

Post Graduate Program in Management

(PGPM 2026-27)

Noble Nayakas



Student Manual and Guidelines

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 mindsets, 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 PGPM 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

MESSAGE FROM THE DIRECTOR

Dear Friends,

You stand at the threshold of a transformative journey — one that will prepare you to navigate the complexities of an ever-evolving world and empower you to lead with confidence, purpose, and vision. Whether you aspire to become a business leader, an entrepreneur, or a distinguished specialist in your chosen domain, Great Lakes offers an educational experience that is distinctive, immersive, and unparalleled.

At Great Lakes, education extends far beyond the conventional classroom model. While many institutions focus primarily on imparting theoretical concepts and frameworks, our philosophy is rooted in creating a holistic and future-oriented learning experience. We combine academic rigor with deep industry relevance, delivered through an innovative and experiential pedagogy designed to nurture critical thinking, problem-solving, and leadership capabilities.

Our faculty comprises exceptional academicians and globally recognised scholars, many of whom bring rich teaching and research experience from premier institutions. The curriculum at Great Lakes is continuously developed in close collaboration with industry leaders and practitioners, ensuring that our students are equipped with contemporary knowledge and skills that remain aligned with dynamic market requirements.

Experiential learning forms the cornerstone of our academic approach. Through simulations, live projects, empirical research, case-based discussions, and live trading exercises, students gain the ability to apply theory to real-world business challenges. Equally important is our institutional agility — our ability to anticipate and respond swiftly to emerging industry trends. This forward-looking mindset enabled Great Lakes to pioneer business analytics education in India more than five years ago. Today, that initiative has evolved into one of the country's leading programs, offering students advanced exposure to artificial intelligence, machine learning, algorithmic analytics, and blockchain technologies, all contextualised within a strong business framework and shaped in partnership with leading industry experts.

The Great Lakes experience is not defined solely by academic excellence; it is equally characterised by personal growth, collaboration, and community engagement. Our serene 27.5-acre campus, with its lush greenery and tranquil atmosphere, provides an inspiring environment for intellectual and personal development. Designed as a platinum-rated eco-friendly campus and equipped with world-class amenities, it offers students a setting that is both enriching and welcoming.

Life at Great Lakes is vibrant and multidimensional. Students are encouraged to participate actively in cultural festivals, sporting events, TEDx talks, leadership forums, and interactions with eminent management thinkers and industry leaders. Beyond these opportunities lies one of the most defining aspects of the Great Lakes journey — Karma Yoga. Through this transformative initiative, students engage closely with rural and underserved communities surrounding the campus, contributing to education, healthcare awareness, financial literacy, sustainability, and environmental stewardship. For many of our students and alumni, this experience remains among the most meaningful and transformative elements of their time at Great Lakes.

In a landscape filled with numerous business schools, many institutions may perceive students merely as numbers or outcomes. At Great Lakes, we see each student as an individual with immense potential. We are committed to nurturing that potential and shaping leaders who are prepared not only for the challenges of today, but also for the opportunities of tomorrow.

I warmly invite you to experience the spirit of Great Lakes and discover why we are far more than just another business school.

Dr. Debashis Sanyal

Director Great Lakes, Chennai

SPECIAL NOTE

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

KEY CONTACTS

‘The Student Manual & Guidelines; PGPM 2026 - 27’ 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 Program in Management (PGPM) program at Great Lakes Institute of Management.

If you require any clarification, please do not hesitate to contact **Dr. Raj Krishnan Shankar**, Director PGPM (2026 - 27) or **Ms. Kiruba Muthuraj, Ms. Ranjeni, Mr. Sankara Narayanan** - Program Managers PGPM (2026 - 27), **Ms. Vimala V M**, Director – Centralised Academic Administration (For Academic Records, LMS, and Examinations related questions), **Mr. Ranjan Prabhu**, Director - Administration or **Mr. Rukilesh**, Student Accommodation Manager, Administration (for administration and hostel-related questions), and **Dr. Muthuraj M**, Academic Coordinator PGDM & Boys Hostel PGPM Warden.

The PGPM Office is located on the ground floor of the Nalanda Block opposite the Basketball court. The Program Managers are available for student interaction between 9:30 AM. to 4:30 PM on all working days. The students can meet Director PGPM (2026-27) by scheduling an appointment through Mr. Sankara Narayanan, one of the Program Managers.

The Centralised Academic Administration under the supervision of **Ms. Vimala V M** is located in the Nalanda Block. For all academic document submission/ collection, LMS queries/ issues, and Examination queries/ issues, staff are available from 9:30 AM to 4:30 PM on all business days.

The Administration Office is also located in the Nalanda block and operates under the overall supervision of **Mr. Ranjan Prabhu** (Director Administration).

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

PEOPLE YOU SHOULD KNOW

- (i) Dr. Debashis Sanyal – Director (Head of the Institution)
- (ii) Ms. Vasupradha – Executive Assistant to Director’s office

PGPM Office

- (i) Dr. Raj Krishnan Shankar - Program Director - rajkrishnan.s@greatlakes.edu.in
- (ii) Ms. Kiruba Muthuraj, Program Manager - kiruba.s@greatlakes.edu.in
- (iii) Ms. Ranjeni S, Program Manager - ranjeni.s@greatlakes.edu.in
- (iv) Mr. Sankara Narayanan R, Program Manager - sankaranarayanan.r@greatlakes.edu.in

Centralised Academic Administration

- (i) Ms. Vimala V M - Director , CAA - vimala.v@greatlakes.edu.in
- (ii) Mr. Sunil Kumar - LMS Administrator and Academic Record Office Lead - sunil.j@greatlakes.edu.in
- (iii) Mr. Vivek V – Exam in-charge, PGPM - vivek.v@greatlakes.edu.in
- (iv) Ms. Shalini Dubey – LMS SPOC, PGPM - shalini.d@greatlakes.edu.in
- (v) Mr. Kiruba Shankar- Feedback - kirubashankar.t@greatlakes.edu.in
- (vi) Mr. Venkatesh G - Academic Records - venkatesh.g@greatlakes.edu.in

Administration Office

- (i) Mr. Ranjan Prabhu - Director Administration - ranjan.p@greatlakes.edu.in
- (ii) Mr. M.G. Rukilesh - Security & Student Accommodation - rukilesh.m@greatlakes.edu.in
- (iii) Mr. K Arunkumar – Projects - arunkumar.k@greatlakes.edu.in
- (iv) Mr. Hari K - Electrical, Air Conditioning - hari.k@greatlakes.edu.in
- (v) Mr. D Balaji - Gym, Logistics - balaji.d@greatlakes.edu.in
- (vi) Mr. Arunachalam - Plumbing, Carpentry - arunachalam.v@greatlakes.edu.in
- (vii) Ms. Aparajita - F&B & Executive comfort, guest house - aparajita.m@greatlakes.edu.in
- (viii) Mr. Ezhilarasan - Admin Stores - ezhil.d@greatlakes.edu.in
- (ix) Mr. Kumaresan R - Housekeeping, Events - kumaresan.r@greatlakes.edu.in

Hostel Warden

- (i) Dr. M. Muthuraj (Boys Hostel) - muthuraj.m@greatlakes.edu.in
- (ii) Ms. Kuzhali Vidhya (Girls Hostel) - kuzhali.d@greatlakes.edu.in

Information Technology Office

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

CONTENTS

SECTION-I: ACADEMICS & CO-CURRICULAR ACTIVITIES

1. General Guidelines and Code of Conduct.....	7
2. Academic Calendar.....	10
3. Registration.....	10
4. Orientation Module for PGPM.....	11
5. Academic Performance Evaluation System and the Award of PGPM diploma.....	11
6. Recognition of Outstanding Students.....	16
7. Curriculum.....	17
8. General Electives.....	23
9. Competitions, Guest Lectures and Distinguished Thought Leader Series.....	24
10. Clubs and Committees.....	24
11. Student Council.....	25
12. Students Mentorship Program.....	26
13. Institution Building Activity.....	27
14. Co-Curricular Activities.....	27
15. Attendance, Medical Leave & General Norms of behaviour.....	31

SECTION-II: DISCIPLINARY ACTION COMMITTEE (DAC)

16. Disciplinary Action Committee (DAC) – Rules for Enforcing Discipline.....	35
17. Academic Discipline.....	35
18. In-class Discipline.....	36

SECTION-III: CENTRALISED ACADEMIC ADMINISTRATION (CAA)

19. Centralised Academic Administration (CAA).....	42
--	----

SECTION-IV: ADMINISTRATION & HOSTEL

20. Hostel Rules.....	57
-----------------------	----

SECTION-V: RESOURCE CENTRE

21. Resource Centre.....	76
--------------------------	----

SECTION-VI: INFORMATION TECHNOLOGY (IT)

22. Information technology & General Rules.....	78
---	----

SECTION-VII: FINANCE

23. Merit cum Financial Assistance.....	81
---	----

SECTION-VIII: CORPORATE & CAREER SERVICES

24. Placement.....	82
--------------------	----

SECTION-IX: MISCELLANEOUS

25. Honour code.....	82
----------------------	----

Appendix-1.....	84
-----------------	----

Appendix-2.....	85
-----------------	----

Appendix-3.....	86
-----------------	----

Appendix-4.....	87
-----------------	----

Appendix-5.....	88
------------------------	-----------

SECTION-I: ACADEMICS

1.1. General Guidelines and Code of Conduct

1.2. This section is designed to provide students with the norms for student's academic and personal conduct at the Great Lakes Institute of Management [GLIM] Chennai. These are further elaborated throughout the document and the students are requested to read these carefully.

1.3. The academic section provides important information on registration, curriculum, academic performance, evaluation system, attendance, academic discipline, scholastic awards and related issues. The other sections provide information on financial assistance, placement, hostel, medical facilities and other matters concerning students.

1.4. **Academic and personal standards are necessary to promote fair and orderly conduct in a community as large as the Institute. All students at Great Lakes Institute of Management, Chennai are required to abide by these rules, and conduct themselves at all times in a manner that enhances the image and prestige of the Institute.**

1.5. Cleanliness of the premises and campus must be maintained by each and every participant of the PGPM program.

1.6. **Ours is a non-smoking campus and smoking is strictly prohibited inside the campus. On campus, consumption of alcohol/ drugs or other banned substances, and your presence on the campus under the influence of alcohol/ drugs or other banned substances, is a serious offence subject to disciplinary action including expulsion from the program.**

1.7. We have limited parking space and the students are requested to park their vehicles only at the allotted parking spots.

1.8. Any issues, in the first instance, must be addressed through the Course Coordinator (CoCo) who will take it up with the PGPM Program Manager. In the absence of a satisfactory response, the student may approach the Program Director, or the Director.

1.9. In case of Lecture Cancellation/ rescheduling, the PGPM Program Manager will inform said changes to class representative/ respective students through email. CoCo's shall not arrange any extra lectures, guest lectures, and lecture cancellations/ rescheduling directly with the Faculty.

1.10. Mode of Communication to students is via email/ LMS. Students are advised to check their mailboxes regularly, and not rely on rumor or hearsay about any matter.

1.10 Any person(s) resorting to physical fights are liable to be charged for violation of anti-ragging regulations and appropriate penal action will be taken. Each student is required to sign the Anti-Ragging Declaration as mandated by AICTE and follow the regulations in letter and spirit.

1.11 If any student during the tenure of his studentship has criminal prosecutions instituted against them, the Institute has the right to undertake appropriate disciplinary action against them.

1.12 Dress Code: GLIM has expectations from the participants in terms of maintaining a professional environment in and outside the classroom for all official interactions. For this purpose, it becomes essential to adhere to some broad guidelines for dress and appearance.

1.12.1 Students are required to wear formals for all classroom related activities/ purposes and in the academic areas of the campus (Half pants, three-fourths, skirts, sleeveless tops/ t-shirts, Gym attires/ sweat-pants, bathroom slippers are not allowed).

1.12.2 For all functions of the School, including seminars and conferences students are required to dress in Business Formals (Institute blazer, Tie/ Cravat, Lapel Pin).

1.13 The Institute shall not be held responsible for any act of indiscipline, misbehaviour, indulgence into unethical practices including use of drugs, alcoholic drinks, harassment of any kind, violence, non-obedience, non-compliance etc. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. The Institute or Management of Great Lakes will not be held responsible for any actions which will be initiated by any regulatory authority like police, corporation, municipality, etc.

1.14 All students will carry their name plates for all officially scheduled sessions including examinations. They will be marked as absent for a session if they enter into the class without the name plate.

1.15 Mobile phones usage is strictly prohibited in PGPM classrooms; In the event of any student found to be using the mobile phone in the PGPM classrooms, he/ she will be fined Rs. 2,000/- for the first time and will be escalated every subsequent time. Apart

from the fine, the student may be referred to the DAC.

1.16 Carrying mobile phones or any electronic gadgets inside examination hall is strictly prohibited and anyone found with their mobile phone inside the exam hall will be expelled from the exam and referred to Director CAA and/ or DAC as the case may be.

1.17 Tele-recording of any events or sessions and putting the same in the public domain/ uploading student materials of the institute in any domain outside the Great Lakes approved domains without prior approval is strictly prohibited. In the event of violation of this rule, strict disciplinary action will be taken as per the DAC's rulebook.

1.18 A student who leaves or is asked to leave the Institute must immediately vacate their accommodation and clear all their dues from all departments/ sections/ clusters of the Institute, using the No-Dues form available in the Resource Centre, failing which they are not entitled to any kind of reimbursements.

1.19 Students must take all care to ensure the correctness of information while making declaration at any point of time in the Institute. Wrong declaration or mis-representation, including but not limited to, any pre-existing diseases, academic records, and/ or work experience, may lead to the student's termination from the Program.

1.20 Any kind of miscommunication, whether in name, pen name or pseudo name on public platforms including social networking sites is treated as a serious offense against the Institute and if proven after due process, will immediately lead to expulsion of the student from the PGPM program and forfeiture of all fees paid by the student. The Institute, if deems it appropriate, may also take legal action against the student for such activities and for bringing disrepute to the Institute. In the larger interest of the Institute, decisions taken by the Steering Committee in this regard are binding and final for all the students.

1.21 The Institute facilitates placement process, however it does not guarantee placement to students as Great Lakes is an institute for creating, disseminating knowledge in the area of business, management and entrepreneurship and not an employment agency. Students will sign separate placement rules provided by the Corporate and Career Services (CCS) office.

1.22 Please note that the information, rules, regulations and procedures contained in

this Manual are liable to change at the discretion of the Institute at any time and whenever it is deemed necessary to do so, without prior notice.

1.23 The decision of the Program Director in matters of interpretation of the rules will be final and binding on the students.

1.24 The Management of Great Lakes Institute of Management reserves the right to make appropriate changes in policies, procedures, educational offerings, requirements, etc., from time to time, as deemed necessary.

2. Academic Calendar

2.1. The tentative Academic Calendar for 2026 - 27, for the Post Graduate Program in Management Program (PGPM) is given in Appendix - 1.

2.2. The total program is spread over seven terms.

3.Registration

3.1. **PGPM Registration:** Registration 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. Registration is considered confirmed only when the Centralised Academic Administration (CAA) gives a go ahead upon verification of the submitted documents. In case of any missing documents, students would be sent an email from the email address, caa.helpdesk@greatlakes.edu.in with a timeline to submit the same. Failure to adhere to it would result in discontinuation from the program and necessary actions would be taken as deemed appropriate by the institute.

3.2. **Late Registration:** The Director - PGPM may allow late registration under exceptional circumstances. The Director - PGPM will grant permission only on genuine grounds. If the request is on medical grounds, the student will be required to produce a medical certificate.

3.3. Registration for Term - 2 of PGPM 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 PGPM

- To acquaint the students with modern management education, its scope, its functional areas and the design of the post graduate program at Great Lakes Institute of Management.
- To acquaint them with the pedagogy at Great Lakes Institute of Management with special emphasis on the case method.
- To help them become aware of various learning styles and help establish linkages between their life's goals and management education.
- The PGPM Orientation is scheduled between 13th May and 16th May 2026 and the PGPM Term 1 classes are scheduled to begin on 18th May, 2026.

5.Academic Performance Evaluation System and the Award of PGPM Program

5.1. *Evaluation components:* The evaluation of academic performance is based on varying combinations of the following components (including but not limited to):

- (i) Class participation
- (ii) Assignments, Quizzes, Cases and other Experiential Learning approaches
- (iii) Project Work and Field Based Assignments
- (iv) In class activity based components/ viva voce
- (v) Term-end Examination

While component (v) is mandatory for a full course, relative weightage of the components for a specific course will be at the discretion of the Faculty. The evaluation scheme for every course will be shared with the students at the beginning of the course along with the course outline via the LMS platform.

5.2. Review Window:

The PGPM Office will organise a review window in the following term. The Junior Faculty/ Faculty members will discuss the answer key/ scheme, during the review window based on the question based query submitted by the student. The review window will be organized

for end term papers only, in case of course with multiple faculty members, review window will be organised together after the end term. Requests for re-evaluation of answer script, shall be submitted through google form provided during review window. **Students will not contact the Junior Faculty/ Faculty members directly for clarification unless permitted by the Program Director in exceptional circumstances.** Requests for review shall not be entertained once the review window is closed.

5.3. Grading

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

Grade and Grade Points [5.1.1]

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

5.4. Calculation of TGPA, CGPA and GP

5.4.1. Two types of Grade Point Averages (GPAs) are computed using grades earned by a student, the Term Grade Point Average (TGPA) and the Cumulative Grade Point Average

(CGPA). The weighted average of grade points earned in a term is called TGPA, whereas the weighted average of grade points earned in all the previous terms is called CGPA.

5.4.2. Calculation of grade point average:

5.4.2.1. Determine the grade points earned in each course by multiplying course credits by the appropriate grade-point equivalent.

5.4.2.2. 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.

5.5. *Minimum Grade Point Average Requirement*

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

- a) The student secures a minimum grade point average (TGPA) of 2.5 on a scale of 4.0 every term.
- b) In the event the student's CGPA falls below 2.5, he/she is placed on academic probation and will be allowed to continue with the program in the following term
- c) If the student's TGPA in the subsequent term:
 - (i) Is 2.5 or above, and he/she restores his CGPA to 2.5 or above. In such a situation he/she moves out of academic probation and returns to good standing.
 - (ii) is 2.5 or above, but CGPA is not restored to 2.5. In such a situation, he/she continues to be on academic probation.
 - (iii) is less than 2.5, the student would be dropped from the PGPM program for poor scholarship.
- d) At the end of Term 3, if a student secures a CGPA of below 2.5, the student will not be eligible to participate in the placement process.
- e) At the end of Term 3, if a student secures a CGPA of below 2.5, recourse exams will be conducted, and these will be mentioned as 'Improvement Exam' in the transcript.
- f) Failure to achieve the prescribed minimum standards of academic performance will result in the student's termination from the program. Students will forfeit their fees including hostel fees and all other payments made to the Institute and will be withdrawn from the program.

5.6. *Passing Requirement*

- a) A student shall be declared to have passed in a course if he/ she meets the minimum attendance criteria, participates in both individual assessment components and end-term assessment and receives C- grade at the least.
- b) In addition to the conditions mentioned under this section, the following are required for the student to successfully continue to be part of the PGPM program:
 - (i) The student should not accumulate Grade D (D+, or D, or D-) in more than 3 courses (i.e., cannot have 4 Grade Ds at any point in time)
 - (ii) The student should not accumulate Grade F in 1 course and Grade D (D+, or D, or D-) in more than 1 courses (i.e., cannot have 1 Grade F and 2 Grade D at any point in time)
 - (iii) The student should not accumulate Grade F in more than 1 courses (i.e., cannot have 2 Grade F at any point in time)

Students will receive 'F' grades for the following reasons:

1. Students failing to score 30% marks (30% of 80 marks - 24 marks) in individual components.
2. Students failing to score 40 marks across all components in a course (Individual + Group)
3. Students who absent themselves from the end-term exam

One recourse exam, i.e., end-term exam, will be provided to students receiving 'F' grades (except in cases of academic dishonesty). In such cases, the maximum grade a student can obtain in the course shall not exceed C+. Students are permitted to take a maximum of four recourse exams in a year.

5.7. *Award of Degree*

- 5.7.1. The Post Graduate Certificate 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 will be announced via email by the Director CAA, who is also the institute's Convener.
- 5.7.2. In order to qualify for the award of PGPM certificate, the student needs to satisfy the

academic requirements as detailed under sections 5.4, 5.5, and 5.6. Failure to achieve the prescribed minimum standards of academic performance will result in the student's termination from the program. Students will forfeit their fees including hostel fees and all other payments made to the Institute and will be withdrawn from the program.

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

5.7.4. A student who is expelled from or is required to leave the Institute on any ground may file an appeal to the Director of the Institute, who in consultation with Director PGPM may reconsider their case and take a decision accordingly. The decision of the Director of the Institute on such an appeal will be final and binding on the student.

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

5.7.6. Those seeking the award of certificate in-absentia must intimate Director PGPM and Director CAA before the convocation, and will have to pay an additional 'in-absentia' fee as said by the institute at that point in time.

5.8. Policy for issuing Duplicate Transcripts

5.8.1. On demand, the Institute will issue a duplicate certificate/ mark transcript only in the case when the original is lost or damaged beyond recognition. In case of loss of original certificate, the student shall have to furnish proof of an affidavit, file an FIR reporting that the original Degree is lost and notification of the loss in one of the leading national dailies. In case of a damaged Degree Certificate or Transcript, the student shall have to submit the damaged certificate for verification. Students seeking such assistance are to forward their request to the email id caa.helpdesk@greatlakes.edu.in and complete the formalities thereof. Detailed procedure for such applications will be intimated to the students at the time of leaving the campus on completion of the academic calendar/ successful completion of the program.

5.8.2. Similarly, on successful completion of the program, for any verification of the student's credentials, the requests are to be sent 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. The Director's List will be displayed at prominent places around the campus.

6.1. Cumulative GPA awards

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

The following awards will be given:

Cumulative GPA Award (4.0)

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.

6.2. *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 the overall Domain toppers.

6.3. *Sponsored Medals*

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

6.4. *Certificates of Merit*

Students who are toppers in their respective functional areas will also receive Director's certificates. Students participating in various committee based activities will also receive merit certificates from the Director of the school. Top five student groups(s) of 'empirical study' will also receive certificates from the Director. The decision of the Director on award of certificates will be final.

7. **Curriculum**

7.1 *Course design objective*

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

- a) The individual in the organisational and social setting,
- b) The environmental context of the organisation and industry,
- c) The dynamics of organisational functioning within, and across boundaries, and
- d) The analytical tools, techniques and methods required for effective and efficient management of organisations.

Understanding the interdependent nature of organisations 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*

A full credit (1 credit) consists of 10 hours of class. Class hours for courses of under or over one credit are correspondingly determined in direct proportion to their credit units.

A two credit course requires approximately 20 hours of in-class and approx 60-80 hours of work from the student, both inside and outside the classroom. One unit of academic credit at the Institute is defined as a combination of 10 hours of in-class and 20-30 hours of outside-classroom work in terms of student preparations, examinations, and other components of evaluation and Faculty assigned academic responsibilities.

7.3 *Course design*

7.3.1 **Application Orientation:** Application orientation is the key objective while designing a course. Motivation of a course is built around understanding of concepts and theories, their applications and limitations. There is a conscious effort to develop a problem solving approach among the students.

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

7.3.3 **Inter-linkages:** Another important issue kept in view while designing a course is the inter-linkage across courses. While slight overlap among courses does not cause many problems, excessive overlap is avoided. Inclusion and sequencing of topics in a course is decided keeping in view the requirements of other courses, which may run in parallel or may be offered in future terms.

7.3.4 **Use of Information Technology:** One of the important objectives of the PGPM 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 Courses:** All compulsory courses offered in the program are mandatory for all students. A list of these courses, indicating the credit units of each course is given in

Appendix-2 (Page no. 85).

7.4 Concentration Courses

The Director- PGPM will announce by mid of the Second Term, the Concentration courses to be offered from Terms 4 to 7. The last four terms comprise both the core and the concentration courses. This is when students choose their concentrations.

7.4.1 Students are required to choose two majors from the following concentrations: (1) Sales/ Marketing/ Business Development (2) Finance/ FinTech/ FinOps, (3) Operations/ SCM Logistics/ Project Management, (4) Business Analytics & Data Science, (5) Product Management and (6) Consulting (Tech/ Non-Tech). They would be required to take six two-credit courses to major in a chosen area.

7.4.2 A student must take at least six concentration credits for concentration in an area to be called 'major area'. Students are encouraged to have concentration in at least two areas. However, the areas of concentration are not indicated either in the Grade Card or in the certificate.

7.4.3 A student must complete 12-Courses/ 24-Credit (excluding compulsory courses) from Concentration courses offered. The Institute reserves the right to introduce compulsory concentration courses, if deemed necessary.

7.4.4 The students will give concentration course choices according to the procedure and timings for the same as communicated by the PGPM Office. Each student must submit a signed hard copy of the concentration selections to the PGPM Office by the end of the third term or by the announced date, failing which the students will have to accept the courses allotted by the Institute. Additional course(s)/ Non-credit course(s) must be entered accordingly. Once concentrations are assigned, changes will not be allowed.

7.4.5 The instructor /area chairs will evolve criteria in consultation with the Director PGPM in case it is decided to restrict the entry of students in any concentration/course.

7.4.6 In case the Institute due to some exigencies, decides to drop a concentration/course, the students who have subscribed to that concentration/course will be asked to register for another concentration/course to meet their requirement of concentrations/ credits or be allowed to do a Course of Independent Study (CIS) on the same subject/ area.

7.4.7 The Faculty may indicate a section cap of one section for specific courses in view of resource constraints. These caps must be discussed and approved by the Academic Committee. An instructor may also specify prerequisites in the form of a minimum grade in the compulsory course(s) of the same area.

7.4.8 After choosing to register for a concentration course, the student cannot opt for another concentration. If, for any reason, a student has done more credit courses than required, those courses which commenced earlier shall be deemed valid registrations. Only these will be considered for calculating grade point average.

7.4.9 **No “Best of” option will be applied. Any extra course taken shall be treated as an audit course, for which the student must pay an additional fee of Rs. 20,000 (in case of two credit courses) and Rs. 10,000 (in case of shorter courses).**

7.5 *Audit Courses*

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

Admission to audit courses will be open only for those concentrations where a maximum cap has not been reached or registration has not been closed due to other selection criteria. Courses chosen for audit cannot be converted into credit courses (or vice-versa) after the registration of concentrations is completed. Having opted to audit a course, a student cannot drop out and ask for a refund later.

Observance of classroom etiquette applies to audit courses also and the students should remember that it was at their own volition and in their own interest that they have chosen to audit a particular course. Any deviation in their behaviour 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 concentrations. However, if the attendance falls below 80%, the “audit” of this concentration course will not be mentioned in the transcript.

Granting registration to an audit course rests with the Faculty concerned and/ or the Director, PGPM. 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 concentrations/courses after the registration deadline. If, however, their request for a concentration is declined because the concentration class is full or the concentration/course is dropped for any reason, the next preferred concentration will be offered. The student shall not change the remaining concentrations. Audit students may be allowed to drop out if the format changes or the course they enrolled for audit is not being offered due to insufficient registrations. The students may be granted a refund for course audit if they decide not to choose an alternative audit course.

7.7 *Course of Independent Study (CIS)*

A student may be given the option (for exceptional reasons) of taking up to two courses of Independent Study (CIS) in Terms 7. The decision on offering CIS rests with the Program Director and the academic committee. The CIS may be taken only in term 7, but the consent of the supervisor(s) must be submitted to the PGPM office. Students have to follow the normal CIS guidelines. However, minimum eligible criteria will not be applied to such courses. Students must also ensure that attendance requirements for other courses are not affected due to CIS. The final decision of offering CIS rests with the Director PGPM and/or Academic Committee.

(i) **Supervision by Professor:** The CIS/ Dissertation has to be done under the supervision of Professor(s) chosen by the student and subject to final approval by the academic council. The final enrollment for CIS/ Dissertation will be done at the end of term 5/beginning of term 6. 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.

(ii) **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.

(iii) 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.

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

Weightage

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

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

The Professor supervising the CIS must advise the student to reference all material in an accepted format. Two copies of the CIS report (four copies in case of the Dissertation report) must be submitted to the PGPM 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 Family Business Entrepreneurship (FBE)

A world class one-year full-time MBA specialization custom designed for family business scions and next-gen entrepreneurs to develop essential skills and scale their business to the next level. This specialization includes Courses, Labs, Guest lectures, and insights from eminent thought leaders and industry stalwarts. Fully mentored Live Projects supplement the classroom learning experience to provide the participants with a holistic experience. The course curriculum for this program is mentioned in **Appendix 3** (Page no. 86).

8 General Electives

The Institute plans to offer a new type of elective during term 7 called general elective. Every student will need to complete two general electives from the courses on offer. These courses are meant to help students build a more holistic understanding beyond their particular areas of concentration. These courses will be announced during Term 5 and students will be allowed the opportunity to apply for them. If courses have CAPS, selection criteria will be provided. If there are very few students in a particular elective, the Program Director PGPM in consultation with the area chair/academic committee may decide to scrap the elective and ask students to reapply to other electives on offer. Once students are

assigned to electives, changes will not be allowed.

9 Competitions, Guest Lectures and Distinguished Thought Leader Series

9.1 *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 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 reimbursement rules therewith.

9.2 *Guest Lecture Series and Distinguished Thought Leader Series*

- The lectures need to be mandatorily attended by all the students.

Institute invites persons of eminence to address students on various aspects of society, business and life. Attending guest lectures is **compulsory** for all the students. Students need to ensure that they are using biometric device/ or other alternative methods as decided by the institute for registering their arrival and departure during the guest lectures.

If students are found absent for any lectures, they will incur a grade drop in one or more courses within the same term during which the absence occurred. This will be decided on a case-by-case basis. The decision of the Director of the Institute regarding any appeal will be final and binding on the student.

10 Clubs & Committees:

The Institute has developed a "Clubs and Committees Method of Governance" in which students participate in all the functional activities of the school. This is based on the Founder's vision of building self-development and democratic participation in decision making. Each committee is mentored by a full time/ adjunct Faculty member or senior practitioner.

- **Why should you be part of Clubs & Committees?** Personalised Letter of recommendation to reflect the student's efforts from the committee/ club mentor (for top

performers)

- **CV Points:** You can include activities conducted and goals achieved through their respective clubs/committees as part of your CVs – once approved by mentors.
- **Committee Outings:** During the year, after Q2 or Q3 or when the mentor chooses to have the committee/club performance review, an outing (lunch/dinner or a similar event) for committee members to appreciate their contributions to the committees will be organised.
- The Student Affairs team (also managed by the Brand Marketing team) will notify the list of clubs and committees and the process to be followed for application during the orientation week.
- Students with exemplary work in each committee will be awarded certificates.
- GLIM reserves the right to constitute new clubs and committees/ discontinue existing clubs and committees as deemed necessary.
- Objectives of the Clubs and Committees
 1. Streamline Student Affairs
 2. Enhance Student Engagement & Experience
 3. Align Academics and Curricula

The various committees and clubs are listed in Appendix-4 (Page no. 87) and Appendix -5 (Page no.88).

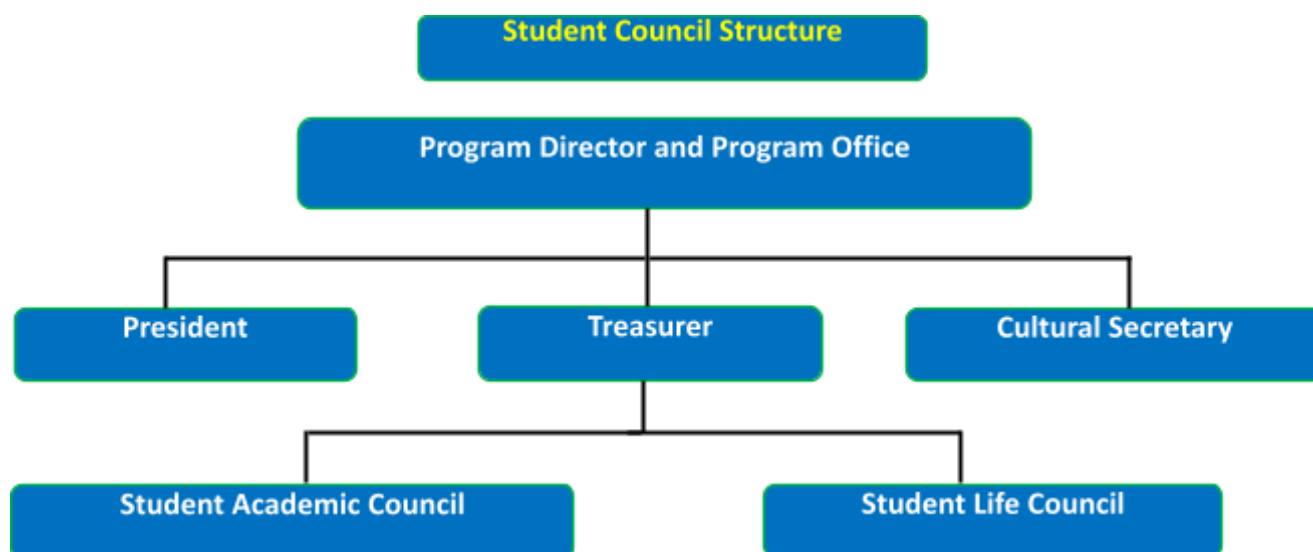
11 Student Council

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

The Institute believes in democratic methods of governance and allows students to have a representative body duly elected by students to help administration and academics in building 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.



12 Student Mentorship Program

The Institute has initiated a structured mentorship program for the benefit of the PGPM students – to help explore their talents and interests, understand their strengths and weaknesses, receive support throughout their academic journey, to facilitate the learning process and make informed career choices. This initiative falls under the broad purview of the Student Mentoring Program Coordinator in tandem with the other Faculty mentors.

- a) Students shall be allocated to their faculty mentors at the beginning of the academic session.
- b) Students must check in with their mentor as per schedule for their meetings. The goals of the SMP program—namely—Academic progress, career-readiness progress and overall personality development of the mentee, shall be tracked diligently by the mentor and wherever support (within reason) is required, the mentor shall provide it or facilitate such provision.

All students are expected to keep in touch with their mentors regularly. Missing these meetings without prior intimation, lack of participation/ engagement, habitual 'no-shows' shall be flagged and escalated by the mentor to the Program Director for further action. It is

in the interest of the students that this has been initiated and hence students should leverage it to the maximum.

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, 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 facilitate application opportunities of the theoretical principles learnt in the program are encouraged.

The non-committee activities include:

- Clubs for other than each functional area already represented – interdisciplinary, societal, humanities etc. with defined value creation objectives
- Community activities; Rotary Club related activities
- Participation in approved corporate competitions and inter college fests/competitions
- Writing in magazines and financial dailies with faculty support
- Great Lakes related online activities including tagging the institution where applicable, writing blogs, contributing to external events etc.
- Working assistantship with centers of excellence
- Joint research with Faculty towards publications
- Participation in intra-school events
- Making short films and other learning collaterals
- Fund raising, sponsorship, scholarships and endowments whenever applicable
- Extra course in the concentration phase.

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

14 Co-Curricular Activities

Throughout the year, the institution conducts several important events that contribute significantly to foster a vibrant academic and social environment. These events are listed below for your information.

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, strategy and HR. These events test 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 energised the crowd with classic rock songs.

14.3 HR Conclave

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

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

14.4 NASMEI

In association with the North American Society for Marketing Education in India, Great Lakes hold an international marketing conference on the overall theme of creating, communicating, and delivering value.

14.5 Alumni Meet

The Office of Alumni Relations connects you to a global community that extends far beyond campus. This is a network of 10,000+ graduates from GLC who are building careers, leading organisations, and shaping industries across the world—and who continue to stay closely connected to the institution.

Our alumni community spans geographies and sectors, with active chapters in major cities in India (Chennai, NCR, Bengaluru, Pune, Mumbai, Kolkata and Hyderabad) and overseas (USA, Canada, Singapore, Australia, Europe, UAE, Sweden etc.). These chapters regularly bring alumni together through meetups, reunions, and informal gatherings. What stands out is the consistency of engagement—this is a community that shows up.

Once you graduate from Great Lakes, you too shall have access to this network through the Alumni Portal and other online platforms. These spaces allow you to explore the alumni directory, stay updated on events, discover opportunities and follow alumni journeys.

A key part of OAR's work is enabling interactions between students, the institute and our alumni. This happens through guest sessions, panel discussions, mentorship conversations and networking opportunities, career guidance interventions etc. These are practical, accessible ways to learn from people who have been where you are and have gone on to build diverse careers.

The OAR also manages alumni data and communications, ensuring that outreach is current, structured, and meaningful. It plans and delivers alumni events—both on campus and across cities—working with chapters and internal teams to make them effective and well-run.

Current students can work with the OAR through the Alumni Committee (Alcom) as volunteers. This includes supporting events (including our annual, flagship 'Back to School'

on-campus reunion), domestic travel to assist with alumni chapter meet-ups, networking & coordinating with alumni, creating and delivering content, helping maintain data etc. It is a chance to work closely with a high-quality professional network while building your own skills in communication, coordination, networking and execution.

Being part of this ecosystem gives you early access to a strong alumni base, real industry perspectives, and relationships that can stay with you well beyond your time on campus. For more information on who we are, what we do and how you can be a part of these activities reach out to us.

Point of Contact

Office of Alumni Relations (OAR) – (near Lake Superior)

Rizwana Sayyed – rizwana.s@greatlakes.edu.in (Senior Manager – OAR) - 73857 95009

Pratima Lakshmanan – pratima.l@greatlakes.edu.in (Head – Alumni Relations) - 9840882772

14.6 Finance Conference

Union Bank Centre for Banking Excellence at Great Lakes Institute of Management organises 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 organisations, students, local Panchayat leaders and every other stake-holder relevant in the rural development schema together under one roof.

14.8 Brand Conclave

A gathering of some of the brightest minds in branding and marketing. This event was conceptualised in 2024 and had founders of brands such as Jimmy's Cocktails, Subko Coffee, Whoppl, Greater than etc. coming to campus for a full day of working cases, insightful panel discussions and addresses.

14.9 Product Conclave

A two day conference with product management case competitions and meeting of like-minded individuals, this event was also conceptualised in 2024 given our new

curriculum and saw leading product managers from companies such as Amazon, PayPal, Walmart, Freshworks and many more.

15 Attendance & related Issues

- No permission will be granted to students during class hours to move out of the campus without proper approval from the Program Office.
- Security personnel have the right to check all the vehicles coming in and going out of campus. Students are advised to cooperate with the security on such mandatory checking.
- Any unwarranted things including but not limited to drugs, other banned substances, non-permitted drinks, tobacco in any form, and non-permissible items/ persons will be referred to the 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.

15.2 Medical fitness requirements

15.2.1 Students are expected to produce a Medical Fitness Certificate, from a doctor of the Institute.

15.2.2 Students may avail of the services of the Institute doctors who will be available in the Institute's Medical Centre at appointed days/ timings as notified by the Institute. The Institute doctors may refer the students, if necessary, to an outside specialist or hospital.

15.2.3 If a student is sick continuously for three days, he/ she will keep the Program Director informed of his/ her condition.

15.2.4 In case of treatment undergone outside the campus, all travel expenses will be borne by the student.

15.2.5 Any incidence of infectious disease (e.g. Chicken Pox, Jaundice, etc.) must be immediately reported to the PGPM Office and Hostel Warden, and all precautions should be taken to prevent the spreading of the disease.

15.2.6 All students are advised to refrain from consuming eatables from unhygienic eating places to minimise the risk of outbreaks of food poisoning and related ailments.

15.2.7 It is strongly recommended that students get themselves immunised against Typhoid/ Paratyphoid and produce a certificate to the effect from the administering physician. Medical leaves related to Typhoid will be permitted only if the certificate has been produced during the first term of the course.

15.3 Policy for Medical leave

a) **In the event of students visiting their local guardian for overnight stay, they must inform the PGPM Office about their missing classes and travel, after obtaining a valid out pass. If a student is noticed to be out of station 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 (leave of absence leading to hospitalisation), 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 PGPM 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 a medical fitness certificate duly endorsed by a Medical Officer of the designated hospital only.

c) No medical certificates from doctors other than those in the Institute- approved

hospital will be entertained.

d) Institute's approved hospital's Medical Officers will issue medical certificates only in case of diagnosed illness where they are convinced that the student is too ill to attend classes. These include hospitalisation, 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 - PGPM. **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 – PGPM, 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 PGPM 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 classrooms based components on account of leave of any kind.

g) Students are required to be present for all events of the Institute, including the Convocation, 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.

15.4 Locations, Norms of behaviour, Respect for facilities & medical fitness requirements

15.4.1 Location of key departments/ facilities

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

15.4.2 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.

15.4.3 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/ segregate bins 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)

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

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

17 Academic Discipline

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

papers in connection with any academic work to be evaluated, and/or canvassing for grades is strictly prohibited.

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

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

Notwithstanding anything contained in these rules no discussion of any sort will be permitted in the examination halls. Invigilators may disallow discussion or consultation about the home assignments and home examinations or may adopt any other measure to prevent the use of unfair means in any segment of evaluation.

Reported academic discipline issues will be sent to Disciplinary Action Committee (DAC) which will decide on the penalty to be levied on the students based on the DAC guidelines listed.

18 In-class Discipline

18.1 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

18.2 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.

18.3 All students will carry their name plates for all the offline on campus sessions. For online sessions, they must rename their display name as Roll No.First Name (FT Number.Name) without fail. They will be marked as absent for a session if they fail to

comply with these instructions.

18.4 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 severe 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.

18.5 **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.**

18.6 Smoking is strictly prohibited inside the campus including academic block, resource center, and all other academic areas of the Institute.

18.7 A student who leaves or is asked to leave the Institute must immediately vacate his/her accommodation and clear all his/her dues from all departments/ sections/ clusters of the Institute, using the No-Dues form available in the Resources Centre within 30 days, failing which they are not entitled to any kind of reimbursements.

18.8 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.

18.9 The decision of the Program Director in matters of interpretation of the rules will be final and binding on the students.

18.10 **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.

18.10.1 General Code of Conduct

- ☐ Students should respect Faculty and fellow students. Respectful behavior contributes to an enhanced learning experience.
- ☐ Students are expected to dress up for classroom or online sessions/ exams in the befitting manner and students found inappropriately dressed can be sent out of the class/ exam halls besides subjected to disciplinary actions, if deemed necessary.
- ☐ Students should refrain from disruptive behavior such as eating, using laptops, and talking. Using laptops during class is allowed only on the instruction/ permission of the professor. If necessary, the students are expected to seek redress for grievances at a proper forum instead of seeking an immediate solution.

18.10.2 Origination of the Complaints:

- ☐ From Students with respect to any grievance/s on account of conflicts, ragging...etc.
- ☐ From Invigilators with respect to any misconduct in Examinations
- ☐ From Instructors with respect to any Academic dishonesty as part of the course
- ☐ Program Director/ Wardens/ Admin with respect to any breach of code of conduct as mentioned in Section 16
- ☐ 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.

18.10.3 Types of misconduct and their consequences: -

Here is an indicative enumeration of offences along its implications.

Level 1 (Minor): Minor offences attract an 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.

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:

- 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 remainder 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 to 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.

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/ quizzes 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.

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:
- ☐ Giving or receiving information during an assessment/ exam (“assessment/ exam” includes proctored or non-proctored tests, assignments/ assessments, and quizzes, whether delivered in a classroom setting or on line.)
 - ☐ 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.
 - ☐ 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.”
 - ☐ 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.
 - ☐ 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.

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

18.10.4 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.

Note: Please note that certain additions may be shared as an addendum after the AI policy is approved.

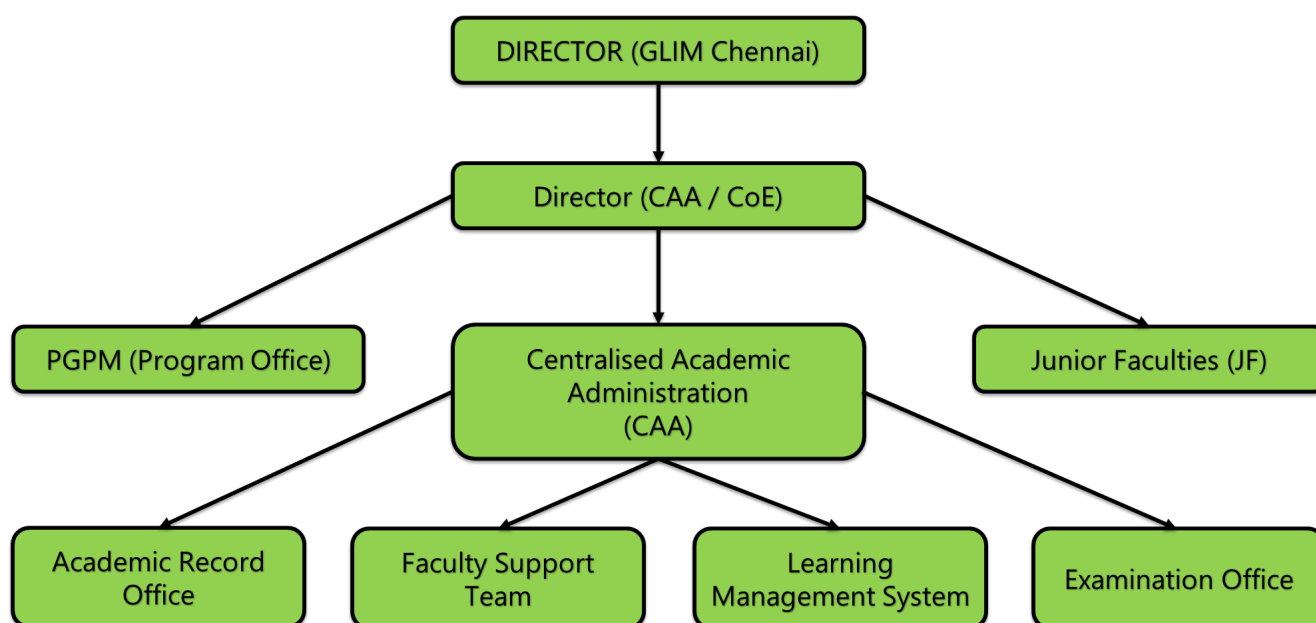
SECTION-III: CENTRALISED ACADEMIC ADMINISTRATION (CAA)

19 Centralised Academic Administration (CAA)

Introduction

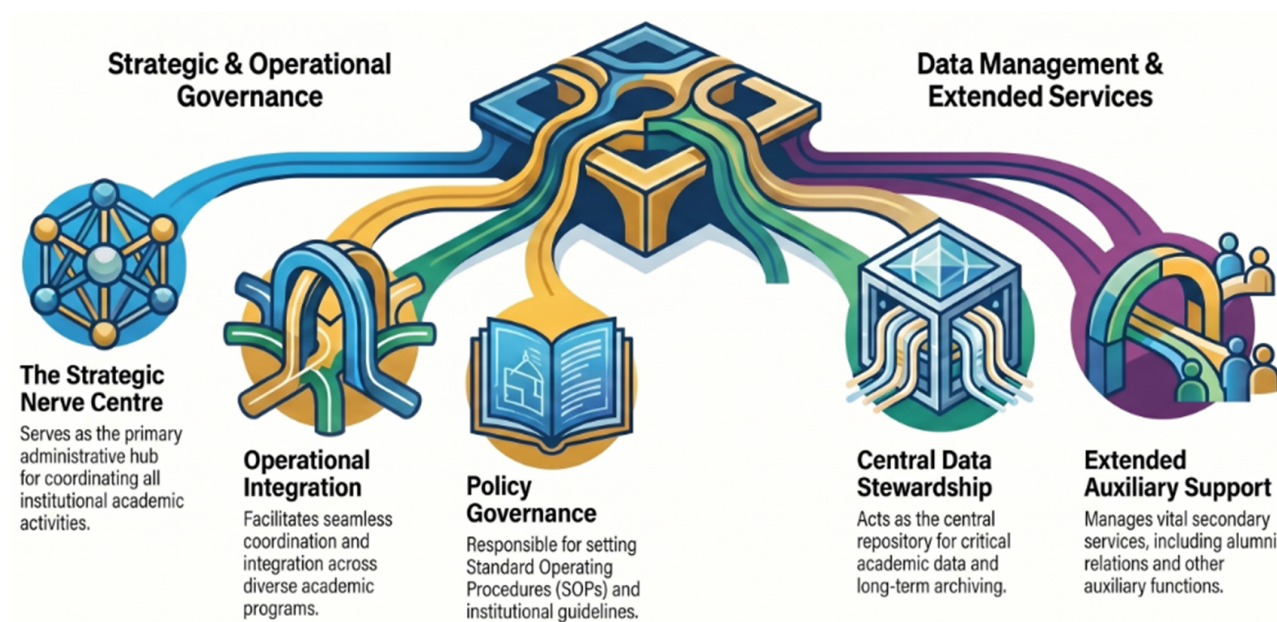
Centralised Academic Administration (CAA) is the nerve centre of all academic activities of the Institute and is based out of the Nalanda Block. It sets standard operating procedures and policy guidelines for academic administration that include Academic Records, Examinations and the Academic Support 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



19.1 Charter of duties of CAA Department

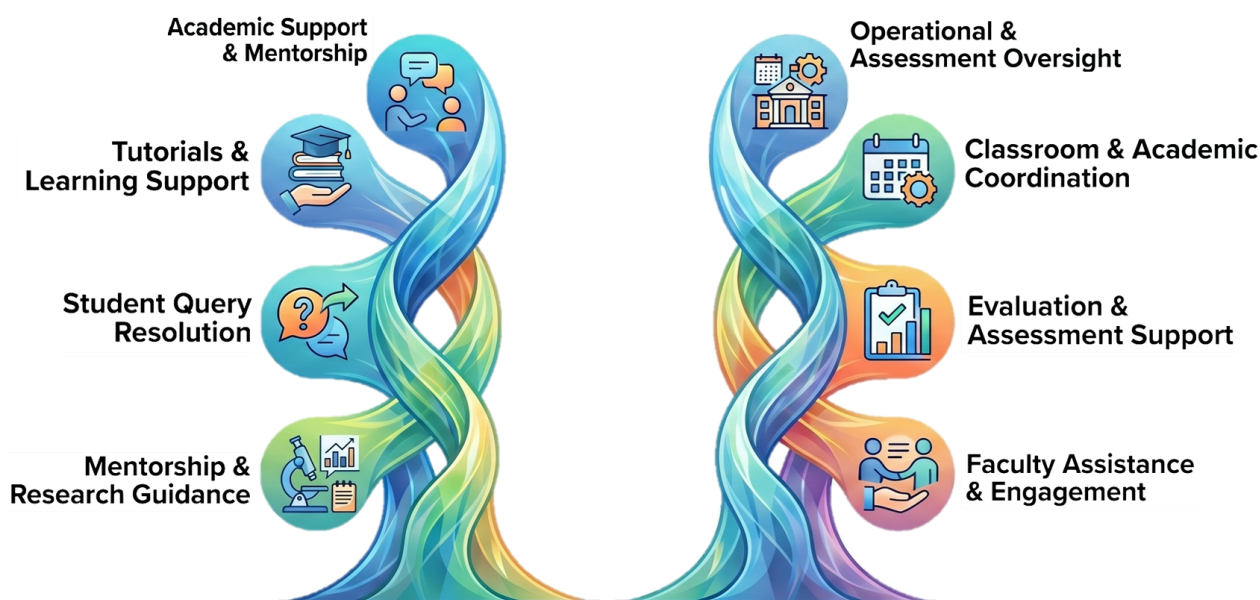
CAA functions as the nodal centre for all academic admin activities. The various charter of duties that are assigned to this department are as mentioned below:



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

- j) Provide support during admission formalities, accreditation process and such other activities of the institute when needed.
- k) Coordinate overall conduct of convocation function and oversee the requirements as the Convener of the Convocations.
- l) Function as a nerve centre for all official correspondences related to alumni academic services including background verification, onboarding certificates, issuance of bonafide etc.
- m) Coordinate activities as part of the Disciplinary Action Committee to handle academic malpractices/ offenses of students as Member Secretary.
- n) Function as the single point contact for Digilocker/ NAD data update/ 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:



19.2 CAA Policy Guidelines



19.2.1 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.

19.2.2 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

1. The following rules would apply to all students appearing for the examinations at this institute:-
 - (a) Check the exam calendar published by the Program Office and the exact conducting schedule promulgated by the Examination Office through the group mails ids and/ or on LMS.
 - (b) The examination schedule disseminated by the Program Office is only tentative in nature and is to be treated as advance information to the students. Exam Schedule,

timing, venue, seating etc. provided by the Exam Office is final, and such details are usually shared with the students a day prior to each examination. Students are to strictly adhere to these instructions given by the exam office.

(c) **Arrive at the exam venue 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.
- (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.
- (d) Exam duration and timing will only be as per the server and network configuration, and individual system clock or timing will not be entertained for claims, if any.
- (e) Ensure that all pop ups, notifications, updates, Anti-virus software update, screensavers, local network connections, proxy server connections etc. are disabled prior to the exams.
- (f) 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.
- (g) Access to the online exams will be restricted only through the GL mail ids and students need to login through their individual credentials onto the Mettl/ Inspira domain using the exam link sent from the Exam admin.
- (i) Students will not be permitted to leave the exam hall without submitting the online exams and confirm the same to the invigilators prior to exit assessment mode/ leaving the exam hall.
- (j) The online exam will end automatically at the Hard Stop Time as per the scheduled exam duration. Exam office/ system will force submit 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.
- (k) As a matter of policy, online scores will not be available to the students for viewing on completion of their exams.
- (l) Other Apps/ accessories excepting those that are integrated within the system/ platform will not be accessible to the students.
- (m) During in campus exams, **NO** exchange of laptops, or access to online exams from any other location other than the exam halls will be entertained.
- (n) Whether an online exam is attempted from home (if allowed) or on campus, students are expected to dress up in formals appropriately.
- (o) Students will be required to show their ID proof for online capture during the registration process of every exam to authenticate their candidature.
- (p) Proctors have been given the full authority to pause/ terminate exam sessions of those students who do not comply with exam rules.

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

- (a) **Make sure that your system is ready in all respects and checked well prior to the examination** including any system updates pending so that there are no disruptions during the exam.
- (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.
- (a) **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.

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.
- 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.
- (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

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.

19.2.3 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 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.
- (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	- digiicampussupport@greatlakes.edu.in
Examinations Office	- caa.exam@greatlakes.edu.in

SECTION-IV: ADMINISTRATION & HOSTEL

20 Hostel Rules

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.**

20.1 Hostel Management

The Hostel Management comprises the following personnel:

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

The Director of Administration will appoint a faculty member/dedicated staff 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.

20.2 *Accommodation*

20.2.1 **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

20.2.2 **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.

20.2.3 **Eligibility for Hostel Accommodation**

- Hostel accommodation is available **only to full-time, registered students** of the institute.
- Students whose **registration is canceled, 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.**

20.2.4 **Room Vacating Procedure**

- Prior to vacating their rooms, students must complete the **Room Vacating Slip or Hostel Clearance Certificate** in **duplicate.**
- 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**.

20.2.5 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**.

20.3 Ragging

Zero Tolerance Policy

- Ragging in any form is strictly prohibited at Great Lakes Institute of Management. Any violation will be dealt with severely and may lead to expulsion from the hostel and/or termination of admission.

Regulatory Framework

- In compliance with the AICTE/UGC Regulations (2009) on curbing the menace of ragging in Higher Educational Institutions, the Institute prohibits, prevents, and eliminates ragging on campus and in hostels.

Forms of Ragging

- Ragging includes—but is not limited to—teasing, verbal abuse, bullying, intimidation, and physical assault. Such actions will result in immediate expulsion from the hostel and possible academic termination.

Enforcement

- The Institute follows the orders of the Hon'ble Supreme Court of India on anti-ragging. Any incident must be reported immediately to the Hostel Wardens. Their contact details are displayed on hostel notice boards.

Anti-Ragging Oversight

- An Anti-Ragging Committee and an Anti-Ragging Squad have been constituted for the academic year 2026–27 to ensure constant vigilance and to carry out surprise inspections in hostels and off-campus residences.

- **Anti-Ragging Committee (2026–27)**

Sl. No	Name	Position	Email-id	Contact
1	Dr. D Sriram	Chairperson	sriram.d@greatlakes.edu.in	04427489006
2	Dr Vidya Mahambre	Member	vidya.m@greatlakes.edu.in	04427489016
3	Col Ranjan Prabhu	Member	ranjan.p@greatlakes.edu.in	04427489030
4	SHO Mamallapuram	External Member	Local Police station, Mahabalipuram	04427442221
5	Two Student Members from each	Member		
Email id for anti-ragging: antiragging@greatlakes.edu.in				

Sexual Harassment

Great Lakes Institute of Management is **committed to providing a safe and respectful environment** free from sexual harassment, threats, or exploitation.

Community Standards

All members of the Great Lakes community, including students, faculty, staff, and visitors, are **expected to treat one another with dignity and respect**. Any violation of this policy will result in **disciplinary action**.

Internal Complaints Committee (ICC)

The **Internal Complaints Committee (ICC)** handles cases of sexual harassment in accordance with institutional policy and government regulations.

Internal Complaints Committee(ICC)

S.I No	Name	Position	Email id	Contact Number
1	Prof.Raeshwari K	Chairperson	rajeshwari.k@greatlakes.edu.in	9940033385
2	Col. Ranjan Prabhu	Member	ranjan.p@greatlakes.edu.in	9419965707
3	Ms Pratima Lakshmanan	Member	Pratima.l@greatlakes.edu.in	9840882772

4	Ms Sanchita Tuli	Member	sanchita.t@greatlakes.edu.in	9649697770
5	Ms Vimala VM	Member	vimala.v@greatlakes.edu.in	9789039693
6	Ms Cerrina Charis	NGO Partner	cerrinacharis@alai.in	9385548802

20.4 Code Of Conduct

- **Alcohol and Intoxicants**

- Consumption, possession, carrying, or smoking of alcoholic beverages, intoxicants, or **entry into campus in an intoxicated state is strictly prohibited.**

Disciplinary Action for Violations:

- **First Violation:** Warning
- **Second Violation:** Fine of ₹5,000
- **Third Violation:** Fine of ₹10,000
- **Fourth Violation:** Fine of ₹15,000

- Any violation beyond the fourth instance will be escalated to the **Disciplinary Action Committee (DAC)** for further action.

- **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.

- **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.

- **Misconduct at the Gate**

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

- **Late-Night Buggy Requests**

- Requests for a buggy/golf cart at the entrance to carry intoxicated students will attract a fine of ₹5,000/-. Students can pay the fine and use the buggy services.
- **Identity Cards**
 - All residents must always carry their valid Institute-issued Identity Card.
- **Hostel Visitation Rules**
 - Men are not allowed in the women's hostel, and women are not allowed in the men's hostel rooms.
- **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 11:00 PM and 6:00 AM.
 - Unauthorised absence during this time will invite severe disciplinary action.
- **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.
- **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.
- **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.
- **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.

20.5 OUTPASS POLICY

- **General Requirement**

- An outpass is mandatory for all overnight stays outside campus.
- It is not intended for students arriving late to campus between 11:30PM and 5:30 AM.

- **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.
- As an Institute procedure, parental consent is generally the first level for outpass requests. However, given the experience of PGPM students, the program office will automatically grant the first-level approval for their outpass requests. If a student specifically needs parental consent for this initial approval, please write to pgpmprogramoffice@greatlakes.edu.in before the consent form is signed.
- Entry/exit without a validated outpass will not be permitted.

- **Application Procedure**

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

- **Approval Process**

- Students apply on the DigiCampus portal
 - Program Office approves Outpass
 - Warden gets intimation
 - The student can leave on Outpass

- **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

- **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.

- **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.

- **Gate Entry Time Restrictions**

- No entry or exit is permitted between 11:45 PM and 5:30 AM.
- Campus gates will remain closed during this period.
- Late entry beyond **11:45 PM** will be permitted up to **four times per month**.
- Any late entry exceeding this limit will attract a **fine of ₹500 per instance**.
- For approved outpasses:
 - i. **'From' date:** Students must leave campus **before 11:30 PM**.
 - ii. **'To' date:** Students must return **before 11:30 PM**.

- **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.

- **Outpass Limits**

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

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

20.6 ***Vehicle Parking Rules & Regulations (Revised: June 2015)***

Great Lakes Institute of Management prioritizes the safety, security, and discipline of its campus community. The following rules are applicable to students operating or parking vehicles on campus.

- **Vehicle Operation on Campus is a Privilege**

Operating or parking a motor vehicle on campus is a **privilege**, not a right. Students must comply with all rules outlined below to retain this privilege.
- **General Policy**

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

Students may park vehicles on campus only if the following conditions are met:

 - **Registration** of the vehicle with the Administration Office & submission of Indemnity Bond
 - Submission of valid copies of:
 - i. **RC Book (Registration Certificate)**
 - ii. **Driving License**

iii. Vehicle Insurance

- Upon verification, students will be issued a **Vehicle Pass/ Sticker**, which must be **permanently affixed** to the vehicle.

• Operational Rules and Restrictions

- Vehicles **without a pass/sticker** will **not be allowed** entry beyond the main gate.
- Vehicle passes are **non-transferable**.
- Vehicles are subject to **security checks**. Students found transporting prohibited items will face **disciplinary action**.
- A **breath analyzer test** will be conducted by the Main Gate Security team for all individuals entering the campus on a round-the-clock basis.
- If any individual is found positive:
 - **First Instance:** Warning
 - **Second Instance:** Fine of ₹10,000
 - **Third Instance:** The matter will be escalated to the **Disciplinary Action Committee (DAC)** for further action.
- **Helmets are mandatory** for all two-wheeler riders as per High Court orders.
- A student **may register only one vehicle**.
- Vehicle registration and pass/sticker issuance must be **renewed for the duration of the stay on campus..**
- Students may **not leave their vehicles** on campus during the **internship period** or **term-end breaks**.
- Students are **not allowed to operate vehicles beyond the barricade** inside the academic area.
- **Penalties and Enforcement**
 - Vehicles parked without proper authorization or in non-designated areas will be **impounded** and may be **handed over to law enforcement authorities**.
 - Changing vehicles during the permit validity period requires **surrendering the old pass** and **applying for a new one** with updated details.

- Any **abuse or violation** of parking privileges will attract **disciplinary action**, including possible referral to the **Disciplinary Action Committee**.
- **Fines** will be levied for any violations. **Repeated violations** will result in stricter penalties.
- **Security personnel** are authorized to **enforce all parking rules and regulations**.
- **Liability and Responsibility**
 - The Institute and hostel authorities shall **not be responsible** for any **damage, theft, or loss** of vehicles or their parts/fuel parked **inside or outside** the campus.
 - Students using vehicles **do so at their own risk and cost**.
 - **Parking in hostel corridors, under porticos, or non-designated zones is strictly prohibited**. Such vehicles will be **removed without prior notice** and may be **handed over to the police**.

20.7 Visitors/Guests 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.

- **Visiting Hours**
 - Visitors are permitted on campus only between 6:00 AM and 8:00 PM.
 - Entry requires prior permission from the Security Officer.
 - Students are required to raise a visitor entry request through the **DigiiCampus** application and share the generated **QR code** with the visitor for entry.
 - 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.
- **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.
- **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.
- **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
- **Guest Room Regulations**
 - Students are not permitted to stay with guests accommodated in designated guest rooms.
- **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.
- **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.
- **Guest Reception Procedure**
 - Students must personally receive their visitors at the main gate and present the approved visitor documentation to the security personnel.
- **Unauthorized Personnel**
 - Employing unauthorized individuals (e.g., for washing clothes, cleaning, or other personal tasks) within the campus is strictly prohibited.
- **Code of Conduct**
 - Residents must not engage in anti-national, anti-social, or otherwise undesirable activities, whether inside or outside the campus premises.
- **Vehicle Checks**
 - All vehicles entering or leaving the campus are subject to inspection at the discretion of campus security staff.

20.8 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:

- **Prohibited Appliances**

- The use of **electrical appliances** such as:
 1. Immersion heaters
 2. Electric stoves
 3. Electric heaters
 4. 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.

- **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.

- **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.

- **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.

20.9 Collective Responsibilities

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

- **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.

- **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.

- **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.

- **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.

- **Safety Practices**

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

- **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.

- **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.

- **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.

- **Maintenance Complaints**

Maintenance issues may be reported by raising a ticket through the **DigiCampus** application or by contacting the **Sodexo Help Desk** at **8657996310**.

- **Reporting Theft**

Any theft must be reported immediately to the Hostel Warden.

- **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.

- **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.

- **Classroom Policy**

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

- **Dress Code**

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

- **Room Inspection**

Hostel authorities have the right to inspect hostel rooms at any time to ensure

compliance with hostel policies.

- **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.

- **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.

20.10 Medical Responsibility and Health Care

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.

On-Campus Medical Facilities

- **Doctor on Campus:** Dr. Rubhashree
- **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.

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.

Hospital Evacuation Procedure

- **First Evacuation:** Chettinad Medical Hospital, Manamai
- **Second Evacuation:** Chettinad Super Speciality Hospital, Kelambakkam

Students can claim medical insurance only for hospitalization.

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.

20.11 Silent Hours

- **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.
 - Playing badminton within the hostel premises is not permitted beyond **2300 hrs.**
 - 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.
- **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.

- **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.

- **Animal Policy**

- 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.
- Feeding of stray animals is permitted only in designated areas that are clearly earmarked and marked with signage across the campus.

- **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.

- **Feedback and Suggestions**

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

Students' feedback and suggestions are always welcome.

PLEASE HELP US KEEP OUR CAMPUS CLEAN
AND GREEN

Fine Amount details:

Sl.No	OFFENCE	PENALTY / ACTION
1	Ragging	Leave the case to DAC/Convey the message to their parent/guardian
2	Sexual Harassment	Leave the case to the Internal Complaints Committee
3	Moving out of campus without a Gate Pass	Rs.1000 Per day/Missing Message to their Parent/Guardian
4	Latecomers beyond 11:30 pm	a) Late entry beyond 11:45 PM will be permitted up to four times per month . b) Any late entry exceeding this limit will attract a fine of ₹500 per instance .
5	Damage to Hostel/Institute Property	Leave the case to the Admin Committee
6	Carrying any type of weapons	Leave the case to DAC
7	Participating in any anti-national, anti-social, or undesirable activity	Leave the case to DAC
8	Girl students staying beyond the time limit in the boys' hostel (03:00 AM)	Leave the case to the Admin Committee
9	Allowing visitors beyond 2000 hours .	Leave the case to the Admin Committee

10	Uses of electrical appliances in Room	Rs.1000 and goods will be seized legally
11	Uses of audio systems in Room	Rs.1000 and goods will be seized legally
12	Parking of a Vehicle in other than parking area	Rs.1000
13	Possession/Smoking/Carrying of Drugs/Banned Narcotics inside room/Restroom/college premises	Leave the case to DAC
14	Possession/Consumption of Alcohol in Room/College Premises	Rs.10,000, bottles will be seized legally and leave the case to the Admin Committee
15	Possession/Consumption of Tobacco in Room/college premises	Rs.10000, stuff will be seized legally and leave the case to the Admin Committee

SECTION-V: RESOURCE CENTRE

21 Resource Centre

The Resource Center is located near the student classrooms 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 Center also issues textbooks (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, Informs, India stat.com, Thomson-Reuters, EMIS emerging market CMIE Prowess Dx and Scopus. 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 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, Informa, Indiatat.com, EMIS Emerging markets, CMIE Prowess Dx & Scopus 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)

22 Information Technology & General Rules

22.1 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 email account for life. All students are expected to use this email account to communicate with Faculty, staff and each other.

22.2 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 classrooms requiring AV**

(Projector, Mic etc) facilities beyond 9 PM.

- Any request, installation of new software (licensed version) or 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**
- Every student must provide the MAC address of the laptop/Mobile. Unless the same is provided, the laptop/mobile will not be connected to the 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 the laptop based on the time available and other priorities, and will not be responsible in solving/fixing the same.

22.3 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 - PGPM 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 rather than indiscriminately writing to higher authorities. If the student's problem is not resolved within three working days, they are advised to contact their PGPM 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 PGPMor/and Director (Ms. Vasupradha, Executive Secretary to 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.

22.4 **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 sites. Accessing OTT platforms / streaming sites during the class hours are restricted in the 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 the 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.

22.5 **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.

22.6 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 / Inspera which is a proctored exam tool. To join in any online class or in any online meeting, students are to Join using a 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 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

23 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.

23.1 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 including banks with whom the Institute has partnered for the loans.

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

SECTION-VIII: CORPORATE & CAREER SERVICES

24 Placement

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

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

SECTION-IX: MISCELLANEOUS

25 Honour code

The Honour Code Committee is vested with the responsibility of upholding students discipline, promoting ethical behaviour and sensitizing students on the rights of fellow students, staff and Faculty. The Committee is responsible for interpreting the Honour Code,

interpreting possible violations of the Honour Code, assessing the materiality of possible violations, promoting the values of the Honour Code and recommending possible remedial measures in the cases of possible violations.

GREAT LAKES HONOUR CODE

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

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

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

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

You pledge to uphold the principles of honesty and responsibility at our Institution, and On Your Honour, as a student, neither given nor received unauthorised aid on academic work.

The Honour Code requires that you do not tolerate those who engage in such acts and affirm that you shall uphold the highest principles of honesty and integrity in all your endeavors at GLIM and foster an atmosphere of mutual respect within and beyond the classroom; to treat others with respect and courtesy or shall take unfair advantage of any other member of the Great Lakes community.

You further are expected to show utmost courtesy and due consideration and respect in your academic and social interactions with due regard to the diversity, sensitivity of the viewpoint of others and maintain and enhance the environmental integrity of the Great Lakes campus.

APPENDIX - 1

TENTATIVE ACADEMIC CALENDAR

 Great Lakes Institute of Management, Chennai Post Graduate Program in Management (PGPM) Batch 2026-27 Academic Calendar (11 May 2026 - 16 April 2027)				
TERM 0 (ORIENTATION & OUTBOUND)				
11-May-26	Monday	12-May-26	Tuesday	Arrival & Registration
13-May-26	Wednesday	17-May-26	Sunday	Orientation & Outbound
TERM 1 (CORE COURSES)				
18 May - 1 Jul, 2026				
18-May-26	Monday	28-Jun-26	Sunday	Classes
29-Jun-26	Monday	1-Jul-26	Wednesday	End Term Exam
TERM 2 (CORE COURSES)				
2 Jul 2026 - 12 Aug 2026				
2-Jul-26	Thursday	9-Aug-26	Sunday	Classes
10-Aug-26	Monday	12-Aug-26	Wednesday	End Term Exam
TERM 3 (CORE COURSES)				
13 Aug - 27 Sept 2026				
13-Aug-26	Thursday	23-Sep-26	Wednesday	Classes
15-Sep-26	Tuesday	17-Sep-26	Thursday	Placement days
24-Sep-26	Thursday	27-Sep-26	Sunday	End Term Exam
TERM 4 (ELECTIVE COURSES)				
28 Sept - 22 Nov 2026				
28-Sep-26	Monday	15-Nov-26	Sunday	Classes
18-Oct-26	Sunday	21-Oct-26	Wednesday	Dussehra BREAK
7-Nov-26	Saturday	9-Nov-26	Monday	Diwali BREAK
16-Nov-26	Monday	22-Nov-26	Sunday	End Term Exam
TERM 5 (ELECTIVE COURSES)				
23 Nov 2026 - 13 Jan 2027				
23-Nov-26	Monday	6-Jan-27	Wednesday	Classes
8-Dec-26	Tuesday	10-Dec-26	Thursday	Placement days
7-Jan-27	Thursday	13-Jan-27	Wednesday	End Term Exam
TERM 6 (ELECTIVE COURSES)				
14 Jan - 3 Mar 2027				
14-Jan-27	Thursday	24-Feb-27	Wednesday	Classes
25-Feb-27	Thursday	3-Mar-27	Wednesday	End Term Exam
TERM 7 (ELECTIVE COURSES)				
4 Mar - 16 Apr 2027				
4-Mar-27	Thursday	11-Apr-27	Sunday	Classes
12-Apr-27	Monday	16-Apr-27	Friday	End Term Exam

*Dates are subject to change



Program Structure

PGPM
2026-2027

Term 1			Term 2			Term 3		
Course Name	Credit	Hrs	Course Name	Credit	Hrs	Course Name	Credit	Hrs
Managerial Economics	3	30	ERP & Industry 4.0	2	20	Corporate Finance	2	20
Financial Accounting	2.5	25	Managerial Accounting	1.5	15	Strategic Management	2	20
Statistical Methods in Decision-making: Part 1	1.5	15	Statistical Methods in Decision-making: Part 2	1.5	15	Operations Management: Part 2	1.5	15
Strategic Marketing & Customer Focus: Part 1	1.5	15	Strategic Marketing & Customer Focus: Part 2	1.5	15	Introduction to Gen AI	1	10
Managing Self and Teams	2	20	Operations Management: Part 1	1.5	15	Business Analytics	1	10

Experiential Learning Labs & Clinics								
Communication Lab	1	10	Communication Lab	0.5	5			
Making Sense of Data	1	10	Storytelling with Data	2	20	Innovation Sandbox	1.5	15
Karma Yoga	1	10	Karma Yoga	2	20	Empirical Study/Live	1	10
		135			125			100

Term 4			Term 5			Term 6		
Course Name	Credit	Hrs	Course Name	Credit	Hrs	Course Name	Credit	Hrs
Concentration Course 01	2	20	Concentration Course 05	2	20	Concentration Course 09	2	20
Concentration Course 02	2	20	Concentration Course 06	2	20	Concentration Course 10	2	20
Concentration Course 03	2	20	Concentration Course 07	2	20	Concentration Course 11	2	20
International Business Strategies	1	10	Ethics & Sustainability	1.5	15	Leadership	1.5	15
						International Immersion*		

Experiential Learning Labs & Clinics								
Concentration Course/Lab 04	2	20	Concentration Course/Lab 08	2	20	Concentration Course/Lab 12	2	20
Empirical Study/Live Project	1	10	Empirical Study/Live Project	0.5	5	Empirical Study/Live Project	0.5	5
		100			100			100

Term 7		
Course Name	Credit	Hrs
Boardroom Simulation	2	20
Legal Aspects of Business	1.5	15
Entrepreneurship & New Venture Creation	1.5	15
General Elective 1	1.5	15
General Elective 2	1.5	15
		80

Total Hours 740

Notes

- The curriculum is subject to revision periodically with approval from the Curriculum committee. Courses may be added, substituted or removed as may be deemed necessary for enhancement of the learning experience in line with the program objectives
- In case of international immersion, the courses listed in the term will be substituted by courses offered at the partner school during the immersion for equivalent credits.



Program Structure

PGPM FBE
2026-2027

Term 1			Term 2			Term 3			2020-2021	
Course Name	Credit	Hrs	Course Name	Credit	Hrs	Course Name	Credit	Hrs		
Managerial Economics	3	30	ERP & Industry 4.0	2	20	Corporate Finance	2	20		
Financial Accounting	2.5	25	Managerial Accounting	1.5	15	Strategic Management	2	20		
Statistical Methods in Decision-making: Part 1			Statistical Methods in Decision-making: Part 2			Operations Management: Part 2			1.5	15
Strategic Marketing & Customer Focus: Part 1			Strategic Marketing & Customer Focus: Part 2			Business Analytics			1	10
Managing Self and Teams			Operations Management: Part 1			Gen AI			1	10
Experiential Learning Labs & Clinics										
Successful Family Businesses' strategies		1	10	Networking with Entrepreneurs, VCs and Business Leaders		1	10			
Communication Lab		1	10	Communication Lab		0.5	5	Innovation Sandbox		1.5 15
Making Sense of Data		1	10	Storytelling with Data		2	20			
Karma Yoga		1	10	Karma Yoga		2	20			
			145				135	90		

Term 4			Term 5			Term 6		
Course Name	Credit	Hrs	Course Name	Credit	Hrs	Course Name	Credit	Hrs
Internationalizing Family Business	2	20	Professionalizing the Family Business	2	20	Managing Intergenerational Conflicts	2	20
Innovation Strategies for Family	2	20	Designing and Managing Family Wealth and Offices	2	20	Family Business Succession	2	20
						Scaling the Family Business	2	20
International Business Strategies	1	10	Ethics & Sustainability	1.5	15	Leadership	1.5	15
						International Immersion *		
Experiential Learning Labs & Clinics								
Knowing Self, Family and Business	1	10	Networking with Industry and Government Stakeholders	1	10	Growth Hacking	2	20
Assessing & Setting Business Goals	1	10	Developing the Business Plan: Part 2	1	10			
Developing the Business Plan: Part 1	1	10	Business Launch	2	20			
80			95			95		

Term 7		
Course Name	Credit	Hrs
Boardroom Simulation	2	20
Legal Aspects of Business	1.5	15
Entrepreneurship & New Venture Creation	1.5	15
General Elective 1	1.5	15
General Elective 2	1.5	15
Experiential Learning Labs & Clinics		
GLIM Sharks - Business Pitch to Investors	2	20
100		

Total Hours 740

Notes

The curriculum is subject to revision periodically with approval from the Curriculum committee. Courses may be added, substituted or removed as may be deemed necessary for enhancement of the learning experience in line with the program objectives

In case of international immersion, the courses listed in the term will be substituted by courses offered at the partner school during the immersion for equivalent credits.

APPENDIX - 4
PGPM 26-27 – COMMITTEE LIST

	Committee Name	Mentor
1	Alumni Committee	Ms. Pratima & Ms.Rizwana Sayyed
2	Branding & Admissions Committee	Mr. Yash Merchant & Ms. Dhwani Choksi
3	Events Committee	Mr. Yash Merchant & Ms. Vimala VM
4	Placement Committee	Mr. Kiran Neti
5	Competition Committee	Prof. Arti Srivastava, Prof.Rajesh Kumar Acha, JF - Ms. Swetha Shree R
6	Sports Committee	Col. Ranjan Prabhu & Prof.Neeraj Jain
7	Karma Yoga Committee	Dr. Arulsamy, Prof. Narasimma
8	Director's Student Leadership Circle	Dr. Debashis Sanyal
9	Student Council	Dr. Raj Krishnan Shankar
10	Food Committee	Col. Ranjan Prabhu & Ms. Aparajita Mallick
11	International Relations Committee	Mr Chahat Mishra

APPENDIX-5**PGPM 26-27 – CLUB LIST (Tentative and subject to changes)**

	Club Name	Mentor
1	Entrepreneurship and Family Business	Prof. Raj Shankar, JFs - Dr.Martin Selvakumar & Ms Mamta Rani
2	Fin-Com	Prof. Vishwanathan Iyer, Prof.Neeraj Jain
3	Marketing	Prof. Manoj Das & Prof.Arti Srivastava
4	Analytics	Prof. Rushikesh Borse & JF - Mr.Imran
5	Operations	Prof. Sandeep Srivathsan & Prof. Umayal Karpagam
6	Consulting	Prof. Vivek N & Prof. Ranjan Chakravarthy
7	L'Attitude	Prof. Narassima & Prof. Pranesh
8	TedxGLIM	Prof. Ambika Prasad
10	Product Management	Prof. Vivek N & JF - Ms. Lavanya G
11	Reading Club* (Special Interest)	Prof. Raj Shankar