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1. PROGRAMME CALENDAR AND ARCHITECTURE

1.1.Academic Calendar

Event	Start Date	Start Day	Finish Date	Finish Day	Days
Semester-I	December 2, 2023	Saturday	July 1, 2024	Monday	
Term-I (online)	December 2, 2023	Saturday	January 31, 2024	Sunday	9.5 weeks
Term-I Online Registration & Induction	December 2, 2023	Saturday	-	-	1 day
Term-I (on campus)	February 1, 2024	Thursday	April 12, 2024	Friday	8 weeks
On Campus Registration	February 1, 2024	Thursday			1 day
Orientation	February 1, 2024	Thursday			1 day
Exams	March 27, 2024	Wednesday	April 2, 2024	Tuesday	1 week
Break	April 13, 2024	Saturday	April 15, 2024	Monday	3 days
Term-II	April 16, 2024	Tuesday	July 1, 2024	Monday	9 weeks
Registration	April 16,2024	Tuesday			1 day
Exams	June 24, 2024	Monday	June 28, 2024	Friday	5 days
Break	June 29, 2024	Saturday	July1, 2024	Monday	3 days
Semester-II	July 02, 2024	Tuesday	January 31, 2025	Friday	
Registration	July 02, 2024	Tuesday			1 day
Specialization-Phase-I	July 02, 2024	Tuesday	Aug 2, 2024	Friday	5 weeks
Exams-Phase-I	Aug 5, 2024	Monday	Aug 9, 2024	Friday	1 week
Break	Aug 10,2024	Saturday	Aug 12,2024	Monday	3 days
Electives Phase-I	Aug 13, 2024	Tuesday	November 22, 2024	Friday	15 weeks
Registration	Aug 13,2024	Tuesday			1 day
Electives Phase-II	November 25, 2024	Monday	January 31, 2025	Friday	10 weeks
Diwali Vacation	October 29, 2024	Tuesday	November 3, 2024	Sunday	6 days
Registration	November 4, 2024	Monday			1 day
Immersion	February 05, 2025	Wednesday	May 23, 2025	Friday	
International Immersion	February 01, 2025	Wednesday	February 23, 2025	Sunday	3 weeks
Industry Immersion/ International Exchange	March 1, 2025	Saturday	May 23, 2025	Friday	12 weeks

1.2 Structure of PGPM Programme

The Programme has a credit distribution as follows:

Semester-I Total Credits – 43

Semester-II Total Credits – 35

Immersion Total Credits – 10

The Courses and Credits mentioned in the structure are indicative and may undergo change.

Semester-I comprises two phases as follows:

- o Term-I
- o Term-II

These phases cover foundation, functional and general management courses respectively.

In addition, participants will undergo workshops, guest lectures and other trainings.

Semester-II comprises the following phases:

Specialisation Core Courses (from one's area of specialisation) : Mandatory courses in the respective functional area of specialisation: Information Management, Marketing, Operations & Supply Chain and General Management track

Elective Phase I : Participants would get to choose from several functional, cross-functional courses

Elective Phase II : Participants would get to choose from several general management and integrative courses

Immersion:

The immersion happens after completion of the second semester. Immersion comprises the following phases:

International Immersion: Advanced General Management courses are offered to participants at International Partner Schools in three-week period.

International Exchange (IntEx): Enables participants to pursue specialised courses in leading global B-schools for about 10 to 12 weeks as exchange students.

Industry Immersion: Participants are required to work on an immersive industry project for about 10-12 weeks period.

1.2.1. Architecture

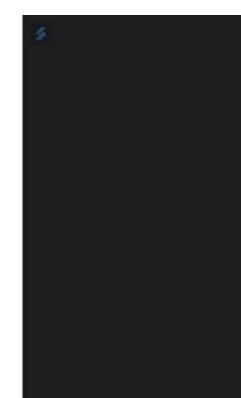| PGPM 2024 - Proposed Programme Architecture		
Module	**Course**	**Proposed Credit**
Term - I December 2 - January 31 (Online Weekend Classes - 8 Weeks) February 1 - March 26 (On campus 8 Weeks)	Quantitative Methods	3
	Financial Reporting and Analysis	3
	Microeconomics	2
	Wise Innovation Foundation	1
	Design Thinking	2
	Personal Growth Lab	2
	Operations Management	3
	Science of Spirituality	2
	Management Accounting	2
	SQL Workshop (Non-credit, Non Graded Workshop)	
March 27- April 2	Exam Week	
April 3 - April 5	Organization Behaviour	1
April 8 - April 12	Data Visualisation	2
	Total Credits Term I	23
April 13 - April 15	Term Break	
April 16 - April 30 (1.5 weeks)	Digital Technology for Business	2
	Marketing Management	3
May 2 - June 21 (7.5 weeks)	Quantitative Methods for Decision Making	2
	Macroeconomics	2
	Decision Science	2
	Corporate Finance	3
	Strategic Management	3
	Python Workshop (Non Credit, Graded Workshop)	
June 24- June 28	Exam Week	
	Total Credits Term II	17
Course Across Semester-I	Management Communication	3
June 29 - July 1	Term Break	
	TOTAL CREDITS SEMESTER - I	43
Specialisation Phase - I July 2 to August 2 (5 weeks)	Specialisation Area Core Courses	10
Exam Week	August 5 - August 9	
Elective Phase 1	Elective Phase 1	12
August 13 to Nov 22 (15 weeks)	Human Resource Management Module	1
	Foreign Languages (French, Spanish) Non Credit, Graded Compulsory Workshop	
	Critical Thinking (Non Credit, Non Graded Compulsory Workshop)	
Elective Phase 2 Nov 25 to Jan 31 (10 weeks)	Elective Phase 2	8
	Responsible Leadership	2
	DOCC	2
Immersion	International Immersion February 5 - February 23 (3 Weeks)	6
	Industry Immersion / International Exchange March 1 - May 23 (12 Weeks)	4
	TOTAL CREDITS SEMESTER - II	35
	TOTAL PROGRAMME CREDITS	88

* The Courses and Credits mentioned in the structure are indicative and may undergo change.

1.2.2. List of Specialisation, Immersion and General Elective Courses*

PGPM – Semester-II List of Courses			
PHASE I Specialisation Compulsory Courses			
Operations & Supply Chain	**Marketing**	**Information Management**	**General Management Track**
Supply Chain Planning & Coordination	Buyer Behaviour	IT Strategy	Advanced Operations Supply Chain Management
Logistics Management	B2B Marketing	Architecting Solutions for the Digital Enterprise	Financial Markets & Fintech
Procurement & Strategic Sourcing	Marketing Research	Technology Infrastructure for the Digital Age	IT Strategy Technology and Architecture of Enterprise
Manufacturing Planning & Control	Strategic Marketing	Transformation Through Cloud and Edge Computing	Marketing Strategy Formulation and Implementation
Service Operations & Management	Strategic Brand Management	Tech Business Development	

Phase – I Electives			
• Strategic Cost Management • Logistics and Fulfilment in E-Business • Customer Analytics • Digital Marketing • Integrated Marketing Communication for B2B and B2C Businesses • Advance Pricing-Strategy and Data Driven • E-Commerce	• Reinventing Business with AI and ML. • Digital Product Management • Product Entrepreneurship Lab • Technology Consulting • Machine Learning and Deep Learning Applications in Business • Digital Platform & Strategy • Project Management	• Digital Transformation • Fixed Income & Currency Markets • Fintech & Blockchain • Business Transformation • Business Consulting • Analytics for Decision-making in Marketing • Business Intelligence Systems	• Applied Statistics for Business Analytics • Analytics Project Management • Blockchain for Business Applications • Tech Business Development • Strategies for Managing Financial Services Business

Phase – II Electives			
• Sustainable Supply Chain to Sustainable Business (SSCSB) • Commercial aspects of SCM • International Marketing • Services Marketing & Customer Strategy • Cyber Security For Managers • User Generated Content Analysis • Advanced Critical thinking and Decision Making • Blue Ocean Strategy • Microeconomics of Competitiveness • Behavioural Decision Theory • Negotiation Skills • Business Law & Corporate Governance • Game Theory	• Building an Agile and Resilient Organization • Pursuit of Mindful and Wise Leadership • Six Stories to foster interdisciplinary learning • Financial Services-Organisations & Strategy • Supply Chain Practice and Simulation • Retail Shopper Marketing • Cognitive Automation leveraging RPA & Chatbots • Banking & Financial Institutions and Markets • Decision Making through simulation • Advance Digital International Business • People Imperatives for Business Leaders : Re-imagining HR	• Managing Career Transition at the Hybrid Workplaces • Managing the Dark Side of Organizational Behavior • Managing High Performing Teams • Enhancing Business outcomes by leveraging Sustainability • Building an Agile and Resilient Organization • Pursuit of Mindful and Wise Leadership • Six Stories to foster interdisciplinary learning • Financial Services-Organisations & Strategy • Supply Chain Practice and Simulation • Retail Shopper Marketing • Cognitive Automation leveraging RPA & Chatbots	• Banking & Financial Institutions and Markets • Decision Making through simulation • Advance Digital International Business • People Imperatives for Business Leaders : Re-imagining HR • Managing Career Transition at the Hybrid Workplaces • Managing the Dark Side of Organizational Behavior • Managing High Performing Teams • Enhancing Business outcomes by leveraging Sustainability

* The Courses and Credits mentioned in the structure are indicative and may undergo change. Programme reserves the right of any alteration in the list of courses.

2. PROGRAMME ADMINISTRATION

2.1. Programme Registration

Admission to the PGPM Programme is complete only upon registration. Registration process would begin at 9 am **on February 1, 2024.**

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.
- Mediclaim Policy
- Self attested photocopy of all the above should be brought for submission.
- Original copy of the latest three months Pay slip / Current CTC slip
- Covid 19 Fully Vaccinated (2 doses) Certificate
- Notarised copy of Indemnity Bond, Affidavit by participant (Original copy)

Participants must re-register with PGPM office on commencement of every module:

- Term break/Vacation
- On return from DOCC
- After Diwali Break
- Any scheduled/pre-sanctioned leaves lasting beyond 3 days.

Participants, who do not register on time, shall be deemed to have withdrawn from the Programme, unless they have prior permission from the Programme Chairperson. This permission can be granted in case of serious personal exigencies. With prior permission, under special circumstances, a participant may be allowed to join late, by a maximum of 2 days, on payment of late registration fees of Rs. 5,000/- per day. Even though prior permission for late registration may be obtained by the participant, any shortfall of attendance resulting from the late registration will count towards attendance downgrade. No Leave will be sanctioned for absence owing to late registration.

2.2. Role of Participants Course Coordinators (CoCo)

Every course in the Programme shall have at least one CoCo. The CoCo is expected to work in close liaison with the faculty teaching that course. CoCo's responsibilities include:

- Ensuring, in close co-ordination with the faculty, conduct of the classes in time. In case of any change in schedule, ensuring that each participant receives this information.
- Giving feedback to the faculty and arranging for mid-term correction, if needed. Interacting with the Programme team for feedback on the course and suggestions for improvements.
- Ensuring the presence of necessary infrastructure, like microphone, projector, etc. in the class.

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- Getting the attendance of each class, writing the session details of the same. Getting both authenticated by faculty & then submitting it to PGPM office. It is responsibility of course coordinators to check accuracy of the attendance recorded.

- Co-ordinating with faculty regarding timely submission of assignment by all participants & informing the PGPM office about the same.

2.3.   Exit Procedure

- As the participants prepare to leave the Programme at the time of graduation or due to any other reason for discontinuation, they need to complete exit procedure before their departure from the Institute.

- As a part of exit procedure, participants should obtain hostel clearance certificate from the hostel in charge and hand over possession of the room to the authorities.

- Participants are required to return Library issued material, settle outstanding dues, provide alumni information documents, provide placement details etc. Details of these procedures will be shared with you closer to the date of departure. The PGPM office will take appropriate action where participants fail to complete the exit procedure as specified which may include denial of diploma and / or grade sheets.

3. ACADEMIC PROCESSES

3.1.   Session timings and rules (etiquettes)

3.1.1. Each classroom session will be of 70 minutes. The session will require adequate amount of preparation by the participants before class. The preparation may be in terms of library readings, case-analysis, and discussion in groups, collection and analysis of data. A participant must have adequate preparation for the class / case to be discussed. Participants attending a class without adequate preparation may be asked to leave the class.

3.1.2. Participants are expected to be in the class at least 5 minutes before start of the session.

3.1.3. No participant shall leave the class while the session is in progress.

3.1.4. Participants will not be allowed to carry any food and drinks other than water inside the classrooms / lecture halls.

3.1.5. Every participant has to conduct Himself / herself in a manner that does not disturb the proceedings of an ongoing session. Mobile phones need to be switched off/ kept on silent inside the classroom all the time.

3.2.   Plagiarism, Cheating and Collusion

3.2.1. What is plagiarism

Plagiarism is to "ascribe someone else's work as your own" i.e. "it is an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, by not crediting the original author."

What is considered as plagiarism?

- Copying from direct sources (for example, internet)

- Quoting from a source without citation

- Using the source too closely without re-scripting

- Turning in someone else's work as your own

- Buying or borrowing from a paper, report or submission When to CITE/ providing reference of sources:
- Use of AI tools such as ChatGPT, QuillBOT

Documentation IS required:

- When summarizing or paraphrasing from a source.
- When using diagrams, charts or pictures from a direct source.
- When expressing other people's opinions.
- When using other people's research results.

Documentation is NOT required:

- When the information provided is a common knowledge or a known fact.
- When you're using your own ideas, opinions or conclusions.
- When you're using your own primary research.

Common unintentional reasons for plagiarism that participants should be cautious about:

- Misunderstanding the guidelines
- Over-dependency on the original source
- Compensating for poor language skills
- Insufficient understanding of the assignment

The procedure for properly referencing of source:

When you use a specific source in your work, clearly indicate what you have borrowed by giving the proper bibliographic information for each source. Also, indicate what you have borrowed in italics or double quotation that clearly distinguish the borrowed work from your work.

Additional recommendations:

- Where you use charts, tables and the like, the source must be attributed under the relevant figure. [Source: Harvard Business School Plagiarism Policy – Plagiarism Policy [1]
- Any part of your paper that contains the exact words of an author must be put in quotations citing the author's name, date of publication and the concerned page number. [Source: Harvard guidelines regarding citation of sources [2]
- Paper submitted by you must have original contribution. Adopting someone else's work with minor alterations, paraphrasing, omission of few words or combination of sentences will amount to plagiarism. [Source: Academy of Management – Plagiarism Guidelines [3]
- Even if the words used in your paper are your own but the idea is taken from an already existing source, provide reference(s) with a bracketed citation. [Source: Academy of Management – Plagiarism Guidelines [3]
- Always acknowledge secondary sources. Even if you are compiling information from different sources, trace back each idea/result to the original source. [Source: Academy of Management – Plagiarism Guidelines [3]
- You cannot submit the same work for more than one submission, even if it is your own work unless otherwise stated by the instructor. [Source: Harvard Business School Plagiarism Policy – Plagiarism Policy [1]

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- For each submission you make for a particular course, some substantial and unique content should be present in your submission so as to make you eligible to earn credit.

References:

[1] *Harvard Business School Plagiarism Policy*
http://isites.harvard.edu/icb/icb.do?keyword=k70847andpageid=icb.page355322
(Date: 03/05/2017)

[2] *How to avoid Plagiarism (Harvard guide to using sources)*
http://isites.harvard.edu/icb/icb.do?keyword=k70847andpageid=icb.page342057
(Date: 03/05/2017)

[3] *Academy of Management - Plagiarism Guidelines http://aom.org/plagiarism/ (Date: 19/06/2017)*

3.2.2. Cheating and collusion

Cheating or attempted cheating includes but is not limited to collusion. Collusion is to knowingly permit another participant to copy from you or to pass off your work as theirs. All course work submitted should be your original work. Both plagiarism and cheating are a violation of the SPJIMR Code of Conduct.

3.2.3. Procedure for addressing cases of academic indiscipline:

Any misdeed/tampering/plagiarism/cheating, etc. during the course of a Project Report, Assignments, Submission of Group work, that may be revealed at any point of time or at a later date, shall attract disciplinary action.

In case of two or more participants/two or more groups are found to be copied from each other, then all parties involved will get a penalty. Even if only one member of the group takes the onus of copying, the entire group will be penalized.

a. All submissions from the participants will be checked for similarity/plagiarism by the respective Area faculty/RA.

b. All cases of academic discipline must be reported to Programme team by the person discovering the same, which could be the examination cell, area team, faculty member etc.

c. The Programme team will approach the concerned faculty / subject matter expert for investigation and establishing case facts.

d. The case details will be referred to the Academic Integrity committee nominated by Programme Chairperson. The committee will investigate each case and recommend the penalty. In addition to withdrawal of academic award like DHL the penalty may be any one or an appropriate combination of the following:

- Expulsion from the Institute
- Suspension for a specific period
- Awarding "F" grade in the course concerned
- Scaling down grades obtained in the specific course
- Repeating the course
- Deduction of Marks
- Withdrawal of placement services

After the Academic Integrity committee recommendation for penalty, the Programme Chairperson is empowered to refer the case to the Academic Council for review. The

Academic Council will review such cases and make appropriate recommendations for a decision. The decision of academic council will be binding on the participant.

3.3. 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.

In addition, repeated absence from class without prior permission will attract penalty as mentioned below.

Sessions missed in 4 Credit Course	Sessions missed in 3 Credit Course	Sessions missed in 2 Credit Course	Penalty
6 sessions	5 sessions	4 sessions	One letter downgrade
10 sessions	8 sessions	6 sessions	Two letter downgrade
12 sessions	10 sessions	8 sessions	'F' grade

Sanction of leave does not imply entitlement to make-up test. Refer the section related to Make-Up Exams. Sanction of leave does not imply non applicability of penalty (downgrade) as applicable. This penalty will also be applicable on non-credit graded workshops. It is mandatory for participants to attend programme level institute events and Industry Interactions, which are placement related.

3.4. Leave of Absence

Participants may be granted leave of absence only for the following reasons:

a. Illness of self

b. Sudden Demise of parent, spouse, child or sibling.

c. Sudden serious illness of parent, spouse or child.

Please note that the maximum period of absence for the above scenarios during a phase of a semester can be for only 3 weeks. If it exceeds that period, the participant will need to repeat that phase of the semester in the next academic year.

d. Marriage of self or sibling. (Please append invitation card to the leave application). A formal application will need to be submitted and approval sought from the Programme Chairperson / Deputy Chairperson / PGPM office. Please note that, maximum period of absence can be 5 consecutive working days only.

Participants who leave the campus for more than one day should inform the programme office as soon as they are aware of the need of leave. They must obtain prior permission for the leave of absence from PGPM office. The PGPM office will provide a leave application form which should be filled by the participant. The completed form will need to be signed by Programme Chairperson / Deputy Chairperson.

Participants will not be granted leave for pursuing any other courses or taking any other examination during the duration of the Programme.

A participant, who is likely to miss any component of evaluation, must seek permission of the Programme office in advance. Missing an evaluation without prior permission will result in zero marks in that evaluation.

Participants may note that not meeting attendance can lead to them having to repeat the course. No leave of absence will be given for major evaluation (over 30%), simulations and end term examination.

3.5.   Group Learning

- Group work is an integral part of evaluation components in the Programme. Weightage of the group work as an evaluation component for each course varies between 30% to 60%.

- The Programme office shall form academic groups for each phase/course of the Programme such that the group composition represents a mix of specialisation, work experience, gender and prior academic performance.

- It is expected that each member of the group contributes equally towards the group work. Instances of non-contribution by a group member may result in deduction of marks or downgrade.

3.6.   Policy on participation in academic competitions and events outside campus Pre-requisites:

- The Participants must be regular in attendance (minimum 85%) and should have no record of misconduct or disciplinary action, Eg. any disciplinary action which has resulted in withdrawal of eligibility from the DHL list.

- The Participants must have a minimum GPA of 2.00(wherever applicable)

- The paper / competition should be relevant to the participant's area, the Programme and the Institute.

- The conference / competition must be of high quality and should have been organized by an institute / organization of repute and pre-approved by the Institute.

- A participant interested in attending a conference/seminar / competition will submit the details to PGPM office for approval by the Deputy Chairperson / Programme Chairperson.

Leave

- Any approved participation in a seminar (for paper presentation) / competition will be given leave of absence except during specific periods like (a) end term examination (b) any evaluation constituting more than 30% of the total evaluation of a course (c) during certain courses such as simulations (Markstrat, DMS). However, no leave of absence will be given for major evaluation (over 30%), simulations and end term exam.

- For national competition a student can participate in one competition per semester and two competitions in a year and the total period of absence should not exceed 4 days in a semester if it is a national level competition subject to a minimum attendance of 60% for any given course.

- For international competition a student can participate only once in a year and the period of absence should not exceed 7 days subject to a minimum attendance of 60% for any given course.

- The leave of absence for participating in such event has to be routed through PGPM Programme Chairperson for which a separate form is available at the PGPM office.

- Once an applicant participates in a competition and gets an attendance make-up, the participant should not miss any additional session in those courses that had been missed due to their participating in the competitions.

3.7. Giving feedback on courses

Participants will be required to give feedback on courses on a regular basis. It is expected that participants display maturity and take a balanced view on the courses.

The purpose of the feedback is to improve the quality of participant learning experience.

It is preferred that feedback is accompanied with suggestions for improvement on courses.

It is mandatory for participants to provide periodic learning feedback as stipulated by the PGPM Office for which the date and time will be separately communicated. Penalty for failure to provide course feedback without prior authorization/permission will be one letter downgrade for the said course.

3.8. Change of Specialisation

In general, the Programme does not allow change of specialization to any participant. However, a participant wanting to change the specialisation can approach the Programme Office with a a clear Statement of Purpose.

The decision on the request of change in specialisation will be made by the Department Chair in consultation with Programme Chairperson, based on the profile of the participants, past work experience and the academic performance in the subjects relevant to the desired specialisation. The decision of the Programme Chairperson and the Department Chair will be final and binding.

Last date for application for change in specialisation and other details will be intimated at the appropriate time.

3.9. Course Selection for Elective Phases

Participants will have to complete pre-registration and final registration for elective courses offered during the second semester by the dates announced by the PGPM Office. Course options, revised options, dropping of courses are allowed only within the stipulated dates mentioned in the academic calendar or as may be intimated by the PGPM Office.

3.10. International Immersion

Cost: The cost for International Immersion Programme is included in the overall fee structure. The Institute will plan logistics for travel, visa, insurance, boarding and lodging.

Visa and Travel Arrangements: The institute will support the visa acquiring process, but it is not the responsibility of the institute to ensure that the participant gets a Visa. In case of visa not being granted, participant will need to complete the required credits by taking additional area electives at SPJIMR. The participant will need to pay fees for the equivalent credits calculated based on the tuition fees of the Programme.

Inability to travel: In case participant is not able to travel due to unforeseen circumstances (eg illness), participant will need to complete the required credits by taking additional area electives at SPJIMR. The participant will need to pay fees for the equivalent credits calculated based on the tuition fees of the Programme. The participants will be reimbursed the international immersion fees as per the arrangement with the partner university.

Expected behaviour at International Immersion: As ambassadors of SPJIMR and an Indian, participants should display exemplary behaviour in terms of following academic discipline, setting high standards of performance, following rules and regulations of the university and the country visited.

Any breach of rules during immersion may result in strict penal action at SPJIMR and the partner school.

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3.11. Extra Credits

The Programme may offer extra elective courses to participants. Participant can take extra credits by paying additional fees of Rs. 15000 for a 3 credit course and Rs. 10000 for a 2 credit course, before commencement of the course. Please note that the extra credit will not be used for calculating the CGPA, however the course name and the grade will be included in the transcript/Grade sheet.

3.10 Placement Process

The rules related to placement processes will be stated in the placement guidelines provided to the participants on campus.

4. EXAMINATIONS

4.1. RULES AND REGULATIONS – EXAMINATION CAMPUS

4.1.1 Participants should report to the examination hall as per the reporting time i.e.15 minutes before the scheduled time and occupy the seats allotted to them. In case the participants reach the exam hall late, they will not be allowed to take the exam. Examination cell has the authority to stop/postpone the examination or initiate penal action in case the seating plan is not followed by the participant. Participants will not be allowed to enter the examination hall after the commencement of the exam.

4.1.2 Participants must mark their attendance on the attendance sheet during the examinations. In case, their names are not listed, they need to report to an invigilator immediately. Those who do not sign the sheet will be considered absent for the examination.

4.1.3 Participants will not be allowed to carry any food and drinks other than water inside the examination rooms /halls. Participants will not be allowed to carry or keep books, papers, notes, laptops, Bluetooth devices, mobile phones, tablets, alarm clocks, communication devices and digital watches during examinations inside the examination room/hall. Exceptions to the above will be in an open book examination or as per the instruction of the teaching faculty.

4.1.4 Bags will be kept outside the classroom. Mobile Phones should be switched off. Any electronic gadgets kept in bags will be at the participant's own safety risk.

4.1.5 No rough work is to be done on the question paper. In an open book examination, only those books and notes will be allowed to be referred to that the participant has brought to the examination hall with prior authorization. Lending/ borrowing of pen, pencil, ruler, calculator, etc. is strictly prohibited in the examination room.

4.1.6 Once the examination starts, participants are expected not to talk to each other or interact in any manner. The only person they can interact with is the invigilator. Participants must maintain complete silence in the examination room. If a participant has any kind of query, they should raise their hand and wait for the invigilator. Before, during and after your examination, you must not behave in a manner which will distract your fellow candidates. Inappropriate behavior will be reported.

4.1.7 For an examination lasting 2 hours or less, participants are not allowed to leave the examination hall without submitting their answer scripts. For examinations that last more than 2 hours participants can leave the examination hall only after obtaining permission from the invigilator and human proctor. After completing the exam, the participant needs to exit the room without any interaction with other participants.

4.1.8 In the examination hall the invigilators / examination coordinator will be the sole authority for any queries / disputes. In case an invigilator has a reason to believe that the participant was talking or interacting with another participant or using unfair means for the exam, the

invigilator will report the name/ roll no. of the participant to the Examination Cell immediately. It will be assumed that the invigilators observations are correct. There will not be any investigation or seeking of explanation from the participant.

4.1.9 At the close of the examination, the invigilator on duty will collect the answer books/ rough sheets from the desk and therefore, the participant should stay back until the answer books / rough sheets are collected. Under no circumstances the answer books/ rough sheets will be taken out of the examination hall. Handing the answer books to the invigilator will be the sole responsibility of the participant.

4.1.10 In cases of malpractice during any examination (i.e., Quiz, Mid-term, End-term etc.), disciplinary proceedings will be initiated. Resorting to any type of unfair means is strictly prohibited. The procedure for addressing these malpractices is the same as that mentioned in the section on plagiarism, cheating and collusion. In addition to withdrawal of award, the Penalty for the breach of examination rules and regulations may amount to expulsion from the Institute, reduction of marks, scaling down grades in the specific subject, awarding F grade, Repeating the course.

4.1.11 The above disciplinary proceedings will also apply in case of malpractice including plagiarism in any component of evaluation. In case of two or more participants / two or more groups are found to have copied from each other, then all stakeholders involved will get an equal penalty. Even if only one member of the group takes the onus of copying, the entire group will be penalized.

4.1.12 Any misdeed/ tampering/ plagiarism, etc during the course of an examination/evaluation that may be revealed at any point of time or at a later date, shall attract disciplinary action. The final decision taken will depend on the severity of the act and may even lead to rustication. The decision of the chairperson/ Exam head / Academic Council will be final and binding on the participant.

4.1.13 No student/participant to be allowed to take exams from hostel rooms/home under any circumstances.

4.1.14 Examination cell shall communicate timings, venue and seating plan of exams to all participants.

4.2   RULES AND REGULATIONS - ONLINE EXAMINATIONS

Online exams will be conducted using the Mettl platform

Please note the following:

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

- During the quizzes, the participants will not be allowed to leave the class until the duration of the quiz has expired. Participants are required to be seated in their place.

- In the event of Laptop technical snags, an email needs to be dropped to ithelpdesk@spjimr.org and examination cell with a copy marked to programme office and faculty-in-charge at least one day in advance from the date of the quiz. Considering the possibility of surprise quiz on any day, it is required that the participant sends an email on the above IDs as soon as such a glitch is evident.

- In case the participant faces a glitch at the beginning of the quiz/exam, they must immediately inform the faculty/ invigilator present.

- Participants are required to keep their security program updated with the latest definitions to prevent issues of any slow down due to spam, worm, key loggers or any such deterrents.

- At the time of taking of quiz/exam, only the quiz/exam should be running. All other applications should be closed. Strict action will be taken, if any participant is found having multiple applications open in the background or if some application like password grabbers, search engines etc. are found to be running simultaneously during the quiz.

- Participants who are unable to complete an online quiz/exam owing to technical issues (duly certified by the competent authority or faculty-in charge) will be eligible for make-up examinations or any other evaluation as decided by the Examination Cell in consultation with the Programme Leadership team. The application for the same needs to be submitted to the PGPM office within 24 hours from the date of the quiz.

4.2.1. Instructions for taking quiz and examinations on the Mettl Platform

a. The participant should start the exam at the scheduled time as per the exam instructions E-mail. The login time for the Exam will be monitored.

b. Any issue arising before reporting to the classroom w.r.t the devices should be informed to the Examination Cell/ Programme Office/CC Helpdesk well in time by an E-mail.

c. Any issue during the exam regarding device, internet connectivity, bandwidth etc. should be informed to the invigilator in the classroom.

d. The exam(s) may require a submission of files. Participants are required to follow the upload guidelines as stated in the Exam instructions.

4.2.2 a. Proctoring policy for online examinations

Proctoring for online examinations is done - both virtually by a human proctor and an AI driven remote proctoring tool.

The instructions are given below:

1. Before starting the test, please close all chat windows, screen-saver, pop-ups/ updates etc. and make sure that you have a stable internet connection.

2. Keep your system fully charged before the test.

3. Please only TYPE your details in the registration form and do not copy paste.

4. Prepare your Computer System for Remote Proctored Online Exam.

5. Please ensure you have a working computer system with an inbuilt camera and mic and stable internet connection. It is not advised to use external plug-in webcams. Keep backup, if required. You are advised to check your available computer systems, well before the exam time.

6. Keep mobile phones fully charged in case a hotspot is required for taking tests. We recommend you to keep this as a backup for internet connectivity.

7. Clear all the temporary files from the system for smooth functioning of the applications such as MS Excel/Word.

8. System Compatibility Link: It is also strongly advised that you check the system requirements before each and every test.

9. Test Process Flow Guide document: Please check step wise process here https://support.mettl.com/portal/en/kb/articles/attempting-a-proctored-test

10. Extension Required on Browser: On clicking the exam link, you may be asked to install an extension "Mettl Tests: Enable Screen Sharing". Please add the extension to your browser. You will also be asked to allow access to your microphone and camera. Please allow the access as the test will not be allowed to start unless you do the same.

11. Login Time and Process: Please login on time by clicking on the 'START TEST' tab given in the email.

12. Please ensure that you carry your student SPJIMR I-card.

13. Waiting room feature is enabled for all exams. Participants must click on the test link at the **reporting time** for completing the registration process in time. If the registration process is not completed before the exam start time, there are high chances of you missing the exam.

14. The test will start at the same time for all the students. As students accesses the link, they 'wait' in the **waiting room** for 15 minutes which is a page with some customizable instructions and **test start timer** displayed prominently. Once this time is up, the test starts for all students at the same time.

4.2.2 b. Recommended immediate actions in case there are any issues during the test:

1. Restart the device for reinstating the test in case of any disruption such as, the system getting hanged

2. Wait for the interface to resume on receiving a prompt such as "Please wait for 7-8 mins"

3. Wait for the test screen to run smoothly in case of the low internet connectivity.

4. Do not panic as the test time does not get affected in the above-mentioned situations.

5. Contact the Examination Cell/invigilator immediately if the issue still persists.

4.2.2 c. Online remote proctored examination protocol

Once you start the exam, the designated proctor will monitor your progress of the test and the activities on your laptop screen in real-time. In the event that the proctor believes you have done any activity not in line with the examination protocol, the proctor may issue a warning and pause your exam and ask you to provide additional information such as asking you to provide a 360- degree view of the exam surroundings.

Kindly ensure following points to avoid such warnings from the proctor:

1. You will not be allowed to browse the internet, or use any electronic devices like mobile phones, tablets, earphones, headphones, earpod sets. during the exam.

2. Do not read the questions aloud.

3. In case of a closed book exam, you cannot refer to any study/ reference material.

4. Please ensure all notifications; pop-ups are closed before you start the test to avoid the computer screen navigation away from the online test window.

5. Please do not leave your seat during the test without the invigilators and human proctors' permission.

6. Keep a check on your proctor chat window. Proctors try to reach you only for important messages.

7. Do not press the 'F5'key while giving the test as this will make the test end suddenly and you will not be able to continue the test.

Any misdeed / tampering / plagiarism, etc. during the course of an online Examination/ Evaluation, that may be revealed at any point of time or at a later date, shall attract disciplinary action. The final decision taken will depend on the severity of the act. The decision of the Programme Chairperson/ Academic Council will be final and binding on the participant.

4.3   Make Up Examination Penalties

4.3.1   A participant will be penalized as per the following conditions:

1. Late Submission:

- Submits the exam paper by an email after the due time i.e. late submission where late submission is defined as submission within five to fifteen minutes of the end of the Exam without intimating the Examination Cell.

Penalty: 30% deduction of the marks obtained by the participant in that component.

- Submits the exam fifteen minutes or more after the due time

Penalty: Gets Zero in the component. Make-up Exam rules will apply, if participant found eligible.

2. Late Submission: Upload Type

- Participant uploads the wrong file, realizes the mistake and emails the correct file (after five minutes but within fifteen minutes) of the end of the Exam without intimating the Examination Cell.

  Penalty: 30% deduction of the marks obtained by the participant in the component provided the last modified timestamp on the file is before the end of the exam.

- Emails the correct file fifteen minutes or more after the due time on the same day.

  Penalty: Gets Zero in the component. Make-up Exam rules will apply, if participant found eligible

- Student uploads the wrong file and does not realize the mistake

  Penalty: Make-up Exam rules will apply, if participant found eligible.

  Main exam file needs to be submitted to the exam cell. Minimum of marks scored in the main exam and make-up exam will be considered.

Participants are not eligible for Make-up Exam under the following conditions:

1. Late login: Participant enters late into the Examination without informing the Examination Cell or the Programme. Late login is defined as not completing the examination registration process till the scheduled time of beginning of the examination Generally, such students are not allowed to appear for make up examination. However, programme office will take a decision in case of exceptional cases.

2. Participant is absent from the examination without intimation to the Programme and/or the Examination Cell.

3. Exam registration is to be made from the exam classroom only. Doing exam registration from outside the classroom is not allowed.

It is the responsibility of the participant to inform/contact the Examination Cell and/or Programme immediately in case they face any issues during the exam with necessary documents as proof.

4.3.2   Eligibility for a Make-up exam in case of a technical glitch during online exams:

For exams conducted in the online mode, the following guidelines to be followed for determining the eligibility of a participant to appear in the Make-up Examination:

- It is mandatory for the participants to start the exam on time. In case, any participant faces any technical issue in starting the exam, they have to inform the Examination Cell

immediately (i.e. within five minutes); failing which the make-up exam option will not be offered.

- If a participant fails to upload the exam paper and/or complete the exam because of some technical issue, they are expected to inform the Examination Cell immediately failing which the make-up exam option will not be offered.

- In all cases, the participant is required to provide proof of the technical glitch faced. To ensure **objectivity** and **fairness**, the past record of the student, his/her academic standing/credentials is not considered while arriving at the decision.

- With respect to technical issues faced, the Exam Cell would be the sole decision-making authority with respect to the eligibility of Make-up Exam for a participant based on the guidelines referred to in this document.

4.4 PROCEDURE FOR VIEW AND ANSWER SCRIPTS

The Programme office will declare the marks in all courses of the Programme. The examination cell will announce a schedule for sharing of evaluated components of Mid-Term and End-Term Exams with the participants at a scheduled time.

It is the responsibility of the participant to be present as per the announced schedule. If any participant feels that a review of answer scripts is necessary either for re-evaluation or for correction of marks obtained, a request for the same should be made in the prescribed form with a fee of Rs.500/- payable by cheque drawn in favour of "SP Jain Institute of Management and Research" payable at Mumbai within 48 hours of sharing of evaluated components. The fee is refundable if there is a change in marks obtained.

Illness or absence from campus on approved leave will qualify a participant to make a request for access to the evaluated components.

For other components such as tests, quizzes, assignments etc., participants may apply for re-evaluation immediately after marks are uploaded. The request for re-evaluation will need to be submitted within 48 hours of review of evaluated components.

All re-evaluation requests will need to be routed via the Examination office. Directly contacting the course faculty / research associate will not be considered as re-evaluation request.

The above re-evaluation is limited to exams conducted by Examination cell. While filling the re-evaluation, the student needs to clearly mention the Question which has to be evaluated and reason for the same.

5. PERFORMANCE EVALUATION

5.1. Methodology

The participants are evaluated in each course on different components like class-participation, unannounced quizzes, individual and group assignments, term papers and project reports, case-presentations, mid-term and end-term examination.

The weightage for individual components of evaluation for each course is determined by the course faculty.

The course would have at least three categories of evaluation components. (e.g. quizzes, assignments, case submissions, exams, group work) (3 to 4 components for 2 credit course and 4 to 5 components for 3 credit course).

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5.2. 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, 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

5.3. Promotion Rules

5.3.1. Promotion to Second Semester

Clearing courses covered in Semester-I (Term-I & Term-II) 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: Term-I & Term-II.

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.

5.3.2. Clearing Semester-II:

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

a) He/she should not obtain more than one 'F' by the end of semester II (1 F).

b) 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).

c) 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.

5.3.3 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.

- 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.

5.4. 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.

5.5. Award of Diploma

The PGPM- "Post Graduate Diploma in Management (Business Administration)" will be awarded to PGPM participants, who in the judgment 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 36 months of his/her admission into the Programme.

5.6. Academic Honours

DHL (Dean's Honour List): The DHL will be calculated based on their CGPA at the end of the first semester. Meritorious participants from the batch will be awarded the DHL merit certificate during the graduation ceremony.

The top two participants in this list will receive a special recognition during the graduation ceremony.

Development of Corporate Citizenship Awards: Two Projects of DoCC will be awarded a certificate for creating sustainable social impact.

5.7.   Make Up Examination

5.7.1. Process:

A participant, who is likely to miss any component of evaluation, must seek permission of the Programme office in advance. Missing an evaluation without prior permission will result in zero marks in that evaluation.

In order to be eligible for a make-up exam, the participant will need to submit a leave application to the PGPM office with the applicable documents from the list below.

- Illness of self: Medical certificate by a registered medical practitioner and a prescription if applicable. If needed the participant can consult the doctor available on campus on weekdays.

- Sudden serious illness of parent, spouse or child: Certificate from a Registered Medical Practitioner along with prescription and bills of prescribed medicines purchased

- Sudden demise of parent, sibling, spouse or child: Certificate / declaration of bereavement signed by the doctor, funerary staff or such an official.

- Such documents should be submitted along with the application for leave immediately to PGPM office on the day the participant returns to the Institute, or the first working day that follows, in case the participant returns to the Institute on a holiday.

- Marriage of self / sibling: Please refer to rules on Leave of absence in the section on Academic processes.

Submission of required documents doesn't qualify the participant for make-up examination. Programme office will scrutinize the submitted documents. Upon verification of all details the Programme Chairperson will approve the eligibility for make-up exam.

At the end of each phase/semester, the PGPM office will prepare a course-wise list of participants who are eligible for make-up examinations after scrutinizing the necessary documents submitted. This list will then be communicated to the respective participants.

Make-up examination shall also be conducted for leave of absence for participation in institutional events sanctioned by Programme Chairperson and Faculty Co-ordinator for Institutional events. Please refer Competition Policy within Academic Processes for further details.

5.7.2. Makeup Examination – Guidelines

1.   The make-up examination for all the missed components in any course will not constitute more than 60% of the total evaluation for the course.

2.   Participants appearing for make-up examinations will not be eligible for grades 'A+' and 'A' in the said course except in the following cases:

- Participants who are eligible can appear for a make-up examination if they are unable to complete an online quiz/exam owing to technical issues (duly certified by the competent authority).

- Participants having sanctioned leave for participating in a Corporate /B school competition, seminars and conferences.

If no make-up can be conducted for the missed evaluation the eligible participant will be given an assignment/ term paper.

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Where a quiz is missed and the outline defines credit as say best of 2 out of 3 quizzes, then no make-up will be available. If, however 2 out of 3 quizzes are missed, then make up for 1 quiz will be available.

The Make-up exam for a term will be conducted in the make-up examination week scheduled by PGPM office.

Participants should note that only the make-up exam which is routed through PGPM office and conducted by examination office would be considered as valid.

There will be one and only one makeup exam scheduled. Students who miss out on any component including quizzes, assignments, mid-term/end-term will have to appear for this exam.

5.8.   Rules for Retest:

The decision regarding the courses for which the participant will be allowed to take a retest will be solely taken by Programme Chairperson / Academic Council.

In case a participant achieves the minimum CGPA requirement for the semester, but is awarded more than permissible numbers of D and/or F grades (as specified earlier), the programme will allow that participant to retake the evaluation components of those subjects. If the participant clears the subject based on the retest score, the participant will be eligible for promotion to next semester/graduation. This opportunity will be provided only once to each participant.

Retest will not result in corresponding change of GPA or change of earlier earned grades.

Participant's grade sheet will show the earlier grade and CGPA only, with a * mark stating that the course/s was/were cleared on Retest.

Participant is required to pay a retest fee of Rs. 5000 per course before appearing for the retest.

In case the accumulated 'D's after retest is more than three, the said participant will be considered as failed and hence will not be eligible for promotion to the second Semester.

In such cases the participant has an option of the following:

a) Repeating the entire first semester curriculum upon payment of prescribed fees as approved by the Academic Council

b) The participant can withdraw from the Programme

Participants of second semester who fail to qualify for the award of diploma will be given only one opportunity of appearing for the retest on payment of the applicable retest fees. The relevant rules for retest applicable for unsuccessful first semester participants would also apply.

6. CAMPUS FACILITY AND INFRASTRUCTURE

6.1.   Mess Facilities

The mess bills have to be settled with the Mess Contractor directly. The mess will not deliver food to any hostel room, unless a participant is ill. Permission must be obtained from the competent authority.

6.2.   Sports Facilities and Reimbursement:

Every participant is eligible for a partial reimbursement of the costs towards utilising sports facilities inclusive of the following:

Reimbursement of up to 50% of any membership fee towards a sports facility such as Andheri Sports Complex etc.

Groups can avail a 100% reimbursement of costs incurred subject to the upper limit

Original bills for the above are required to be submitted to the Accounts department. Approval from the faculty-in-charge of the sports committee is required.

All the above reimbursements are subject to a maximum of Rs.4500 per year for each participant.

6.3. Counselling Support

Vishwas is an initiative to create a psychologically safe ecosystem, where every participant feels accepted and respected. Vishwas has following initiatives:

6.3.1. SPJIMR's counselling cell:

The institute provide support to participants facing problems which can be personal, academic or professional in nature. The participants can reach out or refer their peers to a team of certified psychologists which ensures confidential and judgment-free environment. Participants can write to spjimrcounselling@spjimr.org for the same. Confidentiality of participants will be maintained.

6.3.2. Vishwas listens:

The institute also provides support to participants through "Vishwas" cell. It's activities are coordinated by volunteers and headed by a faculty. A participant wanting to be a part of the following initiatives can write to vishwas@spjimr.org.

- Conversations and Workshops - Focus-group discussions and storytelling help identify common problems and create platforms for sharing and listening
- Vishwas Blog - An online blog is active and acts as a platform for participants to share their stories, thoughts, and experiences that have left a deep impact on them.
- Reach out to faculty - The participants can reach out to faculty members for any personal or professional matters. If the faculty thinks it necessary, she/he may direct the participant to SPJIMR's counselling cell.

A detailed document on vishwas will be made available separately.

6.4. Medical Support on Campus

Doctor on Campus every day from 6:30 pm to 7:30 pm in Building No.29, Ground floor. Doctor services now available to all participants, staff and faculty.

7. DISCIPLINE NORMS AND CODE OF CONDUCT

7.1 CODE OF CONDUCT:

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.

7.2 DO'S:

Each and every Participant: -

- 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;

- Should be in a proper attire which is expected to reflect an environment that is efficient, orderly, and professional;

- 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;

- 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;

- 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];

- Only vegetarian food will be provided within the SPJIMR campus;

- 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;

- 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;

- 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;

- 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;

- 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;

7.3 DONT'S:

- 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:

- 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;

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

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- 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;

- 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;

- 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;

- 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;

- Inappropriate public display of affection/ intimacy;

- Misuse or tampering with any equipment, including but not limited to fire fighting 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;

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

- 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;

- 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;

- 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];

- 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;

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- 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;

- 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;

- Smoking on the SPJIMR campus is prohibited;

- 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;

- 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;

- 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;

- Violation of any central/ federal, state or municipal/local laws, on or off campus in a way that adversely affects the functioning of SPJIMR.

7.4 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;

7.5 **POLICY ON PREVENTION OF SEXUAL HARASSMENT [POSH]:**

7.5.1 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:

- Physical contact or advances;

- A demand, or request for sexual favours;

- Making sexually coloured remarks;

- Showing pornography, or sexting;

- Any other unwelcome physical, verbal or non-verbal conduct or gesture, sexual in nature.

- 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];

7.5.1 **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.

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.

7.6 **SOCIAL MEDIA POLICY**

7.6.1 Social media communication can have an impact on the reputation of the concerned Participant as well as that of SPJIMR.

7.6.2 If your social media posts are likely to be controversial in nature, please forthwith remove your association with SPJIMR from your profile before posting.

7.6.3 Communications made in a personal capacity through social media by a Participant must not:

- 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;

- Breach any intellectual property rights including but not limited to patents, trademarks, copyright etc.

- Breach any personal, property, privacy or confidentiality rights of any person and/ or entity;

- Breach any central/ federal, state, municipal/ local laws in any jurisdiction or territory;

- Depict or encourage unacceptable, violent, illegal or dangerous activities/ behaviour;

- Include anything that could be considered discriminatory against, or bullying, or harassment of, any individual;

- 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;

- Post images that are discriminatory/offensive, or post any link to such content;

- Use SPJIMR's logo on personal social media sites.

7.7 **COMPLAINTS:**

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

Office of the Dean;

Office of the Head of the Programme;

hr.support@spjimr.org

Less serious offenses involving minor hostel violations will be heard and decided by the Hostel Warden.

7.8   DISCIPLINARY PROCEEDINGS AGAINST A PARTICIPANT:

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.

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.

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.

7.8.1   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.

7.8.2   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.

7.8.3   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.

7.8.4   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.

7.8.5   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.

7.8.6   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:-

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;

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;

Fines – SPJIMR reserves the right to levy a fine for misconduct by the Participant;

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;

Suspension – A suspended Participant may not attend classes, participate in Participant active 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;

Expulsion – Expulsion is the complete severance of association of the Participant with SPJIMR and the SPJIMR alumni network.

7.9 HOSTEL GUIDELINES:

Hostel authorities are responsible for room allotment and their decision is final and binding. The Institute hostel accommodation is strictly for its participants. Participants who are allocated rooms must at all-time adhere to the following guidelines:

Each Participant:

- Will be held responsible for their allocated room and its upkeep as well as the upkeep of the hostel and its environment.
- Must Switch off all the electrical/electronic appliances such as lights, A/C, etc. when not in use as well as when they leave the room, and keep it locked (at all times)
- Must ensure that at the time of clearance the allotted hostel room, furniture and fixtures should be functional.
- Must refrain from interchanging any furniture/ fixture from one point/location in the hostel to another, such activities will lead to strict action
- Must refrain from sharing their room with any person / participant other than the roommate allocated by the hostel authorities. Room partners may be changed in every contact/ phase by the hostel authorities.
- Must refrain from playing of excessively loud music (including any musical instrument) within hostel premises as it is prohibited.
- Must treat the hostel admin and maintenance staff with due courtesy at all times and not use the services of housekeeping staff for personal work
- Must refrain from giving tips in cash or kind to the staff of the hostel as it is strictly prohibited
- Must refrain from using any of electrical appliances such as immersion heaters and electric stoves/heaters / induction cooktop which are not allowed in the allocated hostel room, such appliances if found will be confiscated and suitable fine thereof will be imposed.
- Must refrain from buying any furniture, clothes stand for drying etc…If these are found in the room / outside the room, it will be confiscated and suitable fine / action will be taken

- Must refrain from misbehavior with hostel authorities, security personnel and the staff employed at the hostel for maintenance which demeans such person;
- Must extend full cooperation to authorized members of the Institute who reserve the right to enter allocated hostel rooms for the purpose of inspection when such inspection is done from time to time. If any prohibited substances are found in any of the rooms, all the occupants will be treated as defaulters and strict disciplinary action will be taken, which may even lead to expulsion from hostel/programme.

7.10   GENERAL GUIDELINES:

7.10.1 Parcels: The food & other deliveries must be collected at the time of delivery by you personally or in your presence. The Institute will not be responsible for the loss of the parcels.

7.10.2 Refrigerator: Health is wealth, the cooked food kept for longer duration in refrigerator increases the chances of food poison, hence it must be consumed within 24 hours. After that it will be removed from the refrigerator by the Hostel Authorities.

7.10.3 Participants with family or local guardians (including father, mother, uncle, aunt, sister, brother, in-laws) residing in Mumbai have to submit the details to the hostel authority and would need to seek permission every time they visit their guardians.

1. Male participants are not allowed to enter ladies' hostel/floors and vice versa.
2. Prior to the arrival of guests/visitors invited by the participants, residing in hostels, permission of the hostel authorities should be taken by email. The guests/visitors will need to sign the Check-in and Check-out registers provided with the security guard-on-duty. The guests/visitors are required to meet participants in common areas such as the cafeteria and common lounge. The guests/visitors cannot stay overnight on campus.

- Participants should obtain a hostel clearance certificate from the hostel in charge on completion of the programme and hand over possession of the room to the authorities.
- For any routine maintenance work (Civil, Carpentry and Electrical) required in the rooms or premises please write an email to the appointed authority at the maintenance office.
- A laptop connection point is provided in each hostel room. The rules and regulations relating to this are circulated separately.
- The area around the lake is considered a SILENT ZONE from 10 pm to 6 am and hence no form of noise including birthday celebrations and cake-cutting is allowed in the area.
- Participants can use the area in front of the B26 building for celebrations and cake-cutting. However, sitting silently and peacefully in the lakeside area is allowed without any time restriction.
- No pets are allowed in the rooms.
- Any grievances regarding issues associated with hostels shall be addressed to the Hostel Authority or Admin Staff.

7.10.4 Cleaning & Maintenance

- Participants should ensure that all valuables are kept under a lock-in key. The rooms will be opened every day even in the absence of the participant for housekeeping purposes
- Deep cleaning of the rooms will be scheduled every weekend.
- No wet clothes should be dried on the furniture in the rooms or in the corridors at the premises.

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- Waste to be put in the bins as per its segregation category. (Wet, Dry & Hazardous)
- No participants should cook food in the room.

For any assistance kindly contact :

In charge of all hostels :

1. Mr Pralhad Poojary – Manager, Central Administration. (pralhad.poojary@spjimr.org)

Ladies Hostel

2. Ms Noorin Pethani (noorin.pethani@spjimr.org)

3. Mr Deepak Khair (Deepak.khair@spjimr.org)

4. Mr Shubham Mishra (Shubham.mishra@spjimr.org)

Men's Hostel

5. Mr Nitesh Agre (Nitesh.agre@spjimr.org)

6. Mr Bhavesh Waghela (Bhavesh.waghela@spjimr.org)

7. Yashwant Ramani (yashwant.ramani@spjimr.org)

MISCELLANEOUS:

7.11 **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:

7.11.1 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;

7.11.2 Neither analyse, disassemble for reverse engineering, nor otherwise attempt to identify the intrinsic nature of the Confidential Information, and

7.11.3 Limit the disclosure of the Confidential Information to a '*strictly to know basis*'

7.11.4 **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:-

- Corresponds to that furnished by SPJIMR to any third party on a non-confidential basis; or
- Corresponds in substance to that furnished to the Receiving Party by a third party having no obligation of confidentiality to SPJIMR; or
- Is already in the Receiving Party's lawful possession at the time of disclosure;
- Is through no act on the part of the Receiving Party, generally available to the public;
- Is disclosed pursuant to the requirements of any applicable laws, order of a Government Authority, Court or Tribunal.

7.12 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.

7.13 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.

7.14 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.

7.15 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.

7.16 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.

For any questions, or concerns about this Code; you can email hr.support@spjimr.org

7.17 Participants ID Cards:

When you arrive, SPJIMR will issue a Participant ID Card to you. You need your ID card for entering the campus and at various other areas of the campus. In addition, the ID cards serve as the library pass. Please take care of the ID card. If it is lost, report the loss immediately to PGPM office. A new ID card will be issued for a charge of Rs. 500/-.

7.18 Anti – discrimination Policy

SPJIMR values diversity of background and experience amongst all members of the Institute's community. The institute does not discriminate on the basis of race, gender, religion, nationality or ethnicity, age or disability. If you have any complaints regarding discrimination, you must report them directly to the Programme Chairperson and/ Or the Dean.

7.19 Safety on Campus

We all are collectively responsible for the quality of life and level of safety on campus. We need to be considerate and careful, and comply with the regulations. In addition,

occasionally participants may be required to participate in events related to training and information on safety.

7.20 Policy for usage of SPJIMR software

We strictly prohibit unauthorized copying or use of SPJIMR licensed software by the participants. The participants must comply with all contractual software obligations. In addition, the participants will abide by all local, state, and national intellectual property laws and information technology regulations. You must any violation of this policy to the competent authority and depending on the situation to local authorities. Violating this policy could lead to expulsion or legal action.

7.21 Confidentiality of Participant's Records

All materials that you submit for admission to SPJIMR become the property of the Institute. SPJIMR will preserve all participant information submitted at the time of admission, as well as that created during their attendance at the institute.

You may request for an official copy of your transcript. However, you cannot request for original copies of your marksheets.

No individual(s) outside the Programme office / admissions office and the Dean's office may view an individual participant's files without his or her consent.

The School may disclose basic personal information without your consent as long as it is for education- related use, for example, name, address (permanent home), e-mail, phone number, other institutions attended, age, gender, activities involved in while at SPJIMR, year of graduation, specialisation at SPJIMR, or company name and position. Education-related use, which could include directories, alumni mailing, or aggregated demographic information, and background verification will be approved by the Programme Chairperson. You can withhold publishing / sharing of basic information from directories or alumni mailing by simply sending a 'statement for removal' to the Programme Chairperson.

As part of the document verification process for admission, an external service provider may be engaged, who will then have access to information on education and employment for the limited purpose of validation.

The Institute will not allow any unauthorised party to review your records. These include financials, admissions information, staff and faculty review. The Dean needs to authorize any such review.

When you arrive, we will ask you to designate a contact name and number in case of an emergency. SPJIMR defines an emergency as a critical health situation (such as long-term hospitalization), financial payment default, or expulsion. In other personal cases (such as basic health problems, sexual harassment, and general academic issues), the institute will not contact the designated person without your consent.

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 UIDELINES. FOR ANY CLARIFICATION REGARDING ADMINISTRATIVE ISSUES, THE PARTICIPANT MAY CONTACT THE PROGRAMME CHAIRPERSON.

IDC Policy

1. Purpose

- Fair, timely and uniform redressal of discipline breach by students
- Ultimate objective is to ensure a peaceful and comfortable campus experience to multiple stakeholders

2. Institute's jurisdiction

- SPJIMR (Institute) premises
- Campus premises
- Any area outside the campus premises where the students is present for some activity related to the institute e.g. projects, internships, travel for institute work, informal events, cultural and sports events etc.
- Any area outside the campus premises, where the student's activities can be associated with the campus and the student's inappropriate behavior can bring disrepute to the Institute.
- The interpretation of these areas would be solely at the discretion of the Institute Disciplinary Committee.

3. IDC constitution:

- Programme Chairperson from all programmes
- 1 Representative from the HR department of the institute
- 1 Representative from Campus administration
- Expected Quorum: 5 members (Concerned Programme chairperson 2. At least 2 faculty member of the IDC (1 of them will be assigned the responsibility of the chair) 3. Admin representative 4. HR representative)

4. Role of IDC

- To set the guidelines and protocols to be followed in case of breach of discipline pertaining to different types of infractions
- Director – Administration is responsible for determining the infraction level
- To ensure that Director – Administration address the cases of breach of discipline for Level 1 and IDC addresses Level 2 & 3 infractions in line with these guidelines/protocols
- Student council President will be called to join the panel if available on campus for level 2 infraction by invitation
- To review and deliberate on (in case need be) certain penalties imposed by IDC for Level 2 & 3 infractions.
- To address, investigate and take action in case of Level 2 & 3 infractions
- To conduct quarterly reviews of incidents of discipline breach and actions taken by respective programs.
- To suggest actions (if any required) to enforce stricter discipline

5. Process for disciplinary action

- The complaint can be raised by any member / service provider / student of SPJIMR family to the Administrative personnel or by sending an email to idc@spjimr.org

- The admin department will conduct the preliminary investigation to determine the infraction level.
- The administrative personnel shall keep the IDC informed regarding the incident of discipline breach upon receipt of such information.
- IDC needs to initiate the investigation within 3 working days of receiving the complaint and, to get to the facts of the matter, based on the level of infraction.
- The IDC needs to inform the participant/s being investigated about the complaint and allow him/her to defend himself/herself.
- The IDC is required to review the individual's historical record of disciplinary breaches and determine the appropriate penalty accordingly.
- After investigation, the IDC should recommend the penalty as per the IDC guidelines.
- The IDC team needs to resolve this breach preferably within 15 working days (from the complaint date)
- The IDC needs to communicate the penalty for implementation to the participants involved based on the level of infraction
- The appellate authority for level 2 & 3 infraction would be the Dean of the institute.
- Information on the disciplinary actions taken need to be shared with the larger student community by the programme for better compliance to disciplinary norms.

6. Infractions

Level	Level 1	Level 2	Level 3
	Minor	Serious	Very serious with legal ramifications
Resolving Authority	Admin Director to decide on the penalty and to inform programme Chair	Disciplinary Committee to conduct investigation and recommend appropriate penalty	IDC should take decisions on the penalty in consultation with the Dean
Recom- mended Penalty (illustrative list)	• Reprimand • Warning letter • Writing to parent/mentor • Appropriate fines • Not allowing use of a particular facility in campus for a short period of time	• Reprimand • Disallowing use of hostel or other facilities on campus • Community service along with fine • Appropriate fines • Removal from positions of authority/committees, taking back of past recognition of academic or other awards, being made ineligible for recognition. • Withdrawal of academic awards eg. Dean's Top Ten etc • Suspension from the current academic year	• Expulsion from the institute • Suspension from the current academic year • Immediate Discontinuation of the use of hostel or other facilities in campus, pending inquiry • Removal from positions of authority/committees • Appropriate fines • Breach of discipline mentioned on the grades sheet • As guided by the law of the land

Last updated on: November 24, 2023

Document History:

Version	Date	Author	Reviewed by	Approved by	Date of next review
1.0	November 1, 2023	Daya Sajnani	Management Committee	The Dean	November 1, 2024

ANNEXURES

ANNEXURE-1 - USE OF LIBRARY

Monday-Saturday	: 9.00 AM to 11.00 PM
Thursday	: 9.00 AM to 9.00 PM
Sunday	: 10.00 AM to 6.00 PM

Library Reading Room is open from 08.00AM to 05.00AM (21 Hours)

Issue/Return of Books

Monday-Saturday	: 10.00 AM to 9.30 PM
Sunday	: 10.30 AM to 5.30 PM

Library will be closed on all holidays. Please refer to the SPJIMR list of holidays.

Library Membership

Every participant will be issued a bar-coded identity card from the administrative office. Books will be issued on presenting the bar-coded identity card.

Bar coded identity cards are not transferable. Its loss should be reported immediately to the librarian in writing, failing which the participant will be responsible for any loss to the library due to any transaction carried on his / her card. Duplicate card will be issued on payment of Rs. 50/- as a replacement cost.

Circulation Rules and Procedures:

Sr. No.	Type of Document	Full-time Participants	No. of Days
1	Books	5	7
2	Reference Books	To be referred in the library	-
3	Bound Volumes	1	1
4	Magazines/Journals	1	7
5	Project Report	2	7
6	Study Material	1	7
7	CD/DVD	1 Faculty in charge I/C	-

Renewals

Renewal of a document is allowed provided there is no outstanding claim against it. A document can also be renewed online by sending an E-mail to the library (library.circulation@spjimr.org) provided the email for renewal reaches the library on or before the due date not later than 9 pm. Online renewal is allowed up to a maximum of 2 times.

For every 3rd renewal, the document must be produced at the library issue/return counter. Also all overdue documents may be renewed after payment of fine at the issue/return counter only.

Reservations (Claims)

A participant can reserve 2 books at a time. Books can be reserved through an online computerized reservation system. Books, which are reserved when available, will be kept for 24 hours. Intimation email will be sent to the participant who has reserved it. If the books are not collected within the time, the reservation will stand cancelled.

Late Fees

Documents not returned to the library on or before the due date and time will attract late fee as follows:

Document Category	Stipulated Duration	Fine per day
Books/journals/periodicals/ project reports	7 days	Rs. 5/- per day up to 3 days
		Rs. 8/- per day for more than 3 days
Bound Volumes	1 day	Rs. 2/- per day up to 3 days
		Rs. 5/- per day for more than 3 days
Books issued for overnight use	Over night	Rs. 15/- per day
Books issued against ID card	Same day return	Rs. 25/- per day in addition to disciplinary action
Reserved Documents (by other members)	7 days or 1 day depending on the category	Rs. 5/- per day

Under normal circumstances no late fee will be waived. If a member is fined for three times, his/her Library services will be suspended till further decision from the management.

Use of Facilities during Vacation

To enable the participants to use books in the vacations, the period for returning the books will be extended to cover the vacations.

Shelf Arrangement

All books in the library are arranged according to the Dewey Decimal Classification System (DDC). Reference books are kept in separate cupboards. The keys to the cupboards are available with the staff at the circulation counter. Latest books are displayed in the new arrival section for 7 days. These books can be issued after the display period of 7 days.

Personal Belongings

While entering the library, participants should leave their bags, jackets etc. on the tables in the Reading Room of the library at their own risk. Participants can bring their own books inside the Reading Room, except into the basement library collection area.

General/Etiquette

- The Reading Room is available 21 hours a day.

- Participants desiring books/periodicals should present them along with an ID-card to the library staff on duty at the issue counter. Staff concerned will scan and verify the identity of the borrower and then scan their book for registering the issue.

- Due date of return will be written /stamped on the date slip of the book by library staff at the circulation counter. This will help the participant to have a record of his/her due date of return. The date will also be available on the Computerized Catalogue System. The library will also try to send E-mail reminders of the due date as an additional facility.

- No issue will be made to a participant against the library card of any other participant.

- Reference books, rare books, bound journals, periodicals, question papers, newspapers are for reference only and are to be read in the library reading room.

- Reference books have to be read in the basement area of the library.

- Library books, which are already issued but are not intended for returning, are not allowed inside the basement area (collection area) of the library.
- Books can be issued / returned at Circulation Counter only. Books to be issued should not cross library doors. Strict action will be taken against those who are found with un-issued books beyond the library door.
- The borrowing facility can be withdrawn or restricted in case of misbehaviour or misuse of the library.
- The reader should check the book thoroughly for missing pages, chapters, pictures etc. while borrowing the book.
- No book in damaged condition will be accepted from the reader. Mutilated or spoiled books will have to be replaced by the borrower.
- Loss of book if any must be reported immediately. Late fees will be charged till the loss of the book is reported.
- Eatables / tea / coffee are not allowed either in the library or in the Reading Room.
- The entire top floor area is the Reading Room. While browsing through the books in the stack area for immediate reference, participants should leave them on the book trolley or table to enable the library staff to shelve it. If the participant wants to get the book in the above reading room, he /she will have to get it issued for use in the Reading Room, and after reading, return it at the issue / return counter.
- No books issued for the use in the Reading Room shall be taken out of the library. Strict action will be taken against those who do so. Failure to return such books on the same day will attract a fine of Rs. 25/- per day in addition to disciplinary action.
- Participants are requested to keep the book in **good condition and not to mark or underline any part thereof.** Tearing any part of the book is an act of indiscipline, punishable in severe measure. Anyone found doing so would be charged the full replacement cost of the book besides subjecting him/her to appropriate disciplinary action.
- Email reminder for the due date is an additional library service. If any participant does not receive e- mail reminders due to power cut or any technical problem he /she will be liable to pay overdue charges. Hence participants are advised not to rely only on email reminders to return books but to keep a check on the due date through WEBOPAC, (Computerized Catalogue System) or check the date mentioned on the due date slip at the back of the issued book.
- If a library document is lost, the cost of the same will be recovered at the latest price according to the Good Office committee rate (in case of international publications).
- Maintain complete silence in the library and the reading area premises.
- Maintain decorum in the Reading Room. Refrain from placing your feet on the table and chairs.
- Replace Newspapers, periodicals and books etc. back in their proper positions after reading.
- Library material should be handled with utmost care.
- Keep all verbal communication in the library in low decibels!
- Library users should switch off their mobile / cell phones or keep them on silent mode so as to not disturb the other library members.

The participant can meet the librarian / library staff in case of any queries. We hope you will cooperate with us and make use of the library to the fullest.

ANNEXURE-2 - COMPUTER CENTRE RULES

- Timings of the Computer Centre are as follows:

- Monday to Friday: 8:30 a.m. to 7:00 p.m. Saturday and Sunday: 9:00 am to 5:00 p.m.

- Storage space for all the PGPM participants is available on the laptops owned by them. The server space is only for document transfers, which should be cleared immediately after use. Computer Centre staff can delete these temporary areas without notice, if storage space problem arises.

- Computer Lab shall not be used for anything apart from valid computer work given by the Institute and should be properly shutdown and switched off after its usage. All the steps required to shut down a Windows workstation should be adopted, which implies that the Workstation should not be directly switched off.

- Eatable and water, tea, coffee and baggage etc. are not allowed inside the Computer Centre and in the computer section.

- Any request or complaint should be communicated to IT Helpdesk in the computer centre. You can also mail to ithelpdesk@spjimr.org

- Managed Printing Solution is provided by outsourced agency M/s. Cartridge Junction (India) Pvt. Ltd. Each participant can take 250 pages of prints for free during the 1 year duration of the Programme. Prints exceeding the 250 count will bear a charge of Rs. 1.25 per page, which can be given to the person deputed by agency in computer centre. Participants can also open their individual print account with the agency, for hassle free printing, wherein their accounts will be refilled as per their requirements. Accounts will be locked after the consumption of this amount and will be reopened only after renewal of the account.

- Note: Computer Centre machines will not be made available for any group work or any purpose other than scheduled classes and/or organizing classes.

USE OF E-MAIL FACILITY

- Provided with an e-mail account under the institute domain name.

USE OF INTERNET FACILITY

- Internet access is available on all the node points and on Wi-Fi in Institute Campus.

- Only educational sites shall be accessed and anyone found accessing unethical sites will be strictly dealt with.

- Participant shall not allow any other person to access internet through his account, as any unethical sites accessed by the other person will still make the owner of the account responsible.

- All Users are responsible for all the activity in their accounts of network, email, internet & printing. It is a good practice to change passwords periodically and not let others use the same.

- Downloading large files is to be avoided. If absolutely necessary, this must be carried out with consent of computer centre staff at a specified time period to avoid undue clogging of Network.

USE OF SCANNER

- Computer Centre is equipped with Scanners, which shall be used only for valid institute work.

USE OF LAPTOPS

- Safe custody of laptops is the responsibility of the owner participant.
- Any complaint or request for software loading should be reported to the Computer Centre Staff. (Email: ithelpdesk@spjimr.org)
- Participants shall take care of their laptops and its accessories.
- Participants should lock their laptop screens before leaving and keep their passwords to themselves, in order to avoid any damage done to the laptop in their absence, as all the liability will solely be that of the residents of the room.
- MS Office suite should be version 16 and above
- The laptop Operating System should be a genuine licensed version. For Windows system, the OS should be Windows 10 and above. For MAC system, it should be updated with latest MAC version.
- Your laptop needs to be installed with Licensed Antivirus software and updated regularly during the entire duration of your stay on campus. Please note, Kaspersky antivirus software is not recommended for online examination software mettl.

USE OF COMPUTERS IN LABS AND LIBRARY

- Computers provided in Labs and Library shall be used only for academic work.
- Any complaint or request for software loading should be reported to the Computer Centre Staff. (email :ithelpdesk@spjimr.org
- Participants shall take care of the computer and its accessories and shall not try to move or fix any problem by themselves but instead go to the IT Helpdesk engineers located in computer centre for help.
- Participants shall not install any software / external accessories on the computers without the notice of the Computer Centre staff and shall not try to open the machine to fit in any accessories.
- Any violation from the norms laid down above shall be viewed seriously and appropriate disciplinary action will be taken. It also may lead to withdrawal of the facility.

ANNEXURE-3 - ADMINISTRATIVE INFORMATION

- Programme Office Timings
- 9.00 a.m. to 5.00 p.m. with a lunch break from 1.00 to 2.00 p.m. from Monday to Friday.
- Offices will remain closed on Saturdays and Sundays and all holidays declared by the Institute (List available in office).
- Timings for Accounts Department
- 9.00 a.m. to 5.00 p.m. with a lunch break from 1.00 to 2.00 p.m. from Monday to Friday. For cash transactions, the Accounts Department will function form 10.30 a.m. to 12.30 p.m. & 2.30 p.m. to 4.30 p.m. from Monday to Friday.
- It will remain closed on Saturdays and Sundays and all holidays declared by the institute.
- Receipt and dispatch of personal courier packages
- Letters received by ordinary mail will usually be available from 5pm to 8pm in the letterbox kept in the hostels.
- Letters/parcels received by speed post / courier / registered post /telegrams should be collected by the participant from the hostel.
- Any courier/parcels/letters will not be received on Saturday and Sunday.

ANNEXURE-4 - ONLINE EXAM AND QUIZ

Please find the below URL of the support article for Attempting a Proctored Test on Mettl :
URL : Attempting a Proctored Test (New Test Taking Interface) (mettl.com)

Mettl-Assessment Platform : System Requirements

Sr. No	Requirement	Description
1	Network Speed	Check if the candidates have a stable internet connection at their end with proper speed. A proxy for this is if they are able to login into their email accounts without difficulty. **Upload Speed:** For webcam proctored test - Minimum speed => 512 kbps For non webcam test - Minimum speed -> 256 kbps You can check Internet speed on following sites: • http://bandwidthplace.com/ • http://www.speedtest.net **Note:** Please make sure there is no restrictions for Mettl Test on the network, as there are some blocks in the office network or laptop.

2	Supported Browsers	We support the following browsers:
		
		(table below)
		
		Mettl Proctored Assessments are not supported on Mobile devices (eg. Cellphone / Smartphones / Pads / Tablets)
		Mettl Proctored Assessments are not supported on Edge browsers.
		Mettl webcam-based proctored test is supported on the following browser versions:
		a. Windows OS
		  i) Firefox: Latest version
		  iii) Google Chrome: (recommended latest version)
		b. Linux OS
		  i)Firefox: Latest version
		c. macOS
		  i) Firefox: Latest version
		  ii) Google Chrome

Browser	For(Proctored test)	For(Non-proctored test)
Chrome version	63 and above	>20 (32.0.1700.76 is not supported)
Firefox version	52 and above	11 and above
Safari version	12 and above	4 and above

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Sr. No	Requirement	Description
3	Firewall Settings	Grant necessary firewall permissions to allow all requests from all sub-domains of mettl.com in any of the following manner: 1. If possible allow all access from the network to*.mettl.com 2. If wildcards are not allowed in the firewall configuration rules, then please allow all access to the following domains: Domain/*.mettl.com/tests.mettl.com/pr.mettl.com/ mediaserver.mettl.com/node.mettl.com/api.mettl.com/ static.mettl.com/chat.mettl.com/streaming.mettl.com* Apart from the above mentioned, following are the domain details which needs to unblocked Domain : (turnserver.mettl.com) Ports TCP : 3478 Ports UDP : 3478, Range 49152 - 65535 Opening these ports will make the service faster and efficient while giving you better quality images. **Note:** 1. To use advanced image proctoring (live webcam monitoring) grant firewall permissions to ports 1987 and 1988 for chat.mettl.com i.e. chat.mettl.com:1987 and chat.mettl.com:1988 should be accessible & ensure that you have latest or updated version of Java installed. Also, make sure that you uninstall any external webcam software (any third party/vendor softwares) from your system prior to starting the test. 2. Streaming.mettl.com is required for the advance proctored tests. Additionally you need to give access to Port 1988 for advance proctored tests.
4	Browser Settings	Mettl tests can be conducted with Pop Blocker enabled and for most commonly used Browser Security Settings. In Rare case when you click on the Launch Test button, in case Mettl test window doesn't open, it may be due to the pop-up blocker setting of your browser. • Please use the allow once/always option to allow the test window to open. • Optionally, you may disable the pop-up blocker for the duration of the test. Pop-up Blocker Disabled: - For Mozilla Firefox on Windows: Go to 'Tools' --> Select 'Options'--> Click 'Content' tab and then uncheck 'Block Pop-up windows' check box. - For Google Chrome: Go to 'chrome://settings/' --> Click on 'Show advanced settings' (at the end of the page) --> Under 'Privacy', click on 'Content Settings' --> Under 'Pop-ups', select 'Allow all sites to show pop-ups' --> Click on Done In case the pop-up blocker has been disabled, please turn-on the same after finishing the test

Sr. No	Requirement	Description
5	Browser Cache Settings	Do clear browser cache/cookies before the 1st round of candidates start taking the assessment.
		For the subsequent rounds of candidates taking the test on the same machines you don't need to clear the browser cache/cookies.
		In case any candidate faces any issue in loading the test or images, first shutdown the system directly using power button and then clear the cache again.
		For most browsers pressing "CTRL+SHIFT+DELETE" and selecting Clear Cache (for Firefox and Chrome).
		After doing this restart the browser.
6	System Settings	Mettl recommends candidates to disable security patches, updates of the anti-virus definitions and/or application updates (manually) during the test in order to avoid any interference while taking the test.
		Candidates shall disable automatic system updates for the duration of the test. As automatic System Updates may lead to heavy downloads during the test and auto-system re-start will hamper the candidate's experience.
		To disable System Auto-updates:
		For Windows, Go to 'Start' -> 'Run' -> Type'services.msc' and then stop 'Automatic Updates' service.
		In case the Automatic System Updates have been disabled, please turn-on the same after finishing the test.
		In case you get a prompt that 'Ports 1987 and 1988 have been blocked' or similar, permission needs to be provided to Mettl ports to ensure that a web-cam proctored test may run on the system.
		Alternatively, you may disable system's anti-virus/firewall for the duration of the test.
7	Text Expiry/ Power Resume	In case the test window closes in the middle of the test or at the time of submission for any reason, the system waits for at-least 20 minutes before expiring the test & generating the result report for that particular candidate.
		This allows the candidate to re-login & resume the test from exactly where it stopped within those 20 minutes.