

**STUDENT
HAND BOOK
2025-26
PART I**

Vision

To become an Academic Center of Excellence that helps students and organizations navigate the economic, social and environmental challenges posed by a rapidly changing 21st century world.

Mission

Through teaching, research, and executive programs, we foster managerial excellence and human capital development to meet the needs of the business world and create a sustainable society.

Core Values

Integrity

We uphold the highest standards of integrity, ensuring that our actions are guided by honesty, ethics and commitment to doing the right thing.

Excellence

We strive for excellence in all our endeavors, aiming to achieve the highest standards in education, research, and service.

Transparency & Mutual Respect

We maintain transparency in our actions and decisions, ensuring trust and accountability while fostering an environment of mutual respect, where every individual's contributions are valued.

Innovation

We encourage innovation and creativity, continually seeking new ways to solve problems and improve outcomes.

Ownership

We take pride in our work and embrace a sense of ownership, ensuring that our collective efforts contribute to the success and growth of our community.

Message from the Principal

Welcome to Great Lakes, Gurgaon!

It gives me great pleasure to have you join the GLIM, Gurgaon family.

Congratulations on making it to a prestigious educational institution! Over the past one and a half decades, this campus has been inspiring greatness in future business leaders like yourself. We are very proud of the various achievements that have shaped us as a premier business school. We have achieved universal recognition as a celebrated business school in the Indian management education space, known for our quality, innovation and business relevance.



The most important pillar of success for any educational institution is the success of its students. This success of GLIM Gurgaon students is the deeply rooted 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 having a learning environment that encourages 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. We have always cherished the idea of ‘One Community’ - where every single person is shown respect. I urge every one of you to foster this spirit.

It is necessary that, as students, you understand how to best use your time at GLIM, Gurgaon to develop problem-solving abilities, social skills, and a ‘never-say-die’ attitude that separates truly successful and tough individuals from the merely lucky ones.

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. GLIM, Gurgaon encourages 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 you will strengthen and reinforce the culture of this institution; that you will ensure that each of you personally are always a positive, exciting and responsible influence on each of your peers, seniors and juniors.

The graduate management programs at GLIM, Gurgaon provide students a practice-based graduate education. In each course, students learn key business concepts through experiential projects and assignments. At GLIM, understanding how to act on what we learn is as important as learning business management 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, we would like to ensure clarity and transparency in our communication with you. Also listed are facilities provided in the institution.

Please go through this information carefully so that you do not miss any opportunity that GLIM, Gurgaon may have to offer you. There is a Student Undertaking form that needs to be filled in and handed over to the Program 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 upholding 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.

With best regards,

Dr. Jones Mathew
Principal

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Student Handbook

(With effect from May 14, 2025)

1. About these guidelines:

- 1.1. The Student handbook (2025 – 26) is an important reference document, which contains the rules, regulations and procedures that you will have to strictly follow while you are a student at Great Lakes Institute of Management, Gurgaon. If you require any clarification, please do not hesitate to contact your Program Director or your Program Manager
- 1.2. These guidelines provide for the daily functioning of Great Lakes Institute of Management, Gurgaon, hereinafter referred to as the “Institute”, and enable effective delivery of infrastructure and academic services to the students.
- 1.3. This compilation of guidelines comes into effect from May 2025 and supersedes all other guidelines in respect of matters therein.

2. General guidelines:

2.1. Code of Conduct

- 2.1.1. Academic and personal standards are necessary to promote fair and orderly conduct in a community as large as the Institute. All students at the Institute 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.
- 2.1.2. The cleanliness of the premises must be maintained by everyone in the Institute at all points of time.
- 2.1.3. Any problem regarding administrative facilities, classrooms etc., in the first instance must be addressed through the Student Council/CoCo who will take it up with the administration office. In the absence of a satisfactory response, the student may approach the Program Director, or the Principal.
- 2.1.4. Any issue in the course/Faculty, in the first instance, must be addressed through the Course Coordinator (CoCo) who will take it up with the PGDM program office. In the absence of a satisfactory response, the student may approach the Program Director, or the Principal.
- 2.1.5. Use of cell phones/ laptops in class is NOT permitted unless permitted by the concerned faculty. Any student found using cell phones in class will be penalized as per the rules and regulations in force from time to time, and attendance will be docked.
- 2.1.6. Mode of Communication to students is via email /LMS. Students are required to check the email /LMS at least once a day, and not rely on rumor or hearsay about any matter.
- 2.1.7. All students are provided with Identity Cards, which they must keep on their person mandatorily at all times. Penalty will be levied / action will be taken for non-compliance. If the student misplaces the original I-Card, duplicate card will be issued from the Institute by applying for the same to the Program office and paying the prescribed fee
- 2.1.8. Name plates given to students are to be displayed in the classroom. Any student not displaying the nameplate will be considered absent for the class.
- 2.1.9. Students are requested to always keep safety procedures in mind. Fire extinguishers are placed in strategic areas 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 and will be dealt with accordingly.
- 2.1.10. 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, including dismissal from the Program.

2.2. Discipline Norms and Penalty

- 2.2.1. A disciplinary committee constituted by the Institute will look into all cases of indiscipline related to students. The committee will hear each case and recommend action to the Head of the Institute.

On approval by the Director appropriate action will be initiated by the Institute. For names of committee members refer to Section 23.

- 2.2.2. Any case of Sexual Harassment can be put to the Principal, Program Director or HR head. All cases will be referred to Sexual Harassment committee constituted by the Institute as per norms of the Institute. The committee will address all related issues and recommend action to the Director of the Institute. On approval by the Director appropriate action will be initiated by the Institute. For names of committee members refer to Section 23.
- 2.2.3. The Institute campus is a non-smoking zone. Moreover, 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 offense. Defaulters will be referred to the Disciplinary Action committee and punished depending on the gravity of the act. 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 rolls of the Institute after enquiry.
- 2.2.5. In all matters of indiscipline and indecent behavior, the Principal of the Institute will be the appellate authority. An Ombudsman is appointed by the Institute who would look into such cases referred by the principal 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 the gravity of the 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. The Institute is a place where we have interactions with many corporate and international visitors. For this purpose, it becomes essential to adhere to 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 Blocks A & B) at any point of time.
- 2.3.3. For all events of the Institute, including seminars and conferences, students are required to dress in business formal

2.4. Punctuality

- 2.4.1. Classes are expected to begin on time. Students are required to reach the class 5 minutes before the start of the session. Late coming is not permitted. Program Office members and Faculty members have the authority to not allow latecomers to enter the classroom. The Program 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 Sports Day, guest lectures, compulsory workshops, CEO Series, and 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 campus. Absenteeism in events for which attendance is compulsory, will attract a fine and will be communicated / 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 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 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 honor deadlines for submissions of projects, reports, assignments, forms and any other submission to the Institute or the faculty concerned. Do not approach Program Office staff or faculty members and others to change or extend deadlines.

2.5. Zero tolerance policy

- 2.5.1. The Institute has a zero-tolerance policy towards misbehavior, 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 Program office within the appropriate time (every Tuesday of the following week). If the student is marked absent wrongly, he/she should immediately inform the concerned faculty by submitting an email justifying his/her stand, for a review by the concerned faculty, whose decision will be final.
- 3.1.2. If the student remains absent due to any medical issues, s/he should submit a medical certificate along with a copy of all the medical reports to the office within 48 hours upon return to campus after medical leave. No certificate shall be entertained under any circumstances thereafter.

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 up to 20% may be allowed. Following are rules relating to attendance:

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

- 3.2.2. Students who are having less than 60% of attendance in each course in any term will not be eligible to appear in that end-term examination.

3.3. Lowering grades in individual Course/s:

- 3.3.1. 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.
- 3.3.2. Exceptional cases for absence such as death in the family; marriage of oneself; hospitalization, etc., will be dealt with on a case-to-case basis by the Program Director. Such students will be required to submit all the relevant documents. However, in such cases also first their 20% (out of 100% attendance) exemption will be considered and if needed an additional exemption in attendance may be permitted subject to a maximum of 20%.
- 3.3.3. In case of Re-Examinations, the final grade obtained will be subject to the attendance rules and downgraded accordingly.

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 program. This includes classroom lectures, tutorials, practical sessions, projects, seminars, lab work, group work and any other academic activity for which contact hours are assigned in the

- curriculum. Each credit is equivalent to 10 hours of teaching/coursework.
- 4.1.2. The broad components of evaluation for any course/subject are detailed in Part II of the handbook. The total points for each course with maximum that can be assigned will be as per specific requirements of the Program.
 - 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 an evaluation system with weightages specified in the course outline.
 - 4.1.5. For grading purposes, 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.

4.2. 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 a plagiarism application, 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/Program Director/Principal of the Institute.

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. A 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. They must also produce these for verification by the invigilator during the examination.
- 5.1.2. Students who are eligible to write the term examination/re-examination should be present in the Examination Hall at least 15 minutes before the scheduled time of the commencement of the examination. Students who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination without the approval from the Head of Examinations. In exceptional circumstances, the student has to get the approval of the Program Director of the respective Program to appear at the examination. Such a student who has reported late will not be eligible for the 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 allowed to carry bags, mobile phones or any electronic modes of communications in the academic block during the examination.
- 5.1.4. A student who fails to attend an examination at the date & time published in the examination notifications, 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 of the Institute.
- 5.1.5. Students should occupy their correct seats as per the seating plan released and write appropriate details in the space provided for the purpose on the answer-book.
- 5.1.6. Every student present must sign against his/ her roll number on the attendance sheet provided by the invigilator.
- 5.1.7. Course-specific exam instructions are usually sent at least 12 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.

- 5.1.8. On the front page of the answer book, students are required to fill in the mandatory details.
- 5.1.9. If a student has any queries regarding the contents of the question paper, he should bring them to the notice of the invigilator without disturbing others in the examination hall.

5.2. Students are forbidden to

- 5.2.1. 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 (unless specifically allowed by the concerned faculty)
- 5.2.2. Smoke in the examination hall,
Bring eatables/ drinks in the examination hall
Speak or communicate in any manner to any other student, while the examination is in progress, and
Take with them any material connected to the examination—question paper, case-study, tables, answer-book (in part or 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 are fully authorized to frisk the students.
- 5.2.3. 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 or any identification mark is strictly prohibited and will result in serious action being taken by the Institute.
- 5.2.4. 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 one's 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 an attempt to reveal identity, and will be treated as an act of adoption of unfair means (UMC). Such information as answer book number or any other identification marks must not under any circumstance be shared with the evaluator or anyone concerned with the evaluation of the answer sheets. Violations will be dealt with severely.
- 5.2.5. While underlining answers for focusing attention of the evaluator is permitted, use of varied color 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.
- 5.2.6. 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 unfair means and appropriate action will be taken against such students.
- 5.2.7. 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.
- 5.2.8. Exchange of stationery, writing material, mathematical/electronic instruments, question paper etc. is strictly prohibited.
- 5.2.9. If students need 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.
- 5.2.10. 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 invigilator.
- 5.2.11. 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.
- 5.2.12. 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.

5.3. Guidelines for Appointment and Availing facility of Scribe for the physically disabled (permanent or temporary disability) students during examinations

- 5.3.1. A student who may have a permanent or temporary physical disability may apply to the Institute for appointing a scribe for the examinations.
- 5.3.2. The student should submit an application for the purpose along-with 'medical certificate' from a 'Registered Medical Practitioner' to that effect with a stamp of the Registered Medical Practitioner on the certificate well in advance.
- 5.3.3. The scribe will be arranged by the Examination Cell and will not be the choice of the student. Requests for a scribe should be submitted to the Head of Examinations at least a week before the commencement of examinations, where possible.
- 5.3.4. The scribe will normally be at least one grade junior in academic qualification than the student if from the same stream.
- 5.3.5. 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.
- 5.3.6. The Head of Examinations will have powers to resolve issues if any in this regard. He/she will be authorized to make/ accept any last minute changes of scribe under exigencies.
- 5.3.7. The said student will sit in a separate room under supervision.

5.4. Unfair Means

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:

- 5.4.1.1. Candidates are required to abide by the General Exam instructions and notifications shared by the exam cell from time to time. If any candidate is found to be violating the same, or 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. All cases brought up by invigilators or the Flying Squad shall be reported to the Unfair Means Committee through the Head of Examinations.
- 5.4.1.2. The committee, using the guidelines of minimum penalties, mentioned in the table below (of what comprises unfair means during examinations (non-exhaustive)) 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 including electronic devices 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	Internet found active during no Internet laptop-based exam	F grade in the concerned course
5	Making an appeal to the examiner/ any person connected with the conduct of the examination by using any mode of communication (offense committed for the first time)	Two grades down in the course concerned
6	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)
7	Insertion of currency notes/ bribing or attempt to bribe any of the persons 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)
8	Disrupting exam code of conduct including using obscene language/ threats inside the examination hall by a student to invigilator/ 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)
9	Attempt to forge the signature of the invigilator on the answer book or supplementary sheet	F grade in the concerned course + debarment from the Placement process
10	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
11	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

5.4.1.3. 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

5.4.1.4. 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.

5.4.2. Practical/Dissertation/Project Report Examination:

5.4.2.1. Students involved in malpractices at Practical/ Dissertation/ Project Report examinations including acts of plagiarism, shall be dealt with as per the punishment provided for the theory examination.

5.4.2.2. 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.

5.5. The Review Window

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

5.5.1. The Review Window Mechanism will apply only to mid-term and end-term examinations of the Institute.

5.5.2. The above mechanism will not apply to /quizzes/ viva/ projects/ MCQ's in online exams/assignments/ dissertation/ presentation/ field work etc. All the students will be informed of the course/module-wise marks obtained by them in the Internal Assessment, "Mid Term" and "End-Term Examination" by the Examination Office, on the date of declaration of result of the examinations of the respective courses .

5.5.3. Under the Review Window Mechanism,

- 5.5.3.1. Students will be shown only their Mid Term and End Term answer papers. The review window will be announced soon after the announcement of marks.
- 5.5.3.2. Students can apply for revaluation only under the following conditions
- 5.5.3.3. If any question has not been evaluated
- 5.5.3.4. If there is a totaling error
- 5.5.3.5. Students cannot apply for subjective re-evaluation of any question/section
- 5.5.3.6. Revised marks, if applicable, will be shared with the student.
- 5.5.3.7. No application received after the publishing of grades will be entertained.

Kindly refer to Section II of SHB for rules for Internal 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 to any breach of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate institutional 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 the 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 to do 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 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 a fine and /or suspension of student for up to 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, videotaping 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. 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 the 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.
- 6.10. 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. Borrowing entitlement: Two books for seven days. One-time renewal is possible if the book is not in demand.
- 6.11. 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.

- 6.12. 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.
- 6.13. 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)
- 6.14. Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the Institute are outstanding.
- 6.15. The award of the Institute No dues certificate will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.
- 6.16. For list of electronic resources / Databases refer annexure.
- 6.17. Students must not write or mark anything on the books with pen/pencil/any other instrument
- 6.18. Students are not permitted to move any library furniture/instrument from its original place
- 6.19. 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 the 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's policy. Any change request has to be routed through the Program Manager in writing.
- 9.4. All laptops need to be named as per the following nomenclature "roll no name" or as per the Institute policy.
- 9.5. Provision of Computing Resources:
 - 9.5.1. All students will be given an official Great Lakes email id and internet authentication id. They are permitted to access the internet in a computer centre or on their own laptop through this id and password only. Strict action will be taken against if any misuse of the internet. (23.3)
 - 9.5.2. 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 Institute.
 - 9.5.3. 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's computing facilities.
 - 9.5.4. Improper behaviour towards staff will result in disciplinary action.
 - 9.5.5. 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.
 - 9.5.6. Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
 - 9.5.7. Do not request resources or access rights that you do not need.
 - 9.5.8. 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.

- 9.5.9. Do not remove, borrow, connect or disconnect equipment without permission.
- 9.5.10. Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance Program or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 9.5.11. 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.
- 9.5.12. Do not hack, access, copy, delete or amend or attempt to do so to the computer account, information or resources of another user or of a system administrator without that person's permission.
- 9.5.13. 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.
- 9.5.14. Do not deliberately create, display, produce, store, circulate or transmit defamatory or libelous material.
- 9.5.15. Do not transmit unsolicited commercial or advertising material.
- 9.5.16. Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 9.5.17. Do not monitor network traffic.
- 9.5.18. Do not make deliberate unauthorized access to facilities or services accessible via the The Institute Local Area Network (LAN).
- 9.5.19. You must adhere to the terms and conditions of all license agreements relating to IT facilities which you use including software, equipment, services, documentation, and other goods.
- 9.5.20. 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.
- 9.5.21. 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.
- 9.5.22. 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.
- 9.5.23. Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 9.5.24. Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.
- 9.5.25. Do not admit any other person to computer facilities or other Institute premises when those facilities or premises are locked and do not enter unless authorised to do so.
- 9.5.26. 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 defines standards, procedures, and restrictions for the use and support of Personal Digital Assistant devices (PDAs).
- 9.5.27. Advice to students: Illegal and unlicensed software must not be installed on laptops/computers at any time
- 9.5.28. 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
- 9.5.29. 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
- 9.5.30. In addition to the perimeter firewall, some network ranges are protected by access-lists or additional firewalls
- 9.5.31. Perimeter traffic is logged and appropriately monitored for security purposes
- 9.5.32. Laptops and Desktops that connect to GREAT LAKES's internal network should have all laptop to be named as per the Roll Number and Name.
 - Anti-virus installed and up-to-date
 - Operating System patched with latest security updates
 - Personal Firewall active
 - User authentication
- 9.5.33. 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:

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. Mid-term academic review will be conducted in the middle of the term by the CoCo under the supervision of the Program Manager.
- 10.2. Faculty feedback

Faculty Feedback will be taken after the last session of every course, and before the end-term examination. Submitting feedback is mandatory. Students who fail to submit faculty feedback will not be allowed to sit for the concerned course exam unless approved by the Program Director/Head Program Office.
- 10.3. Course Online Feedback is taken using a questionnaire after the last session of every course in each term.

This feedback is compiled and placed before the Principal and Program Director.
Students should get involved in this mechanism seriously as it is aimed at helping the Institute improve the quality of academic delivery and teaching .
- 10.4. There is a qualitative section of the feedback form in which students can reflect learning and teaching aspects of the course.
- 10.5. While sharing the feedback with the Principal/Program Director/faculty members, the student's identity is kept confidential.
- 10.6. There will also be a mid-Program Feedback process after the end of the 1st term, as well as at the beginning of the 4th Term in the PGDM Program and at the end of the 3rd term for the PGCM program.

11. Medical and Counselling Facilities

11.1. Psychologist and a Counsellor:

- 11.1.1. A counsellor is a non-judgmental 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 of the issue you wish to resolve.
- 11.1.2. The Institute cares about the students and thus has engaged a full time 'Psychologist and a Counsellor. The Counsellor will be available on the ground floor at Flat no-001 2-BHK just next to Campus Guest House, on Sundays between 1400 and 1800 hours, at the Gurgaon campus for all the students.

11.2. Medical Facility:

24 hrs. Nurses are available in the Medical Room in the campus, Flat no-001 2-BHK just next to Campus Guest House. The 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 students will be eligible for a discount of 20% on showing their student ID.

12. Guidelines for Admission Cancellation / Payment of fees / Readmission / 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 Program). If the cancellation is after commencement of the Program, the said application is to be submitted to the respective Program Director for further processing.

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 the 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 Program.
- 12.2.3. Payment of Fees for the academic break: If the student has informed the Program Director regarding an 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 an 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 readmission he has to pay the total fee (100%) plus 25% of the academic and Program 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 academic and Program fee prevalent at that time, as re-admission fees in the subsequent year. However, Hostel and Utility charges need to be paid in actual as per the fee structure of the 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% academic and Program fee (prevalent) as readmission fee.
Informed during the semester / term fees not paid for current year.	100% total fee + 25% academic and Program fee (prevalent) as readmission fee.
Informed during the academic year and fees paid for that year.	25% academic and Program fees prevalent that year, as readmission fee.

12.3. Re-admission rules:

A student can seek readmission in the next academic year, in case he / she fails to fulfil the criteria mentioned under passing standards in SHB. For this purpose, he / she has to pay 25% of the academic fees plus utility charges (in actual) prevalent at that time for that Program.

Students can take re-admission in the said year of the Program only once. He/she can take re-admission in different years as long as the total period of the Program does not exceed the validity period of that

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

Program	Duration of the Program (in years)	Maximum duration permissible for completion of the Program (in years)
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 Program or any other reason as per academic rules, then the student will not be given a 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 Program, 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 Program Directors/Principal of Institute and the maximum period for an academic break is one year only. This will be based on the Program Director being convinced of the validity of the reason for seeking an academic break.

12.4.2. Eligibility:

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

- Serious personal medical reasons involving hospitalization, supported by documents.
- Serious 'family' related issues.
- Financial constraints.
- Financial crisis/Maternity/ shift of duties/additional assignments at the workplace applicable for executive Program participants only.

12.4.3. The Program Director will approve the academic break and forward the application of the student to the admission department for necessary processing.

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

13. Submission of certificates / mark sheets

A student must submit all the relevant documents / certificates / mark sheets as per the offer letter issued by the Institute; non-submission of such mandatory documents within the stipulated time declared by the admissions department will lead to cancellation of admission of the concerned student and the admission fees will NOT be refunded.

If the student has submitted documents and any discrepancy is found 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' to the admissions department before commencement of that Program stating the reasons for admission deferment. Admission deferment can be approved only for one year.
- 14.1.3. Who can apply:
 - Serious medical illness.
 - Serious family related reasons.
 - Candidate not able to organize funds.
 - Candidate's work-related commitments, overseas assignments (over 6 months)
- 14.1.4. The application needs to be submitted to the Admissions Office, along with all the supporting documents for 'Admission Deferment' consideration.
- 14.1.5. An applicant who fails to obtain confirmation from the Admissions 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 of Admissions Deferment:

- 14.2.1. Deferred admissions may only be granted to admitted first year students who have paid the required non-refundable enrolment deposit.
- 14.2.2. The Admissions Office 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 a case to case basis and will be granted depending on the reason stated along with the supporting documents. The Institute's decision with respect to this will be final and cannot 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 wants to apply to the Institute, has to undergo the admission process again as a fresh applicant.
- 14.2.4. The letter of deferment of admission will be issued by the Admissions Office 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.
Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
- 14.2.7. Deferment of admission is not applicable for the first year of the Program.
Once the Program has commenced, then even though the applicant has not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

15. Great Lakes Learning Management System:

- 15.1.1. URL: access through <https://olympus.mygreatlearning.com/>
- 15.1.2. Login Policy: Students' official mail ID will serve as the log in.
- 15.1.3. Change Password: Students are recommended to change password after first login regular notification
- 15.1.4. Email Update: Users need to change/update their email id for regular notification
- 15.1.5. Faculty announcements: Announcements related to courses and other activities may be published in The Announcements section of the LMS
- 15.1.6. Students should not share their login credentials with other students. Accessing another student's LMS page amounts to adopting unfair means.
- 15.1.7. Most online classes will be delivered through the LMS. Session recording may be shared with the students depending on approval from the respective faculty members.

- 15.1. Videos in part or full should not be captured and/or shared. This amounts to violation of Intellectual Property Rights.

16. Rules for participating in National/International Level Contests:

16.1. Contest Information

- 16.1. All contest notices, posters, letters, leaflets received by the Institute will be posted on email groups.
- 16.2. Classification of student contests
- 16.2.1. GRADE A: Organized by any B-school whose ranking falls within 1 to 20 in latest NIRF business school ranking (for example for academic year 24-25 NIRF ranking of 2024 will be considered) and/or National and International level contests organized by very high reputed companies/organizations (Preparticipation approval from the Principal is required on recommendation from club mentors and Program Directors)
- 16.2.2. GRADE B: Organized by any B-school whose ranking falls within 21 to 75 in latest NIRF business schools ranking (example for academic year 24-25 NIRF ranking of 2024 will be considered)
- 16.2.3. GRADE C: Local and national level contests

16.2. Reimbursement Criteria:

The classification of the contest will determine the selection, reimbursement and appraisal of the students.

- 16.2.1. Reimbursements will be only for GRADE A & B Competitions: Provided they secure 1st/2nd/3rd position.
- 16.2.2. Students will be provided with 100% reimbursements only for travel (Maximum up to 3rd AC train fare through shortest distance) to-and-fro from the contest destination. Subject to following terms:
- 16.2.3. All reimbursements need to be through proper claim format (only after the student has returned from the contest) against submission of original bills, tickets (boarding passes) of the travel and copy of certificates.
- 16.2.4. All students claiming the reimbursement will have to submit required details to the accounts department.

16.3. Contest Winners

Any student who has won any contest is required to provide full details of the contest and award won to the Program Director within 7 days of winning the contest, failing which reimbursement will not be considered. Attendance: No additional attendance benefit will be provided for students who might miss classes for attending contests. Missed classes will be counted as part of the 20% leeway given to students.

17. Guidelines for Convocation

- 17.1. The Annual Convocation will be held for all the Programs of the Institute.
- 17.2. Only those students who have fulfilled the requirements of the Program will be eligible to receive their certificates/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.
- 17.3. 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.
- 17.4. The institute reserves the right to not allow any student from participating in the convocation. 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.

18. Roles and Responsibility of Course Coordinator (CoCo)

- 18.1. The CoCos serves as a link between his/her cohort, the faculty & academic administration.
 The CoCo for each course is selected by the Program Office. The major roles & responsibilities include:
- 18.1.1. Serving as sole point of contact between academic administration & students of a particular course.
 - 18.1.2. Resolving student grievances in the respective courses and is responsible for taking attendance in the class. Needs to ensure that no proxy attendance is marked.
 - 18.1.3. CoCo cannot cancel / reschedule lectures in direct consultation with the Faculty.
 - 18.2.4. Any additional responsibility assigned by the Program office/ Program Director/Principal.

19. Student Council

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

- 19.1. To serve as a formal communication channel between the students, faculty and administration
- 19.2. To navigate all student-related activities at the Institute and facilitate a better life on campus
- 19.3. For all major events, prior formal invitation to be given to all the senior management
- 19.4. To keep the Program office informed of all events planned
- 19.5. To co-ordinate the weekend shuttle service
- 19.6. If a member of the student council is under investigation by any of the committees like the Unfair Means Committee/Disciplinary Action Committee/Anti-ragging Committee, etc., he /she would be removed from the Student Council until acquitted.

20. Interface with Accounts:

20.1. 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.

20.2. Re-examination Fees:

The students who are eligible 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 of 3 courses per year.

20.2. 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. As outlined under 12.3

21. Institute Committees

21.1. Anti-Ragging Committee

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. As such a Committee has been formed at Institute level.

Anti-Ragging Committee

1	Dr. Umashankar Venkatesh	Chairperson
2	Dr. Jagriti Arora	Member
3	Prof. SK Palhan	Member
4	Mr. Samiran Baral	Member

5	SHO, Bilaspur	
6	Asha NGO	

21.2. 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. The mail to which the complains can be addressed apart from the committee members is **safe.ggn@greatlakes.edu.in**

Anti-Sexual Harassment Internal Complaints Committee:

1	Dr. Poornima Gupta	Chairperson
2	Dr. Bappaditya Mukhopadhyay	Member
3	Mr. Samiran Baral	Member
4	Head HR	Member
5	Four Student Council Members	
6	Ms. Monalisa Mahanta (Posh certified)*	External

21.3. Student Grievance–

All student grievances pertaining to activities, processes and decisions of the, will be heard by a committee - having the following constitution.

Student Grievance Redressal Cell

1	Dr. Kirti Sharma	Chairperson
2	Dr. Vibhav Singh	Member
3	Dr. Amit Kumar	Member
4	Mr. Samiran Baral	Member
5	Four Student Council Members	

21.4 Disciplinary Action Committee

Any act of indiscipline by the students would be referred to this committee.

1	Dr. Sanghamitra Bhatthacharya	Chairperson
2	Dr Jayatu Sen Chaudhary	Member
3	Dr. Surya Prakash	Member
4	Mr. Samiran Baral	Member

21.5 Unfair Means Committee

Students found indulging in using unfair means during institute examinations would be heard by this committee- constituting of the following:

1	Dr. Ravindra Ojha	Chairperson
2	Dr. Smita Mazumdar	Member
3	Dr Akhter Rather	Member
4	Dr. Dilip Kumar	Member

22. Student Committees and Clubs Mentors

Student Clubs and Committee mentors

Committee	Faculty Mentor
Student Affairs	Dr Surya Prakash
Adcom and BPR	Mr. Bruno Nellisery
Cultural	Dr Jyoti Garg
Sports	Dr. Simarjeet Singh
Alcom	Dr. Vibhav Singh

Clubs	Mentor
Marquest (Marketing)	Prof Parveen Ahluwalia
Stratos (Strategy)	Dr Swapnil Sahoo
Finception (Finance)	Dr. Jyoti Garg
Harmony (HR)	Dr. Sanghamitra Bhattacharya
Entrepreneurship	Dr Swapnil Sahoo
Opus (Operations)	Dr Jaya Priyadarshini
Analytics	Dr.Sanchita Kuchi
Economics	Dr Vishal Dagar
Self-interest Clubs	Dr Jagriti Arora
Toastmasters	

23. 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.

23.1. Earthquake

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

2 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
In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake.	A) If you are at home or inside a building Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and	A) If you are at home or inside a building Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out Turn off the water, gas and electricity

Before Earthquake	During Earthquake	After Earthquake
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. Keep a torch and a portable transistor radio handy. Keep the corridors in the hostel/house clear of furniture and other things, making movement easier.	furniture. 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. B) If you are in the street Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets. Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse. C) If you are driving Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle.	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. If there is a fire, try to put it out. If you cannot, call the fire brigade. If possible then contact the fire brigade immediately. Immediately clean up any inflammable products that may have spilled (alcohol, paint, etc.). Avoid places where there are loose electric wires and do not touch any metal object in contact with them. Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth. Eat something. You will feel better and more capable of helping others. 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.). Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger. B) If you are outside 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. Do not re-enter badly damaged buildings and do not go near damaged structures. Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass. Keep away from beaches and low banks of rivers. Huge waves may sweep in. Keep updating yourself with the latest information on earthquakes through radio or T. V.

23.2. 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
Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places) Identify all the exit routes of the Institute. (There are six exit routes in UPG building) Check the adequacy of fire-fighting apparatus and its maintenance.	Do not panic. Shout loudly for help Do not run. Do not waste time in collecting valuables. Do not panic. Inform the fire brigade about the fire and alert neighbors. If possible, use fire extinguisher. Do not take shelter in toilet. Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere. Do not use the lift to escape. Use nearest means of escape and the staircase available. Make exit to ground level instead of the terrace. Report about your safe escape and any other information to the Institute authorities, fire brigade or police present at the site. If trapped or stranded: Stay close to the floor level. Cover the gaps of the door with any piece of cloth available.	Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.

Before Fire	During Fire	After Fire
	Do not jump out of the building. Signal or shout for help. Stop, drop and roll on the ground and cover with blanket; pour water on the body Dial 101 or 124-2292101 for fire brigade Give the fire officer a detailed address, nature of the incident and the telephone number from which you are calling. Preferably, use a landline. Keep down the receiver and wait at the same spot. The Control Room will call back to verify the call. Wait for the Fire Brigade to arrive and co-operate with the firefighters.	

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

List of Important Numbers

Agency	Number
Police	
Police Help Line	112
Bilaspur Police Station	0124-2379580 shobilaspurg-hry@gov.in
Women Help Line	1091
Women Police Station Manesar	0124-2290100
Fire Brigade	
Fire Brigade Help Line	101
Manesar Fire Stations	0124-2292101
Ambulance	102
Hospitals	
GLIM Medical Centre	9311732108
Aarvy Hospital	6262800800

Miracle Apollo/ Sec-82	0124-3528282
Travel Agency	
Hari Om Travels, Manesar	9899751818, 9953441818
Rahul Tour & Travels, Gurgaon	9811414845
Chemist	
Sawariya Medical	9050251568
Hostel (Contact -)	
C Block	0124-2865895
D Block	0124-2865887
E Block	0124-2865896
G Block	0124-2865702

End of Part I

STUDENT HAND BOOK INVINCIBLES PGCM -2025-26 PART II

Program Outcomes

- PO-1. Conceptual understanding and practical application of pertinent theories to solve business and organizational problems
- PO-2. Demonstrate analytic and decision-making skills
- PO-3. Ethical Awareness and/or Socio-cultural sensitization
- PO-4. Demonstrate managerial and leadership skills to achieve glocal organizational goals

1. Academic Calendar

 Postgraduate Certificate in Management 2025-26 Tentative Academic Calendar		
Term 1 (Core courses)		
Term 1	Class Begins	19 May 2025 (Monday)
	Class Ends	29 June 2025 (Sunday)
	End Term Examination	30 June-6 July 2025
	Term Ends	6 July 2025 (Sunday)
Term 2 (Core courses)		
Events in Term 2: Rakshabandan(9 Aug), Independence Day (15 Aug), Sapience (30th-31st Jul), Convocation (30th August)		
Term 2	Class Begins	07 July 2025 (Monday)
	Class End	17 August 2025 (Sunday)
	End Term Examination	18-24 August 2025
	Term Ends	24 August 2025 (Sunday)
Term 3 (Core courses)		
Events in Term 3: Ganesh Chaturthi(27 Aug) Teachers Day (5 Sep), Dussera/ Gandhi Jayanti(2 Oct),		
Term 3	Class Begins	25 August 2025 (Monday)
	Class End	05 October 2025 (Sunday)
	End Term Examination	06-12 October 2025
	Term Ends	12 October 2025(Sunday)
Term 4 (Core + Elective courses)		
Events in Term 4: Diwali (21 Oct), Haryana Day(1 Nov), CREST(3, 4 Dec)		
Term 4	Class Begins	13 October 2025 (Monday)
	Class End	07 December 2025 (Sunday)
	End Term Examination [#]	08- 14 December 2025
	Term Ends	14 December 2025 (Sunday)
Term 5 (Elective courses)		
Events in Term 5: Winter Conference(17, 18 Dec), Christmas (25 Dec), New Year (01 Jan) *		
Term 5	Class Begins	15 December 2025 (Monday)
	Class End	18 January 2026 (Sunday)
	End Term Examination [#]	19-25 January 2026
	Term Ends	25 January 2026 (Sunday)
Term 6 (Elective courses)		
Events in Term 6: Republic Day(26th Jan), Shivratri (15th Feb), Sportsmeet (21, 22 Feb), Foundation Day (2 Mar)		
Term 6	Class Begins	27 January 2026 (Tuesday)
	Class End	01 March 2026 (Sunday)
	End Term Examination [#]	02- 08 March 2026
	Term Ends	08 March 2026 (Sunday)
Term 7 (Elective courses)		
Term 7	Class Begins	09 March 2026 (Monday)
	Class End	12 April 2026 (Sunday)
	End Term Examination [#]	13 - 19 April 2026
	Term Ends	19 April 2026 (Sunday)
Re-exam*: 29, 30 31 May 2026 (Thu, Fri & Sat)		
*Tentative. Subject to minor modification		
[#] Term 4 onwards, end-term examinations might be conducted as and when courses get over.		

2. Course Structure PGCM

Great Lakes Institute of Management, Gurgaon					
Postgraduate Certificate in Management PGCM 2025-26					
Course Structure					
Term 1	Credits	Term 2	Credits	Term 3	Credits
• Financial Accounting	2	• Business Analytics	2	• Business Consulting	2
• Marketing Management I	2	• Project Management	2	• Business Intelligence	2
• Business Economics 1	2	• Managerial Accounting	2	• ERP	2
• Behavioural dynamics of individual in Organisation(OB 1)	2	• Marketing Management II	2	• Human Resource Management	2
• Statistical Methods in Decision Making Using Python	2	• Business Communication	2	• Marketing Research	2
• Operations Management	3	• Quantitative Methods	2	• Corporate Finance 1	2
Total Credits	13	• Live Project	1	• Live Project	1
		Total Credits	13	Total Credits	13
Term 4	Credits	Term 5	Credits	Term 6	Credits
• Strategic Management(Core)	2	• Elective -5	2	• Elective -9	2
• Elective -1	2	• Elective -6	2	• Elective -10	2
• Elective -2	2	• Elective -7	2	• Elective -11	2
• Live Project	2	• Team Leadership for agile Organisation(OB 2)(Core)	2	• Corporate Finance 2(Core)	2
• Elective -3	2	• Elective -8	2	• Elective -12	2
• Elective -4	2	Total Credits	10	Total Credits	10
• Karma Yoga(Core)	1				
Total Credits	13				
Term 7	Credits	Total Compulsory Courses(23)	46	* In the terms 4,5,6 & 7 a student have flexibility to vary the number of electives in each term, provided they take a total of 14 electives across the four terms	
• Business Economics 2(Core)	2	Total Electives Courses(14)	28		
• Elective -13	2	Live Project /Empirical study	4		
• Elective -14	2	Total Credits	78		
Total Credits	6	Taught teaching hours	740		
Electives:					
Marketing	Term	Finance	Term	Operations	Term
• Product & Brand Management	4	• Financial Modelling and Valuation	4	• Digital Enterprise & Strategy*	4
• Digital Marketing*	4	• Security Analysis & Portfolio Management	4	• Strategic Sourcing and Procurement	5
• Consumer Behaviour	4	• Fintech*	5	• Supply Chain Modeling & Analysis	5
• Marketing & Retail Analytics*	5	• Financial Management for Developing Marketing Strategy*	5	• Service Operations Management#	6
• Data Driven Marketing Strategy *(Previously ADM)	5	• Financial inclusion and Micro finance (1 credit)	6	• Demand Planning & Forecasting	6
• Financial Management for Developing Marketing Strategy*	5	• Financial Risk Analytics*	6	• Business Excellence for Competitive Advantage	7
• B2B Marketing	5	• Mergers & Acquisitions	7		
• Customer Relationship Management	6	• Personal and Behavioral Finance	7		
• Spatial Computing in Marketing (previously named as "Marketing in Augmented Reality and Metaverse")*	6	• Alternative investments (1 credit)	7		
• Services Marketing#	7				
• Integrated Marketing Communication	7				
Analytics, AI & ML	Term	Digital Strategy	Term	Open Electives*	Term
• Machine Learning I	4	• Digital Enterprise Strategy*	4	• Design Thinking*	5
• Web and Social Media Analytics	4	• Enterprise Resources Planning*	4	• Emotional Intelligence for Leadership	5
• Marketing and Retail Analytics*	5	• Digital Marketing*	4	• Managing businesses in an international context	5
• Machine Learning II	5	• FinTech*	5	• Strategic Negotiations	6
• Big Data & Cloud Analytics*	6	• Design Thinking*	5	• Technology Product Management*	6
• Deep Learning & AI	6	• Data Driven Marketing Strategy *(Previously ADM)	5	• Game Theory	7
• Financial Risk Analytics*	6	• Big Data & Cloud Analytics*	6	• Business Ethics in Practice	7
• Natural Language Processing	7	• Technology Product Management*	6	• HR Analytics*	7
• HR Analytics*	7	• Spatial Computing in Marketing (previously named as "Marketing in Augmented Reality and Metaverse")*	6	• Sustainability(1 credit)	7
* Cross listed course					
# Service Operations Management and Service Marketing are mutually exclusive					

3. Electives Policy

The minimum number of students required for a course to be offered will be decided by the Institute based on academic and administrative requirements, as decided by the Academic and Executive Councils of the Institute. If a course is not offered for lack of adequate student registrations, students registered for such courses will have to choose from other courses being offered. For details, please get in touch with the Program Office. (Refer to Part 2 for details)

3.1. PGCM Elective Registration Rules:

Courses are offered under the areas Marketing, Finance, Operations, Analytics & AIML and Digital Strategy or a General Management degree can also be acquired without specialization.

- 3.1.1. Students can either Major or Minor in one of the five areas—Marketing, Finance, Operations, Analytics & AIML and Digital Strategy or do General Management.
- 3.1.2. To Major in a particular area, a student needs to register for at least 7 courses from that area.
- 3.1.3. For Minor, one has to register for a minimum of 4 electives from a particular area.
- 3.1.4. Alternatively, a student may opt for doing General Management. In that case, he/she needs to register for two courses from each of the areas - Finance, Marketing, Operations, Analytics & AIML, Digital Strategy and Open Electives. And remaining two courses across the areas.
- 3.1.5. Total elective courses required to graduate: 14 across terms 4, 5, 6 and 7. A student cannot have less or more.
- 3.1.6. Names of cross listed courses contain an asterisk (*) mark. Please note that those courses will appear under two areas. You will need to select only one and under the area you want to show the course in.
- 3.1.7. The maximum number of courses a student can take in terms 4, 5, 6 and 7 are 5, 5, 4 and 3 respectively.
- 3.1.8. The Minimum number of courses a student should take in terms 4, 5, 6 and 7 are 3, 3, 3 and 2 respectively. One course from Open Electives is mandatory.
- 3.1.9. Combinations
 - Major + Minor + Other courses from any area ($7 + 4 + 3 = 14$)
 - Major 1 + Major 2 ($7 + 7 = 14 + 1$ audit open elective*)
 - Major + Other courses from any area ($7 + 7 = 14$)
 - General Management (2 courses x 6 areas = 12) + 2 (any other) = 14)

4. LIVE CONSULTING PROJECT (LCP)

The Live Consulting Project (LCP) is a compulsory part of the GLIM-G PGCM curriculum, comprising of 4 credits, wherein spanning 5 months students work for a client company on any of their ongoing or upcoming area of strategy or decision-making.

4.1. SCOPE

- 4.1.1. The students mandatorily work in small groups of three/four each on client briefs ranging from – formulating problems; collecting, researching and analyzing data; drawing conclusions; and making recommendations for the client companies to implement.
- 4.1.2. The LCP thus helps clients in fleshing out and validating probable hypotheses; or helps them to develop deep insights on – markets; operations; processes etc. to formulate strategies and fine-tune strategy implementation. While being extremely relevant for the companies, this project work facilitates the students' understanding of business opportunities, models, functional problems, strategizing solutions and developing a cross- functional perspective of business.
- 4.1.3. The problem may either be functionally aligned (viz. marketing/sales/finance/operations etc.), or integrative in scope. The LCP demands that the students adopt a problem solving and/or exploratory approach, in the context of a brief given by the client, for them to apply their learning and skills to make recommendations, formulate strategies and/or tactics - that are implementable by the organization.
- 4.1.4. The GLIM-G LCP is NOT an internship as the project runs parallel with the full-time PGCM classes. The students may therefore visit the premises of the corporate office only periodically (if at all) as the workflow demands but CANNOT work full-time at the organizations

premises for any period or duration.

- 4.1.5. The student groups work under a designated corporate mentor's guidance, while support is also available from a nominated GLIM-G faculty member.

4.2. DURATION & DATELINES

The LCP is a co-curricular learning process for the PGCM students, who work on the project while attending regular classes and fulfilling all the other requirements of their PGCM program (GLG has a minimum 80 per cent attendance norm for all students). The project flow is distributed across various milestones/stages as described below –

Sr. No.	Milestone	Deadline
1	Formation of Groups	16 August 2025
2	Identification of and acceptance letter from company	15 September 2025
3	Identification and allocation of GLIM mentor	22 September 2025
4	Proposal due	08 October 2025
5	Mid-term report due to Faculty Mentor	20 December 2025
6	Submit final report along with company certification	31 January 2026
7	Final presentation	15 -22 February 2026

4.3. EVALUATION

The project evaluation will be as per individual milestone and corresponding weights given below.

Sr. No.	Component of Assessment	Weight	Assessor
1	Proposal	10 per cent	Faculty Mentor
2	Mid-term report	20 per cent	Faculty (10%) & Corporate Mentor (10%)
3	Final report	50 per cent	Faculty (25%) & Corporate Mentor (25%)
4	Final presentation	20 per cent	Faculty Committee

- 4.3.1. Late submission of milestone reports incurs penalties @ 5 per cent (of the component weight) per day. All submissions such as - the Proposal; Mid-Term Report; and the Final Report will have to be made electronically as well as in hardcopy.
- 4.3.2. The electronic submission will be on a link provided to you by the Program Office and the time stamp of this submission will be the basis used for determining the on- time or late status of the submission with ensuing penalties.
- 4.3.3. The final assessment and grades related decisions are vested with the GLG Faculty Mentor.

5. ACADEMIC GUIDELINES

The assessment tools for any course would comprise of internal assessment and external assessment, totaling to 100% as follows:

5.1. Internal assessment components (with maximum marks that can be assigned):

- 5.1.1. Review (books/reports/articles) (not more than 20 marks weightage).
- 5.1.2. Class-participation marks will not be over 10 marks
- 5.1.3. Quizzes / Class-test / Assignments (not more than 30 marks weightage)
- 5.1.4. Group assignments / presentations/ project (not more than 35 marks weightage).
- 5.1.5. Max weightage of all group components together cannot exceed 35 points.
- 5.1.6. The assessment tools for a course will be exclusive of each other. For example, four assessment tools will not be Assignment 1, Assignment 2, Mid-term and End-term.
- 5.1.7. Deviation, if any, from above mentioned evaluation schemes will be communicated separately after prior approval of the Program Director/ Principal.

5.2. External Assessment:

- 5.2.1. Mid-term examination is optional for the PGCM program.
- 5.2.2. End-term examination is a compulsory component, unless special permission is granted by the Program Director.
- 5.2.3. The mode of the End-term Examination will depend on the course learning objectives.

5.3. Assessment Breakup:

- 5.3.1. Every course must include at least 3 internal assessment tools.
- 5.3.2. For half-credit courses, at least 2 assessment tools are required.
- 5.3.3. Four assessment tools are considered ideal and desirable (but not mandatory), except for 5.3.4. courses conducted in workshop/project mode.
- 5.3.4. The End-term examination is a compulsory assessment tool.
- 5.3.5. Mid-term examinations are optional for full-credit and half-credit courses, as well as for electives.

5.4. Duration of on-campus examination

Indicative duration of Mid –Term Examinations: Minimum 60 minutes

Indicative duration of End-Term Examinations: can vary between 90 minutes- 180 minutes

Examination duration can also be more than the above specified time as the case may be. Generally, it will correspond to the weightage of the assessment tool. For example, if the mid-term examination has a 20% weightage and the duration is 60 minutes, the end-term exam of 40% weightage will be around 120 minutes.

5.5. Other Guidelines

- 5.5.4. Mid-term and End-term examinations will not carry any objective/multiple-choice questions, unless a detailed working is required before the right answer can be arrived at.
- 5.5.5. No part of the course outline, including the assessment tools, will be altered once released to the students.
- 5.5.6. A review window shall be organized for all mid-term and end-term examinations before the grades are released to the students. Once grades are released, no requests will be entertained.

5.6. Academic Integrity

Students and graduates (alumni) are expected to uphold the highest standards of academic integrity. This means that material created by students as part of assignments, projects, case analysis, case notes should not be transmitted in any form to other students, either during or after the Program, as it is part of the School's Intellectual Property Rights (IPR). This also applies to uploading any such material on public or private forums on the internet or mass communication platforms, or P2P sharing platforms. Breach of the above guideline might result in punitive action against the individual.

5.7. Evaluation Guidelines

5.7.1. Grading System:

The institute would follow the following 'letter grades' and corresponding 'grade points' system:

Letter Grades	Interpretation	Grade Points
A	Outstanding	4
A-	Excellent	3.67
B+	Very Good	3.33
B	Good	3
B-	Just above average	2.67
C+	Average	2.33
C	Just below average	2
C-	Satisfactory	1.67
D+	Adequate enough to pass	1.33
D	Less than passing quality	1

D-	Much less than passing quality	0.67
F	Credit not earned/ Fail	0

Grading will be done after considering the marks (i.e. aggregate of internal continuous assessment and end-term examination marks) obtained by each student of the entire batch for the course, by fitting such marks into normal distribution curve.

For the purpose of assigning grades, the following table would be used.

Letter Grade	% of class
Grade A	20 percent of enrolled students
Grade B	60 percent of enrolled students
Grade C, D & F	20 percent of enrolled students
Grade F	Where non-normalized aggregate mark is less than 50

5.7.2. Method of Calculation of TGPA:

Grade Point Average for a term will be computed by dividing the sum of product of grade point of each course and credits assigned, to each respective course by the sum of credits assigned to all the courses for the related term.

$$TGPA = \frac{CG}{C}$$

5.7.3. Method of Calculation of CGPA:

Cumulative Grade Point Average up to and including a term will be computed by dividing the sum of product of grade point of each course and credits assigned to each respective course by the sum of credits assigned to all the courses up to and including the related term.

Here:

C = Credit value assigned to a course

G = Grade points assigned for course corresponding to the letter grade (refer table given)

TGPA: Grade Point Average shall be calculated for Individual terms.

CGPA: Cumulative Grade Point Average shall be calculated up to and including each term till date

5.7.4. Passing Standards

The following will be qualification criteria for the successful completion of the program and award of the certificate for the student concerned:

- A student can carry a maximum of one 'F' grade and one 'D' grade (D+/D/D-) or three 'D' grades (D+/D/D-), cumulatively.
- To be eligible to be promoted to the second year (in the case of the PGDM Program):
- A student should have a CGPA of at least 2.50 at the end of the first year and
- In order to graduate, the student's total cumulative grade point average (CGPA) should not be less than 2.5 at the end of the program and should not carry more than one F grade and one D grade or max 3 D grades cumulatively.

5.8. Rexam

5.8.1. The written re-examination for all the students who have obtained 'D' or 'F' grade (as per rules of passing standards) and/or 'C' and 'C-' grades in cases where CGPA is below 2.50, will take place after the related academic year ends. The maximum grade that a student can get in such a case will be C + or actual, whichever is lower. The result of the re-examination will be treated as final and binding on the students.

5.8.2. Any student who has been awarded maximum up to 3 D grades or 1F and 1 D Grade, has an option to remove the D/F grades, in case he/she wishes to. The norms of removing the same

will be as given in (6.1.1.1) above. The highest grade that a student can obtain in such a case will be C+ or actual whichever is lower.

- 5.8.3. A student who is unable to obtain a minimum CGPA of 2.50 at the end of one academic year, and has been **awarded ‘C’s has an option to improve his/her GPA. Such a student is eligible to remove a maximum of three ‘C’s. The norms of removing the same will be as given in (3.3.1) above. The highest grade that a student can obtain in such a case will be C+ or actual whichever is lower.**
- 5.8.4. Students appearing for the re-exams (as per the rules of passing standards) will be given provisional admission to the next year of the program, in the case of PGDM. His/ her admission will be confirmed only after declaration of the results of the re-exams.
- 5.8.5. Students who obtain more than one ‘F’ in aggregate of terms at any time during the academic year will not be allowed to appear for re-exam and shall be removed from the program and they would have to take re-admission as per the rules of the institute, if so desired.
- 5.8.6. Students obtaining more than 3 ‘D’s in aggregate of terms at any during the academic year will not be allowed to appear for re-exam and shall be removed from the program and would have to take re-admission as per the rules of the institute, if so desired, subject to no D or F grade is due to UMC.
- 5.8.7. Students obtaining 2 ‘D’s and 1 ‘F’ in aggregate of terms at any time during the academic year will not be allowed to appear for re-exam and have to take re-admission as per the rules of the institute, if so desired.
- 5.8.8. Students falling in category 5.1.1, 5.1.2 or 5.1.3 above, will be required to seek readmission in the next academic year, as a regular student for the program for that year of the program in which he/ she has been declared failed. He/ she shall also be required to pay all the necessary prescribed fees/charges at the time of seeking re-admission in the concerned program as per the rules prescribed by the institute for the same from time to time.
- 5.8.9. The maximum number of re-exams a student can apply is three, subject to not more than two courses from a term.
- 5.8.10. A student who has been downgraded due to attendance, and appears for reexam, the so obtained grade after re-examination would also be downgraded as per the attendance rules.
- 5.8.11. A student who gets a ‘D’ or ‘F’ grade in a course/s due to plagiarism or as a consequence of an Unfair Means Committee judgement, is not eligible to appear for re-examinations, nor Readmission
- 5.8.12. Re-examination for all graduating year students will take place after the release of the last term’s grades, and before the convocation.
- 5.8.13. The grade obtained as a result of the re-exam will be final even in the event that it is lower than the original grade (before the re-exam).
- 5.8.14. Improvement in the internal marks will not be allowed for re-examination purpose.
- 5.8.15. Students submitting re-examination form will be awarded ‘F’ grade if he/she remains absent without prior approval of the Program Director.

5.9. Re – Examination Fee:

- 5.9.1. The Re-examination fee is Rs. 2000/- per examination.
- 5.9.2. A student absent for the mid-term/end-term examination, provided prior permission from the Program Director has been obtained for missing the examination may apply to appear for re-examination on payment of the re-examination fee. Only in case of medical emergency, the reexam fee may be exempted with permission of the program director.

6. Value Added Compulsory Workshops/ Activities

6.1. Outbound Training (OBT)

Extensively used by the Corporate and Academic World in India and overseas, the Outbound Training Method enables learning and experiencing challenges in unfamiliar terrain. Creative activities, nature trails, interactive exercises are woven together to enhance team building, inculcate leadership and delegation abilities as well as learn about the latent facets of one’s own personality.

6.2. The Outbound Training Program works on the principles of experiential learning, and challenges one to take risks and operate out of one's comfort zone, thereby providing enough data for self as well as group development and leadership. The debriefing sessions are included to provide feedback to the students by the facilitators and complete the learning experience.

7. Guest Lectures

Speakers from Academia / Industry / Alumni are called to deliver guest lectures to full time students. Attendance for these sessions is mandatory. Fines, as per the below table, will be levied for non-compliance. Punishment for non-compliance may be in any other form that the Principal deems fit.

Session Missed	Penalty
1st session	INR 1000/-
2nd session	INR 2000/-
3rd session	INR 3000/-
4th session	INR 4000/-
5th session	Student will be referred to the Disciplinary Action Committee (DAC) and recommendation would be made for the highest punishment

8. Awards and Recognition

8.1. Recognition of outstanding students

The Institute uses the Cumulative Grade Point Average (CGPA) criteria to identify candidates with academic excellence upon graduation. The following awards will be given:

Award	CGPA Criteria
Summa cum Laude	3.75 and above
Magna cum Laude	Between and including 3.25 and 3.74
Cum Laude	Between and including 3.01 and 3.24

Summa Cum Laude, Magna Cum Laude and Cum Laude are Latin awards adopted from the American education 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. The students will also be awarded a certificate in recognition of their scholastic achievement.

8.2. Awards

- 8.2.1. **Gold Medal for Academic Excellence** given to the top performer in Academics
- 8.2.2. **Dr Bala V Balachandran's Medal** for the Best Outgoing Student given to the student who is among the top 10% of the class academically and has exhibited excellence in other non-academic activities.
- 8.2.3. Medal for Domain Toppers in all the specialization areas given to the top scorers in academics in the specialization areas.
- 8.2.4. Recognition for outstanding contribution to be given to students who have distinguished themselves in their respective student committee/club bodies.
- 8.2.5. Best Live project award

8.3. Other Awards:

Each year there are several student awards announced for different Programs of the Institute. 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.

8.3.1. Chairman's list / Meritorious students:

- Students with the top five TGPA's of the batch for every term will be under the Chairman's List and will get a certificate at the end of the program.
- Students obtaining D grades/ F grades/ appearing in the re-exams in the current academic year will be ineligible to be listed in the Chairman's List of the current academic year as well as in the Chairman's list of the next year(s).

8.3.2. Cruising Conquistador:

The trophy for top winners of External competitions is for students who win the maximum number of external events.

8.4. These awards are subject to the student not being named in any Disciplinary/Unfair Means Case.

End of Part II



Hostel Manual

2025-26

General Guidelines

The hostel is designed to provide a disciplined, healthy, and congenial environment conducive to a peaceful stay and an effective place for living and study purposes. 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.

It is important to note that all residents are expected to strictly avoid any form of religious, caste, region, or gender based or any other form of discriminatory practice or bullying that may harm or threaten any individual or group of students in any form including digital platforms such as (but not limited to) Whatsapp Groups.

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. All students are advised to read these rules and regulations carefully and ensure they are fully familiar with them.

“Ignorance” of the rules will not be accepted as an excuse for non-compliance.

Hostel Management

The Hostel Management comprises the following personnel:

- A) Head of Administration
- B) Warden(s)

Male Warden – Mail id - wardenmale.ggn@greatlakes.edu.in

Female Warden – Mail id - wardenfemale.ggn@greatlakes.edu.in

The Head of Administration will appoint a Warden for each the men’s and women’s hostels. The Warden is the highest authority within the hostel and is responsible for the overall management and administration of the hostel.

Hostel blocks are 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.

Please note that ignorance of the policies and regulations will not be accepted as a valid excuse for any violations.

1. ACCOMMODATION

- 1.1 Hostel Management will provide furniture and fittings for each room. (Refer to Checklist)
- 1.2 Rooms once allotted to the student (s) for an academic year cannot be changed without the hostel warden’s written permission. This policy is in place to ensure the proper management and safety of all residents. Any student found violating this rule will face disciplinary action, including expulsion from the hostel.
- 1.3 Students are entitled to accommodation in the hostel as long as they are full-time registered students. Accommodation will not be provided to any student whose registration is cancelled or terminated from the institute. Any student who is removed from the rolls of the institute or suspended temporarily as a result of DAC rulings will automatically cease to be a resident of the hostel.
- 1.4 Before vacating the rooms, the students should fill up the Room Vacating Slip or Room Check Out form in triplicate. All furniture and electrical installations, including the fan and AC, should be handed over in good and working condition.

2. RAGGING

- 2.1 Ragging is completely banned. Any violation of this rule, by the students, will be dealt with very severely and may lead to termination
- 2.2 The AICTE /UGC framed Regulations on curbing the menace of ragging in Higher Educational Institutions, in 2009, to prohibit, prevent, and eliminate the scourge of ragging in Indian Universities/Colleges/Institutions. Ragging in any form is not allowed in the hostels or in the college premises. Students who infringe this rule will be expelled from the hostel immediately. Teasing and physical assault will result in the expulsion of the students from the hostel. The Institute reserves the right to ask a hostel resident to vacate the hostel with a notice of 24 hours for serious infringement of the above rules.
- 2.3 The Institute follows the orders of the Supreme Court of India concerning curbing of ragging in educational institutions. Any incidents are to be immediately brought to the attention of the Wardens. The telephone numbers of all the above are displayed on the Hostel Notice board.
- 2.3 An Anti-Ragging Committee has been constituted to address the issues of Ragging. The names and contact numbers of all the committee members are also mentioned in the Circular issued on Anti-Ragging. An Anti-Ragging squad has also been formed for the year 2025-26 to make surprise visits to the hostels and the places where students stay outside the campus to curb ragging.

3. SEXUAL HARASSMENT

- 3.1 Great Lakes Institute of Management is committed to providing a place of work and study free of sexual harassment, threats or exploitation.
- 3.2 It is expected that all students will treat one another, employees, third party sourced employees, and visitors to the Great Lakes campus with respect.
- 3.3 All members of the Great Lakes community are subject to this policy. Anyone violating this policy is subject to disciplinary action.

4. CODE OF CONDUCT

- 4.1 CONSUMPTION OF ALCOHOL AND OTHER INTOXICANTS AND DRUGS IS STRICTLY PROHIBITED. Possession/smoking/consumption/carrying of alcoholic beverages/ drugs/ intoxicant products in any form in the hostel/campus premises will result in expulsion from the hostel and or monetary fine immediately after conducting the appropriate enquiry by the appropriate committee.
- 4.2 Possession /consumption/carrying of banned/illegal narcotics will lead to referral of the case to DAC and may lead to termination of admission of the student.
- 4.3 All residents are required to maintain standards of behaviour expected of students and staff members of a prestigious institution such as ours. You are expected to behave courteously and fairly with everyone, both inside and outside the campus.
- 4.4 All residents are always required to carry valid Identity Cards issued to them by the Institute.
- 4.5 The visit of male students to the women's hostel is prohibited and the visit of women to the men's hostel rooms is also prohibited.
- 4.6 Group studies can be had only in the designated meeting rooms. Presence/ absence of girl students from their rooms will be monitored by Security Guards between 11.00 PM and 06.00 AM and severe action will be taken for unauthorized absence.
- 4.7 The rooms, common areas, doors, and surroundings should be kept clean and hygienic. Notices/Posters shall not be pasted on the walls/doors and walls shall not be scribbled upon.
- 4.8 Students should cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant who is obligated to make the room available for the same.
- 4.9 The students are not to screen/ view pirated/ unauthorized/ unlicensed movies on their

computers and common rooms. Any violation will be dealt with severely. Punishment for the same will be decided by institutional authorities.

- 4.10 Carrying or storing any type of weapon—blunt instruments, sharp-edged tools, or firearms—on campus or within hostel premises is strictly prohibited. Violations will lead to strict disciplinary action, including a penalty imposed by the Disciplinary Action Committee.

5. ONLINE OUTPASS POLICY

- 5.1 An out-pass is mandatory for all overnight stays outside campus. It is not intended for students arriving late to campus between 09:30 PM and 6:00 AM.
- 5.2 A valid, approved out-pass from both the Program Office and the Hostel Warden is required to leave or re-enter the campus. Entry/exit without a validated out-pass will not be permitted.
- 5.3 and PGDM Students must submit their out-pass application through the online portal of FretBox before leaving campus.
- 5.4 The Warden's approval will be automatically granted upon submission of a valid online out-pass request for PGPM and PGDM students. For PGPM and PGDM students, the following process must be followed:
- 5.5 The student must apply for the out-pass through the online portal.
 - 5.5.1 The Program Office will review and approve the request. Once approved by the Program Office, it will be automatically shared with the Wardens.
 - 5.5.2 All students must fill in complete and accurate details in the out-pass form, including departure and return dates, contact number, destination, purpose of visit, and other required information.
 - 5.5.3 out-pass requests should be made at least one working day in advance.
 - 5.5.4 out-pass requests will only be processed and approved between 10:00 AM and 3:00 PM, Monday to Friday (on working days only).
- 5.6 For an approved out-pass:
 - 5.6.1 The 'From' date indicates the student must leave campus before 09:30 PM on that date.
 - 5.6.2 The 'To' date indicates the student must return before 09:30 PM on that date.
 - 5.6.3 All out-pass requests must be made at least 24 hours in advance. Same day out-passes will not be approved under normal circumstances.
 - 5.6.4 Same day out-passes may be considered only for medical or family emergencies and supporting documents must be submitted upon return.
- 5.7 No entry or exit from campus is permitted between 09:30 PM and 6:00 AM. Campus gates will remain closed during this period.
- 5.8 If an approved out-pass is not used, it will be automatically cancelled.
- 5.9 If a student returns to campus before the approved return date, the out-pass will be automatically cancelled.
- 5.10 In cases of late arrival without prior permission from the hostel warden, students would be penalized (Table). The hostel management reserves the right to change or cancel the issue of out-passes during inevitable situations.

6. VEHICLE PARKING RULES & REGULATIONS

- 6.1 Student vehicles are NOT ALLOWED inside the campus and therefore no parking space is provided for students inside campus.
- 6.2 All vehicles would be checked by the security at the gate. If students are found carrying any of the items banned by the Institute, appropriate action will be taken as per the Institute's rules and regulations.
- 6.3 A helmet is a must for two-wheeler riders as per High Court Order.
- 6.4 Fines will be imposed for any violations. Repeated violations will be referred to the Disciplinary Action Committee for further disciplinary action. It is the duty of the administration, including the campus security guards, to enforce the provisions of these rules and regulations. Students are required to deal politely with concerned officials.
- 6.5 If any hostel student is using any motor vehicle, it is at his/her own risk and cost and the

Institute/hostel authorities will not be responsible for any accident/incident that happens due to using of vehicles by the hostel students.

- 6.6 Management does not take responsibility for any vehicles parked outside the campus.
- 6.7 Parking of any type of vehicle by the students in the premises of Campus/ hostel corridors and under porticos in the institute campus area is strictly prohibited, and such vehicles will be removed without any notice and will be handed over to the Police

7. VISITORS / GUEST POLICY

- 7.1 Visitors will be allowed into the campus between 6:00 AM and 8:00 PM only with prior permission from the security in charge. A valid Aadhar card must be presented as proof of identity.
- 7.2 No visitors will be permitted to enter the campus after 8:00 PM without prior written permission.
- 7.3 Guests are strictly not allowed to stay overnight in any part of the hostel/campus premises.
- 7.4 If a student wishes to stay away from the hostel overnight, prior permission must be obtained from the hostel authorities with appropriate justification.
- 7.5 Students are not permitted to stay with guests who are accommodated in the designated guest rooms.
- 7.6 Hosting or entertaining unauthorized guests will attract severe disciplinary action, including possible expulsion from the hostel.
- 7.7 All visitors, including parents and guardians, must register in the visitor's book maintained by the security at the hostel entrance.
- 7.8 Students must personally go to the main gate to receive their guests and present the approved visitor proof to the security personnel.'
- 7.9 Employing unauthorized personnel (e.g., for washing clothes or other personal work) within the campus is not allowed.
- 7.10 Residents must not engage in any anti-national, anti-social, or undesirable activities, whether inside or outside the campus.
- 7.11 Security personnel reserve the right to check all vehicles entering or leaving the campus.

8. USES OF APPLIANCES

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

9. COLLECTIVE RESPONSIBILITIES

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

- 9.2 Girls students' movement within the campus: If a female student plans to leave the Girls' Hostel premises after 11:00 PM for group study or any other academic purpose, she must sign the register maintained by the security staff at the Girls' Hostel gate. This procedure is mandatory for safety and monitoring purposes.
- 9.3 Any female student found staying in the Boys' Hostel beyond the permitted or communicated time will be referred to the Disciplinary Action Committee (DAC) for necessary action.
- 9.4 Interchange of Furniture/Fixtures: Students are prohibited from interchanging any furniture/fixture from one location in the hostel to another. Besides a penal recovery, disciplinary action against the students involved will be taken.
- 9.5 Assets in Common Areas/Corridors: Theft/ damage to hostel assets in common areas/corridors will be recovered from all the students of the wing/block concerned. In case of theft/damage to items that pertain to usage by the entire hostel, recovery will be made from all the occupants of the hostel.
- 9.6 Residents should not indulge in practices/ activities that may endanger their safety as well as others.
- 9.7 Residents will be personally responsible for the safety of their belongings.
- 9.8 Students can arrange religious functions or meetings within the hostel or outside or within the Institute campus, only with the specific permission of the concerned authorities.
- 9.9 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy, and presentable. Students should not litter and should not use non-biodegradable items, such as plastic one-time use carry bags.
- 9.10 The residents of the hostel are responsible for the safekeeping of their personal belongings. They are advised to keep all valuable items such as laptops, Mobile Phones, etc., under lock and key and lock the room even when they are out for a short period.
- 9.11 Maintenance complaints, if any, can be logged by using the Online App Fretbox. or by approaching the Maintenance helpdesk @ 0124 2865976
- 9.12 Any case of theft should be reported immediately to the Warden.
- 9.13 The jurisdiction of the Great Lakes Institute of Management is confined to the campus. If students create law and order problems outside the campus, the management is not answerable to the police.
- 9.14 Since very good quality food, both vegetarian and non-vegetarian are available on the campus; students are advised to not visit hotels and eateries outside the campus, especially at night.
- 9.15 Classroom: Hot/Cold beverages and eatables are not permitted inside the classroom. (Tea, Coffee, Soft drinks, Juice, Snacks, etc.).
- 9.16 Dress Code: Students are required to be dressed decently (half pants, three-fourths, shorts, short skirts, track pants, nightclothes, bathroom slippers/flip-flops are not allowed in Academic Blocks A & B at any given time.
- 9.17 The hostel authorities are empowered to have the hostel rooms inspected at any time to ensure proper compliance with all the provisions of the Hostel Policy.
- 9.18 Great Lakes Institute of Management will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits. Help us to help you.
- 9.19 The Hostel Management reserves its right to change these rules from time to time keeping the students informed through mail or general circulars displayed on the hostel notice boards.

10. MEDICAL RESPONSIBILITY AND HEALTH CARE

Hostel residents are expected to take primary responsibility for their own health and well-being. If a student is diagnosed with or is suffering from an infectious disease, they must immediately vacate the hostel and seek medical treatment at an appropriate clinic or hospital.

In case hospitalization is required, it is the responsibility of the student to inform their parents or guardians. The parents/guardians must directly communicate with the respective Hostel Warden regarding the student's condition and further steps.

Please note:

- 10.1 All expenses related to medical treatment, including any risks associated with treatment or medication, and any deficiencies or lapses in treatment, will be the sole responsibility of the student and their family.
- 10.2 The in-house infirmary will offer basic medical consultation and diagnosis by the on-campus doctor free of cost.
- 10.3 Only the first dose of prescribed medication will be provided free of cost. Students are responsible for purchasing any additional medicines as advised.

11. Silent Hours

- 11.1 Silence must be maintained from 11.00 p.m. to 6.00 a.m. in the hostels to facilitate private study or rest. Students should not play loud music on mobiles, computers, laptops, or iPods, or talk loudly, shout, sing, or make any other noise during the silent period. This silent period will also be maintained on the campus. Even at other times, students are advised to play musical instruments at low volume and not to play them at all if others are disturbed. As you all will be occupying double occupancy rooms, care is to be taken not to disturb other occupants.
- 11.2 Noise Pollution: The Institute follows rules laid down by the Ministry of Environment and Forests (MoEF) which state that the use of loudspeakers in a residential zone has to be restricted and have to be turned off at 10.00 p.m. Occupants of a private place also have to restrict volume so that it does not exceed the permissible noise limit by more than 5 db (A). The permitted decibel level for residential areas is 45 dB. The complete rules are available on the MoEF website.

12. Natural Environment

Apart from the green infrastructure, Great Lakes is a green zone that supports a variety of organic growth of plants, animals, and bird life. Please take care to ensure that you nurture the green environment and that your activities do not result in any harm or disturbance to the plant, animal, and bird population of the campus. All residents are expected to cooperate in ensuring minimal waste generation, safe disposal, and waste segregation.

Classrooms, dining halls, canteen, and hostel rooms are meant for the students, and thus, cats, dogs, and other animals must be kept out of these spaces. Some of you may have a strong affection for animals that co-exist in our ecosystem, but spaces designated for teaching, dining, and sleeping are exclusively for students and employees.

In all matters of discipline and other issues related to the students, the decision of the - Head of Administration, DAC or Student Grievance Committee will be final.

Students' feedback and suggestions are always welcome. They can share their feedback through Warden's, HOD Administration or through their Program managers or Program Directors.

PLEASE HELP US KEEP OUR CAMPUS CLEAN AND GREEN

Table of Fine Amount details:

S.No	OFFENCE	PENALTY / ACTION
1	Ragging	DAC to decide; Convey the message to their parent/guardian
2	Sexual Harassment	The Internal Complaints Committee to decide
3	Moving out of campus without a Gate Pass	Rs. 1000 Per day/Missing Message to their Parent/Guardian
4	Latecomers beyond 09:30 pm	i. First Instance: A verbal warning will be issued to the student. ii. Second Instance: A fine of Rs. 100 must be paid online immediately upon arrival at the main gate. iii. Third and Subsequent Instances: A fine of Rs. 500 will be levied, payable online on arrival.
5	Damage to Hostel/Institute Property	Admin Committee to decide
6	Carrying any type of weapon	DAC to decide
7	Participating in any anti-national, anti-social, or undesirable activity	DAC to decide
8	Girl students found in the boys' hostel / Boy students found in the girls' hostel	Admin Committee to decide
9	Allowing visitors beyond 2000 hours.	Admin Committee to decide
10	Uses of electrical appliances in the Room	Rs. 1000 and goods will be seized legally
11	Uses of audio systems in the Room	Rs. 1000 and goods will be seized legally
12	Parking of a Vehicle in campus	Fine of Rs. 1000 per day
13	Possession / Carrying of Drugs / Banned Narcotics inside room / Restroom / college premises	DAC to decide
14	Possession / Consumption of Alcohol in Room/college premises	Rs. 10,000, bottles will be seized legally; DAC to decide further penalty
15	Consumption of Tobacco in Room premises	Rs. 10,000, material will be seized legally; DAC will decide further penalty

1. This document of the institute is the last word on interpretation of any student guideline, rule or regulation.
2. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of the Institute in the event of any dispute, the Students Rule Book will prevail. The Principal's decision will be final.
3. 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.
4. The Institute has the right to make any changes as it may deem fit in terms of the Program 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 Program, the decision of the Institute will be final and binding on all the students.
5. All disputes are subject to Gurgaon jurisdiction only.

STUDENT HAND BOOK 2025-26

(Last updated on 27-06-2025)

Vision

To become an Academic Center of Excellence that helps students and organizations navigate the economic, social and environmental challenges posed by a rapidly changing 21st century world.

Mission

Through teaching, research, and executive programs, we foster managerial excellence and human capital development to meet the needs of the business world and create a sustainable society.

Core Values

Integrity

We uphold the highest standards of integrity, ensuring that our actions are guided by honesty, ethics and commitment to doing the right thing.

Excellence

We strive for excellence in all our endeavors, aiming to achieve the highest standards in education, research, and service.

Transparency & Mutual Respect

We maintain transparency in our actions and decisions, ensuring trust and accountability while fostering an environment of mutual respect, where every individual's contributions are valued.

Innovation

We encourage innovation and creativity, continually seeking new ways to solve problems and improve outcomes.

Ownership

We take pride in our work and embrace a sense of ownership, ensuring that our collective efforts contribute to the success and growth of our community.

Message from the Principal

Welcome to Great Lakes, Gurgaon!

It gives me great pleasure to have you join the GLIM, Gurgaon family.

Congratulations on making it to a prestigious educational institution! Over the past one and a half decades, this campus has been inspiring greatness in future business leaders like yourself. We are very proud of the various achievements that have shaped us as a premier business school. We have achieved universal recognition as a celebrated business school in the Indian management education space, known for our quality, innovation and business relevance.



The most important pillar of success for any educational institution is the success of its students. This success of GLIM Gurgaon students is the deeply rooted 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 having a learning environment that encourages 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. We have always cherished the idea of 'One Community' - where every single person is shown respect. I urge every one of you to foster this spirit.

It is necessary that, as students, you understand how to best use your time at GLIM, Gurgaon to develop problem-solving abilities, social skills, and a 'never-say-die' attitude that separates truly successful and tough individuals from the merely lucky ones.

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. GLIM, Gurgaon encourages 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 you will strengthen and reinforce the culture of this institution; that you will ensure that each of you personally are always a positive, exciting and responsible influence on each of your peers, seniors and juniors.

The graduate management programs at GLIM, Gurgaon provide students a practice-based graduate education. In each course, students learn key business concepts through experiential projects and assignments. At GLIM, understanding how to act on what we learn is as important as learning business management 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, we would like to ensure clarity and transparency in our communication with you. Also listed are facilities provided in the institution.

Please go through this information carefully so that you do not miss any opportunity that GLIM, Gurgaon may have to offer you. There is a Student Undertaking form that needs to be filled in and handed over to the Program 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 upholding 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.

With best regards,

Dr. Jones Mathew
Principal

Key Contacts

PGCM- 2025-26			
1	Program Director	Prof. (Dr.) Vikas Prakash Singh	vikas.prakash@greatlakes.edu.in
2	Program Manager	Mr. Marimuthu Raju	marimuthu.r@greatlakes.edu.in
3	Program Executive	Ms. Tripti Khandelwal	tripti.k@greatlakes.edu.in
PGDM- 2024-26			
1	Program Director	Prof. (Dr.) Poornima Gupta	poornima.gupta@greatlakes.edu.in
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3	Program Executive	Ms. Rameshwari Vhankhande	rameshwari.v@greatlakes.edu.in
PGDM- 2025-27			
1	Program Director	Prof. (Dr.) Smita Mazumdar	smita.m@greatlakes.edu.in
2	Program Manager	Ms. Suman Grover	suman.g@greatlakes.edu.in
3	Program Executive	Mr. Atishay Jain	atishay.j@greatlakes.edu.in
Examination			
	Head Examination	Dr. Dilip Kumar	dilip.k@greatlakes.edu.in
Administration			
S.No	Department	Contact Person	Email
1	Administration		
2	Library	Mr. Dharam Raj	dharam.raj@greatlakes.edu.in
3	Male Warden	Mr. Ashish Singh	ashish.s@greatlakes.edu.in
4	Female Warden	Dr. Purnima Das	purnima.d@greatlakes.edu.in
5	I.T.		itsupport.ggn@greatlakes.edu.in

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**STUDENT
HAND BOOK
PGDM -2025-26
PART I**

Student Handbook (With effect from May 14, 2025)

1. About these guidelines:

- 1.1. The Student handbook (2025 – 26) is an important reference document, which contains the rules, regulations and procedures that you will have to strictly follow while you are a student at Great Lakes Institute of Management, Gurgaon. If you require any clarification, please do not hesitate to contact your Program Director or your Program Manager
- 1.2. These guidelines provide for the daily functioning of Great Lakes Institute of Management, Gurgaon, hereinafter referred to as the “Institute”, and enable effective delivery of infrastructure and academic services to the students.
- 1.3. This compilation of guidelines comes into effect from May 2025 and supersedes all other guidelines in respect of matters therein.

2. General guidelines:

2.1. Code of Conduct

- 2.1.1. Academic and personal standards are necessary to promote fair and orderly conduct in a community as large as the Institute. All students at the Institute 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.
- 2.1.2. The cleanliness of the premises must be maintained by everyone in the Institute at all points of time.
- 2.1.3. Any problem regarding administrative facilities, classrooms etc., in the first instance must be addressed through the Student Council/CoCo who will take it up with the administration office. In the absence of a satisfactory response, the student may approach the Program Director, or the Principal.
- 2.1.4. Any issue in the course/Faculty, in the first instance, must be addressed through the Course Coordinator (CoCo) who will take it up with the PGDM program office. In the absence of a satisfactory response, the student may approach the Program Director, or the Principal.
- 2.1.5. Use of cell phones/ laptops in class is NOT permitted unless permitted by the concerned faculty. Any student found using cell phones in class will be penalized as per the rules and regulations in force from time to time, and attendance will be docked.
- 2.1.6. Mode of Communication to students is via email /LMS. Students are required to check the email /LMS at least once a day, and not rely on rumor or hearsay about any matter.
- 2.1.7. All students are provided with Identity Cards, which they must keep on their person mandatorily at all times. Penalty will be levied / action will be taken for non-compliance. If the student misplaces the original I-Card, duplicate card will be issued from the Institute by applying for the same to the Program office and paying the prescribed fee
- 2.1.8. Name plates given to students are to be displayed in the classroom. Any student not displaying the nameplate will be considered absent for the class.
- 2.1.9. Students are requested to always keep safety procedures in mind. Fire extinguishers are placed in strategic areas 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 and will be dealt with accordingly.
- 2.1.10. 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, including dismissal from the Program.

2.2. Discipline Norms and Penalty

- 2.2.1. A disciplinary committee constituted by the Institute will look into all cases of indiscipline related to students. The committee will hear each case and recommend action to the Head of the Institute. On approval by the Director appropriate action will be initiated by the Institute. For names of

committee members refer to Section 23.

- 2.2.2. Any case of Sexual Harassment can be put to the Principal, Program Director or HR head. All cases will be referred to Sexual Harassment committee constituted by the Institute as per norms of the Institute. The committee will address all related issues and recommend action to the Director of the Institute. On approval by the Director appropriate action will be initiated by the Institute. For names of committee members refer to Section 23.
- 2.2.3. The Institute campus is a non-smoking zone. Moreover, 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 offense. Defaulters will be referred to the Disciplinary Action committee and punished depending on the gravity of the act. 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 rolls of the Institute after enquiry.
- 2.2.5. In all matters of indiscipline and indecent behavior, the Principal of the Institute will be the appellate authority. An Ombudsman is appointed by the Institute who would look into such cases referred by the principal 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 the gravity of the 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. The Institute is a place where we have interactions with many corporate and international visitors. For this purpose, it becomes essential to adhere to 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 Blocks A & B) at any point of time.
- 2.3.3. For all events of the Institute, including seminars and conferences, students are required to dress in business formal

2.4. Punctuality

- 2.4.1. Classes are expected to begin on time. Students are required to reach the class 5 minutes before the start of the session. Late coming is not permitted. Program Office members and Faculty members have the authority to not allow latecomers to enter the classroom. The Program 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 Sports Day, guest lectures, compulsory workshops, CEO Series, and 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 campus. Absenteeism in events for which attendance is compulsory, will attract a fine and will be communicated / 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 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 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 honor deadlines for submissions of projects, reports, assignments, forms and any other submission to the Institute or the faculty concerned. Do not approach Program Office staff or faculty members and others to change or extend deadlines.

2.5. Zero tolerance policy

- 2.5.1. The Institute has a zero-tolerance policy towards misbehavior, 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 Program office within the appropriate time (every Tuesday of the following week). If the student is marked absent wrongly, he/she should immediately inform the concerned faculty by submitting an email justifying his/her stand, for a review by the concerned faculty, whose decision will be final.
- 3.1.2. If the student remains absent due to any medical issues, s/he should submit a medical certificate along with a copy of all the medical reports to the office within 48 hours upon return to campus after medical leave. No certificate shall be entertained under any circumstances thereafter.

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 up to 20% may be allowed. The following are rules relating to attendance:

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

- 3.2.2. Students who are having less than 60% of attendance in each course in any term will not be eligible to appear in that end-term examination.

3.3. Lowering grades in individual Course/s:

- 3.3.1. 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.
- 3.3.2. Exceptional cases for absence such as death in the family; marriage of oneself; hospitalization, etc., will be dealt with on a case-to-case basis by the Program Director. Such students will be required to submit all the relevant documents. However, in such cases also first their 20% (out of 100% attendance) exemption will be considered and if needed an additional exemption in attendance may be permitted subject to a maximum of 20%.
- 3.3.3. In case of Re-Examinations, the final grade obtained will be subject to the attendance rules and downgraded accordingly.

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 program. This includes classroom lectures, tutorials, practical sessions, projects, seminars, lab work, group work and any other academic activity for which contact hours are assigned in the curriculum. Each credit is equivalent to 10 hours of teaching/coursework.
- 4.1.2. The broad components of evaluation for any course/subject are detailed in Part II of the handbook. The total points for each course with maximum that can be assigned will be as per specific requirements of the Program.
- 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 the specific requirement of the Institute). The Faculty has flexibility to formulate and implement an evaluation system with weightages specified in the course outline.
- 4.1.5. For grading purposes, 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.

4.2. 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 a plagiarism application, 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/Program Director/Principal of the Institute.

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. A 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. They must also produce these for verification by the invigilator during the examination.
- 5.1.2. Students who are eligible to write the term examination/re-examination should be present in the Examination Hall at least 15 minutes before the scheduled time of the commencement of the examination. Students who arrive in the examination hall after the scheduled time of the commencement will not be permitted to appear for that examination without the approval from the Head of Examinations. In exceptional circumstances, the student has to get the approval of the Program Director of the respective Program to appear at the examination. Such a student who has reported late will not be eligible for the 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 allowed to carry bags, mobile phones or any electronic modes of communications in the academic block during the examination.
- 5.1.4. A student who fails to attend an examination at the date & time published in the examination notifications 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 of the Institute.
- 5.1.5. Students should occupy their correct seats as per the seating plan released and write appropriate details in the space provided for the purpose in the answer-book.
- 5.1.6. Every student present must sign against his/her roll number on the attendance sheet provided by the invigilator.
- 5.1.7. Course-specific exam instructions are usually sent at least 12 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.
- 5.1.8. On the front page of the answer book, students are required to fill in the mandatory details.
- 5.1.9. If a student has any queries regarding the contents of the question paper, he should bring them to the notice of the invigilator without disturbing others in the examination hall.

5.2. Students are forbidden to

- 5.2.1. 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 (unless specifically allowed by the concerned faculty)
- 5.2.2. Smoke in the examination hall,
Bring eatables/ drinks in the examination hall
Speak or communicate in any manner to any other student, while the examination is in progress, and
Take with them any material connected to the examination—question paper, case-study, tables, answer-book (in part or 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 are fully authorized to frisk the students.

- 5.2.3. 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 or any identification mark is strictly prohibited and will result in serious action being taken by the Institute.
- 5.2.4. 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 one's 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 an attempt to reveal identity and will be treated as an act of adoption of unfair means (UMC). Such information as answer book number or any other identification marks must not under any circumstance be shared with the evaluator or anyone concerned with the evaluation of the answer sheets. Violations will be dealt with severely.
- 5.2.5. While underlining answers for focusing attention of the evaluator is permitted, use of varied color 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.
- 5.2.6. 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 unfair means and appropriate action will be taken against such students.
- 5.2.7. 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.
- 5.2.8. Exchange of stationery, writing material, mathematical/electronic instruments, question paper etc. is strictly prohibited.
- 5.2.9. If students need 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.
- 5.2.10. 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 invigilator.
- 5.2.11. 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.
- 5.2.12. 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.

5.3. Guidelines for Appointment and Availing facility of Scribe for the physically disabled (permanent or temporary disability) students during examinations

- 5.3.1. A student who may have a permanent or temporary physical disability may apply to the Institute for appointing a scribe for the examinations.
- 5.3.2. The student should submit an application for the purpose along-with 'medical certificate' from a 'Registered Medical Practitioner' to that effect with a stamp of the Registered Medical Practitioner on the certificate well in advance.
- 5.3.3. The scribe will be arranged by the Examination Cell and will not be the choice of the student. Requests for a scribe should be submitted to the Head of Examinations at least a week before the commencement of examinations, where possible.
- 5.3.4. The scribe will normally be at least one grade junior in academic qualification than the student if from the same stream.
- 5.3.5. 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.
- 5.3.6. The Head of Examinations will have powers to resolve issues if any in this regard. He/she will be authorized to make/ accept any last minute changes of scribe under exigencies.
- 5.3.7. The said student will sit in a separate room under supervision.

5.4. Unfair Means

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:

- 5.4.1.1. Candidates are required to abide by the General Exam instructions and notifications shared by the exam cell from time to time. If any candidate is found to be violating the same, or 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. All cases brought up by invigilators or the Flying Squad shall be reported to the Unfair Means Committee through the Head of Examinations.
- 5.4.1.2. The committee, using the guidelines of minimum penalties, mentioned in the table below (of what comprises unfair means during examinations (non-exhaustive)) 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 including electronic devices 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	Internet found active during no Internet laptop-based exam	F grade in the concerned course
5	Making an appeal to the examiner/ any person connected with the conduct of the examination by using any mode of communication (offense committed for the first time)	Two grades down in the course concerned
6	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)
7	Insertion of currency notes/ bribing or attempt to bribe any of the persons 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)
8	Disrupting exam code of conduct including using obscene language/ threats inside the examination hall by a student to invigilator/ 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)
9	Attempt to forge the signature of the invigilator on the answer book or supplementary sheet	F grade in the concerned course + debarment from the Placement process
10	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
11	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

- 5.4.1.3. 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
- 5.4.1.4. 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.
- 5.4.2. Practical/Dissertation/Project Report Examination:**
 - 5.4.2.1. Students involved in malpractices at Practical/ Dissertation/ Project Report examinations including acts of plagiarism, shall be dealt with as per the punishment provided for the theory examination.
 - 5.4.2.2. 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.

5.5. The Review Window

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

- 5.5.1. The Review Window Mechanism will apply only to mid-term and end-term examinations of the Institute.
- 5.5.2. The above mechanism will not apply to /quizzes/ viva/ projects/ MCQ's in online exams/assignments/ dissertation/ presentation/ field work etc. All the students will be informed of the course/module-wise marks obtained by them in the Internal Assessment, "Mid Term" and "End-Term Examination" by the Examination Office, on the date of declaration of result of the examinations of the respective courses .
- 5.5.3. Under the Review Window Mechanism,
 - 5.5.3.1. Students will be shown only their Mid Term and End Term answer papers. The review window will be announced soon after the announcement of marks.
 - 5.5.3.2. Students can apply for revaluation only under the following conditions
 - 5.5.3.3. If any question has not been evaluated
 - 5.5.3.4. If there is a totaling error
 - 5.5.3.5. Students cannot apply for subjective re-evaluation of any question/section
 - 5.5.3.6. Revised marks, if applicable, will be shared with the student.
 - 5.5.3.7. No application received after the publishing of grades will be entertained.

Kindly refer to Section II of SHB for rules for Internal 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 to any breach of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate institutional 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 the 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 to do 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 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 a fine and /or suspension of student for up to 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, videotaping 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. 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 the 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.
- 6.10. 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. Borrowing entitlement: Two books for seven days. One-time renewal is possible if the book is not in demand.
- 6.11. 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.
- 6.12. 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.
- 6.13. 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)
- 6.14. Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the Institute are outstanding.
- 6.15. The award of the Institute No dues certificate will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.
- 6.16. For list of electronic resources / Databases refer annexure.
- 6.17. Students must not write or mark anything on the books with pen/pencil/any other instrument
- 6.18. Students are not permitted to move any library furniture/instrument from its original place
- 6.19. 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 the 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's policy. Any change request has to be routed through the Program Manager in writing.
- 9.4. All laptops need to be named as per the following nomenclature "roll no name" or as per the Institute policy.

9.5. Provision of Computing Resources:

- 9.5.1. All students will be given an official Great Lakes email id and internet authentication id. They are permitted to access the internet in a computer centre or on their own laptop through this id and password only. Strict action will be taken against if any misuse of the internet. (23.3)
- 9.5.2. 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 Institute.
- 9.5.3. 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's computing facilities.
- 9.5.4. Improper behaviour towards staff will result in disciplinary action.
- 9.5.5. 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.
- 9.5.6. Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
- 9.5.7. Do not request resources or access rights that you do not need.
- 9.5.8. 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.
- 9.5.9. Do not remove, borrow, connect or disconnect equipment without permission.
- 9.5.10. Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance Program or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 9.5.11. 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.
- 9.5.12. Do not hack, access, copy, delete or amend or attempt to do so to the computer account, information or resources of another user or of a system administrator without that person's permission.
- 9.5.13. 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.
- 9.5.14. Do not deliberately create, display, produce, store, circulate or transmit defamatory or libelous material.
- 9.5.15. Do not transmit unsolicited commercial or advertising material.
- 9.5.16. Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 9.5.17. Do not monitor network traffic.
- 9.5.18. Do not make deliberate unauthorized access to facilities or services accessible via the The Institute Local Area Network (LAN).
- 9.5.19. You must adhere to the terms and conditions of all license agreements relating to IT facilities which you use including software, equipment, services, documentation, and other goods.
- 9.5.20. 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.
- 9.5.21. 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.
- 9.5.22. 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.
- 9.5.23. Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 9.5.24. Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.
- 9.5.25. Do not admit any other person to computer facilities or other Institute premises when those facilities or premises are locked and do not enter unless authorised to do so.

- 9.5.26. 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 defines standards, procedures, and restrictions for the use and support of Personal Digital Assistant devices (PDAs).
- 9.5.27. Advice to students: Illegal and unlicensed software must not be installed on laptops/computers at any time
- 9.5.28. 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
- 9.5.29. 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
- 9.5.30. In addition to the perimeter firewall, some network ranges are protected by access-lists or additional firewalls
- 9.5.31. Perimeter traffic is logged and appropriately monitored for security purposes
- 9.5.32. Laptops and Desktops that connect to GREAT LAKES's internal network should have all laptop to be named as per the Roll Number and Name.
- Anti-virus installed and up-to-date
 - Operating System patched with latest security updates
 - Personal Firewall active
 - User authentication
- 9.5.33. 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:

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. Mid-term academic review will be conducted in the middle of the term by the CoCo under the supervision of the Program Manager.
- 10.2. Faculty feedback
- Faculty Feedback will be taken after the last session of every course, and before the end-term examination. Submitting feedback is mandatory. Students who fail to submit faculty feedback will not be allowed to sit for the concerned course exam unless approved by the Program Director/Head Program Office.
- 10.3. Course Online Feedback is taken using a questionnaire after the last session of every course in each term.
- This feedback is compiled and placed before the Principal and Program Director.
- Students should get involved in this mechanism seriously as it is aimed at helping the Institute improve the quality of academic delivery and teaching .
- 10.4. There is a qualitative section of the feedback form in which students can reflect learning and teaching aspects of the course.
- 10.5. While sharing the feedback with the Principal/Program Director/faculty members, the student's identity is kept confidential.
- 10.6. There will also be a mid-Program Feedback process after the end of the 1st term, as well as at the beginning of the 4th Term in the PGDM Program and at the end of the 3rd term for the PGCM program.

11. Medical and Counselling Facilities

11.1. Psychologist and a Counsellor:

- 11.1.1. A counsellor is a non-judgmental 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 of the issue you wish to resolve.

- 11.1.2. The Institute cares about the students and thus has engaged a full time ‘Psychologist and a Counsellor. The Counsellor will be available on the ground floor at Flat no-001 2-BHK just next to Campus Guest House, on Sundays between 1400 and 1800 hours, at the Gurgaon campus for all the students.

11.2. Medical Facility:

24 hrs. Nurses are available in the Medical Room in the campus, Flat no-001 2-BHK just next to Campus Guest House. The 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 students will be eligible for a discount of 20% on showing their student ID.

12. Guidelines for Admission Cancellation / Payment of fees / Readmission / 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 Program). If the cancellation is after commencement of the Program, the said application is to be submitted to the respective Program Director for further processing.

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 the 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 Program.
- 12.2.3. Payment of Fees for the academic break: If the student has informed the Program Director regarding an 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 an 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 readmission he has to pay the total fee (100%) plus 25% of the academic and Program 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 academic and Program fee prevalent at that time, as re-admission fees in the subsequent year. However, Hostel and Utility charges need to be paid in actual as per the fee structure of the 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% academic and Program fee (prevalent) as readmission fee.
Informed during the semester / term fees not paid for current year.	100% total fee + 25% academic and Program fee (prevalent) as readmission fee.
Informed during the academic year and fees paid for that year.	25% academic and Program fees prevalent that year, as readmission fee.

12.3. Re-admission rules:

A student can seek readmission in the next academic year, in case he / she fails to fulfil the criteria mentioned under passing standards in SHB. For this purpose, he / she has to pay 25% of the academic fees plus utility charges (in actual) prevalent at that time for that Program.

Students can take re-admission in the said year of the Program only once. He/she can take re-admission in different years as long as the total period of the Program does not exceed the validity period of that Program. For example, the validity period for PGDM is 3 years and for PGCM, it is Two years, so a student can take re-admission maximum one time but in different progressive years. Admission to the subsequent years is subject to maximum duration permissible for completion of the Program (in years). Such admissions will be at the students' own risk of non-completion of the Program during the maximum permissible duration (in years).

Program	Duration of the Program (in years)	Maximum duration permissible for completion of the Program (in years)
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 Program or any other reason as per academic rules, then the student will not be given a 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 Program, 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 Program Directors/Principal of Institute and the maximum period for an academic break is one year only. This will be based on the Program Director being convinced of the validity of the reason for seeking an academic break.

12.4.2. Eligibility:

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

- Serious personal medical reasons involving hospitalization, supported by documents.
- Serious 'family' related issues.
- Financial constraints.
- Financial crisis/Maternity/ shift of duties/additional assignments at the workplace applicable for executive Program participants only.

12.4.3. The Program Director will approve the academic break and forward the application of the student to the admission department for necessary processing.

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

13. Submission of certificates / mark sheets

A student must submit all the relevant documents / certificates / mark sheets as per the offer letter issued by the Institute; non-submission of such mandatory documents within the stipulated time declared by the admissions department will lead to cancellation of admission of the concerned student and the admission fees will NOT be refunded.

If the student has submitted documents and any discrepancy is found 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’ to the admissions department before commencement of that Program stating the reasons for admission deferment. Admission deferment can be approved only for one year.

14.1.3. Who can apply:

- Serious medical illness.
- Serious family related reasons.
- Candidate not able to organize funds.
- Candidate’s work-related commitments, overseas assignments (over 6 months)

14.1.4. The application needs to be submitted to the Admissions Office, along with all the supporting documents for ‘Admission Deferment’ consideration.

14.1.5. An applicant who fails to obtain confirmation from the Admissions 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 of Admissions Deferment:

14.2.1. Deferred admissions may only be granted to admitted first year students who have paid the required non-refundable enrolment deposit.

14.2.2. The Admissions Office 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 a case to case basis and will be granted depending on the reason stated along with the supporting documents. The Institute’s decision with respect to this will be final and cannot 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 wants to apply to the Institute, has to undergo the admission process again as a fresh applicant.

14.2.4. The letter of deferment of admission will be issued by the Admissions Office 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.

Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.

14.2.7. Deferment of admission is not applicable for the first year of the Program.

Once the Program has commenced, then even though the applicant has not attended the classes, still he/she will not be ‘eligible’ for ‘admission deferment’.

15. Great Lakes Learning Management System:

15.1.1. URL: access through <https://olympus.mygreatlearning.com//>

15.1.2. Login Policy: Students’ official mail ID will serve as the log in.

15.1.3. Change Password: Students are recommended to change password after first login regular notification

15.1.4. Email Update: Users need to change/update their email id for regular notification

15.1.5. Faculty announcements: Announcements related to courses and other activities may be published in The Announcements section of the LMS

15.1.6. Students should not share their login credentials with other students. Accessing another student’s LMS page amounts to adopting unfair means.

15.1.7. Most online classes will be delivered through the LMS. Session recording may be shared with the students depending on approval from the respective faculty members.

15.1. Videos in part or full should not be captured and/or shared. This amounts to violation of Intellectual Property Rights.

16. Rules for participating in National/International Level Contests:

16.1. Contest Information

16.1. All contest notices, posters, letters, leaflets received by the Institute will be posted on email groups.

16.2. Classification of student contests

16.2.1. GRADE A: Organized by any B-school whose ranking falls within 1 to 20 in latest NIRF business school

- ranking (for example for academic year 24-25 NIRF ranking of 2024 will be considered) and/or National and International level contests organized by very high reputed companies/ organizations (Preparticipation approval from the Principal is required on recommendation from club mentors and Program Directors)
- 16.2.2. GRADE B: Organized by any B-school whose ranking falls within 21 to 75 in latest NIRF business schools ranking (example for academic year 24-25 NIRF ranking of 2024 will be considered)
- 16.2.3. GRADE C: Local and national level contests.

16.2. Reimbursement Criteria:

The classification of the contest will determine the selection, reimbursement and appraisal of the students.

- 16.2.1. Reimbursements will be only for GRADE A & B Competitions: Provided they secure 1st/2nd/3rd position.
- 16.2.2. Students will be provided with 100% reimbursements only for travel (Maximum up to 3rd AC train fare through shortest distance) to-and-fro from the contest destination. Subject to following terms:
- 16.2.3. All reimbursements need to be through proper claim format (only after the student has returned from the contest) against submission of original bills, tickets (boarding passes) of the travel and copy of certificates.
- 16.2.4. All students claiming the reimbursement will have to submit required details to the accounts department.

16.3. Contest Winners

Any student who has won any contest is required to provide full details of the contest and award won to the Program Director within 7 days of winning the contest, failing which reimbursement will not be considered. Attendance: No additional attendance benefit will be provided for students who might miss classes for attending contests. Missed classes will be counted as part of the 20% leeway given to students.

17. Guidelines for Convocation

- 17.1. The Annual Convocation will be held for all the Programs of the Institute.
- 17.2. Only those students who have fulfilled the requirements of the Program will be eligible to receive their certificates/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.
- 17.3. 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.
- 17.4. The institute reserves the right to not allow any student from participating in the convocation. 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.

18. Roles and Responsibility of Course Coordinator (CoCo)

- 18.1. The CoCos serve as a link between his/her cohort, the faculty & academic administration. The CoCo for each course is selected by the Program Office. The major roles & responsibilities include:
- 18.1.1. Serving as sole point of contact between academic administration & students of a particular course.
- 18.1.2. Resolving student grievances in the respective courses and is responsible for taking attendance in the class. Needs to ensure that no proxy attendance is marked.
- 18.1.3. CoCo cannot cancel / reschedule lectures in direct consultation with the Faculty.
- 18.2.4. Any additional responsibility assigned by the Program office/ Program Director/Principal.

19. Student Council

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

- 19.1. To serve as a formal communication channel between the students, faculty and administration
- 19.2. To navigate all student-related activities at the Institute and facilitate a better life on campus
- 19.3. For all major events, prior formal invitation to be given to all the senior management
- 19.4. To keep the Program office informed of all events planned
- 19.5. To co-ordinate the weekend shuttle service
- 19.6. If a member of the student council is under investigation by any of the committees like Unfair Means Committee/Disciplinary Action Committee/Anti-ragging Committee, etc., he /she would be removed from the Student Council until acquitted.

20. Interface with Accounts:

20.1. 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.

20.2. Re-examination Fees:

The students who are eligible 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 of 3 courses per year.

20.2. 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. As outlined under 12.3

21. Institute Committees & Clubs

21.1. 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. As such a Committee has been formed at Institute level.

Anti-Ragging Committee

1	Dr. Umashankar Venkatesh	Chairperson
2	Dr. Jagriti Arora	Member
3	Prof. SK Palhan	Member
4	Mr. Samiran Baral	Member
5	SHO, Bilaspur	
6	Asha NGO	

21.2. 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. The mail to which the complains can be addressed apart from the committee members is safe.ggn@greatlakes.edu.in

Anti-Sexual Harassment Internal Complaints Committee:

1	Dr. Poornima Gupta	Chairperson
2	Dr. Bappaditya Mukhopadhyay	Member
3	Mr. Samiran Baral	Member

4	Head HR	Member
5	Four Student Council Members	
6	Ms. Monalisa Mahanta (Posh certified)*	External

21.3. Student Grievance– All student grievances pertaining to activities, processes and decisions of Great

Lakes Institute of Management, Gurgaon, will be heard by a committee - having the following constitution.

Student Grievance Redressal Cell

1	Dr. Kirti Sharma	Chairperson
2	Dr. Vibhav Singh	Member
3	Dr. Amit Kumar	Member
4	Mr. Samiran Baral	Member
5	Four Student Council Members	

Disciplinary Action Committee

Any act of indiscipline by the students would be referred to this committee.

1	Dr. Sanghamitra Bhatthacharya	Chairperson
2	Dr Jayatu Sen Chaudhary	Member
3	Dr. Surya Prakash	Member
4	Mr. Samiran Baral	Member

Unfair Means Committee

Students found indulging in using unfair means during institute examinations would be heard by this committee- constituting of the following:

1	Dr. Ravindra Ojha	Chairperson
2	Dr. Smita Mazumdar	Member
3	Dr Akhter Rather	Member
4	Dr. Dilip Kumar	Member

22. Student Clubs and Committee mentors

Committee	Faculty Mentor
Student Affairs	Dr Surya Prakash
Adcom and BPR	Mr. Bruno Nellisery
Cultural	Dr Jyoti Garg
Sports	Dr. Simarjeet Singh
Alcom	Dr. Vibhav Singh

Clubs	Mentor
Marquest (Marketing)	Prof Parveen Ahluwalia
Stratos (Strategy)	Dr Swapnil Sahoo
Finception (Finance)	Dr. Jyoti Garg
Harmony (HR)	Dr. Sanghamitra Bhattacharya
Entrepreneurship	Dr. Swapnil Sahoo
Opus (Operations)	Dr. Jaya Priyadarshini
Analytics	Dr. Sanchita Kuchi

Economics	Dr Vishal Dagar
Self-interest Clubs	Dr Jagriti Arora
Toastmasters	

23. 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.

23.1. Earthquake

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

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

Before Earthquake	During Earthquake	After Earthquake
In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake. 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. Keep a torch and a portable transistor radio handy. Keep the corridors in the hostel/house clear of furniture and other things, making movement easier.	A) If you are at home or inside a building Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture. 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. B) If you are in the street Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets. Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse. C) If you are driving Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stand in the vehicle.	A) If you are at home or inside a building Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out Turn off the water, gas and electricity 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. If there is a fire, try to put it out. If you cannot, call the fire brigade. If possible then contact the fire brigade immediately. Immediately clean up any inflammable products that may have spilled (alcohol, paint, etc.). Avoid places where there are loose electric wires and do not touch any metal object in contact with them. Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth. Eat something. You will feel better and more capable of helping others. 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.). Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger. B) If you are outside 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. Do not re-enter badly damaged buildings and do not go near damaged structures. Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass. Keep away from beaches and low banks of rivers. Huge waves may sweep in. Keep updating yourself with the latest information on earthquakes through radio or T. V.

23.2. 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
Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places) Identify all the exit routes of the Institute. (There are six exit routes in UPG building) Check the adequacy of fire-fighting apparatus and its maintenance.	Do not panic. Shout loudly for help Do not run. Do not waste time in collecting valuables. Do not panic. Inform the fire brigade about the fire and alert neighbors. If possible, use fire extinguisher. Do not take shelter in toilet. Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere. Do not use the lift to escape. Use nearest means of escape and the staircase available. Make exit to ground level instead of the terrace. Report about your safe escape and any other information to the Institute authorities, fire brigade or police present at the site. If trapped or stranded: Stay close to the floor level. Cover the gaps of the door with any piece of cloth available. Do not jump out of the building. Signal or shout for help. Stop, drop and roll on the ground and cover with blanket; pour water on the body Dial 101 or 124-2292101 for fire brigade Give the fire officer a detailed address, nature of the incident and the telephone number from which you are calling. Preferably, use a landline. Keep down the receiver and wait at the same spot. The Control Room will call back to verify the call. Wait for the Fire Brigade to arrive and co-operate with the firefighters.	Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.

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

List of Important Numbers

Agency	Number
Police	
Police Help Line	112

Bilaspur Police Station	0124-2379580 shobilaspurg-hry@gov.in
Women Help Line	1091
Women Police Station Manesar	0124-2290100
Fire Brigade	
Fire Brigade Help Line	101
Manesar Fire Stations	0124-2292101
Ambulance	102
Hospitals	
GLIM Medical Centre	9311732108
Aarvy Hospital	6262800800
Miracle Apollo/ Sec-82	0124-3528282
Travel Agency	
Hari Om Travels, Manesar	9899751818, 9953441818
Rahul Tour & Travels, Gurgaon	9811414845
Chemist	
Sawariya Medical	9050251568
Hostel (Contact -)	
C Block	0124-2865895
D Block	0124-2865887
E Block	0124-2865896
G Block	0124-2865702

1. 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 the Institute in the event of any dispute, the Students Rule Book will prevail. The principal's decision will be final.

2. 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.

3. The Institute has the right to make any changes as it may deem fit in terms of the Program 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 Program, the decision of the Institute will be final and binding on all the students.

4. All disputes are subject to Gurgaon jurisdiction only.

STUDENT HAND BOOK PGDM -2025-26 PART II

Program Outcomes

- PO1. Conceptual understanding and application of business theory
- PO2. Demonstrate analytic and decision-making skills.
- PO3. Socio-cultural sensitization & Ethical Awareness
- PO4(a). Ability to demonstrate managerial and leadership skills.
- PO4(b). Ability to demonstrate team skills.
- PO5. Ability to anticipate, strategize, and adapt to global market changes.
- PO6. Effective oral and written communication and presentation techniques

1. Academic Calendar- PGDM 2025-27



GREAT LAKES

INSTITUTE OF MANAGEMENT

GURGAON

Postgraduate Diploma in Management 2025-27

Academic Calendar

Term 1 (Core courses)		
Orientation		
30th June-6th July		
Events in Term 1: Sapience (30th July, 31st July),Rakshabandan (9th August), Independence Day (15th August),Janmasthmi (16th August), Ganesh Chaturthi(27th August), Convocation (30th August 2025)		
Term 1	Class Begins	7th July 2025 (Monday)
	Midterm Examination	11th-17th August 2025 (Sunday)
	Class Ends	21st September 2025 (Sunday)
	End Term Examination	22nd September- 28th September 2025 (Sunday)
	Term Ends	28th September 2025 (Sunday)
Term 2 (Core courses)		
Events in Term 2: Dussera/ Gandhi Jayanti-(2nd October), Diwali (21st October), Haryana Day(1st November),24th-25th November (AASCB Visit), Crest (3th-4th December), Winter Conference (10th-11th December),Christmas (25th December), New Year (1st January)		
Term 2	Class Begins	29th September 2025 (Monday)
	Diwali Break	20th-26th October 2025 (Sunday)
	Midterm Examination	10th-16th November 2025 (Sunday)
	Class End	22nd- 28th December 2025 (Sunday)
	End Term Examination	29th Dec-4th January (Sunday)
	Term Ends	4th January 2026 (Sunday)
Term 3 (Core courses)		
Events in Term 3: Republic Day(26th January), Shivratri (15th February), Sportsmeet(21st-22nd February), Foundation Day(2nd March)		
Term 3	Class Begins	5th January 2026(Monday)
	Midterm Examination	9th-15th February 2026 (Sunday)
	Area Presentation	2nd- 8th March 2026 (Sunday)
	Class End	16-22nd March 2026 (Sunday)
	End Term Examination	23th-29th March 2026 (Sunday)
	Term Ends	29th March 2026 (Sunday)
Re-exam*: 27th, 28th & 29th May 2026 (Wednesday-Friday)		
*Tentative. Subject to minor modification		

2. Course Structure PGDM 2025-27

Great Lakes Institute of Management, Gurgaon					
Postgraduate Diploma in Management (PGDM): 2025-27					
Course Structure					
TERM-1	Credit	TERM-2	Credit	TERM-3	Credit
Financial Accounting & Decision Making	3	Cost and Management Accounting	3	Strategic Management	3
Microeconomics	3	Macroeconomics	3	Business Research Methods	3
Marketing Management I	3	Marketing Management II	3	Financial Management (40 hours)	4
Individuals in Organization (OB II)	3	Business Ethics, Corporate Governance and Sustainability	3	Optimization Techniques for Decision Making	3
Statistical Methods in Decision Making (SMDM)	3	Production and Operations Management	3	Business Intelligence	3
Business Communication	3	Business Analytics	3	Human Resource Management	3
Karma Yoga	1	Groups in Organization (OB II)	3	Critical Analytical Thinking	1.5
Essentials of Excel and Python (10 hours)	1				
Total Credits	20	Total Credits	21	Total Credits	20.5
TERM 4*	Credit	TERM 5*	Credit	TERM 6*	Credit
Gen AI for Business	1	Business Law	1.5	Elective - 9	3
Business Simulation	3	Elective -6	3	Elective - 10	3
Elective - 1	3	Elective -7	3	Elective - 11	3
Elective - 2	3	Elective -8	3		
Elective - 3	3				
Elective - 4	3				
Elective - 5	3				
Total Credits	19	Total Credits	10.5	Total Credits	9
Total Credits - Compulsory Courses (25)	67	Elective courses offered will be announced in the beginning of Term 3 and the Registration process will start in Term 3.			
Total Credits - Elective Courses (11)	33				
Summer Internship Credits	6				
Total Credits (36 taught courses + Summer Internship)	106				
Total Taught hours	1000				

Great Lakes Institute of Management, Gurgaon					
Postgraduate Diploma in Management (PGDM): 2025-27					
Elective Courses on offer					
MARKETING ELECTIVES		FINANCE ELECTIVES		OPERATIONS ELECTIVES	
Title	Term	Title	Term	Title	Term
Digital Marketing	4	Financial Statement Analysis and valuation through Modelling	4	Enterprise Resources Planning	4
Consumer Behaviour	4	Wealth Management	4	Strategic Sourcing and Procurement	4
Sales & Distribution Management	4	Security Analysis & Portfolio Management ***	4	Project Management	4
Marketing & Retail Analytics * (MJ)(A)	4	Fintech* (F) (A)	4	Supply Chain Management	5
B2B Marketing	5	Finl. Mgt. for Developing Mktg. Strategy	5	Internet Business	5
Product & Brand Management	5	Mergers & Acquisitions	5	Business Excellence for Competitive Advantage	6
Web and Social Media Analytics* (MJ)(A)	5	Derivatives & Finl. Risk Mgt.	5	Demand Planning & Forecasting (OJ)(A)*	6
Customer Relationship Management	6	Banking Management	6	Service Operations	4
Services Marketing	6	Behavioural Economics and Finance			
Integrated Marketing Communication	6	Project Finance	6		
HR ELECTIVES		ANALYTICS ELECTIVES		OPEN ELECTIVES	
Title	Term	Title	Term	Title	Term
Talent Acquisition through Employee Value Proposition	4	Machine Learning**	4	Contemporary Pricing Strategies	6
Total Rewards for Retaining Talent	4	Marketing & Retail Analytics * (MJ)(A)	4	Game Theory and Public Policy	6
Strategic Negotiations*	4	Fintech* (A) (F)	4	Design Thinking	5
Creating High Performance and Agile Organisations	5	Deep Learning & Natural Language Processing	5	Emotional Intelligence for Leadership *	5
Emotional Intelligence for Leadership *	5	Web and Social Media Analytics* (MJ)(A)	5	Strategic Negotiations*	4
HR Analytics* (H) (A)	6	Financial Risk Analytics	5	Managing Businesses in an International Context*	6
Managing Businesses in an International Context*	6	Cloud Analytics	6		
		Demand Planning & Forecasting (OJ)(A)*	6		
		HR Analytics* (A) (H)	6		

***ML is a pre-requisite for Deep Learning and PLP
*** SAPM is a pre-requisite for DFRM

3. Academic Calendar- PGDM 2024-26

	Postgraduate Diploma in Management 2024-26 Tentative Academic Calendar	
Term 4		
Events in Term 4: Sapience (30 July,31st July),Rakshabandan(9 Aug), Independence Day (15 Aug),Ganesh Chaturthi(27 Aug) Teachers Day (5 Sep), (30th August) Convocation)		
Term 4	Class Begins	30th June (Mon)
	Mid Term Examination	To be annouced
	Class Ends	14th Sep (Sun)
	End Term Examination	15 - 21 Sep
	Term Ends	21 Sep (Sun)
Events in Term 5: Dussera/ Gandhi Jayanti)-(2 Oct), Diwali (21st Oct), Haryana Day(1st Nov),24th-25th Nov (AASCB Visit), Crest (3-4 Dec), Winter Conference(10-11thDec),Christmas(25th Dec), New Year (1st Jan)		
Term 5		
Term 5	Term Registration	22nd Sep (Mon)
	Class Begins	29th Sep (Mon)
	Class End	21 Dec (Sun)
	End Term Examination	22- 28 Dec (Sun)
	Term Ends	28 Dec (Fri.)
Events in Term 6: Republic Day(26th January), Shivratri(15th Feb.26), Sportsmeet(21-22 Feb), Foundation Day(2 March 26)		
Term 6		
Term 6	Term Registration	22 Dec (Mon)
	Class Begins	29 Dec (Mon)
	Class End	14th March (Sat)
	End Term Examination	16-20 Mar (Fri)
	Term Ends	22 Mar (Sun)
Re-exam*: 9-10 May (Fri-Sat) 2026		
*Tentative. Subject to minor modification		

4. Course Structure PGDM 2024-26

Great Lakes Institute of Management, Gurgaon					
Postgraduate Diploma in Management (PGDM): 2024-26					
Course Structure					
TERM-1	Credit	TERM-2	Credit	TERM-3	Credit
Financial Accounting & Decision Making	3	Cost and Management Accounting	3	Strategic Management (15 hours)	1.5
Microeconomics	3	Macroeconomics	3	Business Research Methods	3
Marketing Management I	3	Marketing Management II	3	Financial Management (40 hours)	4
Individuals in Organization (OB I)	3	Business Ethics and Corporate Governance	3	Optimization Techniques for Decision Making	3
Statistical Methods in Decision Making (SMDM)	3	Production and Operations Management	3	Business Analytics	3
Oral Communication	3	Written Communications	3	Business Law	3
Karma Yoga	1	Groups in Organization (OB II)	3	Design Thinking (15 hours)	1.5
Total Credits	19	Total Credits	21	Total Credits	22
TERM 4*	Credit	TERM 5*	Credit	TERM 6*	Credit
Strategic Management II	3	Elective -6	3	Elective - 9	3
Business Financial Modelling	3	Elective -7	3	Elective - 10	3
Elective - 1	3	Elective -8	3	Elective - 11	3
Elective - 2	3				
Elective - 3	3				
Elective - 4	3				
Elective - 5	3				
Total Credits	21	Total Credits	9	Total Credits	9
Total Credits - Compulsory Courses (24)	68				
Total Credits - Elective Courses (11)	33				
Summer Internship Credits	6				
Total Credits (35 taught courses + Summer Internship)	107				
Total Taught hours	1010				
Great Lakes Institute of Management, Gurgaon					
Postgraduate Diploma in Management (PGDM): 2024-26					
Elective Courses on offer					
MARKETING ELECTIVES		FINANCE ELECTIVES		OPERATIONS ELECTIVES	
Title	Term	Title	Term	Title	Term
Digital Marketing	4	Financial Statement Analysis & Valuation	4	Enterprise Resources Planning	4
Sales & Distribution Management	4	Wealth Management	4	Project Management	4
Marketing & Retail Analytics * (M)(A)	4	Security Analysis & Portfolio Management	4	Strategic Sourcing and procurement	4
Consumer Behaviour	4	Fintech* (F) (A)	4	Business Excellence for Competitive Advantage	5
Product & Brand Management	5	Finl. Mgt. for Developing Mktg. Strategy	5	Supply Chain Management	5
B2B Marketing	5	Mergers & Acquisitions	5	Service Operations	6
Web and Social Media Analytics* (M)(A)	5	Derivatives & Finl. Risk Mgt.	5	Internet Business	6
Customer Relationship Management (CRM)	6	Banking Management	6	Demand Planning & Forecasting *(O)(A)	6
Services Marketing	6	Behavioural Economics and Finance	6		
Integrated Marketing Communication	6	Project Finance	6		
HR ELECTIVES		ANALYTICS ELECTIVES		Open Elective	
Title	Term	Title	Term	Title	Term
Talent Acquisition through employee value proposition	4	Business Intelligence	4	Strategic Negotiation (H) (O)*	4
Total rewards for retaining talents	4	Machine Learning **	4	Emotional Intelligent Leadership* (H) (O)	5
Strategic Negotiation (H) (O)*	4	Fintech* (F) (A)	4	Managing Business in an International Context *(H) (O)	6
Creating high performance and agile organization	5	Marketing & Retail Analytics * (M)(A)	4	Game Theory and Public Policy	6
Emotionally Intelligent Leadership* (H) (O)	5	Deep Learning & Natural Language Processing	5		
HR Analytics* (H) (A)	6	Web and Social Media Analytics* (M)(A)	5		
Managing Business in an International Context *(H) (O)	6	Financial Risk Analytics	6		
		Big Data & Cloud Analytics for Managers	6		
		HR Analytics* (H) (A)	6		
		Demand Planning & Forecasting *(O)(A)	6		

5. Electives Policy

The minimum number of students required for a course to be offered will be decided by the Institute based on academic and administrative requirements, as decided by the Academic and Executive Councils of the Institute. If a course is not offered for lack of adequate student registrations, students registered for such courses will have to choose from other courses being offered. For details, please get in touch with the Program Office.

5.1. Electives Registration Guidelines- PGDM

Courses are offered under the categories Marketing, Finance, Operations, Human Resources, Analytics and Open Electives

- 5.1.1. Students can major in any one of the five areas—Marketing, Finance, Operations, HR, Analytics or pursue a General Management path.
- 5.1.2. To major in a particular area, a student needs to register for at least six courses from that area.
- 5.1.3. For a Minor, one has to register for a minimum of three courses from a particular area.
- 5.1.4. A student may also opt for doing General Management. In that case, he/she needs to register for at least two courses in each of the five areas - Finance, Marketing, Operations, Analytics and HR.
- 5.1.5. Total elective courses required to graduate: 11 across terms 4, 5 and 6.
- 5.1.6. Some courses are cross listed. They will contain an asterisk (*) mark next to them. Please note that such a course will appear under two areas. You will need to select only one and under the area you want to show the course in.
- 5.1.7. The number of electives a student can take in terms 4, 5 and 6 are 5, 3 and 3 respectively.
- 5.1.8. One can choose to do one major (6 courses) and one minor (3 courses) and pick two more from other areas to make up 11 courses.

5.1.9. The minimum number of subscriptions required to run a course depends on the total strength of the batch.

6. Summer Internship:

A detailed policy for SIP will be shared by the CCS. Academic requirements for final project as follows:

- 6.1. Summer Internship applies only to PGDM students. Final Projects and Class Projects apply to all course/s programs and faculty concerned can assign project work to be undertaken.
- 6.2. Students are required to submit their final project report as per the deadlines announced. The concerned faculty/ Program Director's approval will be required to submit the project report after the announced deadline.
- 6.3. Students of PGDM are compulsorily required to take eight-ten weeks of summer training in any company as per dates announced on the notice board/ academic calendar.
- 6.4. Students are advised not to rely on the institute's placement process for provision of Summer Internship activities, but to look for such assignments on their own initiative. The institute's placement cell makes all efforts possible to provide Summer Internship opportunities to as many students as possible.
- 6.5. The Summer Internships required to culminate in the submission of a Summer Project Report within deadlines as indicated. This submission is a compulsory part of the course requirements.
- 6.6. A Faculty guide will be assigned to each student based on the type/area of internship. It is mandatory for the students to meet their respective faculty guides before proceeding for internship and continue to remain in touch with them for regular updates and guidance throughout the internship. Students can take the initiative of establishing communication protocols with their faculty guides to enable easy contact during the summer internship. Any issues should be immediately brought to the notice of the faculty guide.
- 6.7. The Summer Internship Project is subject to a review by the company guide assigned. It is the student's role to ensure that the guide sends this review to the faculty coordinator within the deadline given. The student has to waive the rights to see the review.
- 6.8. Summer Internship is a compulsory credit course, equivalent to two full courses i.e. 6 credits
For all submissions, students have to submit soft copies of their reports and assignments. Hard copies also have to be submitted wherever asked by the faculty. You are expected to follow project guidelines for proper referencing system.
- 6.9. The program office 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

Great Lakes Institute of Management, Gurgaon.

6.10. Grades for the Summer Internship will be considered in term 4 for calculation of CGPA.

The Summer Internship Policy detailing the process of obtaining the Internship will be circulated separately.

6.11. Evaluation of Summer Internship –

6.11.1. Duration and Deadlines

7. Academic Guidelines

The assessment tools for any course would comprise of internal assessment and external assessment, totaling 100% as follows:

7.1. Internal assessment components (with maximum marks that can be assigned):

- 7.1.1. Review (books/reports/articles) (not more than 20% points weightage).
- 7.1.2. Class-participation marks will not be over 1% points weightage
- 7.1.3. Quizzes / Class-test / Assignments (not more than 30% points weightage)
- 7.1.4. Group assignments / presentations/ project (not more than 35 marks weightage).
- 7.1.5. Midterm examination (not more than 20% points weightage)
- 7.1.6. End Term examination (not more than 40% points weightage and not less than 35% points weightage)
- 7.1.7. Max weightage of all group components together cannot exceed 35% points.
- 7.1.8. The assessment tools for a course will be exclusive of each other. For example, four assessment tools will not be Assignment 1, Assignment 2, Mid-term and End-term.
- 7.1.9. Deviation, if any, from the above-mentioned evaluation schemes will be communicated separately after prior approval of the Program Director/ Principal.

7.2. External Assessment:

- 7.2.1. Mid-term examination is optional for the elective course.
- 7.2.2. End-term examination is a compulsory component, unless special permission is granted by the Program Director.
- 7.2.3. The mode of the End-term Examination will depend on the course learning objectives.

7.3. Assessment Breakup:

- 7.3.1. Every course must include at least 3 internal assessment tools apart from the End-term.
- 7.3.2. For half-credit courses, at least 2 assessment tools are required.
- 7.3.3. Four assessment tools are considered ideal and desirable (but not mandatory), except for 7.3.4. courses conducted in workshop/project mode.
- 7.3.4. The End-term examination is a compulsory assessment tool.
- 7.3.5. Mid-term examinations are optional for half-credit courses, as well as for electives.

7.4. Duration of on-campus examination

Indicative duration of Mid –Term Examinations: Minimum 60 minutes

Indicative duration of End-Term Examinations: can vary between 90 minutes- 180 minutes

Examination duration can also be more than the above specified time as the case may be. Generally, it will correspond to the weightage of the assessment tool. For example, if the mid-term examination has a 20% weightage and the duration is 60 minutes, the end-term exam of 40% weightage will be around 120 minutes.

7.5 Other Guidelines

7.5.1 Mid-term and End-term examinations will not carry any objective/multiple-choice questions, unless a detailed working is required before the right answer can be arrived at.

7.5.2. No part of the course outline, including the assessment tools, will be altered once released to the students.

7.5.2 A review window shall be organized for all mid-term and end-term examinations before the grades are released to the students. Once grades are released, no requests will be entertained.

7.6. Academic Integrity

Students and graduates (alumni) are expected to uphold the highest standards of academic integrity. This means that material created by students as part of assignments, projects, case analysis, case notes should not be transmitted in any form to other students, either during or after the Program, as it is part of the School's Intellectual Property Rights (IPR). This also applies to uploading any such material on

public or private forums on the internet or mass communication platforms, or P2P sharing platforms. Breach of the above guideline might result in punitive action against the individual.

7.8. Evaluation Guidelines

7.8.1. Grading System:

The institute would follow the following ‘letter grades’ and corresponding ‘grade points’ system:

Letter Grades	Interpretation	Grade Points
A	Outstanding	4
A-	Excellent	3.67
B+	Very Good	3.33
B	Good	3
B-	Just above average	2.67
C+	Average	2.33
C	Just below average	2
C-	Satisfactory	1.67
D+	Adequate enough to pass	1.33
D	Less than passing quality	1
D-	Much less than passing quality	0.67
F	Credit not earned/ Fail	0

Grading will be done after considering the marks (i.e. aggregate of internal continuous assessment and end-term examination marks) obtained by each student of the entire batch for the course, by fitting such marks into the normal distribution curve.

For the purpose of assigning grades, the following table would be used.

Letter Grade	% of class
Grade A	20 percent of enrolled students
Grade B	60 percent of enrolled students
Grade C, D & F	20 percent of enrolled students
Grade F	Where non-normalized aggregate mark is less than 50

7.8.2. Method of Calculation of TGPA:

Grade Point Average for a term will be computed by dividing the sum of product of grade point of each course and credits assigned to each respective course by the sum of credits assigned to all the courses for the related term.

$$TGPA = \frac{CG}{C}$$

7.8.3. Method of Calculation of CGPA:

Cumulative Grade Point Average up to and including a term will be computed by dividing the sum of product of grade point of each course and credits assigned to each respective course by the sum of credits assigned to all the courses up to and including the related term.

Here:

C = Credit value assigned to a course

G = Grade points assigned for course corresponding to the letter grade (refer table given)

TGPA: Grade Point Average shall be calculated for Individual terms.

CGPA: Cumulative Grade Point Average shall be calculated up to and including each term till date

7.8.4. Passing Standards

The following will be qualification criteria for the successful completion of the program and award of the certificate for the student concerned:

- A student can carry a maximum of one 'F' grade and one 'D' grade (D+/D/D-) or three 'D' grades (D+/D/D-), cumulatively.
- To be eligible to be promoted to the second year
 - A student should have a CGPA of at least 2.50 at the end of the first year
 - And should not carry more than one F grade and **one** D grade, or max 3 D grades cumulatively.
- In order to graduate,
 - the student's total cumulative grade point average (CGPA) should not be less than 2.5 at the end of the program
 - and should not carry more than one F grade and **one** D grade, or max 3 D grades cumulatively.

7.9. Rexam

7.9.1 The written re-examination for all the students who have obtained 'D' or 'F' grade (as per rules of passing standards) and/or 'C' and 'C-' grades in cases where CGPA is below 2.50, will take place after the related academic year ends. The maximum grade that a student can get in such a case will be C+ or actual, whichever is lower. The result of the re-examination will be treated as final and binding on the students.

7.9.2 Any student who has been awarded maximum up to 3 D grades or 1F and 1 D Grade, has an option to remove the D/F grades, in case he/she wishes to. The norms of removing the same will be as given in (7.9.1) above. The highest grade that a student can obtain in such a case will be C+ or actual whichever is lower.

7.9.3 A student who is unable to obtain a minimum CGPA of 2.50 at the end of one academic year, and has been awarded 'C's has an option to improve his/her GPA. Such a student is eligible to remove a maximum of three 'C's. The norms of removing the same will be as given in (3.3.1) above. The highest grade that a student can obtain in such a case will be C+ or actual whichever is lower.

7.9.4 Students appearing for the re-exams (as per the rules of passing standards) will be given provisional admission to the next year of the program, in the case of PGDM. His/ her admission will be confirmed only after declaration of the results of the re-exams.

7.9.5 Students who obtain more than one 'F' in aggregate of terms at any time during the academic year will not be allowed to appear for re-exam and shall be removed from the program and they would have to take re-admission as per the rules of the institute, if so desired.

7.9.6 Students obtaining more than 3 'D's in aggregate of terms at any during the academic year will not be allowed to appear for re-exam and shall be removed from the program and would have to take re-admission as per the rules of the institute, if so desired, subject to no D or F grade is due to UMC.

7.9.7 Students obtaining 2 'D's and 1 'F' in aggregate of terms at any time during the academic year will not be allowed to appear for re-exam and have to take re-admission as per the rules of the institute, if so desired.

7.9.8 Students falling in category 7.1.1, 7.1.2 or 7.1.3 above, will be required to seek readmission in the next academic year, as a regular student for the program for that year of the program in which he/she has been declared failed. He/ she shall also be required to pay all the necessary prescribed fees/charges at the time of seeking re-admission in the concerned program as per the rules prescribed by the institute for the same from time to time.

7.9.9 The maximum number of re-exams a student can apply is three, subject to not more than two courses from a term.

7.9.10 A student who has been downgraded due to attendance, and appears for reexam, the so obtained grade after re-examination would also be downgraded as per the attendance rules.

7.9.11 A student who gets a 'D' or 'F' grade in a course/s due to plagiarism or as a consequence of an Unfair Means Committee judgement, is not eligible to appear for re-examinations, **nor Readmission**

7.9.12 Re-examination for all graduating year students will take place after the release of the last term's grades, and before the convocation.

7.9.13 The grade obtained as a result of the re-exam will be final even in the event that it is lower than the original grade (before the re-exam).

7.9.14 Improvement in the internal marks will not be allowed for re-examination purpose.

7.9.15 Students submitting re-examination form will be awarded 'F' grade if he/she remains absent without prior approval of the Program Director.

7.10 Re – Examination Fee:

7.10.1 The Re-examination fee is Rs. 2000/- per examination.

7.10.2 A student absent for the mid-term/end-term examination, provided prior permission from the Program Director has been obtained for missing the examination may apply to appear for re-examination on payment of the re-examination fee. Only in case of medical emergency, the reexam fee may be exempted with permission of the program director.

8. Value Added Compulsory Workshops/ Activities

8.1 Outbound Training (OBT)

Extensively used by the Corporate and Academic World in India and overseas, the Outbound Training Method enables learning and experiencing challenges in unfamiliar terrain. Creative activities, nature trails, interactive exercises are woven together to enhance team building, inculcate leadership and delegation abilities as well as learn about the latent facets of one's own personality.

8.2 The Outbound Training Program works on the principles of experiential learning, and challenges one to take risks and operate out of one's comfort zone, thereby providing enough data for self as well as group development and leadership. The debriefing sessions are included to provide feedback to the students by the facilitators and complete the learning experience.

9. Guest Lectures

Speakers from Academia / Industry / Alumni are called to deliver guest lectures to full time students. Attendance for these sessions is mandatory. Fines, as per the below table, will be levied for non-compliance. Punishment for non-compliance may be in any other form that the Principal deems fit.

Session Missed	Penalty
1st session	INR 1000/-
2nd session	INR 2000/-
3rd session	INR 3000/-
4th session	INR 4000/-
5th session	Student will be referred to the Disciplinary Action Committee (DAC) and recommendation would be made for the highest punishment

Awards and Recognition

9.1 Recognition of outstanding students

The Institute uses the Cumulative Grade Point Average (CGPA) criteria to identify candidates with academic excellence upon graduation. The following awards will be given:

Award	CGPA Criteria
Summa cum Laude	3.75 and above
Magna cum Laude	Between and including 3.25 and 3.74
Cum Laude	Between and including 3.01 and 3.24

Summa Cum Laude, Magna Cum Laude and Cum Laude are Latin awards adopted from the American education 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. The students will also be awarded a certificate in recognition of their scholastic achievement.

9.2 Gold Medal for Academic Excellence given to the top performer in Academics

9.3 Dr Bala V Balachandran's Medal for the Best Outgoing Student given to the student who is among the top 10% of the class academically and has exhibited excellence in other non-academic activities.

9.4 Medal for Domain Toppers in all the specialization areas given to the top scorers in academics in the specialization areas.

9.5 Recognition for outstanding contribution to be given to students who have distinguished themselves in their respective student committee/club bodies.

9.6 Best Summer internship award

9.7 Other Awards:

Each year there are several student awards announced for different Programs of the Institute.

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.

9.8 Chairman's list / Meritorious students:

- Students with the top five TGPAs of the batch for every term will be under the Chairman's List and will get a certificate at the end of the program.
- Students obtaining D grades/ F grades/ appearing in the re-exams in the current academic year will be ineligible to be listed in the Chairman's List of the current academic year as well as in the Chairman's list of the next year(s).

9.9 Cruising Conquistador:

The trophy for top winners of External competitions is for students who win the maximum number of external events.

9.10 These awards are subject to the student not being named in any Disciplinary/Unfair Means Case.

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 the Institute in the event of any dispute, the Students Rule Book will prevail. The principal's decision will be final.

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.

The Institute has the right to make any changes as it may deem fit in terms of the Program 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 Program, the decision of the Institute will be final and binding on all the students.

All disputes are subject to Gurdaon jurisdiction only.

End of Part II

Hostel Manual 2025-26

General Guidelines

The hostel is designed to provide a disciplined, healthy, and congenial environment conducive to a peaceful stay and an effective place for living and study purposes. 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.

It is important to note that all residents are expected to strictly avoid any form of religious, caste, region, or gender based or any other form of discriminatory practice or bullying that may harm or threaten any individual or group of students in any form including digital platforms such as (but not limited to) Whatsapp Groups.

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. All students are advised to read these rules and regulations carefully and ensure they are fully familiar with them.

“Ignorance” of the rules will not be accepted as an excuse for non-compliance.

Hostel Management

The Hostel Management comprises the following personnel:

- A) Head of Administration
- B) Warden(s)

Male Warden – Mail id - wardenmale.ggn@greatlakes.edu.in

Female Warden – Mail id - wardenfemale.ggn@greatlakes.edu.in

The Head of Administration will appoint a Warden for each the men’s and women’s hostels. The Warden is the highest authority within the hostel and is responsible for the overall management and administration of the hostel.

Hostel blocks are 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.

Please note that ignorance of the policies and regulations will not be accepted as a valid excuse for any violations.

1. ACCOMMODATION

- 1.1. Hostel Management will provide furniture and fittings for each room. (Refer to Checklist)
- 1.2. Rooms once allotted to the student (s) for an academic year cannot be changed without the hostel warden’s written permission. This policy is in place to ensure the proper management and safety of all residents. Any student found violating this rule will face disciplinary action, including expulsion from the hostel.
- 1.3. Students are entitled to accommodation in the hostel as long as they are full-time registered

students. Accommodation will not be provided to any student whose registration is cancelled or terminated from the institute. Any student who is removed from the rolls of the institute or suspended temporarily as a result of DAC rulings will automatically cease to be a resident of the hostel.

1.4. Before vacating the rooms, the students should fill up the Room Vacating Slip or Room Check Out form in triplicate. All furniture and electrical installations, including the fan and AC, should be handed over in good and working condition.

2. RAGGING

- 2.1. Ragging is completely banned. Any violation of this rule, by the students, will be dealt with very severely and may lead to termination
- 2.2. The AICTE /UGC framed Regulations on curbing the menace of ragging in Higher Educational Institutions, in 2009, to prohibit, prevent, and eliminate the scourge of ragging in Indian Universities/Colleges/Institutions. Ragging in any form is not allowed in the hostels or in the college premises. Students who infringe this rule will be expelled from the hostel immediately. Teasing and physical assault will result in the expulsion of the students from the hostel. The Institute reserves the right to ask a hostel resident to vacate the hostel with a notice of 24 hours for serious infringement of the above rules.
- 2.3. The Institute follows the orders of the Supreme Court of India concerning curbing of ragging in educational institutions. Any incidents are to be immediately brought to the attention of the Wardens. The telephone numbers of all the above are displayed on the Hostel Notice board.
- 2.3. An Anti-Ragging Committee has been constituted to address the issues of Ragging. The names and contact numbers of all the committee members are also mentioned in the Circular issued on Anti-Ragging. An Anti-Ragging squad has also been formed for the year 2025-26 to make surprise visits to the hostels and the places where students stay outside the campus to curb ragging.

3. SEXUAL HARASSMENT

- 3.1. Great Lakes Institute of Management is committed to providing a place of work and study free of sexual harassment, threats or exploitation.
- 3.2. It is expected that all students will treat one another, employees, third party sourced employees, and visitors to the Great Lakes campus with respect.
- 3.3. All members of the Great Lakes community are subject to this policy. Anyone violating this policy is subject to disciplinary action.

4. CODE OF CONDUCT

- 4.1. CONSUMPTION OF ALCOHOL AND OTHER INTOXICANTS AND DRUGS IS STRICTLY PROHIBITED. Possession/smoking/consumption/carrying of alcoholic beverages/ drugs/ intoxicant products in any form in the hostel/campus premises will result in expulsion from the hostel and or monetary fine immediately after conducting the appropriate enquiry by the appropriate committee.
- 4.2. Possession /consumption/carrying of banned/illegal narcotics will lead to referral of the case to DAC and may lead to termination of admission of the student.
- 4.3. All residents are required to maintain standards of behaviour expected of students and staff members of a prestigious institution such as ours. You are expected to behave courteously and fairly with everyone, both inside and outside the campus.
- 4.4. All residents are always required to carry valid Identity Cards issued to them by the Institute.
- 4.5. The visit of male students to the women's hostel is prohibited and the visit of women to the men's hostel rooms is also prohibited.
- 4.6. Group studies can be had only in the designated meeting rooms. Presence/ absence of girl students from their rooms will be monitored by Security Guards between 11.00 PM and 06.00 AM and severe action will be taken for unauthorized absence.
- 4.7. The rooms, common areas, doors, and surroundings should be kept clean and hygienic.

Notices/Posters shall not be pasted on the walls/doors and walls shall not be scribbled upon.

- 4.8. Students should cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant who is obligated to make the room available for the same.
- 4.9. The students are not to screen/ view pirated/ unauthorized/ unlicensed movies on their computers and common rooms. Any violation will be dealt with severely. Punishment for the same will be decided by institutional authorities.
- 4.10. Carrying or storing any type of weapon—blunt instruments, sharp-edged tools, or firearms—on campus or within hostel premises is strictly prohibited. Violations will lead to strict disciplinary action, including a penalty imposed by the Disciplinary Action Committee.

5. ONLINE OUTPASS POLICY

- 5.1. An out-pass is mandatory for all overnight stays outside campus. It is not intended for students arriving late to campus between 09:30 PM and 6:00 AM.
- 5.2. A valid, approved out-pass from both the Program Office and the Hostel Warden is required to leave or re-enter the campus. Entry/exit without a validated out-pass will not be permitted.
- 5.3. and PGDM Students must submit their out-pass application through the online portal of FretBox before leaving campus.
- 5.4. The Warden's approval will be automatically granted upon submission of a valid online out-pass request for PGPM and PGDM students. For PGPM and PGDM students, the following process must be followed:
 - 5.4.1. The student must apply for the out-pass through the online portal.
 - 5.4.2. The Program Office will review and approve the request.

Once approved by the Program Office, it will be automatically shared with the Wardens.
 - 5.4.3. All students must fill in complete and accurate details in the out-pass form, including departure and return dates, contact number, destination, purpose of visit, and other required information.
 - 5.4.4. out-pass requests should be made at least one working day in advance.
 - 5.4.5. out-pass requests will only be processed and approved between 10:00 AM and 3:00 PM, Monday to Friday (on working days only).
 - 5.4.6. For an approved out-pass:
 - 5.6.1. The 'From' date indicates the student must leave campus before 09:30 PM on that date.
 - 5.6.2. The 'To' date indicates the student must return before 09:30 PM on that date.
 - 5.6.3. All out-pass requests must be made at least 24 hours in advance. Same day out- passes will not be approved under normal circumstances.
 - 5.6.4. Same day out-passes may be considered only for medical or family emergencies and supporting documents must be submitted upon return.
- 5.7. No entry or exit from campus is permitted between 09:30 PM and 6:00 AM. Campus gates will remain closed during this period.
- 5.8. If an approved out-pass is not used, it will be automatically cancelled.
- 5.9. If a student returns to campus before the approved return date, the out-pass will be automatically cancelled.
- 5.10. In cases of late arrival without prior permission from the hostel warden, students would be penalized (Table). The hostel management reserves the right to change or cancel the issue of out-passes during inevitable situations.

6. VEHICLE PARKING RULES & REGULATIONS

- 6.1. Student vehicles are NOT ALLOWED inside the campus and therefore no parking space is provided for students inside campus.
- 6.2. All vehicles would be checked by the security at the gate. If students are found carrying any of the items banned by the Institute, appropriate action will be taken as per the Institute's rules and regulations.

- 6.3. A helmet is a must for two-wheeler riders as per High Court Order.
- 6.4. Fines will be imposed for any violations. Repeated violations will be referred to the Disciplinary Action Committee for further disciplinary action. It is the duty of the administration, including the campus security guards, to enforce the provisions of these rules and regulations. Students are required to deal politely with concerned officials.
- 6.5. If any hostel student is using any motor vehicle, it is at his/her own risk and cost and the Institute/hostel authorities will not be responsible for any accident/incident that happens due to using of vehicles by the hostel students.
- 6.6. Management does not take responsibility for any vehicles parked outside the campus.
- 6.7. Parking of any type of vehicle by the students in the premises of Campus/ hostel corridors and under porticos in the institute campus area is strictly prohibited, and such vehicles will be removed without any notice and will be handed over to the Police

7. VISITORS / GUEST POLICY

- 7.1. Visitors will be allowed into the campus between 6:00 AM and 8:00 PM only with prior permission from the security in charge. A valid Aadhar card must be presented as proof of identity.
- 7.2. No visitors will be permitted to enter the campus after 8:00 PM without prior written permission.
- 7.3. Guests are strictly not allowed to stay overnight in any part of the hostel/campus premises.
- 7.4. If a student wishes to stay away from the hostel overnight, prior permission must be obtained from the hostel authorities with appropriate justification.
- 7.5. Students are not permitted to stay with guests who are accommodated in the designated guest rooms.
- 7.6. Hosting or entertaining unauthorized guests will attract severe disciplinary action, including possible expulsion from the hostel.
- 7.7. All visitors, including parents and guardians, must register in the visitor's book maintained by security at the hostel entrance.
- 7.8. Students must personally go to the main gate to receive their guests and present the approved visitor proof to the security personnel.'
- 7.9. Employing unauthorized personnel (e.g., for washing clothes or other personal work) within the campus is not allowed.
- 7.10. Residents must not engage in any anti-national, anti-social, or undesirable activities, whether inside or outside the campus.
- 7.11. Security personnel reserve the right to check all vehicles entering or leaving the campus.

8. USES OF APPLIANCES

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

9. COLLECTIVE RESPONSIBILITIES

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

account of misuse or unfair wear and tear.

- 9.2. Girls students' movement within the campus: If a female student plans to leave the Girls' Hostel premises after 11:00 PM for group study or any other academic purpose, she must sign the register maintained by the security staff at the Girls' Hostel gate. This procedure is mandatory for safety and monitoring purposes.
- 9.3. Any female student found staying in the Boys' Hostel beyond the permitted or communicated time will be referred to the Disciplinary Action Committee (DAC) for necessary action.
- 9.4. Interchange of Furniture/Fixtures: Students are prohibited from interchanging any furniture/fixture from one location in the hostel to another. Besides a penal recovery, disciplinary action against the students involved will be taken.
- 9.5. Assets in Common Areas/Corridors: Theft/ damage to hostel assets in common areas/corridors will be recovered from all the students of the wing/block concerned. In case of theft/damage to items that pertain to usage by the entire hostel, recovery will be made from all the occupants of the hostel.
- 9.6. Residents should not indulge in practices/ activities that may endanger their safety as well as others.
- 9.7. Residents will be personally responsible for the safety of their belongings.
- 9.8. Students can arrange religious functions or meetings within the hostel or outside or within the Institute campus, only with the specific permission of the concerned authorities.
- 9.9. Residents are required to be conscious of the environment in which they live by keeping it clean, healthy, and presentable. Students should not litter and should not use non- biodegradable items, such as plastic one-time use carry bags.
- 9.10. The residents of the hostel are responsible for the safekeeping of their personal belongings. They are advised to keep all valuable items such as laptops, Mobile Phones, etc., under lock and key and lock the room even when they are out for a short period.
- 9.11. Maintenance complaints, if any, can be logged by using the Online App Fretbox. or by approaching the Maintenance helpdesk @ 0124 2865976
- 9.12. Any case of theft should be reported immediately to the Warden.
- 9.13. The jurisdiction of the Great Lakes Institute of Management is confined to the campus. If students create law and order problems outside the campus, the management is not answerable to the police.
- 9.14. Since very good quality food, both vegetarian and non-vegetarian are available on the campus: students are advised to not visit hotels and eateries outside the campus, especially at night.
- 9.15. Classroom: Hot/Cold beverages and eatables are not permitted inside the classroom. (Tea, Coffee, Soft drinks, Juice, Snacks, etc.).
- 9.16. Dress Code: Students are required to be dressed decently (half pants, three-fourths, shorts, short skirts, track pants, nightclothes, bathroom slippers/flip-flops are not allowed in Academic Blocks A & B at any given time.
- 9.17. The hostel authorities are empowered to have the hostel rooms inspected at any time to ensure proper compliance with all the provisions of the Hostel Policy.
- 9.18. Great Lakes Institute of Management will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits. Help us to help you.
- 9.19. The Hostel Management reserves its right to change these rules from time to time keeping the students informed through mail or general circulars displayed on the hostel notice boards.

10. MEDICAL RESPONSIBILITY AND HEALTH CARE

Hostel residents are expected to take primary responsibility for their own health and well-being. If a student is diagnosed with or is suffering from an infectious disease, they must immediately vacate the hostel and seek medical treatment at an appropriate clinic or hospital.

In case hospitalization is required, it is the responsibility of the student to inform their parents or guardians. The parents/guardians must directly communicate with the respective Hostel Warden regarding the student's condition and further steps.

Please note:

- 10.1.** All expenses related to medical treatment, including any risks associated with treatment or medication, and any deficiencies or lapses in treatment, will be the sole responsibility of the student and their family.
- 10.2.** The in-house infirmary will offer basic medical consultation and diagnosis by the on-campus doctor free of cost.
- 10.3.** Only the first dose of prescribed medication will be provided free of cost. Students are responsible for purchasing any additional medicines as advised.

11. Silent Hours

- 11.1.** Silence must be maintained from 11.00 p.m. to 6.00 a.m. in the hostels to facilitate private study or rest. Students should not play loud music on mobiles, computers, laptops, or iPods, or talk loudly, shout, sing, or make any other noise during the silent period. This silent period will also be maintained on the campus. Even at other times, students are advised to play musical instruments at low volume and not to play them at all if others are disturbed. As you all will be occupying double occupancy rooms, care is to be taken not to disturb other occupants.
- 11.2.** Noise Pollution: The Institute follows rules laid down by the Ministry of Environment and Forests (MoEF) which state that the use of loudspeakers in a residential zone has to be restricted and have to be turned off at 10.00 p.m. Occupants of a private place also have to restrict volume so that it does not exceed the permissible noise limit by more than 5 db (A). The permitted decibel level for residential areas is 45 dB. The complete rules are available on the MoEF website.

12. Natural Environment

Apart from the green infrastructure, Great Lakes is a green zone that supports a variety of organic growth of plants, animals, and bird life. Please take care to ensure that you nurture the green environment and that your activities do not result in any harm or disturbance to the plant, animal, and bird population of the campus. All residents are expected to cooperate in ensuring minimal waste generation, safe disposal, and waste segregation.

Classrooms, dining halls, canteen, and hostel rooms are meant for the students, and thus, cats, dogs, and other animals must be kept out of these spaces. Some of you may have a strong affection for animals that co-exist in our ecosystem, but spaces designated for teaching, dining, and sleeping are exclusively for students and employees.

In all matters of discipline and other issues related to the students, the decision of the - Head of The Administration, DAC or Student Grievance Committee will be final.

Students' feedback and suggestions are always welcome. They can share their feedback through Warden's, HOD Administration or through their Program managers or Program Directors.