ISBS PGDM- Profile

Indira School of Business Studies PGDM (ISBS PGDM), Pune, was established under the aegis of Shree Chanakya Education Society (SCES). Shree Chanakya Education Society began as a trust in 1994, under the visionary leadership of Dr. Tarita Shankar, with an explicit vision to provide sustainable impetus to the corporate and entrepreneurial abilities in the youth. Unrelenting initiatives by the management team at Indira led to the creation of multi disciplines such as Management, Information Technology, Pharmacy, Commerce, Science and Engineering. SCES has grown steadily and today boasts of several Institutes, having more than 14,000 students, from all over India pursuing multi-disciplinary graduate and post-graduate programs. The Institutes managed by SCES have maintained high academic standards and have successfully provided trained manpower to the diverse industry sectors of the country.

ISBS PGDM was established in 2006, ISBS PGDM featured in Top 100 Management Institutes in India in NIRF 2019 Rankings, a renowned Ranking Framework approved by the Ministry of Human Resource Development. ISBS PGDM has an impeccable placement record even during the time of Pandemic. More than 350 accomplished companies visit our campus every year to hire our students. Some of the accolades that we have won recently are-

- PGDM general and PGDM marketing programs are accredited by NBA- National Board of Accreditation
- PGDM general and PGDM marketing programs have received equivalence to MBA degree by AIU.
- Institute featured in Gold Band in A Grade in OBE (Outcome Based Rankings) Rankings 2023.
- ISBS PGDM has been consistently featuring in top 100 B Schools as per times B School Ranking Survey.
- The institute was awarded as "Best Institute with Industry Academia Interface" Award in World Education Congress 2023.
- The institute was awarded as "Best Institute with Global Collaborative Learning" Award in World Education Congress 2022.
- We were awarded as "Best institute overall" in National Education Awards 2019 presented by ABP News.

VISION – ISBS PGDM

To continue to evolve as an institution of excellence in the field of management with a focus on nurturing students into a professionally relevant and socially sensitive talent.

MISSION – ISBS PGDM

1. To provide a sound learning environment to students and engaging them in relevant knowledge dimensions to inculcate domain knowledge and development of application ability.

2. To recruit quality faculty and provide them conducive work and research environment.

3. To foster alliance with industry for student's professional development and to provide them suitable work/career opportunities.

4. To promote ethical and social values for nurturing 'socially' responsible student.

PROGRAM EDUCATIONAL OBJECTIVES (PEOs)

PEO 1: Students will demonstrate logical and practical approach to problem solving and function effectively as skilled managers who can respond to changing environment in a social and global context.

PEO 2: Students will work in multicultural and multidisciplinary teams and understand the principles of group dynamics, Teamwork, and growth of Management profession.

PEO 3: Students will excel as management professionals, entrepreneurs or pursue higher studies in management, thereby contributing to national & global economy.

PEO 4: Students will demonstrate ability to adapt to a rapidly changing environment by applying new skills and competencies.

Table 1: PROGRAM OUTCOMES

PO#	Skill	PO Statement
PO 1	Management Knowledge	Ability to apply knowledge of management theories and practices to solve business problems and manage changing business scenarios.
PO 2	Problem analysis and Solution provisioning	Ability to apply analytical and critical thinking capacities for data- based decision making with the use of modern tools
PO 3	Ethics and Value based leadership	Ability to develop value-based leadership skills.
PO4	Investigation	Ability to understand, analyse, and communicate global, economic, legal, and ethical aspects of business.
PO 5	Individual and Collaboration	Ability to lead oneself and others in the achievement of organizational goals, contributing effectively to a team environment.
PO 6	Entrepreneurial Ability	Ability to enhance Entrepreneurship awareness & skills so that the students are induced to undertake independent ventures and/or grow family business.
PO 7	Communication	Ability to communicate effectively on business activities and give clear presentation to all stakeholders.
PO 8	Managerial Effectiveness	Ability to understand the impact of Managerial solutions in a global, economic, environmental, and societal context.
PO 9	Lifelong Learning	Ability to recognise the need for and engage in life-long learning.

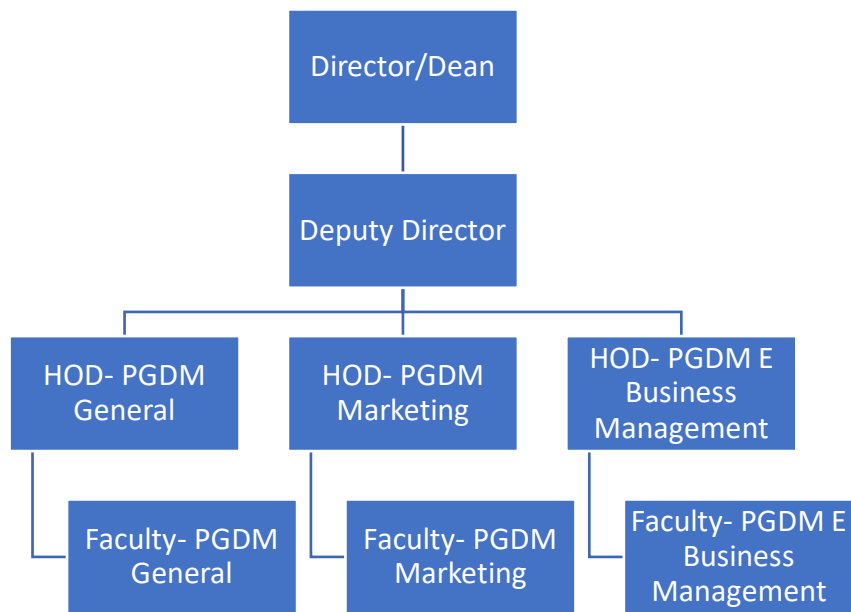**Organizational Structure (Universe Campus)**

Figure 1: Organizational Structure of ISBS PGDM (Universe campus)

Figure 1 above depicts the organogram of ISBS PGDM. The institute has 4 programs, details of which are as below:

- PGDM General Program, with 120 seats
- PGDM Marketing Program, with 60 seats
- PGDM E Business Management Program, with 120 seats
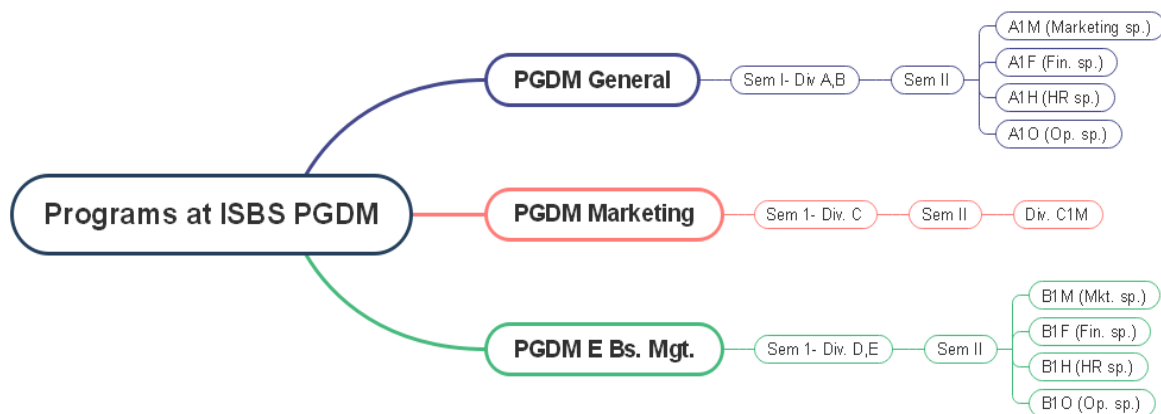- PGDM program, with 180 seats (at Unity campus)

Figure 2: Divisions Nomenclature (of divisions at Universe campus)

PGDM Program (divisions F,G,H) are run at Unity campus for AY 2023-24.

Division I is for students of ASBM.

Figure 2 depicts nomenclature of various divisions at ISBS PGDM. Specialization commences in semester II.

PGDM general program offers **dual specialization**. Students of **PGDM General Program** can choose a major specialization and a minor specialization from Marketing/ Finance/ HR/ Operations & SCM). The major commences from semester II onwards and minor* specialization subjects are taught in semester II and III (this may change. Institute may decide to deliver minor specialization subjects in semester III and IV)

The placement opportunities however will be provided only in the area of Major specialization only.

In **PGDM Marketing** program**,** there is no choice of specialization. The specialization is affixed as Marketing right from the beginning of students PG journey. Apart from having Marketing as specialization, these students would choose any 1 **super specialization** from Digital Marketing or International Business.

In **PGDM E Business Management** program, students can choose specialization from Marketing/ Finance/ HR/ Operations & SCM. Apart from building skills in chosen specialization, this program focuses on building skills in area of data analysis, data visualization, data analytics. Thus "Business Analytics" as minor is affixed in this program.

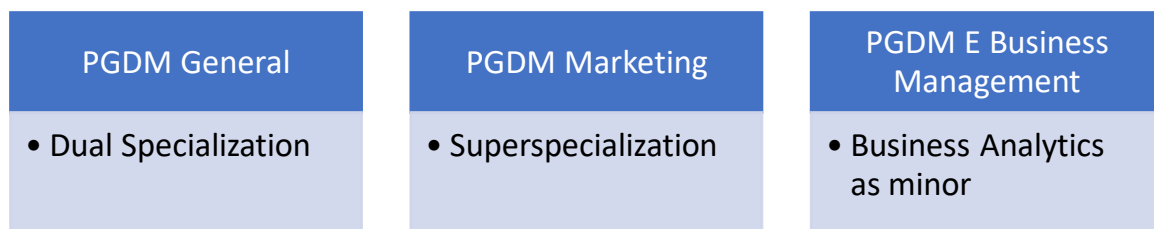| PGDM General	PGDM Marketing	PGDM E Business Management
• Dual Specialization	• Superspecialization	• Business Analytics as minor

Figure 3: The USP of each program.

Figure 3 depicts the unique feature of each of 3 programs offered at universe campus by ISBS PGDM

Each program is headed by a Head of Department. Total yearly intake of institute is 480 seats.

In table below are details of incumbents at various positions.

Table 2: Contact Person/ Incumbents at various positions*

Sr.no.	Office Bearer's Name	Profile	Domain Expertise	Email ID
1	Dr. Kumendra Raheja	Director/ Dean	Marketing	kumendrar@indiraisbs.ac.in Ph- 9011662828
2	Dr. Shikha Sindhu	Deputy Director	HR	shikha.sindhu@indiraisbs.ac.in Ph- 7387949435
3	Dr. Mahesh Mangaonkar	HOD- PGDM E Business Management	Operations and Analytics	mahesh.mangaonkar@indiraisbs.ac.in
4	Dr. Gaganpreet Ahluwalia	HOD- PGDM Marketing	Marketing	gaganpreet. ahluwalia@indiraisbs.ac.in
5	Dr. Anagha Bhope	HOD- PGDM General, In-charge IQAC	Finance	anagha.bhope@indiraisbs.ac.in
6	Dr. Rajlaxmi Pujar	In-charge- Alumni committee	Marketing	rajlaxmi.pujar@indiraisbs.ac.in
7	Dr. Chanakya Kumar	In-charge FDP and Industry Visits	Marketing and Analytics	chanakya .kumar@indiraisbs.ac.in
8	Dr. Amruta Deshpande	In-charge- R&D and International Connect	HR	amruta.deshpande@indiraisbs.ac.in
9	Dr. Varsha Bihade	In-charge- Research Grants and Conference, Institute surveys and MOOCs	Marketing	varsha.bihade@indiraisbs.ac.in
10	Dr. Neetu Randhawa	In-charge- Cultural Committee, Sports Committee	HR	Neetu.randhawa@indiraisbs.ac.in
11	Dr. Tausif Mistry	In-charge- MDP, Indiapreneur, Website	Marketing	tausif.mistry @indiraisbs.ac.in
12	Dr. Rajesh Raut	In-charge- CSR	Finance	rajesh.raut@indiraisbs.ac.in

13	Prof. Sushmitha Rao	In-charge- E Cell	Finance	sushmitha.rao@indiraisbs.ac.in
14	Dr. Mangesh Dande	In-charge- POCO attainment	Operations	mangesh.dande@indiraisbs.ac.in
15	Prof. Bharti Shukla	In-charge- Marketing Club	Marketing	bharti.shukla@indiraisbs.ac.in
16	Dr. Rishikesh Nalawade	In-charge- CAP	Operations	Rishikesh.nalawade@indiraisbs.ac.in
17	Prof. Rosy Kalia	In-charge- Institutional IESEP	Finance	rosy.kalia@indiraisbs.ac.in
18	Prof. Yamini Ghangorkar	In-charge- HR Club and 360 Feedback	HR	yamini.ghangorkar@indiraisbs.ac.in
19	Prof. Meghasham Chaudhari	In-charge- Summer Internships	Marketing	meghasham.chaudhari@indiraisbs.ac.in
20	Dr. Bhavna Dadhich	In-charge- Hobby Clubs	Finance	bhavna.dadhich@indiraisbs.ac.in
21	Dr. Parmeshwar Yadav	ERP	General Management	parmeshwar.yadav@indiraisbs.ac.in
22	Prof. Jaya Saxena	In-charge- Induction, POCO, Welfare committee	Finance	jaya.saxena@indiraisbs.ac.in
23	Prof. Tejaswini Shevate	In-charge- Branding Committee	Finance	tejaswini.shevate@indiraisbs.ac.in
24	Prof. Kandarp Singh		Marketing	Kandarp.singh@indiraisbs.ac.in
Staff- Departmental In-charges				
1	Mr. Dayanand Kamble	Library	dayanand.kamble@indiraisbs.ac.in	
2	Mr. Sachin More	IT	sachin.more@indiraisbs.ac.in	
3	Ms. Komal Jagtap	Director's Office and Students' Section	komal.jagtap@indiraisbs.ac.in	
4	Mr. Ashish Sharma	Admissions	sharma.ashish@indiraisbs.ac.in	
5	Mr. Sanjay Muthal	Examinations	examination@indiraisbs.ac.in sanjay.muthal@indiraisbs.ac.in	

*In table above, details of only those faculty are mentioned that have students related profiles. There are many more faculty who manage institutional profiles, their details have not been mentioned in the concerned table.
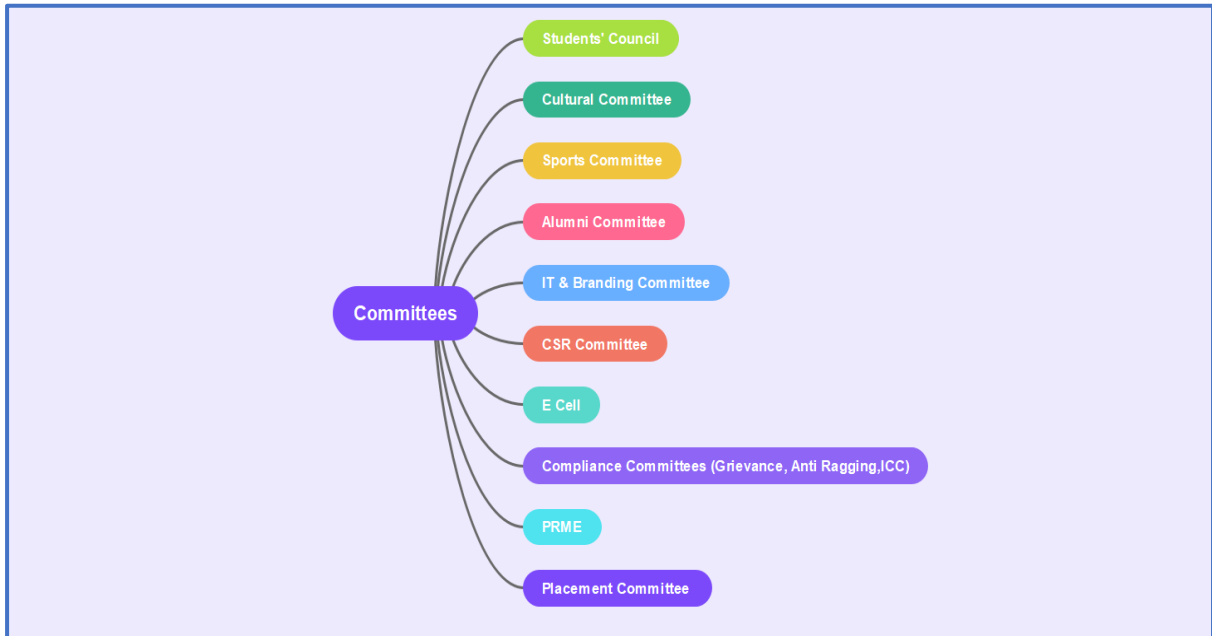
Committees & Clubs at ISBS PGDM

Figure 3: Committees at ISBS PGDM

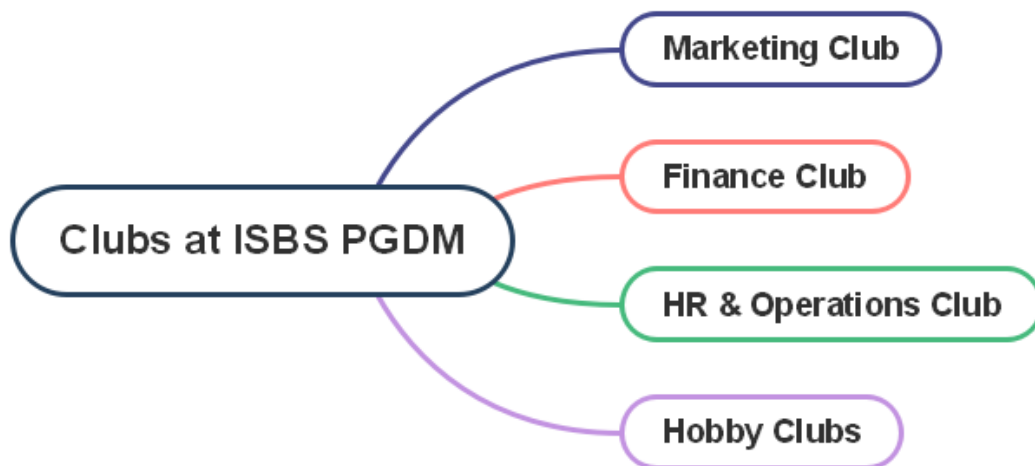
Figure 4: Clubs at ISBS PGDM

Figure 3 and 4 depicts various committees and clubs at ISBS PGDM. Each committee/ club consists of a faculty in-charge and a students' team. Once the selection process is announced, students nominate themselves for the committee/ club they are interested in. Nominated students undergo the 2 rounds of interviews after which the final selected team is announced.

Subjects List (This booklet contains list of semester I subjects only. Students will be given subjects list and syllabus booklet for each semester at the beginning of semester)

PGDM General Program: Subjects of semester 1

Programme Structure PGDM General (Batch 2023-25)				
Semester I				
Nature of Course	**Course Code**	**Name of the Course**	**Credits**	**Marks**
Generic Core	G - GC- 101	Economic Analysis for Business Decisions	3	100
Generic Core	G - GC- 102	Management Accounting	3	100
Generic Core	G - GC- 103	Legal Aspects of Business	2	50
Generic Core	G - GC- 104	Managerial Communication	3	100
Generic Core	G - GC- 105	Fundamentals of Marketing	3	100
Generic Core	G - GC- 106	Statistics and Quantitative Techniques	3	100
Generic Core	G - GC- 107	Organizational Behaviour & Theory of Management	3	100
Generic Core	G - GC - 108	IT Skills Lab	2	50
Generic Core	G - GC - 109	Essentials of Operations & Supply Chain Management	2	50
Generic Core	G - GC - 110	Introduction to Emerging Technologies	2	50
Enrichment Core	G - NC - 111	Psychometric Tests & Assessments	1	25
Enrichment Core	G - NC - 112	Independent Enrichment E-Course	1	25
		Total	**28**	**850**

PGDM Marketing Program: Subjects of semester 1

Programme Structure PGDM Marketing (PGDMM Batch 2023-2025)				
Semester I				
Nature of Course	**Course Code**	**Name of the Course**	**Credits**	**Marks**
Core	MC-101	Economic Analysis for Business Decisions	3	100
Core	MC-102	Management Accounting	3	100
Core	MC-103	Legal Aspects of Business	2	50
Core	MC-104	Managerial Communication	3	100
Core	MC-105	Fundamentals of Marketing	3	100
Core	MC-106	Statistics and Quantitative Techniques	3	100
Core	MC-107	Organizational Behaviour & Theory of Management	3	100
Core	MC-108	IT Skills Lab	2	50
Core	MC-109	Basics of Marketing Research	3	100

Enrichment Core	NC-110	Psychometric Tests & Assessments	1	25
Enrichment Core	NC-111	Independent Enrichment E-Course	1	25
Total			**27**	**850**

PGDM E Business Management Program: Subjects of semester 1

Programme Structure PGDM - E-Business Management (Batch 2023-2024)				
Semester- I				
Nature of Course	**Course Code**	**Name of the Course**	**Credits**	**Marks**
Generic Core	E - GC- 101	Economic Analysis for Business Decisions	3	100
Generic Core	E - GC- 102	Management Accounting	3	100
Generic Core	E - GC- 103	Legal Aspects of Business	2	50
Generic Core	E - GC- 104	Managerial Communication	3	100
Generic Core	E - GC- 105	Fundamentals of Marketing	3	100
Generic Core	E - GC- 106	Statistics and Quantitative Techniques	3	100
Generic Core	E - GC- 107	Organizational Behaviour & Theory of Management	3	100
Generic Core	E - GC - 108	IT Skills Lab	2	50
Generic Core	E - GC – 109	Essentials of Operations & Supply Chain Management	2	50
Generic Core	E- GC -110	E-Business Foundation	2	50
Enrichment Core	E- NC-111	Psychometric Tests & Assessment	1	25
Enrichment Core	E- NC-112	Independent Enrichment e-Course	1	25
		Total	**28**	**850**

Evaluation Components (The terms "subjects" and "courses" are used interchangeably in this handbook; they both mean the same)

3 credit course means a subject of 100 marks
2 credit course means a subject of 50 marks
1 credit course means a subject of 25 marks

Table 3: The evaluation components*

Continuous Assessment System		
SEMESTER I, II (2023-25)		
Sr. No.	**For 3 Credit Courses**	
A	Continuous Assessment 1 (CA 1)	20 Marks- will be converted out of 10
B	CA-2: Class test	20 Marks
C	Continuous Assessment 3 (CA 3)	20 Marks- will be converted out of 10
D	End-Semester Examination	60 Marks
	Total	**100 Marks**
Sr. No.	**For 2 Credit Courses**	
A	Class Test	**20 Marks**
B	End-Semester Examination	**40 Marks-** will be converted out of 30
	Total	**50 Marks**
Sr. No.	**For 1 Credit Courses**	
A	End-Semester Examination	**30 Marks-** will be converted out of 25
	Total	**25 Marks**

*Some subjects that need to be treated differently, the evaluation scheme may differ. Students will be informed about the same at the commencement of each semester.

The evaluation scheme mentioned in table 3 is applicable for semester I, II. The evaluation scheme for semester III, IV may be different, students will be informed about the same at the commencement of semester III, IV.

Attendance: Maintaining a minimum attendance is mandated for each subject. If a student fails to maintain minimum attendance in any subject, he/she will not be allowed to appear for final examination of subject, which is termed as Term Not Granted (TNG)

Minimum attendance for subjects: 80% in each subject.
Minimum attendance for IESEP, mentoring, IGI events, other institutional events: 80% consolidated attendance.

100% attendance required in corporate events.

*In case of attendance less than the required norms, the student will NOT be eligible to appear

for the Examinations/Placements.

Passing Percentage: The minimum marks for passing the courses independently are 50% in internal and external component.

Backlog:
For a 3 credit course, on account of getting less than 50% marks in each or either internal or external or both components, student would receive a backlog in the respective subject and will be required to take a test of total 60 marks as evaluation component which will be prorated as per the component (internal or external) for which the backlog was allotted.

For a 2 credit course, on account of getting less than 50% marks in the subject, student would receive a backlog in that subject and will be required to take a test of 50 marks as evaluation component.

For a 1 credit course, on account of getting less than 50% marks in the subject, student would receive a backlog in that subject and will be required to take a test of 25 marks as evaluation component.

Maximum permissible attempts to clear one course are 5 (One regular attempt and 4 attempts in Backlog examination). Absence from examination on account of whatever reason would be counted as an attempt. Failure to clear the backlog in the permitted number of attempts would disqualify the student from the award of the Diploma certificate. Such students will have a final opportunity to clear their failed papers through the Re-registration Process.

Fee Payment & Eligibility to appear for final examination of each semester: Fee dues shall be cleared for student to be eligible to appear for final examination. All dues of 1st year shall be cleared by November so that students are allowed to appear for examinations of 1st semester that would be held in month of December. Similarly, all dues of 2nd year shall be cleared by August so that student is allowed to go for IBEP (international study tour) and subsequently appear for final examination of 3rd semester. If a student fails to pay fee as per timelines given by institute, institute reserves the right to not allow such students appear for examinations.

Assessments Submissions: The continuous assessments (CA) dates will be announced by faculty well in advance. You are required to take deadlines seriously. Those who submit assessments on or before deadline will be assessed out of 100% of maximum assessment marks. Those who submit after 1-7 days of deadline, will be assessed out of 80% of maximum assessment marks. Those who submit after 8-14 days of passage of assessment deadline will be assessed out of 70% of maximum assessment marks. Those who submit assessment after 14 days of passage of deadline will get zero marks.

Placement Grading:

Final Placement Grading Allocation for Campus Recruitment Process (CRP) is the function of both the "Academic Qualifiers" and "Final Grading Test". Students need to meet all the qualifying norms to be eligible to participate in the placement process. Grades would be assigned to MTs based on assessment of their performance on the pre-identified parameters which are given in this section.

Essentials for participation in CRP

- All payments of fee and other outstanding to be cleared.

- Minimum Overall Attendance maintained.

- CSR contribution

- Physical Fitness attendance

Students meeting eligibility criteria under *ATTENDANCE NORMS & QUALIFIERs* **would be assigned grades for prioritization in placements which would be finally calculated based on the following:**

Sr. No	Activity	Category	Grading Tests	Marks
1	Activity 1	1	Domain Test*	50
		2	Aptitude Tests**	40
		3	Current Affairs**	40
		4	GD	30
		5	PI – English Communication & Articulation	80
2	Activity 2	6	CDP	60
			Total	**300**

Domain Tests: A series of course specific online tests would be conducted during the course of the year. The weightage of the specialization course for domain score calculation will be 60% and all other courses put together will be 40% approximately.

** *Aptitude Tests series and Current Affairs tests series would be conducted online throughout the course of the year and the average scores for both the series would be considered as final score.*

The requirements in terms of qualifiers and score in placement grading assessments are as under for the respective grades.

Grade	Qualifiers	Score in Placement grading assessment system
A	a) 60% (First Class)Throughout (10th, 12th, Graduation and PG (First Year) b) >60 marks out of the total 80 marks allocated to English through PI c) No C or D grade in activity 2 (CDP)	>70% (i.e. 210 to 300 out of 300)

B*	a) >60 marks out of the total 80 marks allocated to English through PI	50 % to 69.99% (i.e. 150 to 209 out of 300)
B	No Qualifiers	50 % to 69.99% (i.e. 150 to 209 out of 300)
C	No Qualifiers	less than 49.99% (i.e. </= 149 out of 300)

Note: Final Grading Allocation is the function of the "Academic Qualifiers", "Additional Qualifiers" and "Final Grading Test".

This means even if a student gets more than the required marks (i.e. 70% marks for A Grade and 50% for B Grade) in the Placement Grading Assessment System, but does not fulfill any one or all the qualifiers for the grade, she will automatically be shifted to lower grade.*

Mode of Communication

Each student is provided an outlook email ID. All communication shall be sent to students on official group IDs, student's ID given by the institute.

Students shall download the outlook app in their cell phones and shall check the mails daily, at regular intervals.

Faculty shall create WhatsApp groups of their divisions/mentees, any communication sent by faculty on such groups.

Dress Code

Formals to be worn from Monday to Thursday and Saturdays
Business casuals to be worn on Fridays*

Dress Code for Boys

Shirts

- Plain, Striped or Checkered (small checks only) shirts to be worn
- No gaudy-colored shirts (like Green, fluorescent, Orange, Yellow, Pink) and no gaudy prints.
- Wear crisp, wrinkle free shirts preferably in subtle colors
- Should be clean and ironed

Trousers

- Well fitted trousers
- Shirts and Trousers/ Pants should be of contrasting colors
- Boys must have at least one pair of white shirt and black pants

Hair

- Short
- No pony tail
- No hair band

Beard

- Beard is not permitted. Noys shall shave/use trimmer daily.

Tie

- Compulsory everyday
- Should be appropriately tied
- Should be plain or striped. Printed ties are not allowed.

Formal Shoes

- Black or brown
- No Sandals/Chappals/ Loafers allowed

Personal hygiene

- Trimmed Nails
- To Wear a mild Deo/perfume at all times

Basic Instructions

- For all Formal Functions – Formals Compulsory
- No studs allowed
- Though casuals are allowed on Fridays but if a formal event is scheduled on any Friday, formals are to be worn.
- On casual dressing day- Jeans/Chinos and a collared T Shirt or a casual shirt to be worn.
- Slippers are not allowed on any day including a casual dressing day. Students can wear sport shoes or any other kind of shoes on casual dressing days.

Dress Code for Girls

On Formal Dressing Days- Only Business Formals are to be worn, Indian suits are not allowed.

Business Formals

- Shirt – Collared, Nontransparent, preferably cotton and light colored
- Bold prints or designs not allowed
- Shoes -Black/ Grey/ Brown closed polished shoes
- Formals bellies are allowed
- Hair – Tied neatly in a bun or ponytail.
- Lipstick – Neutral shades, no bright colors
- Earrings – Only studs, no danglers
- Accessories – None that are conspicuous
- Trousers – Preferably black or any other dark color
- Chinos, Jeggings or slacks are not allowed
- Formal Palazzo with a Formal Shirt is allowed
- Sleeveless are not allowed

Casual Dressing
- On casual dressing days (Fridays), jeans with kurti/top/shirt can be worn.
- Indian suits can be worn on Fridays. Suits need to be of appropriate length.
- Sleeveless are not allowed.
- Though casuals are allowed on Fridays but if a formal event is scheduled on any Friday, formals are to be worn.

Personal hygiene

- Nails should be trimmed
- Wear a mild Deo /perfume at all times
- No Nail Art or Gaudy colored Nail polish on Nails

Classroom Discipline and Discipline on Campus

- The use of mobile phone in class is strictly prohibited. Students need to keep mobile phone on silent mode inside the bag. They can make calls only during breaks. If the student is found using a mobile phone in the class or during any event then a fine of Rs.500 will be charged.
- No student will be allowed to enter the class/knock at the door or leave the class once the faculty is in the classroom/when the class is in progress. Students should be inside the class room at least 5 minutes prior to the commencement of the class.
- Students are not permitted to ask for breaks during the lecture sessions except in the contingency of any sickness or any emergency. They are not allowed to leave the class during the class hours even if the faculty is not there.
- Peeping into classrooms, signaling by gestures etc. while the lecture is in progress, is an act of misconduct on the part of the student.

- Students are not supposed to carry anything except class related notebooks. Eatables and munching in the classrooms, chewing gum is strictly prohibited.
- Reading anything, including newspaper, sleeping / cross talking in between the students / passing of chits inside the class when the lecture is in progress is prohibited.
- Disrespect or discourtesy to guests, faculty and office staff will be considered as an act of indiscipline. Misbehavior, late coming, disobedience, shall attract disciplinary action.
- Writing graffiti on the walls / furniture /screen in the classrooms or pasting stickers and so on are acts of indiscipline. Such acts will attract punishment.
- Each class has a CCTV camera so students should conduct themselves in a well-mannered way.
- In breaks do not talk loudly and make noise in class/ in the reception area.
- Wearing of I-card around the neck is compulsory in campus. If the student is found without ID card in the campus, then a fine of Rs.100 will be charged.
- Dress code and grooming norms should be followed daily.
- Any student not adhering to above mentioned disciplinary norms will be levied a fine of Rs 200 for every act of indiscipline.

Classroom Discipline in Virtual Sessions

- Students shall keep their camera on while attending sessions.
- Students shall keep them muted unless faculty ask them to engage in a discussion/ask a question/ student wants to make a point/ask a question.
- For all formal sessions, students shall join at least 10 minutes prior to stated time and apply the given virtual background.
- The display picture shall be in formal attire.

Important Instructions with respect to placements

- Students must note that if they get SIP or final placement from college, they cannot leave the job/company on their own before seeking permission from Placement Director. If a student fails to adhere to this instruction, he/she will be considered as placed and no further placement opportunities will be given to such students/s.

- If a student applies and get selected in a company as part of campus recruitment process and he/she rejects the offer, he/she will be considered as placed and no further placement opportunities will be given to such student/s.

- If a student applies for a placement process but does not turn up for the process without seeking approval of a competent authority (Placement Director) he/she will be considered as placed and no further placement opportunities will be given to such student/s.

- No student can extend apart from his/her SIP Period i.e., mid of May to mid of July without seeking prior approval of institute's Dy. Director/ Director.

- If a students wish to undertake a live project/winter project, he/she shall need to get explicit written permission from Dy. Director/ Director. No attendance/consideration will be given to students/s if he/she takes up a project without permission of stated authorities.

- Attendance is compulsory for the Class Test, End-semester, Backlog examination, for those students who apply and get selected in a company as part of campus recruitment process OR selected for SIP through college.

- If a student fails to attend any exam OR fails to submit continuous assessment (CA) in stipulated time, the student will be considered as ABSENT in that particular component and marked as "Fail" in that subject.

- Institute reserves the right to debar a student from applying from placement process if he/she does not fulfill the attendance norms/ discipline expectations.

ACADEMIC CALENDER (this is indicative timetable, dates may change)

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ISBS PGDM- Academic Calendar for year 2023-24			
Sr.no.	**Activity**	**Batch 2023-25 Sem. I**	**Batch 2022-24 Sem. III**
1	Induction program	18-07-2023 to 29-07-2023	NA
2	Commencement of academic sessions	01-08-2023	17-07-2023
3	Holiday of Independence Day	15-08-2023	15-08-2023
4	Talent Hunt	18-08-2023	NA
5	Backlog Exams (Sem I,II,III,IV Batch 2021-23)	NA	22-08-2023 to 31-08-2023
6	Placement Bootcamp	NA	21-08-2023 to 31-08-2023
7	Holiday of Raksha Bandhan	30-08-2023	30-08-2023
8	Indira HR Excellence Awards and Leadership Summit	08-09-2023, 09-09-2023	08-09-2023, 09-09-2023
9	Continuous Assessment-1	10-09-2023	05-09-2023
10	SIP internal viva	NA	11-09-2023 to 17-09-2023
11	Holiday of Ganesh Chaturthi	19-09-2023	19-09-2023
12	IBEP	NA	19-09-2023 to 29-09-2023
13	Holiday of Anant Chaturdashi	28-09-2023	28-09-2023

14	Holiday of Gandhi Jayanti	02-10-2023	02-10-2023
15	Class Test (CA-2)	03-10-2023 to 07-10-2023	03-10-2023 to 07-10-2023
16	SIP external viva	NA	09-10-2023 to 14-10-2023
17	Industrial Visit- Goa	16-10-2023 to 21-10-2023	NA
18	Holiday Dussehra	24-10-2023	24-10-2023
19	Abhinavan Research Conference	27-10-2023, 28-10-2023	NA
20	Diwali break	13-11-2023 to 19-11-2023	NA
21	Continuous Assessment-3	25-11-2023	25-11-2023
22	Sportacus	27-11-2023, 28-11-2023	NA
23	End of academic sessions	06-12-2023	06-12-2023
24	Preparatory leaves	07-12-2023 to 12-12-2023	07-12-2023 to 12-12-2023
25	End-Semster examination	14-12-2023 to 23-12-2023 & 03-01-2024, 04-01-2023	13-12-2023 to 23-12-2023
26	Christmas break	24-12-2023 to 02-01-2023	24-12-2023 to 02-01-2023
27	**Activity**	**Batch 2023-25 Sem. II**	**Batch 2022-24 Sem. IV**
28	Commencement of academic sessions	05-01-2024	05-01-2024
29	Holiday of Republic Day	26-01-2024	26-01-2024
30	Abhinavan International Research Conference	28-01-2024	28-01-2024
31	Continuous Assessment-1	15-02-2024	NA
32	IBEP	16-02-2024 to 25-02-2024	NA
33	Holiday of Shivaji Jayanti	19-02-2024	19-02-2024
34	Convocation (Batch 2020-22)	02-03-2024	
35	Holiday of Mahashivratri	08-03-2024	18-02-2024
36	CA-2 (Class Test)	11-03-2024 to 16-03-2024	NA
37	Indiapreneur B- Plan competition	23-03-2024	
38	Holiday of Holi	25-03-2024	25-03-2024
39	Backlog Exams	26-03-2023 to 06-04-2023	26-03-2023 to 06-04-2023
40	Holiday of Gudi Padwa	09-04-2024	09-04-2024

41	Continuous Assessment-3	10-04-2024	NA
42	End of academic sessions	20-04-2024	07-04-2023
43	Preparatory leaves	21-04-2024 to 25-04-2024	NA
44	End semster examination	26-04-2024 to 11-05-2024	08-04-2024 to 13-04-2024
45	Summer Internships	12-05-2024 to 15-07-2024	NA

Indira School of Business Studies PGDM
Undertaking from student
IBEP - Passport

I, Mr / Ms _____ Solemnly undertake on this day mentioned below, that I am enrolled as student of ISBS PGDM, Division &Roll Number _____ for Post Graduate Diploma in Management (Batch 2023-25) As a part of this program, ISBS PGDM has offered an International tour for global exposure & enrichment which is included in the course fee.

I am aware that during the course enrolment, it has been made mandatory for all students to hold a valid passport and deposit the photocopy of the same at the time of admission.

As on today **I am holding/ not holding** a valid passport and I **have   applied   / not applied** for the same in respective passport office. I am aware that in order to avail this international tour, I will need a valid passport.

I solemnly undertake that in case, for whatsoever reason I am not able to submit passport by_____, I will not be able to join international tour. In Such case, I will not claim any refund from the fees paid or any outstanding fees to be payable to ISBS PGDM or claim any damages, compensation and concessions of whatsoever nature.

Name of student _____

Division _____ Roll Number _____

Signature _____

Date _____

Indira School of Business Studies PGDM
Undertaking from student
IBEP

I, Mr / Ms _____ Solemnly undertake on this day mentioned below, that I am enrolled as student of ISBS PGDM, Division &Roll Number _____ for Post Graduate Diploma in Management (Batch 2023-25) As a part of this program, ISBS PGDM has offered an International tour for global exposure & enrichment which is included in the course fee and organized only in the second year of academics.

I understand that due to some unforeseen circumstances, the international tour might not take place. In such scenario, institute shall offer an international certification which I will duly complete. I understand that such international certification will be offered in lieu of international tour and thus I shall not claim any fees refund for same.

Name of student _____

Division _____ Roll Number _____

Signature _____

Date _____

Indira School of Business Studies PGDM

Undertaking

Discipline and Attendance

I_____, student of ISBS PGDM Batch 2023-25 Div._____, Roll no._____ understand that I represent my institute and shall not engage in any activity subversive of good behaviour or discipline on campus/ in events/ on Industry Visits or any premise wherein I go as a student of ISBS PGDM. I shall adhere to the norms and rules specified by institute. I shall also abide by the attendance norms applied on my Batch.

I also understand that institute has laid down attendance norms for subjects, co-curricular activities/IGI events. I understand that if I fail to fulfil the attendance norms, it will result in getting TNGs or disallowed to appear for examinations.

If I engage in any activity contrary to discipline, Institute has the right to take action against me.

Signatures:_____

Name:_____

Place:_____

Date:_____