

## TABLE OF CONTENTS

<b>1.</b>	<b>ABOUT DC BUSINESS SCHOOL</b>	<b>3</b>
	1.1 About DC Business School	3
	1.2 Vision and Mission	3
	1.3 Institutional Objectives	3
<b>2.</b>	<b>ABOUT THE PROGRAM</b>	<b>4</b>
	<b>2.1 About the Academic Program</b>	<b>4</b>
	2.1.1 Program Learning Outcome	4
	2.1.2 Program & Credit Structure	4
	2.1.3 Program Calendar	5
	2.1.4 Course Structure	6
	2.1.5 Module Outline	9
	2.1.6 Student Exchange Programme	10
	2.1.7 Learning Management Portal	10
	2.1.8 Fee Details	10
	<b>2.2 Academic Rules and Regulations</b>	<b>11</b>
	2.2.1 Induction Program	11
	2.2.2 Registration	11
	2.2.3 Attendance Norms	12
	2.2.4 Academic Leaves	12
	2.2.5 Student Feedback	12
	2.2.6 Completion of Program	12
	2.2.7 Convocation and Award of Diploma	12
	2.2.8 Award for Excellence	13
	2.2.9 Academic Support	13
<b>3.</b>	<b>ASSESSMENT POLICY</b>	<b>13</b>
	3.1 Assessment Structure	13
	3.2 Essential Parameter	13
	3.3 Assessment Tools and Techniques	14
	3.4 Assessment Component Weightage	14
	3.5 Assessment Schedule	14
	3.5.1 Duration of Centralized Examinations (Pen-Paper)	15
	3.6 Mid-Trimester Assessment	15
	3.7 End-Trimester Assessment	15
	3.8 Grading System	15
	3.9 Moderation	16
	3.10 Repeat Assessment	17
	3.11 Plagiarism Policy	17
	3.12 Handling of Cases of Cheating in Pen-Paper Examination	18
	3.13 Penalties	18
	3.14 Declaration of Results	18
	3.15 Transcripts	18
<b>4.</b>	<b>LIBRARY</b>	<b>19</b>
<b>5.</b>	<b>INFORMATION AND COMMUNICATION TECHNOLOGY</b>	<b>20</b>
<b>6.</b>	<b>PLACEMENT POLICY</b>	<b>22</b>
<b>7.</b>	<b>STUDENT ENGAGEMENT</b>	<b>23</b>

7.1 Institute of Risk Management	23
7.2 National Entrepreneurship Network	24
7.3 DCBS Rotaract Club	24
7.4 IMA Student Chapter	24
7.5 Confederation of Indian Industries	24
7.6 Indian Women Network	24
7.7 Mentorship	24
7.8 Socio-academic Cell	24
7.9 E-Cell	25
7.10 Certifications	25
7.11 Research Conferences and Publication	25
<b>8. HOSTEL</b>	<b>25</b>

## **1. ABOUT DC BUSINESS SCHOOL**

### **1.1 About DC Business School**

With a legacy dating back to 1870, Daly College is renowned for its princely heritage and commitment to academic excellence. We are proud to carry forward this rich tradition with the launch of DC Business School, offering a two-year full-time Post Graduate Diploma in Management (PGDM) program duly approved by AICTE. With this development, we now provide a complete educational journey from Nursery to Post Graduation under the prestigious Daly College Society.

At DC Business School, we uphold the commitment to excellence and holistic development of the budding graduates enabling them fulfil their life motives. Our PGDM program equips students with the skills and knowledge required to excel in the dynamic business world. Our rigorous curriculum, experienced faculty, and industry-relevant exposure shape future leaders and entrepreneurs.

Established in 2023, DC Business School, Indore is situated in a picturesque location amidst lush greenery, located in the cleanest city of India which is also the commercial capital of Madhya Pradesh. Our fully equipped campus having modern amenities facilitates learning in a technology enabled environment. We create a learning environment through implementing globally appreciated academic benchmarks, international exposure and inter-institutional exchanges at regional and international platforms.

DC Business School envisions students' overall development beyond academics and plans to equip them with various industry-demanded certification courses. A few of them are on Risk Management, Entrepreneurship, Soft Skills, NISM, Excel & Advanced Excel, and LinkedIn.

### **1.2 Vision and Mission**

#### **Vision**

Strive to be a premier management institution creating business leaders and entrepreneurs

#### **Mission**

To create a learning environment through implementing globally appreciated academic benchmarks, international exposure and inter-institutional exchanges.

### **1.3 Institutional Objectives**

- To become one amongst the premier management institutes in India by the year 2030
- To be globally recognized as a Centre of Excellence in contemporary business environment with focus on nurturing and developing ethos, values and practices of Indian Management system blended with the agility of the western management practices
- To provide industry ready and socially sensitive holistic managers/ entrepreneurs par excellence who would be able to add value to themselves, place or work as well as to the country under all conditions
- To establish a Center of Research that would focus on emerging areas in corporate and socially relevant areas

## **2. ABOUT THE PROGRAM**

### **2.1 About the Academic Program**

DC Business School, Indore offers two years full time AICTE approved Post Graduate Diploma in Management (PGDM) with following objectives:

- To give an understanding of relevant theoretical business management concept
- To demonstrate proficiency in analyzing and interpreting a wide range of business information related to the various functional areas of management
- To develop key personal and interpersonal skills required for effective management and implementation of solutions to business problems at all levels within and outside the organization
- To equip students with the knowledge base related to various business domains and its application across industries
- To impart world class management education for development of competent professionals
- To provide multifaceted management training for nurturing mindful leaders and entrepreneurs with a passion for excellence
- To inculcate an attitude of continuous learning and social consciousness by imparting suitable value-based education

#### **2.1.1 Program Learning Outcome**

The programme has been developed to deliver six key learning outcomes. At the end of the programme students will be able to:

1. Demonstrate an in-depth understanding of business organisations in terms of their structures, functions, processes, strategies, practices and management;
2. Identify and analyse the economic, social and environmental impacts of business activities, operations and decisions;
3. Display a critical understanding of the internal and external factors that shape contemporary businesses including the interrelationships amongst them;
4. Understand and analyse both the theoretical and practical issues faced by organisations within globally interconnected business environments;
5. Appreciate the dynamic and changing nature of business and the context in which they operate, and apply different models and frameworks to manage change effectively; and,
6. Critically analyse and apply different business theoretical constructs in relation to a wide variety of business environments.

#### **2.1.2 Program & Credit Structure**

The Programme structure and credits for PGDM are based on the stakeholders' needs and general structure of the programme. The Post Graduate Diploma in Management programme with dual specialisation comprises 6 trimesters spread over a period of two years. The academic year is divided into three academic terms, called 'Trimester', of approximately four months' duration.

Year 1 comprises 20 Core Modules including Summer Internship Program and a Comprehensive Viva.

Year 2 incorporates 4 Core modules including Year End Comprehensive Viva & Capstone project and 16 Electives.

The program offers Dual specialization in Marketing, Finance, Human Resource Management, and Entrepreneurship. Such elective spread offers a student adequate flexibility to design his electives as per his/ her area of interest, choice and ongoing industry scenario.

It is essential for a student to respect and spend the designated contact hours of the programme for each module. The contact hours consist of Lecture, Tutorial and Project/ field work pertaining to modules being taught at DC Business School.

Keeping the minimum number of class room contact, teaching credits for PGDM program have been designed as per the following table -

PGDM Course	Number of credits at DC Business School
First year (I, II, III trimesters)	54
Second year* (IV, V, VI trimesters)	44
Internship/ Field work	9
<b>Total</b>	<b>107</b>

\*Based on student interest trimesters IV and V offer the elective courses.

The programme offers Dual Specialisation, single elective is not allowed. You are required to choose any two electives amongst the following-

1. Marketing
2. Finance
3. Human Resource Management
4. Entrepreneurship

1. At the end of Year 1, it is mandatory for all the students to go for the Summer Internship Program (SIP) for a duration of for 4-6 weeks. An SIP will be equivalent to 3 credit courses.
2. In Trimester 6 of the Year 2, the students are required to undergo one Capstone Project for 10-12 weeks. It is equivalent to 6 credits.

### 2.1.3 Program Calendar

Academic calendar for the session 2023-24 (tentative)

PGDM Batch 2023-25		
Academic Years 2023 - 25	Trimester	Duration
First year	I	14 September 2023 – 15 December 2023
	II	8 January 2024 – 22 March 2024
	III	8 April 2024 – 21 June 2024
<b>Summer Internship Program</b>		<b>24 June 2024 - 30 July 2024</b>

Second Year	IV	1 August 2024 – 31 October 2024
	V	10 November 2024 – 15 January 2025
	VI	27 January 2025 – 15 April 2025

#### 2.1.4 Course Structure

The curriculum structure of the PGDM program, Batch 2023-25 is as follows:

Core/ Elective	Code	Syllabus	Credit	Trimester
Core	C101	Foundation of Management	2	T1
	C102	Managerial Economics	2	
	C103	Indian Business Environment	2	
	C104	Accounting for Managers	3	
	C105	Marketing Management	3	
	C106	Organizational Behaviour	2	
	C107	Business Communication	2	
Core	C201	Start up and New Venture Management	2	T2
	C202	Management Accounting	2	
	C203	Managing Human Resources	2	
	C204	Business Statistics	3	
	C205	Indian Ethos and Business Ethics	2	
	C206	Computer Application in Business	2	
Core	C301	Corporate Social Responsibility & Sustainability	2	T3
	C302	Enterprise Risk Management	2	
	C303	Operations & Supply Chain Management	3	
	C304	Introduction to Financial Management	3	
	C305	Business Research - Issues & Analysis	3	

	C306	Legal Environment in Business	2	
	C307	Comprehensive Viva I	2	
Core	C401	Business Analytics	3	T4
	C402	Summer Internship Project	3	
Finance Elective	FE401	Security Analysis and Portfolio Management	3	
	FE402	Banking and Insurance Management	3	
	FE403	Financial Markets and Investment Management	3	
	FE404	Emerging Trends in Finance	2	
Marketing Elective	ME401	Sales and Distribution Management	3	
	ME402	Integrated Marketing Communications	3	
	ME403	Consumer Behaviour	2	
	ME404	Retail Marketing	3	
Human Resource Elective	HRE401	Human Resource Metrics and Analytics	2	
	HRE402	Compensation and Benefits Management	3	
	HRE403	Industrial Relations & Labour Law	3	
	HRE404	Social Psychology	3	
Entrepreneurship Elective	EE401	Corporate Entrepreneurship and Innovation	3	
	EE402	Social Entrepreneurship	3	
	EE403	Venture Capital and Private Equity	3	
	EE404	Indian Models in Entrepreneurship	2	

Core	C501	Business Strategy	3	T5
Finance Elective	FE501	Project Appraisal and Finance	3	
	FE502	Behavioural Finance	2	
	FE503	Performance Management in Organisations	3	
	FE504	Financial Derivatives & Equity Market	3	
Marketing Elective	ME501	Digital and Social Media Marketing	3	
	ME502	Product and Brand Management	3	
	ME503	Services Marketing	3	
	ME504	International Marketing	2	
Human Resource Elective	HRE501	Performance Management Systems	3	
	HRE502	Organizational Change and Development	3	
	HRE503	Team Dynamics at Work	2	
	HRE504	Contemporary issues in HR	3	
Entrepreneurship Elective	EE501	Dynamics of Entrepreneurship	3	
	EE502	Franchise Management	3	
	EE503	Leadership	2	
	EE504	Venture Valuation and Accounting	3	
Core	C601	Capstone Project	6	T6
	C602	Comprehensive Viva II	2	
		Entrepreneurship Lab		

## Viva Voce

At the end of Trimester III and VI, a student will face a viva-voce conducted by a panel of experts from academic and industry. The duration of this will be for 10-15 minutes. The viva will test the ability of a student to articulate application of conceptual knowledge in a given context, explain concepts coherently, demonstrate fair appreciation of inter-linkages between various functional areas, demonstrate awareness of and ability to analyze current news related to business/economy/political events.

## Summer Internship Project (SIP)

The project assignment with business organizations (SIP/ Fieldwork) will have three phases:

- **SIP Phase 1:** Summer internship is a critical part of PGDM. Not only that it enables students to relate theory with practice but also that corporate India can assess the talent pool from our institute. Summer training orientation is to enable the students to become great ambassadors of the institute as well as the country when performing on an international platform. This phase will have orientation sessions from alumni, key resource persons and faculty during Trimester III.
- **SIP Phase 2:** A four to six-week internship program after Trimester III provides opportunities for a large component of fieldwork such as identification of real life managerial issues that are confronted by the organizations, discussion and analysis of such problems by students leading to developing problem-solving skills and many others like this for implementation as deemed right. It would enable students to opt for a solution-oriented approach and develop a positive attitude to find possible solutions to the problems.
- **SIP Phase 3:** In Trimester IV the student will be required to present a report to the Expert Panel. The evaluation consists of both; a viva-voce and a report.

## Capstone Project (T6)

Industry needs leaders who have an eye and hands on technological advancements that may help them utilize analytical insights in this data driven world. Capstone project in DC Business School has been designed with the motto of offering experiential learning and using this opportunity to solve business problems, developing new products and services, making collaborative efforts towards creating well equipped leaders and delivering business value at the same time.

Capstone Project Timeline	
Capstone invitation and student mentor selection	End Month of T5
Capstone project begins	1st Month of T6
Mid-trimester project review	After 2 Months of T6
Final project presentation & report submission	End Month of T6

### 2.1.5 Module Outline

At the start of each trimester the students are given detailed Module Guides for their chosen modules. As a good practice, DC Business School shall provide these in soft copies. The Module outline encompasses the information as follows:

- Program learning objectives along with Course Information like title of the course, number of credits, academic term, name of the instructor
- Course overview, learning outcomes
- Teaching and learning methods
- Session plan, session learning outcomes, pedagogy and any other instructions
- Prescribed text, recommended readings, if any
- Assessment scheme

### 2.1.6 Student Exchange Programme

DC Business School shall offer relevant learning global exposure to all its enrolled students through various exchange programmes that would be regional as well as international in nature. They will be officially informed about such through email and notice boards.

### 2.1.7 Learning Management Portal

The institute has a learning management portal in accordance with the approving norms.

### 2.1.8 Fee Details

<b>AT THE TIME OF ADMISSION</b>		<b>Amount in Rs.</b>	
01	Registration fee		5,000
02	Admission Fee (Once the admission is confirmed)		25,000
03	Caution Money (Refundable after 2nd year)		25,000
04	Personal Deposit (Accountable and Balance Refundable)		10,000
05	Mess Fee (Per annum for Refreshment and snacks)		10,000
<b>Total</b>			<b>75,000</b>
<b>TUITION FEE</b>			
01	<b>Year One (2023-24)</b>		
	Tuition Fees (in two installments)		3,50,000
	At the time of admission (I installment)	175000/-	
	January (II instalment)	175000/-	
		<b>Total</b>	<b>3,50,000</b>
02	<b>Year Two (2024-25)</b>		
	Tuition Fees (in two installments)		3,50,000
	Aug (I installment)	175000/-	
	Jan (II instalment)	175000/-	
		<b>Total</b>	<b>3,50,000</b>
<b>Hostel Facility for girls is available on Campus</b>			

	Hostel Fee (Per Annum) payable in two equal installments		1,25,000
		Aug	62500/-
		Jan	62500/-
	<b>*AC Rooms available @ 1.5 lakh per annum.</b>	<b>Total</b>	<b>1,25,000</b>

\*Fee is subjected to a yearly increment of 5-10%.

## 2.2 Academic Rules and Regulations

### 2.2.1 Induction Program

PGDM program starts with an induction program for the new batch of students. During the program, the students are introduced to the 'way – of – life' at DC Business School. This would include series of interactive sessions between academic and industry experts and the students to familiarize them with the ethos, structure, assessment system, and unfolding of a plethora of opportunities offered by the DC Business School.

Following the diversity and inclusion, DC Business School intends to recruit candidates from diverse academic backgrounds having studied different streams like Management, Commerce, Humanities, Engineering, etc through innovative pedagogies. This will enable them to establish a culture of mutual acceptance and at the same time challenging times to learn and cope up with each other on the same stage.

It is our firm belief that the real-life is the real learning that develops through experiential training and learning endeavours and this is why during Induction Programme outbound learning will be a distinct feature at DC Business School that would hone the aspirants a transformation from ice-breaking, knowing themselves as well as their team-mates and finally cultivating effective leadership skills.

### 2.2.2 Registration

#### Registration for First Year

Welcoming the students to the First Year and ensuring a smooth journey, the Administration Office helps students in completing the first-year registration process. The AO notifies about the registration date through correspondence with the students who are admitted in the program. The students are required to register at the AO after the payment of the fees. The students must carry the *original certificates* of their academic qualification for necessary verifications, in order to ensure their eligibility for the PGDM program. Students must carry the photocopies of the supporting documents as well, which shall be submitted at the AO.

Students whose final mark sheet/ certificate of passing/ qualifying university examination, is awaited /not been issued by the time of registration for the PGDM program, may submit the same before the deadline (usually set by AICTE for the session 2023-24). For some reason, if a student fails to submit the mark-sheets and/ or does not meet the eligibility criteria by the said date, the system would automatically invalidate his/ her admission along with the claim for a refund of PGDM program fee as per the directives from the regulatory authorities from time to time.

### **2.2.3 Attendance Norms**

#### **Attendance**

- The institute expects regular attendance and punctuality from all students in all sessions.
- As per rules and regulations, the minimum required attendance in all modules shall be a minimum of 75%.
- Coming late to class is a serious breach of discipline.
- The students are not allowed to leave early. The faculty has the right to cancel attendance for the particular duration.

#### **Leave**

Any leave shall be applied for in writing.

### **2.2.4 Academic Leaves**

- i. Academic leave may be granted in advance to a student if he/she is unable to attend a class on any of following grounds:
  - a. Authorized participation in conferences, workshops, seminars, events, institutes official activities or programs.
  - b. Active participation in his/her own placement process (summer internship or final).
  - c. Responsibility of/ deployment of official duty related to final or summer internship.
  - d. Responsibility of/ deployment of official/ institutional duty both within or outside the institute.
- ii. Responsibility of/ deployment of a concerned faculty/ task head, along with the recommended dates and number of academic leaves.
- iii Academic leave sanctioned is considered as 'Deemed Attendance' while calculating the class attendance of a course.

### **2.2.5 Student Feedback**

Students feedback is important, hence from time to time there may be a requirement of furnishing feedback about the institute – with reference to amenities, infrastructure and various facilities and provisions. In such cases, AO will duly notify all students for the feedback date and related formalities. Students are expected to comply with such requirements.

Before each Mid-Trimester and End- Trimester examination the institute initiates the students' anonymous feedback for each course during each trimester. There is a facility to give their feedback which is mandatory for every student. Students must share their honest and unbiased feedback for all modules, she/ he studied in a particular trimester. This should be done on a timely basis.

### **2.2.6 Completion of Program**

The PGDM runs over a period of two years. For being awarded the Post Graduate Diploma in Management, a student must secure a minimum of 40% and no 'F' grade. However, students who fail to meet the minimum academic requirements may be allowed to complete the program subject to the applicable rules and regulations from time to time.

### **2.2.7 Convocation and Award of Diploma**

Upon fulfilling all the conditions and requirements after the successful completion of two- years the Post Graduate Diploma in Management award is conferred on all students at the Convocation Ceremony.

## **2.2.8 Award for Excellence**

The DC Business School has various awards for academic excellence, in order to encourage its students to come out with their best potential. Students can start aiming to achieve these during their two years' tenure.

- Best Summer Internship Project Award (Specialization wise)
- Overall Program Toppers [Gold Medal, Silver Medal and Bronze Medal]
- Overall Best Student Award - Based on co-curricular activities

## **2.2.9 Academic Support**

2.2.9.1 Class scheduling – A weekly time table will be shared through official communication.

2.2.9.2 Classroom support - The class seating arrangement to attend their scheduled classes and ensure that all the classes are conducted smoothly with availability of all the equipment and internet support.

2.2.9.3 Course material – The respective module leaders provide course outline and study material to students to help them prepare and understand the courses for better learning outcome.

2.2.9.4 Course selection support - The respective module leaders provide guidance to students to choose electives in an organised session.

2.2.9.5 Attendance support - The respective module leaders maintain attendance records of all the students. The institute/ the respective module leaders also manage the sanctioned academic leaves for computation purposes.

2.2.9.6 Examination support - The Exam Coordinator in coordination with the academic team ensures support for smooth conduct of all the main examinations (mid-trimester/ end-trimester) and repeat-examination.

2.2.9.7 Result preparation - The institute/ the respective module leaders compile all the evaluation components of a student and prepare the result as per the rules and regulation of the institution.

## **3. ASSESSMENT POLICY**

### **3.1 Assessment Structure**

The institute follows a system of continuous assessment using multiple tools to monitor students' academic progression. The assessment is done to measure the knowledge, skills, and application abilities of students with respect to the intended learning outcomes. The faculty assesses the understanding of theories, business practices and applications illustrated and discussed in the respective subjects. In postgraduate programs, assessment focuses more on higher order thinking skills, like comprehension, analysis, synthesis, evaluation, creative thinking and practical insight.

### **3.2 Essential Parameter**

- i. Mid- Trimester
- ii. End- Trimester
- iii. Class Participation

### 3.3 Assessment Tools and Techniques

Various techniques/tools are used for assessment of academic performance of students. The basket of component and tools include the following:

- i. MCQ Test
- ii. Team Assignments
- iii. Research/ Survey Projects with Viva
- iv. Report with Individual/ Group Presentations
- v. Blog Writing
- vi. Pen-Paper Exam
- vii. Poster
- viii. Case Analysis
- ix. Podcast
- x. Any other relevant assessment pattern as approved by the Director

### 3.4 Assessment Component Weightage

Assignment of weightage to different assessment components has been described in the table 3.1.

**Table 3.1: Assessment Components and Proportion of Weightage**

Component	Component Details	Weightage
Mid- trimester Assessment	This component shall be conducted based on the first half of the syllabus of a subject	25%
End- trimester Assessment	This component shall be based on the entire syllabus of the subject	60%
Class Participation	Attendance, participation in lectures and seminars	10%
Participation	Attendance in guest speaker sessions	5%
	Total	100%

Overall passing marks per subject will be 40%.

A student has to maintain minimum 75% of attendance overall.

### 3.5 Assessment Schedule

The respective subject faculty shall decide and announce the dates for mid- trimester and end- trimester assessments. The mid- trimester assessment shall be conducted in the fifth/ sixth week of the trimester, while the end- trimester assessment shall be conducted during the twelfth/ thirteenth week of the trimester.

### 3.5.1 Duration of Centralized Examinations (Pen-Paper)

The duration of mid- trimester and end- trimester examination is given in table 3.2.

Table 3.2: Duration of Centralized Examinations

Name of Examination	Mid- trimester	End- trimester
Duration (Minimum)	30 minutes	120 minutes

### 3.6 Mid-Trimester Assessment

- i. Institute does not hold repeat Mid- Trimester assessment for any module during a trimester.
- ii. If a student is unable to appear in a Mid- Trimester assessment for any subject, he/ she is awarded zero marks in the assessment of the concerned subject.
- iii. However, if a student is unable to appear in the Mid- trimester assessment due to some exceptional reasons, he/ she can represent his/ her case in writing to the Director along with supporting documents within 7 calendar days of completion of the scheduled Mid- Trimester assessment.
- iv. At the discretion of the Director the student may defer the mid- trimester. In such a case, the subject faculty will give him/ her an assignment to be submitted within 7 days of such permission.

### 3.7 End-Trimester Assessment

- i. After announcement of end trimester assessment schedule, the student has to fill the exam form and pay the exam fees of Rs 200/- per subject within the permissible time limit.
- ii. Appearing in the End- Trimester assessment of all the subjects by a student during a trimester is mandatory.
- iii. If a student is unable to appear in the End- Trimester assessment of a subject he/ she will be dealt as per the provisions of repeat assessment (Refer 3.10)

### 3.8 Grading System

i. The grading system is based on concurrent evaluation system with sufficient freedom given to the faculty in deciding the pattern of evaluation. The faculty through the module guide will disseminate the information on the assessment components for the subject. Numeric marks are awarded to each of the evaluation components. The total score is obtained by taking the weighted average of the numeric marks of the various components as specified in the subject outline. The total marks thus received are converted to a letter grade, based on the performance of the student. The letter grades are on an 8-point scale with the grade 'A+' being the highest and 'F' being the lowest or fail grade. Each letter grade has a grade point associated with it. The grading model is described in table 3.3.

ii. Trimester Grade Point Average (TGPA): The performance of a student in a particular

trimester is measured by Trimester Grade Point Average (TGPA), which is a weighted average of the grade points secured in all the subjects in a trimester. TGPA is computed up to two decimal places. The grading model is described in table 3.3

Example: Suppose a student is studying for two 3-credit subjects and four 2-credit subjects during a trimester (that is, total of 14 credits), and he/she secures A, B+, B, C+, A+, C grades respectively in the particular subjects, his/her TGPA is computed as follows:

$$TGPA = \frac{9 \times 3 + 7 \times 3 + 6 \times 2 + 4 \times 2 + 10 \times 2 + 3 \times 2}{14} = \frac{94}{14} = 6.71$$

iii. Cumulative Grade Point Average (CGPA): Cumulative Grade Point Average is computed up to two decimal places, taking into account the performance in all the subjects subscribed by a student up to the trimester for which the results are last available. The grading model is described in table 3.3

iv. Conversion of numeric marks to letter grades will be as per the table 3.3

**TABLE 3.3: Grading Model**

Letter Grade	Grade Point	Percentage Marks
A+	10	91% & above
A	9	81-90 %
B+	8	71 – 80 %
B	7	61 -70 %
C+	6	51 – 60 %
C	5	41 – 50 %
D	4	40 %
F	0	Below 40 %

### 3.9 Moderation

- i. All assessments will be subject to moderation. After the faculty has marked the assessments, sample across grade is subject to internal and external moderations.
- ii. Moderation processes are documented and evidence of this is made available to external examiners. The samples of work provided for internal moderation, and to the external examiner must be accompanied by the full mark sheet(s) for the assessment(s) under review.
- iii. The minimum sample for moderation should include assessments across grades and sample(s) of failed assessments.
- iv. The sample size for internal and external moderation shall normally be a

minimum of 10 assessments (this would require all items in the case of very less number of students enrolled in a subject).

### 3.10 Repeat Assessment

- i. Repeat Assessment will be held within 15 days of declaration of the Trimester Result.
- ii. After announcement of repeat assessment schedule, the student has to fill the repeat assessment form and pay repeat exam fees of Rs 500/- per subject within the permissible time limit.
- iii. If a student does not appear in the repeat assessment permitted, then the case will be dealt as per point iv below.
- iv. The maximum number of subjects a student may carry each trimester / year and attempts allowed will be as per the table 3.4

**TABLE 3.4**

Maximum number of subjects per trimester eligible for repeat assessment (end trimester assessment)	4
Maximum number of subjects that can be carried forward per trimester (end trimester assessment)	2
Maximum number of subjects that can be carried forward to next year (2*3) (end trimester assessment)	6
Number of attempts to pass a subject (scoring less than 40%) 1st Attempt (end trimester assessment) – within 15 days of trimester result 2nd & Last attempt (end trimester assessment) – with the corresponding trimester assessment next year	2
If a student fails to clear the subject(s) even after all the attempts or fails in more than 4 subjects in a trimester/ or carries forward more than 2 subjects per trimester or carries forward more than 6 subjects in a year, then he/ she needs to repeat the year.	
If the student has to repeat the year, then he/ she needs to appear only for the subject(s) in which he failed (mid- trimester and end trimester assessment) and the rest marks of the passed subjects will be carried forward as it is.	

### 3.11 Plagiarism Policy

All project reports and course-related assignments, etc. need to be submitted through the interface within the prescribed time limits. All submissions are screened for plagiarism and are called for resubmission/ rejection (within the extended time frame as notified) as decided by the Academic offence committee.

### **3.12 Handling of Cases of Cheating in Pen-Paper Examination**

- i. The invigilator seizes all the incriminating material/ evidence from the candidate and then obtains a written statement, duly signed by the candidate. The invigilator then issues a new answer script and allows the student to continue to write his/ her answers for the remaining period of that examination. The matter is reported to the Office of Controller of Examination with all relevant documents on the same day, which, in turn, refers it to the Director.
- ii. The student reported using unfair means/ possessing incriminating materials is allowed to appear in subsequent examinations of that trimester. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice during any of the subsequent examinations of that trimester, he/ she is expelled from all remaining examinations of that trimester after taking appropriate action for the second act of misconduct/ malpractice.

### **3.13 Penalties**

Any student found guilty of academic dishonesty may, receive one or a combination of the following penalties as decided by the Academic offence committee:

- i. Grade drop in the assessment component/ resubmission.
- ii. Capped at minimum pass marks 40%
- iii. Awarded zero in the component
- iv. Grade drops in the subject
- v. Any other punishment recommended by the Director

### **3.14 Declaration of Results**

- i. The Office of Controller of Examinations declares the Trimester Result within 30 days of the last day of End- trimester assessments.
- ii. Result of Repeat Assessment, in form of final and permanent subject grades, is declared within 21 days of the last day of repeat Assessments.
- iii. The Office of Controller of Examinations declares the Final Trimester Result (after incorporating the result of repeat assessment in the Trimester Result) within 7 days of declaration of result of Repeat Assessment.
- iv. At the end of the program the institute declares the Composite Result (including course grades and TGPA of all the six trimesters along with CGPA) and issues to the student an official grade sheet / certificate of his/her performance.

### **3.15 Transcripts**

Transcript in printed format will be issued to the students only after the completion of the course. Trimester- wise academic progress will be issued to the students online. If such information is required for some official purposes like bank loans, summer internship, placements, etc., a provisional academic progress report will be issued.

#### 4. LIBRARY:

The heart of academic is the **library**. With its rapidly expanding collection and cutting-edge facilities, the library is helping the institute achieve its goal of being a premier institution for management and related fields.

More than a thousand books are available in the library. Special subscriptions to -4 national magazines, 15 print national and international journals.

Due to the changing demands and preferences of students and faculty members, the library concentrates on subscriptions to online resources rather than printed publications. Digital materials are accessible round-the-clock, and the library is fully Wi-Fi connected. The library has DELNET & NDL subscriptions, which provide access to more than 1,60,000+ eBooks, 5500+ E-Journals, and numerous other papers, proceedings, and patents.

#### The broad objectives DC Business School Library are:

- Development of an innovative knowledge resources centre for management related fields.
- Acquisitions of resources based on information needs of the Institute's staff and students.
- Innovative reference services for the user base.

**DELNET-** Developing Library Network, New Delhi is a major resource sharing library Network in India connecting more than 7700 institutions in 33 states in India. DELNET is devoted to the Modernisation & Networking of Libraries. The main objectives of DELNET is to promote resource sharing among the Member-Libraries by collecting, storing and disseminating information and by offering networked library services to users. To access the DELNET Digital resources, click on: <https://delnet.in/>

**NDLI-** The National Digital Library of India is a single window platform that provides learning resources with an aim to make **e-learning and education accessible to all**. NDLI is designed to hold content of any language and provides interface support for 10 most widely used Indian languages.

**NDLI hosts** 60+ types of learning resources like books, thesis, article, audio lectures, video lectures, manuscripts, question papers, web courses, annual reports, solutions, data set, reports, technical reports, manual, album, monograph, technical manual, law judgements etc. The library in digital form has 10 million items that have been authored by 3 lakh authors

#### Library Rules:

##### General Rules:

- Personal belongings like bags (laptop, shoulder, and sling), umbrellas, etc. should be kept outside the library. These are not allowed inside the library.
- Readers are advised not to leave their valuable items like mobile, money, etc. at the Property Counter. The library shall not be responsible for any loss or damage of the personal belongings of the users.
- Readers should not talk or discuss as they may disturb other readers.

- Using Mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource.
- Photocopying facilities are available in the library. (Charge one rupee per page).
- Users are not allowed to carry eatables/drinks inside the library premises.

#### **Circulation Rules:**

- Students can borrow 4 books at a time. Members of the teaching staff can borrow 8 books (varies according to the requirement for teaching staff) and non-teaching staff can borrow 2 books at a time.
- Each book is issued for a period of 15 days. Delay in returning a book after the due date will entail a fine of five rupees per day. An equivalent amount will be debited from the student's personal account.
- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
- Books removed from the shelves, if not required further, should be kept on the book table nearest to them.
- Students are advised not to issue books to others on their name.
- Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously. In such case, the last reader will be held responsible unless he shows the Librarian at the time of issue that the book had been previously marked or damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage. Books will have to be replaced.
- If one book is damaged or lost by a member, he/she must replace it by a new copy of the same edition. If such a copy is not available, rules of DCBS are applicable.
- All final year students should return their library book and obtain "NO DUE CERTIFICATE" from the library. Similarly, the staff members who intend to leave the college should settle all the dues and obtain "NO DUE CERTIFICATE" from the library.

## **5. INFORMATION & COMMUNICATION TECHNOLOGY**

#### **Rules for Usage:**

In order to facilitate the optimal use of computers and related facilities in the Computer lab, the following rules and norms are put forth; these need to be adhered to, in letter and spirit, by all. This is a must to ensure that all users get the required service(s) with minimum inconvenience.

- Ensure that the labs are always kept tidy and clean.
- Eatables are not allowed inside the labs.
- While working in the lab, talk if you must, but keep your voice low. Take care to not cause disturbance/discomfort to others.

- Computer Lab timings are from 9:15 AM to 4 PM Monday to Friday & on Saturdays from 9:15 AM to 2 PM.

Violation of the above rules will invite penalty. During working hours, the IT staff in charge of the facilities are there to help you and provide support; their guidance and decision shall be followed by the users.

#### **Computer Accounts/ Email Account:**

- a) Any student who gets admitted to DC Business School is eligible for student account identified by the 'Batch & Name' (dcbs23nikhilvarma@gmail.com) and this will be continued until the student leaves the Institute. All the official information will be communicated on this email id. However, any urgent intimation shall be done through the student WhatsApp group.
- b) DCBS Email ID that is given to a student is for her/ his exclusive use. Each student should protect her/ his account with a password. Accounts found to be not protected will be withdrawn and such students will lose their privilege of using an independent account until the end of the trimester in which the lapse had occurred.
- c) A student shall not disclose her/his password to anybody else.
- d) An unprotected account status cannot be given as an excuse for plagiarism, or for any work being stolen or lost.

#### **Facilities Usage:**

- a) No student shall service any computer or peripherals. All breakdowns should be brought to the notice of IT staff. Trying to service/ repair any computer or other equipment by student is tantamount to tampering; and the student will have to bear the cost of the repair and may be debarred from using DCBS computer facilities for a period determined by the IT Committee.
- b) At any given point in time, only one student is allowed to work on a terminal. Whenever there is a group task, the group may be allowed to work on the terminal provided the concerned faculty member or the IT staff accords the permission.
- c) Network laser printers are provided in the labs.
- d) The downloading and browsing via Wi-Fi facility provided are primarily for academic use. While utilizing the bandwidth for non-academic purposes, say to listen to music for instance, is not banned in the campus, we would like to rely on the thoughtful utilization of the finite resource on the basis of the community's self-restraint and understanding, rather than on the basis of rules and regulations.

We look forward to having your full-hearted co-operation in this regard.

#### **General Rules**

- a) The facilities in the Labs are intended for academic purpose only.
- b) Students must get the prior permission of the IT staff before bringing outsiders into the lab.
- c) Students upon completion of using the computers may logout of the system and Leave.
- d) Students will have to pay for the repair charges if they cause damage to the furniture, equipment, and other property in the lab.

- e) Students must take full responsibility of their Personal laptops and accessories.
- f) We are taking all necessary steps aimed at securing information and maintaining the health of the network. Your active support and cooperation are crucial in making this a success.

### **Misconduct**

Any violation of the above-mentioned norms shall be treated as misconduct and shall be referred to the IT Committee.

Students are expected to read and understand the IT policy of DC Business School. All students would be bound by the IT Policy. Any violations will be dealt with appropriately.

### **6. PLACEMENT POLICY:**

1. The institute is committed to provide support for the final placements to all the students who have successfully completed their program of studies (PGDM) and maintained good conduct throughout the course program.
2. The institute makes every endeavor to invite as many companies as possible for campus placement. Students must however be prepared to go through the company's office or selection venue for any part or the complete selection process as required by the recruiting company.
3. All students are required to be well groomed and wear the prescribed formals for all pre placement talk as well as the complete selection process whether organized on the campus, or the company's office or any other selection venue. Non-compliance results in debarring the students from joining in pre placement talk and or appearing for the selection process.
4. Attendance in pre placement talks, personality development and preparatory classes (including mock interviews) is compulsory for all students who sign up for the placement process.
5. The Placement Office provides only one job offer to each student. After which he/ she ceases to be on the eligible candidate list for placement. Failure to accept the first offer means and implies that the institute no longer extends its placement support to such a student and he/ she is required to arrange for final and/ or summer placement on his/ her own.
6. The Placement Office notifies through an email and on the placement notice board all the recruitment requests received from the companies with as much of details made available. Applications are invited from interested and eligible (as per the criteria, if any, specified by the recruiting company) students. It is the duty of every student to regularly see their emails/ placement notice board and comply with the announcement deadlines. No late applications/ requests are entertained.
7. The decision to apply for a company by the eligible students is purely their own. However, if any eligible students decide not to apply to three companies, he/ she disqualifies himself/ herself from the placement support of the institute.

8. In case of the responses to a recruiting opportunity exceeds the maximum number of applications required by the recruiter or as deemed fit by the placement officer then the selection of number of resumes to be sent is based on CGPA, Employability assessment training / grade. Attendance in pre placement talks and personality development and preparatory classes (including mock interviews), and other or any other criteria decided by the placements team is a thrust area. The decision of the placement officer and the Director is final and binding on all the students.
9. It is mandatory for all short-listed students to appear for the selection process/ interview. Any withdrawal / no show leads to debarment of the students from placement assistance of the institute.
10. No placement facilitation for a student who: -
  - a. Does not attend a process despite nomination has been given.
  - b. Withdraws from the process mid-way.
  - c. Has less than 75% attendance in training sessions being arranged by the institute.
  - d. In the placement process he/ she
    - Tells the company that he/she does not want to join them.
    - Speaks negatively about the company or the institute.
    - Is found doctoring his/ her resume submitted at the placement office.
    - Talks directly to the company representative/ executive at any time other than pre placement talks.
    - Asks any irrelevant questions or behaves in an unacceptable way during the pre-placement talk.
    - Misbehaves with any staff at the institute.
    - Deliberately jeopardizes any other students' chances of getting selected.
11. The students are required to follow a dress code at the time of their placement selection process. In case any student fails to follow the code he/ she may not be allowed to appear for the process. The dress code is Formal grey suit with white shirt.
12. The institute reserves the right to change/ modify any or all of the above stated placement rules and procedures whenever found necessary. All changes/modifications are communicated to the students.

## 7. STUDENT ENGAGEMENT

DC Business School (DCBS) will offer various opportunities for engaging students to hone up their academic and professional skill sets that will equip them be industry-ready. DCBS has collaborated with the following professional bodies-

**7.1 Institute of Risk Management-** The IRM, India (affiliated to IRM, UK) is the leading professional body for Enterprise Risk Management in India. DCBS in association with IRM, India will help its students build excellence in risk management to improve the way organisations work. The integrated curriculum enables our students to develop insights and relevant skill sets required to identify different risk areas in an organisation. The course would essentially involve practical application and opportunity to earn Level 1 certification that will

cement their future path for next level certificates and open up job opportunities in the field of risk management at a global platform.

**7.2 National Entrepreneurship Network** – NEN’s main objectives are entrepreneurship development, to build and enhance the entrepreneurship ecosystem and for skilling through various modes of workshops, trainings etc. For this purpose, Wadhvani Operation Foundation (WOF) has procured and/or developed world class curricula, content and methodology in form of “Ignite” programme.

DC Business School plans to integrate the “Ignite” programme in its PGDM curriculum. Entrepreneurship is also one of the specialisations offered to the students. There is no cost involved. The terms & conditions of this tie up are as per the proposed MOU. This will not only help to foster innovation and entrepreneurship in the students but also add value to our brand.

**7.3 DCBS Rotaract Club-** DCBS founded DCBS Rotaract Club under Rotary International that serves for the cause of social upliftment and well-being. As an initiative in this club DCBS students perform projects linked with Community Service, Youth Development, Environment and Cultural exchange.

**7.4 IMA Student Chapter-** IMA is a proactive, focused and one of the fastest growing non-profit management associations of India with strong national and international linkages. Established in 1963, it has a direct and indirect membership of over 3500 members including corporate, entrepreneurs, professionals, businessmen, academicians and students. DCBS with its IMA Student Chapter will offer opportunity to all the students be in direct contact with the corporate event and international conclave.

**7.5 Confederation of Indian Industries (CII)** – DCBS is an active member of CII and students get to participate in select events, conferences and workshops organised by CII.

**7.6 Indian Women Network (IWN)** – Confederation of Indian Industry (CII) launched the IWN with the vision of becoming the largest network for career women. DCBS is a member of CII-IWN that benefits all women students and faculties of the institute through participation in events and activities.

**7.7 Mentorship** - The mission of this initiative is to enhance the academic experience through hands-on learning, professional skills development, leadership opportunities, and creating connections and community among current students, alumni and corporate partners. This program provides an outstanding opportunity for students to interact and network with the industry leaders and change makers they hope to become. Students nominate themselves for this program. Students visit companies and interact with staff to understand various aspects of business. Our mentors represent all functional areas of business and a variety of industries, ranging from executives, to small business entrepreneurs and directors of non-profit organizations. Mentors serve as role models, coaches, and advisors to our students, providing professional development training and exposure to their impressive networks.

**7.8 Socio-academic Cell** – It is one of the most vibrant cells, with the students attending and participating in the various activities hosted throughout the year. Celebrations on campus set the mood for the festive occasion. Both cultural and traditional festive events with a good mix of awareness & knowledge through quizzes and games are hosted. The campus is vibrant, buzzing with enthusiasm and energy, as the students are making memories, enjoying taking up various tasks and engrossed in various activities.

The events are designed with the festive mood in mind. The various prominent festivals like Deepawali, Dusshera, Ganesh Chaturthi and Basant Panchami are celebrated.

**7.9 E-Cell** - Entrepreneurship cell will be dedicated to promote the spirit of entrepreneurship amongst the students. The basic aim of E-Cell will be to encourage students today to start their own enterprise. The objectives of E-cell at DC Business School will be –

- To create awareness on entrepreneurship among the students.
- To inculcate entrepreneurial spirit and culture in / outside the campus.
- To conduct programs/ training that fosters entrepreneurship skills.
- To expose students to startup & venture creation through entrepreneurial meets, competitions and other similar platforms.

**7.10 Certifications** - Few modules curriculum has been integrated with major certifications in such a way that helps students to clear certification exams.

Trimester	Module	Will Lead to Certification Exam
T2	Start up and New Venture Management	NEN
T3	Enterprise Risk Management	IRM Level 1
T4	Financial Markets and Investment Management	NISM MFD
T5	Financial Derivatives & Equity Market	NISM Equity Derivative & Equity Sales

Students will be required to pay fee and appear in certification exam conducted by respective institutions.

### **7.11 Research Conferences and Publication –**

Writing an article and going through the peer review and editing processes can be difficult and time-consuming. Students may wonder if the result is worth adding the extra commitment to their schedules. However, having an article published has a wide variety of benefits and can present new opportunities to students involved in the publication process. We encourage and help our students in publishing their research papers in journals, conference proceedings etc. Many students in past have successfully presented their papers in conferences and also published their articles & research papers in many reputed national and international journals.

### **8. HOSTEL-**

A Home away from home, the girls hostel at the DC Business School is spread in a large area with sprawling gardens around it. The hostel has well-equipped rooms with all modern amenities, the rooms are for triple sharing with separate dressing and washroom, they are air-cooled having Wi-Fi, a separate pantry, a beautiful courtyard to hang out. The mess is attached to the hostel serving nutritious all four meals. Laundry service in addition to a small gym for workout is also available.