

**POST GRADUATE DIPLOMA IN MANAGEMENT
(PGDM)**



**STUDENT MANUAL AND GUIDELINES
Batch 2026 – 2028 | Batch Name: NAYAKAS**



Academic Year: 2026 – 2028

Location: Chennai, Tamil Nadu, India

Contact: e.directorpgdm@greatlakes.edu.in

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Great Lakes Institute of Management

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Vision of the Institution:

“To be a world class management institute to develop socially sensitive, business ready leaders and entrepreneurs with futuristic orientation and commitment towards innovation and excellence through cost effective programs”

Mission of the Institution:

“To develop future ready business leaders and entrepreneurs with analytical mind set, prepared for current and future market needs, through contemporary and high quality teaching, research and social engagement”

PROGRAM EDUCATIONAL OBJECTIVES (PEO)

PEOs reflect the specific objectives of the program and are derived from the mission of the institute. The institute has identified four PEOs for the PGDM program. They are explained below.

- PEO1:** To develop managerial skills of students through courses in different functional areas in management through a holistically designed program with contemporary courses and high-quality teaching.
- PEO2:** To encourage students to develop societal consciousness and improve their emotional quotient through experiential learning and teamwork through community-level social activities.
- PEO3:** To prepare students to be effective managers and entrepreneurs by improving critical thinking and problem solving skills through the use of case studies, simulations, and workshops, and exposure to the latest frameworks, tools, and techniques developed through research.
- PEO4:** To motivate students to work effectively in teams, develop good communication and organizing skills in order to enhance managerial effectiveness

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MESSAGE FROM THE DIRECTOR

Dear Nayakas,

It gives me immense pleasure to welcome you to the PGDM Class of 2026–28 at Great Lakes Institute of Management, Chennai. Congratulations on becoming part of one of India’s premier business schools — an institution committed to nurturing future-ready leaders who are innovative, ethical, globally aware, and socially responsible.

At Great Lakes, we believe management education must go beyond classrooms and textbooks. Our goal is to prepare students to lead in a rapidly evolving global business environment through academic excellence, industry engagement, innovation, and experiential learning.

Great Lakes Chennai has earned national and international recognition for its commitment to quality management education. The institute is proudly accredited by AACSB (USA) and AMBA (UK), placing it among the select group of business schools worldwide with the prestigious “Double Crown” recognition. The institute also holds SAQS accreditation, and the flagship two-year full-time PGDM programme is accredited by NBA, reaffirming our commitment to academic rigor, industry relevance, and global standards.

Our international collaborations with reputed institutions such as EDHEC Business School, IÉSEG School of Management, Frankfurt School of Finance & Management, SKEMA Business School, and NUCB Business School provide students with valuable opportunities for global exposure and cross-cultural learning.

The curriculum at Great Lakes is contemporary and future-focused, integrating emerging domains such as Artificial Intelligence, Business Analytics, Digital Transformation, Sustainability, Entrepreneurship, and Responsible Leadership. Through case studies, live projects, simulations, industry interactions, and leadership sessions, students gain both knowledge and practical perspectives required to excel in today’s dynamic business world.

Great Lakes is not only about what you learn; it is also about what you experience and become. Our serene 27.5-acre Chennai campus, surrounded by lush greenery, provides an inspiring environment for learning and personal growth. The campus is also among the first LEED Platinum-rated green campuses in South Asia, reflecting our strong commitment to sustainability and environmentally responsible practices.

Student life at Great Lakes is vibrant and enriching, with numerous opportunities to participate in cultural festivals, sports, TEDx events, leadership conclaves, competitions, student-led initiatives, and speaker sessions featuring eminent industry leaders. Karma Yoga at Great Lakes is more than a course — it is a journey that nurtures empathy, purpose, and the spirit of giving back.

I encourage you to actively engage in these experiences, as they play a significant role in shaping your personality, leadership abilities, and lifelong friendships.

As you begin this exciting journey, remain curious, disciplined, resilient, and open to new experiences. The world today needs leaders who can think strategically, act responsibly, and create meaningful impact. I am confident that your journey at Great Lakes will equip you with the knowledge, skills, and confidence to excel in your professional and personal lives.

On behalf of the faculty and staff, I warmly welcome you to Great Lakes Institute of Management, Chennai. We look forward to partnering with you in shaping a successful and meaningful future.

With best wishes,

Dr. Debashis Sanyal

Director

Great Lakes Institute of Management – Chennai

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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.

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KEY CONTACTS

‘The Student Manual & Guidelines; PGDM 2026 - 28’ 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. D.Sriram**, Director PGDM (2026-28 batch) **Dr M. Muthuraj**, Program Coordinator, PGDM, or **Mr. Vishnu Prasanna**, Program Manager PGDM (2026 - 28) and **Col. Ranjan Prabhu**, Director, Administration (for administration and hostel-related questions).

Key contact details are detailed below for your reference.

Contact Name	Extn. No.	Designation	Email id
Dr. D.Sriram	044-27489006	Program Director	e.directorpgdm@greatlakes.edu.in
Dr M Muthuraj	044-27489017	PGDM office	e.pgdmacademiccoordinator@greatlakes.edu.in
Mr. Vishnu Prasanna	044-27489024	Program Manager	vishnu.p@greatlakes.edu.in
Col. Ranjan Prabhu	044 – 27489030	Admin Director	ranjan.p@greatlakes.edu.in
Ms.Vimala	044 – 27489070	CAA Director	vimala.v@greatlakes.edu.in
Lt Cdr D Kuzhali Vidhya (Retd)	044 – 27489037	Girls Hostel Warden (Temp)	kuzhali.d@greatlakes.edu.in

On the campus, the PGDM Office is located on the ground floor of the academic block near Resource Centre. 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 (2026-28 batch) by scheduling an appointment through the Program Manager.

The Administration head is located in the Admin block, (Nalanda Building) and operates under the overall supervision of **Col.Ranjan Prabhu** (The director of Administration).

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PEOPLE YOU SHOULD KNOW

Dr. Debashis Sanyal- Director and Principal

PGDM Office

- (i) **Dr. D. Sriram**, Program Director PGDM (2026-28 batch)
- (ii) **Dr. Angeline Fernando**, Program Director PGDM (2025-27 batch)
- (iii) **Dr. M Muthuraj**, Program Coordinator, PGDM.
- (iv) **Mr. Vishnu Prasanna**, Program Manager, PGDM (2026-28 batch)
- (v) **Mr. Bharath Kumar S P**, Program Manager PGDM (2025 – 27 batch)

Administration Office

Mr. Ranjan Prabhu - Director Administration
Mr. M.G. Rukilesh – Deputy Manager, Security
Mr. K Arunkumar – Senior manager, projects
Mr. R.Mahesh Kumar, Additional GM, IT
Mr. Hari K – Assistant Manager, Electrical, A/c
Mr. D Balaji - Gym, Logistics
Mr. Arunachalam - Plumbing, Carpentry
Ms. Aparajita Mallick - Manager- F&B and Guest Services
Mr. Kalai Mughilan, Asst manager, IT
Mr. Ezhilarasan - Admin Stores
Mr. Kumaresan R – Executive, House Keeping and hostel Amenities

Centralized Academic Administration

Ms. Vimala - CAA Director

Hostel Warden

Lt Cdr D Kuzhali Vidhya (Retd) (Girls Hostel - Temporary)

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SECTION-I: ACADEMICS

1. General Guidelines and Code of Conduct

This section outlines the norms governing the academic and personal conduct of students at the Great Lakes Institute of Management, Chennai. Students are advised to read these guidelines carefully, as they are elaborated further throughout this document.

The academic section provides important information regarding registration, curriculum, academic performance, evaluation systems, attendance, academic discipline, scholastic awards, and related matters. Other sections contain information concerning financial assistance, placements, hostel facilities, medical services, and additional student-related matters.

- 1.1. Academic and personal standards are essential for maintaining fair and orderly conduct within the Institute community. **All students of Great Lakes Institute of Management, Chennai, are required to abide by these rules and conduct themselves in a manner that upholds and enhances the image and prestige of the Institute at all times.**
- 1.2. The PGDM Students must ensure that the cleanliness of the campus and Institute premises is maintained at all times.
- 1.3. The Institute campus is strictly non-smoking and smoking within the campus premises is prohibited. Possession of alcohol and narcotic substances and drugs is strictly prohibited. Consumption of alcohol or narcotic substances and drugs on campus, or being present on campus under the influence of alcohol or drugs, constitutes a serious offence and may result in disciplinary action, including expulsion from the program.
- 1.4. All classroom student-related issues must initially be addressed through the **Course Coordinator** (CoCo), who will coordinate with the PGDM Program Office and the faculty member(s) on any issues. CoCos are typically students who are selected by the Program Office for every course. In the absence of a satisfactory resolution, students may approach the Program Director first and then the Director of the Institute.
- 1.5. In the event of rescheduling or cancellation of any session (lecture), the **PGDM Program**

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Manager will communicate the changes to the class representatives or concerned students through e-mail. Course Coordinators (CoCos) are not authorized to independently arrange extra lectures, guest lectures, or schedule changes directly with the faculty members.

- 1.6. Official communication with students will be through e-mail and/or the Learning Management System (LMS). Students are advised to check their official mailboxes regularly and not rely on rumours or hearsay regarding Institute matters.
- 1.7. Any individual involved in physical altercations may be charged under anti-ragging regulations, and appropriate disciplinary action will be initiated. Every student is required to sign the Anti-Ragging Declaration mandated by AICTE and comply with the regulations in both letter and spirit.
- 1.8. If criminal proceedings are initiated against any student during the tenure of their studentship, the Institute reserves the right to undertake appropriate disciplinary action.
- 1.9. **Dress Code:** The Institute expects students to maintain a professional appearance both within and outside the classroom during all official interactions. Students are expected to be in formal / semi-formal attire in the academic areas and resource centre between 8.00AM and 5.00 PM. However, in the event of a visit by an important guest or recruiter beyond 5:00 p.m., students may be required to wear formal or semi-formal attire, as directed.
 - 1.9.1. Students are required to wear formal / semi-formal attire in classrooms and academic areas of the campus. The following are not permitted:
 - Half pants
 - Three-fourths
 - Skirts
 - Sleeveless tops/t-shirts
 - Training or sweatpants
 - Bathroom slippers
 - 1.9.2. For all official functions of the Institute, including seminars and conferences, students are required to follow the dress code guidelines.

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- Suit: Black or dark navy blue, single-breasted two-piece suit in classic fit
- Shirt: White formal shirt – clean and neatly pressed
- Tie: Conservative and professional – solid or subtle pattern
- Shoes: Black polished formal leather shoes
- Belt: Black leather belt to match the shoes

- 1.10. The Institute shall not be held responsible for any acts of indiscipline, misconduct, unethical practices, substance abuse, harassment, violence, non-compliance, or related violations committed by students. Such violations will be addressed in accordance with the applicable rules, regulations, and statutory provisions. The Institute shall also not be responsible for actions initiated by external regulatory authorities such as the police or civic bodies.
- 1.11. Students are required to carry and display their **name plates** during all officially scheduled classes, CCS sessions, and special sessions. Students entering classrooms without your name plates may be marked absent for the respective session.
- 1.12. The **use of mobile phones** is strictly prohibited inside PGDM classrooms, unless otherwise permitted by faculty members. Students found using mobile phones in classrooms will be marked absent for the session, with escalating penalties for subsequent violations. In extreme cases, the student may also be referred to the Disciplinary Action Committee (DAC).
- 1.13. Carrying mobile phones into examination halls is strictly prohibited. Any student found in possession of a mobile phone during examinations will be expelled from the examination and may be referred to the DAC.
- 1.14. Audio or video recording of classroom activities or Institute events, and uploading or sharing such content in the public domain without prior approval, is strictly prohibited. Violations will invite strict disciplinary action.
- 1.15. Students who voluntarily leave or are required to leave the Institute must immediately vacate their accommodation and clear all dues from every department, section, and cluster of the Institute using the prescribed No-Dues Form available at the Resource Center. Failure to comply may result in forfeiture of reimbursements or pending clearances.

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- 1.16. Students are responsible for ensuring the accuracy of all declarations made to the Institute. False declarations, including but not limited to information related to pre-existing medical conditions or work experience, may result in termination from the program.
- 1.17. Any form of defamatory or misleading communication made in the student's own name, pen name, or pseudonym on public platforms, including social networking sites, shall be treated as a serious offence against the Institute. If proven through due process, such actions may lead to immediate expulsion from the PGDM program and forfeiture of fees paid. The Institute may also initiate legal proceedings where deemed appropriate. Decisions taken by the Director / Appellate authority in such matters shall be final and binding on all students.
- 1.18. The Institute facilitates the placement process; however, it does not guarantee placements. Great Lakes Institute of Management is an educational institution dedicated to the creation and dissemination of knowledge in business, management, and entrepreneurship, and is not an employment agency. Students are required to separately sign the placement rules issued by the Career and Corporate Services (CCS) Office.
- 1.19. The information, rules, regulations, and procedures contained in this manual are subject to change at the discretion of the Institute at any time without prior notice.
- 1.20. The decision of the Program Director regarding the interpretation of rules shall be final and binding on all students.
- 1.21. The Management of Great Lakes Institute of Management reserves the right to make appropriate changes to policies, procedures, educational offerings, requirements, and related matters from time to time, as deemed necessary.

2. Academic Calendar

- 2.1. The tentative Academic Calendar for the first year, of the Post Graduate Diploma in Management Program (PGDM) 2026-28 batch, is given in Appendix 1. The academic calendar for Year 2 will be released at a later date. The total program is spread over six terms

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excluding summer internship. The specialization coursework (electives) is scheduled over the last three terms followed by the Annual Convocation.

3. Registration

The students will be required to register for each term, as per the notification received from PGDM Office. The PGDM Office will announce details regarding the registration date for each term along with venue and other details of registration. Students have to be **physically present on campus mandatorily on the registration day and complete the registration process**. In the event the student is travelling into the campus for registration, s/he needs to ensure they are available on time for registration, or reach the campus on the previous day. Students not available on campus on the registration will not be allowed to register for the courses and attend classes. In case of emergencies, due to which a student is not available for registration, s/he is expected to take prior permission from the Program Office.

- 3.1. **PGDM Term I Registration:** All the registrations will be offline 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 appropriate medical certificate(s) and documents.
- 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 was conducted from **26th June 2026 to 5th July, 2026**. The objectives of the induction module are as follows:

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- To familiarize the students with modern management education, its scope, its and the design of the post graduate program at Great Lakes Institute of Management.
- To expose them with the pedagogy at Great Lakes Institute of Management with special emphasis on the case method.
- To provide inputs 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 commences on **6th July, 2026 (Monday)**.

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) Gen AI based assignments, projects
- (iv) Project Work and field based Assignments
- (v) Mid-term examination
- (vi) End term examination

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. Grading will be based on numerical scores obtained on a percentile basis including marks obtained across all components.

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+	4.33
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 cumulative weighted average of grade points earned in all the completed 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. A student shall successfully continue in the PGDM program only if s/he secures a minimum Term Grade Point Average (TGPA) of 2.50 on a scale of 4.00 in every term.
- b. In the event that a student's CGPA falls below 2.50, the student will be placed on academic probation and may be permitted to continue in the subsequent term subject to academic review.
- c. If the student's TGPA in the subsequent term:

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- i. is 2.50 or above and the CGPA is restored to 2.50 or above, the student will move out of academic probation and return to good academic standing.
 - ii. is 2.50 or above, but the CGPA remains below 2.50, the student will continue to remain on academic probation.
 - iii. is below 2.50, the student may be required to discontinue from the PGDM program on account of poor academic performance.
- d. If a student's CGPA is below 2.50 at the end of Term III, the student will not ordinarily be promoted to the second year of the PGDM program.
- e. A student with a CGPA below 2.50 at the end of Term IV shall not be eligible to participate in the placement process.
- f. **A minimum CGPA of 2.50 is required to graduate from the program**
- g. The evaluation structure for each course shall consist of both group and individual components. The group component shall carry a maximum weightage of 20%, while the remaining 80% shall comprise individual evaluation components.
- h. The individual evaluation components shall normally include the following:

Evaluation Matrix

EVALUATION TYPE	EVALUATION COMPONENTS	Percentage Range
INDIVIDUAL (80%)	Mid Term Examination (Mandatory)	15%
	End Term Examination (Mandatory)	40%
	AI Component (Students should demonstrate the use of AI)	10%
	Individual Assignment (Can be a Quiz/Project/Class Participation/Simulation/Assignment. It can also be combined with the AI component to make weightage 25%. If it is Quiz – minimum 2)	15%
GROUP (20%)	Case Analysis/ Assignments, Projects/Reports/Presentation	20%
	Total	100%

- i. The AI-based component is mandatory, and students are expected to demonstrate the appropriate use of General Artificial Intelligence tools as part of the course requirements.
- i)** In courses where a mid-term examination is not conducted, faculty members shall conduct two quizzes carrying a combined weightage of 15 marks.
- j)** Students receiving an 'F' grade (except in cases of academic dishonesty) may be permitted to take one recourse end-term examination, with the maximum attainable grade limited to C+. A maximum of four recourse examinations may be taken in an academic year.

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k) A student shall be awarded an 'F' grade in a course under any of the following circumstances:

(i) Failure to secure a minimum of 30% marks in the individual evaluation components.

(ii) Failure to secure an overall minimum of 40 marks across all evaluation components in the course, including both individual and group components.

(iii) Absence from the End-Term Examination without valid approval from the Program Office / Institute.

l) A student shall be eligible to graduate from the program only upon securing a minimum CGPA of 2.50 out of 4.00 at the end of all six terms, including the Summer Internship.

Students with more than four 'D' grades and/or more than two 'F' grades shall not be eligible for graduation from the program. Students with 4 'D' grades and 2 'F' grades will have to withdraw from the program.

m) Failure to achieve the prescribed minimum academic performance standards may result in the student withdrawing from the program. In such cases, all fees paid to the Institute, including hostel and other related charges, shall stand forfeited.

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

Total scores and grades for individual courses will be released to students' post completion of the end term paper 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 through a direct email to individual students.

5.4.2. Great Lakes follows a system of obtaining feedback about the faculty who taught a course at the completion of every term. One of the key responsibilities of the student is to provide the feedback on the faculty. Students are expected to adopt a professional approach and objectively evaluate the faculty member. Care has to be taken by the students to record their feedback in an objective manner without disrespecting the faculty or making personal remarks against the faculty member. 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

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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.

The total scores and grades for the course, ***TGPA for the term and CGPA will be withheld for any students who does not provide feedback about the faculty within specified deadlines.*** Such inaction by the student may include penalties and the student may not be allowed to sit for placements/ internships on a timely manner.

5.5. Award of Diploma

5.5.1. 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 after the end of each academic year.

5.5.2. In order to qualify for award of PGDM certificate, the student needs to satisfy the academic requirements as detailed under sections 5.3 and 5.4.

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 removed from the program.

5.5.3. 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.

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

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

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

5.5.7. Those seeking the award of certificate in absentia must intimate Director PGDM

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before the convocation, and will have to pay an additional 'in-absentia' fee of Rs.1000/-

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5.6. Policy for issuing Duplicate Transcripts

5.6.1. 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 prescribed by CAA. 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.

5.6.2. 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. Director'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 “**Director's List**.” The students earning this distinction will be awarded a certificate at the time of convocation.

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:

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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 and overall specialization toppers.

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 Director’s certificates and medals. Students participating in various committee based activities will also receive merit certificates from the Director of the school.

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

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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.

7.2. *Course workload*

Credit courses may consist of 30 or 20 hours or 10 hours of class. Class hours for courses of under or over one credit are correspondingly determined in direct proportion to their credit units. Ten hours of pedagogy is considered as one credit.

Students are expected to put in 3 hours of work for a course outside the class hours for one hour of class.

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 do 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 6. The last three terms comprise of a few core courses and majority of the courses will be based on the specializations chosen by a student.

7.4.1. Students are required to choose two specialization streams from one of the following areas: (1) Marketing (2) Finance, (3) Operations Management, (4) Business Analytics, and (5) Strategy and General Management. They would be required to take seven full-credit courses in each specialization and can take the remaining four electives from a list of general electives. The specialization streams are introduced to facilitate recruitment and provides opportunity for students to apply for jobs in two specializations. These are subject to change based on the requirement / expectation of the industry / recruiters. The number of seats per specialization are limited and students have to meet the desired criteria to specialize in an area. However, the final Diploma will not indicate areas of specialization.

7.4.2. A student must take at least 18 electives of two credits each, (excluding compulsory courses) from a bouquet of courses offered, over three terms (Terms 4 – 6) as per distribution provided below:

Term-wise elective course

- Term 4 - 7 Elective Courses
- Term 5 - 6 Elective Courses
- Term 6 - 5 Elective Courses

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

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- 7.4.3. The students will give elective course choices according to the procedure and timings for the same as communicated by the PGDM Office.
- 7.4.4. The instructors will evolve criteria in consultation with the Director PGDM in case of capped courses.
- 7.4.5. 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. The decision of the Program Office is binding and final in such cases.
- 7.4.6. An instructor may also specify prerequisites in the form of a minimum grade in a core or elective course(s) to enroll in specific course(s).
- 7.4.7. After choosing to register for an elective course, the student cannot opt for another elective.
- 7.4.8. Students cannot pursue more than two CIS courses during the program.
- 7.4.9. The institute provides opportunities for students to pursue one term in an international partner university, called as “Semester Abroad” program. The Program Office shall communicate courses to be pursued along with minimum credit requirement once a student is admitted into such program.
- 7.4.10. **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). Audit courses shall not carry credits and will not count towards calculating the (T/C) 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

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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 reserves 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. Students auditing a course 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 the mid of the fourth term. 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 third term of the study.

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- (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 mid of the fourth 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:

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Weightage

Proposal	10%	
Mid-term review	20%	(to be submitted before mid-term exam)
Final Report	40%	(to be submitted before final exam)
Oral Presentation / Viva-Voce	30%	

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. Finalization of Electives

The electives to be offered for the program must be finalized after the end of Term 3. Each functional Area Head prepares the list of electives to be offered and sends the same to the PGDM office by the mid of the third term.

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, Operations and Analytics) 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,

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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. Guest Lecture Series

The institute invites persons of eminence periodically 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.

11. Competitions, Guest Lectures and Distinguished Thought Leader Series

11.1. *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 and Corporate competitions 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

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reimbursement rules therewith. Participating in competitions enable students to obtain jobs in good organizations.

The institute has designed an internal competitions league which will help students prepare for external competitions. Students doing well in competitions also have an opportunity to be mentored by senior faculty members, industry experts and alumni.

11.2. *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 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.

Clubs and Committees at Great Lakes

Student-led clubs and committees are the heart of co-curricular engagement at Great Lakes Institute of Management. These bodies offer a platform for students to sharpen their leadership, organizational, and professional skills while actively contributing to campus life. Participation in these groups not only enhances the student experience but also adds meaningful value to resumes and interviews.

Objectives

- Streamline and strengthen student affairs
- Enhance engagement and peer learning opportunities
- Align co-curricular experiences with academic goals
- Develop leadership, teamwork, and communication skills

Why Join Clubs and Committees?

- Gain valuable **CV points** by showcasing leadership and contribution.
- Opportunity to receive **personalized Letters of Recommendation** from the Dean and committee/club mentors.
- Participate in **committee outings, lunches, and appreciation events** after periodic performance reviews.
- Build strong **peer networks** and contribute to the student community.

Overview of Student Council

Positions: President, Cultural Secretary, Treasurer, and Student Council Member

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As a component of the student council, the SAC (Student Academic Council) serves as a liaison between the program administration and the students. It addresses student questions, concerns, and complaints and serves as the student's voice to the program offices. The SLC (Student Life Council) serves as a bridge between students, the program office, and the administration, and is elected to voice student concerns about hostel and campus life.

Mentor: Program Director and Program Office.

Overview of Committees:

1. Placement Committee

The Placement Committee at Great Lakes, in collaboration with Corporate & Career Services, supports student placements. Members assist peers with resume building, interview prep, and case study discussions, and each student is assigned a 'buddy' for guidance on resumes and interviews.

Mentor: Mr. Kiran Neti

2. Branding, Admissions and Public Relations (BPR)

The Branding & Admissions Committee strives to build a consistent and recognisable brand for Great Lakes. It produces compelling stories of current students, alumni, and faculty to showcase the community. This committee leverages social & digital channels to build and enhance the brand's digital presence.

Mentors: Mr. Yash Merchant and Ms. Dhwani C

3. Alumni Committee

AlCom contributes to the promotion of alumni relations and involvement at Great Lakes. It hosts alumni reunions and chapter meets across major cities in India, and abroad. The Great Lakes alumni network is dispersed across the world, and AlCom ensures that alumni are abreast with the advances and achievements of the institute.

Mentors: Ms. Pratima Lakshmanan and Ms. Rizwana Sayyed

4. Events Committee:

The Events Committee is responsible for organizing and managing a wide range of cultural, social, and entertainment events throughout the academic year. From large-scale cultural fests to informal gatherings, the committee ensures a vibrant campus life for all students.

Mentors: Mr. Yash Merchant and Ms. Vimala VM

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5. Sports Committee:

The Sports Committee organizes and manages all sports-related activities on campus, including flagship events like the Great Lakes Premier League (GLPL) and Great Lakes Football League (GLFL). The committee ensures that students have ample opportunities to participate in both competitive and recreational sports.

Mentors: Col. Ranjan Prabhu and Prof. Neeraj Jain

6. Competitions Committee:

The Competition Committee actively identifies and communicates relevant B-school and corporate competition opportunities to students. It supports preparation through mentoring sessions and maintains a leaderboard to recognize top performers, fostering a competitive and achievement-oriented culture.

Mentor: Prof. Arti Srivastava, Prof. Rajesh Kumar Acha and JF - Ms. Swetha Shree R.

7. International Relations Committee (IRC)

The International Relations Committee serves as the bridge between Great Lakes and the global academic community. It coordinates visits from international delegates, facilitates student exchange programs, and promotes opportunities for students to gain global exposure and perspective.

Mentor: Mr. Chahat Mishra

8. Director's Student Leadership Circle (DSLCL)

The Director's Student Leadership Circle is an elite group of student leaders who work closely with the institution's leadership to drive branding initiatives and organize landmark campus events. DSLCL members are ambassadors of the Great Lakes ethos and values.

Mentor: Dr Debashis Sanyal

9. Karma Yoga:

The Karma Yoga Committee coordinates the flagship rural immersion program at Great Lakes. It manages village assignments, stakeholder engagement, and impact documentation. Beyond organizing fieldwork, the committee fosters a deeper understanding of inclusive growth and ethical leadership.

Mentors: Mr Arulsamy and Prof. Narassima

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10. Food Committee:

The Food Committee acts as the bridge between students, the program office, and food vendors on campus. It monitors food quality, hygiene standards, and menu variety by conducting regular audits and collecting feedback. The committee ensures that dining services cater to diverse student needs while maintaining a safe and enjoyable eating experience.

Mentors: Col Ranjan Prabhu and M. Aparajita Malick.

Overview of the Clubs:

1. L'Attitude Club

L'Attitude is Great Lakes Chennai's annual cultural and management festival, and among South India's biggest college fests. Students manage all end-to-end processes from conceiving the event theme, promotion, sponsorships, logistics, curating keynote speakers and judges, conducting pre-events, cultural nights, and the main event.

Mentors: Prof.Narasimma S & Prof.Pranesh S

2. TEDxGLIM Club

The TEDx club strives to manage all initiatives and operations that enable the institute to conduct a successful TEDx event. The club members conceive creative themes that will spark the audience's imagination and search for suitable speakers, liaising with them for seamless coordination.

Mentor: Prof. Ambika Prasad

3. Finance Club (FINCOM)

FINCOM is dedicated to enhancing financial literacy, providing hands-on experience, and fostering professional growth among students. Through workshops, student-managed investment funds (proposed for the present academic year), and financial simulations, members gain practical skills and insights.

Mentors: Prof. Vishwanathan Iyer, Prof.Neeraj Jain

4. Marketing Club:

This club ensures that students apply marketing ideas in the real world by organising events and case competitions. The club publishes quarterly newsletters called M  lange Musings to keep the student community informed on the latest events in the world of marketing.

Mentors: Prof. Manoj Das & Prof.Arati Srivastava

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5. Analytics Club:

The club conducts a series of events comprising quiz competitions, skill enhancement workshops, and a flagship national event involving live datasets. All events are structured to progressively challenge and enhance the analytical capabilities of students.

Mentors: Prof. Rushikesh Borse & JF - Mr. Imran

6. Consulting Club:

The Great Lakes Consulting Club helps students become more competitive and experience the rigors of consulting. Students acquire a more strategic way of thinking and a greater capacity for knowledge accumulation.

Mentors: Prof. Vivek N & Prof. Ranjan Chakravarthy

7. Entrepreneurship Club:

This club promotes the spirit of entrepreneurship on campus and cultivates an entrepreneurial attitude. Offer resources and learning experiences for students aiming to start their own ventures, or join startups or VC firms.

Mentors: Prof. Raj Shankar, JFs - Dr.Martin Selvakumar & Ms Mamta Rani

8. Operations Club:

The Operations Club's mission is to equip students with a comprehensive, global perspective on operations and career opportunities by organizing case competitions, networking events, speaker sessions, and informative workshops.

Mentors: Prof. Sandeep Srivathsan & Ms. Umayal Karpagam

9. Product Management Club

The Product Management Club empowers students to explore and prepare for careers in product roles. It facilitates a structured understanding of the product lifecycle through events, workshops, and practical experiences. From ideation to launch, students engage in activities that simulate real-world challenges.

Mentors: Prof. Vivek N and JF – Ms. Lavanya G

10. Reading Club (Special Interests Club)

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The Reading Club is a platform for students passionate about books and learning. It curates book recommendations, conducts lively discussion circles, organizes meetups with authors and thought leaders, and drives initiatives like 'Book of the Month' and reading challenges.

Mentor: Prof. Raj Shankar

**The Reading Club is a special interest club and can be joined in addition to the one club you have selected.*

Application & Selection Process

For Committees and Clubs

Step 1: Application

- Post-orientation, the BPR team circulates a common Google Form.
- Applicants submit:
- A 90-second SOP video.
- First and Second Preferences.
- Academic and professional background details.

Step 2: Screening & Interviews

- Once the application window closes, all responses are compiled and shared with respective club and committee mentors.
- The screening team reviews all applications and shortlists candidates for interviews.
- Priority is given to First Preference applicants; if seats remain unfilled, Second Preference candidates are considered.
- Shortlisted candidates attend one-on-one interviews (in person or virtual), assessed on: alignment with the club/committee's vision, teamwork and communication skills, and enthusiasm, initiative, and availability.

Step 3: Final Selection

- Final selections are based on interview performance and availability of slots.
- Confirmations sent via email or WhatsApp from the respective committees.

Note: Every student is required to be a member of one club and may join only one committee. Participation in a club is mandatory, while committee membership is optional and limited to one per student. The clubs will also have a core committee which will be set up by club mentors as a separate process in due course.

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For Student Council

- Nominees submit an SOP video.
- Participate in a formal debate and student-wide voting.
- Votes are counted and results declared.

12. Student Council

The responsibilities of the Student Council that deal with academic issues affecting the students and 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.

Mission

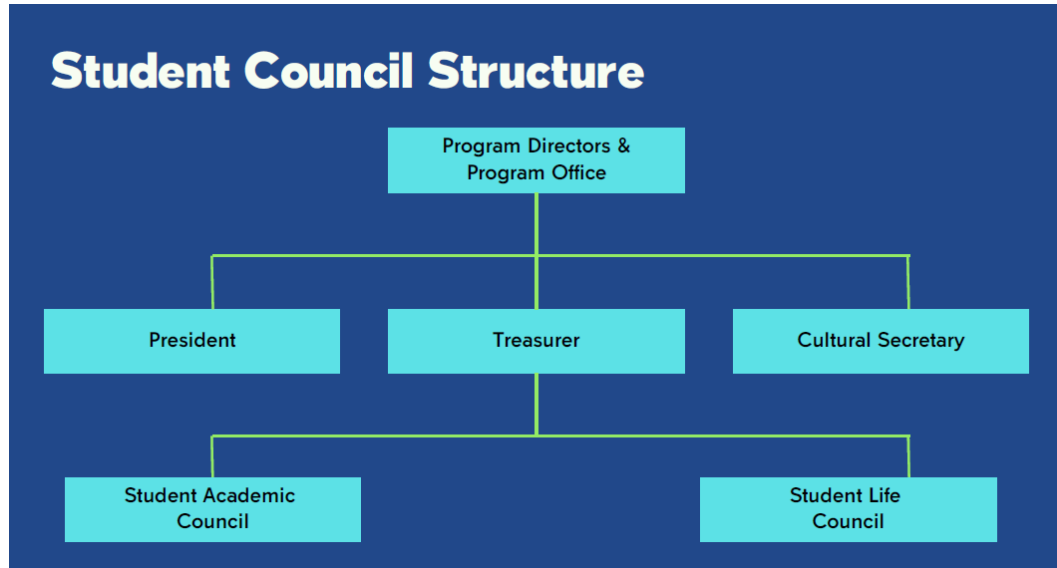
Strive to enrich the experience of Great Lakes students by promoting school spirit, voicing student's opinions, organizing student activities, and providing leadership opportunities within and outside the classroom.

Goals

Leadership - Developing and promoting the leadership abilities of council members
Diversity - Building awareness, respect, and value for all.

Academic Excellence - Striving for and creating a platform to encourage academic excellence.

School spirit - Celebrating and promoting a spirit of oneness and unity among students and faculty.



13. 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, Club work, 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:

- Community activities; Rotary Club related activities
- Participation in approved competitions
- Writing in magazines and financial dailies
- 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
- Working on 'live' projects of organizations.

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

14. Co-Curricular Activities

14.1. *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, Analytics, Strategy and HR. 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.

14.2. *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.

14.3. *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.

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14.4. *NASMEI Conference*

In association with the North American Society for Marketing Education in India (NASMEI), Great Lakes hold an international marketing conference every year on the overall theme of creating, communicating, and delivering value. Students are encouraged to attend specific sessions of interest and are encouraged to present their research work, if they are collaborating with the faculty members.

14.5. *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 current students. A day-long workshop, the meeting is focused on sharing industry experience, managerial challenges faced in the current era and entrepreneurial know how between students, faculty and the Alma Mater.

14.6. *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 the Indian Economy and Financial situation.

14.7. *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 stakeholder relevant in the rural development schema together under one roof.

The Convention 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 27 villages and the valediction ceremony.

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15. Attendance & related Issues

- No permission will be granted to students during class hours to move out of the class / campus without proper approval from Program Office.
- Security personnel have the right to check all the vehicles and student bags / luggage coming in and going out of campus. Students are advised to cooperate with the security personnel on such mandatory checking.
- Any unwarranted things including drugs, alcohol, cigarettes and other non-permissible items/persons will be referred to discipline committee and actions deemed appropriate will be taken against the offender.

15.1. 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 FACILITIES TO RESIDENTS

- Great Lakes Institute of Management has appointed a Medical Officer from Apollo hospital. In case of illness, all the students are advised to meet the institute's medical officer immediately. The students can visit the medical room during the below consulting hours:
- **Doctor on Campus:** Dr. Rubasree
- **Consultation Timings:**
 - a. 10:30 AM – 12:30 PM
 - b. 5:30 PM – 7:30 PM
- **24x7 Nursing Staff** and **Standby Ambulance** are available on campus to handle emergencies.

17.2.1 In case of any medical emergency, the medical officer will decide on a further course based on the medical condition of the students.

17.2.2 In case of a medical emergency occurring outside the Institute's campus, students are advised to get treatment at the nearest hospital and inform the program director/Program manager/hostel warden immediately about the same.

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- 17.2.3 If advised by the medical officer food for the patient can be served to his/her hostel room subject to the approval from the respective hostel warden.
- 17.2.4 In case of need for hospitalization, student should inform his/her parents/ guardian immediately. The institute will get the student admitted into the hospital after obtaining the necessary permission/concern of the parent/guardian.
- 17.2.5 All the expenses pertaining to the hospitalization of the student are to be borne by the student/parent/guardian.
- 17.2.6 If a student is sick continuously for three days he/she will keep the Program Director/program manager informed of his/her condition.
- 17.2.7 Students will not be exempted from attending classes/or appearing for exams unless they produce a medical officer's certificate.
- 17.2.8 Students proceeding on Medical leave from campus should produce the and Medical Certificate by the College Medical officer at the time of their leaving and also the **medical fitness certificate and discharge summary** when joining. The student/parent shall update the program director/program manager periodically on their treatment progress.

17.3 Policy for Outpass / Medical Leave

- a) **In the event of students visiting their local guardian for an 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, a 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, wherever practical. No student shall be allowed to join the program unless he/she presents discharge summary and 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

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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 Dr Bala memorial lecturer, 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.

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

17.4.1 Location of key departments/ facilities

- **Accounts Department:** Accounts Department: The Accounts Office works under the overall supervision of Mr. V. Vaidyanathan, Director Finance and under operational supervision of Mr. Venkitasubramanian. 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. Venkitasubramanian 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 Nalanda block and is headed by Mr. K. Arunkumar (Extension 9068).

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)

Disciplinary Action Committee (DAC) is the governing body that facilitates disciplinary actions against any wrongdoings/ misconduct or any other related matters of discipline falling within the institution's purview.

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. In the context of an Academic institution, the term misconduct refers to any dishonest act by the student related to their learning, research, conduct in and outside classrooms, misrepresentations, or disruptive/ inappropriate behaviour.

Discipline need not be confined to the campus alone. Students are ambassadors of the school and must represent so, 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.

16. 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.

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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 based on the DAC guidelines listed.

17. 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

- 17.1. 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.
- 17.2. 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 (DM/ FT Number.Name) without fail. They will be marked as absent for a session if they fail to comply with these instructions.
- 17.3. Use of mobile phones is strictly permitted only for QR code attendance capture purposes in 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 unauthorised usage of mobile phones by a student in any of the class/ examinations, he/she will be fined as per the mentioned rules.
- 17.4. **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.**
- 17.5. Smoking is strictly prohibited inside the campus including academic block, resource center, and all other academic areas of the Institute.
- 17.6. A student who leaves or is asked to leave the Institute must immediately vacate his/her

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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.

- 17.7. 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.
- 17.8. The decision of the Program Director in matters of interpretation of the rules will be final and binding on the students.
- 17.9. **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.

18. General code of Conduct:

- 18.1. Students should respect Faculty and fellow students. Respectful behavior contributes to an enhanced learning experience.
- 18.2. 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.
- 18.3. 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.

19. Origination of the Complaints:

1. From Students with respect to any grievance/s on account of conflicts, ragging...etc.
2. From Invigilators with respect to any misconduct in Examinations
3. From Instructors with respect to any Academic dishonesty as part of the course

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4. Program Director/ Wardens/ Admin with respect to any breach of code of conduct as mentioned in Section I
5. Any aggrieved third party affected by the conduct of the student/s

Any of the complainants indicated above can refer the case with prima-facie evidence/s to dac@greatlakes.edu.in without marking a copy to anyone else. DAC works with highest levels of confidentiality and is committed to adjudicating with highest levels of fairness.

20. Types of misconduct and their consequences: -

Here is an indicative enumeration of offences along its implications.

- i. **Level 1 (Minor):** Minor offences attract award of 10 penalty points. Some of the examples under this category includes:
 - a. Missing a compulsory Guest Lecture/ Conference session/ Late Entry into Campus – The penalty could range from asking the student to step down from all committees or sitting out on internships/ placements for the first 10 companies. In addition, the student may also be asked to do some time of service to the campus or for the villages. Minimum Penalty Points for each incident is 10.
 - b. Not maintaining the sanctity of the Examination environment – Please also refer to ‘dress code’ mentioned under ‘General Guidelines and Code of Conduct’. A student is expected to be appropriately attired while entering the examination hall. A verbal warning shall be given at the first instance. Any subsequent occurrence will result in debarring the student from appearing for the exam along with award of 10 penalty points.

Similarly, wearing/ carrying of unnecessary accessories including but not limited to gadgets, smart watches, head gears, ear plugs, etc. compromises the sanctity of the examination environment and hence are not permitted. At the first instance of such an occurrence, the student would be given a verbal warning. The said accessory shall be confiscated and the student would be allowed to enter the examination hall only upon adhering to the required norms. Any subsequent occurrence will lead to an award of 10 penalty points in addition to one subgrade.

- ii. **Level 2 (Major):** A Major (Level 2) offence would attract an award of 20 penalty points for each incident. Some of the examples under this category includes:

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- a. Any cheating with respect to Out pass will be considered as a major offence. In that case, in addition to award of 20 penalty points, the student may also be asked to leave the hostel accommodation for a pre-specified period of time and/ or may not be allowed to apply for Out pass for the reminder of the Program as deemed appropriate.
 - b. Availing proxy attendance or abetting to provide attendance for someone not present in the class. This will attract one-subgrade per instance in addition to award of 20 penalty points for both parties involved.
 - c. Peeping, murmuring, signaling, referring online mediums like google/ stack overflow, bard, etc. (even in case of open book exams unless explicitly allowed by the faculty): **Zero in that Exam for the 1st instance in addition to awarding 20 penalty points.** Any subsequent occurrences will lead to a F grade for the course.
- iii. **Level 2++ (Major ++):** A Major (Level 2) offence would attract an award of 30 penalty points for each incident. Some of the examples under this category includes:
- a. Smoking on Campus will attract award of 30 penalty points for each incident
 - b. Referring/ Copying from chatgpt, Copilot, Gemini, etc. (even in case of open book exams unless explicitly allowed by the faculty): **Zero in that Exam for the 1st instance in addition to awarding 30 penalty points and two subgrades in the course.** Any subsequent occurrences will lead to a F grade for the course.
 - c. Taking exams/ quiz outside the assigned classroom will attract **30 penalty points in addition to two subgrades in the course.** Any subsequent occurrences will lead to a F grade for the course.
- iv. **Level 3 (Serious):** A Serious (Level 3) offence would attract an award of 50 penalty points for each incident. The placement support will not be extended to such students. Some of the examples under this category includes:
- a. Academic misconduct such as plagiarism, copying/ cheating in examination (sharing of answer scripts via hardcopy exchanges, sharing of answers via online mediums such as WhatsApp, GChat, Drive, etc.) will attract a minimum penalty point of 50 for each incident along with an award of F grade in the said course. Cheating includes, but is not limited to:
 - i. Giving or receiving information during an assessment/ exam (“assessment/ exam” includes proctored or non-proctored tests, assignments/ assessments, and quizzes,

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whether delivered in a classroom setting or on line.)

- ii. Using non-permitted material (like handwritten notes, soft copies of references, pages of any books/ reference copies) during any exam; unauthorised dissemination or receipt of exams, exam materials, contents, or answer keys in written or digital form.
- iii. Taking an exam or writing a paper as proxy or by the act of help (this includes sharing work and/or writing group work answers on take-home and on-line exams unless explicitly permitted by the instructor). This is also called “impersonation.”
- iv. Sabotaging, misrepresenting or fabricating written work, sources, research, or results as well as pressing another student commit an act of academic dishonesty or lying to protect a student who has committed one.
- v. Submitting the same paper by the way of accessing answer sheets via shared drive/ emails—or different versions of what is substantially the same paper—in other courses or in subsequent attempts to pass a course.

- b. Consuming alcohol or in possession of alcohol – This will attract an award of 50 penalty points **in the first instance and any subsequent instance will be treated with more stringent action.**

In certain circumstances, the penalty may also extend to awarding a sub-grade across all courses in the program and/ or suspension for a pre-specified period as deemed appropriate.

- v. **Level 4 (Blasphemous):** Level 4 constitutes the gravest form of offences and will result in immediate termination from the program. Examples included but is not limited to:
 - a. Accumulation of 100 penalty points
 - b. **Possession, consumption, sale, or distribution of narcotic drugs, banned substances, or illegal intoxicants within campus**
 - c. **Sale or distribution relating to alcohol or tobacco use within campus**
 - d. Indulging in violent behavior harming fellow students or staff
 - e. Any form of ragging
 - f. Engaging in actions willfully maligning the name of Great Lakes

On accumulation of 50 penalty points, student is barred from placement from the 51st point. On accumulation of 100 penalty points, (s)he will be expelled from the program. DAC is committed to

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award its decisions on any issues referred to the Committee within 15 business days.

21. Appellate committee

Any student convicted by the DAC has the right to appeal to the Appellate committee within 7 days by paying a fee of Rs. 10,000/- as charges. Paying of fees for review is essential for the review petition. Appellate Committee would make the decision within 10 days which would be intimated to the concerned student through his/ her 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.

Students have an option to appeal to the Director of the Institute within 3 days of the Appellate's decision and Director's decision on the matter would be awarded within 10 days from the appeal made to him.

In short, any open matter referred to DAC needs to be closed within 45 days from the date of the first complaint.

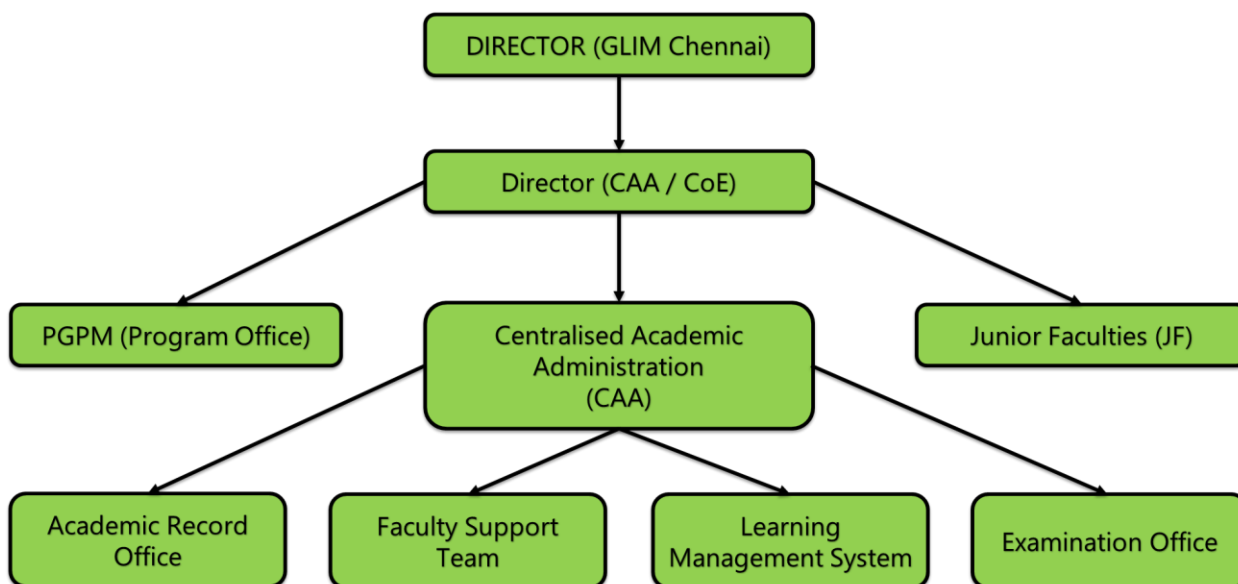
SECTION-III: CENTRALIZED ACADEMIC ADMINISTRATION (CAA)

22. Centralised Academic Administration (CAA)

Introduction

Centralised Academic Administration (CAA) is the nerve centre of all academic activities of the Institute and is based out of the Nalanda Block. It sets 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:

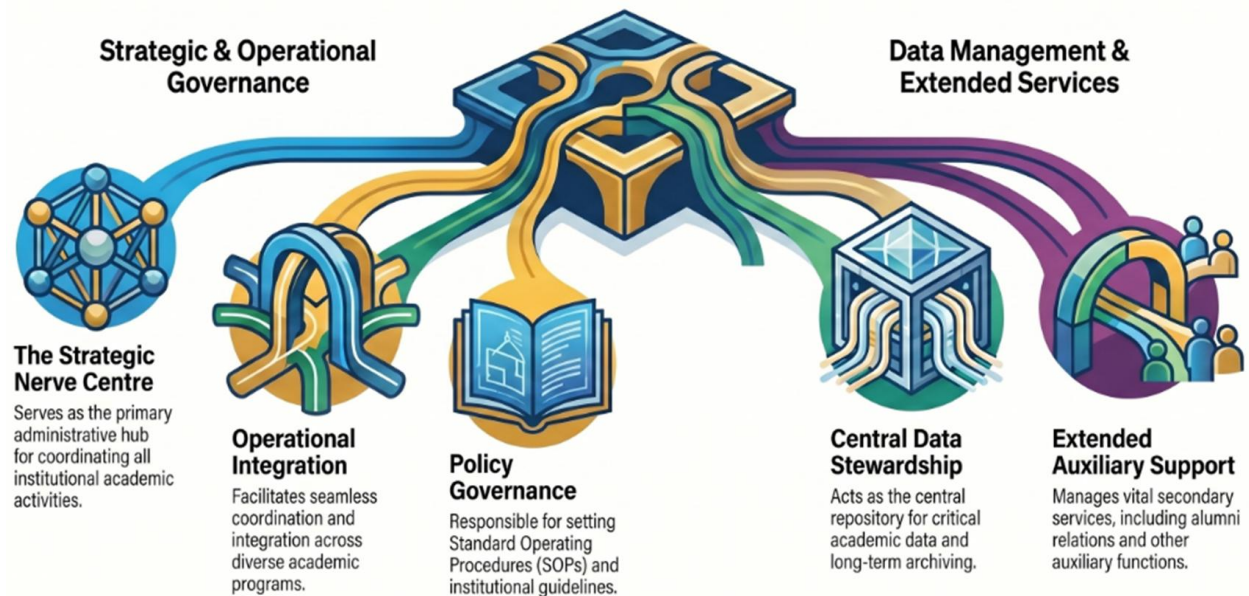
CAA – Organisational Tree



22.1. Charter of duties of CAA Department

CAA functions as the nodal centre for all academic admin activities. The various charter of duties that are assigned to this department are as mentioned below:

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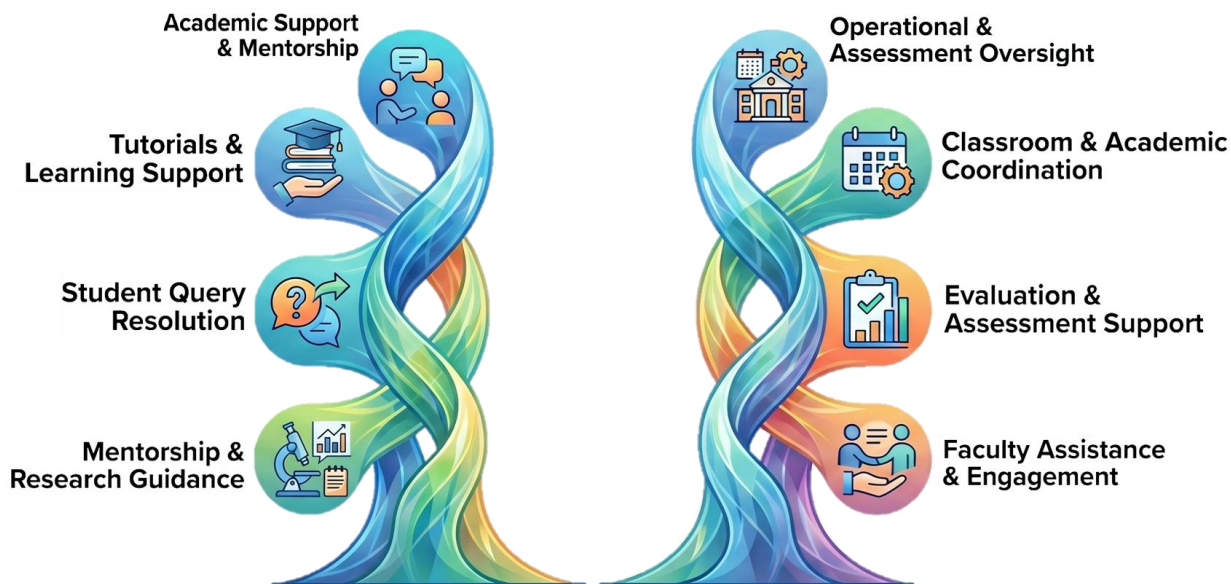


- Facilitate Faculty support in collaboration with respective program offices including Faculty logistics, travel reimbursements and local hospitality.
- Provide academic support services in consultation with each Faculty, both in-house and the visiting.
- Coordinate resource material procurement and facilitation of the same to the students.
- Maintain an efficient & effective online Learning Management Portal on Digiicampus.
- Management of the examination office and function as the Controller of Examinations for all programs including online evaluations.
- Administer feedback for Faculty (mid-course and end-course), mid-term and exit feedback. Feedback report generation and its analysis for remedial actions.
- Compile classroom and examination attendance of students to generate reports and administer Invigilation/ proctoring activities for examinations.
- Function as the central academic data repository of the institute and archive all results data/ student information as part of the Academic Record Office.
- Coordinate printing of original certificates (degree & mark transcripts) as well as issuance of duplicate certificates on demand as per the laid down procedures.
- Provide support during admission formalities, accreditation process and such other activities of the institute when needed.

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- 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 malpractices/ offenses of students as Member Secretary.
- n) Function as the single point contact for Digilocker/ 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.

The various charter of duties that are assigned to Junior Faculty are as mentioned below:



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22.2. CAA Policy Guidelines



22.2.1. Faculty Support Services

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

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

- Liaise with the individual Faculty concerned for timely receipt of course outline, curriculum, pre-reads etc. and ensure that the same is as per the standard template followed by the Institute.
- Maintaining the LMS for student course material access and sharing of course content.
- Liaison with Class COCO for dissemination of information/ assignment upload, share folder support for online submissions etc.
- Facilitate Faculty travel support, reimbursements, compilation of Faculty teaching hours and classroom requirement support etc.
- 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.

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22.2.2. 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 Centralised 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/ She 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

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 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.

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- c) **Arrive at the exam venue at least 10 minutes ahead of time.** Late comers will not be allowed entry after the commencement of the examination except 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 and Name Board to the exam hall without fail.**
- f) Students are expected to conduct themselves and turn up in formal dresses gracefully abiding with the rules and regulations of examinations. Students are also expected not to leave their hair loose covering their ears or wear caps or head gears during the exam.
- g) Do not indulge in any unfair practices/ means that would be considered as malpractice/ misconduct.
- h) Leave the exam hall quietly if the paper was completed 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, and drinks inside the exam hall.
- l) Do not carry any mobile, ear pods, programmable calculators, pen drives, electronic gadgets, iPad, etc. inside the exam hall unless specifically instructed otherwise.
- m) Do not indulge in any discussions, talks, signs, exchange of info – verbal or gestural, hard or soft copy materials inside the exam hall.
- n) Do not 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 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 the decorum and not to be discussed amongst yourselves.

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- 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 allowed 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/ Inspera 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. A charger is mandatory for starting the exam.
- 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 except in special and genuine cases as decided by the examination office.
- c) Students need to be ready at least 10 minutes before the start of the online exams to enable them to 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. Files sent via email to caa.exam email ID will also not be entertained in case you fail to upload the answers within the exam window.
- f) 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.

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- g) Ensure that all pop ups, notifications, updates, Anti-virus software update, screensavers, local network connections, proxy server connections etc. are disabled prior to the exams.
- h) Do not toggle out of the online exam page and do not click any special keys like Alt+Tab etc. and other browsers including accessing any stored documents / ppts etc.
- i) 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/ Inspera domain using the exam link sent from the Exam admin.
- j) 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.
- k) The online exam will end automatically at the Hard Stop Time as per the scheduled exam duration. Exam office/ system will force submit the exam for all those students who do not submit their answers within the exam duration and are still in progress at the close of the online timing.
- l) As a matter of policy, online scores will not be available to the students for viewing on completion of their exams.
- m) Other Apps/ accessories excepting those that are integrated within the system/ platform will not be accessible to the students.
- n) 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.
- o) Whether an online exam is attempted from home (if allowed) or on campus, students are expected to dress up in formals appropriately.
- p) Students will be required to show their ID proof for online capture during the registration process of every exam to authenticate their candidature.
- q) 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** including any system updates pending so that there are no disruptions during the exam.

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- 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 a 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 and no retests would be conducted in such scenarios
- d) During remote online exams, students need to maintain essential decorum of dressing, fairness in their attempts, strict adherence to non-usage of mobile phones or other technology enabled devices for seeking support etc. during the exams is expected.
- e) Students need to ensure that they take the exam from a room not disturbed with the presence of others.
- f) Student's attempts 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 will be treated as null and void besides investigations from the Disciplinary Action Committee (DAC), wherever required.
- h) **Interruptions in the online exams due to students' 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 TEST 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.

Note: The above mentioned points on Exam Access Window and Exam window are applicable for exams conducted on **Mettl portal**. For online examinations conducted on Inspira portal, IIB and SEB browsers to be downloaded as instructed by the Exam Office during the Orientation Programme.

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 any student does submit within the stipulated time/ end time of his/ her session.

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Punishments for Malpractices during Examinations

The punishments for malpractices during examinations by students are awarded by the 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 a mark of self-discipline, punctuality, understanding one's own responsibility, dedication and sincerity of efforts besides fruitful and judicious utilisation 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 **FAIL (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 Biometric based process on Digiicampus LMS and devices will be rolled out only for the purpose of capturing the Biometric based attendance.
- b) Biometric-based attendance will be rolled out during the session at any time and any number of times and the attendance taken as the last time within the session will be taken as final and accounted for. This means that, in case the Faculty decides to share the Biometric device 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.
- c) In case if the Biometric could not be rolled out, the attendance will be as per the login time details of Zoom sessions or physical attendance roll call as decided by the Faculty/ Junior Faculty (JF).
- d) If for some genuine reasons the student could not register the Biometric attendance, they need to inform the JF/Faculty either during the session itself or immediately after the end of the session for special considerations/ excuses.

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- e) JF assigned for each course is the contact person for any claims/ queries on Attendance related issues. Students need to contact them first, and only then escalate to the Program Office or CAA if they are not getting any responses or not satisfied with the resolution.
- f) 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.
- g) Attendance during Examinations will be manual records while on campus or by online session access during online proctoring exams.
- h) Attendance data will be updated on the Digiicampus for view by every student almost in near real time, but in any case on every 24 hour basis.
- i) **Any amendment to the attendance records of the student to cater for CCS activity, leave of absence, hospitalisation, on institutional activities etc. will have to be taken up with the Program Office only.**
- j) Student attendance records will be accounted purely based on the Biometric captured on the Digiicampus LMS system unless otherwise decided by the Faculty for paper based attendance records, if any.
- k) **Students missing attendance citing reasons/ excuses such as missed Biometric, had to leave class in-between, etc. will not be entertained.** Students are expected to sort attendance related issues with the Faculty or the Junior Faculty before leaving the class.
- l) Attendance for Distinguished Thought Leader Series (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 sessions will be mostly as per the zoom presence or physical attendance records.
- m) Students who fail to meet the minimum attendance criteria for these sessions will also face necessary DAC implications as deemed necessary.

Attendance for Online sessions

- a) For classes conducted through online virtual classroom mode, presence of students throughout the session's 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.

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- 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 sessions is purely at the sole discretion of the Faculty/ JF only.
- g) Online attendance once compiled will also be updated on the LMS for the students to view.

Attendance and Performance Grade Penalty

- (a) Once the attendance data has been compiled and sent to the Program Office by CAA Office, any query/ amendments to it needs 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.
- (b) 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 in DAC guidelines.

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

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For Example: If a student gets D grade in a particular course and also gets a Grade drop due to attendance shortage, 'D' will become an 'D-' 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.

22.2.3. Feedback Report

- a) To assess the impact of the teaching learning process and also the quality of our resources and its effective & optimum utilisation potentials, Great Lakes conducts periodical feedback sessions on individual Faculty, including the visiting Faculty, during the mid and end of each course handled by them and also the exit feedback sessions to assess overall impact. Mid-term feedback sessions are also conducted during the middle of each term that includes both academic and non-academic aspects. The feedback report process is assigned to the Director CAA, and the Academic Record Office within the CAA would conduct the same.
- b) As a policy, Faculty feedback reports are obtained from students for every course offered during the program. For end-course feedback, the feedback link is shared with the students during the penultimate session of the course. There are reminders sent to the students to ensure that they do not miss giving their feedback.
- c) Recording of **Faculty feedback is compulsory** and the students are expected to respond to the same within the time frame given.
- d) **Feedback links 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.
- e) **Feedback links 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 by the Program Office besides other penal actions, as deemed necessary.
- f) 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

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

- g) Feedback is kept completely anonymous and is treated with utmost confidentiality.

Exit Feedback Report.

The Institute will administer an Exit Survey during the last week of the Program completion to enable the capture of overall assessment/ impressions of their stay at the campus as well as the effectiveness of their program. The exit survey questionnaire captures impressions 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 and collecting their original academic documents for the students to get their **No Due Clearance** before their departure from Campus. Exit Survey instrument will be administered by Academic Record Office and 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 academic data of the Institute. This office coordinates with various departments for the 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 the original documents.
- c) Carryout educational background verification, qualifying degree credentials/ certificate verification besides the name validation as per the Class X records.
- d) Support Admissions department for enrollment of fresh students/ registration of new batch students across all the 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.

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- f) Issuance of background verification certificates, duplicate certificates on demand, issuance of bonafide for alumni students 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 the annual Convocation function of the institute.
- j) As per AICTE directives, every student needs to register under the National Academic Depository (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: -

Ms. Vimala V M, Director CAA	- vimala.v@greatlakes.edu.in
Ms. Sowjanya, Senior Manager, CAA	- sowjanya.c@greatlakes.edu.in
Mr. Sunil Kumar, Senior Manager, CAA	- sunil.j@greatlakes.edu.in
Academic Records Office	- caa.helpdesk@greatlakes.edu.in
LMS, Digiicampus Support	- digiicampusupport@greatlakes.edu.in
Examinations Office	- caa.exam@greatlakes.edu.in

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SECTION-IV: ADMINISTRATION & HOSTEL

23. HOSTEL MANAGEMENT

The hostel is designed to provide a **disciplined, healthy, and congenial environment** conducive to a peaceful stay and effective study. For residents, it serves as a **home away from home**, where students are encouraged to foster a sense of community, treating one another with **friendliness, respect, and courtesy**.

All hostel residents are expected to adhere to the **rules and regulations** governing hostel life. These guidelines are put in place to ensure the safety, well-being, and harmony of the student community. **Ignorance of the rules will not be accepted as an excuse for non-compliance.**

23.1. HOSTEL MANAGEMENT

The Hostel Management comprises the following personnel:

- **A) Director of Administration** (Admin Director/Chief Warden)
- **B) Warden(s)**

The Director of Administration will appoint a faculty member to serve as the **Warden** of each hostel. The Warden is the **highest authority within the hostel** and is responsible for the **overall management and administration** of the hostel.

Each hostel block is overseen by a **resident Warden**, who is available to assist students with guidance, support, and grievance redressal.

Note:

Students must approach the Warden first for any concerns. **Escalation to higher authorities must be routed through the concerned Warden.**

All students are advised to read these rules and regulations carefully and ensure they are fully familiar with them. Please note that ignorance of the policies and regulations will not be accepted as a valid excuse for any violations.

23.2. ACCOMMODATION

Furniture and Fittings

- Hostel Management will provide each room with **standard furniture and fittings** as per the official checklist.
- Students are responsible for the **upkeep and proper use** of these items.

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1.2 Room Allotment

- Rooms allotted to students for an academic year **cannot be changed** without the **prior permission** and knowledge of the **Hostel Warden**.
- Unauthorized room exchanges or changes are considered a violation of hostel rules.

1.3 Eligibility for Hostel Accommodation

- Hostel accommodation is available **only to full-time, registered students** of the institute.
- Students whose **registration is cancelled, suspended, or terminated** for any reason will automatically forfeit their hostel accommodation.
- Once a student is removed from the institute's rolls, they **must vacate the hostel immediately**.

1.4 Room Vacating Procedure

- Prior to vacating their rooms, students must complete the **Room Vacating Slip or Room Check-Out Form** in **triplicate**.
- All furniture and electrical installations (including **fan and AC**) must be returned in **good working condition**.
- Any damage or loss will be recorded and may incur a **deduction or fine**.

1.5 Room Occupancy and Changes

- Students **must occupy only the rooms officially allotted** to them.
- **Room changes or exchanges** are **strictly prohibited** unless **approved in advance by the Hostel Warden**.
- Violation of this policy will result in **disciplinary action**, which may include **expulsion from the hostel**.

2. RAGGING

Anti-Ragging Committee

In accordance with the regulations for the prevention and prohibition of ragging in educational institutions, as notified by the All India Council for Technical Education (AICTE) vide notification dated 01.07.2009 (F. No. 37-38 Legal/AICTE/2009) and subsequent notification dated 29 April 2014 [F. No. 1-15/2009 (ARC) Pt-III], the Institute has constituted an **Anti-Ragging Committee** to prohibit, prevent, and eliminate the menace of ragging in all its forms.

The Committee is entrusted with addressing any act of ragging, including verbal, written, physical, psychological, or behavioral misconduct by any student that may cause fear, embarrassment, harassment, hardship, or psychological harm to fresher students or any other student of the Institute. The Committee shall also take necessary steps to ensure a safe, secure, and conducive academic environment that supports the physical and psychological well-being of all students.

The following members constitute the **Anti-Ragging Committee** of the Institute:

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S. No.	Name	Designation	Contact Number
1	Dr. D. Sriram	Chairperson	044-2748-9006
2	Dr. Vidya Mahambre	Member	044-2748-9016
3	Col. Ranjan Prabhu	Member	044-2748-9030
4	SHO, Mamallapuram	Member	044-27442221
5	Two Student Members from Each Batch	Members	TBA

Anti-Ragging Helpline

In case of any ragging-related grievance or emergency, students and parents may contact the National Anti-Ragging Helpline:

- **Toll-Free Helpline:** 1800-180-5522
- **Website:** www.antiragging.in
- **Email:** helpline@antiragging.in

3. Prevention of Sexual Harassment (POSH) – Internal Complaints Committee (ICC)

In accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Institute has constituted the **POSH Internal Complaints Committee (ICC)** to ensure a safe, secure, inclusive, and respectful environment for all students, faculty, staff, and residents on campus.

The Committee is responsible for addressing complaints related to sexual harassment and ensuring prompt, fair, and confidential redressal in accordance with the applicable legal and institutional guidelines.

The Institute maintains a **Zero Tolerance Policy** towards any form of harassment, discrimination, or inappropriate conduct, and is committed to fostering a culture of dignity, mutual respect, and safety.

POSH Committee Members (Prevention of Sexual Harassment Committee)

S. No.	Name	Designation in the Committee	Contact Details
1	Prof. Rajeshwari K	Chairperson	rajeshwari.k@greatlakes.edu.in
2	Col. Ranjan Prabhu	Member	ranjan.p@greatlakes.edu.in
3	Ms. Pratima Lakshmanan	Member	pratima.l@greatlakes.edu.in
4	Ms. Sanchita Tuli	Member	sanchita.t@greatlakes.edu.in
5	Ms. Vimala VM	Member	vimala.v@greatlakes.edu.in
6	Ms. Cerrina Charis	NGO Partner	cerrinacharis@alai.in

Need Help or Want to Report?

All complaints will be treated with **strict confidentiality** and addressed with sensitivity and prompt action.

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- ✉ **Email your complaint:** shrc@greatlakes.edu.in
- 📍 **Complaint Drop Box:** Near Hostel Main Office

We Have Zero Tolerance for Harassment

Let us work together to build and sustain a campus culture rooted in **respect, dignity, equality, and safety for all.**

Student Representatives

Name	Roll.No	Contact

Email for ICC Queries/Complaints: shrc@greatlakes.edu.in

4. CODE OF CONDUCT

4.1 Alcohol and Intoxicants

- Consumption, possession, carrying, or smoking of alcoholic beverages, intoxicants, or entry into campus in an intoxicated state is strictly prohibited.
- Violation will result in expulsion from the hostel and/or a monetary fine, following an enquiry by the Disciplinary Committee.

4.2 Narcotics and Illegal Substances

- Possession, smoking, carrying, or consumption of banned/illegal narcotics will lead to referral to the Disciplinary Action Committee (DAC) and may result in termination of admission.

4.3 Expected Behaviour

- All residents must maintain the standards of behaviour expected from members of a prestigious institution.
- Students must treat everyone with courtesy and fairness, both within and outside campus.

4.4 Misconduct at the Gate

- Any misdemeanour at the gate, including inebriated behaviour or other inappropriate conduct, will attract a fine of ₹4,000/-.

4.5 Late-Night Buggy Requests

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- Requests for a buggy/golf cart at the entrance for transportation of a student in an intoxicated state will attract a fine of ₹5,000/-. Buggy will be provided after payment of the ibid fine.

4.6 Identity Cards

- All residents must always carry their valid Institute-issued Identity Card.

4.7 Hostel Visitation Rules

- Men are not allowed in the women's hostel, and women are not allowed in the men's hostel rooms.

4.8 Group Studies and Night Monitoring

- Group studies should be held only in designated syndicate rooms.
- Security Guards will monitor the presence of women students in their rooms between 11:30 PM and 6:00 AM.
- Unauthorised absence during this time will invite severe disciplinary action.

4.9 Cleanliness and Campus Decorum

- Residents must keep their rooms, common areas, doors, and surroundings clean and hygienic.
- Pasting of posters or scribbling on walls/doors is strictly prohibited.

4.10 Room Maintenance & Access

- Students must cooperate with maintenance activities and vacate rooms when required by the Hostel Management.
- Alternate accommodation may be provided, but it is the student's responsibility to make the room available for maintenance, even during occupancy.

4.11 Use of Unauthorised Media

- Viewing or screening of pirated, unauthorised, or unlicensed movies on personal devices or in common areas is strictly prohibited.
- Violations will be dealt with severely, and punishment will be determined by institutional authorities.

4.12 Weapons on Campus

- Storing or carrying any type of weapon (blunt, sharp, or firearms) in the hostel or campus premises is strictly prohibited.
- Violations will result in strict disciplinary action, including penalties decided by the DAC.

5. OUTPASS POLICY

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5.1 General Requirement

- An outpass is mandatory for all overnight stays outside campus.
- It is not intended for students arriving late to campus between 11:30 PM and 6:00 AM.

5.2 Authorization for Entry/Exit

- A valid, approved outpass from both the Program Office and the Hostel Warden is required to leave or re-enter campus.
- Entry/exit without a validated outpass will not be permitted.

5.3 Application Procedure

- Outpass applications must be submitted through the online portal before leaving campus.

5.4 Approval Process

A. For **PGPM students**:

- Warden approval is automatically granted upon submission of a valid outpass request for a **maximum of three days**.

B. For **PGDM students**:

- i. Apply through the online portal.
- ii. Obtain parental consent, confirmed through the portal.
- iii. The Program Office will review and approve the request.
- iv. Once approved, the request will be forwarded to the Warden for final approval.

5.5 Outpass Details

- Students must fill in **complete and accurate information** in the outpass form, including:
 - i. Departure and return dates
 - ii. Contact number
 - iii. Destination
 - iv. Purpose of visit
 - v. Any other required details

5.6 Submission Timeline

- Requests should be made at least one working day in advance.
- Outpasses will only be processed between 10:00 AM and 3:00 PM, Monday to Friday (working days only).
- All requests must be made at least 24 hours in advance.

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5.7 Same-Day Requests

- Same-day outpasses will not be approved under normal circumstances.
- Exceptions may be made for medical or family emergencies, with supporting documents to be submitted upon return.

5.8 Time Restrictions

- No entry or exit is permitted between 11:30 PM and 6:00 AM.
- Campus gates will remain closed during this period.
- For approved outpasses:
 - i. **'From' date:** Student must leave campus **before 11:30 PM.**
 - ii. **'To' date:** Student must return **before 11:30 PM.**

5.9 Auto-Cancellation Rules

- If an approved outpass is not used, it will be automatically cancelled.
- If a student returns earlier than the approved return date, the outpass will also be automatically cancelled.

5.10 Outpass Limits

- **Students are allowed a maximum of two outpasses per month.**
- **Each outpass must not exceed three days.**

5.11 Extended Leave

- Leave requests exceeding three days must be approved by the Program Director on a case-by-case basis.
- Unapproved absence will result in a grade drop.

5.12 Medical Leave

- Medical certificates recommending outpasses of more than three days must be endorsed by the in-house doctor.

5.13 Penalties and Exceptional Cases

- Late arrival without prior permission from the hostel warden will attract a penalty (refer to hostel penalty table).
- The Hostel Management reserves the right to suspend or modify outpass privileges during unavoidable circumstances.

6. VEHICLE PARKING RULES & REGULATIONS

(Revised and Updated: 12th October 2025)

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Great Lakes Institute of Management prioritizes the safety, security, discipline, and well-being of its campus community. The following rules and regulations shall apply to all students operating, bringing, or parking vehicles inside the campus premises.

6.1 Vehicle Operation on Campus is a Privilege

Operating or parking a motor vehicle on campus is a privilege and not a right. Students are expected to comply with all rules, regulations, and safety norms prescribed by the Institute. Violation of these regulations may result in suspension or cancellation of vehicle privileges and disciplinary action.

6.2 General Policy

As per the management decision, student vehicles are not permitted beyond the barricade near the Globe. Parking is allowed only in the designated parking area near the main gate inside the campus.

Students are strictly prohibited from operating vehicles inside the academic and hostel zones beyond the approved parking area.

6.3 Eligibility for Parking

Students may park vehicles on campus only upon fulfilling the following requirements:

- Registration of the vehicle with the Administration Office.
- Submission of valid copies of:
 1. RC Book (Registration Certificate)
 2. Driving License
 3. Vehicle Insurance

Upon successful verification, students will be issued a Vehicle Pass/Sticker, which must be permanently affixed to the vehicle at all times.

Additionally:

- Each student may register only one vehicle.
- Vehicle registration and pass/sticker issuance must be renewed every academic year (applicable to PGDM students).
- All vehicle owners must **sign an Indemnity Bond**, available with the Security Office, before approval of vehicle access. Students who do not submit the Indemnity Bond will not be allowed to use their personal vehicles.

6.4 Operational Rules and Restrictions

6.4.1 Vehicle Movement Timings

Vehicle movement inside/outside the campus shall be permitted only between:

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06:00 hrs and 23:30 hrs

No routine vehicle movement shall be allowed after 23:30 hrs except in officially approved emergencies.

Vehicle movement after permitted hours shall be allowed only upon formal approval from the concerned authorities.

6.4.2 Entry Restrictions

Vehicles without a valid Institute pass/sticker shall not be permitted entry beyond the main gate.

6.4.3 Non-Transferability

Vehicle passes/stickers are strictly non-transferable.

6.4.4 Security Inspection

All vehicles are subject to security inspection/checks at any time. Students found transporting prohibited, illegal, or unauthorized items shall face strict disciplinary action.

6.4.5 Helmet Requirement

Wearing helmets is mandatory for both rider and pillion rider while operating two-wheelers inside and outside the campus, in accordance with applicable law and Institute policy.

Failure to comply shall result in:

- Immediate suspension/ban of vehicle privileges for the remainder of the Academic Year.

6.4.6 Alcohol and Driving

Students operating vehicles under the influence of alcohol are strictly prohibited.

- The permissible alcohol limit shall be as per applicable law:

30 mg/100 ml of blood (0.03% BAC)

- Random breath analysis tests may be conducted at the campus gate by authorized personnel.

Any student found exceeding the permissible limit shall face:

- Immediate suspension/ban of vehicle privileges for the remainder of the Academic Year
- Additional disciplinary action, wherever applicable

6.4.7 Internship and Vacation Restrictions

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Students shall not leave their vehicles on campus during internship periods, vacation periods, or term-end breaks unless explicitly permitted by the Administration.

6.4.8 Restricted Areas

Students are not permitted to operate vehicles beyond the barricade inside the academic area.

Parking in hostel corridors, under porticos, pathways, emergency access routes, or any non-designated area is strictly prohibited.

6.5 Penalties and Enforcement

6.5.1 Unauthorized Parking

Vehicles parked without authorization or in prohibited/non-designated areas may be impounded and/or handed over to law enforcement authorities.

6.5.2 Change of Vehicle

Students changing vehicles during the validity period of the permit must surrender the existing pass/sticker and apply for a fresh pass with updated vehicle details.

6.5.3 Disciplinary Action

Any misuse, abuse, or violation of vehicle and parking privileges shall invite disciplinary action, including possible referral to the Disciplinary Action Committee (DAC).

6.5.4 Fines and Repeat Violations

Fines shall be imposed for violations of vehicle and parking rules. Repeated violations shall attract stricter penalties, including cancellation of vehicle privileges.

6.5.5 Enforcement Authority

Security personnel and authorized Institute officials are empowered to enforce all vehicle parking and movement regulations within the campus.

6.6 Liability and Responsibility

- The Institute, hostel authorities, and security personnel shall not be held responsible for any damage, theft, accident, fire, loss of fuel, or loss of vehicle parts occurring inside or outside the campus premises.
- Students bringing vehicles onto campus do so entirely at their own risk and responsibility.
- Vehicles parked in prohibited areas may be removed without prior notice and may be handed over to the police or relevant authorities.

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All students are expected to adhere strictly to these regulations in the interest of campus safety, discipline, and responsible conduct.

7. VISITORS / GUEST POLICY

To ensure campus security, student privacy, and institutional discipline, the following rules govern all visitor and guest interactions at Great Lakes Institute of Management, including hostel premises.

7.1 Visiting Hours

- Visitors are permitted on campus only between 6:00 AM and 8:00 PM.
- Entry requires prior permission from the Security In-Charge.
- Students must email the Security In-Charge in advance, providing the visitor's details along with a copy of the visitor's Aadhaar card.
- All visitors must present a valid Aadhaar card at the gate for identity verification.

7.2 After-Hours Entry

- No visitors will be allowed entry after 8:00 PM unless written permission has been obtained in advance from the authorized campus official.

7.3 Overnight Stay Regulations

- Overnight stays for visitors in any part of the hostel premises are strictly prohibited without prior written approval.
- If a student plans to stay away from the hostel overnight, prior permission must be obtained from the hostel authorities with valid justification.

7.4 Guest Room Accommodation

- Only blood relatives of current students are eligible to stay in the campus guest rooms.
- All guests must adhere to the institution's behavioral and campus policies.
- Booking Policy
- Guest rooms will be allotted strictly based on availability and on a first-come, first-served basis.
- Advance booking is mandatory and confirmed only upon full payment.
- Tariff / Rack Rates
- Double Occupancy: ₹3,500 per room per night (includes all meals for both occupants)
- Single Occupancy: ₹3,000 per room per night (includes all meals)
- Payment Terms
- Full advance payment is required to confirm the booking.
- Payment must be made via the QR code available at the Admin Office.
- Contact for Booking
- For bookings and inquiries, contact: Ms. Aparajita Mallick

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7.5 Guest Room Regulations

- Students are not permitted to stay with guests accommodated in designated guest rooms.

7.6 Unauthorized Guests

- Hosting or entertaining unauthorized guests in the hostel or on campus will attract severe disciplinary action, which may include expulsion from the hostel.

7.7 Visitor Registration

- All visitors, including parents and guardians, must register in the Visitor's Log Book maintained by the security personnel at the hostel entrance.

7.8 Guest Reception Procedure

- Students must personally receive their visitors at the main gate and present the approved visitor documentation to the security personnel.

7.9 Unauthorized Personnel

- Employing unauthorized individuals (e.g., for washing clothes, cleaning, or other personal tasks) within the campus is strictly prohibited.

7.10 Code of Conduct

- Residents must not engage in anti-national, anti-social, or otherwise undesirable activities, whether inside or outside the campus premises.

7.11 Vehicle Checks

- All vehicles entering or leaving the campus are subject to inspection at the discretion of campus security staff.

8. USE OF ELECTRICAL APPLIANCES

To ensure safety, prevent misuse of electricity, and maintain a peaceful and sustainable residential environment, the following rules apply to the use of appliances within all student hostels and residences:

8.1 Prohibited Appliances

- The use of **electrical appliances** such as:
 - Immersion heaters
 - Electric stoves

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- Electric heaters
- Electric irons
- is strictly prohibited in student rooms or any part of the hostel premises.
- Private cooking is not allowed under any circumstances.
- Any prohibited appliance found in possession of students will be confiscated, and a monetary fine will be imposed.

8.2 Audio Systems

- Students must refrain from using audio systems or playing music at a volume that may cause disturbance or inconvenience to fellow residents.
- Persistent violations may lead to disciplinary action.

8.3 Conservation of Electricity & Water

- Students are expected to make conscious efforts to conserve electricity and water, recognizing their environmental and financial costs.
- Water is often sourced externally, and wastage is strictly discouraged.
- Students must switch off all lights, fans, and electronic appliances when stepping out of their rooms.
- Rooms must be kept locked at all times to ensure safety and avoid misuse of resources.
- Non-compliance will attract penalties or disciplinary measures as determined by the administration.

8.4 Power Shutdown Guidelines

- During scheduled **TNEB (Tamil Nadu Electricity Board) power shutdowns**, the following policy will be in effect:
 - Air conditioners and heavy appliances will not function in the Married Student Hostel, Ladies Hostel, Gents Hostel, and other student residential areas.
 - Basic power supply for fans and lights will be maintained through diesel generator backup.

9. MEDICAL RESPONSIBILITY AND HEALTH CARE

9.1 Student Health Responsibility

Hostel residents are expected to take primary responsibility for their own health and well-being. In the event hospitalization is required, students must promptly inform their parents or guardians. Parents/guardians are required to communicate directly with the Hostel Warden regarding the student's health condition and further steps.

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9.2 On-Campus Medical Facilities

- **Doctor on Campus:** Dr. Rubasree
- **Consultation Timings:**
 - c. 10:30 AM – 12:30 PM
 - d. 5:30 PM – 7:30 PM
- **24x7 Nursing Staff** and **Standby Ambulance** are available on campus to handle emergencies.

9.3 Medical Expenses and Insurance

- All medical treatment expenses, including any risks, side effects, or deficiencies in treatment or medication, are the sole responsibility of the student and their family.
- The in-house infirmary provides basic medical consultation and diagnosis free of charge.
- Only the first dose of any prescribed medication will be provided free of cost. Students are responsible for purchasing any additional medicines.

9.4 Hospital Evacuation Procedure

- **First Evacuation:** Chettinad Medical Hospital, Manamai
 - **Second Evacuation:** Chettinad Super Speciality Hospital, Kelambakkam
- Students can claim medical insurance only for hospitalization.

9.5 Alternate Hospitalization

- If students or their families wish to seek treatment at hospitals other than those designated, they must obtain prior permission from campus doctor and the Hostel Warden.
- Students or families are responsible for arranging their own transportation and bearing any associated costs.
- Campus doctor's validation is mandatory if the student plans to apply for medical leave.

10. COLLECTIVE RESPONSIBILITIES

10.1 Room Inventory

All furniture and fixtures in the rooms allotted to students must be properly maintained.

- Students will be required to pay **double the original cost** of any item found missing from their room.

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- Students must pay **twice the repair charges** for items found willfully damaged or damaged due to misuse or unfair wear and tear.

10.2 Female Students' Movement

If a female student plans to leave the Girls' Hostel premises after 11:00 PM for group study or any academic purpose, she must sign the register maintained by security staff at the Girls' Hostel gate. This procedure is mandatory for safety and monitoring.

10.3 Unauthorized Presence

Any female student found staying in the Boys' Hostel beyond permitted or communicated times will be referred to the Disciplinary Action Committee (DAC) for necessary action.

10.4 Interchange of Furniture/Fixtures

Students are prohibited from moving or interchanging any furniture or fixtures within the hostel. Violation will attract penal recovery charges and disciplinary action.

10.5 Assets in Common Areas

Theft or damage to hostel assets in common areas or corridors will be recovered collectively from the students of the concerned wing or block. For items serving the entire hostel, costs will be recovered from all hostel occupants.

10.6 Safety Practices

Residents should avoid any activities or practices that may endanger their own safety or that of others.

10.7 Personal Belongings

Residents are personally responsible for the safety of their belongings and advised to keep valuables such as laptops and mobile phones securely locked. Rooms should be locked even when leaving for short periods.

10.8 Religious Functions and Meetings

Students may organize religious functions or meetings within the hostel, outside, or on campus only with prior permission from the concerned authorities.

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10.9 Environmental Responsibility

Residents must maintain cleanliness and a healthy environment. Littering is prohibited, and the use of non-biodegradable items, such as plastic carry bags, should be avoided.

10.10 Maintenance Complaints

Maintenance issues can be reported via the Online Ticketing System using your login credentials or by contacting the Sodexo Help Desk at 044-3080-9292.

10.11 Reporting Theft

Any theft must be reported immediately to the Hostel Warden.

10.12 Jurisdiction

The Institute's jurisdiction is confined to the campus. The management is not responsible for any law and order issues caused by students outside the campus.

10.13 Food Safety

Since good quality vegetarian and non-vegetarian food is available on campus, students are advised to avoid visiting outside hotels, especially at night.

10.14 Classroom Policy

Hot or cold beverages and eatables (including tea, coffee, soft drinks, juice, snacks, etc.) are not allowed inside classrooms.

10.15 Dress Code

Students must not enter classrooms, academic blocks, or office areas wearing shorts, sleeveless tops, or any attire deemed objectionable by others.

10.16 Room Inspection

Hostel authorities have the right to inspect hostel rooms at any time to ensure compliance with hostel policies.

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10.17 Code of Conduct

Great Lakes Institute of Management will ensure student safety as long as students abide by the law. Students are urged not to overstep boundaries and to cooperate with the management.

10.18 Policy Amendments

The Hostel Management reserves the right to amend these rules periodically. Changes will be communicated via email or circulars displayed on hostel notice boards.

11. SILENT HOURS AND ENVIRONMENTAL RESPONSIBILITY

11.1 Silent Hours

- Silence must be strictly maintained in the hostels and on campus from **11:00 PM to 6:00 AM** to facilitate private study and rest.
- During this period, students must **not play loud music** on mobiles, computers, laptops, iPods, or any other devices. Talking loudly, shouting, singing, or making any other noise is prohibited.
- Outside of silent hours, students are advised to keep musical instruments at low volume and avoid playing them if others are disturbed.
- Occupants sharing double occupancy rooms must ensure they do not disturb their roommates.

11.2 Noise Pollution Compliance

- The Institute complies with the **Ministry of Environment and Forests (MoEF)** regulations on noise pollution.
- Loudspeakers in residential zones must be switched off by **10:00 PM**.
- Volume levels in private spaces must not exceed the permissible noise limit by more than 5 dB(A).
- The permitted noise level for residential areas is **45 dB**.
- Complete noise regulation rules are available on the **MoEF website** for reference.

11.3 Natural Environment and Campus Ecology

- Great Lakes Institute of Management boasts a **Platinum-rated Green Infrastructure** and supports diverse organic growth including plants, animals, and bird life. It also features an herbal garden.
- All residents are expected to nurture and protect this green environment, ensuring their activities do not harm or disturb the flora and fauna.
- Students must cooperate in **minimizing waste generation, ensuring safe disposal, and segregating waste** responsibly.

11.4 Animal Policy

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- Classrooms, dining halls, canteens, and hostel rooms are exclusively for students.
- Animals such as cats, dogs, and others must be kept **out of these designated student spaces**.
- While affection for campus animals is understandable, spaces dedicated to teaching, dining, and resting are meant solely for enrolled students.

11.5 Disciplinary Authority

- In all matters related to student discipline and other issues, the decision of the **Institute's Director or the Admin Director** shall be final.

11.6 Feedback and Suggestions

- Students' feedback and suggestions are always welcome to help improve campus life.

SECTION-V: RESOURCE CENTRE

○ Resource Centre

The Resource Centre is located near the student class rooms and is headed by Mr. S.Ilamathimaran. Resource Centre deals with books, study material, databases, cases, periodicals, simulation, Electronic resources, Reports, Projects and course related resources. This Centre 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 Centre of books, periodicals, journals and digital media. The Resource Centre stays open 24 hours on weekdays, upto 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 centre 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 center 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, Wiley, Emerald, Science Direct, India stat.com, Thomson-Reuters, EMIS emerging market and CMIE Prowess Dx. These databases can be accessed through the resource centre's Intranet website (<http://172.31.5.10/rc>) while within the 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

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Circulation Desk.

- Copies of Projects/ Dissertation will be issued for reference only in the Resource centre 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, Emerald management X-tra, Wiley, Indiatat.com, EMIS Emerging markets, CMIE Prowess Dx which provides 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)

24. Information technology & General Rules

24.1. 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.

The Information Technology office is located in the Main Admin block and operates under the supervision of **Mr. Mahesh Kumaar R** (Additional General Manager - IT).

Information Technology Office

- i) Mr. Mahesh Kumaar R - Additional General Manager - IT, maheshkumaar.r@greatlakes.edu.in
- ii) Mr. Kalai Mughilan V - Assistant Manager - IT, kalaimughilan@greatlakes.edu.in

24.2. 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.**
- All requests, including installation of new licensed software or complaints, should be communicated to the IT Support Team by raising a ticket through the Digiicampus LMS.
- Every student must provide the MAC address of the laptop/Mobile. Unless the same is provided, the laptop/mobile will not be connected to internet 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

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the laptop based on the time available and other priorities, and will not be responsible in solving/fixing the same.

- Complaint should be raised through tickets under Digiicampus LMS and any other support required for events to be communicated to IT Support Staff by sending mail to itsupport@greatlakes.edu.in

24.3. **e-mail Facility**

- All students are provided with an e-mail account under the Institute's domain name.
- Each student is given 10GB 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 Institute's Director (Ms. Vasupradha, Executive Secretary to the Director) 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.

24.4. **Internet Facility**

- Wireless Internet access is available throughout the Institute campus. Wi-Fi access will be enabled for 2 devices only (Mobile & Laptop).
- Only educational sites should be accessed and the students are advised not to access unethical

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sites. Accessing OTT platforms / streaming sites during the class hours are restricted in Wi-Fi network. 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.

24.5. **Laptops**

All students are expected to have a laptop. Any Windows-based or equivalent laptop with a wireless card (5G supported hardware built in/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.

Digiicampus, the present LMS

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

Online examinations are conducted through Mettl / Thinkexam/ Inspira 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 does not recommend the name of the student to the loaning organization, the list of all lending institutions with the contact details are provided to the students along with the offer/ admissions letter. Procurement and repayment of loans will be made by mutual agreement between the student and the 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.

An exclusive Student Placement Policy has been formulated specifically for the PGDM program, encompassing all critical aspects of Corporate & Career Services (CCS), including Summer Internships, Pre-Placement Offers (PPOs), and Final Placements.

This policy will be formally introduced during the CCS department's briefing session. All clauses outlined in the policy are binding and constitute the official placement regulations.

Students are expected to acknowledge, sign and comply with the terms and conditions stated in the policy. Any deviation or non-compliance may lead to disciplinary action as deemed appropriate by the CCS department.

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APPENDIX - 1 TENTATIVE ACADEMIC CALENDAR (YEAR 1)

PGDM - Academic Calendar (2026-28) - PGDM Year - I		
Term - 1 (Core Courses)		
Term-1	Registration (Admission Reg)	24th and 25th Jun, 2026 (Wed-Thu)
	Class Begins	6th July, 2026 (Mon)
	Mid term exam (Tentative)	10th - 14th Aug (Mon - Fri)
	Class End	18th Sep, 2026 (Fri)
	End Term Examination (Tentative)	19th Sep - 25th Sep, 2026 (Sat-Fri)
	Term Break	26th Sep 2026 - 27th 2026 (Sat-Sun)
Term - 2 (Core Courses)		
Term-2	Registration	28th Sep, 2026 (Mon)
	Class Begins	28th Sep, 2026 (Mon)
	Summer Internship Hiring	7th Oct - 9th Oct 2026 (Wed-Fri)
	Dussehra Break	18th Oct, 2026 - 20th Oct, 2026 (Sun-Tue)
	Mid term exam (Tentative)	2nd Nov - 6th Nov 2026 (Mon-Fri)
	Diwali Break	7th Nov - 9th Nov, 2026 (Sat-Mon)
	Class End	12th Dec, 2026 (Sat)
	End Term Examination (Tentative)	14th Dec 2026 - 17th Dec, 2026 (Mon-Thu)
	Term Ends	17th Dec, 2026 (Thu)
	NASMEI Conference (Tentative)	18th -19th Dec 2026 (Friday and Saturday) (The doctoral symposium will be on Tue-Thu, Dec 15-17, 2026)
	Term Break	20th Dec 2026 (Sun)
Term - 3 (Core Courses)		
Term-3	Registration	21st Dec, 2026 (Mon)
	Class Begins	21st Dec, 2026 (Mon)
	Alumni Reunion	2nd Jan - 3rd Jan, 2027 (Sat-Sun)
	10th Rutgers-ATP India Finance Conference	6th-8th Jan, 2027 (Wed-Fri)
	Mid term exam (Tentative)	25th Jan-30th Jan (Mon-Sat)
	Product Conclave 2026	27th Jan 2027 (Fri)
	Dr. Bala Memorial Lecture	Yet to confirm
	L'Attitude Event	20th Feb -21st Feb 2027 (Sat - Sun)
	Class End	14th March, 2027 (Sun)
	End Term Examination (Tentative)	15th March - 20th March, 2027 (Mon-Sat)
	Term Ends	20th Mar, 2027 (Sat)
	Summer Break (Internship Program)	

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APPENDIX-2- PGDM Program Structure

PGDM 2026-28								
Term 1	Credit	Hours	Term 2	Credit	Hours	Term 3	Credit	Hours
Business Statistics	3	30	Business Research Methods	3	30	AI for Managers	2	20
Financial Accounting for Decision Making	3	30	Financial Management I	3	30	Business Analytics	2	20
Karma Yoga	3	10	IT for Managers	2	20	Business Ethics and Sustainability	2	20
Marketing Management I	2	20	Macroeconomics	2	20	Cost and Management Accounting	2	20
Microeconomics	3	30	Marketing Management II	2	20	Financial Management II	2	20
Operations Management	3	30	Optimization Business Models	2	20	Human Resource Management	2	20
Organisational Behaviour I	2	20	Organisational Behaviour II	2	20	Law and Taxation	2	20
						Strategic Management	3	30
Total Core	19	170	Total Core	16	160	Total Core	17	170
Business Communication		15	Business Communication	3	15	Business Storytelling Lab	1	10
Competitive Problem Solving and Abstract Thinking		10	Workshops	2	20	Competitive Problem Solving and Abstract Thinking	1	
Data Visualization	2	20	Python Workshop	1	10	Design Thinking	1	10
Total Skill courses	2	45	Total Skill courses	6	45	Total Skill courses	3	20
TOTAL	21	215		22	205	TOTAL	20	190
TERM 4	Credit	Hours	TERM 5	Credit	Hours	TERM 6	Credit	Hours
Enterprise Resource Planning	2	20	Entrepreneurial Mindset	2	20	Boardroom Simulation	2	20
International Business Strategy	2	20				Empirical Studies	3	10
Summer Internship	3	0						
Total Core	7	40	Total Core	2	20	Total Core	5	30
Electives	14	140	Electives	6	60	Electives	6	60
General Electives	0	0	General Electives	4	40	General electives	4	40
Total Electives	14	140	Total Electives	10	100	Total Electives	10	100
TOTAL	21	180	TOTAL	12	120	TOTAL	15	130