N. L. Dalmia®
Institute of Management
Studies and Research
(A School of Excellence of N. L. Dalmia Educational Society)

STUDENT
MANUAL
PGDM Batch 2024 - 2026

Shri Niranjanlal Dalmia

(4th September 1915 - 26th Sep 2005)

Founder - Chairman
Niranjanlal Dalmia Educational Society

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ABOUT US

Niranjanlal Dalmia Educational Society (NLDES) was established in April 1982, by the Founder Chairman Late Shri Niranjanlal 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, Niranjanlal 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 NLDES, the 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
- N. L. Dalmia Institute of Management Studies and Research, established in 1995
- N. L. Dalmia Centre of Research, established in 2005
- N. L. Dalmia College of Arts, Commerce and Science, established in 2018
- N. L. Dalmia Global MBA, established in 2016
- N. L. Dalmia Centre of Distance and Online Management Studies, established in 2024

ACCREDITATIONS

N. L. Dalmia Institute of Management Studies and Research (NLDIMSR) is accredited by NAAC "A+" and SAQS. The PGDM program is NBA accredited. All PGDM Courses are equivalent to MBA by AIU.

RATINGS

The Institute is also an ISO 9001:2015 certified by UKAS, United Kingdom Accredited Services and SGS. The Institute is approved by AICTE, Ministry of HRD, Government of India, New Delhi.

MEMBERSHIPS

The Institute has associations with prestigious professional bodies such as, Advance Collegiate School of Business (AACSB), USA, European Foundation for Management Development (EFMD), Belgium and European Foundation for Management Development Global Network (EFMDGN), Belgium. The Institute also has prestigious memberships with professional bodies like Bombay Management Association (BMA), Institute of Managment Consultants of India (IMCI), Indian Merchant Chambers of Commerce and Industry (IMC), Confederation of Indian Industry (CII), All India Management Association (AIMA), Association of Indian Management Schools (AIMS). Recently the Institute joined hands with the very prestigious Indian Finance Association (IFA) and was the 1st non - IIM Institute to host the India Finance Conference (IFC) in collaboration with IIM Ahmedabad, IIM Bangalore and IIM Calcutta in December 2023.

NLDIMSR is recognized as one of the most industry connected business schools in the country.

We were the first Institute in the state of Maharashtra and among the handful in the country, which do not have a Management Quota in the admission process. We admit students purely on the basis of merit through the National Level Aptitude Tests such as CAT/XAT/CMAT/MH - CET/MAT/ATMA and GMAT examination. The academic rigor helps us to not only equip our students academically 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 provides a holistic perspective and new insights to add business value in today's dynamic and competitive environment.

Our faculty comprises established industry veterans and scholars whose research papers have been published in various prestigious national and international journals. Our meticulously designed curriculum empowers students to meet evolving industry requirements and updates them with the latest tools.
Additionally, the Institute is proud to have South Asia's Largest Standalone Bloomberg Lab with 24 Terminals.

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

We at N. L. Dalmia Institute of Management Studies and Research are committed to nurture, empower and enhance skills of future Business Leaders by providing value - based quality education

PROGRAM EDUCATIONAL OBJECTIVES

- To impart knowledge, strengthen the analytical ability and develop management skills amongst PGDM students

- To educate the students to perform in key business functional areas including Finance, Marketing, Human Resources and Business Analytics with an overview of global practice

- To prepare students to work effectively and efficiently in teams with mutual respect amidst a diverse workforce in the current agile technological advances

- To sensitize the students towards recognizing and addressing ethical issues and adhering to values with a view to applying them in an organizational and social settings

- To train students to assume responsible roles in the corporate sphere

1. PROGRAM OFFERED

Post Graduate Diploma in Management (PGDM)

Two Years Full - Time Post Graduate Diploma in Management (PGDM) approved by AICTE, Ministry of HRD, Government of India, New Delhi, with specialization in Finance, Marketing, Business Analytics and Human Resources.

1.1   About the 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 Courses offered are PGDM Finance, Marketing, Human Resources and Business Analytics. It provides high - quality and contemporary management education with a 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 covers diverse activities on team building, leadership, personality development, interpersonal skills and self - defence. These activities groom the students to become successful business leaders and entrepreneurs.

1.1.1 Program Educational Objectives (PEOs)

PEO 1: To impart knowledge, strengthen analytical ability and develop management skills amongst PGDM students

PEO 2: To educate the students to perform in key business functional areas including Finance, Marketing, Human Resources and Business Analytics with an overview of global practice

PEO 3: To prepare students to work effectively and efficiently in teams with mutual respect amidst a diverse workforce in the current agile technological advances

PEO 4: To sensitize the students towards recognizing and addressing ethical issues and adhering to values with a view to applying them in organizational and social setting

PEO 5: To train students to assume responsible roles in the corporate sphere
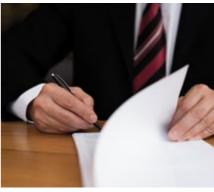
1.1.2 Program Outcomes (POs)

PEO 1: Apply knowledge of management theories and practices to solve business problems

PEO 2: Foster analytical and critical thinking abilities for data based decision making

PEO 3: Ability to develop value based leadership ability

PEO 4: Ability to understand, analyze and communicate global, economic, legal and ethical aspects of business

PEO 5: Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment

1.1.3 Program Completion Requirements

The program is conducted over two years. The required courses for the PGDM program are spread across six trimesters; 120 credits need to be completed in six trimesters. To be eligible to receive the PGDM degree, graduating students must get a minimum CGPA of 4.0 on a 10 - point scale.

2. CODE OF CONDUCT

NLDIMSR strives to create a learning environment appropriate to foster and nurture a harmonious student and faculty member community. Every student must observe discipline and contribute to the academic ambience of the Institute. Any act of indiscipline or misconduct of a student reported will be referred for taking appropriate disciplinary action and reported to the parents/guardians.

The Institute has constituted a Disciplinary Committee, an Anti - Ragging Committee, an Anti - Sexual Harassment Committee (Internal 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 ID - Card. **The student should always wear and display the ID - Card in the campus.** Any student without the ID - Card shall not be permitted inside the campus.

2.1.2 Students must be in the class on time for lectures conducted on campus. Faculty members have the authority to restrict latecomers from entering the classroom.

2.1.3 Students are required to be present for all events of the Institute, including the Conference, Conclave, Sports Day, Guest Lecture Sessions, Workshops, N. L. Dalmia Memorial Lecture and all other events as intimated on the email.

2.1.4 Attendance records are maintained by the Program Office. The Institute reserves the right to declare compulsory attendance for any event on or off the campus.

2.1.5 Absenteeism on events for which attendance is compulsory, will be taken very seriously. Any student choosing to remain absent on those days may find his/her name in the debarred list. They will be communicated by email and their names will be displayed on the notice board. Remarks on the transcript may be made in appropriate cases.

2.1.6 Projects, assignments and reports must be submitted as per the timeline notified by the faculty, else it will not be considered for evaluation.

2.1.7 Students should avoid using mobile phones and other electronic devices during lectures unless asked to do so by faculty.

2.1.8 Use of personal laptops and Mobiles in Auditorium, Classrooms, Laboratories, Library or in the Campus for any non - academic/non - curricular work or activity is strictly prohibited, unless specific prior permission has been obtained.

2.1.9 In view of hygiene, food and other eatables should not be consumed inside the Classrooms, Library, ICT Lab, Bloomberg Lab, Digital Library and Auditorium. If any student is found consuming food/cold drinks, etc., disciplinary actions shall be taken against him/her. It is expected that every student maintains cleanliness and hygiene in the classroom as well as the campus.

2.1.10 Any act of indiscipline is subject to appropriate action by the Disciplinary Committee appointed for the purpose. An illustrative list of acts of indiscipline (other than those specified above) which can attract action by the appropriate authority are:

1. Misbehaviour with fellow students, faculty members, staff, or any person.

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 examination/test/evaluation process/conducted by the Institute.

4. Littering anywhere in the Campus.

5. Food and drinks are not allowed in the Auditorium, Bloomberg, ICT Lab and Library.

6.   Damaging the property of the Institute or any equipment in the Classrooms, Auditorium, Bloomberg Lab, ICT Lab, Digital, or on Campus.

7.   Any kind of Betting/Gambling.

8.   Possession and/or use of banned/prohibited substances such as tobacco products, alcohol, narcotics, etc., in the campus or in the hostel premises.

9.   Any act that tends to bring the Institute, Faculty Members, Staff, or other Students into disrepute.

10. Following, stalking a fellow Student, Senior/Junior Student, Faculty, Staff. Students indulging in any form of **sexual harassment will be liable to strict disciplinary action** as per laid down policies and norms. NLDIMSR will not be responsible for any actions initiated against any student by any regulatory authority, police, etc.

11. 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.

12. Impersonation will lead to rustication and subsequent deletion of the student's name from the rolls of the Institute, after enquiry.

2.2 Attendance Policy

This Student Attendance Policy applies to all students enrolled for PGDM Programs of NLDIMSR.

2.2.1 Principles

i.   The objective of this Policy is to lay down the minimum requirement for student's attendance, recording of attendance, consequences of shortfall, exceptions, approval mechanism and regulate all related matters.

2.2.2 Minimum Attendance Requirement

i.   Students are expected to be active participants in their pursuit of learning and therefore, minimum 75% attendance as per their respective timetables is mandatory.

ii. A student can only continue with a program for the trimester if he/she achieves a minimum 75% (seventy - five percent) of the required attendance in every subject lecture, guest lectures, industry visits, rural immersion and study tours organized by the Institute.

iii. If a student is consistently absent from class, the faculty member(s) should notify the Program Office and the Attendance Committee.

2.2.3 Exceptions

i. If a student had to miss any lecture because he/she was officially deputed to represent NLDIMSR in any external extracurricular, co-curricular, competition, symposium, or seminar, such student(s) will get the credit for the number of lectures missed.

ii. For seeking the credit of lectures as stated above, the student shall approach the Program Office in this regard along with documents in support and the Program Office shall do the needful with the written approval of the Director/Dean.

2.2.4 Method of Recording Attendance

i. Attendance will be captured via a biometric tab during the lecture.

ii. For events, seminars, guest lectures, attendance will be captured via biometric attendance once in the beginning and twice at the end.

iii. If for technical glitch, a student's fingerprint attendance is not captured, the student should immediately communicate the same to the CRs/Program Office.

iv. It is the responsibility of every CR to ensure the biometric attendance is captured for every lecture/event/seminar, etc.

2.2.5 Attendance Record Keeping by Program Office

i. The Program Office will maintain the monthly attendance of all students and will share the attendance to students and their parents on email. The same record shall be made available to the faculty members too.

ii. On receipt of the attendance record on email as stated above, every student is required to peruse the same to ascertain whether his/her attendance record is correctly displayed.

iii. In case of any discrepancy, students shall submit a written application to the Program Office, clarifying/explaining the particulars of such discrepancy along with facts and documents in support and request for rectification of the records. Such written application shall be submitted within 3 (three) days of the date of the email and to be duly approved by the faculty concerned.

iv. If the approved written application is not submitted within the period of 3 (three) days as aforesaid, it will be presumed that the attendance record available in the Program Office is correct. No further request for rectification shall be entertained thereafter, under any circumstances.

v.   The Program Office shall monitor the attendance records on a regular basis and at the end of each trimester, the final attendance will be posted on the ERP portal, the link of which shall be shared by email with each Student. An App will be provided to each student that shall enable him/her to routinely check their own attendance.

vi.   Any questions regarding attendance should be addressed with the relevant faculty as soon as possible (at the conclusion of each lecture, during a break, or at the end of the day's classes). If a student is present but their attendance is reported as absent, they should notify the relevant faculty member right away by filing a written application that supports their position.

2.2.6 Shortfall in Attendance

i.   At the end of every month, the Program Office shall issue warning letters/emails to students whose attendance is below the threshold level, i.e. 75%.

ii.   The Program Office shall inform the parents by an email or letter issued by courier that the name of their son/daughter is included in the defaulter's list. A record shall be preserved if no response is received within 8 (eight) days.

iii.   Every student is required to notify the program office whenever their parent's address or phone number changes. The Institution may call parents to discuss the repercussions of continuing to be absent.

2.2.7 Student's Attendance Committee:

i.   A committee will be there to monitor student's attendance throughout the trimester. This committee shall comprise of the Dean Academics, HoDs and Head of Exam to deal with attendance related matters. The Program Office shall convene the meeting of the Attendance Committee.

ii.   The Attendance Committee shall interview every student who does not fulfil the minimum attendance requirements to keep their terms in effect and in appropriate and deserving cases, after confirming the authenticity and gravity of the situation, make recommendation to the appropriate authority for relaxation, if required.

iii.   The Attendance Committee may stipulate as a condition for relaxation, an undertaking signed jointly by the concerned and his/her parents, ensuring regular attendance in future.

iv.   The Director/Dean, on careful consideration of the recommendations of the Attendance Committee and for reasons to be recorded in writing, may either accept the recommendation and condone a student's shortfall in attendance or reject the recommendation.

v.   If the Director/Dean has rejected the recommendation, a list of the students who are not permitted to keep terms at the conclusion of the trimester will be generated and all such students as well as their respective parents shall be individually informed of the same.

vi.   Such students will have the opportunity to submit a written application to the Director/Dean within 3 (three) days of the date of the email, seeking a review of the decision taken. If no such application is submitted within the stipulated period, it will be presumed that the student has accepted the decision and does not wish to seek a review thereof.

vii.   After a careful consideration of the review application, the Director/Dean may either approve or reject the same. This will be notified to the concerned students by the Program Office.

2.2.8 Leave of Absence

- A student may not be able to attend lectures due to reasons of personal exigencies, medical reasons, organizing Institute events, representing the Institute at other events.

- The Program Office must receive advance information from a student of any absence by email, with a copy to the Dean of Academics. In case of an emergency, students should notify the Program Office by phone or email within 24 hours of their absence.

- Any absence from class that is not approved by written notification will be interpreted as unauthorized and recorded accordingly in the attendance records.

- Students should refrain from approaching full - time or visiting faculty members with unwarranted requests to have their attendance excused. If they need any permissions, they can apply to the Program Office.

- Students need to note that absenteeism on account of medical reasons is a part of the 25% allowance given. Only in extreme cases, medical leave will be condoned.

- An absence, on account of medical exigency, must be immediately notified. For prolonged illness, appropriate documents need to be timely submitted to the Program Office.
- Within 3 (three) days of returning to class following a medical absence, the concerned student must present to the Program Office, the treating Doctor's certificate, copies of medical reports and copies of the bills for medications purchased. After three days, no medical certifications will be accepted.

2.2.9 Responsibilities of Students

- Every student should carefully read this Policy, understand its contents and always comply with the provisions of the same.
- In case of any queries or doubts about any provision of this policy, students should contact the Program Office and seek necessary clarifications.
- Ignorance of the provisions of this Policy will not be accepted as a justification in case any action is initiated against any Student under this Policy.

2.3 Dress Code

The Institute encourages personal grooming and maintains a strict dress code to enhance the student's self - esteem and camaraderie in the campus and to prepare them for corporate/professional careers. Students should be formally dressed while on campus as well as whenever they are representing the Institute outside at other formal events.

Students not adhering to dress code shall not be allowed inside the Institute campus. Female students should wear formal trousers and shirt or suit, or Salwar - Kameez and suitable formal, neat and tidy footwear. Sleeveless tops/shirts are strictly prohibited. Male students should wear formal trousers and shirts (tucked in) and suitable formal neat and tidy footwear. Chappals and flip flops are not allowed inside the Institute campus.

2.4 Special Events/Programs in the Institute

For all events/programs/placement sessions/guest sessions, students must be in formal dress code with the Institute's blazer. Several industry leaders, international faculty members/visitors from the corporate houses often visit the Institute, hence it is necessary to always adhere to the guidelines pertaining 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 will have to be redone.

2.6 Anti - Ragging Policy

Ragging is strictly prohibited in the Institute and inside the hostel. Indulging in any such activity that amounts to ragging or any similar act will result in rustication of the student(s) found guilty. Such cases will be dealt 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 will be dealt with very strictly and promptly and appropriate action shall be taken by Anti - Sexual Harassment Committee.

2.8 Code of Conduct in case of any special Online lectures/Guest Sessions/Events, etc.

On certain occasions, we invite industry experts as well as international faculty members for interaction with the students. With the availability of virtual set - up, it becomes convenient to organize such lectures from any location across the globe.

During such virtual/online sessions, students are expected to adhere to the following guidelines:

- Students must log in at least 10 minutes before the scheduled time of the session.
- Students must be appropriately dressed for the lecture sessions and maintain the decorum of the class. For guest session/industry interaction, formal attire is mandatory.
- Student's name and profile pictures (one used by them in their resume) should be updated in their profile section of the Zoom application.
- Online attendances shall be captured through ERP.
- If any student is not able to attend the session for any reason, he/she should inform the Academic Coordinator immediately.

- Enabling of video/audio/chat box, etc. will be as per the instructions of the concerned faculty resources.
- Students are expected to maintain discipline throughout to ensure smooth conduct of sessions.

2.9 Counselling Facility

A qualified Counsellor is appointed for help and guidance w.r.t psychological counselling related to mental health and wellbeing for students.

For handling student's grievance, there would be committees for Anti - Ragging, Anti - Sexual Harassment (Internal Committee) as well as Student's Grievance Redressal. The list of the members shall be circulated with all students.

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 Classroom Lectures, Workshops, Projects, Seminars, ICT lab Work, Group Work, Industry Visits, Rural Immersion, Guest Lecture, MSR Activity and any other Academic Activity for which contact hours are assigned in the curriculum. A 3 credit course comprises of twenty sessions, each (30 hours each); 1.5 credit course comprises of ten sessions each (15 hours each). Additionally, there are micro - credit courses of 1 credit which comprises of 10 hours each and the certification courses shall be offered on workshop mode.

Course Structure of PGDM (Finance, Marketing, HR) Batch 2024 - 26

Courses	Credit
Core Courses	103.5
Summer Internship	03
Final Research Project	03
Micro - Credit Courses	04
Skill - Development Courses	4.5
Campus to Corporate	02
Total Credits	120
Certification Courses	Non - Credit

PGDM Course Structure Batch 2024 - 26			
Trimester 1	Course Code	Core Courses	Credits
July - Sept			
1	PGC101	Principles and Practices of Management	3
2	PGC102	Organisational Behaviour	3
3	PGCME103	Managerial Economics	3
4	PGC104	Financial Accounting and Reporting	3
5	PGCBS105	Business Statistics	3
6	PGCBC106	Business Communication	3
7	PGSDC 01	Data Management	1.5
Total			19.5

Trimester 2	Course Code	Core Courses	Credits
Oct - Dec			
1	PGC201	Financial Management	3
2	PGC202	Human Resource Management	3
3	PGCL203	Legal Aspects of Business	3
4	PGCM204	Marketing Management	3
5	PGCO205	Operations Research	3
6	PGSDC02	Story Telling with Data	1.5
Total			16.5

Trimester 2	Course Code	Core Course (Marketing)	Credits
1	PGM201	Digital Marketing	3
Total			3
Trimester 2 Total			19.5

Trimester 2	Course Code	Core Course (HR)	Credits
1	PGH201	HR Compliance and Regulatory Framework	3
Total			3
Trimester 2 Total			19.5

Trimester 2	Course Code	Core Courses (Finance)	Credits
1	PGF201	Financial Markets and Services	3
2	PGF202	Analysis of Financial Statements and Financial Modelling	3
Total			6
Trimester 2 Total			22.5

Trimester 3	Course Code	Core Courses	Credits
Jan - Mar			
1	PGCO302	Operations Management	3
2	PGCB303	Business Research Methods	3
3	PGCC304	Cost and Management Accounting	3
4	PGCE305	Entrepreneurship Management	1.5
Total			10.5

Trimester 3	Course Code	Core Courses (Marketing)	Credits
1	PGM301	Consumer Buying Behaviour	3
2	PGM302	Sales Management	3
3	PGMB303	B2B Marketing	3
4	PGMSDC304	AI for Marketing	1.5
Total			10.5

Trimester 3	Course Code	Core Courses (HR)	Credits
1	PGH301	Learning & Development	3
2	PGH302	Human Resource Planning and Acquisition	3
3	PGH303	Human Resource Information System	3
4	PGHSDC304	HR - Simulation on Talent Acquisition	1.5
Total			10.5

Trimester 3	Course Code	Core Courses (Finance)	Credits
1	PGF301	Corporate Finance	3
2	PGF302	Derivatives and Risk Management	3
3	PGFM 303	Marketing of Financial Products and Services	3
4	PGFSDC 304	Fintech	1.5
Total			10.5
Trimester 3 Total			21

Trimester 4	Course Code	Core Courses	Credits
		July - Sept	
1	PGC401	Strategic Management	3
2	PGC402	Summer Internship Project	3

Trimester 4	Course Code	Marketing	Credits
		Specialisation Core Courses	
1	PGM401	Integrated Marketing Communication	3
2	PGM402	Retail Management and E - Commerce	3
3	PGM403	Marketing Research	3
		Marketing Electives (any three)	Credits
1	PGMR404	Rural Marketing	3
2	PGMF405	Marketing of Financial Services	3
3	PGMA406	Marketing Analytics	3
4	PGMS407	Social Marketing	3
		Total	18

Trimester 4	Course Code	Finance	Credits
Specialisation Core Courses			
1	PGF401	Investment Analysis and Management	3
2	PGF402	Corporate Valuation	3
3	PGF403	Banking and Insurance	3
Finance Electives (any three)			Credits
1	PGF405	Fixed Income Securities	3
2	PGF406	Investment Banking	3
3	PGF407	Alternative Investments	3
4	PGF408	Project Finance	3
5	PGF409	Financial Econometrics	3
Total			18

Trimester 4	Course Code	HR	Credits
Specialisation Core Courses			
1	PGH401	Organisation Structure, Theory & Design	3
2	PGH402	Industrial Relations & Employee Welfare	3
3	PGH403	Performance Management Systems	3
HR Electives (any three)			Credits
1	PGH404	Strategic HRM and International HRM	3
2	PGH405	Human Resource Research Methods	3
3	PGH406	Psychometric Testing and Career Development	3
4	PGH407	Talent Management	3
5	PGH408	Assessment Centre and Competency Mapping	3
Total			18
Trimester 4 Total			24

Trimester 5	Course Code	Core Courses	Credits
Oct - Dec			
1	PGC502	International Business	3

Trimester 5	Course Code	Marketing	Credits
Specialisation Core Courses			
1	PGM501	Distribution and Supply Chain Management	3
2	PGM502	Product and Brand Management	3
3	PGM503	Services Marketing	3

Electives (any three)			Credits
1	PGM504	Media Planning and Strategy	3
2	PGM505	Customer Value Management	3
3	PGM505	International Marketing	3
4	PGM506	Luxury Brand Marketing	3
Total			18
Trimester 5 Total			21

Trimester 5	Course Code	Finance	Credits
Specialisation Core Courses		
1	PGF501	Corporate Credit Appraisal and Finance	3
2	PGF502	Treasury and Risk Management	3
	Electives (any three)		Credits
1	PGFB504	Behavioural Finance	3
2	PGF505	Wealth Management	3
3	PGF506	International Finance	3
4	PGF507	Mergers and Acquisitions	3
5	PGF508	Management Control Systems	3
6	PGFA509	AI in Finance	3
	Total		15
	Trimester 5 Total		18

Trimester 5	Course Code	HR	Credits
Specialisation Core Courses			
1	PGH501	Organisational Development and Change Management	3
2	PGH502	Compensation and Benefits	3
3	PGH503	HR Audit and Scorecard	3
HR Electives (any three)			Credits
1	PGH504	HR Analytics	3
2	PGH505	Managing Diversity and Inclusion	3
3	PGH506	Employer Branding and Employee Engagement	3
4	PGHS507	Sustainable HRM	3
5	PGH508	HR Policy Formulation and Administration	3
Total			18
Trimester 5 Total			21

Trimester 6	Course Code	Core courses	Credits
Jan - Mar			
1	PGC601	Business Ethics and Corporate Governance	3
2	PGCP602	Project Management	3
3	PGC603	Final Research Project	3
Trimester 6 Total			9

Sr.No	Course Code	Trimester	Value Added Courses in Workshop Mode	Credits
1	VAC01	2 - 3	Personal Branding	1
2	VAC02	1 - 3	Leadership (also MOOCs Course)	1
3	VAC03	1 - 3	Bloomberg	1
4	VAC04	2	Written Analysis and Communication	1
5	CTC2426	1 - 5	Campus to Corporate	2
			Total Credits	120

Sr.No	Course Code	Trimester	Value Added Certificate Courses in Workshop Mode	Specialization
1	CCNC01	2	Technical Analysis	Finance
2	CCNC02	3	Corporate Taxation	Finance
3	CCNC03	3	Commodity Market	Finance
4	CCNC04	3	Design Thinking	Marketing & HR
5	CCNC05	4	AI in Human Resources	HR

Sr.No	Trimester	Campus to Corporate - CR Cell	Credits
1	1 - 2	Mock GD	
2	1 - 5	Guest Lecture Sessions	
3	1 - 5	Business News Analysis	
4	2 - 5	Mock Interview	
5	3 - 5	Professional Etiquettes	
6	3 - 5	Aptitude Tests	2
7	4 - 5	Guesstimates	
8	2 - 3	Sectoral Analysis	
9	1	Orientation	
10	1 - 4	My Social Responsibility	

Course Structure of PGDM (Business Analytics) Batch 2024 - 26

Courses	Credit
Core Courses	97.5
Summer Internship	12
Skill - Development Courses	4.5
Value Added Course	04
Campus to Corporate	02
Total Credits	120
Certification Courses	Non - Credit

PGDM Course Structure Batch 2024 - 26 (Business Analytics)			
Trimester 1	Course Code	Core Courses	Credits
July - Sept			
1	PGD101	Marketing Management	3
2	PGD102	Principles and Practices of Management	3
3	PGD103	Financial Accounting and Control	3
4	PGD104	Managerial Economics	3
5	PGDBA111	Business Statistics	3
6	PGDBA112	Data Management	3
7	PGDBA113	*Sectorial Analysis - 101	1.5
Total			19.5

Trimester 2	Course Code	Core Courses	Credits
Oct - Dec			
1	PGD201	Operations Management	3
2	PGD202	Business Communication	3
3	PGD203	Financial Management	3
4	PGDBA211	Business Research Methods	3
5	PGDBA212	Operation Research	3
6	PGDBA213	Python for Data Analysis	3
7	PGDBA214	*Sectorial Analysis - 201	1.5
Total			19.5

Trimester 3	Course Code	Core Courses	Credits
Jan - Mar			
1	PGD301	Organization Behaviour	3
2	PGD302	Cost and Management Accounting	3
3	PGDBA311	Advanced Multivariate Techniques	3
4	PGDBA312	Storytelling with Data	3
5	PGDBA313	Time Series & Forecasting	3
6	PGDBA314	Tools & Techniques for Data Analysis and Modelling	3
7	PGDBA315	*Analytics Use Case - 301	1.5
Total			19.5

Trimester 4	Course Code	Core Courses	Credits
April - Sept			
1	PGDBA411	Summer Internship	**12**

Trimester 5	Course Code	Core Courses	Credits
Oct - Dec			
1	PGD501	Strategic Management	3
2	PGDBA501	*Analytics Use Case - 501 1.5	1.5
Electives (any three)			
3	PGD511	Integrated Marketing Communication	3
4	PGD512	Financial Aspects of Marketing	3
5	PGD513	Distribution and Supply Chain Management	3
6	PGD514	Product and Brand Management	3
7	PGD515	Financial Econometrics	3
8	PGD516	Derivatives and Risk Management	3
9	PGD517	Marketing of Financial Products and services	3
10	PGD518	Investment Analysis and Management	3
Electives (any two)			
11	PGDBA511	Programming in Python	3
12	PGDBA512	Deep Learning Techniques	3
13	PGDBA513	Machine Learning Techniques	3
Total			19.5

Trimester 6	Course Code	Core Courses	Credits
Jan – Mar			
1	PGD601	Project Management	3
2	PGDBA601	*Research Project - 601	1.5
Electives (any two)			
3	PGD611	Legal aspect of Business	3
4	PGD612	Entrepreneurship Management	3
5	PGD613	Managing Diversity & Inclusion	3
6	PGD614	Talent Management	3
Electives (any three)			
7	PGDBA611	Financial & Risk Analytics	3
8	PGDBA612	Demand Management and Price Optimization	3
9	PGDBA613	HR Analytics	3
10	PGDBA614	Health Care Analytics	3
11	PGDBA615	Insurance Analytics	3
12	PGDBA616	Retail Analytics	3
13	PGDBA617	Consumer Data Analytics	3
Total			19.5

Sr.No	Course Code	Trimester	Skill Development Courses	Credits
1	PGDVA121	1	Excel for Managers	1
2	PGDVA221	2	Managing Project Using SCRUM	1
3	PGDVA321	3	Analytics at Work	1
Total				3

Sr.No	Course Code	Trimester	Value Added Courses in Workshop Mode	Credits
1	VAC01	2 - 3	Personal Branding	1
2	VAC02	1 - 3	Leadership	1
3	VAC03	1 - 3	Bloomberg	1
4	VAC05	3	Design Thinking	1
5	CTC2426	1 - 5	Campus to Corporate	2
Total				6

3.2 Final Project Guidelines

3.2.1 Every student is required to submit a final project at the end of the 6th 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 Every 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 the report submitted and the presentation and viva-voce.

3.2.6 Every student will be evaluated based on the criteria as mentioned below.

PGDM Trimester VI Final Project Evaluation Sheet

Roll No.: _____

Name of the Student: _____

Specialization: _____ Div: _____   Date:_____

Project Title: _____

Project Report	Maximum Marks	Marks Allotted
Scope of Study and Objectives	03	
Literature Review	10	
Methodology - Tools/Techniques used for Data Collection and Analysis	10	
Data Analysis	10	
Conclusion and Recommendations	04	
Relevance and Applicability of the Study	03	
Form and Presentation of Report	05	
Interaction with the Guide	15	
Total (A)	**60**	
Viva-Voce (B)	**40**	
Grand Total (A+B)	**100**	

4. NLDIMSR LIBRARY

The library aims to serve the needs of Faculty, Research Scholars, Students and other Stakeholders by providing excellent information services and resources. The NLDIMSR Library, also known as 'Learning Resource Centre' (LRC) is fully automated, well equipped to support Teaching, Learning and Research Activities, providing ample opportunities to update and enrich one's mind. NLDIMSR State of the Art Library is spread over 445 sqm. area in the campus on two floors with seating capacity of 200. The library is divided into three main sections - (i) Two Reading Halls - (4th and 5th floor) (ii) Digital Library - 5th floor (iii) Books Stack Area - 4th floor.

4.1 NLDIMSR Digital Library

The Institute's Digital Library is equipped with 15 Computers all connected in a Local Area Network with Seamless CISCO Wi - Fi connectivity. It is well equipped with required software and various databases.

The Institute has subscribed to DSpace as a Digitized Repository. Students and Faculty can access, download, as well as copy digitized records of DSpace within the campus. It comprises of syllabus, previous question papers, PDF books and research papers presented as well as published by the faculty members and students, projects, events record, etc.

The Institute has subscribed to Knimbus, which is an integrated platform. This is a 'Remote Access Facility,' (nldalmia.knimbus.com) link shall be provided to all the students to access the e-resource while off campus, thereby ensuring continuous and uninterrupted learning.

4.2 Library Infrastructure

- Well-furnished centrally air-conditioned library extends over two floors.
- Library is fully computerized for Automation using Koha Software.
- The library page link is provided in the NLDIMSR Website; the access of Web Opac on the link helps the students and the faculty to facilitate easy searching for books and resources in the Library.
- Digital library is available with Wi-Fi system to access Internet and E - Resources. Multimedia is available in the Digital Library.
- All the students and faculty are given remote access to the E - Resources.
- Each floor has a well - furnished reading hall for the Students and Faculty.
- The books are stacked and arranged as per the subject and specialization.
- Circulation desk is placed at the entrance of the books stack area for easy transaction of books.
- There is a separate 'reference section,' of the books inside the Library.
- To update students with the latest business news, LCD TVs are installed on both the floors of the library. CNBC and other Business news channels are displayed every day. CCTV cameras are installed on both the floors of the Library.
- The library has ILMS - Integrated Library Management System with LibSuite, Koha and DSpace, equipped with barcoding and RFID tagging. Members can easily access WEBOPAC - online data of the library collection (Online Catalogue).
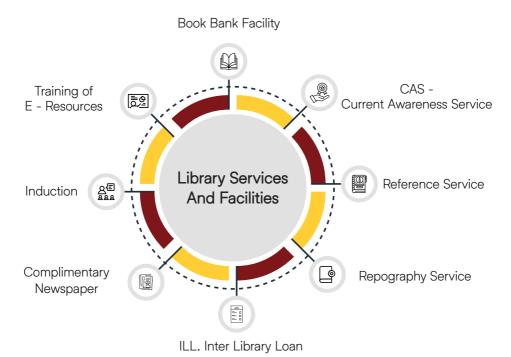
4.3 Institutional Membership

- American Information Resource Centre (AIRC)
- National Digital Library (NDL)
- Developing Libraries Network (DELNET)

4.4 Library Team

Sr. No.	Name of the Team Member
1	Ms. Sujata Dsouza
2	Mr. Vijay Namdas
3	Mr. Baliram Parab
4	Mr. Manohar Rawat
5	Ms. Vaishali Nayak

4.5 Library Services

Book Bank Facility

Training of
E - Resources

CAS -
Current Awareness Service

Library Services
And Facilities

Reference Service

Induction

Complimentary
Newspaper

Repography Service

ILL. Inter Library Loan

4.6 NLDIMSR Library Holdings

Books	Total Volumes of Books	**68371**
Journals/Periodicals	National and International	60+

Digital Library: -		
CD ROMs/Management Films		548
Library Software's	Koha, DSpace and RFID	
On - Line Journals Databases	(i) ProQuest - ABI Inform Complete Full Text Journals	8271
	(ii) J - Gate Full Text Journals	10135
ProQuest - Ebrary	E - Books Database	28,500+ E - Books
Industrial Database	Capitaline	
Case Study Database	i) Sage Business Cases	5500+
	ii) Emerald Business Cases	1123
Anti - Plagiarism Software	Turnitin	
Newspapers	Total: 20 (Daily)	
Students Projects		
Thesis		

4.7 Library Membership

It is mandatory for all the newly admitted students to register themselves for biometrics in the Library.

Borrowing of Library Material:

Membership Category	Entitlement (No. of Books)	Loan Period
PGDM - Finance, Marketing, HR and Business Analytics specializations	2	Text/Ref. 7 days. Gen/Fiction 15 days

Journals, Periodicals and Magazines are issued on ID - Card/Library Card to read in the Library only.

Audio/Video material is strictly to be viewed in the Institute itself.

4.8 List of the E - Resources/Databases

Sage Business Cases - Case Study Database	ProQuest ABI Inform Complete - E - Journals Database
$SAGE businesscases	**ProQuest ABI/INFORM**
Link : https://nldalmia.knimbus.com/ (Remote Access)	Link : https://nldalmia.knimbus.com/ (Remote Access)

J-Gate - E - Journals Database	ProQuest (Ebrary) - E - Books Database
J-Gate	**ProQuest Ebook Central**
Link : https://nldalmia.knimbus.com/ (Remote Access)	Link : https://nldalmia.knimbus.com/ (Remote Access)

DELNET - Developing Library Network	Capitaline - Industry Database
DELNET Developing Library Network	**CAPITALINE** DATABASES
Link : https://nldalmia.knimbus.com/ (Remote Access)	Link : https://nldalmia.knimbus.com/ (Remote Access)

DSpace Repository - Institutional Repository	Swayam - E - Learning Portal
DSpace Repository	**swayam**
Link : http://10.250.18.17/home (Remote Access)	Link : https://swayam.gov.in/ (Remote Access)

4.9 Library Rules and Regulations

- Complete silence is to be maintained inside the Library.
- Personal bags, books etc are not allowed inside the Library.
- Every student should carry an ID - Card/Library Card with him/her.
- The ID - Card will be treated as a Library Card for both issuing and returning books.
- The study books will be issued for a period of 7 days and general books for 15 days. Only two books will be issued at a time.
- If any book remains overdue the student will have to pay a fine of INR 10/- per day.
- Library books should be kept intact. In case of any loss or damage to the book (s), a fine will be charged.
- The student losing the Library Card/ID - Card should immediately report the matter to the Librarian.
- All reference material (Reference Books, Journals, Magazines, CDs, DVDs and Newspapers, etc.) will be allowed only to be referred inside the Library.
- Students are required to comply with copyright. Data retrieved from the subscribed electronic resources may not be used for purposes other than research. Students will be solely responsible for their act.
- Access to the Library and borrowing rights may also be withdrawn temporarily, if tuition fees/or other charges of the Institute are outstanding.
- The award of the NLDIMSR qualification will be deferred until all books and other library materials have been returned and outstanding fee/fine paid. It is mandatory for every student to obtain an S 'No Dues' certificate.
- Students must also comply with the specific requirements of individual data providers. Passwords should never be revealed to others.
- Damage to or unauthorized removal of any material from the Library constitutes a serious offence and will lead to disciplinary action.
- Students are expected to keep back the Newspapers, Periodicals, Book, etc. back in their proper original place/racks after use.
- Do not disturb the seating arrangement; maintain decorum in the reading room. Do not place your feet on the table and chair.
- Food & Beverages are strictly prohibited in the Library. If anyone is found violating the rules, he/she will be subjected to disciplinary action or pay a fine.
- The library provides preferential facilities and services to the physically/visually challenged students.

- All students must keep their mobile phones switched off mode while they are in the library. If any phone rings or anybody found talking on phone, he/she is liable to pay a fine as mentioned in the Library.
- **Library Timings**
    Monday to Saturday 9:00 a.m. to 9:00 p.m.
    Sunday and 1st & 3rd Saturday 10:00 a.m. to 6:30 p.m.
    Summer Vacation 10:00 a.m to 6:30 p.m.

5. EXAMINATION POLICY

The Examination Department is the backbone of an educational Institute. It is of paramount importance that the examinations are conducted with precision, fairness and objectivity. 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 Department has a surveillance system for security.

5.1 Examinations
The broad components of evaluation for any course/subject may be as follows:
- Class - participation/Individual presentation in class
- Attendance in class
- Quiz/Class Test/Surprise Test/Assignments
- Individual Assignment/Group Assignments/Presentations
- Case Discussion/Case Presentation/Decision Sheets/Project Reports
- Research Paper Presentations/Viva
- End - Term Examination
- Any other Institute specific component

The Institute follows a continuous evaluation system for internal assessments. Hence, every subject will have at least 3 - 4 evaluation components. It is mandatory for every student to appear for the continuous evaluation process which will comprise the Internal Component of each subject. Attendance is one mandatory component.

End - Term examination is a compulsory component. The internal evaluation marks once shared with the students and finalized cannot be changed subsequently. For all the programs, the weightage for each component will be specified by the concerned faculty and will form an integral part of the session plan (as per specific requirement of the course). The End - Term examination for the students will be held at the end of every Trimester. The Trimester - I & IV examination will be held in September/October; Trimester II &V examination will be held in December/January and the Trimester III &VI will be held in March/April.

5.2 Assessment/Evaluation of Students Performance

Grading in the educational context is a method of reporting the result of a student's performance subsequent to his/her evaluation. 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 which 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	SGPA/ CGPA Range
80 and Above	O	10	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	

5.2.1 Trimester Grade Point Average (TGPA)

The performance of a student in a Trimester is indicated by a number called Trimester Grade Point Average (TGPA) which is the weighted average of the grade points obtained in all the subjects by a student during the Trimester. For example, if a student passes five courses (Theory/Projects, etc.) in a Trimester with credits CI, 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= ClGl + C2G2 + C3G3 + C4G4 + C5G5 / Cl + C2 + C3 + C4 + C5

The TG PA is calculated to two decimal places.

5.2.2 Cumulative Grade Point Average (CGPA)

An up-to-date assessment of the overall performance of a student since the time he/she 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 requirement of the degree student has enrolled for. The CGPA is calculated at the end of the 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 Trimester of a program, i.e. CGPA = I(Ci x Ti)/I Ci Where Ti is the TGPA of the ith Trimester and Ci is the total number of Trimesters. The TGPA and CGPA shall be rounded off to 2 decimal points and reported in the report card.

5.3 Heads of Passing

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

5.4 Promotion of Student and Award of Grades

- A Student will be declared PASS and be eligible for Grade in PGDM course, only if he/she secures at least 50% marks separately in each head of passing as metioned above
- The Report Card will contain only Grades and no numerical marks
- 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
- The Grade Card will contain the courses undertaken by the student, credits of each course, Grade obtained by the student and TGPA/CGPA

5.5 Discipline in the Examination Hall

- All students appearing for the End Term Exams must be aware of their Roll Number
- Students should reach the examination hall at least 30 minutes before the scheduled time of the commencement of examination.
- Students who arrive in the examination hall 15 minutes after the scheduled time of the commencement of examination shall not be permitted to appear for that examination.
- Students are required to have their ID - Cards issued by the Institute and they must produce the ID - Cards for verification by the examination invigilator/exam coordinator/examination - in - charge during the examination.
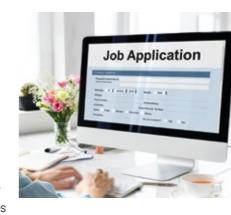
5.6 Guidelines for appointment of a writer for the physically challenged/other medical issues.

- A student who may have a permanent or temporary physical disability may apply to NLDIMSR to appoint a writer for the examinations.
- The student should apply for the purpose along with a 'medical certificate' from 'Registered Medical Practitioner' to that effect with a rubber stamp of the Registered Medical Practitioner on the certificate, well in advance.
- The writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform the examination department of the Institute.

6. PLACEMENTS

Placement Policy for Batch 2024 - 2026

The Corporate Relations Department ("CRD") at NLDIMSR provides placement assistance to the students. The main objective of CRD is to build and sustain relationships with the corporate world. It promotes student engagement with companies for internship, mentoring and placement opportunities. It focuses on understanding the requirements of the corporate world and accordingly develop the abilities of the students and guide them about market changes, industry expectations, nature of opportunities, industry openings, on campus and off-campus interviews for internship, projects and placements, career counselling and career development preparation. Today, NLDIMSR alumni occupy senior positions in leading companies across sectors and have developed a cordial relationship with the corporate world over the years. We would like to continue to strengthen this mutually symbiotic relationship in future. Students are expected to understand this sentiment at all times and accordingly conduct themselves while interacting with corporates on behalf of NLDIMSR.

Summer Internship

is an integral part of the curriculum which enables the students to understand business models, processes, products, etc. of an organization. It is an opportunity to apply the management concepts to practical situations for decision making and problem solving. The CRD promotes involvement of companies in a number of campus engagement activities in the form of contests, projects, workshops, seminars, guest talks, etc. In order to help promote and showcase the quality of students in the current batch. Every student is expected to make the most of their internship to groom themselves as a management professional. The summer internship selection process generally commences in the month of January, but sometimes companies may also conduct the selection process for interns along with the final placement process.

Live Projects

Live project is an opportunity to work with the company in real-time for a particular period along with their studies. Live projects help students to enhance their employability while studying. These projects are a gateway to the corporate world and help build professional relationships. It allows the companies to have a look at the available talent pool the Institute possesses thereby strengthening Final Placements.

Live projects are an integral part of the curriculum for securing the PGDM qualification. It is a great learning platform for obtaining application - based business education for the 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. Many companies follow a structured process which is used as a testing ground to gain a direct understanding of the skill and ability of students leading to declaration of PPOs)/Pre - Placement Interviews (PPI's). The live project is expected to build on theoretical learning with practical experience and help students to identify the gaps in their learning which they can attempt to fill in. Based on one's interests and capabilities one should apply for live projects. These projects also help students to discover their areas of interest and choose future career options. Interactions during the live projects both with other interns as well as employees help students to work as a team. It helps students to understand the expectations and needs of the company, the sector in general and in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate. Live projects also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Quantitative and qualitative feedback from the industry mentor is sought, in the form of evaluation and companies also give a completion certificate to encourage the student.

I   Placement Policy and Guidelines

1.   To participate in the placement process, it is mandatory for a student to register himself/herself using the Superset platform and submitting the Consent Form which will be circulated by the CRD before the start of placement process.

2.   Students who do not want to participate and wish to opt out of the placement process should mention the same in the Consent Form along with reasons for the same. In case a student wants to opt out of the process after having submitted the duly signed Consent Form, he/she should inform the CRD of the same by email to placements@nldalmia.edu.in along with the reasons for opting out.

3.   NLDIMSR follows a 'one student, one offer' policy. Each student is entitled to only one offer.

4. Each student will be allowed 5 attempts towards placement and in case the student is not successful in getting placed in these attempts, such students will not continue to be a part of the placement process and will have to go through the Refresher Program arranged by the CRD. An attempt is counted when the student gets shortlisted in the final round by the company.

a. Refresher Program - In the Refresher Program the student will be trained and guided by the Faculty Mentor assigned to him/her, who will meet the student, understand his/her shortcomings and conduct the necessary training sessions. Such a student will be eligible to re - enter the placement process and apply to recruiters only after the Faculty Mentor recommends the same to the CRD.

5. In case it is found that an eligible student does not apply to companies or the number of companies applied to is very low vis-a-vis the companies participating in the placement process, the CRD reviews the reason for the same with the students and gives the option to the student to either opt out or apply to all the companies participating in the process henceforth.

- Eligibility - The student should not have failed or have any backlogs in any subject in the 1st year.

- The student should not have a record of any indiscipline from the date of admission to the course.

- At least 85% attendance in all subjects and Campus to Corporate Programs.

6. Campus to Corporate program is conducted to enhance the suitability of students and orient them to industry practices and expectations. This program will be conducted by the CRD along with the regular lectures in all the Trimesters.

7. The CRD promotes involvement of companies in a number of campus engagement activities in the form of contests, projects, workshops, seminars, guest talks, etc. in order to help promote and showcase the quality of students registered for placement.

8. As a policy NLDIMSR encourages students to work towards Pre - Placement Offer (PPO) Offer (PPO)

a. PPO's made by the companies should be routed by the students through the CRD.

b. If a student has been offered a PPO which meets the Institute standards, the student has to accept it within the time frame stipulated in the offer letter or 3 working days of receipt, whichever earlier. Not complying with the same may lead to the student considered to be placed and not being allowed to remain a part of the placement process.

c. Students found to be deliberately withholding a PPO offer without informing the CRD will cease to be part of the further placement process.

9. All communications regarding placements, pre - placement talk, schedule of companies visiting the campus, details regarding the process to be conducted, names of shortlisted or selected students, etc. shall be communicated by CRD directly or through the Student Placement Committee and via the Superset platform.

10. Students must adhere to all timelines and processes communicated by the Student Placement Committee on behalf of the CRD at all times.

11. CRD will try to negotiate for a certain threshold of package/stipend to be offered, but the final decision in this regard will be of the company.

12. Students are required to strictly follow the resume template provided by the CRD. Failure to do so may lead to his or her application to be rejected and not being shared with the company.

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

14. CRD will try to arrange Pre - Placement Talk (PPT) by companies confirming their participation in the placement week

a. PPTs are the medium by which the company disseminates information regarding the company, the job description, role, designation, the CTC offered, location, etc,. and clarifies the queries of Students.

b. Students must clarify their doubts if any related to job profile, place of work, service bond details, etc. during PPTs.

c. Post receiving the requisite clarity during the above - mentioned talk by corporates, no student will be permitted to negotiate for a different location or job role or CTC offered during the personal interview. Students are advised to go through the Job Description shared by the company carefully before applying.

15. Students are not allowed to withdraw nomination or remain absent for the process once applied and after the interview has been scheduled else you will be debarred from further placement process.

16. Students are required to be present for all placement processes like PPT, Test, Interviews, etc. before the scheduled time of the process. Students arriving late can be debarred from further placement process.

17. Students are expected to be accessible on call and should adjust and respond to any last minute changes in schedule or any emergency situations regarding placements.

18. At times companies may short-list students without asking for nominations based on the batch profile or resumes shared along with the invitation letter. In such cases if the student decides to opt out, the same has to be communicated immediately to the CRD via email to placements@nldalmia.edu.in so that the company can be informed regarding the same.

19. Students are required to be dressed in formal attire (NLDIMSR Blazer) during the placement processes.

20. CRD or Student Placement Committee shall not persuade or insist on executives of recruiting companies, to select particular students or any desired number of students.

21. It is mandatory for every student to submit a copy of the Offer letter to the CRD for their records, immediately on receipt of the same, for records and documentation.

22. If a student gets multiple job offers simultaneously, the choice is given to the student to choose one offer and reject the other within the period stipulated by CRD or by the concerned company, whichever is earlier.

23. Any student found using any unfair means or trying to take undue advantage in the PPT/Test/GD/Interview will be debarred from the placement process.

24. The student should carry the copies of their resume, passport size color photograph, college ID - Card, Govt. ID and Address Proof (viz. Driving License, Passport, Pan Card, Aadhar Card, Voter ID, etc.) in case required by the company for verification purposes.

25. Students can pursue job placement/internship opportunities on their own. However, it is mandatory for such students to keep the CRD informed as soon as they receive an offer and share a copy of the offer letter with the CRD for their records immediately, so that the CRD can record such students as placed.

26. A student is expected to discuss the situations of early joining, attendance exemptions and concerns related to exams with the CRD, before confirming to the company. All such communications to the company should be routed through the CRD. The approval of the Director and Dean is mandatory for the same.

27. Once the student joins the company, he/she should adhere to all the terms of appointment and abide by the company policies, rules and regulations.

28. Students should abide by the code of conduct in the workplace to represent worthily the values of NLDIMSR.

29. Every effort will be made to facilitate the placement process. However, it is the effort of the student that gets him/her selected for the same.

30. The CRD is only responsible for inviting the companies to participate in the placement drive and selection will be subject to talent and skills of students with their ability to qualify the interview process.
31. CRD doesn't promise any particular location to the selected students. The location may be PAN India or abroad as per the requirement of the company.
32. Placement policies may evolve/change over time with the approval of the competent authority(ies). In case of the situations not covered in the Placement Policy and in case of any dispute in regard to the above, the CRD's decision shall be final and binding.

Summer Internship Policy

In addition to the above the following points are exclusive for summer internship:

1. Summer internships are carefully monitored work experiences in which students have intended learning objectives under the supervision of an Industry mentor who will be assigned by the company as well as a Faculty Mentor assigned by the Institute.
2. Students should adhere to the guidelines as specified by their respective Interning companies in terms of company policies, rules and regulations.
3. Students should abide by the code of conduct in the workplace to represent worthily the values of NLDIMSR.
4. Students should ensure quality of agreed internship deliverables and fulfil assigned internship tasks.
5. Students should also take initiative and interact with both Industry and Faculty Mentors periodically or as decided mutually to keep them updated with the progress of the work assigned and to seek guidance on the way forward.
6. The student will be required to submit a final project report and present it to both the company as well as to the Faculty Mentor for evaluation.
7. The Project Report and the viva are a compulsory part of the academic requirements of the Program.
8. Dates of the internship project presentation cum viva will be communicated separately by the program office.
9. It has to be ensured that the report is free from plagiarized content as the faculty guides will be assessing the same for plagiarism.
10. Evaluation form will be sent by CRD to the company and it has to be duly filled by your Industry Mentor.

11. It is the responsibility of the student to coordinate with the Industry mentor and ensure that the filled in Evaluation form is received by the CRD within the timelines mentioned.
12. In case of any extended Summer Internship beyond the stipulated timeline, respective student and process owner of that Company must ensure that it MUST be pre-approved from the CRD, Dean Academics and Director.
13. The Soft copy and hard bound project report must be submitted duly certified by the Industry Mentor and Faculty Mentor as per the time schedule informed.
14. For any reason if the Industry Mentor fails to submit the marks on or before this date then the evaluation will be as decided by the CRD, Dean Academics and Director.
15. All the students are advised to carry out the activities related to the summer internship project with utmost sincerity under the guidance of Industry Mentor and allotted Faculty Mentor.
16. Best Internship reports from each stream are recommended for external summer internship report competitions of repute.
17. Guidelines and Format of Submission of Report - will be provided by the program office.

STUDENT UNDERTAKING FORM

Date:_____

I, _____, have thoroughly read and understood the Student Manual of N. L. Dalmia Institute of Management Studies and Research. I acknowledge the contents and their implications and commit to upholding the values and honor of the Institution. I pledge to fulfil my responsibilities as a student, treating my peers, staff and faculty with dignity and respect.

I hereby declare my commitment to adhere to the student guidelines, policies, procedures and code of conduct. I understand that any violations on my part may result in actions as deemed appropriate by the Management. I agree to abide by all rules and regulations of the Institution as a student in this program. Furthermore, I accept that the Institution reserves the right to make changes to the terms of the program as necessary. I also confirm the receipt of the Student Admission Kit.

_____

Contact Information:

Mobile No.: _____

Email ID: _____

Signature: _____

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