

20 November 2023

Dear Participant,

A very warm welcome to the S P Jain Institute of Management & Research (SPJIMR) family!

As you prepare to embark on the PGPM journey, we would like to give some information that would help you settle in well and make the most of your PGPM experience.

The PGPM coursework will start with online weekend sessions from Saturday, December 2, 2023. You will be coming to the campus towards the first week of February for the on-campus component, spread over two semesters, ending in January 2025. After this, International Immersion is planned in the month of February 2025, followed by Industry Immersion (Internship Project, scheduled up to the end of May 2025). You will earn a total of 88 academic credits through in-class sessions, quizzes, projects/assignments, examinations, and a proportionate number of self-study and group-study hours in preparation for these.

SPJIMR faculty members bring a rich blend of contemporary academic and industry experience. As part of the programme, they will demand intense commitment, integrity, and discipline from all the participants.

The PGPM programme team is responsible for providing support and managing the entire programme. The PGPM programme team comprises:

- **Programme chairperson:** Prof. Nilendra Singh Pawar(nilendra.pawar@spjimr.org)
- **Deputy chairperson:** Prof. Arindam Das (arindam.das@spjimr.org)

Academic staff: The academic staff members manage activities like scheduling classes and guest lectures, handling submissions-related queries, and guiding you on using the online portals.

Details of academic team members are as follows:

Trupti Vyas (trupti.vyas@spjimr.org), Aditi Gadia (aditi.gadia@spjimr.org), Harshali Satve(harshali.satve@spjimr.org), Juhi Jain (juhi.jain@spjimr.org) Raksha Joshi(raksha.joshi@spjimr.org), Reena Singh(reena.singh@spjimr.org).

Ms. Juhi Jain will manage your batch's scheduling starting **December 2, 2023**.

Industry Integration and Alumni Relations:

This will be managed by Ms. Dipti Chaudhari. (dipti.chaudhari@spjimr.org)

Resources and Support:

You will have access to rich online and offline library resources, and online databases pertaining to economies, industries, companies and their business activities. Access to these resources will be provided to you when the programme commences.

The programme team will support your personal growth by facilitating skill-building workshops, industry guest lectures, live projects, and options to participate in various clubs and committees.

Clubs allow participants to interact with alumni, faculty, and professionals, and help build formal and informal networks while exploring career opportunities. PGPM has student-led skill-building clubs such as the Business Consulting Club, Business Technology Club, and Speak Up Club.

Additionally, key activities of the programme are supported by Student Committees formed in the program's initial days. Presently there are five committees for which you can nominate yourself: Placement Committee, Alumni Committee, Industry Integration Committee, Marketing and Communications Committee and Academic Committee.

In order to promote self-governance in the institute, with a strong focus on student accountability and shared commitment, the Student Council is formed at the institute level. Representatives from all residential programmes are part of this council. Further information regarding student council and committees will be shared once participants come to the campus.

Academic and Programme Guidelines:

Following are some important details related to academics and programme guidelines.

Commencement of Programme:

The programme will commence with its Semester - I, Term I, on **Saturday, December 2, 2023**, with online registration. The instructions for online registration will be sent to you separately.

The Term I will start with online sessions conducted over the weekends on Google Meet. You can expect about 4 to 6 sessions every weekend. An academic session at SPJIMR is 70 minutes each, with approximately 20 minutes of break between two consecutive sessions. You will continue with the Term I phase on campus from February onwards.

The following courses will be started in online module.

Course	Credits
Quantitative Methods - Basic Stats	3
Microeconomics	2
Financial Reporting and Analysis	3

Subject to change due to unforeseen circumstances

A two credit course consists of 18 sessions and a three credit course comprises 27 sessions. The classes on campus are planned to start from Thursday, February 01, 2024.

Information regarding the final Programme Architecture, Calendar, List of courses and electives, General Guidelines and schedule for online sessions will be shared closer to the commencement of the programme.

On-campus Programme Registration:

Admission to the PGPM Programme is complete only upon registration. Registration process would begin on **Thursday, February 01, 2024 at 9 am**.

During the process of registration at the campus the following documents must be produced; failing which the admission process will be deemed to be incomplete.

- Original copy of all certificates (school / college / University / others) including transcripts for verification. These include certificates of all extracurricular activities and other credentials as stated in the application form.
- Original work experience certificate(s) from all the employers.
- Original "release" letter from the last employer. Original "salary" certificate from the last employer.
- Original copy of CAT and GMAT score sheets.
- Self-attested photocopy of all the above should be brought for submission.
- Original copy of the latest three months' Pay slip / Current CTC slip
- Student Affidavit and Indemnity bond printed on Rs.100 Non-Judicial stamp paper (formats shared with admissions offer letter)
- Medical Fitness Certificate from registered MBBS doctor.
- Covid Vaccination Certificates (both dosages)

Class Attendance:

- Participants are not allowed to miss any class session without permission from the Programme office. It is mandatory to attend all classes and other academic sessions.
- In case a participant is unable to attend a session, he/she is expected to seek the approval from the Programme office prior to the session.
- This is also applicable for group activities. Any failure to do so shall attract initiation of disciplinary proceedings which may include deduction of marks at the discretion of the faculty teaching the course.

Importance of Regular Progress in Academic Activities:

Participants are strongly recommended to get relieved from their current jobs by November 2023, which would enable them to concentrate on the academics. PGPM is an intense and demanding programme, and a strong start would enable you to sail through the programme. On the other hand, taking more time to settle in to academic rigour, or lagging behind from the beginning may pose serious challenges as you move through the programme.

This document has three annexures, which gives you details about programme guidelines on exams, grading system, code of conduct and living on campus.

Annexure - 1 (Examination, Grading System, Promotion Rules, Award of Diploma, Timeline to complete the programme)

Examinations: The programme conducts quizzes and exams in online mode through software with proctoring - both virtually by a human proctor and an AI driven remote proctoring tool. Proctoring policy and other instructions wrt system compatibility will be explained by the examination cell during induction session.

It will be the responsibility of the participant to keep his/her laptop configured and ready for any planned or surprise quiz. Please keep the URL bookmarked in your favorites, so that it is always available.

PERFORMANCE EVALUATION:

Grading System

- At the end of each course, participants are awarded total marks for the course based on the weighted average of marks obtained in various components of evaluation.
- These marks are converted into letter grades.
- The Programme follows relative grading scheme.
- The grades are assigned to each of the participants on the basis of fitting the normal curve for the entire class.
- The grades are approved for release by a committee consisting of Programme Chairperson / Deputy Chairperson and Department Chair (if required) and concerned teaching faculty member.

The grades given by the Committee for the course of evaluation are final. **The numerical values of letter grades are as follows:**

Letter Grade	Grade Point
A+	4.0
A	3.5
B+	3.0
B	2.5
C+	2.0
C	1.5
D	1.0
F	0

Promotion Rules:

Promotion to Second Semester:

Clearing courses covered in Semester-I is necessary for promotion to Semester-II. The conditions are as follows:

- a) It is mandatory for a participant to obtain a GPA of 2.0 in the following phases: Foundation I, Foundation II and Foundation III.
- b) A participant's cumulative grade point average (CGPA) in the first semester should not be less than 2.0.
- c) In addition to the above a participant should fulfil the following conditions:
 - He/she should not obtain more than one 'F' by the end of semester I (1 F).
 - He/ she should not obtain a 'D' in more than three courses, provided that he / she does not obtain an 'F' in any course (3 D).
 - He/she should not obtain a 'D' in more than one course if he / she has already obtained an 'F' in another course (1 F + 1 D).

If a participant is not promoted to the Semester II, s/he has to re-enroll for the course with the next batch. Extra fee would be charged as per the fee structure applicable to the next batch

Clearing Semester-II:

Clearing of all courses covered in Semester II is necessary. The conditions are as follows:

- He/she should not obtain more than one 'F' by the end of semester II (1 F).
- He/she should not obtain a 'D' in more than three courses, provided that he / she does not obtain 'F' in any course (3 D).
- He/she should not obtain a 'D' in more than one course if he / she has already obtained 'F' in another course (1 F + 1 D).
- The Cumulative Grade Point Average (CGPA) of a participant in the second semester should not be less than 2.0.

Clearing Immersion Module:

- The Cumulative Grade Point Average (CGPA) of a participant in the Immersion module should not be less than 2.0

In addition, to qualify for the award of the Diploma, the academic cumulative grade point average (CGPA) of both the semesters and Immersion combined should be at least 2.0.

If a participant is not promoted to the Semester II, s/he will be required to enroll for the semester with the next batch. Additional fees would be charged as per the fee structure applicable to the next batch.

- For promotion/graduation, an F or a D in any course is treated as full F or full D irrespective of whether the course weightage is full credit or half credit or more than one credit.
- In exceptional cases, an instructor may award the grade 'I' (Incomplete) to a participant if in the judgment of the instructor; the participant has not satisfied the pre-specified academic requirements of the course.
- A participant who fails to complete the academic requirement of a course (in which participant may have obtained an "Incomplete" grade) will be deemed to have not qualified for promotion to Semester II or the award of diploma unless and until a participant is able to complete the requirements within the specified period.

IMPORTANT: It is the participant's responsibility to satisfactorily complete all the academic requirements including the minimum number of credits for the award of diploma.

Academic Probation:

If the (Grade Point Average) GPA of a participant falls below 2.0 in any phase, the participant will be placed on academic probation. The office will review all cases of academic probation and will allow for exceptions to the above rules in case of medical or other atypical situations. When on probation as part of an enhanced focus on improving academic performance, unless otherwise agreed, the participant will not be allowed to take part in any competitions or events, ongoing or otherwise.

Award of Diploma:

The PGPM- "Post Graduate Diploma in Management (Business Administration)" will be awarded to such PGPM participants who in the judgement of the faculty have fulfilled all conditions and requirements for the award, at the Institute's graduation ceremony held at the end of each academic year.

Time Limit for Completion of the Programme:

A participant should fulfil the requirements for the Post Graduate Programme in Management (PGPM) within twenty-four months of his/her admission into the Programme.

Annexure -2 Code of Conduct for Participants:

Selected parts from the programme guidelines are shared below. You will be provided with complete set of guidelines before commencement of the programme.

1. PURPOSE:

- 1.1. The purpose of this S. P. Jain Institute of Management and Research ["SPJIMR"] Code of Conduct ["Code"] is to encourage the pursuit of academic and other excellence. SPJIMR aims to create an environment in which a participant which includes a student [hereinafter referred to as a "Participant"], faculty, staff and individuals associated with SPJIMR freely exchange thoughts and ideas, build their intellectual curiosity and celebrate SPJIMR's diversity. To create such an atmosphere every Participant must respect each other and act responsibly at all times. The effectiveness of this Code is entirely dependent on the commitment to the Code and abiding by it, both in letter and in spirit by the Participant.

2. DO'S:

Each and every Participant: -

- 2.1. When writing for external platforms/ publications will mention that '*Views Are Personal*'; wherever SPJIMR's name is mentioned in any article it is imperative that the name of Bharatiya Vidya Bhavan ["BVB"] is also mentioned. The BVB affiliation should also be mentioned in all external communication;
- 2.2. Must strictly follow the rules framed for use of facilities in the computer centre, library, hostel, campus etc. besides strictly adhering to the Code. For e.g. eating food items in the classroom, or speaking on a mobile phone in the class or library is prohibited. Individual discretion and sensitivity to others is expected at all times;
- 2.3. Should be in a proper attire which is expected to reflect an environment that is efficient, orderly, and professional;
- 2.4. Must at all times wear their identity cards whilst they are on the SPJIMR campus/ premises and must produce it when demanded by the Dean, any faculty or staff member;
- 2.5. Must respect and uphold the privacy, personal and property rights of every Participant and others in general. Respect for fellow Participant/s and those in authority; along with respect for SPJIMR's rules and regulations and this Code is expected at all times from each and every Participant;
- 2.6. Must comply with the research ethics protocol as shared by the Office of Research & Innovation [ORI] department and/or the SPJIMR plagiarism related policy [if and to the extent applicable];
- 2.7. Only vegetarian food will be provided within the SPJIMR campus;
- 2.8. Must secure and safeguard all their respective valuables and personal belongings. SPJIMR shall not be responsible for any loss, damage or theft of such items;
- 2.9. Must bear in mind that any recreational activity on SPJIMR premises can be held only after obtaining prior written permission from the admin-in-charge/ concerned authority of SPJIMR and must end before 10 p.m. [22:00 Hours IST]; details of the event must be stated while seeking prior written approval for the same;
- 2.10. Must promptly inform the programme chairperson if s/he is continuously sick for more than three [3] days. Every Participant is expected to comply with the programme guidelines;
- 2.11. Must promptly report any incidence of infectious disease [For e.g. chicken pox, jaundice, tuberculosis, Covid-19 etc.] to the Administration Manager immediately and adequate precaution should be taken to prevent the spreading of the infection. Everyone must follow

health protocols and Covid appropriate behaviour, including social distancing, wearing masks etc. as prescribed by the health/ municipal authorities from time to time;

- 2.12. Must restrict movement in the campus during night time which does not follow the norms as mentioned in this Code, or which may potentially disturb others;

3. **DONT'S:**

- 3.1. The following acts or deeds by a Participant, irrespective of whether it happens on the SPJIMR campus, or off campus [i.e. real world], or offline/ digital [i.e. cyber world] constitute violations of this Code:

- 3.1.1. Deceitful conduct of every kind, including giving, seeking, receiving, or obtaining any unfair advantage [including but not limited to plagiarism, collusion, cheating or attempted cheating], deliberately furnishing misleading, false or incomplete information to SPJIMR;

- 3.1.2. Deliberate impediment or disruption of teaching, research, administration, disciplinary proceedings or other SPJIMR activities, or any other authorized activities on SPJIMR's campus/ premises;

- 3.1.3. Actions which do not comply with this Code, or SPJIMR's guidelines and norms, or disorderly abusive conduct towards any SPJIMR authority acting in the performance of his/ her duties;

- 3.1.4. Forgery, alteration, or unauthorised use of SPJIMR's letterheads/ documents, records or instruments of identification, including but not limited to any e-mail i.d., website, mobile application, platform etc. with intent to deceive or trick people;

- 3.1.5. Harassment of any kind including, but not limited to assault, laying hands upon, intimidation, stalking, threatening with violence or offering to do bodily harm to another person, or any invasion of privacy. Harassment may also be of a verbal nature and include suggestive comments, insults, humour and jokes about sex or gender- specific traits and sexual orientations and every such act, deed, matter or thing that creates a hostile and intimidating environment that damages an individual's ability to function normally;

- 3.1.6. Hazing in all its forms, or any treatment of a demeaning, abusive, threatening or alarming nature including but not limited to any action deliberately taken or situation intentionally created so as to produce mental or physical discomfort, embarrassment, harassment, or ridicule and is habitually [but not necessarily], associated with conditions of group affiliation;

- 3.1.7. Inappropriate public display of affection/ intimacy;

- 3.1.8. Misuse or tampering with any equipment, including but not limited to firefighting equipment, closed circuit television cameras, smoke sensors, biometric access equipment etc. Setting fires, open bonfires, failure to evacuate the building during a fire alarm, or a safety drill, or violation of any fire safety policy;

- 3.1.9. Physical abuse of any person, or behaviour that threatens or endangers the health, safety, or mental well-being of any such person;

- 3.1.10. Pollution of every kind, including air, noise, littering the campus, or disturbing the biodiversity in the campus; entry into the lake inside the campus is not permitted;

- 3.1.11. Possession, sale, distribution, manufacture, use of any drugs that are not prescribed by a registered physician for personal use, or are not legally available in the open market. Take careful note that possession, use, or distribution of any narcotic drugs and/or psychotropic substances is a violation of the Narcotic Drugs and Psychotropic Substances Act, 1985 [as amended], which is punishable with fines and rigorous imprisonment that may in some cases extend upto twenty [20] years. The aforesaid Act is available at

https://www.indiacode.nic.in/handle/123456789/1791?sam_handle=123456789/136

2. The below mentioned link more specifically sets out the offences and corresponding penalties <https://dor.gov.in/narcoticdrugspsychotropic/punishment-offences>. SPJIMR is committed to complying with the due process of law;

- 3.1.12. Possession, use, or distribution of poppy straw, opium, marijuana, lysergic acid diethylamide, amphetamine and cathinone stimulant, or other hallucinogens and/or narcotics [including what is called on the street as charas, ganja, hafim, crack, smack, meow meow/ white magic etc.] by any person or paraphernalia such as hookah, bongs, pipes, rolling papers, deseeding trays, roach clip, scales, or any item used to inhale/ingest illegal substances or any item used to disguise the use of drugs on SPJIMR campus/ premises, or during any of its activities [to the extent that off- campus activities are SPJIMR activities];
- 3.1.13. Possession or use of alcohol; and the dispensation or distribution of alcohol to any individual

[irrespective of the legally permissible age prevalent from time to time] is not permitted on the SPJIMR campus;

- 3.1.14. Possession or use of firearms [including country made], fireworks, explosives, weapons, or items deemed by SPJIMR to be weapons of any description, for any purpose, including but not limited to airsoft guns, ball bearing guns, plastic pellet guns, air rifles, crossbows, swords and knives of every type and size;
 - 3.1.15. Sending unsolicited e-mails or spam mails; assisting in any form [including by omission] any misuse of the hardware, software, mobile application, platform or any other computer resources of SPJIMR, or assisting in any denial of service, or distributed denial of service;
 - 3.1.16. Smoking on the SPJIMR campus is prohibited;
 - 3.1.17. Theft of, or damage to SPJIMR property, or campus/premises or possession of such stolen property. Theft of, or damage to property of any other Participant, or possession of such stolen property;
 - 3.1.18. Use of any occupant's office, when the occupant is away is strictly prohibited, unless the same is being used with the prior written permission of the occupant;
 - 3.1.19. Violation of any published SPJIMR regulations, including the Social Media Policy, computer resources use policy, the web policy, the e-mail policy, regulations relating to entry and use of SPJIMR campus/ premises and all policies, procedures and the like;
 - 3.1.20. Violation of any central/ federal, state or municipal/local laws, on or off campus in a way that adversely affects the functioning of SPJIMR.
- 3.2. **Ragging**:- Participants are strictly prohibited from engaging in any disorderly conduct, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other Participant, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher, or a junior Participant; or asking the Participant to do by act or perform something which such Participant will not do in the ordinary course and which has the effect of causing / generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior Participant [which in common parlance is called "**Ragging**"]. SPJIMR has a Zero Tolerance policy towards Ragging;

4. POLICY ON PREVENTION OF SEXUAL HARASSMENT [POSH]:

- 4.1. SPJIMR is committed to providing a safe environment for all Participants. Sexual harassment includes any one or more of the following unwelcome act or behaviour[whether directly, or by implication] namely:
 - 4.1.1. Physical contact or advances;
 - 4.1.2. A demand, or request for sexual favours;
 - 4.1.3. Making sexually coloured remarks;
 - 4.1.4. Showing pornography, or sexting;
 - 4.1.5. Any other unwelcome physical, verbal or non-verbal conduct or gesture, sexual in nature.
- 4.2. For the removal of any doubt, it is further clarified that sexual misconduct includes sexting, sexual intercourse [natural, or unnatural], or sexual touching [including disrobing or exposure], however minimal, with any object, by a man or woman, upon another man or a woman, without valid consent. Valid consent is informed, freely and actively given, mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent is not valid if it results from the use of force, threats, intimidation, or coercion. Having sex with someone who you know to be, or should know to be incapable of making a rational, reasonable decision about a sexual situation is a violation of this Code [For e.g. an intoxicated person, or a person whose food/drink has been spiked, or someone with a mental or emotional impediment];
- 4.3. **POSH Internal Complaints Committee ["ICC"]:** All complaints received as regards sexual harassment would be duly investigated by the ICC in existence, from time to time. The POSH is available on the SPJIMR website.
- 4.4. Any Participant facing Sexual Harassment, can approach the programme chairperson, head of the department, any member of the human resources department, or any of the ICC members with a written or verbal complaint, depending upon the circumstances and exigencies of a particular case.

5. SOCIAL MEDIA POLICY:

- 5.1. Social media communication can have an impact on the reputation of the concerned Participant as well as that of SPJIMR. If your social media posts are likely to be controversial in nature, please forthwith remove your association with SPJIMR from your profile before posting.
- 5.2. Communications made in a personal capacity through social media by a Participant **must not:**
 - 5.2.1. Be from someone else, or from an account or handle that has been created by someone else, or from an account or handle that is managed by a third person and/or entity;
 - 5.2.2. Breach any intellectual property rights including but not limited to patents, trademarks, copyright etc.
 - 5.2.3. Breach any personal, property, privacy or confidentiality rights of any person and/ or entity;
 - 5.2.4. Breach any central/ federal, state, municipal/ local laws in any jurisdiction or territory;
 - 5.2.5. Depict or encourage unacceptable, violent, illegal or dangerous activities/ behaviour;
 - 5.2.6. Include anything that could be considered discriminatory against, or bullying, or harassment of, any individual;
 - 5.2.7. Make offensive or derogatory comments or spew personal abuse, insult, spread hatred, communalise or discriminate against any person, state, religion, country, race, gender, disability, sexual orientation, belief or age;
 - 5.2.8. Post images that are discriminatory/offensive, or post any link to such content;
 - 5.2.9. Use SPJIMR's logo on personal social media sites.

6. COMPLAINTS:

- 6.1. Any Participant may initiate a complaint against the Dean, current Participant, faculty member, staff member for misconduct.
- 6.2. Complaints must be in writing and may be filed with any of the following:

- 6.2.1. Office of the Dean;
- 6.2.2. Office of the Head of the Programme;
- 6.2.3. hr.support@spjimr.org
- 6.3. Less serious offenses involving minor hostel violations will be heard and decided by the Hostel Warden.
- 7. DISCIPLINARY PROCEEDINGS AGAINST A PARTICIPANT:**
 - 7.1. Disciplinary proceedings are instituted/ commenced to enable Participants to develop individual responsibility and encourage self-discipline, to foster respect for the rights of others and in order to maintain the safe and efficient operations of SPJIMR.
 - 7.2. Hearings or appeals in any disciplinary proceedings are not courts of law and are not governed by criminal or civil court procedures and the only process to which a Participant is entitled is the process provided for in this Code.
 - 7.3. It is quite possible that some violations of the Code are also violations of the law and Participants may be accountable to both law enforcement agencies and SPJIMR for their actions. SPJIMR's disciplinary action will normally proceed, notwithstanding any external civil and/or criminal proceedings/ actions.
 - 7.4. **Constitution of the Disciplinary Committee:** SPJIMR has already constituted a committee comprising one [1] representative [PH/APH] each from PGDM / PGPM / PGEMP / GMP / PGPFMB / PGMPW, one [1] representative from SPJIMR's HR Department and one [1] representative from the Campus administration. To eliminate any bias or personal prejudice, the disciplinary committee shall comprise of at least three [3] faculty members [collectively the "Disciplinary Committee"], at least two [2] of whom are not from the Participant's programme. The Disciplinary Committee shall elect one amongst themselves as the Chairman/ Chairperson of the Disciplinary Committee.
 - 7.5. **Intimation about disciplinary proceedings:** The Participant will be intimated about the commencement of the disciplinary proceedings and the time and place of the meeting, or hearing as the case may be. Email correspondence will be considered as sufficient written notification in all instances where written notification is required. SPJIMR will hold the hearing and conduct the disciplinary proceedings, irrespective of whether or not the Participant participates in the same.
 - 7.6. **Investigatory meeting:** Prior to a formal hearing for violation of the Code, SPJIMR may at its sole discretion hold [but is not obligated to] an investigatory meeting. This meeting between the Participant and the Dean, or the Dean's appointee is to discuss the alleged violations of the Code. The Participant will be notified at least two [2] days before the scheduled meeting.
 - 7.7. **Participation in disciplinary proceedings:** The Disciplinary Committee shall at all times comply with the principles of natural justice and fair play. The Disciplinary Committee shall offer the Participant every opportunity to refute the allegations made and submit necessary evidence to make his/ her case and also examine witnesses, so long as they are not with any malafide intent, irrelevant or aimed at prolonging the disciplinary proceedings. Either minutes of the investigatory meeting / hearing, or alternatively a recording of the investigatory meeting / hearing will be made and will remain the sole property of SPJIMR.
 - 7.8. **Information for crime victims about disciplinary proceedings:** Upon written request, SPJIMR will disclose to the alleged victim of any crime of violence, or a sex offense, the results of any disciplinary proceeding conducted by SPJIMR against a Participant, Dean, faculty member or staff member who is the alleged perpetrator of a such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided by SPJIMR, upon request, to the next of kin of the alleged victim.
 - 7.9. **Outcome of the disciplinary proceedings:** After the end of the disciplinary proceeding hearings the Disciplinary Committee may recommend any one or more of the following:-
 - 7.9.1. **Disciplinary Warning** - An official written notification that the Participant's behaviour is in violation of the Code and which also clarifies expected behaviour in the future. This sanction may or may not carry with it conditions or restrictions of privileges;
 - 7.9.2. **Restitution** - A Participant is required to make monetary restitution for theft of, or damage to SPJIMR property/ campus/ premises, or to that of any other Participant, Dean, faculty or staff member, or for expenses incurred as a result of the Participant's action;

- 7.9.3. **Fines** - SPJIMR reserves the right to levy a fine for misconduct by the Participant;
- 7.9.4. **Denial of access to SPJIMR computer resources** - A Participant's access to SPJIMR's computer network, e-mail, website, mobile application etc. may be denied for violations pertaining to any misuse of the same, or violations pertaining to the Social Media Policy;
- 7.9.5. **Suspension** - A Suspended Participant may not attend classes, participate in Participant activities or live in the hostel facilities/ campus. A suspended Participant may apply for reinstatement at the end of the period of suspension and if reinstated, the Participant may be placed on disciplinary probation for a period of time. Pending a hearing, the Dean, or his appointee may issue a temporary suspension in an emergency;
- 7.9.6. **Expulsion** - Expulsion is the complete severance of association of the Participant with SPJIMR and the SPJIMR alumni network.
- 8. MISCELLANEOUS:**
- 8.1. **Confidentiality:** Any Participant ["Receiving Party"] may become privy to certain proprietary information of SPJIMR including, but not limited to courses or programs, research, reports, curriculum, syllabus, pedagogy, teaching methodology, teaching material and teaching aids, trade secrets, questionnaire's, ideas, documents, databases, files, drawings, plans, sketches, equipment, commercial, technical or business information and the like ["Confidential Information"]. All Confidential Information remains at all times SPJIMR's sole property. SPJIMR is entitled to specific performance and injunctive relief as remedies for any breach or threatened breach of any provision of this Clause without the necessity of posting bond, or proving actual damages. Receiving Party will and will cause its employees, subcontractors and their employees to:
- 8.1.1. Hold the Confidential Information in confidence and not to disclose it to any third party, using the same degree of care to prevent the disclosure, as s/he uses in protecting and preserving her/his own confidential information of like kind, but in no event less than a reasonable degree of care;
- 8.1.2. Neither analyse, disassemble for reverse engineering, nor otherwise attempt to identify the intrinsic nature of the Confidential Information, and
- 8.1.3. Limit the disclosure of the Confidential Information to a '*strictly to know basis*'
- 8.1.4. **Exceptions:** The commitments set forth in the preceding sub-clause will not extend to any portion of the Confidential Information which, as established by relevant documentary evidence satisfactory to SPJIMR:-
- 8.1.4.1. Corresponds to that furnished by SPJIMR to any third party on a non-confidential basis; or
- 8.1.4.2. Corresponds in substance to that furnished to the Receiving Party by a third party having no obligation of confidentiality to SPJIMR; or
- 8.1.4.3. Is already in the Receiving Party's lawful possession at the time of disclosure;
- 8.1.4.4. Is through no act on the part of the Receiving Party, generally available to the public;
- 8.1.4.5. Is disclosed pursuant to the requirements of any applicable laws, order of a Government Authority, Court or Tribunal.

8.2 Posters on the Campus: The SPJIMR Cultural Committee/ Assessment and Development of Managerial and Administrative Potential committee needs to approve all banners, posters, and advertisements to be posted by Participants. SPJIMR reserves the right to remove posters that damage SPJIMR property or violate SPJIMR values. The Participant must properly remove and dispose-off the posters after the event, or within three [3] weeks of posting, whichever is earlier. No external organizations may place advertisements on SPJIMR campus/ premises without the prior written permission of the Dean, or his appointee.

8.3 Good Samaritan Provision: In order to encourage a Participant to help another fellow Participant, who is experiencing a drug, or alcohol emergency by contacting the appropriate administrative department/authority in critical situations, or emergency assistance, any such reporting Participant [i.e. Good Samaritan] will not be subject to disciplinary action by SPJIMR. This provision is not meant to promote unlawful drug, substance abuse, or alcohol use among Participants. Rather, it is intended to provide a Good Samaritan provision within the Code to encourage responsible reporting to the appropriate authority when a Participant is in need of help. Accordingly, it is expected that any reporting will be done in good faith. The Dean, or his appointee will investigate the circumstances involving the request for assistance. Reporting pursuant to this provision will be monitored and the Dean retains the authority to pursue, in accordance with the Code and applicable law, disciplinary action against the

Participant who violates the same and/or contact the parents of such Participants who abuse it.

8.4 Counselling Assistance: Participants facing issues - personal, academic or professional, can reach out or refer their peers to a team of certified psychologists which ensures confidential and judgment-free environment. Participants can write to vishwas@spjimr.org and can be assured of confidentiality.

8.5 Reach out to the Faculty: Participants can reach out to faculty members for any personal or professional matters. If the faculty member thinks it necessary, s/he may direct the Participant to SPJIMR's counselling cell.

8.6 Changes / Modifications to this Code: SPJIMR reserves the right to amend [in part or in full] any portions of this Code as it deems fit in its sole discretion. Participants, are encouraged to periodically visit SPJIMR's website at www.spjimr.org and review this Code for the latest information.

IN CASE OF ANY VIOLATION OF THE ABOVE RULES/GUIDELINES/CODE OF CONDUCT IS REPORTED OR DISCOVERED, APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN. FOR ANY CLARIFICATION REGARDING ADMINISTRATIVE ISSUES, THE PARTICIPANT MAY CONTACT THE PROGRAMME CHAIRPERSON.

Annexure - 3 Living facilities on campus:

Hostel Related:

- Hostel rooms are twin sharing with Air-condition in each room
- Programme team will reach out to you for seeking information needed for room allocation.
- Hostel rooms are allocated on the basis of criteria set by the Institute; you don't get a choice to select hostel room.
- Hostels would be ready for occupancy from February 01, 2024. Details of hostel allocation will be informed in the last week of January.

Hostel Requirements:

- The Hostel rooms have cots and mattresses, and are furnished with curtains. Also a pillow, table, chair wooden cabinet and metal racks are provided per occupant.
- You should carry your other bedding articles, towel, bucket, mug and toiletries.
- No cooking will be allowed on the hostel premises.
- Each floor of the hostel building has a facility of fridge, microwave and washing machines.

Details about reporting to hostel and other information related to onboarding will be shared along with room allocation.

Get in touch with your seniors:

For your queries related to living on campus and work life balance you can get in touch with your seniors. The following are details.

- Gurleen Sawhney-pgpm2022.gurleen@spjimr.org
Strategy Consultant, Accenture
(Alumni-Class of 2022)
- Anurag Shah- pgpm2022.anurag@spjimr.org
Analyst - Accenture (Strategy and Consulting)
(Alumni - Class of 2022)
- Anisha Pattnaik-pgpm2023.anisha@spjimr.org
(Participant from current on campus batch)
- Saurabh Tiwari-
pgpm2023.saurabh@spjimr.org
(Participant from current on campus batch)

Modification to rules:

The Institute reserves the right to delete/modify any of the above rules as and when deemed necessary.

The Institute reserves the right to add any other rule to the above rules as and when deemed necessary.

THE ABOVE RULES AND REGULATIONS MAY UNDERGO CHANGE ANY TIME AND CHANGED RULES WILL BE APPLICABLE FROM THE DATE OF ISSUE OF REVISED GUIDELINES. FOR ANY CLARIFICATION REGARDING ADMINISTRATIVE ISSUES, THE PARTICIPANT MAY CONTACT THE PROGRAMME CHAIRPERSON.

- *From PGPM Programme Team*