online exams need to be started within the access window stipulated by the exam office and no student will be able to commence their exam beyond this window.
- (e) Exam Duration is inclusive of time to upload solution files and no extension of time will be entertained.
- (d) Exam duration and timing will only be as per the server and network configuration and individual system clock or timing will not be entertained for claims, if any.
- (e) Ensure that all pop ups, notifications, updates, Anti-virus software update, screen savers, local network connections, proxy server connections etc are disabled prior to the exams.
- (f) Do not toggle out of the online exam page and click any special keys like Alt+Tab etc and other browsers including accessing to any stored documents / ppts etc.
- (g) Access to the online exams will be restricted only through the GL mail ids and students need to login through their individual credentials onto the Mettl domain using the exam link sent from the Exam admin.
- (h) Answers kept under Review mode will also be considered for evaluation and students need to save their answers prior to submitting their exam for it to be accounted.
- (i) Students will not be permitted to leave the exam hall without submitting the online exams and confirm the same to the invigilators prior to exit assessment mode / leaving the exam hall.
- (j) The online exam will end automatically at the Hard Stop Time as per the scheduled exam duration. Exam office / system will force submit for all those students who do not submit their answers within the exam duration and are still in progress state at the close of the online timing.
- (k) As a matter of policy, online scores will not be available to the students for view on completion of their exams.
- (l) Other Apps / accessories excepting those that are integrated within the system / platform will not be accessible to the students.
- (m) During in campus exams, No exchange of laptops or access to online exams from any other location other than the exam halls will be entertained.
- (n) Whether online exam attempted from home or on campus, students are expected to dress up appropriately.

- (o) Students will be required to show one Id proof for online capture during registration process of every exam to authenticate their candidature.
- (p) Proctors have been given the full authority to pause / terminate exam sessions of those students who do not comply with exam rules.

In case of Remote Proctored online exams, please adhere to the following guidelines:-

- (a) Make sure that your system is ready in all respects and checked well prior to the examination.
- (b) Students need to have a reliable broadband network connection at their remote locations, preferably wired network with unlimited data / high speed connectivity to take these proctored exams.
- (c) Students need to have system that has provisions for audio, video for online monitoring through remote proctoring mode. Non availability of this facility may deny their access to the exam page.
- (d) During remote online exams, students need to maintain essential decorum of dressing, fairness in their attempts, non-usage of other modes like mobile or other devices for seeking support etc during the exams.
- (e) Student need to ensure that they take the exam from a room not disturbed with the presence of others.
- (f) Student's attempt throughout the remote online exam will be recorded in terms of audio, video and the digital data / access flow of their screens for review purposes.
- (g) Any candidate who violates the online exam mode will be expelled / their attempts treated as null and void besides investigations from the Disciplinary action committee (DAC), wherever required.
- (h) Interruptions in the online exams due to candidate system errors, their network issues, low broadband bandwidth, power failures will not be entertained.

For Online Exams following Settings are important to be remembered: -

Exam Access Window - It is the time within which a student needs to login and start the exam. If anyone fails to start within this window, the exam link will no more be accessible to them and any late attempts will be shown NOT AN ACTIVE TAKE TAKER error message.

Exam Window - This is the time duration available / allocated for writing the answers to the students as decided by the faculty. This window is always inclusive of the time to upload files in case of soft copy submissions mode of exams. However, please note that this Exam Window / duration does not include the registration phase prior to the start of the actual exam.

Please note that from the time a student starts his / her exam, they will get only the Exam window / duration as specified for writing the exam. Students answers are auto saved and the exam session will automatically get force submitted in case if any student does submit within the stipulated time / end time of his/her session.

Hard Stop Time. This is the time beyond which no student will be allowed to continue writing their exam and their session is forced submitted by PROCTORS even though the individual student session clock may still show that there are some more minutes left. Proctors may Force Submit any student whose sessions are still active beyond Hard Stop Time to ensure that there is no undue advantage of extra time being gained through unfair means.

Punishments for Malpractices during Examinations

The punishments for malpractices during examinations by students are awarded by Disciplinary Action Committee. For detailed orders on the award of punishments during examinations, kindly refer to the provisions contained in the DAC guidelines.

Attendance in Class

Regular attendance is mark of self-discipline, punctuality, understanding one's own responsibility, dedication and sincerity of efforts besides fruitful and judicious utilization of the resources. 100% attendance in classes, examinations and other scheduled extra and co-curricular activities like events, guest-lecture etc. is compulsory. All students, therefore, must comply with regular attendance in class. The relative deduction of grade points would apply for shortage of attendance as per the institute policy guidelines.

Students having attendance less than 60% (irrespective of medical certificates) shall not be permitted to appear for the examination in that term / academic year and will carry an F grade in the course. Student attendance will be a component while grading them for the course.

- a) The in-class or online session attendance will be taken using the QR code based capture process on CAMU LMS and students will be permitted to use their mobile devices only for the purpose of capturing the QR code displayed.
- b) QR code will be shown during the session at any time, any no of times and the attendance taken as the last time within the session only will be final and accounted.
- c) In case if the faculty decides to show QR code for attendance twice within the same session, the attendance given by students during the first time gets reset and only the record of the second time will be retained as final.

- d) In case if the QR code could not be generated, the attendance will be as per the login time details of Zoom sessions or physical attendance roll call as decided by the Faculty / JF.
- e) If for some genuine reasons the student could not capture the QR code displayed, they need to inform the JF either during the session itself or immediately after the end of the session for special considerations / excuses.
- f) Junior Faculty assigned for each course is the contact person for any claims / queries on Attendance related issues. Students need to contact them only and escalate to Prog Office or CAA only if they are not getting the responses or satisfied with the resolution.
- g) Genuine concerns, device related issues or specific instructions from Program Office etc will be accounted for and the attendance records will be updated / corrected accordingly.
- h) Attendance during Examinations will be manual records while in campus or by online session access during online proctoring exams.
- i) Attendance data will be updated on the CAMU for view by every student almost in near real time, but in any case every 24 hourly.
- j) Any amendment to the attendance records of the student to cater for CCS activity, leave of absence, hospitalization, on institutional activities etc will have to be taken up with the Program Office only.
- k) Student attendance records will be accounted purely based on the QR code captured on the CAMU LMS system unless otherwise decided by the faculty for paper based attendance records, if any.
- l) Students missing attendance citing reasons such as mobile device not working, missed QR code due other excuses will not be entertained.
- m) Attendance for DTLS sessions, special guest lectures by prominent personalities, workshops and other occasions as promulgated by the Program Office will be treated as compulsory. Attendance for such session will be mostly as per the zoom presence or physical attendance records.
- n) Students who fail to meet the minimum attendance criteria for these sessions will also carry FAIL grade notation in their mark transcripts.

Attendance for Online sessions

- (a) For classes conducted through online virtual classroom mode, presence of students throughout the session duration is mandatory.
- (b) Students need to rename their displayed names on the platform to their respective Roll No followed by their name to enable their easy identification by the faculty / JF and also for marking attendance for each session.
- (c) Students will need to unmute their video / audio settings when demanded by the faculty / JF to confirm their participation / attendance. Failure to do so will be treated as absent and attendance will not be marked for such sessions.
- (d) Students need to move to the breakout rooms in the virtual platform when scheduled by the faculty and participate in the discussions to enable them obtain class participation marks.
- (e) Any disruption in the online session due to issues at the student's end will be addressed by the faculty / JF based on the genuineness of the cases for attendance exemptions, if any.
- (f) Condonation of absence during online session is purely at the discretion of the faculty / JF only.
- (g) Online attendance once compiled will also be updated on the LMS for view by students.

Attendance and Performance Grade Penalty

- (a) Once the attendance data has been compiled and sent to Program Office by Exam Office, any query / amendments to it need to be taken up by the students directly with their respective Program Office only. Each student is expected to attend a minimum of 80% of classes in each course. Strict action will be taken against all students who do not meet the minimum 80% attendance requirements in each course. Performance grade penalty would be levied on all those defaulters in the following manner:

Attendance of Student	Performance Grade Penalty
More than or equal to 70% but less than 80%	One grade drop (e.g. from A to A-)
More than or equal to 60% but less than 70%	Two grade drop (e.g. from A to B+)
Less than 60 %	F grade

(b) If a student gets D grade in a particular course and also gets a Grade drop due to attendance shortage, 'D' will become an 'F' grade. If a student fails to meet the specified attendance requirement, his / her grade in the respective course(s) would be lowered by the Program Director in accordance with the grade penalty rules mentioned above.

21.2.3. Feedback report

(a) To assess the impact of the teaching learning process and also the quality of our resources and its effective & optimum utilization potentials, Great Lakes conducts periodical feedback sessions on individual faculty, including the visiting faculty, at the end of each course handled by him / her and also the exit feedback sessions to assess overall impact. The feedback report process is assigned to the Director, CAA and the Academic Record Office under the CAA would conduct the same.

(b) As a policy, faculty feedback reports are obtained from students for every course offered during the program. The feedback link is created through LMS and the link shared with the students one day in advance prior to the last session of the course. Generally, the feedback window is scheduled during the last 15 minutes of the last class of the course to enable the student's record their feedback on the faculty / course offered. Recording of **faculty feedback is compulsory** and the students are expected to respond to the same within the time frame given.

(c) Feedback link will expire outside the time window stipulated and students will not be able to register their responses if attempted beyond the time period. Complete anonymity of the student is ensured in the feedback format and hence, students are encouraged to respond to the feedback window without fail.

(d) Feedback link once expired will not be reopened or extended under any circumstances. If any student fails to give feedback for a particular subject, his / her total scores / grades for that subject will be withheld besides other penal actions, as deemed necessary.

(e) Feedback links are also created and shared with the students for Guest Lectures of invited speakers, special sessions of Distinguished Thought Leader Series (DTLS) and also during other important sessions of workshops or seminars etc. All such feedback links will be in the abridged format

and response to these feedback links are also essential. Penalties as deemed necessary, decided by the AD / Prog Office would be applicable for those who do not record their feedback responses.

Exit Feedback Report.

The Institute will administer an Exit Survey during the last week of the Program to the students to enable capture their overall assessment / impressions of their stay at the campus as well as the effectiveness of their program. The exit survey would contain questionnaire about all sub departments of Great Lakes and will have provisions for both Qualitative as well as Quantitative assessments.

Response to the Exit survey is compulsory for the students to get their No Due Clearance before their departure from Campus. Exit Survey instrument will be administered by CAA Academic Record Office and the Director, CAA would compile the inputs received and present the analysis to the Steering Committee for implementing the follow up remedial actions, if any.

Academic Record Office

The Academic Record Office under CAA is also the designated Academic Data Repository for all results and historical data of the Institute. This office coordinates with various departments for following activities:-

- (a) Compilation of academic final results, master data for all courses, pass status of every candidate, final CGPA as well as Term-wise GPA (TGPA) including component scores / raw scores for each course etc in coordination of respective Program Offices and act as the academic data repository.
- (b) Coordinate compilation of final degree certificates and mark transcripts for all passing out candidates and facilitate printing of these original documents.
- (c) Carryout educational background verification, qualifying degree credentials / certificate verification besides name validation as per Class X records etc.
- (d) Support Admissions department for enrollment of fresh students / registration of new batch students across all programs.
- (e) Provide academic data for all accreditation and affiliation visits / renewals and review of approval by agencies, both within as well as outside India.

- (f) Issuance of background verification certificates, duplicate certificates issue on demand, issue of bonafides and support alumni requirements towards immigration / higher studies etc.
- (g) Conduct Faculty feedback, guest faculty feedback and also administer & compile Exit Survey reports for outgoing batches.
- (h) Administer and handle CAA Helpdesk (caa.helpdesk@greatlakes.edu.in) and Convener Convocation (convener@greatlakes.edu.in) mail ids to support student requirements.
- (i) Coordinate all activities connected with the smooth and efficient conduct of annual Convocation function of the institute.
- (j) As per AICTE directives, every student needs to register under the National Academic Data (NAD) Repository portal under the Govt of India and share their NAD ID with the institute. Academic Record Office will coordinate with the students and compile this information and also facilitate student registration on NAD portal for those who are yet to obtain their unique NAD ID, as part of the Admission Registration process.

Important Contact Persons. For any of these academic admin requirements, students are advised to contact the following members of CAA to facilitate their needs: -

Cmde D Vijayakumar, Director, CAA	-	9070
Mr Rajesh P, DM Faculty Support	-	9074
Mr Vivek V, DM Exam office coordinator	-	9076
Mr Balasubramanian, Attendance records	-	9069
Mr Venkatesh G, Faculty Feedback	-	9072
& Academic Records		

SECTION-IV: ADMINISTRATION & HOSTEL

22. Hostel Rules

The Hostel is an ideal place for a disciplined, healthy and congenial atmosphere for a peaceful stay and study. To the residents, it is a home away from their homes, hence they can consider themselves that they belong to one family and treat each other in a friendly & courteous manner. The hostel is governed by a set of rules & regulations which are to be strictly followed by hostel residents.

22.1. *Hostel Management*

- The following staff members constitute the Hostel Management:
- The Director (Administration)
- Warden(s) and AGM (Administration)

Warden The Director Administration of the Institute shall appoint one of the faculty/ Staff members of the Institute as Warden of a Hostel, who shall be the highest authority of the Hostel responsible for managing and conducting the affairs of the Hostel.

Hostel is managed by the Warden who is a resident of the campus. The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers can be forwarded through the concerned warden only.

22.2. *Accommodation*

- The Hostel Management will provide furniture and fittings for each room. (Refer Check list)
- Rooms once allotted to the student (s) for an academic year cannot be changed without hostel warden's permission/knowledge.
- Students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled or terminated from the institute. Any student who is removed from the rolls of the institute will automatically cease to be a resident of the hostel.
- Before vacating the rooms, the students should fill up the Room Check Out form. All furniture and electrical installations, including the fan and AC should be handed over in a good and working

condition.

22.3. **Ragging**

Ragging of student (s) admitted to the Institute is (are) completely banned. Any violation of this rule, by the students, will be dealt with very severely *and may lead to termination*

- The AICTE /UGC framed Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009, in order to prohibit, prevent and eliminate the scourge of ragging in Indian Universities/Colleges/Institutions. Ragging in any form is not allowed in the hostels. Students who infringe this rule will be expelled from the hostel immediately. Teasing and physical assault will result in the expulsion of the students from the hostel. The Institute reserves the right to ask a hostel resident to vacate the hostel with a notice of 24 hours for serious infringement of the above rules.
- It is to be noted that the Institute follows the orders of the Supreme Court of India with regard to curbing of ragging in the educational institutions. Any incidents are to be immediately brought to the attention of the Wardens. The telephone numbers of all the above are displayed on the Hostel Notice board.
- **An Anti-Ragging Committee** has been constituted to address the issues of Ragging. The names and contact numbers of all the committee members are also mentioned in the Circular issued on Anti-Ragging. **An Anti-Ragging squad** has also been formed for the year 2017-18 to take surprise visits of the hostels and the places where students stay outside the campus so as to curb ragging. The members of the committee (2017-18) are as follows:-

Sl. No.	Name	Position	Email-id	Mobile
1	Dr. M.Muthuraj	Warden,(PGPM, BOYs Hostel)	muthuraj.m@greatlakes.edu.in	9677230905
2	Mr. H. Sathyanarayanan	Warden, PGDM, BOYs Hostel	sathya.h@greatlakes.edu.in	9884055528
3	Ms. Kiruba Muthuraj	Warden,(PGPM/PGDM, Girls Hostel)	kiruba.s@greatlakes.edu.in	9790971192
4	Mr.Ramasamy	Committee Member	ramasamy.s@greatlakes.edu.in	9840009417
5	Mr. IlamathiMaran	Committee Member	maran@greatlakes.edu.in	9444258441
6	Mr. Sundararaman S	Committee Member	sundararaman.s@greatlakes.edu.in	9629923635
7	Mr. Arunkumar K	Committee Member	arunkumar.k@greatlakes.edu.in	9791286943

Sl. No.	Name	Position	Email-id	Mobile
	Email id for anti-ragging: antiragging@greatlakes.edu.in			

22.4. *Code Of Conduct*

- **Consumption of alcohol and other intoxicants and drugs are strictly prohibited. Possession/smoking/consumption/carrying of alcoholic beverages/tobacco products in any form and/or narcotic drugs in the hostel/campus premises will be expelled from the hostel immediately after conducting the appropriate enquiry by the committee members.**
- All residents are required to maintain standards of behavior expected of students of a prestigious institution such as ours. They are expected to behave courteously and fairly with everyone, both inside and outside the campus.
- **All residents are always required to carry valid Identity Cards issued to them by the Institute.**
- The rooms, common areas, doors and surroundings should be kept clean and hygienic. Notices/Posters shall not be pasted on the walls/doors and walls shall not be scribbled on.
- Students should cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, the occupant is obligated to make the room available for the same.
- The students should not screen/view pirated/unauthorized/unlicensed movies on their computers and common rooms. Any violation will be dealt with severely. Punishment for the same will be decided by institutional authorities.

22.5. *Online Out pass*

- Out pass is a mandatory document required for overnight stay outside the campus.
- For an approved out pass, 'From' date implies student needs to leave campus on that date before 11.00 pm. 'To' date implies student MUST return to campus before 11.00 pm on that date.
- **No campus exits /entries are allowed between 11.00 pm and 6.00 am on any date. The gates will remain closed during this time period.**
- Online Out passes will be approved issued only from 9.30 am to 1.00 pm and from 2.00 pm to 4.30 pm between Monday and Friday. No out passes shall be issued on Saturday, Sunday and public holidays.

For weekend and public holidays, Out pass if required to be applied before the last working day.

- Out passes may be obtained on weekends or public holidays only in case of
 - (i) Medical emergencies involving self or immediate family members
 - (ii) Accidents involving immediate family members
- When a student gets permission to leave the campus citing an emergency, he/she needs to provide sufficient documents to support his/her claim.
- **In case of late arrival without prior permission from hostel warden, students would be penalized** (Fine amount for late arrival Rs.1000/ and without out pass Rs.1500/day). **The Hostel Management reserves its right to change issued or cancel the issue of Out-passes during inevitable situations.**

22.6. *Vehicle Parking Rules & Regulations*

- Privilege to Operate a Motor Vehicle on Campus
- The management of Great Lakes has taken a decision **NOT to allow** the vehicles of the students inside the campus and accordingly has provided parking space near the main gate inside the campus.
- Students would be allowed to park their vehicles inside the campus subject to the following rules and regulations. Kindly read these rules and regulations carefully; familiarize you with these rules. Ignorance of the policies and regulations is not an excuse.
- Students who wish to park their vehicles inside the campus have to register the vehicle with the administration by providing a copy of valid a) RC book b) Driving license and c) Insurance. If these documents are found to be in order, students are issued the vehicle pass/sticker.
- Students are NOT allowed to operate their vehicles beyond the barricade that is located near the Globe.
- Vehicles without the pass/sticker will not be allowed inside the campus.
- Permits are not transferable from one vehicle to another and must be permanently affixed with the original adhesive.
- All vehicles would be checked by the security at the gate. If students are found carrying any of the items banned by the Institute, appropriate action will be taken as per the Institute's rules and regulations.
- Vehicles parked inside the campus are at the owner's/student's own risk. Management is not responsible for loss or theft of vehicles/parts/fuel.
- Helmet is must for two wheeler riders as per High Court Order.

- A student can register max two vehicles(Motorcycle/Car). The process of obtaining vehicle registration and getting pass/sticker will be repeated every year for the PGDM students.
- Students may not leave their cars/motor cycles on campus during the internship period or during their end-term break.
- Vehicles without proper pass/stickers or parked in non-designated areas will be subject to disciplinary action.
- If a student plans to change his/her vehicle during the time that a permit is valid, they must remove the old permit and return it to the administration at Great Lakes, along with the new vehicle information. Any student who abuses and/or violates parking privileges and regulations will be subject to disciplinary action.
- Fines will be imposed for any violations. Repeated violations will be referred to the Disciplinary Action Committee for further disciplinary action. It is the duty of the administration, including the campus security guards, to enforce the provisions of these rules and regulations.
- **If any hostel student is using any motor vehicle, it is in his/her own risk and cost and the Institute/hostel authorities will not be responsible for any such accident/incidents happen due to using of vehicles by the hostel students. Management does not take responsibility of any vehicles parked-in, or outside the campus gate . Parking of any type of vehicle by the students in the hostel corridors and under porticos, institute campus area strictly prohibited.**

22.7. *Visit/Guests*

- **The visit of men students to the women's hostel is totally prohibited and the visit of women in the men's hostel rooms is also prohibited. Group studies can be had only in the designated syndicate rooms. Presence/absence of girl students from their rooms will be monitored by Warden, through Security Guards between 11.00PM and 06.00AM and severe action will be taken for unauthorized absence.**
- Visitors are not permitted to enter the campus **beyond 20:00 hrs.**
- The guest shall not be permitted to stay overnight in any room or in any part of the hostel.
- Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.
- All visitors to the hostel including parents/guardians will have to make necessary entries in the visitor's

book available at the hostel entrance and Security main gate with the security personnel.

- Carrying of any type of weapons—blunt, sharp-edged or firearms, in the college campus or keeping such weapons in the hostel is strictly prohibited and a serious offence and shall lead to strict action against the student and penalty will be imposed by the Disciplinary Action Committee.
- Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted within the campus.
- Residents should not participate in any anti-national, anti-social or undesirable activity inside or outside the campus.
- Security personnel have right to check all vehicles coming in and going out of campus and frisking of baggage's.

22.8. *Use of Appliances*

- The use of electrical appliances such as immersion heaters, electric stoves/heaters/electric iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostels/student's room is strictly prohibited. Such appliances, if found will be confiscated and a fine will also be imposed.
- The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR/VCD/DVD is prohibited.
- Conservation of water and electricity is the need of the hour and there is a requirement of making serious effort to save both. All students are expected to exercise control over the use of water, as often it is purchased from outside sources. When students step out of their rooms they should switch off all the electrical/electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and/or punishment as decided by the authorities.
- During the period of E.B. power shutdown, air-conditioner and other heavy equipment will not work in the Married Student Hostel, Ladies Hostel, Gents Hostel and Students residential areas. However power supply for fan and lights will be maintained in the rooms with the support of diesel generator sets.

22.9. *Collective Responsibilities*

- Room Inventory: All furniture and fixtures in the rooms allotted to students must be properly taken care. Students will be required to pay double the original cost of any item found missing from their room. Students will also be required to pay twice the charges of repair to items that are found to have been

willfully damaged or have been damaged on account of misuse or unfair wear and tear.

- Interchange of Furniture/Fixtures: Students are prohibited from interchanging any furniture/fixture from one location in the hostel to another. Besides a penal recovery, disciplinary action against the students involved will be taken.
- Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all the students of the wing/block concerned. In case of theft/damage to items that pertain to usage by the complete hostel, recovery will be made from all the occupants of the hostel.
- Students should not indulge in practices/activities, which may endanger their own personal safety as well as others'.
- Students will be personally responsible for the safety of their belongings.
- Students can arrange religious functions or meeting within the hostel or outside or within the Institute campus only with **specific prior written** permission of the concerned authorities.
- Students are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
- The students of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period. In case of any theft of their belongings, should be reported immediately to the Warden
- Maintenance complaints, if any, can be logged by using your TCSION login ID and password through the TCS ion Helpdesk portal or by approaching the Sodexo Help Desk @ 044-3080-9292. (CAA IT to check)
- The jurisdiction of Great Lakes Institute of Management is confined to the campus. If students create law and order problems outside the campus, the management is not answerable to the police.
- Students may avoid visiting hotels or any area outside the campus, especially at night for safety reasons.
- Classroom: Hot/Cold beverages or eatables are not permitted inside the classroom. (Tea, Coffee, Soft drinks, Juice, Snacks etc.).
- Dress Code: Students are not allowed to enter the Classroom, Academic blocks or Office area wearing

Shorts, Sleeveless T-shirts/tops and other dress materials which are not permitted in the mentioned area.

- Hostel inmates are supposed to take care of their health themselves. Student suffering from infectious disease has to leave for medical treatment to proper clinic/hospital. In case of need for hospitalization, student should inform his/her parents/guardian. Parents/guardian is required to communicate to the concerned Warden in this regard. All the expenses involved in the treatment, risks pertaining to treatment/medicines, any deficiency or lapses in the treatment, will be the sole responsibility of the concerned student or parents.
- The hostel authorities are empowered to have the hostel rooms inspected at any time to ensure the proper compliance of all the provisions of the Hostel Policy.
- Great Lakes Institute of Management will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits. Help us to help you.
- The Hostel Management reserves its right to change these rules from time to time keeping the students informed through mail or general circulars displayed on the hostel notice boards.

22.10. *Silent Period*

- Silence must be maintained from **11.00 p.m. to 6.00 a.m.** in the hostels to facilitate private study or taking rest. Students should not play loud music on mobiles, computers, laptops or i-pod or talk loudly, shout, sing, or make any other noise during the silent period. This silent period will also be maintained in the campus. Even at other times, students are advised to play musical instruments at low volume and not to play them at all if others are disturbed. Double occupancy rooms should take care not to disturb other occupants.
- Noise Pollution: The Institute follows rules laid down by the Ministry of Environment and Forests (MoEF) which lay down that use of loud speakers in a residential zone have to be restricted and have to be turned off at 10.00 p.m. Occupants of a private place also have to restrict volume so that it does not exceed the permissible noise limit by more than 5 db (A). The permitted decibel level for residential areas is 4.5 db. The complete rules are available on the MoEF website.

22.11. *Natural Environment*

- Apart from the Platinum rated Green Infrastructure, Great Lakes is a green supports a variety Organic growth of plants, animals and bird life. It has its own herbal garden. Please take care to ensure that you

nurture the green environment and that your activities do not result in any harm or disturbance to the plant, animal and bird population of the campus. All residents are expected to cooperate in ensuring minimal waste generation, safe disposal and segregation.

- Classrooms, dining hall, canteen and hostel rooms are meant for the students, and thus cats, dogs, and other animals must be kept out of these spaces. Some of you may have strong affection for animals that co-exist in our eco-system, but spaces designated for teaching, dining and sleeping are exclusively for students who have gained admission through various processes of tests.

22.12. *Discipline*

- In all matters of discipline and other issues related to the students, the decision of the Dean and/or Director (Administration) will be final.

Further, students are provided with separate regulations / sign undertakings / individual contracts with the Administration department covering Campus Key Plan Model, General Guidelines, Do's and Don't's, PGDM Hostel Manual, PGDM Hostel Welcome kit, Twin-share hostel inventory, Water Tap user manual, Out-pass Management System (User Manual), Indemnity Undertaking for the institute, various declarations made by the student, sexual harassment policy, etc. All the instructions/ Regulations/ Rules/ Contracts/ Undertakings would be part and parcel of the Administration and Hostel Rules mentioned in this document.

23. Journey Concessions

The Administration Department will provide a certificate to facilitate the student to obtain concession for railways.

24. Transportation

- The Institute's transport facilities are managed by Mr. Sundararaman (extension 9037) in the Admin Office.

SECTION-V: RESOURCE CENTRE

25. Resource Centre

The Resource Center is located near the student class rooms and is headed by Mr. S.Ilamathimaran. Resource center deals with books, study material, databases, cases, periodicals, simulation, Electronic resources, Reports, Projects and course related resources. This Center also issues text books (E-books & Physical books) and study materials for class purposes.

Great Lakes has a well-stocked and up to date resource center of books, periodicals, journals and digital media. The Resource Center stays open between 9 am and 1 midnight on weekdays, from 10 am to 8 pm on Sunday and from 10 am to 5 pm on holidays. It also has facilities to access electronic information systems. Students are encouraged to use the Audio Visual media room to view some of the relevant videos in management. The center subscribes to magazines, journals and newspapers (National & International) and we hope that the students take full advantage of these resources. All books and other resources in the centre are RFID [Radio Frequency Identification] enabled, for domestic operations, such as, issue and return, Resource Centre uses Face Recognition.

Resource Category

- Books
- Journals
- AV Resources
- Cases / Reports / Projects
- Simulation
- Online / Electronic Database

Issue limit and duration

Students are eligible to take out up to three books with a maximum retention time of ten days. Retention time for journals and magazines is only five days. Online electronic resources like Ebsco, Proquest, Emerald, Science Direct, India stat.com, EMIS emerging market and CMIE Prowess Dx, Gartner, Thomson Reuters, databases can be accessed through the resource center's Intranet website (<http://172.31.5.10/rc>) while within

the campus. ~~and off campus.~~

Issue Policy

- Text and recommended books will be kept for reference only.
- Resources are issued within the limit of the user. Users should get resources issued at the Circulation Desk.
- Copies of Projects/ Dissertation will be issued for reference only in the Resource center and not for borrowing.
- Documents should be collected in person through Face Recognition software.

Reservation

- Resources can be reserved only when they are on loan.
- The availability of the reserved resource would be intimated via email or in person.
- The reserved resource should be collected from RC within 48 hours.

Return

- Resources should be returned on or before the due date mentioned in the Due Date Slip.
- Reminders would be sent to the user accordingly and fines imposed for late returns.

Lost / Damaged Resources

- If any issued resources are lost or damaged, users should replace them at their own cost within 10 days. If users fail to replace any resource within the stipulated time, the RC would initiate purchase and users would be charged the actual cost of the resource plus 30%.

E-Library

Students can access the E-Library resources through the Resource Centre Intranet website <http://172.31.5.10/rc>. They can also send an email to resource@greatlakes.edu.in for suggestions and further help.

Databases

The Resource Centre also provides access to various databases like EBSCO, Science Direct, Gartner, Thomson Reuters, Proquest, Emerald management X-tra, EMIS Emerging markets, IndiaStat.com, CMIE Prowess Dx, which provide extensive support for academic research. Details and assistance may be obtained from the Resource Centre personnel or resource@greatlakes.edu.in.

SECTION-VI: INFORMATION TECHNOLOGY (IT)

26. Information technology & General Rules

26.1. Computing facility

Great Lakes offers campus-wide Internet and e-mail services apart from a host of other Intranet services. Each student gets an exclusive e-mail account for life. All students are expected to use this e-mail account to communicate with faculty, staff and each other.

26.2. General rules (IT)

- IT Support team will be available from 8:00 a.m. to 9:00 p.m. on all days of the week.
- IF any event is planned which involves the presence of IT/AV support, please make sure the event gets completed before 9 PM. Do Not plan for any event inside the class room requiring AV (Projector, Mic etc) facilities beyond 9 PM.
- Any request, installation of new software (licensed version) or complaint should be communicated to IT Support Staff by sending mail itsupport@greatlakes.edu.in
- Every student must provide the MAC address of the laptop. Unless the same is provided, the laptop will not work inside the campus.
- Students are supposed to use ONLY the Campus licensed software for courses for which it is meant for, as it has been exclusively procured for this purpose. The license for such software is valid for use during the course tenure and must not be used after completion of the course. Students are responsible for other software that is loaded/available in their laptops and the Institute is in no way responsible for the license or its misuse thereof.
- IT Support will not provide any standby laptop/PC, if the student's laptop is defective/not working etc.
- IT Support will try and help the students to rectify the problems/defects with regards to the laptop based on the time available and other priorities, and will not be responsible in solving/fixing the same.

26.3. *e-mail Facility*

- All students are provided with an e-mail account under the Institute's domain name.
- Each student is given 20MB for mailboxes.
- Whenever multiple files are sent as attachments, they may be zipped into one file and sent.
- Distribution of spam mails or messages is expressly prohibited. Actions that may cause excessive network traffic or computing load should be avoided at all times. Any violation will be reported to the Honor Code Committee.

Note: Proper email etiquette shall be followed by the students, giving due respect to the faculty, management, peers, or any external agency. The Director - PGDM reserves the right to use his discretion and take appropriate action against anybody who fails to follow proper email etiquette.

- Students are advised to write mails to proper authority on issues than indiscriminately writing to higher authorities. If the student's problem is not resolved within three working days, they are advised to contact their PGDM Program office and seek advice on whom to contact regarding the problem.
- Beyond individual problems, and in the cases where students don't get a response within three working days, issues should be brought to the notice of IT head/ Director PGDM or/and Dean (Ms. Vasupradha, Executive Secretary to Dean) through a written request or personal visit with prior appointment.
- When you are sending a mail , it is advisable to address only to the respective person concerned and not mark the mail to the whole class.

26.4. *Internet Facility*

- Wireless Internet access is available throughout the Institute campus.
- Only educational sites should be accessed and the students are advised not to access unethical sites. Playing online computer games is strictly prohibited. Sites visited by each student may be monitored and violation will be reported to the Honor Code Committee.
- Students shall not allow any other person to access Internet through his/ her account.
- All users are responsible for all the actions in their accounts (Email/Internet/Printing). It is a good practice to change passwords periodically and to advise others not to use the same.
- Downloading of files is restricted. Only WORD. .XLS, .PPT, .PDF files will be downloaded in individual laptops and the rest of the downloaded material will be at the central server in IT. Each student

is expected to go to the IT Department and inform the staff of such downloaded material, which will be scanned for virus and then provided to him or her, provided the same is found useful from the course point of view.

- Sending of bulk mail must be done only after intimation and confirmation from the IT Department.

26.5. **Laptops**

All students are expected to have a laptop. Any Windows-based or equivalent laptop with a wireless card which supports WPA encryption is desirable.

Safe custody of laptops is the responsibility of the owner. Students are expected to maintain the laptop by themselves or with the help of an outside vendor. Any violation from the norms laid down above shall be viewed seriously and appropriate disciplinary action will be taken. It may also lead to withdrawal of the facility.

CAMU, the present LMS

CAMU is a Learning Management System, which facilitates student access to the course content, grades, assignments, feedback, quizzes) and other information.

Online examinations are conducted thro Mettl which is a proctored exam tool

To join in any online class or in any online meeting, students are to Join using zoom id created with the Greatlakes email id. Also, after joining the meeting, students have to change their display name as Reg no. First name. Failing to adhere to have this display name, the host or IT will remove them from the meeting. Junior Faculty may not mark attending for the online class if they did not find the display name as indicated above.

SECTION-VII: FINANCE AND FINANCIAL INSTITUTIONS

27. Merit cum Financial Assistance

The objective of the Institute's Merit-cum-Financial Assistance Scheme is to provide adequate financial aid opportunities, so that no student is prevented from pursuing the program due to financial constraints. Separate notification shall be made from time to time for the merit-cum-financial assistance program.

27.1. *Loan Schemes*

Institute has made arrangements with banks to provide loans for all needy students to finance the educational expenses at Great Lakes. Interested students may apply for loan to any of the banks with whom Institute has partnered for the loans.

The Institute will only recommend the name of the student to the loaning organization. Procurement and repayment of loans will be made by mutual agreement between the student and loaning organization. The Institute does not bear any financial or other obligation connected with the loan.

SECTION-VIII: CORPORATE & CAREER SERVICES

28. Placement

28.1. *Final Placement Rules*

The Corporate and Career Services (CCS) will help, guide and counsel the students in securing suitable placement at the end of the Program by bringing them in touch with prospective employers. CCS will circulate detailed rules and regulations related to placement of students.

- (i) Normally no leave of absence from class for attending placement interviews will be allowed unless the names of the students are formally intimated by CCS to the PGDM program office.

The campus placement program is conducted according to rules framed each year by the CCS in consultation with the Placecom representatives. Once finalized, the rules are binding on each student participating in the program, and their violation may disqualify the student(s) concerned from seeking campus placement. While institute will do marketing of placement opportunities at campus, the onus is on the students to get selected in the placement process.

The Institute facilitates placement process, however it does not guarantee placement to students as Great Lakes is an institute for creating, disseminating knowledge in the area of business, management and entrepreneurship and not an employment agency.

Further, an exclusive “Placement policy” for PGDM, covering several aspects of CCS including Summer Internships, PPOs and final placements, is signed by every student at the time of admission to the program. All clauses in the said agreement would apply to the placement regulations.

SECTION-IX: MISCELLANEOUS

29. Honor code

The Honor Code Committee is vested with the responsibility of upholding students discipline, promoting ethical behavior and sensitizing students on the rights of fellow students, staff and faculty. The Honor Code Committee is responsible for interpreting the Honor Code, interpreting possible violations of the Honor Code, assessing the materiality of possible violations, promoting the values of the Honor Code and recommending possible remedial measures in the cases of possible violations.

GREAT LAKES HONOR CODE

The GREAT LAKES HONOR CODE represents a set of ethical principles governing the student community based on ideals and commonly accepted norms of behavior in terms of academic and private and personal conduct that defines what constitutes honorable behavior among us.

The use of an honor code depends on the notion that people (at least within OUR community) can be trusted to act honorably. Those who are in violation of the honor code can be subject to various sanctions, including expulsion from the institution.

Each member of the association of students of Great Lakes Institute of Management would be held responsible for maintaining his or her integrity and the integrity of the Great Lakes community in all academic matters and in all affairs concerning the community.

As a responsible and HONORABLE member of the Great Lakes community, you are required to pledge on your honor not to lie, cheat, or steal, either in your academic or personal life, and understand that such acts violate the Honor Code and undermine the community of trust, of which we are all stewards.

You pledge to uphold the principles of honesty and responsibility at our Institution, and On Your honor, as a student, neither give nor receive unauthorized aid on academic work.

The Honor Code requires that you do not lie, cheat, or steal, nor tolerate those who do and affirm that you shall uphold the highest principles of honesty and integrity in all your endeavors at GLIM and foster an atmosphere of mutual respect within and beyond the classroom; to treat others with respect and courtesy or shall take unfair advantage of any other member of the Great Lakes community.

You further are expected to show utmost courtesy and due consideration and respect in your academic

and social interactions with due regard to the diversity, sensitivity of the view point of others and maintain and enhance the environmental integrity of the Great Lakes campus.

30. Prevention of Sexual Harassment

It is the policy of the Great Lakes Institute of Management to provide an environment that is free from sexual harassment because such conduct seriously undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment. "Sexual Harassment", as is provided in the judgment of the Honorable Supreme Court of India, includes any unwelcome sexually determined behavior, direct or by implication, and includes:

- Physical contact and advances,
- A demand or request for sexual favors
- Sexually colored remarks
- Showing pornography
- Any other unwelcome physical verbal or non-verbal conduct of a sexual nature

Sexual intimidation and harassment are incompatible with the maintenance of academic freedom on campus. This policy applies to all members of the Institute community, who are encouraged to report promptly complaints about sexual harassment. Persons found to be in violation of this sexual harassment policy shall be subject to disciplinary action which may include written warning, suspension from the class for specific period or dismissal.

In case of any complaints, the students can write to Dr. Vidya Mahambare - vidya.m@greatlakes.edu.in (9884982648).

Please Note: The Management of Great Lakes Institute of Management reserves the right to make appropriate changes in policies, procedures, educational offerings, requirements, etc., from time to time, as deemed necessary and these will be duly communicated to all the students and these will be binding on them, from the date of such communication. Any kind of miscommunication, whether in name, pen name or pseudo name on public platforms including social networking sites is treated as a serious offense against the Institute and if proven after due process, will immediately lead to expulsion of the student from the PGDM program and forfeiture of all fees paid by the student. The Institute, if deems it appropriate, may also take legal action against the student for such activities and for bringing disrepute to the Institute. In the larger interest of the Institute, decisions taken by Steering Committee in this regard are binding and final for all the students.

APPENDIX - 1

TENTATIVE ACADEMIC CALENDAR (YEAR 1)

PGDM -Chalukyas - Academic Calendar (2021-23)		
PGDM-I (Year - I)		
Term-1	Registration	4th Aug, 2021 (Wed)
	Class Begins	4th Aug, 2021 (Wed)
	Independence Day	15th Aug, 2021 (Sun)
	Career Grooming Session Part - I- CCS Activities	27th Aug - 29th Aug, 2021 (Fri-Sun)
	Career Grooming Session Part - II - CCS Activities	3rd Sep - 5th Sep, 2021 (Fri-Sun)
	Mid Term Examination (Tentative)	6th Sep - 12th Sep, 2021 (Mon-Sun)
	Ganesh Chaturthi	10th Sep, 2021 (Fri)
	Internship Days	24th Sep, 2021 (Fri)
	Gandhi Jayanthi	2nd Oct, 2021 (Sat)
	Class End	7th Oct, 2021 (Thu)
	End Term Examination (Tentative)	8th Oct - 13th Oct, 2021 (Fri-Wed)
	Term Ends	13th Oct, 2021 (Wed)
	Term Break	14th Oct - 17th Oct 2021 (Thu-Sun)
PGDM-I (Year - I)		
Term-2	Registration	18th Oct, 2021 (Mon)
	Class Begins	18th Oct, 2021 (Mon)
	Diwali Break ***	3rd Nov - 7th Nov, 2021 (Wed-Sun)
	Mid Term Examination (Tentative)	22nd Nov - 26th Nov, 2021 (Mon-Fri)
	Christmas	25th Dec, 2021 (Sat)
	New Year	1st Jan, 2022 (Sat)
	Class End	4th Jan, 2022 (Tue)
	End Term Examination (Tentative)	5th Jan - 12th Jan, 2022 (Wed-Wed)
	Term Ends	12th Jan, 2022 (Wed)
	Term Break (Including Pongal Break)	13th Jan 2022 - 16th Jan, 2022 (Thu-Sun)
PGDM-I (Year - I)		
Term-3	Registration	17th Jan, 2022 (Mon)
	Class Begins	17th Jan, 2022 (Mon)
	Republic Day	26th Jan, 2022 (Wed)
	Mid Term Examination (Tentative)	21st Feb - 27th Feb, 2022 (Mon-Sun)
	Class End	20th Mar, 2022 (Sun)
	End Term Examination (Tentative)	21st Mar - 27th Mar, 2022 (Mon-Sun)
	Term Ends	27th Mar, 2022 (Sun)
	Summer Break (Internship Program)	28th Mar - 17th July, 2022 (Mon-Sun)

APPENDIX-2

PGDM Program Structure

Term 1	Credit	Hours	Term 2	Credit	Hours	Term 3	Credit	Hours
Microeconomics	3	30	Macro Economics	3	30	Cost and Management Accounting	3	30
Financial Accounting for DM	3	30	Financial Management-1	3	30	Financial Management-2	3	30
Marketing Management	3	30	Human Resource Management	3	30	Business environment, law & taxation	3	30
Organizational Behavior	3	30	Productions and Ops Mangt	3	30	Optimization Business Model	3	30
Business Statistics	3	30	Marketing Research	3	30	Strategic Management	3	30
			Empirical study		10	Business Analytics	3	30
			Karma Yoga	3	10			
Total Academic Core (1)	15	150	Total Academic Core (1)	18	170	Total Academic Core (1)	18	180
Problem solving and abstract thinking (PS&AT)		5	PS&AT		5	PS&AT	2	5
Business communication (BS)		10	BS		10	BS	3	5
Computer application For Business (CAB)		20	CAB	4	25			
Total skill building (2)		35	Total skill building (2)	4	40	Total skill building (2)	5	10
Total (1+2)	15	185	Total (1+2)	22	1210	Total (1+2)	23	190
Term 4			Term 5			Term 6		
Business ethics & leadership	3	30	Boardroom simulation	2	20	DTLS / Experiential Trading	P/F	
Summer Internship	6		Mandarin/Japanese	2	20	Empirical study	6	
Total Academic Core (1)	9	30	Total Academic Core (1)	4	40	Total Academic Core (1)	6	
BS		5						
Entrepreneurship	3	30						
Total skill building (2)	3	35	Total Skill building (2)			Total Skill building (2)		
Elective - 1 to 6 (3)	18	180	Elective - 7 to 12 (3)	18	180	Elective - 13 to 16 (3)	12	120
Total (1+2+3)	30	245	Total (1+2+3)	22	220	Total (1+2+3)	18	120
Total Core Courses	70	570	Total Elective Courses	48	480	Grand Total	130	1170
Total skill building	13	120						