

STUDENT HANDBOOK



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1. PURPOSE OF THE HANDBOOK

The purpose of this Student Handbook* is to give you the information you need to do well in the program and to provide answers to the questions that you may have about academic and student life at FIIB.

We are committed to ensuring that your learning experience is impactful, and therefore, to support you in this journey, we have compiled this handbook. Please do read this handbook thoroughly and make yourself familiar with the services available to you, as well as the key academic and administrative policies and guidelines that will govern your time as an FIIB student.

However, if you still have any questions regarding interpretation of any section of this handbook, please write to the Registrar at registrar@fiib.edu.in with the subject line 'Interpretation of the student handbook'.

While this section provides the foundation upon which the entire handbook is built, guiding you next to the welcoming message from our PGDM Leadership Team.

*Adopted for PGDM & PGDM (FM) with effect from 01.07.2023. FIIB can change the Handbook anytime without notice. These changes may affect things like tuition, fees, academic rules, student conduct, curriculum, and other regulations. FIIB can also take necessary actions in extraordinary situations (like public health emergencies or severe weather) to keep the community safe. Ensuring the health and safety of everyone and upholding the highest standards while delivering an inclusive, high quality education is the top priority at FIIB.

2. MESSAGE FROM THE PGDM LEADERSHIP TEAM

Dear Students,

Welcome to FIIB! As you embark on this exciting journey with us, we want to share some core principles that guide our institution and outline the mutual responsibilities that come with being a part of our community.

First and foremost, we promise you that *“This place will **challenge you to achieve your potential, and create opportunities for your future success with the support of committed mentors and lifelong friends you’ll make here**”*. FIIB is committed to being both responsible and inclusive, and thus, we offer you a platform where diversity is celebrated and every voice is heard. In return, we ask you to contribute to this inclusive environment by respecting and valuing the differences among your peers, faculty, staff, and others. *Please familiarize yourself with the Student Charter in section 4 of this handbook.*

We believe in fostering an environment of trust through clearly delineated processes and policies. As we offer you this trust, we expect you to uphold the highest standards of integrity and honesty in all your endeavors. *Please familiarize yourself with the Induction & Graduating Oaths in section 3 of this handbook.*

At FIIB, you’ll be challenged to think differently and engage deeply with issues to become a leader ready to make a positive difference. We have gone through a BIG rethink of our programs, and academic processes, to prepare you for long-term success in your careers. While we provide you with the knowledge, skills, and networks to excel, in exchange, we expect you to engage fully with your studies and the opportunities presented to you, taking ownership of your personal and professional development. The *Program Learning Outcomes (PLOs)* will outline the knowledge, skills, and competencies you will acquire at FIIB. The *Academic Program Structure*, in section 5 of the handbook, will present the balanced mix of learning experiences you will be offered. You will also gain insights into the *Professional Development Program (PDP)* designed to enhance student’s skills and knowledge through targeted training on industry-specific competencies (section 5.5).

We are mindful of our role as educators and of the broader impact our actions have on society. We strive to instill this mindfulness in you as well. As you go through your academic journey, consider the personal and societal impact of your actions and decisions. As active participants in your education, we trust you to make the most of your time at FIIB. We expect you to stay informed about the latest developments in the real world. Your engagement to the learning process is invaluable.

You will get information on *Academic Policies* (attendance, leaves, assessments, grading, etc.), in section 6 of this handbook and we emphasize that you understand these policies well as they are crucial for your success. Moreover, the handbook provides information on the requirements and process for the award of your diploma upon successful completion of the program (section 7). You will also find details about various *scholarships and recognition programs* available to reward academic excellence and outstanding achievements (section 8). Additionally, you will gain insights into FIIB's commitment to preparing you for successful careers through a robust *career management support system* (section 9).

You will also learn about the *feedback mechanisms* established to ensure your voices are heard and improvements are made (section 10.1). Lastly, the handbook includes details about your go-to resource center, the expected timeframe to complete your program, fee payment schedules, methods, and policies (section 10.2 to 10.4).

FIIB being a distinctive city school located in the capital city of one of the fastest growing country, provides access to numerous resources. We have done a major revamp of the campus infrastructure with a view to

provide you with cozy, comfortable, and personalized spaces. We encourage you to make the most of these opportunities while also using the campus facilities efficiently and responsibly. *Please familiarize yourself with the Campus Etiquette (section 10.5).*

We are thrilled to have you as part of our community and look forward to supporting you in your academic and personal growth. Together, we can create a vibrant, responsible, and inclusive environment that benefits everyone.

- **Director, Dean and Program Chairs**

Having heard from the Leadership Team, it's essential to understand the FIIB experience and the commitments you make by taking the induction & graduating oaths.

3. FIIB EXPERIENCE

FIIB has a 30-year tradition of providing a challenging, relevant, and rewarding learning experience. By enrolling at FIIB, students become part of this prestigious legacy in management education. This comes with a responsibility to the entire FIIB community – students, faculty, staff, and alumni – to uphold values of Right, Accountability, Collaboration, Excellence, and Respect.

1. **Learning Teams** - At FIIB, learning teams are a core part of the PGDM programs, designed to shape student leaders through active collaboration. These teams encourage students to tackle complex problems by discussing challenges, sharing and testing ideas, and integrating diverse perspectives. This process not only deepens their understanding but also hones their ability to make sound judgments, thoughtful decisions, and take responsibility—skills that are essential both during their time at FIIB and in their future careers. Graduates leave FIIB equipped not just with knowledge, but with practical experience in decision-making and leadership in a global environment.
2. **Technology Integration** - Technology is embedded in FIIB curriculum to ensure students are ready to navigate the modern, tech-driven business landscape. By incorporating data analytics and technological tools, our programs train students to analyze complex data, derive actionable insights, and make informed decisions. This focus on technology and data-driven decision-making prepares students to solve real-world problems and make strategic choices that will drive their success in their careers.
3. **Student Clubs and Council** - FIIB's student clubs and council offer an environment where students can develop leadership skills and an entrepreneurial mindset. By taking on roles within the Student Council and participating in various clubs and committees, students are encouraged to innovate, collaborate, and take initiative. These experiences are crucial in complementing academic learning, as they help students make a positive impact on campus life while building skills that are vital for their personal and professional growth.
4. **Career Management Support** - FIIB's career management support is designed to fully prepare students for the professional world. We provide a comprehensive range of resources and programs that help students take ownership of their career development. From personalized guidance to industry-specific training, we ensure that our students have the tools and knowledge necessary to excel in their chosen fields.
5. **B-Involved** - At FIIB, we prioritize employability development by encouraging students to actively participate in industry events and professional development programs. Our B-involved program tracks these activities, enhancing each student's employability quotient. We emphasize the importance of students taking responsibility for their careers by utilizing available resources, staying engaged, and seizing opportunities. This collaborative approach ensures that students are well-prepared for successful placement outcomes.
6. **Student Wellness** - FIIB recognizes the importance of student wellness, understanding that students are multi-dimensional individuals with needs beyond academics. Through various initiatives, we promote the emotional, mental, and physical well-being of our students. Our in-house mental health center, 'Aarohan', offers workshops, events, and counseling services to

support students. Additionally, our wellness measures include an on-site gymnasium and fitness trainer, ensuring students have access to the resources they need to maintain a healthy lifestyle.

7. **Mentoring & Coaching** - FIIB's mentoring and coaching programs are designed to enhance students' personal effectiveness and prepare them for their careers. Our faculty mentoring program provides all students with guidance and support in achieving their employability goals. This program helps students formulate action plans for professional development and navigate their career paths with confidence.
8. **Corporate Mentoring Program** - FIIB also offers a corporate mentoring program, which connects students with industry professionals. This program provides students with valuable insights into various career paths and helps them gain a deeper understanding of the industry, giving them a competitive edge in their professional journeys.
9. **Involved Citizenship** – Our institution is committed to fostering a diverse, equitable, and inclusive learning environment for all students. We believe that a rich mix of backgrounds, experiences, and perspectives enhances the educational experience and prepares students for success in a global society. Our Diversity, Equity & Inclusion approach ensures equal opportunities and support for students of all genders, religions, abilities, and socioeconomic backgrounds. We actively work to eliminate discrimination, promote cultural competence, and create a welcoming atmosphere where every student feels valued and empowered to reach their full potential. Through curriculum diversity, inclusive teaching practices, and campus-wide initiatives, we strive to cultivate a community that celebrates differences and promotes mutual understanding and respect. Students are encouraged to actively participate in committees, including faculty selection committees, anti-ragging committee, prevention of sexual harassment (POSH) committee, grievance redressal committee etc and contribute to creating an inclusive community.
10. **Alumni and Other Networks** - FIIB's alumni network is a valuable resource for students, offering insights and guidance from those who have excelled as entrepreneurs, senior executives, and corporate professionals worldwide. Through the Alumni Mentoring Program, alumni regularly return to campus to support students' career development, sharing their experiences and helping students navigate recruiter expectations and demonstrate their potential in interviews. This ongoing connection with alumni helps students build a strong professional network and gain valuable advice as they prepare for their careers.

Culture of Responsibility

In the pursuit of academic excellence and professional integrity, the induction and graduating oaths that our students take are cornerstones of their journey at FIIB. These solemn promises serve as guiding principles, fostering a culture of responsibility, ethical behavior, and lifelong learning. The induction and graduating oaths encapsulate the values we hold dear and the commitments we expect from our students as they embark on their academic journey and later transition into their professional lives.

I. Induction Oath:

I will develop myself both personally and professionally and take responsibility for my life-long learning with utmost commitment, determination, and zeal in order to accomplish lasting success, prosperity and happiness.

I will make my institution proud by being accountable to myself, taking responsibility for my actions, and upholding the values which will be the guiding factor for all my choices and decisions.

I will conduct myself ethically and responsibly and strive to transcend all barriers, overcome all odds, and work in unison with others to bring about positive change in the business and society.

This oath I make freely, and upon my honour.

II. Graduation Oath:

As I enter the professional world with a diploma in my hand and responsibility in my heart and mind, I promise that:

- 1. As a lifelong member of the FIIB Community, I will continue to take responsibility for my actions, uphold the values of my institution, and make FIIB proud by acting with utmost integrity and performing my duty ethically, today and in the future.*
- 2. I will invest in developing myself and others, helping the management profession continue to advance and create sustainable and inclusive prosperity.*
- 3. I will lead people, manage resources, and make decisions that will positively influence my organization and society, leading to a better world to live in.*

This pledge, I make freely and upon my honour.

Together, the above oaths embody the spirit of our institution and the enduring commitment of our students to excellence, integrity, and positive societal impact. They are more than mere words; they are guiding principles for our students as they navigate their careers at FIIB and beyond.

The Student Charter described below, outlines your rights and responsibilities within our academic community.

4. FIIB STUDENT CHARTER

The following charter, derived from the FIIB value system, is a way of life at FIIB and every member of the FIIB community, at all times, is expected to conduct his/her activities in accordance with these standards. FIIB continues to work towards creating an environment in which students, faculty, staff and individuals affiliated with the Institute can freely exchange ideas and thoughts, build on their intellectual curiosity and celebrate diversity. To create such an atmosphere, we all must respect each other and act responsibly by considering the wider consequences of our actions and to engage critically with the practical, ethical, and intellectual challenges that are inherent in today's world. The following sections outline the expected code of conduct for an effective partnership commitment between the Institute and the learners. While the following are expectations from students, these standards are mutually applied to all constituents of FIIB. So, the students can expect full reciprocity in relevant aspects from FIIB's faculty and staff.

Do what is RIGHT by maintaining a culture that fosters and supports honesty and integrity in action and thoughts. Specifically, but not limited to

- refrain from engaging in misconduct as well from concealing it within the academic (such as plagiarism and cheating) and non-academic context (such as misrepresentation, discrimination and harassment). Do familiarize yourself with the *FIIB Academic Honesty Policy*.
- be aware that your conduct affects other students and reflects on the Institute, and to use good judgment and act accordingly
- comply with all FIIB policies and guidelines (such as anti-ragging – annexure 1, prevention of sexual harassment – annexure 2, responsible IT usage – annexure 3, attendance, CMC guidelines - annexure 4) and procedures during your time at FIIB
- follow entry gate procedure for bringing visitors to campus.

Instances of where you will be non-compliant with this charter includes, but not limited to:

- Use or possession of alcohol, drugs, intoxicating, prohibited, illegal or controlled substances.
- Possession of firearms, weapons of any description, explosives, or dangerous substances and devices.
- Spreading any misinformation that may damage the institute's reputation.
- Falsification, distortion, or misrepresentation of information or records submitted to the institute.
- Forgery, alteration, or misuse of Institute documents, records, or identification or other materials.
- Showcasing incorrect academic scores or any other important information/document at any stage of recruitment process

- Intentionally misrepresenting the Institute, or any Institute official.
- Using unfair means in the assessments.
- Not being in compliance with the FIIB *Academic Honesty Policy*.
- Not following the entry gate procedures for self and for visitors on campus.

Remain ACCOUNTABLE for actions and conduct. Specifically, but not limited to:

- take advantage of the wealth of professional and social developmental activities provided by the Institute for its student community
- work hard and with determination at your studies
- make timely fee payments as per the fee schedule communicated
- adhere to the placement and CIP guidelines on placement/internship rules and regulations laid down by institute and their respective corporations (annexure 4).
- cooperate fully with the investigating authority in cases of disciplinary inquiry

Instances of where you will be non-compliant with this charter includes, but not limited to:

- Non-payment of fee as per the fee schedule timelines
- Destroying, damaging, defacing, or vandalizing property
- Causing disruption or holding demonstration.
- Not following safety norms or taking any action (or threat of action) that endangers or threatens to endanger the health, safety, or well-being of any person (including oneself).
- Not being punctual in attending classes.
- Failure or refusal to appear upon request or to cooperate in the investigation, hearing, or administration of cases of alleged offences
- Unauthorized access to institute facilities, property, systems, or services.
- Unauthorized use or misuse of IT facilities, services, equipment, emails, LMS, ERP, internet, website etc.
- Not submitting assignments / projects of quality to the best of your ability.
- Not appearing for the recruitment process after applying for the company, at any stage of the selection process.

- Being offered a job after willingly participating in a process and then not joining or refusing the offer, or asking leniency from the company contradicting the job-requirements published in the job-notice.

Promote COLLABORATION so as to be active partners in shaping the learning experience. Specifically, but not limited to:

- provide constructive feedback on their time at FIIB through the Program Office and through the various survey forms floated from time to time
- recognize and value positive contributions from others
- be positive ambassadors of FIIB to external audiences on or off-campus

Instances of where you will be non-compliant with this charter includes, but not limited to:

- Not contributing to or cooperating with the learning teams.
- Not treating the FIIB constituents with dignity, respect and fairness.
- Not respecting cultural and individual differences.
- Any form of unprofessional disrespectful behavior witnessed by / reported to the department (including failing the recruitment process deliberately)
- Any feedback received from recruiters about non-seriousness or unprofessional behavior
- Interacting with the campus recruiters on any issue independently without the knowledge of the department

Demonstrate EXCELLENCE in the pursuit of academic and other professional engagements. Specifically, but not limited to:

- aim to produce and disseminate work of the highest quality
- challenge one another intellectually and to contribute to the advancement of knowledge
- commit to managing their time to fulfill academic and other commitments and seek help when needed
- Participate actively in institute events.
- Strive to consistently achieve excellence in all tasks and goals.
- Maintain focus and persevere in the face of obstacles.
- Use your own time and that of others efficiently

- Adhere to all policies and procedures.
- Be open to ideas and advice from faculty.
- Take initiative for improvement of self and others.

Behave with RESPECT and treat one another with tolerance and courtesy, regardless of identity, background or belief, both in person and online. Specifically, but not limited to:

- show responsible stewardship of the Institute environment, facilities and resources;
- refrain from any action (or threat of action) that endangers or threatens to endanger the health, safety, or well-being of any person (including oneself)
- keep appointments and to communicate with faculty, staff and other learners in a timely and courteous manner
- monitor the behavior of one's visitors or guests on campus to assure their adherence to these standards
- dress appropriately that befits your chosen profession of
- follow the institute's formal attire guidelines and maintain proper grooming standards in the placement process and corporate events.
- maintain an atmosphere conducive to scholarly pursuits, and preserve the dignity and seriousness of Institute ceremonies
- Behave and express in an open and honest manner

Additional instances where you will be non-compliant with this Charter includes, but not limited to:

- Discrimination or harassment (includes teasing or practical jokes, Verbal abuse or insults etc.) against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, parental status, marital status, age, disability, or any other classification.
- Any action that attempts to intimidate, threaten, coerce against any FIIB constituent.
- Violations of the Institute's policies on Prevention of Sexual Harassment (POSH) or Anti – ragging (annexures 1 and 2)
- Being offered a job after a process and then not joining or refusing the offer, or asking leniency from the company contradicting the job-requirements published in the job-notice
- Any other issue the department considers an act of indiscipline violating the letter and spirit of the placement guidelines included in the annexure 4.

SANCTIONS

Students who fail to fulfill the responsibilities that flow from the above charter may be subject to disciplinary actions. The *Disciplinary Committee* of the Institute shall have jurisdiction in all cases and will take appropriate action. Actions listed below shall be applied to commensurate with the severity of the offense. These actions, listed below in order of severity, need not be applied serially; and a more serious action may be applied without a less serious one having been previously applied. The following are general sanctions for violations of the student charter. Specific sanctions related to non-compliance with academic honesty policy, unapproved leaves, late fee payments, examination rule violations, and other offenses are detailed in their respective sections of the student handbook.

- A. Warning.** Notice in writing that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- B. Restitution.** Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
- C. Debarred from Assessment:** This could be an examination or a failing grade in a specific assessment component.
- D. Recommendation of Suspension.** Student member to be excluded from learning and other specified privileges or activities for a definite period.
- E. Recommendation of Expulsion.** Student member to be dismissed from FIIB.

The disciplinary committee will forward its recommendation to the PGP committee for approval, followed by action by the Director.

Adherence to the Academic Honesty Policy is a fundamental requirement of the student charter, and students are expected to comply with it in its entirety.

ACADEMIC HONESTY POLICY

Students are expected to uphold the FIIB standard of conduct for students relating to avoidance of *academic dishonesty*. Academic dishonesty is defined as *an intentional act of deception in which a student seeks to claim credit for the work or effort of another person or uses unauthorised materials or fabricated information in any academic work*. This extends to the use, without acknowledgement, of AI generated content. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity is that a student's submitted work, examinations, reports, and projects must be that student's own work for individual assignments, and the group's own work for group assignments/ projects. Students are guilty of academic dishonesty if they:

- Use or obtain unauthorized materials or assistance, including unauthorized or unacknowledged use
 - of generative AI tools such as ChatGPT, in any academic work; i.e. cheating.
- Falsify or invent, which includes use of sources or data purportedly generated by AI, any information regarded as cheating by the instructor; i.e. fabrication.
- Give unauthorized assistance, including sharing or generating AI-based answers, to other students, i.e. assisting in dishonesty.
- Represent the work of others, which includes the undiscussed and undisclosed use of AI-generated content, as their own; i.e. plagiarism.
- Modify, without instructor approval, an examination paper, record or report for the purpose of obtaining additional credit; i.e. tampering.

Academic Dishonesty is a violation of the student charter, and the penalty for academic dishonesty is severe. Any student guilty of academic dishonesty may be subject to receive a failing grade for the examination, assignment, quiz, or class participation exercise as deemed appropriate by the instructor. In addition, the penalty could also imply that the student receives a failing grade for the course and be reported to the PGP Chairperson and the Disciplinary Committee (Refer FIIB Policies on "Use of Unfair means in Examination).

With a clear understanding of your rights & responsibilities, you are now prepared to appreciate the academic program structure that define the skills and knowledge you will gain during your academic journey at FIIB.

5. PROGRAM STRUCTURE

Our PGDM programs are structured to deliver tangible learning outcomes for you, building upon a legacy of excellence in management education for over three decades. As we stand at the crossroads of a data-driven era, we're committed to creating *data-intelligent problem solvers* through immersive learning opportunities, research-driven critical thinking, and purposeful leadership experiences.

5.1 Program Learning Outcomes (PLO)

A threefold benefit of our programs is that they enhance your knowledge base, make you career-ready, and strengthen your professional identity, enabling you to emerge as a future industry leader. It is our endeavor that upon completion of the PGDM Program, you should be able to:

PGDM Graduate Attributes		
Apply Knowledge	Career Ready	Professional Identity
Students will exhibit holistic understanding of business problems, can critically assess to provide solutions using data, interdisciplinary knowledge with global perspective.	Students will be communicate professionally, work cohesively in teams as a reflective and resilient life-long learner in the rapidly changing global environment.	Students will have an integrative and social mindset, cultivating a global perspective with focus on values, ethics, integrity and sustainability.
FIIB's Learning Competencies (<i>classified, as applicable</i>)		
PLO-4: Data Intelligent Problem Solver Ability to critically assess and develop solutions by making informed decisions using data insights and applying interdisciplinary knowledge	PLO-1: Effective Communicator Communicate effectively using a range of media that are widely used in business context. PLO-1A: Produce professional quality business documents PLO-1B: Deliver a professional quality presentation accompanied by appropriate technology	PLO-3: Societal Responsibility Mindset Cultivating a global perspective and identity to foster a Social Responsibility Mindset.
	PLO-2: Competent Team Worker Demonstrate the ability to work cohesively and effectively in teams	
	PLO-5: Reflective and Resilient Life Long Learner Ability to adapt to evolving business landscapes, learn from experiences, bounce back from setbacks, and continuously enhance skills for sustainable success.	

PGDM-FM (Financial Management) Graduate Attributes		
Apply Knowledge	Career Ready	Professional Identity
Students will exhibit holistic understanding of business problems, can critically assess to provide solutions using financial knowledge & data from strategic perspective .	Students will be communicate professionally, work cohesively in teams as a reflective and resilient life-long learner in the rapidly changing global environment.	Students will have an integrative and social mind-set, cultivating a global perspective with focus on values, ethics, integrity and sustainability.
FIIB's Learning Competencies (<i>classified, as applicable</i>)		
PLO-4: Data Intelligent Problem Solver Critical thinker and problem solver who is able to make informed decisions using data insights and applying financial knowledge	PLO-1: Effective Communicator Communicate effectively using a range of media that are widely used in business context. • PLO-1A: Produce professional quality business documents • PLO-1B: Deliver a professional quality presentation accompanied by appropriate technology	PLO-3: Societal Responsibility Mindset Cultivating a global perspective and identity to foster a Social Responsibility Mindset.
	PLO-2: Competent Team Worker Demonstrate the ability to work cohesively and effectively in teams	
	PLO-5: Reflective and Resilient Life Long Learner Ability to adapt to evolving business landscapes, learn from experiences, bounce back from setbacks, and continuously enhance skills for sustainable success.	

To achieve these outcomes, it's important to understand the structure of your academic program, which we will detail next.

The program structure is divided into core, elective, and experiential learning courses, each contributing uniquely to your education and career readiness. Please note that this structure is indicative and subject to change.

PGDM Structure:

Program Component	Duration	Credits
Core Courses	Term-I to Term-IV	55.5 Credits
Elective Courses	Term-III to Term-V	39 Credits
Experiential Learning	Term-I to Term-V	12 Credits
Total Credits		106.5 Credits

PGDM (FM) Structure:

Program Component	Duration	Credits
Core Courses	Term I to Term IV	40.5 Credits
Advance Courses	Term II to Term III	13.5 Credits
Core Elective Courses	Term III to Term IV	24 Credits
Elective Courses	Term IV to Term V	18 Credits
Experiential Learning & Practical Exposure	Term II to term VI	12 Credits
Total Credits		108 Credits

5.2 Core Courses:

The core courses are designed to provide a comprehensive foundation in essential business disciplines, equipping the students with the critical skills and knowledge necessary to excel in various managerial roles.

PGDM

List of Core Courses (PGDM)	
Term I	Term II
Financial Reporting and Analysis (FRA)	Visual Storytelling (VST)
Marketing in Practice (MP)	Strategic Financial Decision Making (SFDM)
Human Behaviour in Organizations (HBO)	Advanced Marketing Management (AMM)
Art of Communication (AC)	Human Capital Management (HCM)
Personal Growth Lab (PGL)	Report Analysis & Communication (RAC)
Spreadsheet for Business (SSB)	Operations Management(OM)
Statistical Analysis & Decision Making (SADM)	International Business Environment ((IBE)
Managerial Economics (ME)	Business Research Methods - I (BRM-I)
Term III	Data Analytics using R and Python (DAP)
Corporate Finance (CF)	
Business Research Methods – II (BRM-II)	Term IV
Strategic Management (SM)	Business from Legal, Ethical, and CSR perspective (BLEC)
Machine Learning- Application in Management (ML)	Career Pathways Simulation (CPS)
Business Development, Selling & Negotiation (BDSN)	

PGDM (FM)

From mastering financial analysis to developing strategic thinking, the core courses ensures that every graduate possesses the competencies required to lead effectively in a dynamic and competitive financial business environment.

List of Core/Advance/Core Elective Courses (PGDM-FM)	
Term I	Term II
Accounting for Managers (AFM)	Corporate Finance (CF)
Marketing in Practice (MP)	Financial Analytics for Managers (FAM)
Human Behaviour in Organizations (HBO)	Financial Markets and Institutions (FMI)

Art of Communication (AC)	Cost and Management Accounting (CMA)
Spreadsheet for Business (SSB)	Visual Storytelling (VST)
Statistical Analysis & Decision Making (SADM)	Management Book Review (MBR)
Managerial Economics (ME)	Report Analysis & Communication (RAC)
Personal Growth Lab	Business Research Methods - I (BRM-I)
Term III	Term IV
Machine Learning Using Python (MLP)	Business from Legal, Ethical, and CSR perspective (BLEC)
Business Research Methods – II (BRM-II)	Career Pathways Simulation (CPS)
Strategic Management (SM)	Portfolio Management (Port)
Equity Analysis and Business Valuation (EABV)	Investment Banking (IB)
Strategic Financial Management (SFM)	Fixed Income Securities (FIS)
Financial Statement Analysis (FSA)	Term V
Financial Econometrics (FE)	Financial Derivatives and Risk Management (FDRM)
Financial Modelling (Industry Certification) (FM)	Capital Market Mechanics and Technical Analysis (CMMTA)
	Credit Risk Modelling (CRM)

Completing your core courses builds a solid foundation, preparing you for the specialized knowledge gained through elective courses.

5.3 Elective Courses:

In order to provide the students opportunities to specialize in their discipline of choice, each Academic Discipline will offer Elective courses based on alignment with market needs, career tracks, and student aspirations. The list of electives on offer is presented to Students in term II. Students are required to select their elective courses according to the prescribed guidelines and within the designated time frame. Adherence to these guidelines ensures a smooth academic experience and optimal resource allocation.

PGDM:

- a) A Student is required to complete 13 Elective courses (total 39 credits) during the program starting from term III.
- b) PGDM Student should complete a minimum of 9 courses for Major from any of the five academic disciplines: 1) Marketing 2) Finance 3) OB & HR 4) Operations Management 5) International Business. A student must opt for one Major.
- c) Students will have the option of selecting four courses ($13-9 = 4$) from any one academic discipline or can opt four courses from different disciplines to complete the requirement of credits.
- d) If a student selects four courses from any one disciplines i.e. Marketing, Finance, OB & HR, Operations Management, & General Management, it will be called Minor.

PGDM (FM):

- a) PGDM-FM students should complete 14 Elective courses (total 42 credits) during the program starting from term III.
- b) PGDM-FM students will have compulsory 8 core electives and then 4 electives they need to choose from the three career tracks offered i.e. Risk Management, Business valuation & Strategy and Investment & Wealth Management.
- c) Student will have the options of selecting balance 2 courses ($14-12 = 2$) from the minor track of data analytics.

Applicable to both PGDM & PGDM (FM):

- a) If a new elective is introduced, that will be offered only if minimum of 20 students opt for it. An existing elective will be offered if a minimum of 25 students opt for that course.
- b) A student will be allocated elective course on first-cum-first served basis as per the regulations.
- c) If the total registration in a new or existing elective course does not meet the minimum required number, Program Office will do the reallocation after discussion with the students.
- d) Students must choose their elective courses by the deadline announced by the program office.
- e) All selected courses must be approved by the program office to ensure they align with the student's academic goals and program requirements.
- f) If a student fails to select electives within the designated time frame, they may be assigned courses at the discretion of the program office, subject to availability.

It is the responsibility of each student to be aware of and comply with the elective course selection process. Non-compliance may result in academic and administrative consequences, affecting the student's overall academic plan.

While elective courses allow you to tailor your education, the experiential learning courses offer practical experience to complement your studies.

5.4 Experiential Learning Courses:

Experiential learning provides an opportunity for learning by doing. Working alongside faculty members, fellow students, alumni and corporate partners, students use concepts of management to resolve critical business issues by way of project work. Following are the unique experiential learning opportunities that are offered to students:

(i) Social Internship Program (SIP)

- 3 Credits, 2 weeks compulsory program immediately after term II.
- Students to engage with Social Sector Organizations (SSOs) or CSR departments of corporates (matched with our societal responsibility PLO and approved by SIP faculty coordinator) under an SSO / CSR mentor and supervised by FIIB Faculty to work on projects aligned with the needs of the organization.
- Students are required to interact with their faculty mentor to refine and firm up the output of their social internship.
- Students are expected to produce an intellectual contribution showcasing social impact which could take the form of an Opinion Article, Research Paper, Best Practice White Paper, Policy Document, and Case Study among others.
- Earning of the completion certificate from the SSO / CSR mentor is a mandatory requirement to ensure completion of the program.
- The SIP will be treated as incomplete if – a) Field work is less than 7 days; b) grade is lower than C+ in overall assessment; c) gross indiscipline at place of work; and d) mentor not signing off mentee progress.

(ii) Corporate Internship Program (CIP)

- 6 Credits, 10-12 weeks engagement period after the completion of the first year academic programme.
- The Corporate Internship Programme (CIP) is a mandatory requirement to work on an assignment with a corporate entity for the successful completion of the two year full time PGDM programme at FIIB.
- Students are expected to produce an Intellectual Contribution which could take the form of an Opinion Article, Research Paper, Best Practice White Paper, Business Policy Document, Industry Report, and Case Study among others.
- Earning of the completion certificate from the corporate mentor (CM) is a mandatory requirement to ensure completion of the program.
- The CIP will be treated as incomplete if – a) Corporate internship is less than 10 weeks; b) grade is lower than C+ in overall assessment; c) gross indiscipline reported by the corporate; d) mentor not signing off on the mentee progress e) non-submission of CIP completion certificate issued by the corporate.

(iii) Guided Independent Study (GIS)

- 3 Credits, 3 months compulsory program starting January immediately after term V.
- Every student will work in collaboration with their faculty mentor over the period to facilitate learning and produce a research output.
- Earning of the completion certificate is a mandatory requirement to ensure completion of the program.
- Students are required to attend all workshops, seminars / Viva planned by the GIS Office.
- Students are expected to produce an Intellectual contribution showcasing their research in an academic area of their interest.
- Students are required to interact with their faculty mentor to refine and firm up their research ideas, design methodologies and output following a mentoring schedule as established and communicated.
- The GIS will be treated as incomplete if a) grade is lower than C+ in overall assessment; b) mentor not signing off on GIS submission.

5.5 Professional Development Programme

The Professional Development Program (PDP) enhances student's skills and knowledge through targeted training on industry-specific competencies. Students are equipped to feel empowered and confident of their ability to learn and curate their careers. It includes workshops, networking opportunities, and practical experiences, preparing students for campus placements and successful careers. We offer 6 courses across the two year program. Four are mandatory which are offered from Term 1 to Term 4 as per the details below:

Term	Course	Duration	Course Description
I	PGL1 (Personal Growth Lab - 1)*	15 hours	The course is designed for PGDM students to take ownership of their academic and professional development, fostering a proactive and goal-oriented mindset essential for success in their careers. The gamification approach helps in assessing the strengths and reflect on opportunities to develop and reach career goals.
II	PGL2 (Personal Growth Lab -2)	15 hours	This course covers the crucial aspects of Career readiness i.e. Profile Presentations and Profile Articulation. The sessions would help the students craft a targeted resume and optimize their LinkedIn profile to align with career goals and employer needs. It would guide them to construct logical arguments in group discussions, appraise their resume for confidence, and prepare for various interviews.
III	CPP (Career Preparatory Program)	15 hours	This course equips the student in gaining business awareness and industry knowledge which is useful for performing in Group Discussions as well as personal interviews. Apart from building the knowledge base, students are trained to develop a logical approach to identify business problems and reach a solution.
IV	CPS (Career Pathways Simulation)*	30 hours	This Course is designed to prepare students for their upcoming placement cycle by focusing on specific career tracks. This course combines industry professionals and expertise with specialized training from faculty members to ensure students are well-equipped for their future careers. By providing a link between academic knowledge and practical, real-world applications, the CPS module helps students transition smoothly from the classroom to the professional environment, setting them up for success in their careers.
V & VI	CPP (Extended Career Preparatory Program)	JD Specific (2-3 hours as required)	The sessions are conducted to build domain strength for the students and understanding of the job roles and company standing in the industry. Sessions are conducted as per the requirement to support ongoing campus placements. Helps in refreshing the knowledge helpful for upcoming selection process.

**These are non-credit but compulsory courses. Students must obtain C+ grade to pass in these courses*

Passing Criteria for PDP course:

1. Passing grade in 3 courses (From Term I to IV) is the minimum requirement to overall pass in PDP.
2. Personal Growth Lab I in Term I and Career Pathway Simulation in Term IV are mandatory to 'Pass' in PDP. On not meeting the mandatory condition the mark sheet of the student would be annotated stating the status of failing to meet the grade required to pass the Program.
3. Term V and VI courses are dynamic which are conducted as per the requirement and support for ongoing campus placements and optional for the students.
4. Absolute grading will be used for PDP Courses.
5. FIIB's Attendance and Leave Policy, and Academic Honesty Policy are applicable in PDP courses.
6. There is no reappear policy in PDP courses.

In order to make the most out of these courses, it is imperative to familiarize yourself and follow the academic policies, which are detailed next.

6. ACADEMIC POLICIES

Adherence to academic policies, including attendance and leaves, is essential for maintaining academic integrity and ensuring a successful educational experience. These policies are designed to promote responsibility and commitment among students. Understanding these policies is crucial for your academic success, starting with attendance and leave guidelines.

6.1 Attendance and Leave

The PGDM Program is a fully immersive, in-person, two-year educational experience and a student's class attendance and participation are critical components of the FIIB Learning Model. Students will learn the most when they engage in person with classmates and faculty members. While full class attendance is expected throughout the two years, the PGDM Program recognizes there will be times when a student will need to miss class. All students are required to read and adhere to this policy, which provides details related to all matters concerning FIIB class attendance.

S. No	Type of Absences	Reasons for absences	Process to be followed	Impact of absence
1	<i>Extraordinary Excused Absences (EEA)</i>	- These are to be used for severe personal illness instances such as: - Isolation due to communicable disease requiring isolation by a health authority - Physical or mental health emergencies - These are also applicable in instances of death in the student's immediate family [Student's immediate family will mean parents, siblings, (spouse, and children if married).] <i>Students shall be required to provide complete documents if applying under this category.</i>	- Formal application to be submitted on FIIB Hub. - Relevant documentary proof to be submitted along with the formal application before joining back or as soon as possible. - FIIB may get the medical proofs verified by its own medical consultant. - All academic requirements will have to be completed upon joining back after the said leaves.	- Will count as 'Present' for grade calculations. - Will count as 'Present' for scholarship calculations.
2	<i>Official Duty (OD) Absences</i>	These are designed to excuse students from class such as attending placement work; pressing institutional activities; and representing FIIB in external events.	Requests will be considered on merit, on a case to case basis.	- Will count as 'Present' for grade calculations. - Will count as 'Present' for

		These will be capped at 2 classes per course for a 3 Credit Course and 1 class per course for a 1.5 Credit Course	• Formal application to be submitted on FIIB Hub • Relevant documentary proof to be submitted along with the application. • Absences should be approved in writing before proceeding on leave. • All academic requirements will have to be completed.	scholarship calculations.
3	<i>General Excused Absences (GEA)</i>	• Absences for reasons other than EEA and OD as described above. • Up to 2 absences - For 10 Sessions / 1.5 Credit Course • Up to 4 absences - For 20 Sessions / 3 Credit Course) <i>[Each student should mindfully use this category of leave. It is your responsibility to ensure that you keep a buffer for any unavoidable type leaves that you may be required to take, including from OD category. FIIB will not be able to provide you with any additional leaves than what is permitted.]</i>	• Formal application to be submitted on FIIB Hub • Absences should be approved in writing before proceeding on leave. • All academic requirements will have to be completed upon joining back after the said leaves.	• Will count as 'Present' for grade calculations. • Will count as 'Absent' for scholarship calculations.
4	<i>Unexcused Absences (UA)</i>	This category of leaves applies to situations in which the student does not seek approval.	• No makeup for missed academic requirements will be given in such cases.	• Will count as 'Absent' for grade calculations.

				Will count as 'Absent' for scholarship calculations.
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1. FIIB expects students to maintain 100% attendance.
2. Every student is expected to be punctual for the classes. Late comers (entry after 5 minutes at the discretion of the faculty) will not be given attendance for the session for which they arrive late in class. Habitual late coming is not allowed.
3. Students are advised to regularly monitor their attendance status on the FIIB Hub (please refer to section 10.2).

Downgrade due to Absences

Regular attendance is crucial for academic success and maintaining high standards of learning. To ensure fairness and accountability, the following table outlines the specific downgrades that will be applied to a student's grades based on the number of absences. This policy aims to encourage consistent participation and highlight the importance of classroom engagement. Please review the table carefully to understand how absences may affect your academic performance.

Maximum Sessions	For 10 Sessions / 1.5 Credit Course Sessions missed	For 20 Sessions / 3 Credit Course Sessions missed
No Reduction in Grade	Up to 2	Up to 4
1 Lower Grade (e.g. B+ to B)	Up to 3	Up to 6
2 Lower Grade (e.g. B+ to B-)	Up to 4	Up to 8
Incomplete	More than 4	More than 8

- The Attendance rules will be applicable for each course separately, i.e. a student's grades will be adjusted only in subjects where he/she falls short of the requisite attendance norms.
- For purposes of grade equivalence, an 'Incomplete' will be equal to an 'F'. Refer to section 7, Award of Diploma section treatment of F grades.
- In case of 'Incomplete' status, the student will have the option to complete the said course (s) in Self Study Mode on payment of the prescribed fee. Please refer to section 8 – Award of Diploma for details.
- In case the number of incomplete courses exceed 9 credits in a year, the student will have to repeat the relevant course (s) next year on payment of the prescribed fee. Please refer to section 8 – Award of Diploma for details.

Failure to Comply

The FIIB Student Charter encourages you to be aware of and comply with institute policies. Failure to adhere to this policy, including not providing proper notice of an absence or misrepresenting the reason for an absence, is considered a violation of the FIIB Student Charter. Such violations may result in a formal review of the student's attendance by the Disciplinary Committee which will make its recommendations to the PGP Committee, followed by action taken by the Director. Please refer to Section 4 for information on sanctions related to violations of the Student Charter.

Managing your attendance and leave effectively ensures you meet assessment requirements.

6.2 Assessments

Assessments are key components of your academic journey, designed to evaluate your understanding and mastery of course material. Our assessment process is structured to be fair and transparent.

Continuous Assessments (CA)

Performance of the students into the program is assessed on a continuous basis which typically includes project work (individual project, Team projects, and Field based projects), Individual Assignment, Class Test, Class Assignment, Discussion Question, etc. and the feedback is given to students for improvement. General pattern of assessment followed at the institute includes internal assessment by the course faculty, and final examinations. The exact assessment system is included in the respective course outline.

Internal assessments prescribed in a course is not repeated if the student misses any assessment component. Only in cases where the internal assessment is missed due to approved official duty or extraordinary excused absence, the student will be allowed to appear in an alternate assessment. The student should obtain a formal prior approval in case of OD for alternate assessment through the Program Office.

Final Examinations (FE)

- All students are required to take exams as scheduled.
- Students must obtain a No-Dues Certificate before the start of the exams as notified by the Program Office to be eligible for issuance of their admit card for the exams. The details are available on FIIB Hub.
- In exceptional circumstances, a student who has not submitted the required Registration documents (10th Std. Certificate, 12th Std. Certificate, Graduation certificate/ mark sheet and CAT/MAT/CMAT (or other permitted entrance exams) Scorecard), by the prescribed due date may be allowed to appear in the Final Examinations, after obtaining the NO Dues certificate. However, in such cases, his/her result will be withheld till documentation has been completed. The onus of getting a pre-approval shall be of the concerned student.
- A student absenting himself from an End Term Examination without written permission will get an 'F' grade in that component.

No Dues Certificate

The 'No Dues Certificate' is an essential document that students must obtain at various stages as prescribed, whether it's at the end-term examinations, grant of scholarships, or before the award of

their diploma. This certificate serves as a formal clearance, ensuring that students have settled all financial and administrative obligations with the institution.

Department	NOC indicating
Knowledge Centre	No pending dues on account of library materials
Accounts	No pending dues on account of fee and fine
Program Office	Completion of academic documents / course requirements; Proof of Medical Insurance; Compliance with Student Charter, and no disciplinary proceedings
Technology Support	Updated antivirus and verified laptop
Administration	No pending dues
Career Management Centre	Submission of letter of self- assisted / self - employment/higher studies from term V onwards and for the award of Diploma.

Reappear Examinations Policy

This section provides comprehensive guidelines on the conditions under which students are allowed to take reappear examinations, the limitations on grades, and the procedures for making formal applications to the program office.

- Students are allowed to take reappear examinations in two conditions – (1) missed exams for extraordinary excused absence (EEA); (2) have a C+ or below in provisional course results and want to improve.
- There will be no re-exam in case of ‘Incomplete’ status.
- Students who have missed exams due to Extraordinary Excused Absences (EEA), may appear for a re-examination of the End-Term on making a formal application to the examinations department along with payment of prescribed fee, and after taking approval for the same in writing from the examination department. There will be no capping on the reappear grade obtained in the concerned exam.
- Students who have obtained “C+” or below grade in a particular course may appear for a re-examination of the End-Term on making a formal application to the examinations department along with payment of the prescribed fee, and after taking approval for the same in writing from the examination department. The reappear grade obtained in the concerned course cannot exceed “A” under any circumstances
- A student will be given only one chance for re-examination.
- Experiential Programs – There will be no makeup for experiential programs. Students who have missed the CIP/GIS/SIP VIVA/Presentation component may be allowed to re-appear for VIVA/Presentation on payment of the prescribed fee with formal prior approval. The reappear grade obtained in the concerned course cannot exceed “A” under any circumstances

Showing of End Term Answer Sheets:

The End Term Answer sheet can be reviewed by the students once the same is evaluated by the course faculty. A model answer session is organized by the CoE office to explain the model answers of the respective end term question paper. The notification for the same is communicated by the Program Office.

Re-Checking:

Upon showing the end term answer sheets, if a student finds any totaling mistake or question (s) have been left unmarked, they will formally apply for re-checking to the Program Office within 3 days. The program office will have the answer sheet rechecked and marks will be revised accordingly. No fee will be charged for re-checking. Please note that re-checking in internal assessment will not be permitted.

Re-Evaluation:

In case any student is not satisfied with the marks awarded by the faculty in the End-Term, he/she may make a written application to the Program Office as per notified schedule, along with prescribed fees per course. The examination department will refer the case to the PGP Committee. The decision of the PGP Committee will be final in this matter.

Knowing how assessments are conducted helps you navigate our grading system.

6.3 Grading System

FIIB follows a grading system on a 10-point scale which is defined as below:

Letter Grade	Point Value	Letter Grade Description
A+	10	Exceptional
A	9	Excellent
A-	8	Proficient
B+	7	Very Good
B	6	Good
B-	5	Fair
C+	4	Satisfactory
C	3	Unsatisfactory
C-	2	Poor
D	1	Very Poor
F	0	Fail

1. Every course outline defines the assessment components and weightage assigned to it. Accordingly, the course faculty assigns marks for every assessment component bringing it up to a total of 100 for a full course and 50 for a half-course.
2. The examination department awards appropriate grades to students as per a predefined grading process under the relative grading system.
3. Letter grade, ranking from A+ to F, is awarded to students for each course of the term and then the average of all grades is considered to calculate the Grade Point Average (GPA) of the term.
4. The weighted average of GPA for all courses taken by a student in the program is considered to calculate the Cumulative Grade Point Average (CGPA) which is shown in the result report from Term I to VI and the final result sheet given at the time of Convocation.
5. It is important to note that a student must obtain C+ grade which is the minimum acceptable grade.

Students should approach assessments with diligence and integrity, as they are crucial in measuring their academic progress. They should utilize the resources and support available to prepare effectively and achieve the best results.

Now please make yourself familiar with what constitutes unfair means in the assessments.

Use of Unfair Means in Examination

All students have to make themselves fully aware of FIIB's Academic Honesty Policy (please refer to section 4) and conform to it during the conduct of all the assessments. If any student is found using unfair means as detailed below by the invigilator, his/her paper will be treated as void and he/she will get an "F" grade in the respective assessment. In this context, the decision of the invigilator would be final and binding on the student concerned. Furthermore, in extreme cases, any student found guilty may receive a failing grade for the course and be reported to the Disciplinary Committee of FIIB.

Unfair Means in Examinations

1. Physical Examinations Conducted at Campus

- a) **Prohibited Items:** Students are not allowed to bring any eatables, drinks, or other unauthorized items inside the examination rooms. Possession of such items will be considered an attempt to introduce unfair means into the examination.
- b) **Personal Instruments:** Students must bring their own writing, drawing, and calculating instruments. Borrowing or lending of these instruments during the examination is strictly prohibited and will be treated as an attempt to gain an unfair advantage.
- c) **Electronic Devices:** Cell phones and other electronic devices are strictly prohibited in the Examination Room. If a course requires the use of a calculator as recommended by the

instructor, students may use their own calculator. Any other electronic device found with a student will be considered an attempt to use unfair means.

- d) **Possession of Unauthorized Materials:** Students must ensure that all written notes, books, or other study materials are kept in the lockers provided to them before entering the examination room. Any material found on or near a student's desk, or in their possession during the examination, will be assumed to be an attempt to use unfair means, and appropriate action will be taken.
- e) **Open Book Exams:** In the case of open book exams, each student must bring their own copy of the allowable materials. Sharing of any materials during the exam is strictly forbidden and will be viewed as an attempt to use unfair means.
- f) **Communication:** All forms of communication among students are strictly prohibited inside the Examination Room. Any attempt to communicate, verbally or otherwise, will be seen as an attempt to offer or receive help and will be treated as an attempt to use unfair means.
- g) **Tampering with Examination Materials:** Any attempt to tamper with examination papers, answer sheets, or any other examination materials will be considered a serious breach of conduct and an attempt to use unfair means.

2. Online Examinations

- a) **Use of Headphones:** The use of headphones or any audio devices is strictly prohibited during online examinations. The presence of such devices will be considered an attempt to listen to unauthorized information or receive help.
- b) **Prohibited Communication:** Students are not allowed to speak to anyone during the online exam. Any conversation, whether verbal or through messaging, will be seen as an attempt to gain or provide assistance and will be treated as an attempt to use unfair means.
- c) **Desk Inspection:** Students must ensure that their desk is free of any prohibited items such as textbooks, notes, other laptops, calculators, or any other materials not allowed in the exam. The presence of such items will be considered an attempt to use unfair means.
- d) **Use of Unauthorized Software or Devices:** The use of any unauthorized software, browsers, or devices to access information during the online exam will be considered an attempt to use unfair means.
- e) **Impersonation:** Any attempt to have someone else take the exam on behalf of the student or to impersonate another student will be treated as a severe violation of examination rules and an attempt to use unfair means.

Having understood all the aspects of assessments, we now take you through our discussion on eligibility for promotion to the next term and award of diploma.

7. AWARD OF DIPLOMA

Understanding the criteria for academic progression and diploma awards is crucial for planning your educational journey. These norms are designed to ensure that you meet the necessary academic standards and are well-prepared for future endeavors.

Norm for Promotion to Next Term

1. A student is disqualified for promotion to the next term in case:
 - a. He/she gets more than two F's. For this purpose, 2 D's will equal 1 F for a full course and 1 D will equal 1 F for a half course. 'Incomplete' status is equal to an 'F' grade.
 - b. He/she fails to obtain a minimum CGPA of 4.0
2. A student is disqualified for promotion to the second year
 - a. if he/she has not completed his/her Social Internship Program (SIP) and Corporate Internship Project (CIP) successfully as per the Guidelines issued by the Program Office.
3. Not cleared their FIIB fee and other dues
4. A student not qualifying the above-mentioned criteria in the first year will be asked to leave the Program. However, in exceptional cases, and based on the circumstances thereof, the student may be allowed to repeat the first year (on payment of applicable fees). The decision of the PGP Committee will be final in this regard. No makeups are allowed for experiential programs.

Note: Students can provisionally be promoted from Term 1 to Term 2 and from Term 2 to Term 3 (in the case of reappear examination). However, after completing Term 3 or the first year of the program, it is mandatory to maintain a minimum CGPA of 4.0 in order to be promoted to the second year of the program.

Norm for Award of Diploma

To be eligible for award of the Diploma, a student must satisfy the following conditions:-

- A minimum CGPA of 4.0 at the end of Program
- Not more than two "F"s (please note that Incomplete is equal to a 'F' grade, and 2 D's will equal 1 F for a full course and 1 D will equal 1 F for a half course)
- Completion of CIP and SIP with the grade C+ or better
- Received an NOC as per section 6.2

A student not qualifying for the award of diploma as per the criteria outlined above may repeat next year after formal approval by the Director as given below. No student of the PGDM and PGDM-FM programme shall be allowed to complete the Program beyond three consecutive academic years.

Process to repeat the year of study:

- i. Make a formal application to the Director
- ii. Register with your immediate junior batch by paying the prescribed fee for that year.
- iii. Repeat the year with the batch you have been registered, and appear in all continuous assessment as well as final examinations.
- iv. Attend all classes with the batch you have been registered and maintain the prescribed attendance
- v. Any assessments given by the student previously will be treated as null & void.
- vi. Such a student will be treated as student of the batch he/she has been registered for the year.
- vii. The total duration of the PGDM program cannot exceed 3 years under any circumstance. Please refer to section 10.3 on maximum program duration.

Process to complete course (s) in self-study mode in case of ‘Incomplete’ Status:

- i. Make a formal application through the Program Office.
- ii. Register for the course (s) on payment of prescribed fee.
- iii. Program Office will allocate a faculty to guide to the student through the course and will work out a schedule of interaction with the faculty. Student should use the faculty time effectively and judiciously.
- iv. Complete all academic requirements
- v. Appear in assessments.

Adhering to the promotion and diploma award criteria ensures that you receive a comprehensive and rigorous education. Stay informed about these requirements to successfully advance through your academic program and achieve your diploma.

Next, we discuss the scholarships & recognition programs provided to you.

8. SCHOLARSHIPS AND RECOGNITION

Scholarships and recognitions are integral to motivating and supporting students who demonstrate academic excellence, leadership, and community involvement. FIIB offers a number of merit and merit-cum-needs based scholarships to the students of its full-time Program to acknowledge and reward their hard work and dedication. These are declared and/or offered at the time of admissions and are indicated in the FIIB Offer Letter and/or scholarship letter.

Tuition Assistance Programme (TAP) and *Need based Scholarships (NBS)* are offered to deserving students based on the prescribed criteria.

Conditions for grant of Scholarship

The following are certain conditions laid for the grant of a scholarship.

- The student should have received a formal confirmation letter through the Program Office indicating grant of scholarship (see process below).
- The Student has to maintain 80% attendance in every course till term IV.
- The student should remain in good standing in compliance with the Student Charter (section 4). Student should not have any case of disciplinary action against him/her.
- The student has to maintain a minimum GPA of 7.0 in each of term 1, term 2, term 3, and term IV.
- The student must have obtained a 'Pass' in the Professional Development Program (PDP).
- Cleared their fee and other dues.

Process of Award of Scholarship:

- a) **Offer of Scholarship in admission letter:** An offer of scholarship is made to the deserving candidates at the time of admission and is included in the admission letter. The amount indicated is the maximum award amount.
- b) **Confirmation of Scholarship:** Offer of scholarship is confirmed and communicated to the students by the Program Office after the verification of documents submitted at the time of registration and no-dues status (First fee installment and security deposit has to be paid within the allowed period).
- c) **Grant of Scholarship:** On the successful fulfilment of the conditions laid for the award of scholarship, grant of scholarship amount is communicated to the eligible students after the term IV.
- d) **Disbursement of Scholarship Amount:** All scholarship payments are made after the successful completion of the program and on receiving NOC for Convocation.

(I) RK Shrivastava Scholarship

To motivate and recognize outstanding academic performance within FIIB, top 3 students of each programme (PGDM and PGDM-FM) based on their CGPA at the end of the 1st year will receive a scholarship based on the following conditions:

1. The Student has to maintain 80% attendance in every course.
2. The student should remain in good standing and comply with the Student Charter (section 4).

3. The student must have maintained a minimum of 7 CGPA at the end of the first year in all the credit courses.
4. To be eligible for award/continuation of above scholarships, the student should have no fee dues.
5. The amount of this scholarship will be paid after the completion of the program and on receiving of NOC for Convocation.

Recognition:

We take pride in acknowledging the outstanding achievements of our students. To celebrate academic excellence and exemplary contributions, we offer various recognitions and awards. The President's Honour Roll and the Award of Medals are prestigious accolades that highlight exceptional performance and dedication. These honors serve as a testament to the hard work, perseverance, and commitment of our students, inspiring their peers and setting a benchmark for future success.

President's Honor Roll

To motivate and recognize excellent academic performance within FIIB, students in the Top 10% of the batch based on their GPA at the end of each term based on the following criteria:

1. The Student has to maintain 80% attendance in every course.
 - The student should remain in good standing and comply with the accepted code of conduct of the Institute.
 - To be eligible for award/continuation of above scholarships, the student should have no fee dues.
 - Student should not have a Re-appear Exam case.

Award of Medals

As recognition of excellence, medal(s) would be awarded to those who satisfy criteria of excellence and can be considered as role models by their colleagues and subsequent batches of students. The various awards for scholastic performance and exemplary behavior will be given to the students of graduating class on the basis of criteria given below:

AWARD TYPE	AWARD CRITERION
Gold Medal for Academic Excellence	Highest CGPA holder of the Program
Silver Medal for Academic Excellence	Second-highest CGPA holder of the Program

R. K. Shrivastava Medal for the Best All-Rounder Student (Will Include PGDM and PGDM FM jointly)	The Student should be in the top 25% CGPA holders of the class and; • The candidate should have demonstrated exemplary performance in extra-curricular areas and contributed to the life of FIIB • Highest points scored by the student in the ‘B Involved’ program will be considered. The PGP committee will identify the Best All-Rounder student. Their decision will be final
The Marketing Area Gold Medal	Highest GPA obtained in 9 Marketing elective courses at the end of the 2 nd year (Only applicable for PGDM Program)
The Finance Area Gold Medal	Highest GPA obtained in 9 Finance elective courses at the end of the 2 nd year (Only applicable for PGDM Program)
The OB & HR Area Gold Medal	Highest GPA obtained in 9 OB & HR elective courses at the end of the 2 nd year (Only applicable for PGDM Program)
The IB Area Gold Medal	Highest GPA obtained in 9 IB elective courses at the end of the 2 nd year (Only applicable for PGDM Program)
The Operations Area Gold Medal	Highest GPA obtained in 9 Operations elective courses at the end of the 2 nd year (Only applicable for PGDM Program)

Note:

A. While the award of scholarship and award of each medal has its own criterions, the following conditions will have to be met for award of medals to any student:

1. The student must not have obtained a D or an F in any of the courses during the two years; and must have a minimum 7 CGPA.
2. The student must not have violated any specific academic discipline or code of conduct.
3. Area wise Gold Medal will be awarded, if there are 10 or more students opted for the area as Major Specialization.
4. If more than one student gets the same area GPA, then only one will be selected based on their CGPA for the award of Area Gold Medal.
5. Timely Submission of Fee / Fine
6. Student should not have a Re-appear Exam case.

B. The decision of the PGP Committee will be final in this regard.

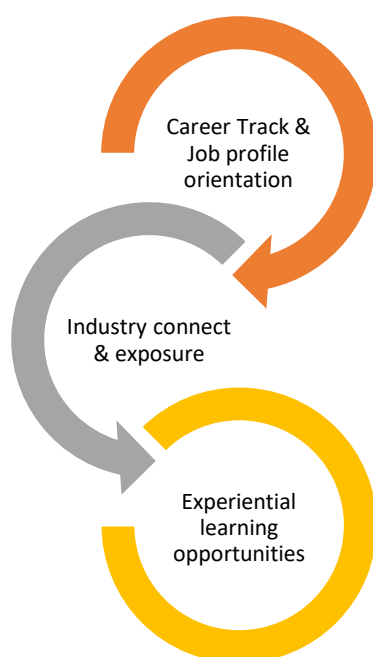
Receiving a recognition is not only a testament to your achievements but also a source of encouragement to continue striving for excellence. So, do aim for recognitions to enhance your academic and personal development.

We now move on to discuss the career management support available to support you in achieving career goals.

9. CAREER MANAGEMENT SUPPORT

The overarching principle behind all of our efforts with students is a sense of **ownership** by each individual student. Placement outcomes are enhanced through active participation from students in various activities conducted by our department like *VFTT*, *HR Roundtable*, *Manthan*, and *Career Pathway Simulation*. Your participation in various activities will be captured in a *B-Involved Program* that enhances your employability quotient. Career Management Center (CMC) ensures you get the right platform to leverage and build your employability.

Therefore, it is in the student's best interest to take responsibility for your careers and maximizing the use of information available, staying updated & involved, taking advantage of opportunities & challenging yourself. Therefore it is a partnership and we expect the support of you for best career success outcomes.



General Guidelines for Availing Services of CMC:

1. **Eligibility & Registration-** All students will be eligible keeping in view their seriousness of intent, commitment & sincerity in all the employability activities. Students are advised to understand each point thoroughly and return the copy of the last page of the document to us after signing the declaration.
2. **Profile Presentation-** All profile presentation documents are your responsibility. Our LnD department will support you in preparing them. From time to time, our department will remind you for uploading/sharing these in the right repositories. All students are responsible for getting a soft copy of their final CVs as per the recommended FIIB format duly verified & approved by LnD

Department. The soft copy of the CV should be named as [First name. Last name-Roll No.docx] while uploading on the FIIBHUB. No Manual CV will be accepted.

3. **Interview Readiness** - All students are required and strictly advised to make a detailed study about the company, job description, and the relevant industry sector before facing the Company representatives. Students should be adequately prepared for all the events. While the team is available for any advice/guidance, the responsibility to get selected/get an offer of employment lies entirely on individual students.
4. **Batch Meetings**- All students are advised to attend batch meetings which are scheduled every week to address and resolve all your concerns related to employability.
5. **SPAC** – Students are advised to be a part of SPAC for enhanced exposure and additional guidance as a student representative.
6. **Career Advisors**- Each student to be assigned a Senior Career Advisor for their career related issues and the students are expected to meet them regularly for any assistance. FIIB – Learning and Development, CMC and the Faculty mentors will work closely with students to examine their skills, interests and personalities in order to prepare them for the industry.
7. **Preparatory sessions**- The team will organize preparatory sessions for Group discussions, Mock interviews and other skill-building sessions as per the needs. Students are strictly advised to attend all such sessions. Further, student attendance shall be monitored for sessions scheduled by CMC and LnD to improve preparedness for a particular Opportunity.
8. **Timelines**- All Students should follow the timelines for each activity for availing our services and not be late in responding to open forms. Late entries will not be allowed.
9. **Authenticity**- Correctness and authenticity of the achievements you state in your profile documents will be your responsibility. FIIB's academic honesty policy will apply.
10. **Dress Code**- All students are advised to follow a professional dress code for all our activities. Students are also advised to maintain a high level of grooming standards and look presentable at all times. Formal attire details are given below:
 - **Men:** Formal shirt and pants with a tie & blazer; polished formal covered shoes
 - **Women:** Formal shirt and pants or skirts; polished formal covered shoes or an appropriate Indian attire.
11. **Behavior**- All Students are expected to maintain professional behavior at all time while interacting with industry guests.
12. **False information**- Misinformation to the internal and external community relating to career advising and its outcomes lies entirely on the student.

- 13. Seriousness of Intent-** Deliberate bad performance, expressing lack of interest to the recruiter during the interview, backing out at the last minute, not appearing in formals while appearing for personal interview are few instances which form Indiscipline.
- 14. Documentation-** All documentation regarding completion of live projects, internships and offers for employment will be shared promptly with the department. Failure to do so could result in delays in approving graduation requirements of students from the department.
- 15. Feedback-** Giving feedback in a timely and constructive manner.

10. STUDENT OBLIGATIONS

As a valued member of our academic community, each student is expected to fulfil certain obligations to ensure a smooth and enriching experience for themselves and their peers. This section outlines the key responsibilities you are expected to uphold. By adhering to these obligations, you contribute to a positive and productive academic environment for everyone.

10.1 Feedback Loops

Effective communication between students and the institution is vital for continuous improvement and a positive learning experience. We encourage open and constructive feedback to ensure that our programs meet your needs and expectations.

From Students - Student feedback is valuable for us. It helps in improving our process of delivering the courses and effectively managing the program. Since complete anonymity is maintained, students can give candid and honest feedback.

S. No.	Nature of feedback	Time Frame		Eligibility
		Message from PO	Submission by Students	
1.	Feedback on Foundation Programme	On the last day of the Program	Within 3 days of closure of the program	All participating Students
2.	CR's Feedback	At the end of 8th and 18th sessions	Within 3 days of circulation	CRs of each section/course
3.	Mid Term Feedback	After completing half course typically at the end of 4th week.	Within 3 days of circulation	All students
4.	End Term Feedback	7 Days before the start of the End Term Exam	Within 3 days of circulation	Student must have 80% attendance on the day the mail is sent to students
5.	Detailed Course Feedback	On the day of respective End Term Examination	On the day of respective End Term Examination	Top 10 students from the respective course.
6.	Student Satisfaction Survey (On completion of First Year)	Last week of CIP	Within 7 days of circulation	All students
7.	Exit Survey (On closure of the program in the second year)	After the declaration of Term VI result	Within 7 days of circulation	All students
8.	SIP, CIP, Sankalp, and Mentoring	On the completion of the Program	Within 3 days of closure of the program	All participating Students

9.	All events related to Co-curricular & extra-curricular activities (In campus or out of the campus)	On the completion of the Activity/Event/Lecture	Within 2 days of the closure of the event	All students attending or participating in the event.
10.	Students Exchange Program	On the completion of the Program	Within 3 days of the return from the program	Students participating in the exchange program

Necessary message and forms are sent to students in advance by the Program office through email from time to time and students are expected to submit within the time frame as per the details given below:

To Students - The following feedback is shared with the students which helps the students to know their performance in academic, training, placement and other institutional activities. The timeline and other details about these feedbacks are mentioned below:

S. No.	Nature of Feedback	Title of Feedback	Message from	Time Frame
1	Academic Performance	Feedback on Internal Evaluation	Course faculty	Within 7 days from the conduct of Internal assessment
2	Academic Performance	Feedback on End Term Evaluation	Program Office	Within 4 weeks from the conduct of End Term examination
3	Training Activities	LnD Scorecard (GD/Aptitude/PI etc.)	LnD Mentor	Term end
4	Placement Process	Feedback on Placement Interview	CMC Mentor	As need base
5	Mentoring Feedback	Feedback on FAP (Forward Action Plan)	Faculty Mentor	Weekly discussion with Faculty Mentor

Your feedback is invaluable in helping us enhance our academic and extracurricular offerings. We are committed to listening and acting on your suggestions to create a dynamic and responsive educational environment.

10.2 FIIB Hub

FIIB HUB is your go-to digital platform for registering for academic and employability courses, Campus internship and placement assistance, accessing for class schedule, study material, attendance update, assessments, digital library, academic and internship/placement notices, fee payment, examination form,

results, student clubs, student query management system, and many more. Note the following regarding use of FIIB Hub:

- You will gain access to all ongoing courses' classrooms before the beginning of each term
- All course resources, including session-wise PowerPoint presentations, handouts, case studies, e-textbooks, videos, and other pertinent materials, are available for access through the FIIB Hub
- All Internal Assessments are conducted through the FIIB Hub, where faculty members also provide feedback and scores.
- Students can view all course-related announcements and reminders provided by the course faculty on the FIIB Hub

The FIIB Hub is your go-to resource center, supporting you throughout the program duration and therefore, it is important that you access the hub regularly.

10.3 Program Duration

The expected duration for the completion of the PGDM Program is two years; however to accommodate for unique needs and situations of our students this can be extended to an additional one year. The extensions are approved by the PGP Committee upon request by the student.

Understanding the program duration helps you plan your academic journey, including fee payments.

10.4 Fee payments

Paying tuition and associated fees on time is essential for maintaining your enrollment and access to educational resources. Our fee payment system is designed to be clear and straightforward, ensuring a hassle-free process for all students.

A student will have to make the fee payments as per the fee schedule timelines defined by the institute and communicated to the students at the time of admission. It is pertinent to note that the amount mentioned under various fee heads in the fee schedule are broad categories and indicative only. The fee is for the learning experience as a whole and can't be unbundled.

- It is important for the students to know how much their fees are, when they are due and make arrangements to pay them on time.
 - Students availing of loan facilities will have to ensure timely disbursement of fee.
- a. Documents required for availing loan should be requested at least one month in advance, and should not be cited as reasons for delayed payment of fee.
 - Fees payment extension will be considered only under exceptional circumstances as under:
 - b. Students who have extreme financial hardship and / or extenuating personal circumstances in making fee payment may apply for an extension to pay tuition fees by submitting an application jointly signed by the student and guardian / guarantor at least one month before the fees due date.

- They will also be required to submit an undertaking stating a firm date for payment of fee and applicable fine.
- The students have to demonstrate they have extreme financial difficulties
- They should not owe any fees / fine from a previous term when an application is made.
- Fee extension will not be allowed in the first and the last term.
- Extension will not be granted for payment of fine.
- Fee extension will be granted on the merits of the case and will not be a matter of right of students.
- Decision of the PGP Committee shall be final in all fee related matters.

Consequences of late fee payment:

As outlined in the Student Charter, we expect you to take responsibility for your actions and be accountable to both yourself and the institution. Timely payment of fees is of utmost importance. Here are the consequences of late fee payment:

. If a student's fee is outstanding, fully or partially, a late fine will be applicable for 15 days from the due date, as prescribed. Thereafter, the name of the student will be struck off from the rolls of the institute. To have the enrollment reinstated, the student must pay all outstanding fees and reinstatement charges (Refer to schedule of charges – annexure 5), within 15 working days of receiving the notice of cancellation.

. In cases where the student does not wish to reinstate enrollment, no part of the fee (except for refundable security after adjusting for any fine / any other charge) will be refunded under any circumstances.

Timely fee payment ensures uninterrupted access to your academic and extracurricular activities, helping you focus on your studies and personal growth. Always keep track of due dates and reach out to the accounts office if you have any questions or need assistance.

Timely fee payments are essential to maintaining your enrollment and accessing campus facilities.

10.5 Campus Etiquette:

As a proud student at FIIB, you are part of a diverse and dynamic environment where respect, responsibility, and cooperation are key to creating a positive experience for everyone. This section outlines the expected behaviors and etiquette to help you navigate campus life with courtesy and consideration for others.

- **Identity Cards (I-Cards)** - All students must carry their I-Cards at all times and wear them around their necks while on campus. This helps in maintaining security and easy identification. In the case of a lost card, the case has to be reported to the FIIB Registrar immediately in writing, and a replacement card will be issued as per prescribed fee.
- **Classroom etiquette** - It is imperative to maintain a classroom that fosters open exchange of information and ideas, and allows every individual in the room to reach his or her potential. FIIB requires that students meet all requirements for establishment of a consistently professional and supportive classroom environment, including on-time arrival and attendance for the duration of

each class, use of appropriate language, maintaining a professional atmosphere and décor, refraining from distracting and disruptive activities, and professional conduct in welcoming guests.

- **Single Use Plastic Water Bottles** - To promote sustainability and reduce plastic waste, students are encouraged to avoid using single use plastic bottles. This small change can significantly contribute to environmental conservation, which FIIB firmly stands for.
- **Use of Lifts** - The use of lifts is restricted to students with medical conditions requiring such assistance. All other students are encouraged to use the staircases to ensure the availability of lifts for those who genuinely need them.
- **Medical Insurance** - All students must provide proof of having medical insurance. If a student does not have medical insurance, they must pay the prescribed premium to the institute to be covered under the institute's medical insurance policy. This ensures that all students have access to necessary medical care.
- **Formal Dressing** - Students are expected to dress formally on campus. Appropriate attire includes business casuals or professional clothing, which reflects the dignity and seriousness of the academic environment.
- **Professional Language** - It is imperative to use professional and respectful language at all times. This includes interactions with faculty, staff, and fellow students. Proper communication fosters a positive and respectful campus atmosphere.
- **General Conduct and Decorum** - Students are expected to maintain general conduct and decorum that reflects well on themselves and the institution. This includes being punctual, respectful, and courteous in all campus activities and interactions.
- **Anti-Ragging Policy** - Familiarize yourself with and strictly follow the institution's anti-ragging policy. Ragging is a serious offense and is not tolerated in any form. Immediate disciplinary action will be taken against those found violating this policy.
- **Prevention of Sexual Harassment Policy** - Students must be aware of and adhere to the institution's prevention of sexual harassment policy (POSH). Any form of sexual harassment is strictly prohibited and will result in severe disciplinary action. Respect and dignity for all individuals on campus are of utmost importance.

By adhering to these guidelines, you contribute to a welcoming and harmonious campus atmosphere. Remember, your actions and attitudes shape the community we share. Let's work together to maintain a respectful and inclusive environment where everyone can thrive.

11. OFFICIAL COMMUNICATION & GRIEVANCE REDRESSAL

At FIIB, effective communication and timely information dissemination are crucial for ensuring a smooth academic experience. The following guidelines outline the primary channels and mechanisms for official communication and information management:

- **Email Communication:** Email is a recognized and valid means of official communication with students at FIIB. The Institute reserves the right to send official communications via email and expects that students will receive and read these emails promptly. Students must promptly inform the Program Office of any changes to their permanent address, contact details, or email ID.
- **Please note** that all communication regarding academic results, disciplinary matters, scholarships, and awards will be considered valid and authorized only if it is issued through the Registrar's Office email registrar@fiib.edu.in. Students are advised to rely solely on this source for official information pertaining to these matters. Any communication received from other sources should be verified with the Registrar's Office for authenticity.
- **Weekly SWAG (Student's Week at a Glance):** The Program Office distributes a weekly SWAG, which contains essential information about classes, Career Management Center (CMC) activities, Learning and Development (L&D) sessions, club activities, and other upcoming events.
- **Student Query Management System:** FIIB HUB is the dedicated platform for managing student queries. Students should use this system for inquiries related to academics, employability, campus internships, placement assistance, class schedules, study materials, attendance updates, assessments, notices, fee payments, examination forms, results, and student clubs. Queries submitted via FIIB HUB are typically addressed within 24-48 hours, ensuring efficient and prompt resolution. For unresolved issues, students can approach the Student Grievance Redressal Cell.

Understanding these procedures ensures your concerns are addressed, and you know where to find key information and forms for various needs. Accessing key forms efficiently helps you navigate administrative processes smoothly, completing the cycle of your academic journey.

Annexures

1. [Anti- Ragging Policy](#)
2. [Prevention of Sexual Harassment Policy \(POSH\)](#)
3. [Responsible IT Usage Policy](#)
4. [Corporate Management Centre \(CMC\) Guidelines](#)
5. [Schedule of Charges](#)