



**STUDENT  
RULE BOOK  
(2021-22)**

**Part I**

## **Message from the Director**

**Dear Students,**

### **Congratulations!**

It gives me great pleasure to welcome you to the Great Lakes Institute of Management, Gurgaon family. You join our family at an important time in our history; we just completed 10 years. Over the past decade, this campus has been inspiring greatness in future business leaders like yourself, and we are extremely proud of the various achievements that have shaped the story of our campus and helped it achieve universal recognition as a premier business school in the Indian management education space, known for its quality, innovation and business relevance.



One of the most important pillars of success for our campus has always been the success of our students, and this success is deeply rooted in the values and culture of this campus. Our campus offers an environment that brings together an exceptional faculty team and a very dedicated staff committed to your success. This campus prides itself on being a learning environment that induces everyone present here to nurture their own talent, to experiment with new ideas, and to develop an outlook that never sees challenges as something overwhelming.

In challenging times such as the one we are currently facing—the COVID-19 crisis, it is absolutely essential that, as students, you understand how to best use your stint at Great Lakes, Gurgaon to develop problem-solving abilities, social skills, and a ‘never-give-up’ attitude that separates truly successful and tough individuals from the merely lucky. Remember that challenges are meant to be overcome, and we at Great Lakes are confident to overcome such challenges.

Success in every career hinges on a person’s ability to think critically, communicate effectively, develop quantitative and technical competencies, and be able to make ethical and moral decisions. Thus, Great Lakes, Gurgaon would like to encourage students to engage actively with their classmates and professors, and to take both analytical and creative approaches towards solving management challenges. Our endeavor is to give our students a transformative experience by helping them develop the skills to start a career within the management profession, as well as build a sense of social responsibility and a commitment to serve others. It is my expectation that each of you with your presence will strengthen and reinforce the culture of this institution. That you will ensure that each of you personally are always a positive, exciting, challenging and responsible influence on each of your peers, seniors and juniors.

The graduate management programmes at Great Lakes, Gurgaon provide students a practice-based graduate education. In each course, students learn key business concepts through experiential projects and assignments. At Great Lakes, understanding how to act on what we learn is as important as learning the concepts.

The Student Rule Book is meant to guide you on rules and regulations of the Institute and will help you to navigate your journey here. During your stay here, we would like to ensure clarity and transparency in our communication with you. The Student Rule Book has been divided into two parts. Part I comprises Institute information & rules and regulations that you would need to know and Part II has Academic details for your effective and smooth interaction with the Institute. Also listed are facilities provided in the institution.

Please do spend some time and go through this information carefully so that you do not miss out any opportunity that Great Lakes, Gurgaon may have to offer you. There is a Student Undertaking form that needs to be filled and handed over to your Programme Office by the specified date.

As I mentioned at the very beginning, I am excited to have you all join the family and I look forward to your support in maintaining the Institute’s image and uphold its values. Your feedback is of immense value and therefore whenever you wish to give some, do so to the appropriate authority without any hesitation, including me in my capacity as Director.

With best regards,

**Dr. Debashis Sanyal**

Director

Great Lakes Institute of Management, Gurgaon

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**Student Rulebook**  
(With effect from May 2020)

## 1 About these guidelines:

- 1.1 These guidelines provide boundaries to the daily functioning of Great Lakes Institute of Management, Gurgaon, hereinafter the Institute, and enable effective delivery of infrastructure and academic services to the students.
- 1.2 This compilation of guidelines comes into effect from May 2020 and supersedes all other guidelines in respect of matters therein.
- 1.3 This document of the Institute is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of Institute in the event of any dispute, the Students Rule Book will prevail.
- 1.4 The Institute has the right to change the guidelines anytime to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.5 The Institute has the right to make any changes as it may deem fit in terms of the programme content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines or any other matter etc. In case of any dispute or differences about the programme, the decision of the Institute will be final and binding on all the students.
- 1.6 All disputes are subject to Gurgaon jurisdiction only.

## 2 General guidelines:

### 2.1 Code of Conduct

- 2.1.1 Cleanliness of the premises must be maintained by everyone in the Institute at all points of time.
- 2.1.2 Any problem with regard to administrative facility, faculty, and classrooms etc., must be addressed through the Student Council who will take it up with the admin office. In case of Lecture Cancellation, the Programme office will inform said changes to the course coordinators (CoCo)/ respective students through email /Notice Board. CoCos will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.
- 2.1.3 Use of cell phones in class is **not** permitted. Any student found using the cell phone in class will be penalized as per the regulations in force from time to time. The faculty or the Teaching Assistant (TA) in the class is empowered to seize the phone and deposit it in the Programme Office.
- 2.1.4 Mode of Communication to students is via email /Notice Board. Students are advised to check the email /Notice Board at least once a day, and not rely on rumour or hearsay about any matter.
- 2.1.5 All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Penalty will be levied / action will be taken for non-compliance. If the student misplaces the original I-Card, duplicate card be issued from Institute by applying for the same to the Programme office and paying the prescribed fee
- 2.1.6 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone in our campus. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
- 2.1.7 Any student resorting to physical fights will amount to ragging and appropriate action being will be taken against such students.
- 2.1.8 Any student during the tenure of his/her studentship being named in a police case will be liable for appropriate action against him/ her, by the Institute.

### 2.2 Discipline Norms and Penalty

- 2.2.1 A disciplinary committee constituted by the Institute will look in to all cases of indiscipline related to students. The committee comprises of the Chairperson, one faculty member and one staff member. The committee will hear each case and recommend action to the Programme Director and to the Institute. On approval by the Director appropriate action will be initiated by the Institute. **For names of committee members refer Section 23.**
- 2.2.2 Sexual Harassment committee constituted by the Institute comprises of the Chairperson / Head of the

Department, one lady member (from faculty or staff), and two more members of the Institute. The committee will address all related issues and recommend action to the Director and the Institute. On approval by the Director appropriate action will be initiated by the Institute. **For names of committee members refer Section 23.**

- 2.2.3 Institute campus including premises of Institute and hostels are earmarked non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on the gravity of act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, Institute and the campus. Further, after enquiry, the student's name will be struck off from the roll of the Institute. The maximum punishment can be expulsion from the Institute.
- 2.2.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the Institute after enquiry.
- 2.2.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per Institute norms. The maximum punishment can be expulsion from the Institute.
- 2.2.6 In all matters of indiscipline and indecent behaviour, Director of the Institute will be the appellate authority. Ombudsman is appointed by the Institute who would look into such cases referred by Director and their decision is final and binding. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on gravity of Act, the student can be expelled from the Institute. The Institute will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

### **2.3 Dress Code:**

- 2.3.1 Institute is a place where, we have interactions with many corporate and international visitors. For this purpose, it becomes essential to adhere to some broad guidelines for dress and appearance.
- 2.3.2 Students are required to be dressed decently (Half pants, three-fourths, shorts, short skirts, track pants, night clothes, bathroom slippers/flip-flops are not allowed in Academic block).
- 2.3.3 For all events of the Institute, including seminars and conferences, students are required to dress in business formals.

### **2.4 Punctuality**

- 2.4.1 Classes are expected to begin on time. Late coming is not permitted. Programme Office members and Faculty members have the authority to not allow latecomers to enter the classroom. The Programme Office is not obliged to grant attendance to late comers.
- 2.4.2 Students are required to be present for all events of the Institute, including the Convocation, Sports Day, guest lectures, compulsory workshops, CEO Series, and other any other event as intimated by e-mail. Record of attendance will be kept for action. The Institute reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism in events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the notice board/ email from time to time and / or remark on the transcript or any other decision by the management.
- 2.4.3 Students are required to be in 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 Programme Director and Hostel Warden. This applies even to those students who are representing GLIM, GURGAON for social, cultural, and co-curricular events.
- 2.4.4 Students are required to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the Institute or the faculty concerned. Do not approach Programme Office staff or faculty members and others to change or extend deadlines.

- 2.5 **The Institute has a zero tolerance policy towards misbehaviour, indulgence in unethical/illegal practices including possession and/or consumption of use of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance etc. by any student.**

### 3 Attendance and leave guidelines for all students:

#### 3.1 General Guidelines

- 3.1.1 A student is required to monitor his /her own attendance regularly. All doubts regarding attendance should be clarified with the programme office within appropriate time (at the end of each class during recess or at the end of class hours of the day). If the student is marked absent wrongly, he/she should immediately inform the concerned faculty by submitting a written application justifying his/her stand, for a review by the concerned faculty, whose decision will be final.
- 3.1.2 Attendance report of all the students would be updated on the attendance portal or sent periodically by mail. If the student has any issue or finds any discrepancy in their attendance they should inform the programme office in writing regarding the same within 48 hours of the publication of attendance record. No claim shall be entertained under any circumstances after that. No changes will be entertained once attendance reports are finalized.
- 3.1.3 For ALL absence, prior intimation through prescribed application form is to be given to the Programme office. In situations of emergency, intimation must be given to Programme office through phone / e-mail within 24 hours of the absence. Any absence without written intimation will be treated as unauthorised and will be reflected in the records as such.
- 3.1.4 Students must refrain from approaching faculty members for attendance related issues and exemptions. They must submit an application to the programme office for necessary approvals.
- 3.1.5 If the student remains absent due to any medical issues they should submit medical certificate along with copy of all the medical reports to the office on return to campus after medical leave. No certificate shall be entertained under any circumstances thereafter.
- 3.1.6 Final attendance of each term will be published after end of classes. If the student has any issues regarding attendance he/she will notify the Programme office in writing and the same will be placed before an appeal committee. The decision of the committee will be final.

#### 3.2 Attendance Rules for the Institute

- 3.2.1 100% attendance in classes is compulsory. However for medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities a relaxation upto 20% may be allowed. Following are rules relating to attendance:
- 3.2.2 Students of who are having less than 60% of attendance (Overall) in any term will not be eligible to appear in that end-term examinations. They have to take re-admission in the same Term in the same year of study of subsequent academic year and complete all the requirements of the programme and pay requisite fees as per the prevailing rules of THE INSTITUTE.
- 3.2.3 **Lowering of grades in individual Course/s:**  
Students who are having attendance equal to or more than 60% but below 80%, will be declared as defaulters and respective grades in course/s as obtained on the basis of his/ her academic performance will be lowered as per the details mentioned in the table below.

Attendance % (In each Course)	Grade status
Less than 60%	F Grade
60% to 69.9%	2 Grades Less
70% to 79.9%	1 Grade Less

- 3.2.4 Exceptional cases for absence such as death in family; marriage of oneself; hospitalisation etc., will be dealt with on case to case basis by Programme Director. Such students will be required to submit all the relevant documents. However for such cases also first their 20% (out of 100% attendance) exemption will be taken into account and if needed additional exemption in attendance can be permitted subject to a maximum of 20%.
- 3.2.5 **Written final re-examination and/ or improvement in the internal assessment will not be allowed if any student has obtained 'D+/D/D-' or 'F' grade(s) due to non-fulfilment of the above attendance criteria.**

### 4 Academic Guidelines

#### 4.1 Credit Structure

- 4.1.1 Credit structure is defined in terms of contact hours assigned for various academic components of a programme. This includes class room lectures, tutorials, practical sessions, projects, seminars, lab work, group work and any other academic activity for which contact hours are assigned in the

curriculum. The details are as follows:

- 4.1.2 The broad components of evaluation for any course/subject may be as follows. The total points for each course with maximum that can be assigned will be as per specific requirements of the programme.

**For details, kindly refer SRB Part II**

- Class-participation/ Individual presentation in class
- Quizzes/ Class test/ Surprise test/ Assignments (announced/unannounced)
- Individual assignment/ Group assignments/ presentations/ Decision sheets
- Term papers/Decision sheets/ project reports
- Research Paper Presentations /Viva
- Tutorials
- Sessional / Mid-term examination
- End-term examination
- Any other programme specific component

- 4.1.3 **Internal evaluation marks once finalized and shared cannot be changed subsequently.**

- 4.1.4 The weightage for each component will be specified by the faculty and will form an integral part of the course outline (as per specific requirement of the Institute). The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the Programme Director will ensure that the evaluation components and weightage points assigned to each component are fair.

- 4.1.5 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.

- 4.1.6 The minimum number of students to offer a course/s will be decided by Programme Director of the respective programme on the basis of total number of students registered in that particular programme/s. If a course is not offered for lack of adequate student registrations, students registered for such course will have to choose from other courses being offered. For details please get in touch with the Programme Office.

**4.2 Project Guidelines:**

- 4.2.1 From time to time a faculty may assign projects to students in their course.

- 4.2.2 After submission, a faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of the Institute policies and will be dealt with as per rules of the institute or as decided by concerned faculty/Programme Director/Director of the institute

**For more details on Academic / Project guidelines, refer Part II**

**5 Examination Guidelines:**

Any breach of the following requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and would be dealt with, under the Unfair Means procedure of the Institute. Severe penalty would be imposed on the students who are found to be involved in the adoption of unfair means in the examinations and will be referred to the unfair means committee.

**5.1 Discipline in the Examination Hall**

- 5.1.1 Students must know their Roll Number, carry their institute-issued ID Card and Nameplate for all examinations, without which entry to the examination hall may be denied
- 5.1.2 Students who are eligible to write the term examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will necessarily have to get the approval of the Head of Examinations / Programme director of the respective programme in order to appear at the examination. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting the required approvals in such a case.
- 5.1.3 Students are not permitted to enter the examination hall more than half an hour after the commencement of the examination. Students are not permitted to leave the examination hall until half

- an hour after the start of the session or during the last ten minutes of the session.
- 5.1.4 Students should ensure that all their bags and other personal belongings are deposited in the designated area outside the examination hall, at their own risk. The Institute will not be responsible for the safety and security of the same.
  - 5.1.5 A student, who fails to attend an examination at the time and place published in the timetable, will be deemed to have failed in that course due to absence. Opportunity for re-examination will be given according to the rules and regulations.
  - 5.1.6 Students should occupy their correct seats as per the seating chart released and write appropriate details in the space provided for the purpose on the answer-book.
  - 5.1.7 Students are required to have their Identity Cards issued by the Institute and they must produce these for verification by the invigilator during the examination. Students not having the said identity card with them during the examination may be denied permission to appear for the examination.
  - 5.1.8 Every student present must sign against his / her Student number on the attendance sheet provided by the invigilator.
  - 5.1.9 Course-specific exam instructions are usually sent at least 24 hours before the commencement of the exam. Students should specifically go through these instructions and those given on top of the question paper. They are of utmost importance.
  - 5.1.10 On the front page of the answer book, students are required to fill, completely, all the details asked
  - 5.1.11 **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a student has any query as regards contents of the question paper, he should bring the same to the notice of the invigilator without disturbing others in the examination hall.
  - 5.1.12 Students are forbidden to (i) bring any books, notes, scribbling papers, pagers, mobile phones, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any material connected to the examination—question paper, case-study, tables, answer-book (in part of full), written or blank, while leaving the examination hall. Such an act amounts to adoption of unfair means by the student/s concerned and strict action will be taken against them. Invigilators/programme office staff are fully authorized to frisk the students.
  - 5.1.13 Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the Institute.
  - 5.1.14 Answer books are coded for anonymity and therefore, students should not write their name, Roll No., etc. anywhere in the answer-book and/or supplementary sheets and/or reveal their identity in any form in the answers written by them anywhere in the answer book/supplementary sheet. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.
  - 5.1.15 While underlining answers for focusing attention of the evaluator is permitted, use of varied colour inks, except for illustrations and figures **MUST** be avoided. **DO NOT** use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to reveal the identity of the student.
  - 5.1.16 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying answer books/supplementary sheets/any part of the answer book out of the examination hall will be treated as adopting to unfair means and appropriate action will be taken against such students.
  - 5.1.17 Students should not write anything on the question paper/case study/tables & should return them at the end of the examination with their roll number mentioned where required.
  - 5.1.18 Exchange of stationery, writing material, mathematical/electronic instruments, question paper etc. is strictly prohibited.
  - 5.1.19 If students want anything, they should approach the invigilator without disturbing other students. However, they should not leave the examination hall on any account, without surrendering their answer book.
  - 5.1.20 Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.
  - 5.1.21 A student who disobeys any instructions issued by the Invigilator or who is guilty of rude or



- disobedient behaviour is liable for disciplinary action to be taken against him / her by the Institute.
- 5.1.22 Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the Institute in respect of the reported act of unfair means will be binding on them.
- 5.1.23 **Guidelines for Appointment and Availing facility of Scribe for the physically disabled (permanent or temporary disability) students during examinations**
- 5.1.23.1 A student who may have a permanent or temporary physical disability may apply to Institute for appointing a scribe for the examinations.
- 5.1.23.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.
- 5.1.23.3 The scribe/ writer will be arranged by the Examination Cell/Programme Office and will not be the choice of the student. Request for a scribe should be submitted to the Head of Examinations at least a week before the commencement of examinations, where possible.
- 5.1.23.4 The scribe will normally be at least one grade junior in academic qualification than the student if from the same stream.
- 5.1.23.5 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.
- 5.1.23.6 The Head of Examinations will have powers to resolve issues if any in this regard. He will be authorized to make/ accept any last minute changes of scribe under exigencies.
- 5.1.23.7 The said student will sit in a separate room under supervision.

**5.2 Rules as regards cases of adoption of unfair means by the candidates for all assessments mentioned in the course outlines (online and offline) of all courses, including online examination are as under:**

- 5.2.1 If any candidate is found resorting to any of the following acts, he/she shall be deemed to have adopted unfair means. The adoption of unfair means by the candidates is treated very seriously and appropriate penalties are imposed after following the principles of natural justice.
- 5.2.2 All cases brought up by invigilators, programme office staff, faculty members or the IT team shall be reported to the Unfair Means Committee through the Head – Programme Office & Examinations.
- 5.2.3 The committee, using the guidelines, of minimum penalties, mentioned in the table (of what comprises of unfair means during examinations (non-exhaustive)) below and information collected during the process of enquiry may recommend penalties as per the table below or may wish to modify the penalties as the case may be

1	Any attempt made to talk, copy or indulge in any form of unfair means OR Possession of any copying Material OR Indulgence in any form of communication with anyone other than the invigilator	Zero in the respective exam the student was caught in
2	Revealing the identity in any form (Name, Roll No, religious invocation etc. in the main answer book and/ or supplementary sheet)	Zero in the component
3	Mass copying involving three or more students	F grade in the concerned course for all students
4	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed for the first time)	Two grade docks in the course concerned
5	Smuggling in or smuggling out of answer books for submission or as copying material, including the act of assisting another student(s) with the smuggling	F grade in the concerned course + debarment from Placement in the first month (30 days from the date of the first interview conducted for the respective batch)
6	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	F grade in the concerned course + debarment from Placement in the first month (30 days from the date of the first interview conducted for the respective batch)

7	Disrupting exam code of conduct including using obscene language/ threats inside the examination hall by a student to room supervisor/ any other authority	F grade in the concerned course + debarment from Placement in the first month (30 days from the date of the first interview conducted for the respective batch)
8	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet	F grade in the concerned course + debarment from the Placement process
9	Interfering with or counterfeiting of Institute seal or answer books or office stationery used in the examination with the intention of misleading the authorities	F grade in the concerned course + + debarment from the Placement process
10	Impersonation for a student(s) or impersonation by a student(s) in Institute examinations	i) F grade in the concerned course for student(s) concerned + ii) debarment from the Placement process OR not being promoted/graduated

- 5.2.4 An inquiry shall be held by the Unfair Means Committee and adequate and reasonable opportunity shall be given to the concerned student(s) to explain their position
- 5.2.5 Rules governing the adoption of Unfair Means, and punishments thereof, will also apply to any submission made for assessment by the student, individually or in a group, as hardcopy or as softcopy. This includes assignments, projects, etc.
- 5.2.6 The Institute takes Plagiarism very seriously and students indulging in such cases will be considered as adopting to unfair means.

**5.3 Practical/Dissertation/Project Report Examination:**

- 5.3.1 Student involved in malpractices at Practical/ Dissertation/ Project Report examinations including act of plagiarism, shall be dealt with as per the punishment provided for the theory examination.
- 5.3.2 The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty, and any other punishment deemed fit in the same case.

**5.4 The Grievance Redressal Mechanism as regards evaluation of answer books and timelines to be followed for the same would be as under:**

- 5.4.1 The Grievance Redressal Mechanism will apply only to end-term examinations of the Institute.
- 5.4.2 The above mechanism will not apply to practicals / oral examinations/ viva/ projects/ MCQ's in online exams/assignments/ dissertation/ presentation/ field work etc. All the students will be informed the course/module-wise marks obtained by them in the 'Internal Continuous Assessment' and 'End-Term Examination' by the Examination Office, on the date of declaration of result of the examinations of the respective class/es..
- 5.4.3 Under the Grievance Redressal Mechanism,:
- 5.4.3.1 Students will be shown their end-term answer papers. The review window will be announced soon after the declaration of results.
- 5.4.3.2 Students can apply for re-evaluation only under the following conditions
- 5.4.3.2.1 If any question has not been evaluated
- 5.4.3.2.2 If there is a totaling error
- 5.4.3.2.3 Students cannot apply for subjective re-evaluation of any question/section
- 5.4.4 Revised marks, if applicable will be shared with the student.
- 5.4.5 No application received after the publishing of grades will be entertained.

**Kindly refer Part II of SRB for rules for Internal Continuous Assessment / End-Term Evaluation, Grading system, Passing criteria, method of calculation of CGPA, Re-Examination, exceptional cases – medical etc.**

## 6 Library Rules and Regulations:

- 6.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and with any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate institute disciplinary procedures.
- 6.2 Access to the institute Library is restricted to staff and students of the institute who are in possession of a current valid identification card issued by institute, and to such other persons as may be authorized by the Librarian.
- 6.3 Students are required to carry their institute student card and staff to carry their institute staff identity card to get entry and to use the Library, and must produce this when required doing so by an authorized person. This card must be used only by the member to whom it is issued.
- 6.4 Bags, etc., are not allowed in the Library. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.
- 6.5 Silence is required in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off, or set to silent ring mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for upto 3 weeks.
- 6.6 The consumption of food and beverages (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.
- 6.7 Photography, filming, video-taping and audio-taping in the Library is not allowed.
- 6.8 Humanly operated personal equipment/electronic gadgets should not be used without the prior permission of the Librarian.
- 6.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 6.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of institute, and development work associated with any of the aforementioned. *Use of the data is not permitted* for consultancy or services leading to commercial exploitation of the data, or for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 6.11 The removal of any material from the Library must be properly authorized and recorded. Damage to, or unauthorized removal of, material constitutes a serious offence and may lead to a fine or to disciplinary action.
- 6.12 Borrowing entitlement: Two books for seven days. One-time renewal is possible if the book is not in demand.
- 6.13 Fine per day per book is levied on overdue books. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
- 6.14 Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.
- 6.15 Institute dress code needs to be followed by students visiting the Library. Students are required to wear smart casuals (Half pants, Short skirts, bathroom slippers are not allowed)
- 6.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the institute are outstanding.
- 6.17 The award of the institute qualification certificate will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.

- 6.18 For list of electronic resources / Databases refer annexure.
- 6.19 Students must not write or mark anything on the books with pen/pencil/any other instrument
- 6.20 Students are not permitted to move any library furniture/instrument from its original place
- 6.21 Books or other resources issued are to be presented physically at the circulation desk for renewal.

## 7 Placement policy

Will be shared by the Corporate and Career Services (CCS) Office

## 8 Summer Internship Policy

Will be shared by the Corporate and Career Services (CCS) Office

## 9 Guidelines for the Use of Computing Facilities:

- 9.1 The Institute invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. The students are responsible for ensuring that these resources are used in an appropriate manner. The list of websites which are blocked for use at the Institute and at the Hostels is given in the annexure.
- 9.2 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of the document will be available with the Computer Centre.
- 9.3 The internet access to students will be as per the Institute policy. Any change request has to be routed through the Programme Manager in writing.
- 9.4 Provision of Computing Resources:
  - 9.4.1 Students are not allowed to connect personal pen drives/ Laptops to the systems installed in the classrooms.
  - 9.4.2 **All students will be given an official Great Lakes email id** and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. Strict action will be taken against if any misuse of internet.
  - 9.4.3 Law: Your use of the computing facilities is governed by various applicable laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the the Institute.
  - 9.4.4 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.
  - 9.4.5 Authority of Information Systems Staff: Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of the Institute computing facilities.
  - 9.4.6 Improper behaviour towards staff will result in disciplinary action.
  - 9.4.7 Levels of Service: The Institute endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, the students should lodge a written complaint in the Complaints Register available in the Computer Lab. No action will be taken on any verbal complaint.
  - 9.4.8 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.
  - 9.4.9 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
  - 9.4.10 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
  - 9.4.11 Do not request resources or access rights that you do not need.
  - 9.4.12 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The Institute accepts no responsibility for any loss to a user consequent upon a

- failure to log out correctly at the end of a session.
- 9.4.13 Do not remove, borrow, connect or disconnect equipment without permission.
- 9.4.14 Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance programme or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 9.4.15 Do not in any way cause any form of damage neither to The Institute IT facilities, nor to any of the accommodation or services associated with them.
- 9.4.16 Do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user or of a system administrator without that person's permission.
- 9.4.17 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
- 9.4.18 Do not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
- 9.4.19 Do not transmit unsolicited commercial or advertising material.
- 9.4.20 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 9.4.21 Do not monitor network traffic-
- 9.4.22 Do not make deliberate unauthorised access to facilities or services accessible via the The Institute Local Area Network (LAN).
- 9.4.23 Do not waste staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
- 9.4.24 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- 9.4.25 You must adhere to the terms and conditions of all licence agreements relating to IT facilities which you use including software, equipment, services, documentation and other goods.
- 9.4.26 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
- 9.4.27 Students are prohibited from viewing Pornographic material in computer Centre or on any other computer/ on any other device. Playing Games, Hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. In the campus,. Disciplinary action will be taken by The Institute if the Student is found guilty.
- 9.4.28 Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right, and disciplinary action will be taken against you.
- 9.4.29 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 9.4.30 Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.
- 9.4.31 Do not admit any other person to computer facilities or other The Institute premises when those facilities or premises are locked and do not enter unless authorised to do so.
- 9.4.32 PDA- While The Institute encourages ownership and use of personal electronic devices it does not provide hands on support for legal reasons. This PDA policy define standards, procedures, and restrictions for the use and support of Personal Digital Assistant devices (PDAs).
- 9.4.33 **Software Licensing-** Each IT Service has a defined service owner. The service owner must ensure that all software licenses are up-to-date and that maintenance support is available for both the hardware and software associated with their service.
- 9.4.34 Advice to the students: Illegal and unlicensed software must not be installed on laptop/computers during the academic year
- 9.4.35 **Availability-** Maintaining the availability of the The Institute information and IT systems for business processes usage as required
- 9.4.36 **User Authentication and Audit Logging-** Authentication is required for each connection to the network
- Where possible Two factor authentication should be considered for IT Systems that process sensitive data
  - User must follow best practices to prevent misuse, loss or unauthorised access to systems
  - Keep passwords confidential, Change passwords regularly, Never write down passwords
- 9.4.37 **Network Security-** The Institute maintains a perimeter firewall. All externally facing services must be registered, this register is used to configure the firewall based on the services they offer. This eliminates low level vulnerability probing attacks from the internet while allowing access to registered services
- 9.4.38 In addition to the perimeter firewall, some network ranges are protected by access-lists or additional firewalls

- 9.4.39 Perimeter traffic is logged and appropriately monitored for security purposes
- 9.4.40 Laptops and Desktops that connect to GREAT LAKES's internal network should have
- Anti-virus installed and up-to-date
  - Operating System patched with latest security updates
  - Personal Firewall active
  - User authentication
- 9.4.41 Important: In the event that the guidelines are not followed and there is a consequent damage to any computing facility, The Institute reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

## 10 Feedback Mechanism:

### 10.1 The Institute has a well-established online feedback mechanism for communication of your perceptions. The components of this feedback mechanism are as described below:

- 10.1.1 Mid-term academic review will be conducted roughly in the middle of the term.
- 10.1.2 Online Feedback is taken using a questionnaire after the last session of every course in each term. This feedback is compiled and statistics are placed before the Programme Director/Director.
- 10.1.3 Submitting feedback is mandatory, without which grade(s) for the course(s) for which a student has not submitted feedback, within a stipulated time, will be withheld. Students should get involved in this mechanism seriously as it truly helps the Institute improve the quality of teaching provided.
- 10.1.4 These are open ended questions in which student can reflect learning and teaching aspects of the course.
- 10.1.5 While sharing the feedback with the Director/Programme Director/faculty members, student's identity is kept confidential.
- 10.1.6 Feedback will be taken before the commencement of the end term examinations.

## 11 Psychologist and a Counsellor:

### 11.1 Psychologist and a Counsellor

"I cannot concentrate or focus nor can I sleep, at times I get so scared that I go blank in my exams!"

"Since the time he left me I cannot put my attention to anything I will not be able to live anymore..... can't bear it if he is not in my life!"

"I have lost my confidence I often compare myself with others and feel I am not as good as them"

Nobody understands what I am going through.people become judgemental instead of understanding and supporting. .Whom to share it with?

Who will be able to really help?

Have you had such incidents where you are not able to cope up with the situation?

Or have reacted very harshly and then later realised that reacting to the situation was not really not needed and in the process you damaged the understanding you had with your friends and family? But you just do not know what went wrong then? Do not understand what triggered?

As normal social human beings at any given time in life we could go through difficult times and are confused as well as not able to share our difficulties with others fearing their judging.at such times we recommend, personal Counselling.

Just as we visit the doctor or for the sprain but in case it turns into a fracture we may have to visit an orthopaedic surgeon for an operation of the broken bone /fracture similarly for few mild issues we visit a psychologist and a counsellor and for the same unattended long term issue which may have become chronic we may be asked to take an psychiatric intervention as medicines would also help in creating relaxation and balance. Education alone does not allow us to progress unless we learn to manage our emotions and remove the myths and misperceptions of visiting a counsellor (learnt in the past) instead relearn some more helpful and progressive facts.

Personal counselling is very important at every step in life even at the corporate levels. There could be a situation in our lives when we are not able to cope with, example of a simple case given above. Such situations affect our subconscious mind deeply which interferes our present conscious life and could not allow us to lead a healthy life. Consciously, we do not realise the implications of our behaviour on others but it eventually could affect our events and relations in daily life at home, in class, or at work. When the past emotional situations not dealt with therapeutically, we could develop unhealthy negative thoughts and feelings which we need to be aware of like, "I have no one to whom I can share my personal issues, am I happy? Am I feeling lonely?, having sleepless nights?", such thoughts could again lead to further anxiety and can release harmful hormones; which

could affect our performance, decision making, logical thinking, studies, relationships, career, and gradually affect our physiological health like hypertension, respiratory ailments, gastrointestinal disturbances, migraine and tension headaches, pelvic pain, impotence, frigidity, dermatitis, and ulcers

A counsellor is a non-judgemental friend who understands, ensures privacy and confidentiality of the client and counsels you by giving choices so that you make the right decision. Counselling is based on realistic, structured and research based study.

THE INSTITUTE does care about the students and thus has engaged a full time 'Psychologist and a counsellor'. The counsellor will be available on the ground floor at Room No. 01A, next to the medical room, on Sunday between 1400 and 1800 hours, at the Gurgaon campus for all the students.

11.2 Medical Facility: 24hrs nurse is available in the Medical Room in the campus, room no 01C, ground floor. Doctor will be available in the Medical room on Monday, Wednesday, Friday from 12:00 Hrs to 02:00 Hrs. Students will contact Hostel Warden for any medical emergency or vehicle requirement in medical emergency. We have a tie up with Medeor Hospital Ltd., Manesar student will be eligible for discount of 20% on showing their student id.

## 12 Guidelines for Admission Cancellation / Payment of fees / Re-admission / Academic Break / Submission of Documents / Admission Deferment

### 12.1 Admission Cancellation procedure:

For cancellation of admission, the student needs to submit the application for cancellation of his seat along with original fee receipt to the admission department (if cancellation is before commencement of the programme). If the cancellation is after commencement of the programme, the said application to be submitted to the respective Programme director for further process.

### 12.2 Payment of fees:

- 12.2.1 The promoted students for the subsequent years are required to pay the fees as per the email received from Accounts department. Late fee will be levied if the fee is not paid within the due date.
- 12.2.2 Non-payment of fees within the stipulated time including the late fee period will attract cancellation of the studentship from that programme.
- 12.2.3 **Payment of Fees for the academic break:** If the student has informed the Programme director regarding academic break before the commencement of the relevant year and not paid the total fee for that year, then if his academic break is granted, he can pay the total fee (100%) prevalent at that time when he seeks re-admission.
- 12.2.4 If a student wants to take academic break after the commencement of the academic year, but he has not attended the classes and if the fee is not paid, then while seeking re-admission he has to pay the total fee (100%) plus 25% of the total fee as re-admission fee to continue his studentship.
- 12.2.5 If the student has paid the total fee for the entire year and then sought the academic break after commencement of that academic year in the middle of semester / term again, then he has to pay 25% of the total fee prevalent at that time, as re-admission fees in subsequent year.

Academic break	Fees to be paid at the time of admission after the academic break
Informed before the commencement of the academic year.	100% total fee prevalent.
Informed after commencement, not attended classes and fees not paid.	100% total fee + 25% readmission (prevalent).
Informed during the semester / term fees not paid for current year.	100% total fee + 25% readmission (prevalent).
Informed during the academic year and fees paid for that year.	25% of total fees as readmission fee prevalent that year.

### 12.3 Re-admission rules:

- 12.3.1 A student can seek re-admission in the next academic year, in case he / she fails to fulfill the criteria mentioned under passing standards in SRB. For this purpose, he / she has to pay 25% of the academic fees plus utility charges (in actual) prevalent at that time for that programme.
- 12.3.2 Student can take re-admission in the said year of the programme only once. He/she can take re-admission in different years as long as total period of the programme does not exceed the validity

period of that programme. For example, the validity period is 3 years and for PGCM, it is 2 years, so a student can take re-admission maximum one times but in different progressive years. Admission to the subsequent years is subject to maximum duration permissible for completion of the programme (in years). Such admissions will be at the students' own risk of non-completion of the programme during the maximum permissible duration (in years).

<b>Programme</b>	<b>Duration of the programme (in years)</b>	<b>Maximum duration permissible for completion the programme (in years)</b>
PGDM	2 years	3 years
PGCM	1 year	2 years

If the student takes re-admission in a particular academic year and is not promoted again, either as per the passing standards of the respective programme or any other reason as per academic rules, then the student will not be given second chance for re-admission. However such a student can re-appear at the subsequent examinations of the said year without keeping the terms (i.e. re-admission) by taking a drop and only appearing for the examinations.

#### **12.4 Academic break:**

The following rules are applicable at the Institute

- 12.4.1 After commencement of any programme, if a student wants to take a break for certain valid reason, then he can do so as per the following norms –

The academic break can be granted to any student by respective Programme directors/Director of Institute/Director of campus and the maximum period for an academic break is one year only. (.). This will be based Programme director getting convinced of the reason for academic break.

12.4.2 **Eligibility:**

Academic break can be granted to any student for any of the following reasons:

12.4.2.1 Serious personal medical reasons involving hospitalization, if required and supported by documents.

12.4.2.2 Serious 'family' related issues.

12.4.2.3 Financial constraints.

12.4.2.4 Financial crisis/Maternity/ shift of duties/additional assignments at the work place applicable for executive programme participants only.

- 12.4.3 The Programme director will approve the academic break and forward the application of the student to admission department for necessary process.

- 12.4.4 The academic break can be granted to any student at best once during the programme as long as the total period of academic break is not exceeding one year and not exceeding the validity period of that programme.

### **13 Submission of certificates / mark sheets**

A student has to submit all the relevant documents / certificates / mark sheets as per the offer letter issued by THE INSTITUTE. Non-submission of such mandatory documents after the stipulated time declared by admission department will lead to cancellation of admission of concerned student and the admission fees will NOT be refunded.

**If the student has submitted documents and found discrepancy during verification, the admission would be cancelled and fees will be forfeited.**

### **14 Admission Deferment:**

The following rules are applicable at the Institute

14.1 **Eligibility:**



- 14.1.1 Only those candidates who have paid the full fee or got an approval for part payment can apply for admission deferment.
- 14.1.2 The candidate has to submit an application for 'admission deferment' in admission department **before** commencement of that programme stating the reasons for admission deferment. Admission deferment can be approved only for one year.
- 14.1.3 **Who can apply:**
  - 14.1.3.1 Serious medical illness.
  - 14.1.3.2 Serious family related reasons.
  - 14.1.3.3 Candidate not able to organize funds.
  - 14.1.3.4** Candidate's work related commitments, overseas assignments (over 6 months)
- 14.1.4 The application needs to be submitted to admission department, along with all the supporting documents for 'Admission Deferment' consideration.
- 14.1.5 An applicant who fails to obtain confirmation from Admission office of his/her deferment of admission will be deemed to have forfeited his/her position and will be deregistered from the course admitted to.

#### **14.2 Process:**

- 14.2.1 Deferred admission may only be granted to admitted first year students who have paid the required non-refundable enrolment deposit.
- 14.2.2 The admission department will scrutinize all the applications and forward it with comments to concerned authorities for approval. The request to defer the offer of admission will be reviewed on case to case basis and will be granted depending on the reason stated along with the supporting documents. THE INSTITUTE decision with respect to this will be final and will not be challenged.
- 14.2.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant therein, if still want to apply to THE INSTITUTE, have to undergo the admission process again as fresh applicant.
- 14.2.4 The letter of deferment of admission will be issued by admission department to the applicant.
- 14.2.5 Students who are found to have applied to other colleges and institutes during their time away from the Institute will have their admission revoked and fees will not be refunded.
- 14.2.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
- 14.2.7 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
- 14.2.8 Deferment of admission is not applicable for the first year of the programme.
- 14.2.9 Once the programme has commenced, then even though the applicant have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

### **15 Guidelines for Awards and Scholarships**

- 15.1 Each year there are several student awards announced for different programmes of the Institute. For details specific to Institute, kindly refer Part II.
- 15.2 Students are also advised to keep a good performance track record if they wish to be eligible for these awards. Students obtaining an F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.

#### **15.3 Dean's list / Meritorious students:**

- 15.3.1 Students with the top five CGPAs of batch for every term will be under Dean's List and will get a certificate at the end of Programme.
- 15.3.2 Students obtaining D grades/ F grades/ appearing in the re-exams in the current academic year will be ineligible to be listed in the Dean's List of the current academic year as well as in the Dean's list of the next year(s). Students who have been punished by the Unfair Means Committee / Disciplinary Action Committee will also be ineligible to be listed.

### **16 Great Lakes Learning Management System:**

- 16.1 URL: access through [www.olympus.greatlearning.in](http://www.olympus.greatlearning.in)
- 16.2 Login Policy: Students' official mail ID will serve as the log in.

- 16.3 Change Password: Students are recommended to change password after first login regular notification
- 16.4 Email Update: Users need to change/update their email id for regular notification
- 16.5 Faculty announcement: Announcements related to course and other activities may be published in Announcements section.
- 16.6 Students should not share their log in credentials with other students. Accessing another student's LMS page amounts to adopting unfair means.
- 16.7 Most online classes will be delivered through the LMS. Session recording may be shared with the students depending on approvals from the respective faculty members.
- 16.8 Videos in part or full should not be captured and/or shared. This amounts to violation of Intellectual Property Rights.

## 17 Rules for participating in National/International Level Contests:

- 17.1 All contests have to be routed through Faculty In charge of Student Activity/Programme Director.
- 17.2 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 17.3 **All student contests are classified as follows.**
  - 17.3.1 GRADE A: National and International level contests of very high repute.
  - 17.3.2 GRADE B: National level contests of high repute.
  - 17.3.3 GRADE C: Local and national level contests
    - 17.3.3.1 The Institute heads will make the classification of contest in Grade A/B/C.
    - 17.3.3.2 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
    - 17.3.3.3 Reimbursements (Applicable only for National Contest)
    - 17.3.3.4 Students going for GRADE A will be provided with 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.
    - 17.3.3.5 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1<sup>st</sup> or 2<sup>nd</sup> place only).
    - 17.3.3.6 All reimbursements are subject to the approval of the head of the Institute and are hence subject to change.
    - 17.3.3.7 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
    - 17.3.3.8 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.
- 17.4 **Contest Winners**
  - 17.4.1 Any student who has won any contest is required to provide full details of the contest and award won to the faculty within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.

## 18 Guidelines for Convocation

- 18.1 The Annual Convocation will be held for all Full Time programmes of the Institute.
- 18.2 Only those students who have fulfilled the requirements of the programme will be eligible to receive their degrees/diplomas at the Convocation. These requirements include, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, hostel, library etc., and passing of all examinations and any other deliverables to the Institute.
- 18.3 In case any student is found ineligible to receive the certificate on any account, he/she may apply for consideration of his case at least one month before the Annual Convocation. The decision of the management will be final and binding. No last minute requests for reconsideration will be entertained.
- 18.4 Students will be given a set of guidelines by the Institute and they are required to follow these guidelines for effective conduct of the event.

## 19 Roles and Responsibility of Course Coordinator (CoCo)

- 19.1 The CoCos serves as a link between his/her cohort, the faculty & academic administration. The CoCos for each course are selected by the Programme Office. The major roles & responsibilities include:
- 19.2 Serving as sole point of contact between academic administration & students of a particular course.
- 19.3 Resolving student grievances in the respective courses is responsible for taking attendance in the class. Needs to ensure that no proxy attendance is marked.
- 19.4 CoCo cannot cancel / Reschedule lectures directly with Faculty.
- 19.5 Any additional responsibility assigned by the Programme office/ Programme Director/Director.

## 20 Student Council

The Student Council is the Institute body that represents the students. The major roles & responsibilities include:

- 20.1 To serve as a formal communication channel between the students, faculty and administration
- 20.2 To navigate all student-related activities at the Institute and facilitate a better life on campus
- 20.3 For all major events, prior formal invitation to be given to all the senior management
- 20.4 To keep the programme office informed of all events planned
- 20.5 To submit a mid-term review every term to the Programme Director/Director.

## 21 Interface with Accounts:

21.1 All students who are working for placement, contests, co-curricular, extra-curricular and any other activities for and on behalf of the Institute that need funding and accounting from the Institute, are required to prepare budgets for all their expenses well in advance and obtain approval from the Management. Once the expenses are incurred, they must be settled within 72 hours along with the report of activities.

21.2 Re-examination Fees:

The students who have failed and wish to re-appear for an examination will be required to pay a re-examination fee of Rs. 2,000 per course subject to a maximum 3 courses per year.

21.3 Re-Admission fees:

A person who is not allowed to progress to the next year due to rules regarding failures in multiple courses/subjects shall be required to take re-admission and attend all the classes of that academic year. He will be required to pay re-admission fees, which will include tuition fees and other fees as prescribed from time to time.

## 22 Safety Guide for Students on Fire and Earthquakes

### Introduction

Gurgaon is vulnerable to various natural and manmade disasters such as fire and industrial accidents, floods, chemical (transport and handling), biological, and nuclear hazards, earthquake, cyclones, landslides, bomb blasts, terrorism, riots and tidal surge due to its geographic conditions, industrial growth, increasing population density and squatter settlements have increased Gurgaon's vulnerability to disasters.

The safety measures for a few disasters such as 1) Floods, 2) Earthquakes and 3) Fire in Gurgaon are highlighted briefly in this document.

### 22.1 Earthquake

Precautions to be taken in case of earthquakes are displayed in Table 2 below:

<sup>2</sup> City falls in moderate seismic zone. (2010). Retrieved April, 2010 from the Times of India's official Website: <http://timesofindia.indiatimes.com/articleshow/1257119.cms>

Before Earthquake	During Earthquake	After Earthquake
<ul style="list-style-type: none"> <li>• In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake.</li> <li>• Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start a fire.</li> <li>• Keep a torch and a portable transistor radio handy.</li> <li>• Keep the corridors in the hostel/house clear of furniture and other things, making movement easier.</li> </ul>	<p><b>A) If you are at home or inside a building</b></p> <ul style="list-style-type: none"> <li>• Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture.</li> <li>• Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed.</li> </ul> <p><b>B) If you are in the street</b></p> <ul style="list-style-type: none"> <li>• Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets.</li> <li>• Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse.</li> </ul> <p><b>C) If you are driving</b></p> <ul style="list-style-type: none"> <li>• Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle.</li> </ul>	<p><b>A) If you are at home or inside a building</b></p> <ul style="list-style-type: none"> <li>• Expect aftershocks. Be prepared. Stay where you are and do not come out immediately.</li> <li>• Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out</li> <li>• Turn off the water, gas and electricity</li> <li>• Do not smoke and do not light matches or use a cigarette lighter. Do not turn on switches. There may be gas leaks or short-circuits.</li> <li>• If there is a fire, try to put it out. If you cannot, call the fire brigade.</li> <li>• If possible then contact fire brigade immediately.</li> </ul> <p style="text-align: center;">Immediately clean up any inflammable products that may have spilled (alcohol, paint, etc.).</p> <ul style="list-style-type: none"> <li>• Avoid places where there are loose electric wires and do not touch any metal object in contact with them.</li> <li>• Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth.</li> <li>• Eat something. You will feel better and more capable of helping others.</li> <li>• If the building is badly damaged, you will have to leave it. Collect water containers, food, and ordinary and special medicines (for persons with heart complaints, diabetes, etc.).</li> <li>• Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger.</li> </ul> <p><b>B) If you are outside</b></p> <ul style="list-style-type: none"> <li>• If you know that people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your own situation.</li> <li>• Do not re-enter badly damaged buildings and do not go near damaged structures.</li> <li>• Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass.</li> <li>• Keep away from beaches and low banks of rivers. Huge waves may sweep in.</li> <li>• Keep updating yourself with latest information on earthquake through radio or T. V.</li> </ul>

## 22.2 Fire

Gurgaon is greatly diversified and practically has every type of fire risk. Precautions to be taken in case of fire are given in the Table 3 below:

Before Fire	During Fire	After Fire
<ul style="list-style-type: none"> <li>• Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places)</li> <li>• Identify all the exit routes of the Institute. (There are <b>six exit routes</b> in UPG building)</li> <li>• Check the</li> </ul>	<ul style="list-style-type: none"> <li>• Do not panic. Shout loudly for help</li> <li>• Do not run.</li> <li>• Do not waste time in collecting valuables.</li> <li>• Do not panic.</li> <li>• Inform the fire brigade about the fire and alert neighbors.</li> <li>• If possible, use fire extinguisher.</li> <li>• Do not take shelter in toilet.</li> <li>• Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere.</li> <li>• Do not use the lift to escape.</li> <li>• Use nearest means of escape and the staircase available.</li> <li>• Make exit to ground level instead of the terrace.</li> </ul>	<ul style="list-style-type: none"> <li>• Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.</li> </ul>

adequacy of fire-fighting apparatus and its maintenance.	Report about your safe escape and any other information to the Institute authorities, fire brigade or police present at the site. <b><i>if trapped or stranded:</i></b> <ul style="list-style-type: none"> <li>• Stay close to the floor level.</li> <li>• Cover the gaps of the door by any piece of cloth available.</li> <li>• Do not jump out of the building.</li> <li>• Signal or shout for help.</li> <li>• Stop, drop and roll on the ground and cover with blanket; pour water on the body</li> <li>• <i>Dial 101 or 22620 5301</i> for fire brigade</li> <li>• Give the fire officer detailed address, nature of the incident and the telephone number from which you are calling. Preferably, use landline. Keep down the receiver and wait at the same spot. Control Room will call back to verify the call.</li> <li>• Wait for the Fire Brigade to arrive and co-operate with the firefighters.</li> </ul>	
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## 23 Committees

**23.1 Ragging: Ragging of fellow students in any form is strictly prohibited inside and outside the campus.** Any student/s found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished as per the rules. **Ragging often ends up in sexual or physical harassment for the victim. The institute maintains a zero tolerance policy towards ragging. All issues in this regard will be dealt with utmost urgency and stringent action will be taken against those involved. To help students, Committees have been formed at Institute level and Institute level.**

### Anti-Ragging Committees:

1	Dr. Ahindra Chakrabarti	Chairperson
2	Dr. Preeti Goyal	Member
3	Prof. Anirban Chaudhuri	Member
4	Mr. Samiran Baral	Member
5	SHO, Bilaspur	
6	Asha NGO	

**23.2 Sexual harassment: Sexual harassment on campus or outside campus is unlawful, as well as unethical, and will not be tolerated. All issues in this regard will be dealt with utmost urgency and stringent action will be taken against those involved. As per high court order a committee has been formed to look into all such complaints.**

### Anti-Sexual Harassment Internal Complaints Committee:

1	Dr. Poornima Gupta	Chairperson
2	Dr. Bappaditya Mukhopadhyay	Member
3	Mr. Samiran Baral	Member
4	Ms. Purbasha Sarkar	Member
5	4 Student Council Members	

**23.3 Student Grievance Redressal Cell – All student grievances pertaining to activities, processes and decisions of Great Lakes Institute of Management, Gurgaon, will be heard by a committee - Student Grievance Redressal Cell – having the following constitution**

1	Dr. Preeti Goyal	Chairperson
2	Dr. Jones Mathew	Member
3	Dr. Sheetal Menon	Member
4	Mr. Samiran Baral	Member
5	4 Student Council Members	

### 23.4 Disciplinary Action Committee

1	Dr. Ahindra Chakrabarti	Chairperson
2	Dr. Umashankar Venkatesh	Member
3	Dr. Preeti Goyal	Member
4	Mr. Samiran Baral	Member

### 23.5 Unfair Means Committee

1	Dr. Ravindra Ojha	Chairperson
2	Dr. SK Palhan	Member
3	Dr. Poornima Gupta	Member
4	Mr. Shankar Iyer	Member

### The list of websites categories which are blocked for use at the Institute and at Hostels owned by the Institute

Sr. No.	Category
1	Potentially Liable
2	Drug Abuse
3	Occult
4	Hacking
5	Illegal Unethical
6	Racism and Hate
7	Violence
8	Marijuana
9	Folklore
10	Proxy Avoidance
11	Web Translation
12	Phishing
13	Plagiarism
14	Child Abuse
15	Controversial
16	Abortion
17	Adult Materials
18	Advocacy Organizations
19	Gambling
20	extremist Groups
21	Nudity And Risqué

Sr. No.	Category
22	Pornography
23	Tasteless
24	Weapons
25	Sex Education
26	Alcohol
27	Tobacco
28	Lingerie and Swimsuit
29	Sports Hunting and war Games
30	Freeware Downloads
31	Games
32	Peer-to-peer File Sharing
33	Multimedia Download
34	Internet Radio and TV
35	Potential Security Violating
36	Malware
37	Spyware
38	Web Hosting
39	Multimedia Search
40	Audio Search
41	Video Search
42	Spam URL

### 25.0 List of Important Numbers

Agency	Number
<b>Police</b>	
Police Help Line	100
Bilaspur Police Station	0124-2379580 <a href="mailto:shobilaspurgq-hry@gov.in">shobilaspurgq-hry@gov.in</a>
Women Help Line	1091
Women Police Station Manesar	0124-2290100
<b>Fire Brigade</b>	
Fire Brigade Help Line	101
Manesar Fire Stations	0124-2292101
<b>Ambulance</b>	102
<b>Hospitals</b>	

Medeor Hospital, Manesar	0124-4755555, 4755500
<b>Travel Agency</b>	
JMD Taxi Service, Near Campus	9466798131 / 8684819030
Mahesh Travels, Near Campus	9050357690, 9992073011
Hari Om Travels, Manesar	9899751818, 9953441818
Rahul Tour & Travels, Gurgaon	9811414845
<b>Chemist</b>	
Kumar Medicos	90504610095
<b>Hostel (Contact -)</b>	
Girls Hostel	0124-2865895
Boys Hostel	0124-2865896

**End of Part I**