



**BATCH 2021-23**

**STUDENT  
MANUAL**



**N. L. Dalmia<sup>®</sup>**  
**Institute of Management Studies and Research**  
*(A School of Excellence of N. L. Dalmia Educational Society)*



*We Nurture.  
We Transform.  
We Create Global  
Business Leaders*





## SHRI NIRANJANLAL DALMIA

(4th September 1915 - 26th September 2005)

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Founder - Chairman  
Niranjanlal Dalmia Educational Society

*Dear Students,*

*Congratulations and welcome to N. L. Dalmia Institute of Management Studies and Research (NLDIMSR).*

*This manual is your bible (or equivalent holy book of your choice!) while you are a student here. It is long, it is detailed, and above all, it is to be read and internalized.*

*NLDIMSR focuses on providing you with quality management education and the necessary skills to prepare you for a successful career. Excellent infrastructure, highly competent faculty, library resources, and IT resources are all available to prepare you for a corporate career. This manual equips you with the necessary information about the policies and processes laid down for students. Our aim is to create a vibrant and professional learning environment in the Institute.*

*With best wishes,*

*Dr. Jyoti Nair  
Program Head (PGDM)*

*Prof. Vijay Ramchandran  
Director*

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## About Us

*The Niranjnlal Dalmia Educational Society was established in April, 1982, by the Founder Chairman Late Shri Niranjnlal Dalmia. He came from a humble background and despite difficulties in funding his own education, he received a gold medal in Law and stood second in the All India Civil Services Examination.*

*A philanthropist to the core, Niranjnlalji felt that education is one of the most important tools to develop individuals. He wanted students to be competent to change their environment. He wanted to create greater moral ideals. His visionary project was to use the huge repertoire of intellectual wealth for nation building.*

*Under the aegis of N. L. Dalmia Educational Society, three schools of Excellence run with an aim to provide holistic and value-based education to every student.*

- *N. L. Dalmia High School, established in 1991, is among the top Schools in Mumbai and one of the finest in India.*
- *N. L. Dalmia Institute of Management Studies and Research, established in 1995, ranks among the top 25 institutes in the country.*
- *N. L. Dalmia College of Arts, Commerce, and Science is the latest addition to the Society and was established in 2018.*

*The Institute is ISO 9001:2015 certified and has been accredited 'A' Grade by NAAC. In addition, it enjoys premier college status by ASIC (Accreditation Services for the International Colleges), UK. We are ranked A\*\*\* at the state level and A\*\* at the national level by CRISIL (2018-2019).*

*N. L. Dalmia Institute of Management Studies and Research is highly respected and one of the most sought-after institutes in the student community. Its flagship Finance Program is one of the best in the country which is reflected in the very low student acceptance rate.*

*We are the first institute in the state of Maharashtra and among the handful in the country which do not operate a Management Quota in admission process. We admit students purely on basis of merit through the National level aptitude tests like CAT, CET, and XAT examination. The academic rigor helps us to not only equip our students but also to achieve very high placements.*

*As an Institute of Excellence, our aim is to provide high-quality management education, empirical research, and value-added business consulting. The highly innovative curriculum of the Institute provides a holistic perspective and new insights to add business value in today's dynamic and competitive environment.*

*Our faculty consists of established industry veterans and scholars whose research papers have been published in various prestigious national & international journals. Our scrupulously designed curriculum empowers students to meet evolving industry requirements and updates them with the latest tools.*



## **Vision**

To be a World Class Management Institute

## **Mission**

To provide value-based quality management education with a global outlook and social conscience

## **Quality Policy**

At N. L. Dalmia Institute of Management Studies & Research, we are committed to nurture, empower, and enhance skills of future business leaders by providing values-based quality education

## **Programs Offered**

### **Post Graduate Diploma in Management (PGDM)**

- Two years full-time Diploma Program recognised by AICTE & Ministry of HRD, Govt. of India, New Delhi

### **Harvard Online Certification Programs**

### **Doctorate Degrees**

- Affiliated to University of Mumbai

## **1. About PGDM Program**

The Post Graduate Diploma in Management (PGDM) is a two-year full-time program approved by All India Council for Technical Education (AICTE), Ministry of HRD, Govt. of India. The program offers

specialisations in Finance, Marketing, and Human Resources. It provides high-quality management education and highly researched course curriculum. Nationally and internationally acclaimed faculty members bring forth the right mix of industry-academic experience, providing a holistic perspective of innovative and practical thinking.

The two-year program also covers many activities on team building, leadership, personality development, interpersonal skills, and self-defence. These activities groom the students to become successful business leaders and entrepreneurs.

### **Program Educational Objectives (PEOs)**

- PEO 1 To impart knowledge, analytical ability, and management skills
- PEO 2 To educate the students to perform in key business functional areas including Finance, Marketing, and Human Resources with an overview of global practices
- PEO 3 To prepare the students to work effectively and professionally in teams with mutual respect in the diverse workforce and with today's rapid technological advances
- PEO 4 To sensitize the students recognize & address ethical issues and adhere to values with a view to applying them in an organizational and social setting
- PEO 5 To train the students to eventually assume responsible roles in firms and society

### **Program Outcomes (POs)**

- PO 1 Apply knowledge of management theories and practices to solve business problems
- PO 2 Foster analytical and critical thinking abilities for data-based decision making
- PO 3 Develop values based leadership ability
- PO 4 Understand, analyse, and communicate global, economic, legal and ethical aspects of business
- PO 5 Lead themselves and others in the achievement of organisational goals, contributing effectively to a team environment.

## **1.1 Program Completion Requirements**

The program is conducted over two years. The required courses for PGDM program are spread across six trimesters. 120 credits need to be completed in six trimesters. The distribution of credits is below:

a.	Core courses	54.5 credits
b.	Specialization Courses	27 credits
c.	Elective Courses	18 credits
d.	Summer Internship Project	6 credits
e.	Final Project	6 credits
f.	Skill Development Courses	4.5 credits
	<b>Total</b>	<b>120 Credits</b>

To be eligible to receive the PGDM degree, graduating students must get a minimum CGPA of 4.0 on a 10-point scale.

## 1.2 PGDM Course Structure – Batch 2021-23

<b>Trimester 1 – July - September</b>		
<b>Course Code</b>	<b>Core Courses</b>	<b>Credits</b>
PGC101	Principles and Practices of Management	3
PGC102	Organizational Behavior	3
PGC103	Business Economics-I (Micro Economics)	1.5
PGC104	Financial Accounting and Control	3
PGC105	Quantitative Techniques -I (Business Stats)	3
PGC106	Marketing Management	3
PGC107	Business Communication	3
		<b>19.5</b>
<b>Trimester 2 - October - December</b>		
<b>Course Code</b>	<b>Core Courses</b>	<b>Credits</b>
PGC201	Financial Management	3
PGC202	Human Resource Management	3
PGC203	Legal Aspects of Business	3
PGC204	Business Economics-II (Macro Economics)	1.5
PGC205	Quantitative Techniques -II (OR Tech)	3

		<b>13.5</b>
	<b>Marketing</b>	
PGM201	Digital Marketing	3
	<b>Finance</b>	
PGF201	Financial Markets and Services	3
	<b>HR</b>	
PGH201	Labour Laws	3
		<b>16.5</b>
<b>Trimester 3 - January - March</b>		
<b>Course Code</b>	<b>Core Courses</b>	<b>Credits</b>
PGC301	Business Research Methods	3
PGC302	Operations Management	3
PGC303	Direct and Indirect Taxes	3
PGC304	Cost and Management Accounting	3
PGC305	Entrepreneurship Management	1.5
		<b>13.5</b>
	<b>Marketing</b>	
PGM301	Consumer Buying Behaviour	3
PGM302	Sales & Distribution Management	3
	<b>Finance</b>	
PGF301	Corporate Finance	3
PGF302	Analysis of Financial Statements	1.5
PGF303	Basics of Derivatives	1.5
	<b>HR</b>	
PGH301	Learning & Development	3
PGH302	Human Resource Planning and Acquisition	3
		<b>19.5</b>
<b>Trimester 4 - July - September</b>		
<b>Course Code</b>	<b>Core Courses</b>	<b>Credits</b>
PGC401	Strategic Management	3
	<b>Marketing</b>	

	<b>Core Courses</b>	
PGM401	Integrated Marketing Communication	3
PGM402	Strategic Marketing Management	3
PGM403	Financial Aspects of Marketing	3
	<b>Electives (any three)</b>	<b>9</b>
PGM404	B2B Marketing	
PGM405	Rural Marketing	
PGM406	Marketing of Financial Services	
PGM407	Marketing Analytics	
PGM408	Retail Marketing	
	<b>Finance</b>	
	<b>Core Courses</b>	
PGF401	Investment Analysis and Management	3
PGF402	Corporate Valuation	3
PGF403	Commercial Banking (Corporate and Retail)	3
	<b>Electives (Any 3)</b>	<b>9</b>
PGF404	Derivatives and Risk Management	
PGF405	Fixed Income Securities	
PGF406	Investment Banking	
PGF407	Alternative Investments	
	<b>HR</b>	
	<b>Core Courses</b>	
PGH401	Organisation Structure, Theory & Design	3
PGH402	Industrial Relations & Employee Welfare	3
PGH403	Performance Management Systems	3
	<b>Electives (Any 3)</b>	<b>9</b>
PGH404	Strategic HRM and International HRM	
PGH405	Building Learning Organizations	
PGH406	Competency mapping and career development	
PGH407	Human Resource Information Systems	
PGH408	Assessment Centre and Psychometric Testing	

		<b>21</b>
<b>Trimester 5 - October - December</b>		
<b>Course Code</b>	<b>Core Courses</b>	<b>Credits</b>
PGC501	Project Management	3
<b>Marketing</b>		
<b>Core Courses</b>		
PGM501	Supply Chain Management	3
PGM502	Marketing Research	3
<b>Electives (any three)</b>		<b>9</b>
PGM503	E-Commerce	
PGM504	Social Marketing	
PGM505	Customer Value Management	
PGM506	Sports, Luxury and Political Marketing	
PGM507	Mobile Marketing	
<b>Finance</b>		
<b>Core Courses</b>		
PGF501	Corporate Credit Appraisal and Finance	3
PGF502	Treasury and Risk Management	3
<b>Electives ( any 3)</b>		<b>9</b>
PGF503	Rural Banking and Micro Finance	
PGF504	Logistics and Supply Chain Management	
PGF505	Wealth Management	
PGF506	International Finance	
PGF507	Mergers and Acquisitions	
<b>HR</b>		
<b>Core Courses</b>		
PGH501	Organisational Development and Change Management	3
PGH502	Compensation and Benefits	3
<b>Electives ( any 3)</b>		<b>9</b>
PGH503	HR Analytics	
PGH504	Managing Diversity & Inclusion	

PGH505	Employer Branding	
PGH506	Talent Management (Retention & Engagement)	
PGH507	HR Policy formulation & Administration	
		<b>18</b>
<b>Trimester 6 - January to March</b>		
<b>Course Code</b>	<b>Core Courses</b>	<b>Credits</b>
PGC601	Business Ethics and Corporate Governance	3
PGC602	International Business	3
	<b>Marketing</b>	
PGM601	Services Marketing	3
	<b>Finance</b>	
PGF601	Marketing of Financial Products and services	3
	<b>HR</b>	
PGH601	HR Audit & Scorecard	3
		<b>9</b>
	<b>Grand Total</b>	<b>103.5</b>

## 2. Code of Conduct

The Institute strives to create a learning environment appropriate to foster and nurture a harmonious student and faculty community. Every student must observe discipline and contribute to the academic ambience of the Institute. Any act of indiscipline of a student reported will be referred for taking appropriate action and report to the parents/ guardians. The Institute has constituted a Disciplinary Committee, an Anti-Ragging Committee, an Anti-Sexual Harassment Committee, and an Unfair Means Committee to decide on issues raised in these areas.

### 2.1 Discipline

- 2.1.1 Every student admitted to the program is provided with an Identity Card. The student should wear and display the Identity Card at all times in the campus.
- 2.1.2 Students have to be in the class on time for lectures conducted in campus or online.
- 2.1.3 Late coming is not permitted. Faculty have the authority to restrict latecomers from enter the classroom.



- 2.1.4 Students are required to be present for all events of the Institute, including the Convocation, Sports Day, guest sessions, workshops, NLDIMSR Memorial Lecture, and other events as intimated on the notice board/email.
- 2.1.5 Records of attendance will be kept for taking action. The institute reserves the right to declare compulsory attendance for any event on or off the campus.
- 2.1.6 Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated/displayed on the notice board/email from time to time. Remarks on the transcript may be made.
- 2.1.7 Projects, assignments, reports have to be submitted as per the timeline allocated by the faculty, else it will not be accepted for evaluation.
- 2.1.8 Students are expected to avoid using their mobile phones and other electronic devices unless asked to during lectures.
- 2.1.9 Use of personal laptops in classrooms, laboratories or in the campus for any non-academic/ non - curricular work or activity is strictly prohibited unless specific permission is obtained.
- 2.1.10 In view of hygiene, food and other eatables should not be consumed in classrooms, library, computer lab, Bloomberg lab, and auditorium. It is expected that every student maintains the cleanliness and hygiene in classroom as well as the campus.
- 2.1.11 Any act of indiscipline is subject to appropriate action by the Disciplinary Committee appointed for the purpose. An illustrative list of indiscipline (other than those specified above) which can attract action by the appropriate authority are:
1. Misbehaviour with fellow students, faculty, staff or any person in the Institute.
  2. Violent, indecent, disorderly, intimidating, or offensive behaviour or language (whether expressed orally, in writing or electronically, including blogs, social networking websites and other electronic means;
  3. Any act of malpractice related to any examination/test/evaluation process/conducted by the Institute;
  4. Littering anywhere in the Campus;
  5. Damaging the property of the Institute or any equipment in the class rooms/ labs / campus;
  6. Any kind of betting/ gambling;

7. Possession and/or use of banned/prohibited substances such as tobacco products, alcohol, narcotics, etc, within the premises of the Institute, including hostels;
8. Any act that tends to bring the Institute, staff or other students into disrepute;
9. Any act which may lead to legal or judicial intervention within the campus or outside, the Institute will not be responsible and will not intervene;
10. Impersonation will also lead to rustication and subsequent deletion of the student's name from the rolls of the Institute after enquiry;

Students indulging in any form of sexual harassment will be liable to strict disciplinary action as per Institute norms. NLDIMSR will not be responsible for any actions initiated on students by any regulatory authority like police, corporation, etc.

## **2.2 Attendance Rules**

- 2.2.1 100% attendance is mandatory for lectures/ seminars/ workshops/ events. However, in view of personal exigencies/medical reasons/organising events/participating in other institutes' events, up to 25% exemption will be allowed. Students will not be allowed to appear for examinations if minimum attendance requirements are not met. Application for leave has to be submitted to the Examination Department within 3 days of resuming classes. Form for leave request is available at Program Office.
- 2.2.2 A student is required to monitor their own attendance regularly. All doubts regarding attendance should be clarified with the Program coordinator within appropriate time (at the end of each class during recess or at the end of class hours of the day).
- 2.2.3 If the student is marked absent even when present, they should immediately inform the Program coordinator by submitting a written application justifying their stand duly approved by the faculty concerned.
- 2.2.4 The students participating in institutes events, coordinating events in campus/other institutes or participating in placement related activities need to submit the details with approval from concerned faculty/department within three days of the completion of the event/activities.
- 2.2.5 Attendance report of all the students would be displayed on the notice board every month. If a student has any issue or finds any discrepancy in their attendance, they should inform the Program coordinator in writing regarding the same within 3 days of

the publication of attendance record. No claim shall be entertained under any circumstances after that. No changes will be permitted once attendance reports are finalized.

- 2.2.6 For all absence, prior intimation through prescribed application form is to be given to Program Coordinator. In emergency situations, intimation must be given to Program Coordinator on phone/ email within 24 hours of the absence.
- 2.2.7 Any absence without written intimation will be treated as unauthorized and will be reflected in the records as such.
- 2.2.8 Parents of the students shall be intimated with attendance record of their ward if the student has less than 75% attendance on monthly basis through email/SMS. Students have to notify the office in case of change of any contact information of parents.
- 2.2.9 Parents may be called to the Institute to discuss the consequences of remaining absent.
- 2.2.10 If the student remains absent due to any medical issues, they should submit a medical certificate along with a copy of all the medical reports to the Program coordinator within 3 days of resuming classes after medical leave. No certificate shall be entertained under any circumstances thereafter.
- 2.2.11 Final attendance of trimester will be published on notice board after end of course and before commencement of the exam.
- 2.2.12 If the student has any issues regarding attendance and does not get the redressal from the course coordinator, such a student can write to the Dean/Director and the same will be placed before an appropriate committee. The decision of the committee will be final and binding on the student.

### **2.3 Dress Code**

The Institute encourages personal grooming and dress code to enhance the student's self-esteem and camaraderie in the Institute and also to prepare them for corporate /professional careers. Students are expected to be formally dressed while on campus as well as when they are representing the Institute at other forums. Students not adhering to dress code shall not be allowed in the campus.

### **Weekdays**

Female students shall wear formal trousers and shirt, or, suit, or, Salwar-Kameez and suitable formal footwear. Sleeveless tops/shirts are strictly prohibited. Male students shall wear formal trousers and shirts (tucked in) and suitable formal footwear.

### **Weekends**

Students can wear smart casuals during weekends. However, torn jeans/trousers, open (round/v) neck T-Shirts, shorts, and "chappals" are strictly prohibited.

## **2.4 Special Events/Programs in the Institute**

For all events/programs/placement sessions/guest sessions, students have to be in formal dress code with institute's blazer. NLDIMSR is visited by industry leaders, international faculty/visitors hence it is necessary to always adhere to the guidelines pertinent to dress, appearance and conduct in the campus or otherwise.

## **2.5 Anti – Plagiarism Policy**

The Institute strictly adheres to anti-plagiarism policy to uphold quality and authenticity of student submissions for project reports, assignments and other reports under the name of the Institute. Students must follow the anti-plagiarism guidelines provided by the faculty members/ librarian. Any student submission not meeting the guidelines will not be accepted for evaluation and has to be reworked.

## **2.6 Anti–Ragging Policy**

Ragging is strictly prohibited. Indulging in any activity that amounts to ragging or any similar act will result in strict disciplinary action being taken against the student. Such cases will be dealt with by the Anti–Ragging Committee.

## **2.7 Gender equality and Anti-sexual harassment policy**

The Institute aims at providing an environment conducive for learning and development free from gender bias, sexual harassment and exploitation. Any violation of this policy is dealt with very strictly and promptly. Appropriate action shall be taken by Anti-Sexual Harassment Committee.

## 2.8 Code of Conduct in the new normal – Online lectures/Guest Sessions/Events etc.

1. Students have to log in at least 10 minutes before the scheduled time of their session.
2. Students have to be appropriately and decently dressed for the sessions to maintain the decorum of the class. For guest session/ industry interaction, formals are compulsory.
- 3 Student's name and profile picture (one used by them in resume) should be updated in the profile section of zoom app.
- 4 Faculty members would be taking attendance online through ERP.
- 5 If any student is not able to attend the session for any reason, please inform the Program Coordinator
- 6 Enabling of video/ audio/ chat box etc will be as per the instructions of the faculty.
- 7 Students are expected to maintain discipline to ensure smooth conduct of classes.

## 3. Academic Guidelines

### 3.1 Credit Structure

Credit structure is defined in terms of contact hours assigned for various academic components of a programme. This includes class room lectures, tutorials, practical sessions, projects, seminars, computer lab work, group work and any other academic activity for which contact hours are assigned in the curriculum. The details are given in table below:

Details Credit Equivalence in hrs in a Trimester

Activity	No of Credit/s per course offered	Duration
Class-room Sessions including student preparatory activities	3*	30 hours per course*
Summer Internship	6	Three months
Final Project	6	60 hours

The minimum number of students to offer a course will be decided by Dean/Director of respective Program on the basis of total number of students registered in that particular course.

## 3.2 Final Project Guidelines

- 3.2.1 The student is required to submit final project at the end of the sixth trimester
- 3.2.2 The topic of the project should be decided in consultation with the faculty mentor before embarking on the study.
- 3.2.3 The student is required to meet the faculty mentor regularly to update the progress and take further guidance.
- 3.2.4 After the study is complete, a report should be generated in a black-book format after plagiarism check. Reports exceeding the similarity limits set by the institute will not be accepted.
- 3.2.5 The final project examination will be based on evaluation of report submitted and viva-voce.
- 3.2.6 The student will be evaluated on the criteria as mentioned in the next page:

### PGDM Sem IV Final Project Evaluation Sheet

Roll No. : \_\_\_\_\_ Name of the student : \_\_\_\_\_

Specialization: \_\_\_\_\_ Div. \_\_\_\_\_ Date: \_\_\_\_\_

Project Title : \_\_\_\_\_

Project Report	Maximum Marks	Marks Allotted
Scope of study & objectives	10	
Literature review	10	
Methodology - Tools/Techniques used for data collection and analysis	10	
Data Analysis	10	
Conclusions & Recommendations	10	
Relevance/Applicability of the study	10	
Form & Presentation of report	10	
Interaction with the Guide	10	
<b>Total ( A )</b>	<b>80</b>	
<b>Viva-voce (B)</b>	<b>20</b>	
<b>Grand Total (A+B)</b>	<b>100</b>	

## 4. Examination Policy

The conduct of examination and declaration of results, is one of the important activities of the Management Institute. The Examination Department is the backbone of the examination system. It is of paramount importance that examinations are conducted with precision, fairness, and objectivity. In order to achieve this, all rules and procedures relating to the examinations should be so well delineated as to leave nothing to chance and assumption. The Examination Department of N. L. Dalmia Institute of Management Studies and Research is a confidential department with the responsibility to facilitate conduction of examination both internal and end-term, evaluation, display of results and maintenance of students records for all courses. The examination process is automated by examination software. The Examination Department has a surveillance system for security.

### 4.1 Examinations

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

- Class-participation/Individual presentation in class
- Quizzes/Class tests/Surprise tests/ Assignments (announced/unannounced)
- Individual assignment/Group assignments/Presentations/Decision sheets
- Case Discussion/Case Presentation/Decision sheets/Project reports
- Research Paper Presentations/Viva
- End-term examination
- Any other institute specific component

It is likely that every course to have at least 3-4 evaluation components.

End-Term examination is a compulsory component. The mode of the End-Term examination will depend on course learning objectives.

### 4.2 Duration of Examination

4.2.1 Minimum duration of End-Term Examinations: 1.30 hrs

- 4.2.2 Examination duration can also be more than the above specified time
- 4.2.3 The internal evaluation marks once shared with the students and finalized cannot be changed subsequently.
- 4.2.4 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the session plan (as per specific requirement of the course).
- 4.2.5 The Faculty has flexibility to formulate and implement evaluation system with weightage specified in session plan. While approving the courses, the HoD/Area - in-charge and the Dean/Director will ensure that the evaluation components and weightage points assigned to each component are fair.
- 4.2.6 For grading purposes, the weightage mentioned by the faculty in the session plan will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.
- 4.2.7 The End-Term examination for the students will be held at the end of every Trimester.
- 4.2.8 The Trimester-I & IV examination will be held in September
- 4.2.9 Trimester II&V examination will be held in December/January
- 4.2.10 The Trimester III&VI examination will be held in March/April.

### 4.3 Assessment/ Evaluation of Students Performance

#### 4.3.1 Grading of Performance

Grading in the educational context is a method of reporting the result of student's performance subsequent to their evaluation. It involves a set of alphabets which are clearly defined and designated and uniformly understood by all the stake holders. In every course, based on the combined performance in all assessments, in a particular trimester as per the curriculum/syllabus, the student is awarded a letter grade. These letter grades not only indicate a qualitative assessment of the learner's performance but also carry a quantitative (numeric) equivalent called the Grade Point.

Range of percentage of Marks	Letter Grade	Grade Point	Performance	SCPA/ CGPA Range
80 and above	A	4.0	Outstanding	9.51-10



75-79.99	A+	9	Excellent	8.51-9.50
70-74.99	A	8	Very Good	7.51-8.50
65-69.99	B+	7	Good	6.51-7.50
60-64.99	B	6	Fair	5.51-6.50
55-59.99	C	5	Average	4.51-5.50
50-54.99	P	4	Pass	4.0-4.50
Below 50	F	0	Fail	<4
Absent	AB	0	Fail	

### 4.3.2 TGPA/CGPA Calculation

Trimester Grade Point Average (TGPA): The performance of a student in a Trimester is indicated by a number called Trimester Grade Point Average (TGPA) The TGPA is the weighted average of the grade points obtained in all the subjects by the student during the Trimester.

For example, if a student passes five courses (Theory/Projects etc.) in a Trimester with credits C1, C2, C3, C4 and C5 and student grade points in these courses are G1, G2, G3, G4 and G5 respectively, then learners TGPA is equal to:

$$TGPA = \frac{C1G1 + C2G2 + C3G3 + C4G4 + C5G5}{C1 + C2 + C3 + C4 + C5}$$

The TGPA is calculated to two decimal places.

## 4.4 Cumulative Grade Point Average (CGPA)

An up-to-date assessment of the overall performance of a student since the time they entered the Institute is obtained by calculating a number called the Cumulative Grade Point Average (CGPA), in a manner similar to the calculation of TGPA. The CGPA therefore considers all the courses mentioned in the curriculum, towards the minimum requirements of the degree the student has enrolled for. The CGPA is calculated at the end of last Trimester to two decimal places and is indicated in Trimester grade reports cards. The CGPA will reflect the failed status in case of F grade (s), till the course (s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPA will only reflect the new grade and not the fail grades earned earlier. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the Trimesters of a program, i.e.  $CGPA = \frac{\sum (C_i \times T_i)}{\sum C_i}$  Where  $T_i$  is the TGPA of the  $i$ th Trimester and  $C_i$  is the total number Trimesters. The TGPA and CGPA shall be rounded off to 2 decimal points and reported in the report card.

## **4.5 Heads of Passing**

Internal Assessment and end- term examination are separate heads for passing. e.g. 50 marks (IA) and 50 marks for End-Term examination. Passing standard will be 50% in each individually, i.e.25 marks in (IA) and 25 marks in end term examination.

## **4.6 Promotion of Student and Award of Grades**

- 4.6.1 A Student will be declared PASS and be eligible for Grade in PGDM course, only if a student secures at least 50% marks separately in each head of passing as mentioned above.
- 4.6.2 Report Card will contain only Grades and no numerical marks.
- 4.6.3 At the end of each Trimester the Grade Card which states the performance of the student in that Trimester is prepared and issued to the student.
- 4.6.4 The Grade Card will contain the courses undertaken by the student, credits of each course, Grade obtained by the student and TGPA/CGPA.

## **4.7 Carry Forward of Marks**

In case of a student who does not fulfil criteria of passing and fails in the Internal. Assessment and/or end semester Examination in one or more courses:

- 4.7.1 A student who passes in the Internal Assessment but Fails in the End-Term Examination of the course shall repeat with the next End-Term examination.
- 4.7.2 However, his/her marks of the internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- 4.7.3 The grade-sheet will be issued only after the student clears the respective term. A student who PASSES in the term-end examination but Fails in the Internal Assessment of the course shall reappear for the Internal Assessment of that course. However, his/her marks of the End-Term examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

## **4.8 Verification/Revaluation of answer book**

- 4.8.1 Verification/Revaluation will apply only to the theory papers of the End-Term examination and will not apply to internal evaluation.

- 4.8.2 All the students will get the course-wise marks obtained by them in the Internal Evaluation, and End-Term examination on the date of result declaration.
- 4.8.3 In case a student is not satisfied with the marks awarded to them in the theory paper in any course of the End-Term examination, they may approach the Examination Department along with a signed application in prescribed format with a fees of 750/- per subject within **7 (seven) working days** from the date of result declaration.
- 4.8.4 Application for Verification/Revaluation after the stipulated due date shall not be entertained or accepted for any reason whatsoever.
- 4.8.5 Application received from student for verification/revaluation shall be placed before an examiner (who teaches same subject in other divisions) other than the subject teacher for Verification/Revaluation.
- 4.8.6 The marks awarded by such examiner/s in revaluation shall be final and binding on the student and the original examiner.
- 4.8.7 The change of marks if any, shall be communicated to the student and a revised Grade Sheet shall be issued to him/her only on surrendering the original Grade Sheet to the examination office.
- 4.8.8 The whole process of Verification/Revaluation shall be completed within 10 working days from the date of receipt of application.

#### **4.9 Supplementary examination of Internal and End-Term examination**

- 4.9.1 Supplementary examination for internal assessment shall be completed, as per the schedule planned by the Institute.
- 4.9.2 The supplementary exam for End-Term examination is conducted along with the End-Term examination in the next Trimester.
- 4.9.3 Hence the final mark-sheet will be issued to students only at the end of next semester with a mention of the academic session. (November 2020 or April 2021 to specify that student could not clear all the papers in one attempt)
- 4.9.4 The student appearing for supplementary examination need to pay applicable fee of Rs. 3000 per subject towards repeat examination fees.
- 4.9.5 A student who is supposed to reappear for internal assessment will be evaluated again by the respective faculty. The student is responsible to ensure that their internal re-exam is completed before the End-Term examination.

#### **4.10 Rules for Standard of passing and Allowed to Keep Terms(ATKT)**

- 4.10.1 From Trimester I to Trimester II & From Trimester II to Trimester III Eligible for admission to Trimester II & Trimester III irrespective of the number of failed subject/s in the Trimester –I & Trimester II
- 4.10.2 From Trimester III to Trimester IV Eligible for admission to Trimester IV if total number of failed subject/s do not exceed Three (3) in Trimester -I & II & III taken together.
- 4.10.3 From Trimester -III to Trimester IV& From Trimester -IV to Trimester V Eligible for admission to Trimester IV & Trimester V irrespective of the number of failed subject/s in the Trimester –III & Trimester IV.
- 4.10.4 Trimester –VI failed students will repeat exam in the next Trimester.

#### **4.11 Discipline in the Examination Hall**

- 4.11.1 Students must know their Roll Number
- 4.11.2 Students who are eligible to write the End-Term examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination.
- 4.11.3 All the students, who arrive in the examination hall 15 minutes after the scheduled time of the commencement, will not be permitted to appear for that examination.
- 4.11.4 In exceptional circumstances, the student will necessarily have to get the approval of the examination-in-charge in order to appear at the examination based on the written application citing reasons thereof.
- 4.11.5 Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the examination-in-charge.
- 4.11.6 Even in exceptional circumstances, the students are not permitted to enter the examination hall more than half an hour after the commencement of the examination.
- 4.11.7 Students are not permitted to leave the examination hall until one hour after the start of the exam or during the last ten minutes of the session.
- 4.11.8 Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor’s table, at their own risk.
- 4.11.9 NLDIMSR will not be responsible for the safety and security of the same.

- 4.11.10 A student, who fails to attend an examination at the time and place published in the timetable, will have an 'Absent' remark in the grade sheet.
- 4.11.11 Opportunity for supplementary examination will be given according to the rules and regulations as supplementary examination.
- 4.11.12 Students should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose on the answer-book.
- 4.11.13 Students are required to have their Identity Cards issued by NLDIMSR and they must produce these for verification by the examination invigilator/exam coordinator/examination-in-charge during the examination.
- 4.11.14 Students not having the said identity card with them during the examination shall be denied permission to appear for the examination.
- 4.11.15 Every student present must sign against their student number on the attendance sheet provided by the exam Supervisor.
- 4.11.16 Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.
- 4.11.17 On the front page of the answer book, the students should write only the name of the program, specialization, date, roll no. if any, Trimester details and course/subject for which examination is being held, number of supplementary sheets attached to the main answer book.
- 4.11.18 Any extra writing on the front page or anywhere in the answer book will be treated as act of unfair means and will be dealt as per rules.

#### **4.12 Rules regarding the Examination Hall**

- 4.12.1 If a student has any query as regards contents of the question paper, he should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.
- 4.12.2 Students are forbidden to
- 4.12.3 (i) bring any books, notes, scribbling papers, pagers, mobile phones, laptop or any other similar devices/things unless specifically permitted.  
(ii) Any such material found in possession of the student will be confiscated  
(iii) Smoking in the examination hall,

- (iv) Bring eatables/drinks to the examination hall
- (v) Speak or communicate in any manner to any other student, while the examination is in progress,
- (vi) Take with them any answer-book, written or blank, while leaving the examination hall.

- 4.12.4 Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them as per the institute's policy.
- 4.12.5 The supervisors/ authorized persons are authorized to frisk the students.
- 4.12.6 Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken as per the institute's policy.
- 4.12.7 The answer books of the End-term examinations are coded before the evaluation and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book.
- 4.12.8 Writing these details or putting signature amounts to revelation of identity.
- 4.12.9 Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.
- 4.12.10 While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided.
- 4.12.11 DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'.
- 4.12.12 These will all be considered as attempts to readily identify the specific answer-book.
- 4.12.13 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to the same.
- 4.12.14 Students should not write anything on the question-paper.
- 4.12.15 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.
- 4.12.16 The student should not leave the examination hall on any account, without surrendering his/her answer book.

- 4.12.17 A student who disobeys any instructions issued by the Invigilators/ Exam Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against them by the Institute.
- 4.12.18 Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the Institute in respect of the reported act of unfair means will be binding on them.
- 4.12.19 Candidate exhibiting insolent/violent behaviour with the Invigilator and other examination staff or other examinees.
- 4.12.20 Unruly behaviour in or near the examination hall.
- 4.12.21 Acts of threats, violence, creating disturbance inside/outside the examination hall, preventing other candidates from entering the hall, misbehaviour with the supervising staff etc
- 4.12.22 Brining dangerous weapons/articles into the examination room on any pretext. Any acts by candidates that hinder the discharge of duty by staff on examination duty or the smooth conduct of the examination.
- 4.12.23 Talking with neighbours, showing signs or signals to others in the hall/lobby.
- 4.12.24 Writing the examination even after the final warning despite several calls to stop writing
- 4.12.25 Causing damage to the belongings of examiners, as an act of vengeance.
- 4.12.26 Arranging outside persons to terrorize the examination staff.
- 4.12.27 Causing damage to examination material/records.
- 4.12.28 Assaulting physically or attempting to attack any examination staff while being caught/booked for any malpractice.
- 4.12.29 Writing filthy/indecent/vulgar words or sketching obscene figures etc. In the answer booklet or black board or walls or furniture at the examination room.
- 4.12.30 Possession of printed/photocopy-manuscripts pertaining/not pertaining to the day's examination, or in the form of book, pages of a book or loose sheets, or any other matter not permissible to be brought into the Examination hall.
- 4.12.31 Possession of tables, hand books, code books etc. Which are not permitted for the day's examination
- 4.12.32 Possession of programmable calculators, Mobile phones, smart watches/Bluetooth or Wi-Fi enabled devices, Digital memory pad etc. with/without matters related to the day's examination stored in them.

- 4.12.33 Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination hall.
- 4.12.34 Writing any matter, formula, definitions, sketches any part of the candidate's body, dress, handkerchief, instrument, box, calculator cover, wall, table, drawing board, question paper hall tickets etc. which may have relevance to the syllabus of the examination paper concerned.
- 4.12.35 Exchanging of question papers, scales, calculators, instrument box etc. with any formula, answer, sketches, and hints related to the day's examination written on them with neighbouring candidates.
- 4.12.36 Showing the answer booklet question to the neighbour or allowing them to copy.
- 4.12.37 Giving/Receiving the main answer booklet or other information carrying material to/from neighbour for copy. Copying from any printed or hand written material or answer booklet of another candidate.
- 4.12.38 Writing any appeal to the examiner offering money or any irrelevant matter in the answer script, insertion of currency notes in answer script and giving contact address, telephone numbers etc.
- 4.12.39 Communicating or attempting to communicate with the staff of the institute or any person connected with the conduct of examination or with any paper-setter, with the object of finding out the name and address of the paper setter or finding out the question.
- 4.12.40 Making any request or representation or offers, any threat or inducement to Supervisor or/and any other official of the College in the Examination Hall or to the Examiner in the answer scripts.
- 4.12.41 Helping another candidate in answering any question orally or by transmission of material or information.
- 4.12.42 Giving or receiving assistance in answering the question papers to or from other candidates/person in the examination hall or outside during the examination hours.

### **4.13 Guidelines for Appointment of Scribe for the physically challenged**

- 4.13.1 A student who may have a permanent or temporary physical disability may apply to NLDIMSR for appointing a scribe for the examinations.



- 4.13.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.
- 4.13.3 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination department of the Institute.
- 4.13.4 The scribe should be one grade junior in academic qualification than the student if from the same stream.
- 4.13.5 The said student will sit in a separate room under supervision.
- 4.13.6 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students e.g. for the examination of two hours, 20 minutes extra time will be allowed.
- 4.13.7 The Examination in Charge will have powers to resolve issues, if any, in this regard. She/he will be authorized to make/ accept any last-minute changes of scribe under exigencies.

#### **4.14 Facilities relating to examinations for the students having Learning Disability (Dyslexia, Dysgraphia and Dyscalculia) for the examinations**

- 4.14.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination.
- 4.14.2 Such students would get 25% additional time for writing the examination.
- 4.14.3 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams
- 4.14.4 Concession will be given for spelling mistakes or mathematical calculation.
- 4.14.5 Candidate failing in one or more subjects will be given grace marks up to 3 percent on the total marks of the subjects in which they have appeared. These marks will be given by way of distribution for one subject or more subjects.
- 4.14.6 In case of L.D students the medical certificate of only Government Authorized Agencies would be accepted.

4.14.7 The said medical certificate must be produced at the beginning of the academic year to the admission department.

#### 4.15 Rules for Unfair means by the candidates during the Institute examination

If during the course of an examination, any candidate is found resorting to any of the following acts:

- They shall be deemed to have adopted unfair means during the examination.
- The adoption of unfair means by the candidates during the examinations is treated seriously and appropriate penalties are imposed as per the institute's policy as listed below.

The broad categories of Unfair Means resorted to by the students of the Institute the quantum of Punishment for each category thereof: -

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of any copying Material	Cancellation of the examination for the subject which student was found with copying material in his/ her possession.
2.	Actual copying from the material in possession	Cancellation of the examination for the subject which student was found with copying material in his/ her possession.
3.	Possession of another student's answer book or supplementary sheet	Cancellation of the examination for both the students which the students are found to be involved
4.	Possession of another student's answer book or supplementary sheet and Actual evidence copying from	Cancellation of the examination for both the students which the students are found to be involved
5.	Mutual/ Mass copying	Cancellation of the examination for all the students who are found to be involved
6.	Smuggling in or smuggling out of answer books as copying material	Exclusion of the student from concerned End-term examination for all the subjects
7.	Smuggling in of answer books based on the question paper set at the examination	Exclusion of the student from concerned End-term examination for all the subjects

8.	Smuggling in written answer book as copying material and forging the signature of supervisor	Exclusion of the student from concerned term-examination for all the subjects
9.	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet	Student concerned to be rusticated from Institute
10.	Interfering with or counterfeiting of Institute seal or answer books or office stationery used in the examination with the intention of misleading the authorities	Student concerned to be rusticated from Institute
11.	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book	Exclusion of the student from concerned End-term examination for all the subjects
12.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Exclusion of the student from concerned End-term examination for all the subjects
13.	Using obscene language/ violent threats inside the examination hall by a student at the Institute examination to room supervisor/ any other authority	Student concerned to be rusticated from Institute
14.	Impersonation for a student or impersonation by a student in Institute or other examinations	Student concerned to be rusticated from Institute
15.	Revealing the identity in any form (Name, Roll No, G.R. No., religious invocation etc. in the main answer book and/ or supplementary sheet)	Exclusion of the student from concerned term-examination for the subject
16.	Found something written on the body or on the clothes while in the examination	Exclusion of the student from concerned End-term examination for the subject
17.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication	Exclusion of the student from concerned End-term examination for the subject

- If on previous occasion, a disciplinary action was taken against a Student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely.
- Enhanced punishment can be imposed on such students. This enhanced punishment may extend to rustication of the student from the program

#### **4.16 Final Project Report Examination**

Student involved in malpractices at Final Project Report examinations including acts of plagiarism, shall be dealt with as per the punishment provided for the theory examination.

The Competent Authority, in addition to the above-mentioned punishments,

- May ask the student to redo the entire project.
- The topic may be changed for redoing the project
- The student may be punished by giving two projects
- The student may be debarred from the placement process
- Result will not be declared as the marks are pending for the final project

#### **4.17 Examination related Grievance Redressal Mechanism**

(Providing Photo copies to the candidates and Revaluation)

- 4.17.1 The Grievance Redressal Mechanism as regards evaluation of answer books and timelines to be followed for the same would be as under:
- 4.17.2 The Grievance Redressal Mechanism will apply only to the 'End-term Examinations' of the Institute.
- 4.17.3 The above mechanism will not apply to oral examinations/ viva/ projects/MCQ's in online exams/assignments/ presentation/field work etc.
- 4.17.4 The application for Redressal of Grievance can be made only through the form with the examination department
- 4.17.5 The submission of the Redressal of Grievance should be submitted within 3 days of result declaration.

#### **4.18 Under the Grievance Redressal mechanism, a student can apply for**

- 4.18.1 **Verification of Answer book:**

Under this process, on application of the student, the Institute ensures that

- a. All the answers in the respective answer book are evaluated,
- b. Marks have been allocated to each answer and carried forward to the first page of the answer book properly
- c. Totalling of the marks on the first page of the answer book has been carried out correctly.

OR

#### 4.18.2 **Re-evaluation of the Answer book:**

Under this process directly apply for the re-evaluation of his/her answer book/s. After the result declaration, if a student is not satisfied with the marks awarded to him/her in the Term-end Examination/s, in any course, s/he may apply for the Grievance Redressal within the prescribed number of days as per the example mentioned in the table below:

<b>Activity under Grievance Redressal Mechanism</b>	<b>Time Limit</b>
Application for re-evaluation of the answer book/s	Within 7 days from the date of result declaration including holidays

- 4.18.2.1 No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.
- 4.18.2.2 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making them liable for appropriate punishment by the Institute.
- 4.18.2.3 The decision of the Institute shall be final in this regard.
- 4.18.2.4 The application will be deemed to be complete only after payment of requisite fee.
- 4.18.2.5 The application received from the student for re-evaluation shall be placed before another examiner for re- evaluation.
- 4.18.2.6 After following the process of re-evaluation under the Grievance Redressal, effect will be given to change in original marks on re-evaluation, if any, as under:

- 4.18.2.7 If the marks of re-evaluation increase or decrease by more than 20% A second reevaluation of the said answer books shall be done by the examiner from the panel of examiners for the said subject and then an average of the marks obtained in the first re-evaluation and marks obtained in the second re-evaluation shall be taken and this shall be accepted by the Institute as the final marks for the said subject (fractional marks if any shall be rounded off to the next integer).
- 4.18.2.8 An answer book shall be sent for second reevaluation to another senior examiner appointed by the examination-in-charge in consultation with the Dean of the Institute
- 4.18.2.9 The above difference in marks in percentage term shall be with reference to the maximum marks assigned for the End-term examination of the respective subject.
- 4.18.2.10 The revised marks obtained by a candidate after re-evaluation, as accepted by the Institute shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the student/s by suitable means.
- 4.18.2.11 The marks awarded by examiner/s in re-evaluation shall be final and binding on the student applicant and the original examiner.
- 4.18.2.12 The change of marks, if any, shall be communicated to the student applicant and a revised 'Grade Sheet' shall be issued to him/ her only on surrendering the original grade sheet to the Examination Office.
- 4.18.2.13 The whole process of Redressal of grievances shall be completed within a period of 15 working days from the date of receipt of application for Redressal of grievances.
- 4.18.2.14 In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.
- 4.18.2.15 The outcome of Revaluation process shall be final and binding on student.
- 4.18.2.16 The charge for reevaluation will be Rs.750/- per subject.

## **4.19 Examinations/ Exemption / Exceptional Cases**

- 4.19.1 Exceptional cases, approved by Dean/Director (Self marriage/long illness/Medical cases/ maternity/death in immediate family) will be eligible to appear in re-examination (and for award of regular grade).
- 4.19.2 For medical cases, they will have to necessarily produce a certificate from a Medical Practitioner along with required pathological/diagnostic reports and prescriptions before the commencement of the re-examination.
- 4.19.3 For exceptional cases all necessary relevant documents to be submitted before the commencement of the re-examination.
- 4.19.4 In case a student fails to fulfil passing/ progression conditions, after the re-examination/s, they are expected to take readmission as per the rules of NLDIMSR.
- 4.19.5 No further re-examination chance will be given to above mentioned exceptional cases.

## **4.20 General Rules**

- 4.20.1 A student who remains absent from End-term/Trimester examination/s due to any reason in any subject shall be marked as 'AB' in the result/ grade sheet/ transcript for the subject/s in which he/ she has remained absent. All such students will be allowed to appear at re-examination in the said subject.
- 4.20.2 The said re-examination will be conducted only with the term-end examination of the next semester.
- 4.20.3 A student who remains absent in the re-examination would be able to avail re-examination chance only next year after repaying the supplementary exam fees again.
- 4.20.4 In order to receive the degree, diploma, certificate, the student will have to clear in all the examinations of all the years.
- 4.20.5 Student should ensure that he/she has cleared his/her all dues from the respective departments like Accounts, Library, Hostel, etc.
- 4.20.6 The fees for re-examinations and re-admission will be decided by the Institute from time to time.
- 4.20.7 In case of any disputes/differences, decision of the Institute shall be final and binding on the students. If a student desires to institute any legal proceedings against the Institute,

such legal proceedings shall be instituted only in court at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.

Modification in criteria/rules: On the recommendation of the Board of Studies of the institute and the Academic Council shall have the sole discretionary right to modify all or any of the above criteria at any time without prior notice.

## **5. Convocation**

The Annual Convocation of the Institute for awarding Post Graduate Diploma to the successful candidates would be held every year.

- The overall PGDM course topper will receive cash prize and gold medal.
- The Finance specialization topper will receive Prof Navin Bhatia Award

### **5.1 Guidelines for Convocation**

5.1.1 The Annual Convocation will be held for all Full-Time programs of NLDIMSR.

5.1.2 Only those students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas at the Convocation.

5.1.3 These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, hostel, library etc., and passing of all examinations and any other deliverables to the NLDIMSR.

In case any student is found not eligible to receive degree/diploma on any account, they may apply for consideration of their case at least 48 hours before the Annual Convocation. The decision of the management will be final and binding. No last-minute requests for reconsideration will be entertained.

Students will be given a set of guidelines by NLDIMSR and they are required to follow these guidelines for effective conduct of the event.



## 6. Placement Process

NLDIMSR is a Category-I Institute of the country and the Business School has been in existence for over two decades. Today, NLDIMSR alumni occupy senior positions in leading companies across sectors. NLDIMSR has a cordial relationship with the corporate world and many companies actively support us. We would like to continue this mutually symbiotic relationship every year. Hence, it is expected that students understand this sentiment and behave responsibly at all times.

The Career Management Center (CMC) (within the Corporate Relations Department of the Institute) is the facilitator and counsellor for placement related activities. Placement assistance is provided to all the students eligible as per the guidelines of the Institute. The Placement committee serves every student of NLDIMSR in their holistic development and placement under the guidance of Chairman Placements, Co-Chair Placements, HODs of Finance, Marketing and Human Resources along with the CMC team and Student Placement Committee.

The Student Placement Committee is actively involved in placement activities by contacting/visiting companies for placement presentations and coordinating other related activities. The Student Placement Committee is selected by Faculty and the Senior Student Placement Committee after they have showcased their skills in enthusiastically arranging necessary infrastructure to conduct the placement drive, and conducting and holding on and off-campus placements for their seniors.

### 6.1 Placement Policy

- 6.1.1 NLDIMSR follows 'one student one offer' policy. Each student is entitled to only one offer.
- 6.1.2 Each student will be allowed limited attempts and in case the student is not successful in getting placed in these attempts then the student will not be a part of the further placement process. An attempt is counted when the student gets shortlisted by the company for further process. If a student does not apply to 5 consecutive companies coming to the campus for placements, the CMC reserves the right to take disciplinary action and the student shall be considered as not interested. Accordingly, the student can be debarred from the placement process.
- 6.1.3 If a student has been recruited by a company or offered a PPO, the concerned student will be considered placed and will not be considered further for the placement process.

- 6.1.4 Before the placement process begins, the student should not have any backlogs in any subject(s)
- 6.1.5 The student should not have a record of any indiscipline during their academic tenure at the Institute.
- 6.1.6 75% minimum attendance is mandatory to be eligible for placements
- 6.1.7 CMC or student placement committee will not compel or pursue executives of recruiting companies, to select particular student or any desired number of students.
- 6.1.8 CMC will try to negotiate for a certain threshold of package to be offered, however, it does not guarantee that all visiting companies will abide/comply with the institutional policies.
- 6.1.9 Students must honour the commitment made by NLDIMSR on their behalf. In the event of non-conformance to the placement rules and procedures, NLDIMSR reserves the right to debar the student from further placement process.
- 6.1.10 Placement policies may evolve/change over time with the approval of the competent authority (ies). In case of a dispute in regard to the above, the CMC reserves the right to take appropriate action as deemed fit in the best interest of the Institute.

## **6.2 Opting Out of Placements**

### **6.2.1 Before Commencement of Placement Season**

In case a student wishes to opt out from the placement process; they must submit a letter (via mail) to the CMC giving there as on thereof.

### **6.2.2 During the Placement Season**

Students pursuing opportunities on their own should keep the CMC informed before appearing for any such opportunity created through personal connect. Failing to do so will constitute violation of the institute's placement policy & rules and a suitable action against the student can be initiated.

## **6.3 Pre-Placement Offers(PPOs)**

- 6.3.1 As a policy NLDIMSR encourages candidates to work towards PPO's.
- 6.3.2 Pre-Placement Offers made by the companies should be routed through the CMC.
- 6.3.3 Students getting PPO offer (s) directly from the companies are required to convey the same to the CMC via mail to placements@nldalmia.in. Student found to be deliberately

withholding such PPO offer, may be subject to disciplinary action. Also, if the PPO is accepted by the student, the student shall be considered placed and shall not be the part of further placement process.

6.3.4 The student has to decide on acceptance within the time frame stipulated by the CMC or by the company. Not complying with the same may lead to debarring from further placement process

6.3.5 The final decision regarding the PPO shall rest with the CMC

#### **6.4 Disciplinary action on account of Unprofessional Behaviour**

6.4.1 CMC reserves the right to take 'Strict Disciplinary' action as deemed appropriate by the competent authority shall be taken in cases of report of any unprofessional behavior from the student (s).

#### **6.5 Placement Guidelines**

6.5.1 All communications regarding Placements, Pre-Placement Talks and schedule of companies visiting for placements shall be communicated by CMC directly or through the student Placement Committee.

6.5.2 Students are expected to follow strictly the Institute's resume template provided by the CMC

6.5.3 Students are required to be dressed in Formals during the placement process.

6.5.4 Applications from students shall be invited based on the eligibility criteria as floated/specified by the company from time to time.

6.5.5 Students are advised to go through the Job Description carefully before applying.

6.5.6 Students are not allowed to withdraw nomination or remain absent once applied and interview scheduled. Beware of the disciplinary action as mentioned above.

6.5.7 Students are required to be present for all placement process 30 minutes before the scheduled start of the process by the company. Late entrants shall invite disciplinary action and can be debarred from the placement process.

6.5.8 Students must make an attempt to clarify doubts if any related to package, job profile, place of work; service bond details etc. with the HR officials of the Company during Pre-Placement Talks (PPT) alone.

- 6.5.9 If a student gets multiple job offers simultaneously', he or she will have to choose one offer and reject others within a stipulated period of time as stipulated by CMC.
- 6.5.10 Students found using any unfair means or trying to take undue advantage in the selection process i.e. PPT/Test/GD/Interview will be debarred from the future placement process
- 6.5.11 The student should keep the soft copies of their resume, passport size colour photograph, college ID card, Govt. ID and Address Proof (viz. Driving License, Passport, Pancard, Aadhar Card, Voter ID etc.) in case required by the company for verification purposes
- 6.5.12 The student is expected to discuss the situations of early joining, attendance exceptions and concerns related to exams with Chairman Placement or CMC before committing to the company.
- 6.5.13 In the situations not mentioned in the policy guidelines CMC reserves the right to take disciplinary action as considered appropriate.
- 6.5.14 Students are expected to be accessible on call and should adjust and respond to emergency situations as regards placements.
- 6.5.15 Placement services are meant for students seeking placements only. However, this doesn't prohibit students from pursuing opportunities on their own.
- 6.5.16 Once the student joins the company, he/she should adhere to all the clauses mentioned in the Offer & Appointment Letter and abide by the company policies.

## **6.6 Pre-Placement Activity**

Pre Placement activity for the upcoming academic year starts from the month of May/June onwards. The Placement brochure detailing the program structure and other program attributes is prepared. Placement brochure, along with student profiles is shared with companies to help prospective employers develop a proper understanding of the institute, its programs and the students. These organisations are subsequently contacted to find out their campus recruitment plans for the year through personal meetings/calls. Both the External Relations Team and select Student Placement Committee members attend these meetings. Students are also encouraged to meet up with concerned authorities in various organisations.

Rigorous follow up is done with all the prospective employers to finalize on Campus Placement Dates, Compensation Details & Roles.

- 6.6.1 The Comprehensive Batch Preparation Program is to enhance the suitability of candidates and orient them to industry practices and expectations.
- 6.6.2 Interactive sessions with alumni/ industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects – career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.
- 6.6.3 Interaction with alumni/seniors is encouraged and seniors or alumni are assigned as mentors.
- 6.6.4 Mock interviews, resume building interactions, soft skills training etc. is arranged for the students
- 6.6.5 The CMC promotes involvement of companies in a number of Campus Engagement activities–contests, projects, workshops, seminars, and guest talks etc. in order to help promote and show case quality of students in the current batch.

## **6.7 Pre-Placement Talk–PPT**

- 6.7.1 PPT's are the medium by way of which the company officials disseminate information regarding the company, the job description, the compensation, location etc. and clarify the queries of students. Pre-placement talks details information regarding Role, Designation, Salary range, Location etc. is shared.
- 6.7.2 Post receiving clarity on the profile, location and compensation during the above mentioned talks by corporates, no student will be permitted to negotiate for a different location or job role or compensation during the personal interview.

## **6.8 Final Selection Process**

- 6.8.1 CMC and the Students Placement Committee are only responsible for inviting the companies for campus placement drives.
- 6.8.2 Companies are given specific date and time to visit the campus for conducting the selection process.
- 6.8.3 The companies may share the list of shortlisted students before they visit the campus or during the campus process.

#### **6.8.4 During the process:**

6.8.4.1 When Companies short-list students without asking for nominations: When company short-lists a student based on the Batch Profile or resumes shared, and the student decides to opt out, either because of the Brand/ Salary/ Location, he/she will need to communicate to the CMC team immediately in order to keep the organization informed.

6.8.5 When Companies short-list after asking for nominations:

6.8.6 On student application and if he stands short-listed and does not opt immediately upon receiving the shortlist, then he will have to attend the interview and this will be considered/counted as an attempt. Any refusal to sit for the interview will put the candidate out of the placement process.

6.8.7 Only those students shortlisted will be eligible to attend the next step of the selection process.

6.8.8 If an eligible student does not nominate his/her candidature to a job profile that suits his/her background, placement assistance to the student may be discontinued. This step would help prevent CMC team to spend time and effort on students with unrealistic expectations.

6.8.9 Companies would be encouraged to give spot offers. Once a student is offered a job, that student would stand out of the placement process.

### **6.9 Summer Internship**

The Summer Internship is an integral and compulsory part of the academic curriculum at N. L. Dalmia Institute of Management Studies and Research(NLDIMSR) and provides a window into the corporate world. The primary objective of the Internship Program is to prepare the students for the work place and help them gain hands on experience in order to hone their skills. The internship also helps students to discover areas of interest and future career options.

### **6.10 Summer Internship Policy**

6.10.1 Duration of summer internship is of 12 weeks from April to June.

6.10.2 Students are required to successfully complete the Summer Internship in accordance with the guidelines of the interning organization as well as NLDIMSR

- 6.10.3 In case of any Extended Summer Internship beyond the 30th June respective student/process owner of that Company must ensure that it MUST be pre-approved from the Director/Chairman Placements
- 6.10.4 All the rules of summer project report writing must be followed. Students should refer to the Guidelines for report preparation as indicated from time to time.
- 6.10.5 The Soft copy & hard bound project report must be submitted duly certified by the Industry Mentor and Faculty Mentor as per the time schedule informed.
- 6.10.6 A total weightage of 100 marks will be assigned for the summer project. Out of the total 100 marks, evaluation will be done for 50 marks each by the industry Mentor and Faculty Mentor.
- 6.10.7 For any reason if the Industry Mentor fails to submit the marks on or before this date then the Faculty Mentor will be required to do assessment for full 100 marks.
- 6.10.8 All the students are advised to carry out the activities related to summer internship project with utmost sincerity under the guidance of Industry guide & allotted faculty guide.
- 6.10.9 Best Internship Reports from each stream are recommended for External Summer Internship Report Competitions of Repute.

### **6.11 Summer Internship Guidelines**

- 6.11.1 Students can secure Summer Internship either through CMC or through their Personal Contact.
- 6.11.2 CMC will strive to help students in acquiring Internship preferably in the Profile of their Interest and relevant to their stream of specialization.
- 6.11.3 Summer internships are carefully monitored work experiences in which students have intended learning objectives under the supervision of an industry practitioner as well as Faculty mentor.
- 6.11.4 Students should adhere to corporate guidelines in terms of office timings, attendance, dress code and professionalism of communication
- 6.11.5 Students should abide by the code of conduct in the workplace to represent worthily the values of the Institute
- 6.11.6 Student should ensure quality of agreed internship deliverable and fulfil assigned internship tasks

- 6.11.7 Students should also take initiative and interact with both Industry and Faculty mentors periodically
- 6.11.8 The student will be required to submit a final project report and presentation at the host organization as well as with the faculty mentor for evaluation.
- 6.11.9 The student will have to undergo a presentation and viva-voce in the presence of their faculty guide and another expert.
- 6.11.10 The Project Report and the viva area compulsory part of the academic requirements of the Programme.
- 6.11.11 Dates of the internship project presentation cum viva will be communicated separately.
- 6.11.12 It has to be ensured that the report is free from plagiarized content as the faculty guides will be assessing the same for plagiarism.
- 6.11.13 Evaluation form will be provided by CMC and the duly filled form will have to be submitted to the CMC in full confidentiality.
- 6.11.14 It is the responsibility of the student to coordinate with the Industry mentor and ensure that the Evaluation form is received by the CMC

## **6.12 Summer Internship Process**

The summer internship process generally commences in the month of January. Sometimes companies may also conduct the selection process during their visit to the campus during the placement drive.

## **6.13 Batch Preparation for Internship Process**

- 6.13.1 The Comprehensive Batch Preparation Program is to enhance the suitability of candidates and orient them to industry practices and expectations.
- 6.13.2 Interactive sessions with alumni/ industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects, career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.
- 6.13.3 Interaction with seniors who have undergone internships in companies.
- 6.13.4 Assigning seniors or alumni as mentors to guide students.



- 6.13.5 Mock interviews, Resume building, Soft skills training etc. by/with alumni/ corporate to get a direct feedback from people in relevant industries.
- 6.13.6 Based on the guidelines, students will have to prepare their resume that would encapsulate information about academics, work experience, internship, co-curricular activities, extracurricular activities, projects, awards, achievements, hobbies etc.

## **6.14 Summer Internship Selection Process**

- 6.14.1 The process of selection starts with inviting applications based on the eligibility, profile, project, stipend details shared by the company.
- 6.14.2 All the communication regarding schedule of companies visiting will be communicated by CMC.
- 6.14.3 Every effort will be made to facilitate the summer placement process. However, it is the effort of the student that gets him/her selected for the internship.
- 6.14.4 The CMC is only responsible for inviting the companies to participate in the summer placement drive and selection will be subject to talent and skills of students with their ability to qualify the interview process.
- 6.14.5 CMC committee doesn't promise any particular internship locations to the campus selected students. The location may be PAN India or abroad as per the requirement of the company.
- 6.14.6 Companies are given date and time to visit the campus for conducting the selection process based on their availability after commencement of summer placement process in January.
- 6.14.7 The companies may share the list of shortlisted students before they visit the campus or the shortlist may be shared after they arrive at the campus.
- 6.14.8 Only shortlisted students stand eligible to attend the next step of the selection process.
- 6.14.9 If an eligible student does not nominate his/ her candidature to a profile that suits his/ her background, summer placement assistance to the student may be discontinued.
- 6.14.10 Companies would be encouraged to give spot offers. Once a student is offered an internship he would be considered out of the summer placement process and will not be part of the further summer placement process.

## **6.15 During the Process**

### **6.15.1 Companies short-listing without asking for nominations:**

When company short-lists a student(s) based on the Batch Profile, but, student(s) decides to opt out with that company, either because of the Brand/Stipend/Location, the student will need to communicate to the CMC immediately upon receiving the short-list itself. This will help CMC too promptly correspond with the company and keep them informed accordingly.

### **6.15.2 Companies short-listing after asking for nominations:**

If a student has applied to a company and has been short-listed, but, does not opt immediately upon receiving the shortlist, then he/she would be required to sit for the interview and this will be considered/ counted as an attempt. Any refusal to sit for the interview will put the candidate out of the summer placement process.

## **6.16 Industry Mentor**

- 6.16.1 Industry mentor nurtures the student to define the Internship roadmap from the corporate perspective
- 6.16.2 In addition to the primary Industry mentor, it is always preferred that a second point of contact for the student is also assigned.
- 6.16.3 Enables a minimum six – eight interactions between the Industry mentor and the student in any of the following modes (face to face meeting, emails, conference call etc.)
- 6.16.4 Ensures the following or indicates person responsible. Resources allowing: Student's on boarding and orientation Student's safety at the workplace. Necessary resources to carry out the Internship
- 6.16.5 The tentative dates and times of the meetings will be agreed upon at the beginning of the project
- 6.16.6 The corporate interaction logs needs to be filled by the student and acknowledged by the Industry mentor
- 6.16.7 Verifies the Internship Agreement from the Host organisation's point of view
- 6.16.8 Provides assessment time lines and requirements for Internship academic deliverables to ensure timely completion of the process.
- 6.16.9 Shares feedback for all the project milestone submission to the Faculty mentor

- 6.16.10 In case of any misbehaviour by the intern the Faculty mentor is immediately notified
- 6.16.11 During the last week of Summer Internship, Summer Internship Evaluation form will be sent by CMC to the industry mentor and the Human Resource Department. The filled in Evaluation Form needs to be submitted to the CMC immediately.
- 6.16.12 It is the responsibility of the student to coordinate with the Industry mentor and ensure that the Evaluation form is received by the CMC.

## **6.17 Faculty Mentor**

- 6.17.1 Faculty mentor will be allotted by respective HoDs prior to the Summer Internship & details will be conveyed to students and respective faculty officially.
- 6.17.2 Faculty mentor nurtures the student to define the Internship roadmap from the academic perspective
- 6.17.3 Shares feedback for all the project milestone submission to the Industry mentor and the student
- 6.17.4 Within 15 days upon joining the summer internship organization, Students need to update CMC and the faculty mentor of NLDIMSR about tentative title/domain of the Summer Internship Project through an online form circulated by CMC.
- 6.17.5 Faculty mentor can also communicate with the industry mentor regarding project report, intended outcomes, expectations from the student and also share the expectation of the institute in terms of project type, duration and other deliverables.
- 6.17.6 If required and suitable, Faculty mentor may plan a visit to meet the Industry mentor.
- 6.17.7 The purpose of such visit is to raise quality of academic involvement and suitably help student in his/her summer internship project apart from enhancing our rapport with the industry.
- 6.17.8 Students must keep their Faculty mentor periodically informed about all the details of their summer project
- 6.17.9 Students must ensure at least two to three personal meetings/ telephone conversations between their Industry mentor and Faculty mentor during the period of their project.
- 6.17.10 During the last week of Summer Internship, Summer Internship Evaluation form will be sent by Placement Department to the industry mentor and the Human Resource

Department. The filled in Evaluation Form needs to be submitted to the Corporate Relations placement department immediately.

6.17.11 It is the responsibility of the student to coordinate with the Industry mentor and ensure that the Evaluation form is received by the Corporate Relations Department on time.

6.17.12 All students must note that the project work must be completed as mentioned in the guidelines.

6.17.13 No extension will be granted and all the students must resume the NLDIMSR once Institute reopens for the new academic year.

6.17.14 Any student who has to extend has to take NOC through Director/ Chairman Placement before going into the summer project.

## **6.18 Guidelines and Format of Submission of Report**

### **Format of the Project Report:**

**The Project Report should follow the following suggested format: -**

- Title Page
- Preface
- Acknowledgements (Point 2 & 3 can also be combined in one page)
- Certificate
- Executive Summary: It is also called Synopsis or Abstract. Executive Summary is after the Acknowledgement. The Executive Summary provides an overview to the reader or a busy researcher or executive. It should summarize whole project report including its findings and recommendations. Important calculations or workings should be referred with page numbers
- Table of Contents
- List of Tables, Graphs & Figures (if any)
- Chapter 1– ‘Introduction:(includes Intro to Subject/Industry/Organization/Project)
- Chapters 2,3,4, and so on dealing with main project matter
- Last Chapter – ‘Findings & Recommendations’
- Annexure: Questionnaire or any other as and if applicable
- References & Bibliography

NOTE: - In case the project is not a research based Project the student is required to contact their Summer Project Guide at the Institute for guidance on the format of their report.

**Number of Copies to be submitted:**

The Report should be Spiral Bound. Students should submit one copy to the Exam Office on or before the specified date. Students are advised to keep one copy for themselves which the students will require during final placement Interview Process if required. Students may need to submit one copy to the Summer Internship Organization where they have undergone their Summer Placements.

**Page Dimensions and Margins:**

The dimensions of the final bound copy of the project report should be in standard A4 size. 80 gsm paper may be used for preparing the copies. The final copy of the project report (at the time of submission) should preferably have the following page margins:

Topedge	:	3cmtto3.5cm (1.2”to1.4”)
Bottomedge	:	2.5cmtto3cm (1”to1.2”)
Leftside	:	3.5cmtto4.0cm(1.4”to1.6”)
Rightside	:	2cmtto2.5cm (0.8”to1”)

Font Size and Spacing: The report should be typed in ‘Times New Roman’, font size 12 in one and half line spacing.

**6.19 On Campus Internships/Projects**

- 6.19.1 The Internships are not only a window to the corporate world but also helps build relationship. It allows the companies to have a look at the talent at NLDIMSR, thereby strengthening Final Placements. Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the classroom. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.
- 6.19.2 The project is expected to build on the theoretical learning with practical experience and help students to identify the gaps in their learning which they can attempt to fill in.
- 6.19.3 Based on one’s interests and capabilities one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.
- 6.19.4 The internships also help students to discover their areas of interest and future career options. Interactions during the internships both with other interns as well as employees

help students to understand the expectations/needs of the organisation, the sector in general, to identify the gaps in their learning and in orienting oneself towards the sector and developing the required skillsets to emerge as the most suitable candidate.

- 6.19.5 Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early.
- 6.19.6 Many companies have structured internship process which is used as a testing ground' to gain a direct understanding of the skill and ability of students leading to declaration of PPO's/ PPI's. NLDIMSR too encourage scan did a test to work towards such offers that are based on internship performance.
- 6.19.7 Quantitative and qualitative feedback from the industry mentor/company is sought, in the form of Evaluation and companies also give a completion certificate to encourage the student.



**N. L. Dalmia**<sup>®</sup>  
Institute of Management Studies and Research  
(A School of Excellence of N. L. Dalmia Educational Society)

## OVERALL MBA BATCH PROFILE 2020-22

TOTAL NO. OF STUDENTS

**234**

AVG. MONTH EXP. (IN MONTHS)

**23.8**

MALE

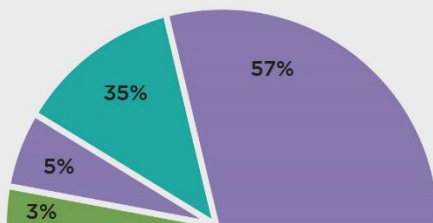
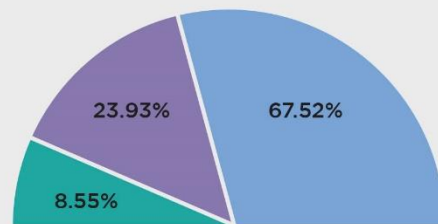
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FEMALE

**116**

### BATCH SPECIALIZATION

- Finance
- Marketing
- Human Resources

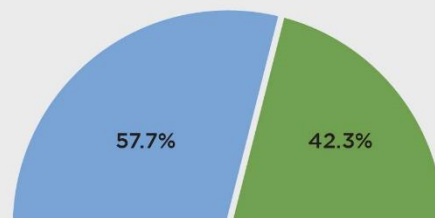


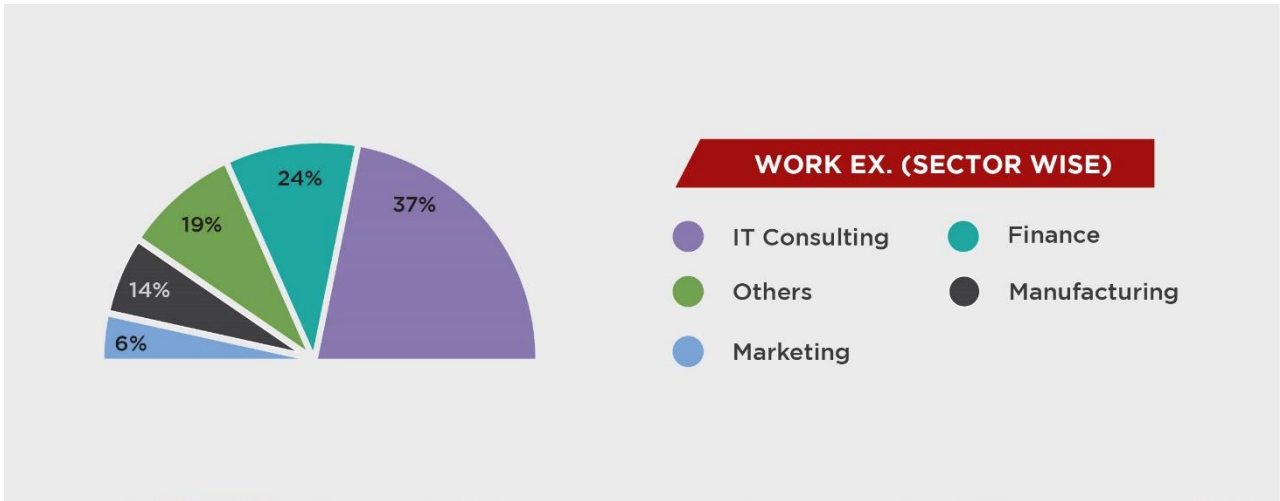
### GRADUATION QUALIFICATION

- Commerce
- Engineering
- Science
- Others

### WORK EXPERIENCE

- Experience
- Fresher





**OVERALL PROMINENT RECRUITERS**

- CITI
- Crisil
- Unilever
- Kalpataru
- Elara Capital
- SBI-SB
- TCS
- Abbott
- Aditya Birla Group
- Reserve Bank of India
- A-1 Fence
- MAQ Software
- Carnival Group
- Indusind Bank
- Yes Securities

- Motilal Oswal
- Network 18
- ICICI Bank
- JLL
- Deloitte
- GEP
- Anandrathi
- SBM Bank
- BDO India LLP
- L&T Finance
- Morgan Stanley
- Edelweiss
- J.P. Morgan
- RBL Bank
- Reliance Industries

- Publicis Groupe
- ICICI Securities
- Outlook Group
- Quality Kiosk
- HP
- My Gate
- Parag Milk Foods
- DARASHAW







**N. L. Dalmia**<sup>®</sup>  
Institute of Management Studies and Research  
(A School of Excellence of N. L. Dalmia Educational Society)

## FINANCE BATCH PROFILE 2020-22

TOTAL NO. OF STUDENTS

**158**

AVG. MONTH EXP. (IN MONTHS)

**23.4**

MALE

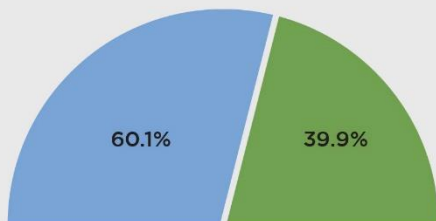
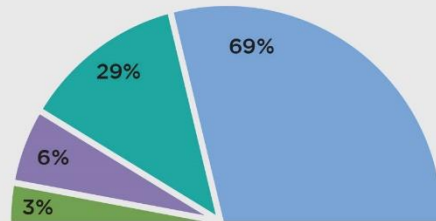
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FEMALE

**71**

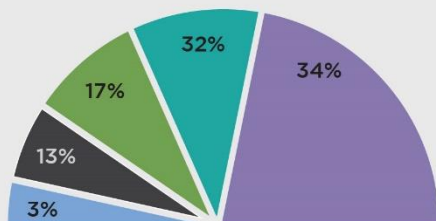
### GRADUATION QUALIFICATION

- Commerce
- Engineering
- Science
- Others



### WORK EXPERIENCE

- Experienced
- Fresher



### WORK EX. (SECTOR WISE)

- Finance
- IT Consulting
- Others
- Manufacturing
- Marketing



## FINANCE PROMINENT RECRUITERS

- Acxiom Consulting Pvt Ltd
- AdvaRisk
- AFM Advisory
- AIM India Pvt Ltd
- Anand Rathi Share and Stock Brokers Ltd
- Anurag A Dubey & Co.
- ASK Investment Managers Limited
- BlacPearl
- CRISIL
- Easy Life - In association with HDFC Life Insurance
- Elara Capital
- EQU Worth Capital joint venture - IIFL Securities Ltd
- Equirus Capital Private Limited
- FinMen Advisors Pvt Ltd
- First Water Advisors
- Halliburton
- HDFC Bank
- HEM Securities
- HPCL
- IDBI Federal Life Insurance
- IndiaCharts
- INPact Wealth Advisors
- Insplore Consultants
- L & T Finance
- Launch Pad - SN & CO
- Mastermind Wealth
- Phillip Capital
- Pioneer
- Prospero Tree Financial Services LLP
- RBI
- Saraswat Bank
- SBI - SG Global Securities Services Private Limited
- SBM Bank (India) Limited
- Secant Consultants Pvt Ltd
- Singularity Holdings
- Solidarity Investment Advisors
- Spark Capital
- Thane Janata Sahakari Bank Ltd
- UltraTech Cement
- VANS (Yugma)
- Wizenius



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Institute of Management Studies and Research  
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## MARKETING BATCH PROFILE 2020-22

TOTAL NO. OF STUDENTS

**56**

AVG. MONTH EXP. (IN MONTHS)

**24**

MALE

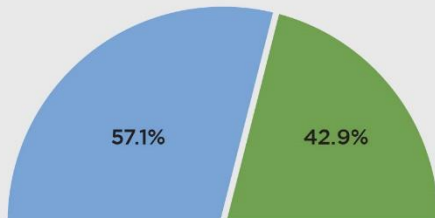
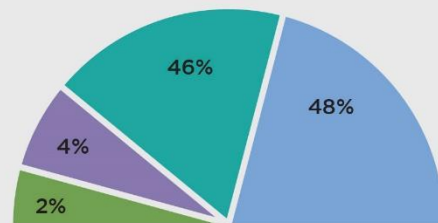
**27**

FEMALE

**29**

### GRADUATION QUALIFICATION

- Engineering
- Commerce
- Science
- Others

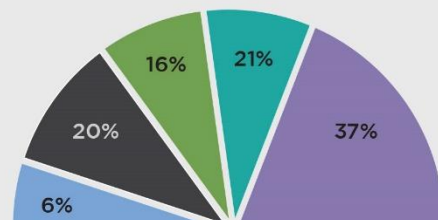


### WORK EXPERIENCE

- Experienced
- Fresher

### WORK EX. (SECTOR WISE)

- Finance
- IT Consulting
- Others
- Manufacturing
- Marketing





## MARKETING PROMINENT RECRUITERS

- A1 Fence
- Adtech Corp
- Advay Corporation
- AIM India
- BCWEBWISE
- Boomlet Media
- Carnival galleria LLP
- Catalyst Partners
- FindChill
- GEP Worldwide
- Insplore Consultants Pvt Ltd
- Kalpataru Group
- MadsVilla
- Magnik India
- NavKiran
- Network 18 Media and Investments Limited
- Ogilvy India
- Outlook Group
- Parag Milk Foods Limited
- Robotex India
- SBI-SG
- Snack Amor
- Tata motors
- Tata Tele Business Services
- TCS
- Urban Company
- Urbanpiper
- VM JEWELLERY
- Yellow Bulbs



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## HUMAN RECOURSES BATCH PROFILE 2020-22

TOTAL NO. OF STUDENTS

**20**

AVG. MONTH EXP. (IN MONTHS)

**25.6**

MALE

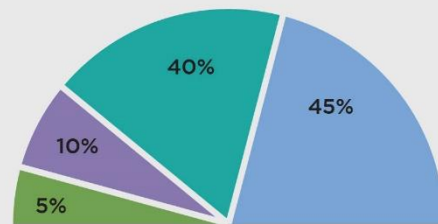
**4**

FEMALE

**16**

### GRADUATION QUALIFICATION

- Engineering
- Commerce
- Science
- Others

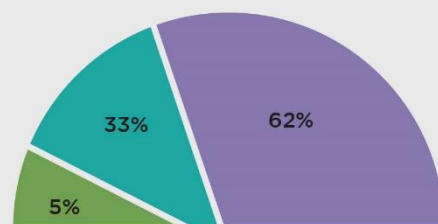


### WORK EXPERIENCE

- Experienced
- Fresher

### WORK EX. (SECTOR WISE)

- IT/Consulting
- Manufacturing
- Others





## HUMAN RESOURCES PROMINENT RECRUITERS

- Aditya Birla Group
- Morgan Stanley
- TATA Capital
- Ultra Tech Cement
- Network 18
- AIM Group
- Outlook Group
- BDO India LLP
- Anand Rathi
- A1 Fence
- Insplore Consultants
- Kotak Mahindra Bank
- Arihant Industries
- RR Global
- Deloitte
- Dorf Ketal

## 7. Library – Learning Resource Centre (LRC)

The NLDIMSR Library as a Learning Resource Centre (LRC) - is well equipped to support Teaching, Learning and Research activities. Our state-of-the-art Library spread over 444 sq. mts area in the campus on two floors with seating capacity of 200.

**Library is divided into 3 main sections,**

- 2 Reading Halls – (4th and 5th floor)
- Digital Library – 5th floor
- Books Stack area – 4th floor.

### 7.1 Library Infrastructure

- 7.1.1 Well-furnished Centrally air-conditioned library extends over two floors.
- 7.1.2 NLDIMSR Library is fully computerized. For Automation using Koha Software.
- 7.1.3 Library page link given to NLDIMSR Website. The access of Web Opac on the link helps the students and Faculty to facilitate easy searching for books and resources in the Library.
- 7.1.4 Digital library is Available with Wi-Fi system to access Internet and E-Resources. Multimedia is available in digital library to access CDs and films. DSpace - Institutional Repository has digital records link shared with students and faculty, they can access copy or download.
- 7.1.5 All the students and Faculty are given Remote Access to the E-Resources.
- 7.1.6 Each floor has a well-furnished reading hall for the students and faculty.
- 7.1.7 The Books are stacked and arranged subject wise and also specialization wise in Books Stack Area.
- 7.1.8 Circulation Desk is placed at the entrance of Books stack area for easy transaction of books.
- 7.1.9 There is a separate Reference Section these books to be referred inside the library only.
- 7.1.10 To update students with latest business news LCD TVs installed on both the floors of library.
- 7.1.11 We display CNBC and other Business news channel every day.

- 7.1.12 Installed CCTV cameras on both the floors of Library. It can be monitor from the Librarian's cabin.
- 7.1.13 NLDIMSR Library aims to serve the needs of faculty, research scholars, Students and other members of the Library by providing excellent Information services and resources.
- 7.1.14 NLDIMSR Library has Wi-Fi system and access of internet. Fully computerized library has done Library Automation ILMS – Integrated Library Management System with Libsuite, Koha and DSpace. Done barcoding and RFID tagging. Members can access WEBOPAC - online data of the Library collection (Online Catalog).

## **7.2 NLDIMSR Library organization and System**

- 7.2.1 Done classification of the books according to DDC – Dewey Decimal Classification.
- 7.2.2 Every book in the library has unique subject code and Accession number.
- 7.2.3 Library is following open access system.
- 7.2.4 Circulation Desk to issue/return books on the 4th floor outside the books stack area.
- 7.2.5 New Journals and periodicals displayed in stack area.
- 7.2.6 Stock Verification and Weeding of Library Material – Every year in summer vacation NLDIMSR Library taking stock of Library material. Weeding decision of outdated or unrepairable material taking place after the stock verification.
- 7.2.7 NLDIMSR Library taking Feedback from students and faculty to improve the quality of library services.
- 7.2.8 Faculty and Students recommendations of books and other material accepted to build the library collection.

## **7.3 NLDIMSR Library Resources (Print and Online)**

The NLDIMSR has very rich collection of national and International over 43000 print Books, 21,000 plus E-books, 100 plus print and subscribed online journals/ periodicals, subscribed industry report database, AV material, Management films and newspapers to update and enrich one's mind.

**NLDIMSR Library has enhanced by Institutional membership with:**

- American Information Resource Centre (AIRC)



- National Digital Library (NDL)
- Developing Libraries Network (DELNET)

## 7.4 NLDIMSR Digital Library

We have DSpace as a Digitized Repository. Students and Faculty can access, download and copy digitized records of Dspace within campus. DSpace has Syllabus, Past Q. papers, PDF books, Research papers presented or published by the faculty members and students, projects, events records etc.

NLDIMSR Digital Library is well equipped with following databases and software's:

- 7.4.1 Library Management Softwares (LMS): Libsuite, Koha, DSpace- Institutional Repository, RFID - All Library functions are automated. Currently managed by Koha software. WebOPAC – Online Library Catalogue can be accessed by the members anytime from anywhere. The Koha offers auto mail facility. Library members are getting alerts on emails of overdue books. Various types of Report Generation can be done with help of Koha software.
- 7.4.2 Industry database – Capitaline product of Capital Market Publishers India Pvt. Ltd. Widely used by the students for their project work and assignments.
- 7.4.3 E-Journals databases– EBSCO Business source Elite, ProQuest ABI Inform and J-Gate.
- 7.4.4 E-books database – ProQuest Ebrary (24,000 plus E-books)
- 7.4.5 Anti-Plagiarism Software - URKUND.

**To get access of all E-Resources Login credentials are as given below.**

E-Books Login Credentials				
Sr. No.	Database Name	Web Address	User ID / Email – ID	Password
1	E-Brary	<a href="https://ebookcentral.proquest.com/lib/nldalmia-ebooks/home.action">https://ebookcentral.proquest.com/lib/nldalmia-ebooks/home.action</a>	nldalmia01	CfSjm2HK
			nldalmia02	RqGHF3Yy
			nldalmia03	6x7hUCn8
			nldalmia04	J83GZDFC
			nldalmia05	RdZ9Xsjk
2	PDF Drive	<a href="https://www.pdfdrive.com/">https://www.pdfdrive.com/</a>	Not required	
3	DSpace	<a href="http://192.168.0.101:8080/xmlui/">http://192.168.0.101:8080/xmlui/</a>	Only in Campus	
4	Google Drive	<a href="https://drive.google.com/drive/folders/1tOoCGUumNXJq4URh-q4Zl9VGjY1PrNkQ?usp=sharing">https://drive.google.com/drive/folders/1tOoCGUumNXJq4URh-q4Zl9VGjY1PrNkQ?usp=sharing</a>	Required Permission to Access from Library	

E-Journals and Other Databases Login Credentials					
Sr. No.	Database Name	Web Address	User ID /Email – ID	Pass word	Email
1	EBSCO - E Journals Database	http://search.ebscohost.com/	Direct from college IP When in Campus		
		<b>Remote access</b>	nldalmia	Mgms@1	
		<b>Remote access</b>	nldalmia1	Library@1	
2	J-Gate - E Journals Database	https://www.jgateplus.com	Direct from college IP When in Campus		
		<b>Remote access</b>	nlduser	nlduser88115171	
3	Emerald Emerging Markets Case Studies	https://www.emerald.com/insight/	Direct from college IP		
		<b>Remote access</b>	Need to Register and Create Profile		
4	Capitaline - Industry Database	http://www.capitaline.com	Direct from college IP When in Campus		
5	DELNET	http://164.100.247.30/	Direct from college IP When in Campus		
		<b>Remote access</b>	mhnldimsr	nld6488	
6	Current Labour Reports	http://currentlabourreports.com/	28192	192086	library@nldalmia.in
7	National Digital Library (NDL)	https://ndl.iitkgp.ac.in/	Need to Register Yourself		
8	NPTEL	http://nptel.ac.in/	Access Anywhere with Internet Connection		
9	Swayam	https://swayam.gov.in/	Access Anywhere with Internet Connection		
10	Urkund (Anti-Plagiarism software)	https://www.urbund.com/	Access Anywhere with Internet Connection		
11	Library WebOPAC (Online Books Catalogue)	http://nldimsrlibrary.firststay.in/	Access Anywhere with InternetConnection		

## 7.5 NLDIMSR Library Services

- 7.5.1 Book Bank Facility: Providing a set of textbooks/notes (Study Material) in all the semesters to full time course students on permanent basis.
- 7.5.2 Current Awareness Service (CAS) / New arrivals information. Newly arrived books displayed in showcase which is located in reading hall area.
- 7.5.3 Reference service.
- 7.5.4 Login credentials of Electronic Resources shared with Faculty and Students to access outside the campus.
- 7.5.5 Question Bank. (Internal and University past Question papers) made available in DSpace. Students and faculty can access and download Q. papers in campus.

- 7.5.6 Library Orientation for members in the starting of the academic year.
- 7.5.7 Database training sessions conducting in the starting of the academic year.
- 7.5.8 Thematic book/Newspapers article displays.
- 7.5.9 Reprography service – Photocopy facility available in the library. Students can pay Rs. 1/- per page and avail the facility.
- 7.5.10 Printer is available in the library. Students can pay Rs. 2/- per page and Rs. 6/- per page for colour printout and avail the facility.
- 7.5.11 Inter Library Loan Facility (ILL) - NLDIMSR Library has taken the membership of AIRC (American Information Resource Centre) and DELNET (Developing Library Network) as per requirement of students and Faculty books and other material can be arranged.
- 7.5.12 Complementary Business Newspapers – Copies of Business Standard and Mint are distributing to all students daily.
- 7.5.13 LCD TV on both floors to display Business News to keep students updated with changing Global Economic dynamics.
- 7.5.14 In-house Publications – NLDIMSR Library preserves the Institute’s published Journals and Magazines Innovision, Delta, Sparssh, Mark X, Episteme etc. Faculty and Students Research and publication work uploaded in DSpace.

## 7.6 Library Membership

Newly admitted Students and newly joined Faculty need to fill Library membership form with photograph. Students require to show their fee receipt.

### Borrowing of Library Material:

Membership Category	Entitlement (No. of Books)	Loan Period
PGDM Students	2	Text / Ref. 7 days. Gen / Fiction 15 days.
GMBA Students	2	Text / Ref. 7 days. Gen / Fiction 15 days.
MMS Students	2	Text / Ref. 7 days. Gen / Fiction 15 days.
MMM, MFM, MHRDM Students	1	Text / Ref. 7 days. Gen / Fiction 15 days

Journals, Periodicals, Magazines are issued on I card/Library card to read in the library only. Audio / video/ material is strictly to be viewed in the Institute itself.

## **7.7 Library Timing**

Monday to Saturday 9am. To 9pm.

Sunday 10 am. To 6.30 pm.

## **7.8 Library Rules and Regulations**

- 7.8.1 Use of the Library is conditional on observance of the Rules and Regulations.
- 7.8.2 Users must comply with these and with any reasonable request or instruction issued by library Department. Anyone failing to do so may be excluded from the Library and/or incur a fine.
- 7.8.3 The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NLDIMSR disciplinary procedures.
- 7.8.4 Access to the NLDIMSR Library is restricted to Faculty, staff and students of the NLDIMSR who are in possession of a current valid identification card issued by NLDIMSR, and to such other persons as may be authorized by the Librarian.
- 7.8.5 Students are required to carry their NLDIMSR student ID-card to get entry and to use the Library, The I-Card will be treated as a Library Card for issuing books as well as for returning books. Students must produce this when required doing so by an authorized person.
- 7.8.6 This card must be used only by the member to whom it is issued.
- 7.8.7 Bags are not allowed in the Books stack area of the Library.
- 7.8.8 For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.
- 7.8.9 Complete silence is to be observed inside the library. Fourth floor reading Hall is Silence zone. Loud conversation, standing in groups, discussion etc. are forbidden.

- 7.8.10 The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off, or set to silent mode. Failure to comply with these requirements may result in a fine Rs. 50/-
- 7.8.11 Violation of the rules will lead to fine and /or suspension of student for a week.
- 7.8.12 All reference material will be allowed only to be referred inside the Library. - Reference books, journals, magazines, CDs, DVDs and Newspapers. Etc.
- 7.8.13 Keep Newspapers, Periodicals and Books etc. back in their proper original positions after use.
- 7.8.14 The consumption of Food and Beverages (with exception of bottled water) are strictly prohibited in the Library. If anyone found violating rules he /she will have to pay Fine Rs.50/-
- 7.8.15 The use of personal audio equipment is not permitted on the 4th floor reading hall in the Library.
- 7.8.16 Photography, filming, video-taping and audio-taping in the Library is not allowed unless permitted.
- 7.8.17 Students are required to comply with copyright.
- 7.8.18 Data retrieved from the Library's electronic resources may not be used for purposes other than research, personal educational development, administration and management of NLDIMSR and development work associated with any of the aforementioned.
- 7.8.19 Students must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 7.8.20 The removal of any material from the Library must be properly authorized and recorded. Damage to or unauthorized removal of material constitutes a serious offence and may lead to a fine or to disciplinary action.
- 7.8.21 Handle the Books & Periodicals with care. Library books should be kept unmarked and intact.
- 7.8.22 Students are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an overdue charge. Borrowing rights are withdrawn while payment is outstanding.
- 7.8.23 Do not disturb seating arrangement, maintain decorum in the reading room. Do not place your feet on the table and chair.

- 7.8.24 Students are required to wear smart casuals (Barmudas, half pants, Short skirts, Bathroom slippers are not allowed).
- 7.8.25 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NLDIMSR are outstanding.
- 7.8.26 The award of a NLDIMSR qualification will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.
- 7.8.27 Being Sensitive with needs of the Physically/Visually Challenged, the library provides preferential facilities and services to the physically/visually challenged.

## **7.9 Library Rules and Regulations for New Normal**

As we prepare to navigate the next phase of this unprecedented pandemic, the NLDIMSR Library has plan of best practices for reopening Learning Resource Centre (LRC) to students and faculty while ensuring a safe environment. We all need to understand that this is a process and will be our “New Normal” for some time.

The students are hereby requested to take note of the following instructions for availing Library Services in post lockdown period, the day when students are allowed to enter the Institute.

- 7.9.1 Wearing Mask is compulsory while accessing the Library.
- 7.9.2 You should use hand sanitizers before entering into the Library premises. Hand sanitizers is made available at the entrance of the Library.
- 7.9.3 Do not accompany your friend/classmate to the Library when it is not required
- 7.9.4 Students noticing any ill/ unwell person should immediately bring to the notice of the staff on duty.
- 7.9.5 Students should throw any waste paper, used Mask, shoe covers etc. only in the dustbin placed at the entrance of the Library.
- 7.9.6 Students should avoid standing in group waiting for elevator in the Library.
- 7.9.7 While returning the book/s at Circulation Desk, Students must maintain Social distance.
- 7.9.8 Use of Computer for accessing Web Opac (Library Catalogue) is temporary closed Students will get assistant from the library staff.
- 7.9.9 Entry in the stack room is temporarily closed. So if students require any book/s they should approach the staff at the Circulation Desk.
- 7.9.10 Print Newspapers/ Magazines are temporarily suspended for circulation.

7.9.11 In reading Hall students are not allowed to seat closer to each other, minimum 1-meter gap is required.

7.9.12 Avoid request for photocopy in Library, the same can be replaced by digital imaging (Scanning)

7.9.13 Students are advised to use maximum E-Resources rather than physical copies of books and periodicals.

## 8. IT Facilities

NLDIMSR is known for its state-of-the-art IT infrastructure. All classrooms are fitted with computing hardware with projector, internet, audio & video equipment for better educational experience. The scheduler outside the classroom displays the lecture details. And to ensure the smooth functioning of IT resources, a dedicated in-house team of qualified hardware engineers has been appointed.

**NLDIMSR is known for its state-of-the-art IT infrastructure which is evident from the below facts:**

- Wi-Fi enabled Campus
- Total population of 240 laptops for students and 80 computers with latest configuration provided to faculty and staff
- 64 LAN connected Computer Lab with latest Operating System
  - 12-terminal Bloomberg Laboratory for students to access information on Corporate Houses
- IBM SPSS & SAS software installed in the computer lab for data analytics
  - Other analytical and gaming software like Markstrat and an English Language improvement software (Words Worth) are also installed in computer labs.
- Average replacement age of laptops/PCs is less than 3 years
- All machines are LAN Configured to integrated Server
- Internet facility provided free to Faculty, Staff and Students
- Dedicated 30 mbps internet leased line for faculty and staff
- Dedicated 30 mbps internet leased line for students
- Dedicated 20 mbps internet leased line for Computer & Bloomberg Lab

- Regular back up taken by the IT Dept. to ensure safety and redundancy of data
- Dedicated in-house IT Support Team to ensure smooth functioning
- 10 LCD and LED TV's installed in the whole campus, on each floor, reception and offices for dissemination of Information

The B-school keeps a close eye on the latest technology advancement and upgrades the systems as per the changing times. This ensures a wide use of instructional kits by students and faculty. Use of latest technology facilitates the students as well as the staff to keep pace with the modern world of technology and are not left far behind.

## **8.1 Guidelines for use of IT Facilities**

- 8.1.1 Students are expected to use computer resources in a responsible way.
- 8.1.2 Students are provided with IT facilities to support their learning and research activities. Use of these facilities for any other purpose is strictly prohibited. In the event of non-approved use of IT facilities, NLDIMSR reserves the right to withdraw access to these facilities.
- 8.1.3 The internet access to the students will be as per NLDIMSR policy.
- 8.1.4 Food/ beverages are not allowed in classrooms/ computer centre.
- 8.1.5 Students may charge their laptops in the classrooms. However, they are NOT allowed to connect laptops/ pen drives to the systems on the Network.
- 8.1.6 Students must comply with the instructions issued by the NLDIMSR IT staff with respect to the use of IT Facilities. Improper behavior towards staff will result in disciplinary action.
- 8.1.7 Removal, borrowing, connecting, disconnecting of any IT equipment is not permitted.
- 8.1.8 Students must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 8.1.9 Students must immediately vacate any IT room when asked to do so by any person who has booked that room and must not leave processes running which will interfere with the work of the other person. Failure to cooperate gives that person the right to switch off the workstation that you are using.



8.1.10 In the event, the guidelines are not followed and there is a consequent damage to any computing facility, NLDIMSR reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

## **9. Feedback Mechanism**

- 9.1 NLDIMSR has a well-established online feedback mechanism through Google Form for communication of perceptions.
- 9.2 The components of this feedback mechanism are: Subject Knowledge & Content, Pedagogy, class control and discipline, punctuality etc.
- 9.3 Feedback is taken twice in every semester, one during the semester and one at the end of the semester online using a questionnaire.
- 9.4 This feedback is compiled and statistics are placed before each faculty member by the end of the Semester.
- 9.5 All students should get involved in this mechanism seriously as it truly helps the NLDIMSR improve the quality of services and teaching provided.
- 9.6 These are open ended questions in which student can reflect learning and teaching aspects of the course.
- 9.7 NLDIMSR uses feedback to improve the teaching learning process proactively.
- 9.8 While sharing the feedback to the faculty members, student's identity is kept confidential.

## **10. Mentoring Programme**

Students have been assigned mentors whose role is to help assimilate the NLDIMSR culture, facilitate intelligent choice making regarding selection of courses and help in identification of resources needed by all students.

The primary need for this programme to be successful is the connect between the mentor and the mentee. The connect will ensure that the progress of the mentees is tracked from time to time and results are compared with plan and corrective actions taken, in order for the mentees to attain milestones proactively over time and the overall objectives finally, with the completion of the course.

Guidance will be structured, and effectiveness of programmes will be tested in students' achievements. There will be a two-way communication between the learning objectives of the programmes undertaken and their effectiveness towards the academic and professional development of students.

The Mentoring Programme is designed to operate in a framework that focuses on learning delivery in bridging skill deficits in the areas of academics, professional development and career guidance.

Do meet your mentor regularly as per their convenience and availability.

## **11. Facilities and Services**

### **11.1 Management Development Centre**

Specially designed for Guest Lectures, Seminars, Conferences and Workshops. Fully air-conditioned, equipped with latest audio-visual aids and LAN connection enables participants to connect their laptops therefore making it highly conducive for interactive learning.

### **11.2 Bloomberg Lab**

Mumbai's first and amongst very few in India, N. L. Dalmia Institute of Management Studies and Research has set up Mumbai's first Bloomberg Finance Lab with 12 Bloomberg Terminals. By bringing the world's foremost information platform, Bloomberg Professional Service to the campus, the Institute strategically prepares its students for specific, top-end careers in Banking, Investment Management, Institutional Broking Investment Banking and Corporate Treasury Management. The Institute provides extremely focused and high-end knowledge Bloomberg Programs like BMC & BESS with a high degree of practical learning and on-the-job applicability.

### **11.3 Cafeteria**

Our well-furnished, air conditioned, clean and hygienic Cafeteria serves a wide range of Indian and Chinese vegetarian cuisine, snacks and beverages at affordable prices. The café is a favourite hangout for students during the break hour where they brainstorm and exchange their thoughts.

#### **11.4 Gymnasium**

The well-equipped Gym offers a complete workout option for the students consisting of various cardio and weight training equipment. Other recreational facilities for students include: Badminton, Table Tennis, Volleyball, Basketball, Carom, Chess, and Running track.

#### **11.5 Indoor Sports Facilities**

With the limited space available the Institute provides facilities for table tennis, badminton and box cricket to its students. It also boasts of a recreation room where indoor games like carom and chess are played. To ensure mental and physical well-being of the students, Yoga sessions are conducted in the Seminar Hall.

#### **11.6 Outdoor Sports Facilities**

N. L. Dalmia Cricket Academy (NLDCA) is a state-of-the-art indoor cricket facility. NLDCA has 5 nets furnished with Australian artificial turf under floodlights, equipped with 3 imported bowling machines, Pitch Vision Technology for video analysis and latest equipment is also provided.

#### **11.7 Auditorium and Seminar Hall**

The Institute boasts of an air-conditioned hi-tech Auditorium with Video Conferencing facility for global Connectivity with a healthy seating capacity of 280 odd people. The students and faculty can easily avail the video conferencing facility as and when required. Video Conferencing helps to establish connect with industry partners, research partners as well as international partners. This in turn translates in ensuring global connectivity. Apart from the Auditorium, we also have a Seminar Hall where yoga sessions are conducted. Also, various intra-collegiate events are hosted in the Seminar Hall. It has a sliding door which helps to divide the hall into two and can be used for the same number of different activities. Students/ Staff has to do prior booking to use Auditorium, Seminar Hall, Management Development Centre, ICT Lab, Bloomberg Lab. The booking can be done at a single point of contact ie.: [reception@nldalmia.in](mailto:reception@nldalmia.in)

#### **11.8 Student ID Cards**

All students enrolled in the program are issued a student identification card with a photograph. The student ID card is issued for the period of enrolment. The number appearing on the ID card is the student identification number. It is used in the Institute's records and should be quoted in all

correspondence with the institute. The ID card must be carried every day to the Institute and shown on request. It gives access to all facilities at the Institute such as library, reading room, IT Centre etc. and must be presented at the examination sessions.

## **11.9 ERP/ LMS**

NLDIMSR uses QualCampus as an online academic portal for the students. Students are assigned usernames and password for accessing ERP. The courses can be registered online and the students have easy access to the course handouts put up by the Faculty. They can submit the assignments online and view the grades for the quizzes, assignments, tests etc. posted by the Faculty.

The Learning Management System (LMS) of the Institute is Cloud based. The Student can access it from anywhere using an Internet Browser. A mobile application is also available for use. The Students can view / access their time table, attendance, assignments, digital learning resources, notices, fee payment, apply for bonafide certificates, give feedback, etc.

### **11.9.1 Guidelines for using Learning Management System**

LMS is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

- URL: Access Portal through <https://lms.nldalmia.in>
- Login Policy: User ID and Password will be mailed by the Admin / Course Coordinator
- Change Password: Students are recommended to change password after first login for safe surfing.
- The Institute provides you with an email address that will stay valid till your tenure here. The email credentials of [firstname.lastname@nldalmia.edu.in](mailto:firstname.lastname@nldalmia.edu.in) shall be sent / given to you with your welcome kit.
- Email Update: Users need to change/update their email id & contact number for getting regular notification.
- Course links: Your login will contain only current semester course list.
- Announcements: Announcements related to course and other activities are published in Announcements section.

- Assignments / Assessments: Assignments can be uploaded and will be graded by faculty.
- Online score will be stored. All type of assessments can be conducted online.
- Academic Content: Syllabus, Teaching Scheme, Class Time-table etc. can be uploaded.
- Course Content: All course related reading materials (ppt/notes/videos/links) can be published.
- Examination related content: Results and exam time table can be made available.
- Internal assessment: Tests can be conducted on the Portal. Internal marks for respective courses can be published.
- Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.
- Groups: can be created by faculty for assessments, File Exchange, Discussion Board etc. for their Courses.
- Student Discussion Board/Chat: This tool can be used by students and faculty to interact and
  - discuss on topics related to their respective courses.
- Mobile Application: Students will be able to view the portal on the mobile app.
- System Requirement: Works Best with Chrome. (version 64 and above)

### **11.10 Medical Facility**

A well-equipped Medical room is available in the campus. The institute has a medical attendant available in the institute. She takes care of any emergency situation or incident related to the health of the student in the institute. Any student who is having adverse condition is admitted to Bhakti Vedanta Hospital which is right opposite the institute. The medical facility room is equipped with all the necessary equipment's: The first aid box, BP measuring instrument, Over the Counter medicines for headache, vomiting, loose motions, pain relief. In case of any injury or inflammation necessary tools are available for quick healing.

### **11.11 Mediclaim Insurance**

The purpose of Medical Insurance is to provide a healthy and safe learning environment for all students and staff.

All Students of N. L. Dalmia Institute of Management Studies and Research are automatically covered for following:

Personal Accident Policy: Rs.5,00,000/- (Rupees Five Lac only)

Group Mediclaim Policy: Rs.50,000/-

from HDFC Ergo.

To avail the cashless facility, students should approach Examination Department.

### **11.12 Hostel Facility**

The Institute has arranged tie-up for hostels for the students' accommodation. We also ensure customized arrangements. Some of the Rental flats in the residential complexes also offers recreational facilities, use of gymnasium, yoga center, etc. for the students to de stress themselves.

Other facilities for hostel:

- Recreational facility-common room with audio-visual equipment's
- The Societies do provide recreational facilities to its member residents.
- Security – All residential complexes have a well-guarded Security system.

Hostel facility will be provided through rented flats for OUTSTATION Candidates nearby the campus. For details, refer to the Hostel Policy.

For Hostel related facilities students have to get in touch with Mr. Chintaman Kadam - +91- 9820729966

### **11.13 Locker Facility**

N. L. Dalmia Institute of Management Studies and Research maintains the Locker Policy to provide students with a place to store their belongings while attending classes. Subject to availability, the institute endeavours to provide lockers for students. Students will be limited to having one (1) locker assigned to them. The rental fee will be used towards maintenance of the lockers.

Lockers are assigned on the first-come, first-served basis at the start of each academic year. You are expected to vacate your locker at the end of your academic life at the Institute. Students will have the opportunity to extend their locker rental for consecutive year if needed. However, this facility is available to students only. If they cancel their admission or become alumnus, this facility

shall stand withdrawn. Students may contact Mr. Rakesh Reniwal, Accounts Department for availing the facility.

## **12. Rules for participating in National/ International Level Contests**

All contests have to be routed through Faculty in charge of Student Activity/HOD.

- All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- All student contests are classified as follows.
  - GRADE A: National and International level contests of very high repute.
  - GRADE B: National level contests of high repute.
  - GRADE C: Local and national level contests
  - The respective faculty-in-charge will classify the contests:
  - The application will have to be submitted before nominating for the contest
  - Any student who has won any contest is required to provide full details of the contest and award won to the faculty (video clip / photographs/reports etc.) within 7 days of winning the contest.
  - The details of the contest winner in 'C' category will find place in the campus television and social media campaign
  - The details of the contest winner in 'B' category will find place in the campus television and social media campaign and also promoted through the social media pages of their respective function
  - The details of the contest winner in 'A' category will find place in the campus television and social media campaign, departmental newsletter or magazine and also promoted through the social media pages of their respective function.

## 13. Roles and Responsibility of Class Representative

Class Representatives play an important role in enhancing the teaching learning experience of the program. The Class Representative serves as a link between his/her class, the faculty & administration. There would be two CRs for every class, selected by class vote for students who wish to nominate themselves for the post.

The major roles & responsibilities include:

- To serve as one point of contact between faculty and students for smooth conduct of the classes.
- To ensure / arrange for attendance during every session
- To ensure the course plan is shared with the students
- To coordinate the group formation
- To share student's concerns with faculty, HoD and Program Head (If required)
- To ensure distribution of reading material in hard copy with the students
- To ensure care and safety of equipment and consumables like LCD, computer system, microphone, markers etc. made available in the class during lecture hours.

## 14. Interface with Accounts

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

### 14.1 Re-examination Fees

The students who have failed and wish to re-appear for an examination will be required to pay re-examination fees, which shall be determined from time to time and communicated through suitable mechanisms.

### 14.2 Hostel Deposit Refund

Location: NLDIMSR Accounts Department Procedure:



Please procure signature of Hostel in-charge on the receipt.

Submit signed Hostel Deposit Receipt to Accounts Department along with Application for Refund.

Please allow a period of 3 weeks for issue of the Refund Demand Draft.

### **14.3 Duplicate Receipt**

Location: NLDIMSR Accounts Department Procedure:

- Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to Accounts Department
- Please allow a period of a week for issue of receipt

## **15. Events at NLDIMSR**

N. L. Dalmia Institute of Management Studies and Research organizes various co-curricular and extracurricular events and activities to develop research, decision making, leadership, analytical, communication and life skills of the students. These events are a great combination of conferences, seminars, sports activities, cultural activities, social responsibility projects etc.

The Institute has planned following events for the A.Y.2021-22.

### **15.1 International Conclave**

It's an annual flagship event of the Institute which witnesses' discussions by leaders from the best organisations in the world.

### **15.2 International Student Research Paper Presentation Competition**

An international level paper presentation competition, is the flagship event of N. L. Dalmia Institute of Management Studies & Research. The event aims for the students to achieve the peak of supremacy in intellect and creativity. Year by year the event keeps on moving ahead in a battle to come to solutions to problems which hard hit our economic cycle.

### **15.3 Industrial visits (common for all specializations)**

Industrial visit is a part of the PGDM course, during which students visit companies and get insight of on the internal working environment of the company. Industrial visits sensitize students to the practical challenges that organizations face in the business world.

## **15.4 Aakarshan**

Aakarshan is the institute's flagship cultural intra-collegiate event. It is organized by seniors for the new students. Aakarshan is a prelude to showcase how PGDM is not just about books and presentations, but also about fun, teamwork, and a competitive spirit.

## **15.5 Howzaat**

Howzatt is an inter B-school T20 cricket tournament organized by NLDIMSR. It is the only coloured clothed, white leather ball 20 over cricket tournament organized by our institute for all the B-schools nationwide.

## **15.6 Memorial lecture**

Memorial lectures are a source of pride and honour for any institution and the celebration of this event in the memory of our late founder, Shri. Niranjanlal Dalmia is always an awaited moment.

## **15.7 Alumni Meet MMS/PGDM/Part Time**

To take a walk down the corridors of nostalgia, the N. L. Dalmia alumni meet is being organized every year for full-time as well as part-time students. The platform is used by alumni to contribute to their alma mater towards growth and emphasizes the need for further strengthening the links between the alumni and current students.

## **15.8 Convocation**

The N. L. Dalmia Parivaar celebrates the bright beginning of the PGDM Batch in the corporate world by conferring PGDM students with their Convocation Degrees.

## **15.9 NLD Talk**

NLDtalk is an initiative by the students under the slogan "Transform. Aspire. Learn. Connect." A suite of short, carefully prepared speeches, demonstrations and performances that are experience-focused, and cover a wide range of subjects to foster learning, inspiration and provoke ideas that matter.

## 15.10 Sports League

Sports league is an event which is conceptualised, planned and executed wholly by the students, backed and supported by the professors. The first and second year students get to showcase their skills along with unity, team-building and great team effort.

## 16. List of Committees

The following committees have been set up to uphold the code of conduct and discipline in the campus. Any member of the Institute can approach / intimate the appropriate committee in case of any observed deviation from policy. Information about the constitution and procedures is duly disseminated in the Institute.

1. Disciplinary Committee
2. Anti-Sexual Harassment Committee
3. Unfair Means Committee (Examinations)
4. Anti-Ragging Committee
5. Grievance Committee

Disclaimer: The Institute reserves the right to amend any policy/ rules which will be communicated by concerned authorities.

### 16.1 The Disciplinary Committee

The disciplinary committee will look into all cases of indiscipline related to student. The committee will hear each case and recommend action to the Dean / Director and of the Institute. On approval the appropriate action will be initiated by the institute.

#### Objectives

The Disciplinary Committee is formed to maintain discipline amongst students.

- The committee ensures students obey rules and regulations of the Institute.
- The committee encourages the students to maintain discipline in campus.
- Students can write to Disciplinary Committee on **dc@nldalmia.in**

## Members

Sr. No.	Name of the Members	Role of the Member
1	Dr. Jyoti Nair	Chairperson
2	Dr. Kanti Mohan Saini	Member
3	Dr. Chitra Gounder	Member
4	Mr. Anil Sawant	Member (Convener)

## 16.2 Anti-Sexual Harassment Committee

### Objectives

- The objectives of anti-sexual harassment Committee to Prevent Sexual Harassment of persons at the Workplace are as follows:
- To develop a policy against sexual harassment at the Institute.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at the Institute.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.

### The Definition of Sexual Harassment

Sexual Harassment has been defined as: An act of sexual harassment includes any one or more of the unwelcome acts or behaviour, whether directly or by implication:

- Physical contact and advances;
- A demand or request for sexual favours;
- Making sexual colored remarks;
- Showing pornography;
- Any unwelcome physical, verbal or non-verbal conduct of sexual nature.
- Displaying sexually explicit pictures or posters

- Unwelcoming electronic communication using e-mails, messages or internet
- Unwelcoming sexual jokes and comments
- Disparaging remarks to a person on his gender or body
- Implied behaviour such as sexual gestures using hands or body parts
- Implied or explicit promise of preferential treatment in the victim's status either as a student or an employee

### **Complaint Procedure**

- Any employee or student (hereinafter mentioned as the 'COMPLAINANT') shall have the right to file a complaint concerning any harassment including sexual harassment against a student /employee /faculty /administrative staff / research staff / any of the members of the Committee (hereinafter mentioned as the 'COMPLAINEE') as the case may be.
- Any COMPLAINANT may file a complaint within a period of 3 months from the date of incident. In case of a series of incidents, COMPLAINANT should file a case within a period of 3 months from the date of last incident.
- Where the aggrieved is unable to file a complaint on account of physical or mental incapacity or death or otherwise, their legal heir or such other person as may be prescribed may make a complaint under this section.
- All complaints will only be accepted in writing. The Committee is allowed to take action even in the absence of a written complaint.
- Any complaint in writing has to be signed by the COMPLAINANT and will be read out to the complainant and will not be acted upon till the same is signed by the complainant.
- The complainant shall be afforded full secrecy at each stage.
- The name, address, identity or any other particulars calculated to lead to identification of the COMPLAINANT shall be kept confidential and will not be disclosed even to the committee members, till the meeting in this regard is convened.
- Within a period of 5 working days from the date of such communication, the convener shall convene a meeting to deal with the complaint and make preliminary enquiry/fact finding enquiry to verify the facts of the complaint. An Enquiry Committee will be constituted if the complaint is found genuine.
- Students/ employees can approach Anti Sexual Harassment Committee with their complaints on [ashc@nldalmia.in](mailto:ashc@nldalmia.in)

## Members

Sr. No.	Name of the Members	Role of the Member
1	Prof. Seema Saini	Chairperson
2	Prof. Caral D’Cunha	Member (Convener)
3	Dr. Baisakhi Mitra Mustaphi	Member
4	Dr. Machhindranath Koshti	Member

## 16.3 Unfair Means Committee

### Objectives

- The objective of Unfair Means Committee is to maintain honesty and fairness during examinations.
- It is the duty of the supervisor to intimate to the Unfair Means Committee if any student is found misbehaving during examinations.
- The Unfair Means Committee is authorized to take disciplinary action against a student for misconduct during examination conducted by the Institute as per the policy.
- Students can get in touch with Unfair Means Committee on [umc@nldalmia.in](mailto:umc@nldalmia.in)

## Members

Sr. No.	Name of the Members	Role of the Member
1	Dr. Chitra Gounder	Chairperson
2	Dr. Jyoti Nair	Member
3	Prof. Vaibhav Kulkarni	Member
4	Mr. Anil Sawant	Member (Convener)

## 16.4 Anti-Ragging Committee

### Objectives

- To receive the complains from the aggrieved students regarding ragging.
- To conduct the enquiry against the suspected students.
- To create awareness regarding anti ragging policy.

- Students can approach Anti-Ragging Committee by writing an email on [arc@nldalmia.in](mailto:arc@nldalmia.in)

#### Members

Sr. No.	Name of the Members	Role of the Member
1	Dr. Mangesh Kasbekar	Chairperson
2	Mr. Vikram Somani	Member
3	Prof. Jai Kotecha	Member
4	Mr. Anil Sawant	Member (Convener)

### 16.5 Grievance Committee

#### Objectives

- The objective of the Committee is to look into the complaints lodged by any student, and judge its merit.
- The Grievance Redressal Committee facilitates the resolution of grievances in a fair and impartial manner.

#### Members

Sr. No.	Name of the Members	Role of the Member
1	Prof. Seema Saini	Chairperson
2	Dr. M. R. Koshti	Member
3	Dr. Chitra Gounder	Member
4	Prof. Khushboo Vora	Member (Convener)

### 16.6 Student Welfare Committee

#### Objectives

- The Students Welfare Committee encourages students to excel in academic and personal abilities.
- The members of the committee comprise of faculties and one student each from 1<sup>st</sup> and 2<sup>nd</sup> year.

- Meeting are held once in two months to discuss about the student's activities.
- Students and staff can approach Students Welfare Committee with their suggestions on [swc@nldalmia.in](mailto:swc@nldalmia.in)

### Members

Sr. No.	Name of the Members	Role of the Member
1	Prof. Tapas Mitra	Chairperson
2	Dr. Baisakhi Mitra Mustaphi	Member (Convener)
3	Dr. Nitin Sharma	Member

## 17. Student Committees at NLDIMSR

### 17.1 Placement Committee

The Placement Committee is the backbone, and one of the most vital committees of our Institute. This committee is selected by the Senior Placement Committee after the first years have shown their skills in enthusiastically arranging necessary infrastructure to conduct the placement drive, and conducting and holding the on and off-campus placements for their seniors. The placement committee (PlaceCom) serves every student of NLDIMSR in their overall development and placement requirements under the competent guidance of Chairman Placements, Co-Chair Placements, HODs of Finance, Marketing, and Human Resources. The PlaceCom works closely with the Manager, Corporate Relations and her team.

Our institute is proud to be associated with various elite organizations that recruit and value our students. Our placements every year are dependent on the efforts of the PlaceCom teams. Their endeavor is to connect the right talent to the right job and to train students to be the best match for the job. The final placements for the batch of 2020-2022 will commence from October 2021 onwards followed by summer internships for the 1st year students.

### 17.2 Alumni Committee

We take pride in having a base of over 6000 alumni who are contributing successfully as industry leaders in today's corporate world. The prime objective of the alumni committee is to connect and



collaborate with its illustrious Alumni with almost every activity of the Institute. Popularly known as ALCOM our Alumni are involved as panelists in the admission process to select the incoming batch of students, as guest speakers to share their knowledge and experience inspiring young minds, as jury members for various events and competitions, as chief guest and key note speakers, as mentors helping students to make informed career choices and as placement partner participating in the Placement process. This committee also helps alumni to stay connected with their alma mater by organizing events to felicitate their achievements and help them rekindle their memories of student days.

### **17.3 HR Club**

The motto of HR club is to disseminate knowledge and to bridge the knowledge and practice gap through peer to peer learning and industry interface activities. The students gain the opportunity to know about HR trends and best HRM practices in organizations. Since its inception, the HR club intends to deepen student's knowledge and understanding of human resource management issues in broader organizational and societal contexts. It is a forum where the students discuss contemporary management and organizational issues. The overall objective is the professional development of students and to nurture competent HR leaders with necessary exposure to human capital issues and trends. In order to achieve this goal, HR Club actively organizes experiential exercises like management games, quizzes, mentoring, and team building programs to name a few; as well as Industry speaker series to experience practical application of knowledge and gain HR expertise.

### **17.4 MSR - My Social Responsibility**

A student social initiative with its beginnings in 2011, it has grown over the years into a well-established educational programme. As an integral part of the teaching learning experience, presently the MSR programme endeavours to provide an opportunity to students of the institute, to sensitize themselves to the realities of the vast underprivileged and deprived sections of the Society so as to help them to aspire for a better tomorrow. Over the years the MSR student team has organized various programmes like blood donation camps, distribution of educational kits to needy students, New Year celebrations in the orphanages, 'Joy of Giving' week, Disaster relief, Collection of Rotis for the needy in partnership with Roti Bank,

distribution of cookies in partnership with Robin Hood Army etc.

In 2017 NLDIMSR adopted Kondgaon, a 100% tribal village in Palghar District and the students during their visits have been working on the verticals of Education, Health and hygiene, Social development and Environment. As a part of their curriculum the PGDM and MMS students undertake about 5 visits a year and engage the students and the people on the various verticals so as to support them in their quest for a better tomorrow. As a part of social development programme the MSR Committee also organizes 'Kondgaon Utsav' event wherein the villagers are given access to Institute's premises to put up a village market and sell organically grown vegetables directly to the customers without the middlemen. The added attraction is the availability of Warli painted handicrafts and the pottery products. These programmes serve the twin purposes of touching and enriching the lives of the students and the people of Kondgaon, as well as provide a valuable rural exposure to the MBA students of NLDIMSR so as to sensitize them to the ground realities as the future industry leaders of the country as well as of the world.

### **17.5 Finance Forum**

It is an executive body managed by student representatives of the finance stream at N. L. Dalmia Institute of Management. This forum helps transform students' their academic skills for an industry fit by way of providing insights into subject matter related to finance. Annually, the student forum actively participates in arranging and participating in the NLD National Level B-School paper presentation competition. Other than that, the forum actively organizes and participates in various NLD workshops, guest lectures and seminars by industry experts. It also contributes competitively in the NLD magazines published every two months. It helps in generating and gathering ideas, opinions and views among us, the students, the future financial leaders. The forum endeavors to bridge the gap between the students and finance industry by providing a holistic experience and ensuring that they are fully geared to handle the nuances of the corporate world.

### **17.6 ACE Club**

It's a students' association of the marketing discipline of NLDIMSR. The club is involved in organising guest sessions, marketing quizzes, and online case studies to widen the students' horizons. The students also organize Madhyam, that offers contemporary views on latest

marketing issues. It has an ambition to launch other interesting, informative and thrilling activities in the upcoming year.

### **17.7 General Management Committee**

General Management Committee is actively involved in organizing curricular and Co-curricular activities based on relevant topics in the domain of General Management. Some of the significant events organized by General Management Committee are Student research paper presentation competition, International conclave, student magazine, corporate panel discussion, Moot Court, Mock parliament, guest talks etc.

## **18. Our Publications**

### **18.1 N. L. Dalmia Students Magazine**

Creativity is giving yourself the permission to see things differently. To think out of the box, step out of the ordinary and dare to do something extraordinary with our Magazine – N. L. Dalmia Student Magazine.

We hope to provide our fellow students one platform for their voice to be heard, because we believe that everyone can be creative if only given a chance. It has five issues in a year wherein we cover all the important academic and non-academic events of NLDIMSR, making it the one stop shop for your regular dose of college news. Out of the five issues, one issue can be related to Marketing, one issue can be related to HR, one issue can be related to Finance and the other issues can be related to matters of general interest. It will also include student experiences pertaining to Summer Internship, Orientation Program, preparatory activities related to placements, to name a few. This magazine is entirely managed and written by students.

## **19. Do's and Don'ts for New Normal**

NLDIMSR gives utmost importance to safety of its students. Given the current Covid situation, the Management has taken certain precautionary measures for the safety and security of our faculties, staff members and students of our premises. The scenario on campus is not going to be the same again. Lot of things that we do normally will have to be done differently keeping in mind your own safety.

DO'S AND DON'TS		
Sr. No.	Do's	Don'ts
1	<b>Check your Health</b>	
	<p>All students may be advised to take care of their own health and in the event they notice any symptoms related to the current epidemic, should inform their superior and go to the INFIRMARY for a checkup.</p> <p>They should observe home-quarantine as per the guidelines issued by MoH&amp;FW, Government of India available at the following URL:</p> <p><a href="http://mohfw.gov.in/DraftGuidelinesfohomequarantine.pdf">mohfw.gov.in/DraftGuidelinesfohomequarantine.pdf</a>.</p>	<p>Anyone suffering from a <b>cough, cold, fever, he/she is advised to stay home.</b></p>
2	<b>Elevator</b>	
	<p>Please note not more than <b>3-4 people</b> will be allowed to use the elevator. Once entered please face the wall.</p> <p><b>Lift C wing – Restrict to 3 Lift D Wing – Restrict to 4</b></p> <p>After using the elevator (if you have touched the buttons), we suggest washing of hands or sanitizing immediately after.</p>	<p><b>Do NOT over crowd</b> in elevators.</p>
3	<b>Face Mask, Gloves and other Personal Protection Equipment's</b>	
	<p><b>Always cover your nose and mouth with Face Mask</b></p> <p>NO INDIVIDUAL can enter the premises without a face mask. <b>Everyone HAS to wear their own personal mask</b> (that covers the mouth and nose) when meeting with people within the campus.</p> <p><b>(Please carry Personal Mask and Gloves for your own safety)</b></p>	<p><b>No Face Mask, No Entry to Campus</b></p>
4	<b>Personal Care and Hygiene</b>	

	<p>To <b>practice frequent hand washing</b>. Wash hands with soap and water or use alcohol-based hand rub even if they are visibly clean and definitely after touching surfaces, using common pens, etc.</p> <p>To <b>sneeze</b> in the <b>inner side of your elbow</b> and not to cough into the palms of your hands.</p> <p>Dispose your masks, tissues in closed bin.</p>	<p><b>Do NOT touch your face, nose and mouth often.</b></p> <p><b>Avoid close contact with any one specially with cold, cough or flue like symptoms.</b></p> <p><b>No use of Saliva</b> to turn page.</p> <p>People should refrain <b>from putting hand in mouth</b> for biting nails or licking fingers, etc.</p> <p><b>Avoid touching railings, doorknobs, elevator buttons</b> with bare hands.</p>
5	<b>Public Transport/ Personal Vehicle</b>	
	<p><b>ENSURE PHYSICAL DISTANCING</b> in Public Transport /Person Vehicle.</p> <p>In case a <b>chauffeur accompanies the Staff, ensure Safe Distance</b> is maintained in the Car.</p> <p>May <b>ensure</b> that <b>1 person</b> at driving seat and <b>2 additional</b> passenger's maximum in car.</p> <p>Students who use Public Transport need to be more careful.</p>	<p>Avoid sitting next to the chauffeur.</p>
6	<b>Refreshments</b>	
	<p>Carry your lunch box, snacks, Mug, Water Bottle.</p>	
7	<b>Social Distancing</b>	
	<p>All should maintain a healthy safe distance (<b>6ft at least; social distancing</b>) between themselves within the campus. This is whether in the hallways or at their desk.</p>	<p>Please <b>Do NOT shake</b> hands.</p> <p>Adopt the Indian way of greeting, with a <b>Namaste</b>.</p>


	They should avoid standing in line for any submission. It is advised to take an appointment with the concerned official and meet at the scheduled date and time.	
8	<b>Aarogya Setu App</b>	
	Students should download the Aarogya Setu app on the phone (with Bluetooth enabled) is COMPULSORY.	
9	<b>NOT to use each other's phones, pens, apparatus</b>	
		Students should NOT use each other's phones, pens, apparatus. If they do, they should wash / sanitize their hands immediately thereafter.
10	<b>To Follow the Protocol</b>	
	They need to follow the protocol (without questions) laid down by the CENTRAL GOVERNMENT, STATE GOVERNMENT, OTHER EDUCATIONAL GOVERNING AUTHORITY(IES) and the INSTITUTE (within the campus).	

## 20. AlmaShines – Alumni Portal

This portal helps in seamlessly connecting with our alumni. This platform is integrated with social media and helps us to track our alumni changing their jobs or locating to different cities through LinkedIn and Facebook. We have over 5300 registered members and this portal helps us in maintaining our Alumni records such as their current organisation, their designation and contact details. With the help of this portal the Alumni Committee is able to connect and engage our alumni efficiently in activities such as panellists in the admission process to select the incoming batch of students, as guest speakers to share their knowledge and experience inspiring young minds, as jury members for various events and competitions, as chief guest and key note speakers, as mentors helping students to make informed career choices and as placement partner participating in the

Placement process. The portal helps our alumni to network by connecting with the right alumni at the right time. It invokes a sense of belonging in the alumni by keeping them updated with the latest information and facilitates the growth of professional networks

## 21. Academic Calendar

 <b>N. L. Dalmia</b> <sup>®</sup> Institute of Management Studies and Research <small>(A Unit of Dalmia Group of Institutions)</small>		<b>Academic Calendar - A.Y. 2021-22</b>				Holidays	Exams	Events
Date	June	July	August	September	October	November		
1			Sunday		Commencement of Placement Week			
2			Commencement of Trimester I		Saturday - <b>Gandhi Jayanti</b>			
3		Saturday			Sunday			
4		Sunday		Saturday	> Commencement of Trimester II > Placement Week			Holiday - Diwali (Laxmi Pujan)
5	Saturday			Sunday	Placement Week			Holiday - Diwali (Balipratipada)
6	Sunday				Placement Week			Saturday Holiday - Diwali (Bhaabee)
7			Saturday		Placement Week			Sunday
8			Sunday		Placement Week			
9					Saturday			
10		Saturday		Holiday - <b>Ganesh Chaturthi</b>	Sunday			
11		Sunday		Saturday	Commencement of Trimester V			
12	Saturday			Sunday				
13	Sunday							Saturday - PT-MMS Semester V Exam
14			Saturday - Akarshan					Sunday - PT-MMS Semester V Exam
15		> Summer Internship Project presentation and VIVA- VOCE > Induction Program PGDM & GMBA Batch 2021-2023	Sunday - <b>Independence Day</b>		Holiday - <b>Vijaya Dashami (Dussehra)</b>			



**Academic Calendar - A.Y. 2021-22**

Holidays Exams Events

Date	June	July	August	September	October	November
16		Summer Internship Project presentation and VIVA- VOCE > Induction Program PGDM & GMBA Batch 2021-2023			Saturday	
17		Saturday > Summer Internship Project presentation and VIVA- VOCE. > Commencement of PT-MMS Semester V > Induction Program PGDM & GMBA Batch 2021-2023 > Induction Program PGDM & GMBA Batch 2021-2023			Sunday	
18		Sunday		Saturday		
19	Saturday	Induction Program PGDM & GMBA Batch 2021-2023		Sunday		
20	Sunday	Induction Program PGDM & GMBA Batch 2021-2023				Saturday > International Conclave > PT-MMS Semester V Exam
21		Induction Program PGDM & GMBA Batch 2021-2023	Saturday			Sunday > International Conclave > PT-MMS Semester V Exam
22		Induction Program PGDM & GMBA Batch 2021-2023	Sunday	PGDM & GMBA Trimester I & IV Exam		
23		Induction Program PGDM & GMBA Batch 2021-2023		PGDM & GMBA Trimester I & IV Exam	Saturday	
24		Saturday		PGDM & GMBA Trimester I & IV Exam	Sunday	
25		Sunday - Summer Internship Project report submission		Saturday		
26	Saturday	Induction Program PGDM & GMBA Batch 2021-2023		Sunday - Shikhar - International student research paper presentation competition.		
27	Sunday	Induction Program PGDM & GMBA Batch 2021-2023				Saturday - Howzaat
28		Induction Program PGDM & GMBA Batch 2021-2023	Saturday - Convocation - PGDM Batch 2018-20 & Batch 2019-21	PGDM & GMBA Trimester I & IV Exam		Sunday
29		Induction Program PGDM & GMBA Batch 2021-2023	Sunday	PGDM & GMBA Trimester I & IV Exam		
30				PGDM & GMBA Trimester I & IV Exam	Saturday	
31					Sunday - End of PT-MMS Semester V	



**Academic Calendar A.Y. 2021-22**

Holidays

Exams

Events

Date	December	January	February	March	April	May
1	Placement Week	Saturday - New Year Holiday				Sunday - Maharashtra Day
2	Placement Week	Sunday			Saturday	
3	Placement Week	Commencement of Trimester III & VI	Kondgoan Visit		Sunday	
4	Saturday		Kondgoan Visit	Final Project VIVA - VOCE	Commencement of Summer Internship	
5	Sunday		Saturday	Saturday - Final Project VIVA - VOCE		
6	Placement Week		Sunday	Sunday		
7	Placement Week					Saturday
8		Saturday Talk > NLD > Commencement of PT-MMS Semester VI				Sunday
9		Sunday			Saturday	
10					Sunday - End of PT-MMS Semester VI	
11	Saturday					
12	Sunday		Saturday - Alumni Meet	Saturday - Alumni Meet		
13			Sunday	Sunday		
14						Saturday
15		Saturday - Alumni Meet				Sunday



**Academic Calendar A.Y. 2021-22**

Holidays Exams Events

Date	December	January	February	March	April	May
16	PGDM Trimester V Exam	Sunday			Saturday	
17	PGDM & GMBA Trimester II & V Exam				Sunday - PT-MMS Semester VI Exam	
18	PGDM & GMBA Trimester II & V Exam		Kongdaan Utsav	Holiday - Holi Dhulivandan		
19	SUNDAY		Saturday - Final Project Submission	Saturday		
20	PGDM & GMBA Trimester II & V Exam		Sunday	Sunday		
21	PGDM & GMBA Trimester II & V Exam	Sports League				Saturday
22	PGDM & GMBA Trimester II & V Exam	Saturday - Sports League				Sunday
23	PGDM & GMBA Trimester II & V Exam	Sunday		PGDM Trimester VI Exam	Saturday - PT-MMS Semester VI Exam	
24	Winter Break			PGDM & GMBA Trimester III Exam	Sunday - PT-MMS Semester VI Exam	
25	Saturday- Christmas Day			PGDM & GMBA Trimester III Exam		
26	Sunday	Holiday - Republic Day	Saturday - E-Summit	PGDM & GMBA Trimester III Exam		
27	Winter Break		Sunday	Sunday		
28	Winter Break			PGDM & GMBA Trimester III Exam		Saturday
29	Winter Break	International Faculty / Corporate research paper presentation conference.		PGDM & GMBA Trimester III Exam		Sunday
30	Winter Break	Sunday		PGDM & GMBA Trimester III Exam	Saturday	
31	Winter Break			PGDM & GMBA Trimester III Exam		





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