Dear Student,

Welcome to FIIB!

During conversations with you all as part of the interview process, our faculty have reported many interesting talents and interests that each of you brings to FIIB. We are excited to explore and hone those further in the two years that you will spend with us, as well as develop newer knowledge, skills and attitudes that are the need of the hour.

The two-year journey, which I like to refer to as a mountain climbing exercise, will be filled with challenges and opportunities, and it will mostly be on you to take advantage of these before you can taste sweet success. We see our role to challenge and inspire students, and ultimately enabling you to achieve your potential for both personal and professional growth.

The FIIB PGDM program is structured uniquely to give you an outstanding and holistic experience that is a mix of your coursework, experiential learning opportunities, as well as developing specific skills and attitudes needed for your academic and career success. The newly redesigned curriculum, developed in close consultation with industry, provides you with the much-needed analytics bias. Each course has been curated with care to ensure its relevance and currency.

Today’s competitive business world demands a different kind of business school preparation; one that focuses on great analytics skill set coupled with a strong mindset to perform and exceed expectations. And I am glad that you are at a school that offers it!

Please read carefully and make yourselves acquainted with the following pages which are intended to give you a strong sense of the program, support services, as well as main academic and administrative policies and guidelines that are in place to govern your role as an FIIB student.

I wish you a successful career-building experience at FIIB.

Radhika Shrivastava
Executive Director - FIIB
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1. FIIB OVERVIEW

For almost a quarter of a century FIIB has been a provider of quality business education. We are a close-knit community of students, faculty, staff, alumni, and business—a community proud of the mission, vision, and values we share. We aim to provide future business leaders with the skills, knowledge and personal qualities needed to meet the world-scale challenges of the 21st century.

1.1 Our Mission
To advance the practice of management, and produce leader-managers of business and social relevance

Why we exist - To develop success-ready leader-managers who drive growth in their communities and professions

What we offer - An exemplary individual focused and career oriented education that challenges every student to develop the right attitude, problem solving abilities and management skills for their long-term career success

How we make it happen - By providing a strong knowledge foundation, rigorous experiential training and a career-empowering community

1.2 Our Tagline
Enter to Learn. Leave to Succeed

1.3 Our Promise

<table>
<thead>
<tr>
<th>To Students</th>
<th>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</th>
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<tbody>
<tr>
<td>To Staff</td>
<td>This place will provide opportunities to teach, mentor, reflect, engage, and to make a meaningful difference with your work in your own life, as well as of many others</td>
</tr>
<tr>
<td>To Alumni</td>
<td>This place will always hold you close, nourishing your intellectual and career advancing needs, as well as of inspiring those who follow</td>
</tr>
<tr>
<td>To Businesses</td>
<td>This place will help you discover and develop skilled, highly motivated, hardworking and career-ready individuals that will enable you to drive your organization forward</td>
</tr>
</tbody>
</table>
1.4 Our Values
R We always do what is Right
A We hold ourselves Accountable
C We reach out to Collaborate
E We strive for Excellence
R We give and command Respect

1.5 Our Personality
Modelled after the thoroughbred racehorse, our personality is best described by our anthem:

Our vision is across the finish line: We are FOCUSED
Unbound from the blinders: We are SMART
We can leap beyond a single track: We are DYNAMIC
And sprint to bring a change: We are PURPOSEFUL
Challenge brings the wind in our mane: We are SPIRITED
We are the FIIB Racers

1.6 Our Positioning
A serious, hard-working “no-hype” institute instilling the right attitude and aptitude for managing businesses

1.7 Our Beliefs
- It’s not just about the first job of our students; It’s about their careers.
- There are no shortcuts to success
- Challenge your limits and roll up your sleeves

1.8 Our Hashtags
#NoHypeMBA
#FIIBAdvantage
#FacesOfFIIB
#FIIBNumbers
#WeMeanBusiness
#NoShortcutToSuccess
#RollUpYourSleeves
Let’s Learn
2. THE FIIB LEARNING EXPERIENCE

FIIB as an institution for higher education in management is committed to the quality of its programs and has put into place the means of assuring and demonstrating that quality. It aims to ensure a high quality learning experience through a commitment to excellence and innovation in learning and teaching, an up-to-date learning environment, a reflective and well-designed curriculum, which reflects the aspirations of students and the need of society, and support of teaching quality.

The FIIB PGDM curriculum strikes a balance between proven and contemporary techniques of design and delivery in a PGDM Program. The curriculum is delivered using the following 9 principles:

2.1 Dynamic Pedagogy

Experiential, rigorous and personalised best define our teaching methodologies. Fortifying this approach is our framework of planning, implementation, feedback and recalibration. This entails a context-specific and action-oriented learning environment for each student to attain their maximum potential and individual goals.

**Outcome-Based Learning:** Knowing exactly what you want removes the need for speculation.

By identifying and defining the learning objectives for our students, we affirm their clarity of purpose from the get-go. These learning outcomes—be it knowledge acquisition or skill enhancement—dictate the evaluation criteria on which their growth is measured. Thus, the students know what is expected out of them and how are they faring against those expectations.

**Theory-to-Practice Approach:** It might be possible to unlearn what is taught, but not what is experienced.

Our firm belief in hands-on learning ensures that our students receive multiple avenues to tactfully apply their in-classroom learnings to real-life problems. We not only continuously engage them in simulated on-the-ground situations, but also seek their active participation in industry interactions, additional discussions and feedback sessions.

**Academic Rigor:** An education that isn't challenging and engaging isn’t worth acquiring.

At FIIB, knowledge dissemination is a fast paced and stimulating process. Not only that, our students learn how to efficiently balance lectures, extra-
classroom activities and home assignments. This approach besides conditioning them for the rigors of the corporate world, infuses in them a competitive impulse--much needed to survive and grow in the industry.

**Group Work and Presentations:** *Good communication and teamwork can make quick work of any obstacle.*

To inculcate collective decision-making, group responsibilities and persuasive communication skills in our students, we ask them to routinely work in groups and deliver presentations. These engagements besides making them cognizant of teamwork ethics, helps them develop their interpersonal and lateral thinking skills.

**Problem Solving and Decision Making:** *A true leader is someone who swiftly solves problems and makes thoughtful decisions.*

How to effectively and quickly solve problems and how to make quality decisions are two areas that we significantly prepare our grads for. These skills are imparted to them through various management games, and by familiarizing them with several frameworks they can refer to perfect these two skills.

**Continuous Evaluation and Feedback:** *For any evolution to take place, real-time feedback is a necessary component.*

Regular and well-rounded assessments are an integral part of the FIIB life. These review sessions act as course-correction measures for both the faculty and the students. Thus, these are very useful for effectuating constructive changes that can have veritable impact on student learning and satisfaction.

**Industry-Integrated Coursework:** *You can’t master any field by leaving the master out of the equation.*

AT FIIB, we strongly encourage industry intervention in shaping our curriculum and coursework. By updating our syllabi every few years in sync with industry needs, we ensure that our students are imparted concepts and skills that are of high relevance and demand in the corporate world.

**Global Assimilation:** *Think global as much as local for that’s where tomorrow rests.*

We duly recognize the need for our future leader-managers to operate in a global setting. Our coursework ensures the same by drawing relevant inputs from our multinational associations. This, in turn, helps our students to become cognizant of best practices in differing socio, legal and cultural environments.
3. THE PROGRAM (POST GRADUATE DIPLOMA IN MANAGEMENT – PGDM)
The FIIB PGDM Program, approved by the AICTE and considered equivalent to an MBA by the AIU, is designed to meet the educational and/or career goals of students who wish to pursue a career in management.

3.1 Program Learning Outcomes:
Developed in close consultation with the industry, the overall learning goals are intended to enhance student learning in the following areas: communication, teamwork, ethical reasoning, analytical skills, information technology, global outlook, critical thinking, and understanding of self. Upon completion of the MBA Program, our graduates will be able to:

- **PLO-1**: Communicate effectively in the business context, using a range of media that are widely used in business environments
  - **PLO-1A**: Produce professional quality business documents
  - **PLO-1B**: Deliver a professional quality presentation accompanied by appropriate technology
- **PLO-2**: Demonstrate the ability to work cohesively and effectively in teams
- **PLO-3**: Able to perform a global business situation analysis
- **PLO-4**: Use reasoned and ethical judgement when analyzing business problems
- **PLO-5**: Develop the ability to critically assess business problem/s and/or issue/s, and develop sound solutions / reasoning
- **PLO-6**: Demonstrate understanding of the fundamental and interdisciplinary business concepts and functions, in order to achieve strategic business outcomes
- **PLO-7**: Each student shall be able to understand one’s own personality to act accordingly in a professional environment

3.2 Structure of the Program
Each academic year comprises three trimesters, each of approximately three months duration. Terms I, II and III comprise the 1st year, and Terms IV, V, and VI comprise the 2nd year.
The above is solely for illustration reasons. The timing/sequencing of the courses can change. Also note the actual courses could change.

Salient points:

1. Each course is typically a 3-credits course requiring 30 class contact hours. Half courses have 1.5 credits associated and the total number of class contact hours is 15 hours.

2. Since the design of the Program is geared towards building academic rigour and learning in practice, it is expected that for each class, a student spends 2-3 hours in preparation. This could include the study of textbooks, other recommended/supplementary readings, case studies, group discussions, project work, problem solutions, etc.

3. For the award of diploma a student has to complete 39.5 courses (equivalent to 118.5 credits). Out of these:
   - Core Courses in Term I-IV are 73.5 Credits
   - Elective Courses in Term III-V are 27 credits
   - Experiential/Practical Exposure courses are 12 credits
   - Academic and Career Success courses are 6 credits
3.2.1 Foundation & Core Coursework

*Foundation Courses* are aimed at improving a student's fundamental concepts of Management studies. The duration of the foundation program is one month. A series of foundation courses aimed at teaching skills and language required in any career in business and management are delivered. *Core Courses* are meant to lay the foundation for the business concepts and develop core knowledge and skills.

Foundation and Core courses are typically offered from the following domains:

<table>
<thead>
<tr>
<th>Area</th>
<th>Term</th>
<th>Course Name</th>
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<tbody>
<tr>
<td><strong>Marketing</strong></td>
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<tr>
<td>Foundation</td>
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<tr>
<td>Term-I</td>
<td></td>
<td>Marketing Management-I</td>
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<tr>
<td>Term-II</td>
<td></td>
<td>Marketing Management-II</td>
</tr>
<tr>
<td>Term-III</td>
<td></td>
<td>Business Development Selling &amp; Negotiations</td>
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<tr>
<td>Term-IV</td>
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<tr>
<td><strong>Finance</strong></td>
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<tr>
<td>Foundation</td>
<td></td>
<td>Basic of Finance &amp; Accounting</td>
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<tr>
<td>Term-I</td>
<td></td>
<td>Financial Reporting &amp; Analysis</td>
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<tr>
<td>Term-II</td>
<td></td>
<td>Management Accounting Business Law</td>
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<tr>
<td>Term-III</td>
<td></td>
<td>Corporate Finance</td>
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<td>Term-IV</td>
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<tr>
<td><strong>Organizational behavior &amp; human resource</strong></td>
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<tr>
<td>Foundation</td>
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<td>Academic Career Success English Language Proficiency Program</td>
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<tr>
<td>Term-I</td>
<td></td>
<td>Managing People &amp; Teams</td>
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<tr>
<td>Term-II</td>
<td></td>
<td>Managing Network &amp; Organizations</td>
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<tr>
<td>Term-III</td>
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<td>Written Analysis of Cases</td>
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<td>Term-IV</td>
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<tr>
<td><strong>Business Analytics</strong></td>
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<tr>
<td>Foundation</td>
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<tr>
<td>Term-I</td>
<td></td>
<td>Introduction to Analytics</td>
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<tr>
<td>Term-II</td>
<td></td>
<td>Demystifying Analytics Visual Story Telling</td>
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</table>
### Elective Coursework

1. A mix of *Elective Courses* is offered by each Academic Area to be taken by a student starting from Term III to V. These count towards the functional specialization for the students, who have an option between specializations in a particular functional area.

2. A student needs to take a major and a minor with minimum of 6 courses offered in a particular functional area for a major, and a minimum of 3 courses offered in a particular functional area for a minor. As of now the list of Electives are given below:
<table>
<thead>
<tr>
<th>List of Elective Courses</th>
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<tbody>
<tr>
<td><strong>Finance</strong></td>
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<tr>
<td>Management of Banks and Financial Institutions</td>
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<tr>
<td>Financial Services</td>
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<tr>
<td>Security Analysis and Valuation</td>
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<tr>
<td>International Finance &amp; Treasury Management</td>
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<tr>
<td>Financial Statement Analysis</td>
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<tr>
<td>Tax Regulations &amp; Planning</td>
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<tr>
<td>Project Appraisal &amp; Financing</td>
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<tr>
<td>Financial Derivatives and Risk Management</td>
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<tr>
<td>Portfolio Management : Equity and Fixed Income Securities</td>
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<tr>
<td>Mergers, Acquisitions and Corporate Restructuring</td>
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<tr>
<td>Financial Modelling</td>
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<tr>
<td><strong>Marketing</strong></td>
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<tr>
<td>Consumer Behaviour</td>
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<tr>
<td>Digital Marketing &amp; Social Media</td>
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<tr>
<td>Sales and Distribution Management</td>
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<tr>
<td>Integrated Marketing Communication</td>
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<tr>
<td>Marketing Research</td>
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<tr>
<td>Business to Business Marketing</td>
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<tr>
<td>Strategic Marketing</td>
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<tr>
<td>Marketing of Luxury Products</td>
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<tr>
<td>Services Marketing</td>
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<tr>
<td>International Marketing</td>
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<tr>
<td>Retail Marketing (RM)</td>
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<tr>
<td>Brand Management(BM)</td>
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<tr>
<td>Customer Relationship Management</td>
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<tr>
<td><strong>OB &amp; HR</strong></td>
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<tr>
<td>Talent Acquisition &amp; Competency Mapping</td>
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<tr>
<td>Employee Engagement</td>
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<tr>
<td>Employee Performance Management Systems</td>
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<tr>
<td>Leadership Skills Lab</td>
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<tr>
<td>Compensation and Benefits</td>
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<tr>
<td>Industrial Relations &amp; Labour Laws</td>
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<tr>
<td>People Analytics</td>
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<tr>
<td>Training &amp; Development</td>
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<tr>
<td>Change &amp; Organizational Development</td>
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<td>Conflict &amp; Negotiation Management</td>
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<td>Strategic HRM</td>
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<td>Cross Cultural Management</td>
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<tr>
<td><strong>International Business</strong></td>
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<td>International Logistics Management</td>
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<tr>
<td>International Trade Operations &amp; Documentation</td>
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<tr>
<td>International Finance &amp; Treasury Management</td>
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<tr>
<td>India's Foreign Trade</td>
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<td>Cross Cultural Management</td>
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<td>Thrust Product &amp; Thrust Market</td>
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<td>International Marketing</td>
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<td><strong>Operations Management</strong></td>
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<td>Supply Chain Management</td>
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<td>International Logistics Management</td>
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<td>International Trade Operations &amp; Documentations</td>
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<td>Strategy, Entrepreneurship &amp; General Management Area</td>
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<td>Business Analytics</td>
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* These are the courses that were offered in 2018. They are subject to change.

3.2.3 Experiential / Practical Inputs

“Make an Impact Beyond Four Walls”

Experiential learning exposes students to the same challenges business leaders face every day. Working alongside faculty members, fellow students, alumni and corporate partners, students will use strategic management concepts to solve critical business issues through special projects and courses. Listed below are the five unique experiential learning opportunities that are offered to each student as part of their coursework:

1. Social Immersion Program (SIP) – 3 Credit

The FIIB Social Immersion Program (SIP) is a professional development program offering a unique blend of academic, social leadership and career development opportunities specifically designed to guide students toward lifelong professional success. Today, the world is witnessing an increased emphasis on social leadership that demands that all organizations – For-Profit, Not-for-Profit, the government and associated entities – learn to work more authentically to create more ‘purposeful’ enterprises that not only benefit the enterprise itself but individuals and society at large.
Under SIP, the students engage with the social sector to work on projects that are aligned with the real needs of the sponsoring organization. The students undertake these projects in groups of 8-10 for a period of 2 weeks. The experiential activities culminates in the preparation of, and presentation of a report, which would be used for assessment by the Corporate and Faculty Mentors, and the permit students to track own progress.

2. Corporate Internship Program (CIP) – 6 Credits
A corporate internship can be a stepping stone to getting the career one really aspires for. An internship will often be that first professional work experience for a student, and may be the best opportunity to address both hard- (academic and technical) and soft-skill (personality traits and habits) preparedness. Corporate internship offer students a period of practical experience in the industry relating to their field of study. This experience is valuable to students as a means of allowing them to experience how their studies are applied in the "real world", and as work experience that can be highly attractive to potential employers on a candidate’s CV.

Corporate Internship Program (CIP) at FIIB is a 6 credit course that provides an opportunity for students to carry out a formal internship with a client organization. Therefore it is expected that the skills, students will gain from working with an organization will help them perform better on their jobs. In this activity, students are selected by an organization for internship and, under the supervision of a faculty member called Faculty Mentor (FM), practice integrating and applying business fundamentals and skills in a field setting, carrying out required data collection and analysis, prepare a comprehensive project report, and give a presentation of their work conducted by them. From the organization side, the work allocation and its supervision is allocated to a company supervisor, called the Corporate Mentor (CM). Students are required to be involved in observations, meetings, research, and administration, to gain a clearer insight into the day-to-day functioning of the business of the organization, they are attached with. The internship is based on the principles of experiential learning and requires students to be placed in a business organization with workplace supervision and mentoring.

3. Global Immersion Experience (GIE) – 3 Credits
The Global Immersion Experience (GIE) program has been designed primarily to expose students to the challenges, opportunities, risks and rewards of doing business internationally. The GIE also allows students to integrate their own academic goals with a short-term study tour of an
international business destination as well as International Educational Institution.

4. Business Simulation (BS) – 3 Credits
Business Simulation is a practical, integrative business course that requires teams of students to operate a simulated business. Acting as a business manager, students set the direction for the company to build up the business by making decisions related to its Strategy, Finance, Market, Operations, HR and Innovation. It aims to foster interdisciplinary decision-making in an inexact environment and to prepare students for the problems and issues of working in a changing and uncertain world.

5. Guided Independent Study (GIS) – 3 Credits
Guided Independent Study (GIS) is an elective, self-directed course for majors and non-majors in a specialization domain, who wish to investigate a specific topic or creative project in the specialization. It provides the students with the opportunity to carry out research-oriented work (which may or may not involve field study) one-to-one with a faculty mentor acting as Study Mentor. The course will involve an advanced study of a particular theme or topic in the specialization domain through readings, research and analysis. GIS is a scheduled PGDM course, arranged, planned and managed by a faculty mentor in conjunction with the goals that are proposed by the student.

The course requires sound understanding of various foundation courses specially the course of business research methods. The course helps student in capturing awareness of their limitations and their ability to manage them professionally. This course acts as a helping hand in identifying the important issues and employment of business analysis to reach reasoned solutions, thereby honing cognitive and metacognitive skills. The course also sharpens problem solving and analytical skills, which is a prerequisite for professional conduct.

3.2.4 Academic and Career Success Programs (ACS Program) – 6 Credits

“Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do.”

To make this journey to success more effective, we at FIIB have an Academic and Career Success course, spread over 75 hours within 2 years. This course attempts to provide orientation for employability to help students develop professional skills as they advance in their education. Through this course, the students will develop a clear understanding of the road map of their careers and the fundamental inputs to prepare themselves for the same. In a way, the
Career Success course serves as a broad base foundation for the entire 2-year PGDM program.

The course aims to orient the students to build a learning partnership, by providing an introduction to and/or reinforcement of the programme of study, the methods of assessment, appeals mechanism and availability of additional learning support, opportunity to undergo assessment of learning needs and related information and guidance on internship and employment opportunities.

It is an attempt to give final brush up on employability skills and bridge the gap, if any, making students corporate ready.

- In foundation - This course focuses on building a base for the next two year, introducing the students to the objectives of the program, supported by some skill based workshops, like time management, team exercise, etc. – ½ Credit
- Moving to Term-I, the focus now shifts to employability skills, like confidence building and stress management. – ½ Credit
- Career Success-II in Term-II is planned in a way to prepare students for their internships by enhancing workplace attitudes and some knowledge of industry researches. – ½ Credit
- Career Success-III in Term-III is all enriched with advanced skill building which are directly linked to on campus placements and handling interviews. - ½ Credit
- Career Success-IV in Term-IV makes the students corporate ready by giving final touches to the already acquired skills. - 1 Credit

4. Academic Matters

4.1 Official Communication

Email is a valid mechanism for official communication with students at FIIB. The institute has the right to send official communications to students by email. The Institute has the right to expect that students will receive email and will read email in a timely fashion.

At the Institute, all students will be assigned an official institute email address. All official institute communications will be sent to this official email address. This address will be maintained in the official FIIB email directory for each student.

Students who choose to have email forwarded to another email address do so at their own risk. The institute is not responsible for email forwarded to any other
email address. A student’s failure to receive or read in a timely manner official institute communications sent to the student’s official email address does not absolve the student from knowing and complying with the content of the official communication.

Faculty may assume that a student’s official email is a valid mechanism for communicating with a student, and faculty may use email for communicating with students registered in their classes. The policy will ensure that all students will be able to comply with course requirements communicated to them by email from their course instructors.

### 4.2 Access to Coursework

We provide online classroom environment using Google Classroom in each course. It is also one of initiative of the Sustainability Drive at FIIB. All the course related information like handouts, assignments, MCQs, course related reminders other material will be provided through this application. Student will be sent an invitation for each class before the start of term which they need to accept. Program Office will provide the separate demo session for the same.

### 4.3 Providing Feedback

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, student can give candid and honest feedback.

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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Nature of feedback</th>
<th>Time Frame</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Feedback on Foundation Programme</td>
<td>On the last day of the Program</td>
<td>All participating Students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Within 3 days of closure of the program</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>CR’s Feedback</td>
<td>15 days before the Exam</td>
<td>CRs of each section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7 days before the Exam</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Mid Term Feedback</td>
<td>After completing half course typically at the end of 5th week.</td>
<td>All students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Within 3 days of time</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>End Term Feedback</td>
<td>7 Days before the start of the End Term Exam</td>
<td>Student must have 80% attendance on the day the mail is</td>
</tr>
<tr>
<td>5.</td>
<td>Detailed Course Feedback</td>
<td>On completion of the course</td>
<td>By the end of the End Term Exam</td>
</tr>
<tr>
<td>6.</td>
<td>Student Satisfaction Survey (On completion of First Year)</td>
<td>On 28th March</td>
<td>By 30th March</td>
</tr>
<tr>
<td>7.</td>
<td>Exit Survey (On closure of the program in the second year)</td>
<td>7 days before GIS Viva</td>
<td>By the date of GIS Viva</td>
</tr>
<tr>
<td>8.</td>
<td>GIE, SIP, CIP and Sankalp</td>
<td>On the last day of the Program</td>
<td>Within 3 days of closure of the program</td>
</tr>
<tr>
<td>9.</td>
<td>All events related to Co-curricular &amp; extra-curricular activities (In campus or out of the campus)</td>
<td>On the last day of the program</td>
<td>Within 3 days of the closure of the event</td>
</tr>
<tr>
<td>10.</td>
<td>Students Exchange Program</td>
<td>On return from the program</td>
<td>Within 3 days of the return from the program</td>
</tr>
</tbody>
</table>

**Note:**

1. Students who fail to submit the feedback on time as mentioned in Sr. No. 1, 3 & 4 will not be allowed to appear for end-term exams.
2. Students not submitting the feedback by given date as given in the Sr. No. 7, will not be allowed to appear in the GIS viva.
3. Non-submission within the given date as shown under Sr. No. 8, will not be awarded the grade in the respective programme.
4. Students failing to submit the feedback by the given date as mentioned in Sr. No. 9, will not be credited with the points.

**4.4 Assessment**

Performance of the students into the program is assessed on a continuous basis and feedback is given to students for improvement. General pattern of assessment followed is given below:

1. **Internal Assessment by the Course Faculty** – 60% of the course evaluation, which may include class & home assignments, class test, class participation, case discussion, group or individual projects, presentations, etc., is done by the course faculty. In the group projects, individual contribution of each student is also assessed.
2. **Examination** – End Term (40%) examinations are conducted to cover 40% of the course evaluation. However, in some cases (as per the need of the course) the weightage of internal assessment may be increased. Each course outline explains the assessment components in detail.
4.5 Grading Scheme

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Point Value</th>
<th>Letter Grade Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>10</td>
<td>Exceptional</td>
</tr>
<tr>
<td>A</td>
<td>9</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>8</td>
<td>Proficient</td>
</tr>
<tr>
<td>B+</td>
<td>7</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>6</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>5</td>
<td>Fair</td>
</tr>
<tr>
<td>C+</td>
<td>4</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>3</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>2</td>
<td>Poor</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Very Poor</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Fail</td>
</tr>
</tbody>
</table>

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 Program Office awards appropriate grade to students as per a well-defined 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 average of all grades is considered to calculate the Grade Point Average (GPA) of the term.
4. The weightage average of GPA for all courses taken by a student in the program is consider 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 score 35% marks in a course to get C+ which is the minimum acceptable grade.

4.6 Attendance and Leave:

1. Every student is expected to be punctual for the classes. Latecomers will not be given attendance for the session for which they arrive late in class.
2. The students are advised to keep a track of their attendance status through the Weekly Attendance Report which is displayed on the classroom notice board by the program office.
3. If a student misses on any internal assessment component (it will be up to the course faculty to grant make-up assignments/presentations. The faculty’s decision will be final in this matter.

4. Regular absenteeism in classes will impact the final grade in a course due to the downgrading rules. The final course grade given by the course faculty will be adjusted for attendance as per the following table which depicts the maximum allowable absences for a course.

<table>
<thead>
<tr>
<th>Maximum Sessions</th>
<th>For 10 Sessions / 1.5 Credit Course</th>
<th>For 20 Sessions / 3 Credit Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Reduction in Grade</td>
<td>Up to 2 Sessions missed</td>
<td>Up to 4 Sessions missed</td>
</tr>
<tr>
<td>1 Lower Grade (eg. B+ to B)</td>
<td>Up to 3 Sessions missed</td>
<td>Up to 6 Sessions missed</td>
</tr>
<tr>
<td>2 Lower Grade (eg. B+ to B-)</td>
<td>Up to 4 Sessions missed</td>
<td>Up to 8 Sessions missed</td>
</tr>
<tr>
<td>Debarred from End Term Examination</td>
<td>More than 4 Sessions missed</td>
<td>More than 8 Sessions missed</td>
</tr>
</tbody>
</table>

5. The Attendance rules will be applicable for each subject separately, i.e. a student’s grades will be adjusted only in subjects where he/she falls short of the requisite attendance norms. In case a student’s attendance is less than 60% (More than 4 for half (1.5 credit) and 8 for full (3 credit) in any subject, he/she will be debarred from the End Term Examination.

6. Students availing official leave for attending placement work, institutional activities and participation in meets at other locations may be given additional relaxation for attendance (up to 2 classes per course in a 3 Credit Course and 1 class per course in a 1.5 Credit Course); however, this will be decided on a case by case basis. Application for the same should be made in advance and approved by Director. Refer to Form a in Annexure 6 to be used for application of leave.

Important: Students should note that the allowable absences for no reduction in grade should not be taken as a matter of right. This relaxation is only allowed when the leave is taken on genuine grounds. As much as possible, the student should take prior permission from Program Director in the prescribed format with supporting documents (if this is not possible in advance, then definitely submit an application on the day the student resumes classes). The submission is to be made to the Program Office.

4.7 Complaints & Appeals Policy

FIIB has instituted an effective, efficient, timely and fair complaints and appeals handling procedure for all Students. Complaints can be related to:

- **Academic Matters** – This includes complaints related to attendance, course, assessment, submission of assignments or grade of marks.

- **Non-academic grievances** – Generally arise from lack of facilities and support from administrative staff
• **Placement Complaints**- It includes complaints related to Profile, Specialization, Location, Salary, etc.

An appeal can be made when a student is not satisfied with the outcome at any stage of the complaints process

**Procedure for Academic matter complaints:**

| Discuss issues related to the course with the concerned faculty | • For all internal assessments if the student has a grievance about the marks assigned, he/she should send his request to P.O. to arrange the discussion with the concerned faculty.  
• Most internal assessment related matters can be resolved at this stage. |
| --- | --- |
| Request for review of Answer sheet | • If agreement cannot be reached, the student has the right to request a review of marking where the work is assessed again by the same faculty and verified by the PGP Committee.  
• Student should submit a request through email to Program Office about the review of the marks.  
• Request should be submitted within 3 days from the result date. The final decision will be conveyed by the Program Office within 7-days of submission of request with fee. |
| Request for Re-checking | • Request should be submitted within 3 days from the result date. For this a fee of Rs. 2500/- has to be deposited. The final decision will be conveyed by the Program Office within 7-days of submission of request with fee. |
| Appeal for reconsideration | • If the student is still unsatisfied, he/she can make an appeal to the Director through email addressed to the Programme Office with copy to the Director within 3- days of receiving the re-checked result. Director will respond within 3-days of receiving the appeal and his decision will be final. |

**Procedure for non-Academic Complaints**

Under this category general student complaints typically relate to topics that necessitate a means of communicating a need or concern to faculty and staff.
A general student complaint should be reported as soon as the student is confronted with the issues through email. Issues may relate to:

- Infrastructure and facilities like class room conditions, washrooms, drinking water, common-room facilities, canteen, parking, In-door games, Language Lab etc.
- Information services related to Program Office, CMC, Computer Lab and Library.

Grievances and complaints of students are also collect through feedback from CRs (class representative) of different sections twice in a term. These are discussed in CR meeting and corrective measures are taken and communicated to the class.

**Appeal**

_In case of Information services related to Non-Academic complaints, if the student is not satisfied with the corrective measures taken, he/she can make an appeal to the Director through email addressed to the Programme Office with copy to the Director within 3-days of communication about the corrective measures. Director will respond within 3-days of receiving the appeal and his decision will be final._

➢ Placement Complaints:

<table>
<thead>
<tr>
<th>Complaints</th>
<th>Appeal</th>
</tr>
</thead>
</table>
| Issues related to the Brand/Profile/location/Salary | ● For all issues related to Brand, Profile, Location, and Salary if the student has a grievance, he/she should discuss with the CMC.  
   ● Most matters can be resolved at this stage. |
| Review-Request                          | ● If the student is still not satisfied, he/she can be referred to faculty mentor. |

**4.8 Examination System**

**General Guidelines**

1. The End-Term examinations will be held every term as per the examination schedule released by the Program Office
2. Absence from an examination is not permitted. A written permission from the PGP Committee is required for absence in an examination due to unavoidable reasons beyond the control of the student.
3. A student absenting himself from an examination (mid-term and end-term) without written permission will get an ‘F’ grade in that component.
4. A student will not be allowed to appear in the examination if he/she has outstanding dues of tuition fees/computer lab/mess/accounts/library or any other department as notified by the Program Office.
5. In the event that a student 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), they will not be allowed to appear in Term II End Term Examinations.

Clearance Certificate for Exams

The Clearance Certificate is issued to the students (by the Program Office) on submitting the Clearance Slip which is verified and duly signed by the respective departments. To procure the clearance certificate, a student has to fulfil the following requirements:

a. Timely submission of the Faculty Feedback. Feedback Forms are shared with the students on the Google docs a week before the start of the exam so as to give them sufficient time to fill the same.
b. Clearance from accounts on scheduled fee payment.
c. Verification of the laptops and their anti-virus status with the IT Department, where ever the examination is to be conducted online through student’s laptop.

A student should deposit their Clearance Certificate to Program Office a day before so that he/she can be eligible for End Term examination.

Clearance Required For Exams

Students are required to take the clearance from the following departments:

a. Accounts Department
b. Program Office
c. IT Cell

To procure the clearance, a student has to fulfil the following requirements:

a. Timely submission of the Faculty Feedback. Feedback Forms are shared with the students on the Google docs a week before the start of the exam so as to give them sufficient time to fill the same.
b. Clearance from accounts on scheduled fee payment.
c. Verification of the laptops and their anti-virus status with the IT Department, where ever the examination is to be conducted online through student’s laptop.

Students need to complete these requirements as per the deadline given by Program Office. Program Office will share the due clearance status online with the students 3 days before the examination.

4.9 Reappear in End-Term Examinations

Students who have obtained “C” or below grade in a particular course may appear for a re-examination of the End-Term after taking consent from the PGP Committee. The same rule applies to a student absent for the end term examination in the case of severe medical conditions or family exigencies, provided that permission has been taken from the PGP Committee before the start of the examination.

1. The fee for each course re-examination is currently Rs. 2500/- and a student will be given only one chance for a re-examination.
2. The grade obtained by a student in the re-appear end term shall be the final grade. The actual grade obtained by a student in the concerned course cannot exceed “A” under any circumstances.
3. Students who wish to apply for a re-appear in the End –Term examination must submit a written application to the Program Office within 5 (five) days of the declaration of the result for the term. The re-appear examination will be held normally within 10 (ten) days of the announcement of the result for a particular course.
4. Any student who opts and is allowed for a re-examination, but fails to attend the same for any reason whatsoever, will be awarded an ‘F’ in the re-appear examination.
5. Student can only Re-appear in End Term examination after PGP Committee approval.

4.10 Showing of End Term Answer Sheets:

End Term Answer sheet can be seen by the students after the declaration of term result. The notification for the same will be communicated by the Program Office after the declaration of term result.

4.11 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, within the time allowed by
the Program office 2 (two) days of the declaration of the result, along with prescribed fees per course to the Program Office for review. The Program Office will refer the case to the PGP Committee. The decision of the PGP Committee will be final in this matter. Current fees for re-evaluation are set at Rs. 1,000 per course.

4.12 Examinations Room Guidelines:

All students are required to take note of the following and abide by these rules for smooth conduct of examination:

1. Students will get the Clearance Slip from Program Office. All students are required to get the clearance slip signed form the ‘Accounts’ & ‘IT Department’ and finally submit the same to Program Office “one week” before the End Term Examination.

2. Students are required to check Exam Venue carefully on the notice board.

3. Students are required to enter the Examination Room at least ten minutes before the commencement of the examination. Students are to take note of their seating position from the Seating Plan Chart which will be displayed at the entrance of the exam room.

4. Entry into the Examination room is allowed for a maximum of up to 15 minutes from the start of the examination. However, no student will be allowed extra time on account of late arrival. **Any student entering after 15 minutes into the Examination Room will not be allowed to take the exam.**

5. On receipt of the answer sheets, continuation sheet, question paper, case studies or any other material handed out during the examination, the students should immediately write their roll number on the documents.

6. It is the responsibility of students to get the answer sheet and all the examination sheets, to be used by them, signed by the invigilating faculty. It should be clearly indicated on the front page of the main answer sheet the number of continuation sheets used by them. If unsigned/wrongly signed sheets are found later, the said student’s examination paper will be treated as void and cancelled at the responsibility of a student.

7. Students are not allowed to bring any eatables or drinks etc. inside the examination rooms.

8. Students should bring their own stationary items such as scales, pencils, erasers, markers etc. if they so desire. Stationary items will be non-transferable.
9. **Cell phones are strictly prohibited** in the Examination Room during the conduct of the examination. In case a course requires the use of a calculator as recommended by the respective instructor, students can use their own calculator.

10. In the case of Open Book Exams (to be specified by course faculty), each student should carry their own copy of the allowable materials. Absolutely no sharing of materials will be allowed during the exam.

11. Students are required to keep Bags, Books, Papers and material etc. in the lockers. They are advised not bring such items inside the Examination Hall. Students should ensure that no questionable items are present around their respective desks. Any such material confiscated later would be considered to be student’s property and appropriate action will be taken by the invigilator.

12. If any item belonging to a student is found missing, during/after the examination, the Institute will not take any responsibility.

13. Students will be permitted to leave the Examination Room only after submission of answer sheets. However, submission of answer sheet is allowed only after **half an hour** from the commencement of the examination.

14. **No washroom breaks are allowed** during the conduct of the examination. However, in the case of extreme emergency, **only one student** may be allowed to go out at one point of time, and in that case, he/she will be accompanied by one invigilation support staff. In the last 15 minutes, no student is allowed to go out.

15. All communication among students is strictly prohibited inside the Examination Room and will be seen as an attempt to offer or receive help.

16. All students have to make themselves fully aware of FIIB’s Academic Honesty Policy and conform to it during the conduct of the examinations. If any student is found using unfair means by the invigilator, his/her paper will be treated as void and he/she will get an “F” grade in the respective exam. In this context, the decision of the invigilator would be final and binding on the student concerned. Furthermore, in extreme cases, any student guilty may receive a failing grade for the course and be reported to the **Unfair Means Committee** of FIIB.

### 4.13 Promotion and Award of Diploma

1. A student is disqualified for promotion to the next term in case:
   a. He/she gets more than three F’s. For this purpose, 1 F will be treated as equivalent to 2 D’s for a full course and 1 D for a half course
   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 Corporate Internship Project
      successfully as per the Guidelines issued by the Program
      Office/CIP Coordinator

3. 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.

Norm for Award of Diploma

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

1. A minimum CGPA of 4.0 at the end of Program
2. Not more than three “F”s
3. Successful completion of Corporate Internship Project (CIP)

A student not qualifying for the award of diploma as per the criteria outlined
above will be declared Fail

No student of the PGDM shall be allowed to complete the Program beyond
three consecutive academic years.

4.14 Scholarship and Recognition Programs

FIIB offers a number of merit and merit-cum-needs based scholarships to the
students of its full-time Program. These are declared and/or offered at the time
of admissions and are indicated in the FIIB Offer Letter. Apart from these, the
following scholarship Programs are in place:

Merit Based Scholarship

- **Purpose**: FIIB offers scholarship to deserving candidates based on
  their academic records which includes (Past academic performance,
  Score in competitive exam, relevant work experience).
- **Eligibility and Selection Criterion**: To ensure that you continue to
  achieve what you have done in your past academic pursuits and
  achieve new goals, there are certain conditions laid for the grant of
  scholarship
  - The student has to maintain a minimum GPA of 7.0 (out of
    10.0) for every term till term IV at FIIB.
The student should remain in good standing and comply with the accepted code of conduct of the Institute.

The Student has to maintain 80% attendance in every course.

Attendance in all institutional events (Conclaves, Fests & Guest Lectures) is mandatory.

Timing: The result for payment of scholarship to be taken under consideration will be the CGPA at the end of the 4th term

President’s Honor Roll

Purpose: Motivate and recognize excellent academic performance within FIIB

Eligibility and Selection Criterion: Students in the Top 10% of the batch based on their GPA at the end of each term.

Recognition: An Honor Certificate

Timing: The Honor Roll will be declared at the end of each term

Note: The student must not have violated any specific academic discipline or code of conduct during his/her stay in FIIB. Also student must have maintained 80% attendance.

RK Shrivastava Scholarship

Purpose: Motivate and recognize outstanding academic performance within FIIB

Eligibility and Selection Criterion: Students in the top 10% of their batch based on their CGPA at the end of 1st year. However, the student must not have violated any specific academic discipline or code of conduct during his/her stay in FIIB. Also student must have maintained 80% attendance in all the three terms of first year in all the credit courses.

Recognition: Rs. 1,00,000/- each (For top 3 students); and Rs. 50,000/- each for remaining 7 students. (This monetary amount will be paid on the day of Convocation to the eligible students)

Timing: The result to be taken under consideration will be the CGPA at the end of the 3rd term

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:
<table>
<thead>
<tr>
<th>S. No.</th>
<th>AWARD TYPE</th>
<th>AWARD CRITERION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gold Medal for Academic Excellence</td>
<td>Highest CGPA holder at the end of the 2nd year</td>
</tr>
<tr>
<td>2</td>
<td>Silver Medal for Academic Excellence</td>
<td>Second-highest CGPA holder at the end of the 2nd year</td>
</tr>
</tbody>
</table>
| 3      | R. K. Shrivastava Medal for the Best All-Rounder Student | • The Student should be in the top 25% CGPA holders of the class  
• 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 A committee of faculty members will identify the Best All-Rounder student. Their decision will be final |
| 4      | The Marketing Area Gold Medal | Highest GPA in Marketing elective courses, best 6 in terms of credits, at the end of the 2nd year |
| 5      | The Finance Area Gold Medal | Highest GPA in Finance elective courses, best 6 in terms of credits, at the end of the 2nd year |
| 6      | The OB & HR Area Gold Medal | Highest GPA in HR elective courses, best 6 in terms of credits, at the end of the 2nd year |
| 7      | The IB Area Gold Medal | Highest GPA in IB elective courses, best 6 in terms of credits, at the end of the 2nd year |
| 8      | The Operations & ISM Area Gold Medal | Highest GPA in Operations elective courses, best 6 in terms of credits, at the end of the 2nd year |

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 minimum 7 CGPA.
2. The student must not have violated any specific academic discipline or code of conduct during the two years.
3. If more than one student gets the same area GPA, then only one will be selected based on their CGPA for award of Area Gold Medal.
5 SUPPORT SERVICES
5.1 Facilities

Cafeteria:
The FIIB Cafeteria operates on all working days to meet the requirements of breakfast, lunch and all-day refreshments for students and staff. Its normal working hours are: 8 AM to 6 PM Monday - Saturday. Students are not allowed to take any food items outside of the cafeteria, or leave dirty dishes in any part of the campus but the cafeteria.

Medical Care:
First-aid facilities are available at the Institute. In the event of any serious illness or accident, students may inform the Deputy Registrar in the Institute so that necessary help for medical aid can be arranged. All students are required to keep their medical Insurance cards on them at all times so that the medical provider has them in cases of emergency.

Medical Insurance:
Each student is required to have a Medical Insurance for himself/herself. Students who are already having the same will have to submit a copy of the document as a proof to the Program Office. Students who do not possess a Medical Insurance can avail insurance through FIIB through additional payments. This is informed to the students at the time of registration.

Sports & Recreation:
Facilities are available for the following sports activities within the campus: Pool, Carom, Chess, Table Tennis and other indoor games. Students can get the equipment issued through a requisition to the Facility Officer. While issuing the equipment, students need to fill in the register and are expected to take appropriate care of the equipment. Any damage to the property will be subject to fines.

Student Lockers:
Each student is expected to take proper care of their belongings when on campus. To help in this, each student is provided a locker at the start of the Program. Students are expected to lock their possessions in these lockers, including their bags and laptops, when not being used. The Institute is not responsible for any loss or theft. At the end of the 2-years or while issuing the NOC on account of early joining for placement, the locker (including the lock and key) have to be returned back to the Administration; failure to do so will attract a fine of Rs.1000 to be paid in cash to the accounts department.

Photocopy:
Photocopy facility is made available in the Institute against payment of requisite charges.
5.2 FIIB Career Management Centre (CMC)

The Career Management Centre (CMC) aims to match the aspirations of the students to the requirements of the corporate world thereby facilitating the achievement of synergy between the two resulting into full time employment. We provide expertise, resources and support to students for a holistic career planning.

The CMC functions along with a fully responsible student body Student Placement Advisory Committee (SPAC) and the operations managed by them are under strict guidance and control of the Chairperson-Placements (usually a role played by a senior faculty) and the team CMC. CMC takes up the following responsibilities to ensure a greater experiential learning and recruitment opportunities for students each year.

**Industry Visits:** The CMC arrange for industry visits. The visits provide adequate industry insight to the students and help them understand the systems and procedures involved while working for an organization.

**Industry Interface:** FIIB invites senior professionals from leading industry sectors like IT, ITES, Service Industry, Banking/Finance, FMCG, Consumer Durable, Manpower Consultancy PR/Advertising/, Manufacturing, Healthcare, Retail, Management Consulting, Digital Marketing etc. to educate the students on emerging trends of the industry, the contemporary developments therein the session also highlights expectations of the industry and business houses from the future managers.

**Live Projects:** CMC invites students to apply for live projects available with companies and as per company’s requirement. The Live projects are to be taken up for weekends or evenings; the students may opt for Offline projects with the organization.

Students are also allowed to pursue live projects independently, but the process for pursuing the project should be through CMC. It is necessary for the students to submit the details of the project undertaken to the CMC. Further, the student undertaking such a project must choose an FIIB faculty as a mentor to facilitate successful execution of the project. Students are required to submit a certificate on the successful execution of the Live Project. VFTT (View from the top) – CMC invites top leaders from industry to interact with students. Students are expected to attend these sessions to enhance their learning skills and corporate insight. The details of the sessions will be shared with the students well in advance. These sessions are also an opportunity for the students to build / increase their Industry Network. The students are required to make a
detailed study about the speaker as well as the company and put up relevant questions to the speaker.

**Student Interaction through Batch Meeting:** CMC interacts bimonthly with students over a batch meet organized with the support of the SPAC members. The aim of the batch meeting is to disseminate relevant information related to recruiters/preparation process/query handling/exchange of Ideas etc. Students are expected to participate and contribute to CMC activity with their suggestions and inputs aiming at improving the quality of CMC activities.

**Career Preparation Program:** CMC organizes various workshops, seminars, and sessions to enhance the identified employability skills which are:

- Communication Skills
- Team Work
- Planning and Organizing
- Problem Solving
- Personal Impact and Confidence Building
- Flexibility and Adaptability
- Self-awareness & Management
- Taking Initiatives
- Commercial Awareness
- Research Skills and Analytical skills
- IQ & Emotional Quotient
- Peer Group Activities
- Aptitude Test
- Corporate Ethics & Values
- Corporate Working Awareness
- Mock Interview, GD’s, PI for skill enhancement
- Recruitment, Screening Processes and ways means to crack it

The transition of the student from campus to corporate is achieved through not only regular core curriculum but also with co-curricular and extra-curricular activities. It is obligatory for the students to attend various training programs on CV building for internship/final placement, enriching communication skills, honing their aptitude skills, group discussion sessions and ultimately participating in different workshops on Interview techniques which includes preparing for interview, research related to company/industry for better understanding of corporate expectation, work culture and attending mock interview sessions. These sessions and workshops are planned as per Industry expectations. Students are advised to adhere the timeline and obtain maximum benefit in carving their personality that makes them fit into the aspired job profile and the organization.
5.3 Student Mentoring Program (SMP)

Under the Student Mentoring Program (SMP), each student at FIIB will be assigned to a selected Faculty Mentor. The program lasts for the entire duration of a students’ stay at FIIB. During this time it is expected that each Faculty member will contribute positively towards their mentees’ learning experience during the two years, and as a result enhance their success outcomes beyond the PGDM education.

Specifically, it is expected that as a result of the mentorship, the students will benefit from:

- Improved self-awareness to help optimize their potential
- Expansion of career advancing knowledge and skills
- Enhanced confidence and self-esteem
- Value-added networking and collaborating opportunities
- Guided advice on academics, corporate internship experience, specialization options, live projects and final placements etc.

What to Expect:

- A mentor can help you create your own vision for the future and encourage you to develop to your fullest potential. A mentor is a guide, a listener, a coach, and a friend.
- Know yourself. Use feedback to identify your strengths and weaknesses, which will help both you and your mentor create forward action plan to address areas for improvement.
- Students should talk to their mentors about what they hope to gain from the experience. They should also learn about mentors’ experiences and how they acquired their current and previous positions.
- These relationships are not one-sided. Enter the process with thoughts about how you can help your mentor give you the best advice related to curriculum and career.
- The mentoring relationship provides students with insight about career options. A mentor can help you understand how to become a business leader. By passing on hard-earned knowledge, mentors shape the next wave of industry leaders.
- Mentors can tell you about changes and advances in their field. They can also show you how the curriculum can benefit your future career and recommend elective courses.
- Mentors can help you accomplish your career goals. They can advise you on resume-enhancing activities or recommend ways to enhance your employability skills and balance career and academics.
5.4 “B-Involved”: The Student Employability Skill Enhancement Program

B-Involved is the student employability skill enhancement program which offers a platform to the students to enhance their soft skills, be employment ready and stand out from the crowd helping them to boost their self-confidence. The program offers immense benefits to students for participating in extra-curricular activities including the FIIB club activities. The aim of the initiative is to groom students for finest placements and help them become successful managers in future as they learn through non-academic activities in the campus.

Every FIIB student has to get enrolled in this program but he/she needs to score the basic points to stay in the program. The points slab is given below and has to be scored by the student during the entire academic calendar.

<table>
<thead>
<tr>
<th>Slab</th>
<th>Points</th>
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<tbody>
<tr>
<td>Basic</td>
<td>50</td>
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<tr>
<td>Bronze</td>
<td>150</td>
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<tr>
<td>Silver</td>
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<td>Gold</td>
<td>300</td>
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<tr>
<td>Platinum</td>
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</tbody>
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The program not only covers activities like participation in guest lectures, attending conference at FIIB, attending events—both national and international, writing blogs on FIIB events, completing feedbacks on time but also covers various extra-curricular activities which are conducted in the FIIB clubs from time to time. A detailed description of the program is available with the Student Activity Committee. You may mail your queries to: B-Involved@fiib.edu.in

The various clubs that exist on campus are:

- **Brand Rovers Marketing Guru**
  The mission of the Marketing Club is to make the club the most valuable resource for students interested in the Marketing functional area. It will strive to create a vibrant, welcoming and supportive community for FIIB students interested in marketing.

- **FSE Fortune Stock Exchange**
  The mission of the Finance Club is to promote finance related activities and careers throughout the FIIB community. It will cater to students with a wide variety of finance related interests — whether it is commercial banking, investment management, or corporate finance.
A student run organization dedicated to building an environment at FIIB that creates and cultivates new business ideas and ventures. The Entrepreneurship Club aims to provide a conduit by which students can access relevant entrepreneurial resources, network with prominent community entrepreneurs, and share ideas. To this end, the club is dedicated to further the understanding of new or small businesses and about entrepreneurship in all businesses. Our goal is to augment the FIIB academic experience by creating entrepreneurial and venture capital opportunities for students by promoting an entrepreneurial mind-set within the FIIB community.

The mission of the HR Club is to help future leaders use human capital to drive global change in their organizations. The club will highlight the potential of human capital management by covering pertinent topics at lectures and networking events; topics will range from change management to the intersection of business and human capital strategy to building and maintaining high-performance organizations.

The mission of Social Conscience Club is to mandate to make a difference in the society by garnering energies and ideas of the student fraternity through organizing various events round the year and works to uphold the key value of sustainability. This club serves as a vehicle for identifying innovative sustainability practices and environmental market opportunities and communicating them to the FIIB community and beyond.

The Public Speaking Club aims to sharpen the critical skill of public speaking for its members’ lives inside and outside of the classroom at FIIB and in the business world.
Established with the purpose to provide a positive and productive atmosphere for developing students to write, integrate, learn, and grow, Prose Club at FIIB is an excellent platform for all those interested in pursuing a higher level mastery of the language.

The mission of the IT Club is to make the club the most valuable resource for students interested in the Information Systems functional area. It will strive to create a vibrant, welcoming and supportive community for FIIB students interested in this discipline.

Mission/Purpose of the Club: To connect with FIIB Alumni community and seeking their support and resource in organizing activities for career preparedness of the students.

The SPAC is a team of highly motivated students who are the conduit between the Career Management Centre and the students with a mission to nurture and enrich the institute’s status within Student fraternity and corporate world.

To nurture the artistic talents of FIIB for transforming them into confident individuals by promoting a Vibrant campus experience for all students through organising activities pertaining to arts and cultural activities.

The “Sports Committee” at FIIB is formed with the mindset that sports and games are very important for us. They keep us healthy and fit.
They offer us a change from the monotony of daily life. It is a useful means of entertainment and physical activity. Sports and games help in character building giving us energy and strength.

The Strategy Club at FIIB is for all those interested in exploring the area of strategy. Through discussions, quizzes, and other events, the club aims to acclimatize the students to the tactics and theories used in the Arthashastra– written by Chanakya.

5.5 Information Technology

Student It Accounts
On joining the Institute, each student will be issued an email account on the FIIB domain. This is to be used for all communications relating to the Program. Note the following regarding use of the FIIB email accounts:

- Accounts may be suspended for violations of laboratory or campus computing (IT) policies.
- Each student will be responsible for the security of his/her password. Sharing the username and/or password detail makes the student liable for any misuse of the password by others.
- Students are advised to avoid sending mass emails

Students Laptop
A laptop is a must for effective participation in the Institute's Programs. Students should bring their own laptop and the laptop should have the minimum requirements as mentioned in Annexure 5.

Additionally, the Student Laptop has to be registered with the FIIB IT Team and the above requirements including licensed anti-virus, operating system would be verified by the IT team before FIIB WiFi can be enabled (see clause below) and the laptop is approved for use at FIIB

Note: Student owned laptops can't be insured (for theft etc.) by FIIB. Hence, any theft or other damages to the laptop while at FIIB or otherwise are to be borne by the students.
**WI-FI Connectivity**
The Institute has Wi-Fi facility across its campus. Access to Wi-Fi is provided to each student through a log in which is duly protected by a password. Students are required to maintain the absolute secrecy of their login and password details. Any abuse and/or misuse of the Wi-Fi facility in the campus will be dealt with sternly. Do not open outside hotspots also not create account ID by the name of “FIIB” or FIIB Student.

**Use of FIIB’s Internet Connectivity**
The students are hereby directed not to use FIIB’s internet for malicious purposes such as downloading games, unauthorized software, indulging in piracy and viewing pornography. Any student found involved in such acts would be severely punished.

**5.6 Library**
In keeping with the vision and mission of the Institute, the library has been established “To facilitate access to right Information at the right time in the right manner”. The library aims to develop a comprehensive collection of documents that are useful to the faculty, students and research scholars in their educational and research activities.

FIIB library holds a comprehensive and up to date collection of knowledge resources books, periodicals and case studies, multimedia and electronic resources including e-books like Pearson’s, e-magazines like Magzter, digital access to e-journals of IIMs & online access to national/international databases like Capitaline, EBSCO & J-Gate and open access to the National Digital library.

To facilitate easy access to all library’s digital resources as well as abundant resources on the world-wide web, about 40 computers are made available in main library.

FIIB has establish linkage’s with DELNET, which provides the delivery of individual books as and when required by member libraries and photocopies of articles published in India and abroad through the Inter Library Loan/Document Delivery Services
6. STUDENT EXPECTATIONS

6.1 In the Class Room:

1. Students must sit in classrooms as per seating plan announced by the Program Office. A copy of the student seating plan is displayed on the notice board and also given to the teaching faculty for easy identification of students in the class;
2. Students will display their Name Card in the holder corresponding to their sitting spot;
3. Students must switch off their cell phone in the classroom at all times;
4. Students are required to dress appropriately for class (refer to the FIIB Dress Code Norms);
5. Students are not allowed to bring eatables in the classroom;
6. Students coming late to class may not be permitted by the concerned faculty to attend class and/or may not get attendance credit for the class;
7. Students are not allowed to leave the classroom when the session is in progress;

6.2 Dress Code:

On the day of the PPT/Interview/GD/aptitude test/any interaction with the recruiters, a formal dress code will apply. Formal attire details are given below:

The formal dress code for Boys: Blazer/Trouser with matching tie/Business Suit.
The formal dress code for Girls: Blazer/Trouser with Scarf/Business Suit/Sari.

6.3 Timings, Timetables and Others:

The normal timings of the Institute are 8 Am to 8 PM Monday to Saturday. In specific cases or on special occasions, these timings may change. All such changes will be informed in advance by the Program office or the concerned department.

2. Identity Card: Students are expected to carry their Identity Cards with them at all times. In the case of lost card, the case has to be reported to the FIIB Registrar immediately, and a replacement card will be issued at a cost of Rs. 500.
3. **Change in Address and contact details:** Any change of permanent and contact address, phone no., and email ID etc. is to be informed to the Program Office immediately.

4. **Fee and fine for late payment Dues:** Students must pay all their dues to Institute before the stipulated date, to avoid fines/re-admission fee. If a student fails to pay his/her fee dues as per the schedule, a late fine will be applicable for first 15 days Rs. 100 per day and then from the 16th day to the 30th Day Rs. 200 per day,. After one month of the due date student will not be allowed to attend the classes and student’s name will be struck off from the register and he/she will have to take re-admission by paying a re-admission fee of Rs.

5. **Fine for late payment** - After the last date a late fine of Rs. 100 per day will be charged for the first 15 days and then Rs. 200 per day from 16th day onward.

6. **Membership of Non-Academic Societies:** Students are not allowed to become members of outside non-academic societies, nor are they allowed to take part in any political activity.

7. **External Examination:** Students will not be permitted to appear in any external examination during their course at the Institute except with written permission of the Institute.

**6.4 In the Women’s Hostel:**

Every student must remember that the hostel is the home of the student and therefore, they should behave themselves on the campus as well as outside in such a manner as to bring credit to them and to the institution. The following rules shall apply to students residing in the women’s hostels. Violation of any rules will make the resident liable to disciplinary action including expulsion from the hostels and also from institution.

- A student once admitted in the hostel will continue to be a hostel resident throughout 11 months and have to pay the Hostel fee in advance on half yearly basis. Accommodation can also be provided in summer vacation on request and depends on availability.
- Room furniture, electrical fittings etc., are required to be maintained by the students in good condition.
- Residents shall occupy the rooms only after allotment is made by the Head-Admissions concerned. Change of room may be permitted in exceptional cases, provided it is deemed necessary/justified by the Head-Admissions.
- No parent or guardian of a student is permitted to stay in the hostel.
• Corresponding timings for the women's hostel are 6.00 am to 8.30 pm even with prior permission. In case of any emergency, they should take written permission from the Head-Admissions.

• Visitors are not permitted in the hostel.

• The residents of the hostel should not leave the hostel premises on holidays for any purpose like excursion or picnic without prior permission of the Head-Admissions. However, for any accident or fatality that may occur during picnic/excursion etc., the responsibility does not lie with the institute or Hostel authorities.

• No hostel resident shall be involved in unethical/illegal activities and shall not take the law into her hands. If any of the hostel residents find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or to the other hostel residents, she should lodge a complaint in writing with the Head-Admissions concerned.

• Ragging of any kind is severely punishable as per the Delhi State Prohibition of Ragging Act, 1997 and 2002. As such students are advised not to indulge in such activity.

• Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostels on the campus will be expelled from the hostels.

• In case a student falls sick, she should contact immediately the Medical Officer/Head-Admissions. In case of an emergency, students may shift the patient immediately to a hospital and inform the authorities at the earliest. For any other treatment requiring specialist/expert medical care and treatment, the residents are supposed to make their own arrangements for treatment and to bear medical expenditure themselves.

• A hostel student will be completely responsible for all her possessions including her Laptop/Computer/Electronic gadgets, etc., the institute hostel will not be responsible for any loss incurred.

• Any damage done to the hostel property will have to be borne by all the residents of the hostel.

• The room of any student in the hostel can be inspected at any time by the Head-Admissions or any authorized member of the institute staff or district police officials. Residents are advised to keep their ID cards with them and show them on demand.

• Residents shall not get involved in arguments or otherwise interfere with hostel person. If there is any complaint or suggestion to be made, it shall be made to the Head-Admissions concerned.
6.5 Guidelines for Availing Services by CMC

The over-arching principle behind all of CMC’s efforts with students is a sense of **ownership** by the individual student. Placement outcomes are enhanced through active participation from students. Therefore, it is in the student’s best interest to take responsibility for their own careers by maximizing the use of information and assistance provided by the CMC. It is ultimately the students’ responsibility for identifying and securing a professional career based on their specific skills and aspirations.

Please make a note of the following procedures and guidelines:

1. **Registration** - All FIIB students interested in availing the services of the CMC will have to register in their second year with the CMC and sign-off on these Guidelines. The registration link is sent online to all students at the start of their second year.

2. **CV Finalization** - All students are responsible for getting a soft and hard copy of their final CV’s as per the recommended FIIB format to the Placement Cell before July 30th 2018. The soft copy of the CV should be saved as [First name. Last name.docx]. The hard copy of the CV should be approved by the student’s Faculty Mentor.

3. **Student Preparation and Career Advising** – FIIB’s career advisors and trainers will work closely with students to examine their skills, interests and personalities in order to make informed career choices. Based on these interactions the team will organize skill-building, preparation sessions. The team will also organize periodic guest lectures from relevant industry speakers. **Participation in all such sessions is mandatory for each and every student.** Further, student attendance is compulsory for workshops/sessions scheduled by CMC (internal faculty / outside speaker led) to improve their skills for a particular job profile.

Students are required to have minimum of 75% attendance in the Placement preparatory classes. Those who fall short of attendance shall not be permitted to participate in the campus placement activities.

Students securing more than 90% attendance in the sessions comprising of guest lectures, placement, preparation session and pre placement talks will be considered deserving to be a part of few special initiative of the Institute such as luncheon session with s senior corporate leader, special awards during convocation or any such initiative to be taken by institute in future.
4. **On-Campus Recruitment** – CMC is in constant touch with potential recruiters who express their interest to participate in FIIB’s campus recruitment process, including suggested timings of their visit. Although CMC team tries to prioritize companies visiting the campus based on a number of factors like sector representation, job profile, and remuneration and growth prospects, among other things, sometimes the published timings are subject to change based on the company’s requirements and schedule.

   a. The detailed information received from the company (including Job Profile, Location, Remuneration) will be displayed on the Placement Notice Board/ FIIB Career Services site and emailed to all students along with an online form which needs to be filled in case a student wants to apply.

   b. The *Last Date to Apply* will also be included in the email. It is important that interested students sign-up via the online form by the last date to apply.

   c. From time to time, published job information shall be discussed with all eligible / interested students in a meeting conducted by the Placement Committee.

   d. Based on the sign-ups, CMC will prepare and send the final list of candidates (including CV’s or any other relevant information) to the concerned company. It is not possible to add or remove student names to this list at a later time, and hence, such requests shall not be entertained.

   e. Some companies prefer to shortlist students on the basis of their profiles before coming to the campus. In that case, on receipt of the shortlisted candidate list, CMC will put these up on the Notice Board and communicate through email to the concerned students. If a student is not interested in the position, then he/she can withdraw his/her name before any further progress in the recruitment process.

   f. Only shortlisted candidates will be eligible to participate in the recruitment process for any company.

   g. It shall be mandatory for short-listed students to appear for the interview (final/CIP placements). Absence from the interview would result to eliminate shortlisted student/s from the Campus Placement and s/he will have to try on his/her own for CIP/final placement.

   h. In the event of students appearing in multiple recruiting companies’ selection process for CIP/ Final placement, it would be mandatory for the student(s) to accept the offer and join that company which selects him/her first.
5. **Seriousness Of Intent** - Students of a chosen specialization have to target and sit through those companies which are offering job profiles of a student’s specialization area. In case there is a lack of participation from the concerned specialization students for such jobs this will be understood to be non-compliance of placement guidelines and action may be taken under the relevant provisions of these guidelines. In case the student does not apply even after five JD’s which are floated by CMC related to his/her specialization, it will be considered as a first offence. Subsequently, if there is still no participation, it will constitute a second offence, and will be liable for action as per clause 13 of this document.

6. **Numbers Of Attempts – A Maximum of 10 Attempts Are** allowed for each student after which the Faculty along with CMC will identify the problem areas and prepare the student well for another 5 opportunities that the students will get. If the student is unable to clear even after that, a board of Faculty Mentor, CMC, Career Advisor with guidance from the Director FIIB will decide the further course of action.

7. **Interview Readiness** - All students are required and strictly advised to make a detailed study about the company, job profile, and the relevant industry sector before facing the Company representatives (face-to-face or Telephonic/Skype GD’s/Interviews). Students should be adequately prepared for the selection process. While CMC is available for any advice/guidance, the responsibility to get selected/get an offer of employment lies entirely on individual students.

8. **Offers Per Student** - FIIB has a ‘one student one offer’ policy with respect to placements. A student who is selected by a company is automatically taken out of the subsequent campus placement process. Non-acceptance of the offer is not allowed. In the event of a refusal after being made an offer, the student will be debarred for the rest of the placement cycle

9. **Pre-Placement Offers (PPO’s)** - In the case of PPO’s, whether secured on their own or through CMC, students will have the option to continue to be part of the FIIB placement drive, in case they wish to do so subject to approval of CMC in consultation with director. CMC will look into the career prospect of the students considering the offer made in the PPO. In case lucrative, the PPO may be accepted by the student and he/she be considered as placed.
10. **Pre-Placement Talks (PPT’s)** - Any PPT’s held on campus will require full attendance from the final year students of a particular specialization unless otherwise communicated by the CMC. Job requirements which are open to students across specialization would require participation and attendance for all students. As the season proceeds and some students get placed, these students will be exempted from attending the PPT. However, they would be welcome to participate if they feel the need to do so. Usually, these talks are an opportunity for the Companies to give a brief about the organization, job profile, remuneration, location, growth prospects and also to interact with the students, understand their expectations and apprise them of the job requirements and job profiles offered. Hence, such talks will be useful exposure for all students irrespective of their preferred areas / specializations. PPTs are the right forum where information on respective dream/desired companies can be taken from the right source i.e. company officials.

11. **Accepting An Offer** - All offer letters will be addressed to the Institute. Acceptance by students will be routed through the CMC. Once the student has accepted the offer through FIIB, he or she will have to fulfil a commitment of 6 months of employment with the recruiter.

   If the student refuses to join after the acceptance of an offer through FIIB for an alternative opportunity which is not through the campus placement process but declared after this acceptance, he or she will be debarred from the placement cycle.

12. **Breaches To The CMC’s On-Campus Recruitment Guidelines**

   Following is an indicative (but not exhaustive) list of what constitutes a disciplinary breach for Placements:
   
   a) Any form of unprofessional behaviour witnessed by / reported to CMC (including failing the recruitment process deliberately);
   b) Any feedback received from recruiters about non-seriousness or unprofessional behaviour;
   c) Non-participation in specialization area pre-placement talks in the campus
   d) Non-adherence to the college’s formal attire guidelines in the event of a placement event
   e) Not adhering to deadlines set by CMC for registrations and submissions related to CIP/Live Project/Placement.
   f) Not applying to job openings in the concerned area of specialization up to five in number, and then at a more serious level, of six or more.
   g) Being offered a job after a process and then not joining or refusing the offer
h) Interacting with company representatives independently without the knowledge of the CMC in relation to a job description floated by CMC
i) Not attending preparation sessions organized by CMC/Faculty and guest lectures
j) Not attending Business Communications sessions

13. Students with a CGPA lower than 3 at the time of Campus Placement will not be permitted to sit for Final Placement process. Those who qualify at later stages would be taken up in the process of final placement, as and when they qualify for the same.

14. Students can opt out of the Final Placement Process by addressing a simple letter addressed to the Career Management Centre before the commencement of the selection process.

15. Any other issue the CMC and/or Placement Advisory Committee considers an act of indiscipline violating the letter and spirit of the placement guidelines.

16. Possible Actions In Case Of Breach In Placement Guidelines:

- Two or more disciplinary breaches will call for a serious action against the concerned student(s), which could lead to temporary/permanent disbarment from the placement process of the Institute.
- Serious disciplinary breaches could also lead to an expulsion from the FIIB’s PGDM program.
- Upon a disciplinary breach requiring action, the student case will be referred to FIIB’s Disciplinary Committee and the final decision will be taken by the committee.

6.6 For the Mentoring Program:

a. Meet with your mentor according to the schedule to which you have agreed.
b. Describe how you apportion your time to professional activities.
c. Share your career plans and goals
d. Ask for your mentor’s observations and feedback
e. Make time available to meet your mentor’s circle of professional and community contacts.
6.7 In the Library:

Circulation Issue System:-
All students of FIIB are eligible for membership to the Library. The registered members can borrow up to 5 books for 8 days from library. Following are details:

Books will be issued on presentation of the ID card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

Return of Book
Issued items are returned on or before due date. An overdue charges @ Rs 10 per day per book/periodicals will be levied on any late return for the first 7 calendar days and @ Rs. 20 per day per book for each calendar day thereafter. Two reminders will be sent to defaulting students through emails.

Book Lost:
If the books are lost, then the borrower shall replace the books of the latest edition or pay double cost of the book.

Other Guidelines:
1. All members entering the library are required to enter their details in the library register at the time of entry and exit.
2. Use of mobile phones is strictly prohibited in the main library.
3. The main library is a quiet zone, and for all group work/discussions, students should use the Annex level. Do make efforts to keep the overall noise levels in the Annex to a minimum so as to not disturb the other groups.
4. FIIB library permits the consumption of water and biscuits except near book shelves and computer workstations. All other foods and drinks are not permitted in the library. Please leave no trace of your food by throwing away all related trash.
5. Anyone caught marking, defacing or mutilating books or any other library material will be expected to pay for the material with the most current edition of the same.
6. Users are requested to not reshelving after removing them from the shelf. Leave the books on the desk near the door.
7. No library equipment should be moved, modified or tampered.
8. Use of sound equipment is strictly prohibited in library.
9. Seats in library may not be reserved.
10. Internet and computer usage is available on a walk-in basis. No
more than two people are allowed at a computer station at one time.
11. Library reserves the right to check bags, folders or other belongings of library members and visitors.

6.8 Computer Lab Guidelines

1. Before entering any of the labs, students should keep personal belongings outside at the earmarked place.
2. Silence is to be observed in the computer lab.
3. Hardware and software should be handled with care.
4. On noticing any problem with the equipment in the lab, students should inform the lab staff immediately.
5. Students should not attempt to attend any problem by themselves and never turn off a machine unless the lab staffs specifically ask them to do so.
6. Students should not attempt to reboot a computer; instead, they should report the problem to the lab staff.
7. In case a student is away from his/her machine for more than 15 minutes, he/she should log out before leaving. This is both for the security of his/her accounts and to ensure that others are able to use the lab resources while they are not using it.
8. Students can use Programs installed on the computers, but may not download or install new software onto the machines.
9. Students can use their own storage diskettes and/or pen drives after diskette and/or pen drive has been scanned by the lab staff.
10. Students should save their work on a disk or on a pen drive or in a personal account. Students should not save their work on the lab computer. Subject to availability of space on the server, students may be allowed to maintain a folder with prior approval of the lab in-charge.
11. Students should leave promptly after their time ends and/or the lab staff asks to leave. Before leaving, the student should close all open Programs and log out.
12. Eatables and water bottles are not allowed in any of the labs or near any of the IT / lab equipment.
13. Internet chats of any kind and games are not allowed in the lab.
14. No hardware can be connected or disconnected in labs, with the exception of USB pen drives.
15. Downloading or uploading of MP3, JPG or MPEG files is not allowed.
16. Arguing or misbehaving with lab authorities or any faculty and/or staff inside the computer lab will be treated as indiscipline and calls for disciplinary action against the student(s) responsible.
17. In the event of any hardware found stolen and/or broken in labs a penalty would be levied on student(s) and/or class held responsible depending on the nature of the violation.

18. Students are not allowed in and around the server area in the lab

19. All internet and Wi-Fi related queries are to be directed towards the IT staff

20. Students are to be informed that institute’s IT infrastructure includes efficient firewall and antivirus systems. Therefore, usage of internet by students is to be restricted strongly for academic purpose only.
REMEMBER THIS
7.0 STUDENT CODE OF CONDUCT
As members of the Institute community, all students are expected to exemplify FIIB’s community principles and values, to engage in socially responsible behavior, and to model exceptional conduct, character, and citizenship on campus and beyond. When learning of conduct or behavior that may not meet these standards, community members are expected to take an active role in upholding our community principles and values by reporting the behavior to Institute officials.

Prohibited and Restricted Conduct

The following behaviors are prohibited or restricted by this Student Code of Conduct. Violations of these policies, or assisting or encouraging others in the violation of these policies, may lead to disciplinary action. An attempt to commit any of these acts, as well as assisting or willfully encouraging any such act, is considered a violation of Institute policy and subject to sanctions.

7.1 Alcohol and Other Drugs
The following relate to alcohol and other drugs (including marijuana, medical marijuana, narcotics, cocaine, heroin, prescription medication, synthetic cannabinoids or other drugs, and any chemical substantially similar to a controlled substance)
   a. Use or possession of alcohol, or containers that previously contained alcohol, by individuals on FIIB premises;
   b. Severe intoxication resulting in disruptive behaviors or concern for the student’s well-being, regardless of age;
   c. Possession, use, or misuse of illegal drugs or controlled substances;
   d. Being in the presence of the use or misuse of illegal drugs or controlled substances on campus;

7.2 Destruction of Institute Property
   a. Destroying, damaging, defacing, or vandalizing property;
   b. Urinating or defecating in public view or in a public space; or in any space not intended for such purpose;

7.3 Discrimination and Harassment
FIIB does not discriminate or permit discrimination by any member of its community 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 protected by law in the educational programs or activities it operates.

Harassment, whether verbal, physical, or visual, that is based on any of any of these characteristics is a form of discrimination. This includes harassing conduct interfering unreasonably with an individual’s academic performance, or creating what a reasonable person would perceive is an intimidating, hostile, or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence. (See policy on Sexual Misconduct for more detail).

Examples of discrimination and harassment may include:
   a. Teasing or practical jokes directed at a person based on the person’s protected characteristics listed above;
   b. Jokes or epithets about a person’s protected characteristics listed above;
   c. Displaying or circulating written materials or pictures that degrade a person or group;
   d. Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group;

7.4 Disruption and Demonstration Policy

FIIB supports freedom of speech, freedom of inquiry, freedom of dissent, and freedom to demonstrate in a peaceful fashion. FIIB community members have a corresponding responsibility to welcome and promote this freedom for all, even in disagreement or opposition. Students also share a responsibility to maintain an atmosphere conducive to scholarly pursuits, to preserve the dignity and seriousness of Institute ceremonies and public exercise, and to respect the rights of all individuals.

To allow for this freedom while also respecting the Institute’s operations, the following guidelines for student disruption and demonstration are in place:
   a. An individual, group, or organization may not cause or allow to continue any loud, unnecessary, or unusual noise that disturbs the peace of others;
   b. An individual, group, or organization may not disrupt the regularly scheduled activities of the Institute, such as classes, research, learning, meetings, interviews, ceremonies, emergency services, Institute business; co-curricular activities; Institute or public events; or the use of campus facilities that would impede the carrying forward of any of these activities;
7.5 Endangering Self or Others

Any action (or threat of action) that endangers or threatens to endanger the health, safety, or wellbeing of any person (including oneself).

7.6 Failure to Comply

Failure to comply promptly with the reasonable request or instruction of an Institute official.

7.7 Fire Safety

Acts that jeopardize the safety or security of the Institute, the Institute’s community, or any Institute facilities, building, or premises, including:

a. Intentionally damaging or destroying property by fire or explosives;
b. Creating or maintaining a fire or fire hazard, including burning candles or incense or use of unauthorized (or misuse of authorized) appliances or heating devices, including toasters, microwaves, hot plates, and space heaters;
c. Tampering with or misuse of emergency or fire safety equipment, including emergency call devices, fire alarms, fire exits, firefighting equipment, smoke/heat detectors, or sprinkler systems;
d. Failing to immediately exit the facility or building when a fire alarm or other emergency notification has been sounded, or hindering or impairing the orderly evacuation of any Institute facility, building, or premises;

e. Smoking in the Institute facility;
f. Violations of state or local fire and fire-related ordinances;

7.8 Guests and Visitors

Knowingly allowing one’s visitors or guests to violate this Student Code of Conduct or other Institute’s policies, or failing to monitor the behavior of one’s visitors or guests to assure their adherence to such standards.

7.9 Ragging

It is the responsibility of all students to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influences and constructive development for members and aspiring members.
Students are expected to use good judgment to determine the abilities of individual students as they relate to organization activities and requirements. If a healthy team or organization is being created and the values and purpose of the organization are being upheld, chances are the organization will not have to worry about whether or not an activity is ragging. Ragging leads to dysfunction within the organization and is ineffective at creating teamwork, respect, and unity, and it is an unproductive and hazardous custom that is forbidden by the Institute.

Ragging is defined as any action taken or situation created, intentionally or unintentionally, whether on or off Institute premises and whether presented as optional or required, to produce: mental, physical, or emotional discomfort; servitude; degradation; embarrassment; harassment; or ridicule for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in a group, team, or other organization, regardless of an individual’s willingness to participate.

Acceptance of or consent to an activity on the part of a new member or individual does not justify participation in or sponsorship of the activity. Any violation of this policy should be reported to the Director’s office immediately.

Individuals, as well as groups of students and student organizations, may face disciplinary sanctions (up to and including removal from the Institute) for acts of ragging.

7.10 Misconduct within the Student Conduct Process

Misconduct related to the student conduct process, including the following:

a) Failure or refusal to appear upon request or to cooperate in the investigation, hearing, or administration of cases of alleged offenses;

b) Falsification, distortion, or misrepresentation of information in the investigation, hearing, or administration of cases of alleged policy violation;

c) Institution of a frivolous or malicious student conduct proceeding (including an appeal);

d) Any action that attempts to retaliate against, intimidate, threaten, coerce, discriminate against, or improperly influence any student for reporting alleged violations of policy or concern for the health or safety of a FIIB community member, assisting another in making such a report, or participating in an investigation or resolution of such matters;

e) Unauthorized release or disclosure of information related to a student conduct proceeding;

f) Failure to comply with the sanctions or outcomes imposed for violations of this code or other Institute policies;
7.11 Misrepresentation
Acts of fraud, misrepresentation, or dishonesty, including the following:

a. Forgery, alteration, or misuse of Institute documents, records, or identification or other materials;
b. Knowingly furnishing false, forged, or inappropriately altered in-formation to the Institute or any Institute official;
c. Intentionally misrepresenting the Institute, any Institute official, your status at the Institute or utilizing the Institute’s brand without permission;
d. Possession, use, manufacture, or distribution of identification cards or devices that are false or fraudulent or that misrepresent an individual’s identity, age, or other personal characteristics, including using another individual’s identification.
e. Intentionally initiating or causing to be initiated any false report, warning, or threat of emergency or crisis;

7.12 Sexual Misconduct
Violations of the Institute’s policy on Sexual Harassment including, but not limited to,

a. Sexual contact without consent;
b. Statutory rape;
c. Stalking;
d. Sexual harassment.

7.13 Unauthorized Taking
Unauthorized taking of property, including the following:

a. Taking (e.g., stealing, theft) of property or services that do not belong to you without permission from the owner; and
b. Knowing possession, sale, or distribution of stolen property or materials.

7.14 Institute Properties (Use of)
Unauthorized access to, entry to, presence in, or use of Institute properties, including the following:

a. University facilities, property, systems, or services;
b. Roofs, balconies of the Institute’s building or facility for any purpose except in case of an emergency;
c. Possession, duplication, distribution, or use of keys, access codes, access cards, or other means of entry or access to any Institute property, premises, or location.
7.15 Weapons and Related Items

Misconduct related to firearms, weapons of any description, explosives, or dangerous substances and devices (including, but not limited to, ammunition, air or pellet guns, paintball guns, slingshots, knives, firecrackers, fireworks, dangerous chemicals, or any other object or substance designed to or used with the intent to inflict a wound or cause injury, or imitations or replicas of any such items), including the following:

a. Possession of any such item on Institute’s premises or at Institute’s activities or events (except as specifically authorized);
b. Use or brandishing of any such item, in a manner that harms, threatens, causes fear to, or otherwise endangers others.

7.16 IT Misconduct:

a. Unauthorized use of facilities, services, equipment, account numbers, or files, including using a NetID or account assigned to another user or providing another user with access to your NetID or account;
b. Reading, copying, changing, deleting, tampering with, or destruction of another user’s files, software, programs, and accounts (including monitoring another user’s data communications) without permission of the owner;
c. Use of University resources to interfere with the work of another student, a faculty member, or a University official, or that otherwise interferes with normal operation of University systems;
d. Use of computing facilities and resources in violation of copyright laws (including unauthorized downloading or sharing of copyrighted files); and
e. Violation of any other University policy regarding computers, networks, or electronic communication.

7.17 Violations of Other Policies

Actions that violate federal, state, or local laws or ordinances or that violate other Institute’s policies are also violations of the Student Code of Conduct.
8. Sanctions

When a student is found in violation of the Code of Conduct or the Professional Expectations, any of the following types of sanctions (arranged from most severe to least severe) may be assigned.

**Expulsion.** Expulsion is the permanent removal of the student from the Institute. Expulsion includes forfeiture of all rights and diplomas not conferred at the time of the expulsion, withdrawal from all courses, and forfeiture of tuition and fees.

**Suspension.** A status, imposed for a minimum of one week to a quarter, in which students are removed from the Institute. A suspended student may also be banned, during their suspension, from entering, visiting, or being present on Institute property or facilities.

**Warning.** Formal notice that a student’s actions violated a Institute policy, that such actions are not acceptable in our community, and that further misconduct, or any other violation of a Institute policy, may result in more impactful disciplinary action. Students are thus expected to reflect upon their decisions and to be mindful of how their future choices and actions may impact themselves, others, and the Institute community.

**Fine.** Fines are punitive monetary costs intended to dissuade students from violating the Code of Conduct, taking, misusing, damaging, or destroying Institute property or services. Fines collected are used by the Institute to fund services and programs for students.

**Loss or Restriction of Privileges or Activities.** The withdrawal of the use of services or privileges as a student or member of the community, or the loss of the privilege to participate in an activity or event. Examples include, but not limited to:

a. Restriction on representing FIIB in any official capacity;

b. Restriction from holding positions of leadership in any FIIB student group or organization;

c. Restriction from attendance at FIIB’s events or activities;

d. Restriction on use of FIIB’s resources; and

e. Additional conditions as deemed appropriate by the hearing officer/panel.

Sanctions should be appropriate to the policy violation(s) for which they are assigned. When considering the sanctions to be imposed, a range of factors may be considered, including the nature, context, and severity of an incident, developmental needs of the student, level of accountability and responsibility taken by the student, level of cooperation from the student, need to stop the misconduct and prevent its recurrence, need to remedy and address the impact or effects of the conduct on others, disciplinary history of the student, best interests of the University community, and any other aggravating, mitigating, or relevant factors.
9. POLICIES

9.1 Academic Honesty

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 unauthorized materials or fabricated information in any academic work.

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:

a. Use or obtain unauthorized materials or assistance in any academic work; i.e. cheating.

b. Falsify or invent any information regarded as cheating by the instructor; i.e. fabrication.

c. Give unauthorized assistance to other students, i.e. assisting in dishonesty.

d. Represent the work of others as their own; i.e. plagiarism.

e. Modify, without instructor approval, an examination paper, record or report for the purpose of obtaining additional credit; i.e. tampering.

The penalty for academic dishonesty is severe (Refer to Sanctions Chapter). All cases that fall under here will be reported to the Unfair Means Committee (Refer FIIB Policies on “Use of Unfair means in Examination).

9.2 Students With Disability

FIIB is committed to promoting full participation for disabled students in all aspects of the academic and social life of the Institute. We have initiated an ongoing process of reviewing and developing our policy and practices for promoting full inclusion for students and staff with disabilities and we consult regularly with them as part of this process. The main elements of our policy are listed below:

- **Environment.** We are committed to the systematic review and improvement of physical access across all of our sites. Where physical or sensory barriers limit access to services, we will endeavour to provide the service at a suitable alternative venue.
● **Access to facilities and support.** Students with disabilities will have access to the same range of support services as are available to their non-disabled peers. All facilities and equipment will be made as accessible as possible.

● **Information for applicants, students and staff.** All publicity, Program details, and general information will be offered in accessible formats with sufficient time to allow for modification into alternative formats where necessary, for familiarisation by students or personal support workers, and early application for support.

### 9.3 Sexual Harassment Prevention And Prohibition Policy

FIIB recognizes that it is our legal and moral responsibility to provide safe working environment for women free from sexual harassment and discrimination. We are strongly committed to eradicating and prevent sexual harassment in any form. Our aim is to ensure that there are no instances of sexual harassment in the institute and if it does occur, ensure that adequate procedures are readily available to deal with the problem and prevent its recurrence.

The policy is applicable to all the faculty, staff, and students of the institute.

**Definition**

The Supreme Court defines sexual harassment as any unwelcome sexually determined behaviour, such as:

- Physical contact
- A demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography
- Any other physical, verbal or non-verbal conduct of a sexual nature

Sexual harassment takes place if a person:

- Subjects another person to an unwelcome act of physical intimacy, like grabbing, brushing, touching, pinching etc.

- Makes an unwelcome demand or request (whether directly or by implication) for sexual favours from another person, and further makes it a condition of employment/payment of wages/increment/promotion etc.

- Makes an unwelcome remark with sexual connotations, like sexually explicit compliments/cracking loud jokes with sexual connotations/ making sexist remarks etc.

- Shows a person any sexually explicit visual material, in the form of pictures/cartoons/pin-ups/calendars/screen savers on computers/any offensive written material/pornographic e-mails, etc.
Engages in any other unwelcome conduct of a sexual nature, which could be verbal, or even non-verbal, which could make the other person uncomfortable, making offensive gestures, kissing sounds, etc.

**Quid pro quo and Hostile work environment**

Sexual harassment at workplace is generally classified into two distinct types. 'Quid pro quo', means seeking sexual favors or advances in exchange for work benefits and it occurs when consent to sexually explicit behavior or speech is made a condition of employment or refusal to comply with a 'request' is met with a retaliatory action such as dismissal, demotion, difficult work conditions.

'Hostile working environment' is a more pervasive form of sexual harassment involving work conditions or behavior that make the work environment 'hostile' for the woman to be in. Certain sexist remarks, display of pornography or sexist/obscene graffiti, physical contact/brushing against female employees are some examples of hostile work environment, which are not made conditions for employment.

**Penalties**

Anyone found guilty of harassment after investigation will be subject to immediate and appropriate disciplinary action. For substantiated sexual harassment, the employee’s services could also be terminated and in the case of students, the student could be rusticated from the Program.

**Complaint Procedure**

The complaint could be filed through different channels such as contacting the responsible authority for sexual harassment, Director, complaining through e-mail etc.

**Anti-Retaliation Policy**

FIIB adopts an anti-retaliation policy which provided protection against retaliation to complainants, witnesses, Complaints Committee members and other employees involved in prevention and complaints resolution.

**Confidentiality**

FIIB is totally committed to keeping all sexual harassment complaints and procedures confidential and time bound.

**Complaints Committee/Grievance Committee**

As per Vishakha guidelines (1997) and The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, a committee has been set up as a Complaints Committee to deal with the cases of harassment in FIIB.

**Sexual Harassment Awareness Training**

From time to time, training programs will be organized to sensitize the faculty, staff, and students – both men and women, to recognize sexual harassment, deal with it when it occurs and prevent it. Through these programs, an attempt will be made to communicate to employees about acceptable and unacceptable behavior, in a non-threatening atmosphere of mutual learning.
9.4 Anti Ragging

What constitutes Ragging: - Ragging constitutes one or more of any of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Measures for prevention of ragging:-

For prevention of ragging FIIB has following Committees:-

➢ **Anti-ragging Committee**

Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

➢ **Anti-Ragging Squad**

Anti-Ragging Squad is constituted to maintain the vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.
10. UNDERTAKINGS

10.1 Undertaking on Antiragging

AFFIDAVIT BY THE STUDENT

I, «Student_Name», ______________________Enrollment Number:________________S/o/ D/o «Fathers_Name»___________________________________________________________ R/o ____________________________________________________________________________________________

1) having been admitted to FORTUNE INSTITUTE OF INTERNATIONAL BUSINESS have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that :-

a. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ____________day of_______ _____month of ________ year_________________

____________________________
Signature of Deponent

Name:

VERIFICATION
Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at New Delhi on this the ________(day) of _________(month) and ________(year)

____________________________
Signature of Deponent

Solemnly affirmed and signed in my presence on this the (day) of month, (year) after reading the contents of this affidavit.

OATH COMMISSIONER
AFFIDAVIT BY PARENT/GUARDIAN

I, «Fathers_Name» ______________________ father of «Student_Name» ______________________, Enrollment Number: ______________________

1) having been admitted to FORTUNE INSTITUTE OF INTERNATIONAL BUSINESS, have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that :
   a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
   b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my word is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my word has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my word is liable to be cancelled.

Declared this __________ day of __________ month of _______ year________________
Signature of Deponent
Name:
Address:
Telephone/Mobile No:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at New Delhi on this the________(day) of __________(month) and _________(year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of month, (year) after reading the contents of this affidavit.

OATH COMMISSIONER
10.2 Sexual Harassment Undertaking

FIIB strives to provide a place of work and study free of sexual harassment, intimidation or exploitation. Where sexual harassment has occurred, FIIB has acted to stop the harassment, prevent its recurrence, and discipline and/or take other appropriate action against those responsible for the act.

**Applicability**
The sexual harassment policy will be effective from 7th December 2010. All employees (Faculty, staff) and students will be bound by this policy.

**Policy**
FIIB will have a ZERO TOLERANCE sexual harassment policy. Anyone found guilty by the Core Committee (post investigation on any complaint) shall face requisite action taken up by the FIIB management based on the recommendation of the committee, not excluding debarring of a student or termination of an employment contract of an employee with immediate effect

**Definition and Example**
What is sexual harassment?

Article 51A(e) of the Constitution imposes on every citizen by way of fundamental duty the responsibility to renounce practices derogatory to the dignity of women. The Honorable Supreme Court passed judgment in the case of Vishaka and Ors. Vs. State of Rajasthan & Ors., AIR 1997 SC 3012, wherein 'sexual harassment' has been defined as under:

"Sexual harassment includes such unwelcome sexually determined behaviour whether directly or by implication, as:

- Physical contact and advances;
- demand or request for sexual favors;
- sexually colored remarks;
- showing pornography;
- any other unwelcome physical, verbal or non-verbal conduct of a sexual nature."

**Procedure**
- Verbal description (if required) followed by a written complaint (with sufficient detail) to be filed to any one member of the committee in confidence
- Committee members to hear the complainant with a quorum of at least 3 members
- Sensitivities of working relationship(s) to be respected and enquiry carried out confidentially
• Maximum 30 days for investigation (interviewing of complainant, witnesses and accused could be involved)
• Recommended action and formal resolution from complaint committee to be provided to management

Complaint Committee
Radhika Shrivastava (Presiding Officer)
Dr. A. K. Sinha

Policy Review and Application

This policy is in effect from December 7th, 2010. The existing policy will be refined after the passing of the New Bill in Parliament and the recommendations arising from the Bill or as and when required.

I have read and understood the FIIB sexual harassment policy and agree to abide by it.
Signature of Student: ____________________________
Name in capital letters: _______________________________
Date: __________________
10.3 B-Involved - Declaration and Undertaking
I have read and understood the B-Involved Guidelines 2017-2018 and agree to abide by the following rules of the program:

1. Put in my best effort and always strive for excellence.
2. Accept that the B-involved committee holds the final power for deciding the scores/awards and their decision shall be binding.
3. For reward redemption, I will exhibit a professional conduct and make sure that my behaviour is conducive to the interest of FIIB.

Signature of Student
Date:
10.4 FIIIB Women’s Hostel

I……………………………………………………………………………………studying PGDM in batch …………………and staying in room no ……………………of………………………………………………………………………………………………………………….. hostel hereby declare that the information furnished is true to the best of my knowledge and solemnly undertake (promise) that I will strictly follow the rules and regulations (Annexure I) of the hostel, which are enforced from time to time and shall not involve in any ragging / strike / demonstration / unlawful activities throughout my studies in this university. If I am found involved in any such above said activities, I am fully aware that I will be expelled from the college and hostel with immediate effect.

Signature of Student

Date:

I fully agree with the declaration and undertaking given by my ward and I assure that my ward will adhere to all the rules and regulations of the hostel and undertaking given by her and I shall monitor her behavior throughout her career in the institute and also assure that the hostel fee will be paid as per the instructions. I understand any violation / indiscipline may attract fine or expulsion or both to my ward. I also give an undertaking that if my daughter found with any remorse incidence, due to violation of hostel rules, I will not proceed against the institute for such incidents committed by my ward. I solemnly declare that the above details are true to the best of my knowledge and belief.

Signature of Parent/Guardian

Date:
Annexures: FIIB Forms

Representing FIIB at a Conference/Convention

No-Dues Certificate

Student Leave Application Form

Requisition Form for reissue of FIIB ID card/s

Application Form for Bonafide Certificate

Application for Reissue of Mark Sheet

Miscellaneous
The Chairperson  
Fortuno Institute of  
International Business  
New Delhi  

Serial No.: __________

Through: – Chairperson, Student Affairs (To Be Signed)

Sub: Representing FIIB at Conference/Convention

Dear Sir/Ma’am,

I would like to:

• Present a paper in the national conference organized by ________________________________  
  From __________________________ to __________________________  

• Participating in Management Games organized by ____________________________  
  From __________________________ to ____________________________

• Represent FIIB in ____________________________  

This is also to inform you that this is a national/international conference/convention. I may please be granted leave for attending the same, from __________________________ to __________________________

Relevant documents in support of my application are enclosed for kind reference.

Thanking you

Yours sincerely

Signature________________

Name__________________

Roll No.________________

Approved/Not Approved

PGP Chairperson/Director: ___________________ Date: ___________________

www.FIIB.edu.in
1. Name: ______________________
2. Roll No.: ______________________
3. Batch: ______________________
4. Current Address (Ensure address is the same where the cheque is to be sent)
   _______________________________________________________________
   _______________________________________________________________
5. Mobile No. ______________________
6. Email Id: _______________________
7. I _________________________ submit my clearance as per detail given below:

<table>
<thead>
<tr>
<th>Department</th>
<th>Signature</th>
<th>No Dues Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td></td>
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<tr>
<td>IT</td>
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<tr>
<td>Accounts</td>
<td></td>
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<tr>
<td>CMC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td></td>
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</tr>
</tbody>
</table>

Date: ____________________________  Signature of Students: ____________________________

For Office use only

I certify that all above information correct and the security deposited should be returned.

Name_________________ Signature_________________________________ Date_________________
STUDENT LEAVE APPLICATION FORM

Serial No.: __________

1. Name:
2. Roll No:
3. Class/Section:
4. Leave requested for: ________ to ________ (Insert Date)
5. Lectures Leave required for:

<table>
<thead>
<tr>
<th>Course</th>
<th>Name</th>
<th>Date</th>
<th>Session Number</th>
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<tbody>
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</tbody>
</table>

6. Reason for Leave: ____________________________________________________________

7. I certify that the above entries made by me are true. The supporting documents for my leave request are attached.

List of Annexures:
   i. __________________
   ii. __________________
   iii. __________________

(For Office Use Only)
Recommended/ Not Recommended

Incharge – Program Office

Approved/Not Approved

PGP Chairperson/Director

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REQUISITION FORM FOR REISSUE OF FIIB ID CARD/S

1. Name: ___________________________
2. Roll No. _________________________
3. Batch ___________________________
4. Address: _________________________
   ___________________________________
   ___________________________________
5. Phone No. _________________________
6. Type of card reissue requested (check requisite card)
   ID Card  [ ]  Library  [ ]  Locker Lock / Key  [ ]

Kindly accept my request for duplicate card. I certify the above entries made by me are correct.

Signature of Applicant __________________ Date __________________

Enclosure: One Passport Size Photo

Note: Reissue of cards is after payment of Rs. 500/- for each card/Locker/Key

___________________________________________________________________________________________

For Office use only

Accounts Department
Feeds Paid: ________________
Signature ________________
Date: ________________

Administration
Card/Locker/Key Reissued on: ________________
Processed by: ________________
Date: ________________
APPLICATION FORM FOR BONAFIDE CERTIFICATE

Serial No.: ____________

The Registrar
Fortune Institute of International Business
New Delhi-110057

Sir,
I wish to apply for getting a Bonafide Certificate. My particulars are as under:

1. Name: ____________________________

2. Roll No: __________________________

3. Batch: ____________________________

4. Father/Mother Name: ____________________________

5. Present address: ____________________________

6. Phone number: ____________________________

7. Purpose for which Bonafide Certificate/s is/are required: ____________________________

8. Number of copies required of Bonafide Certificate: ____________________________

9. I will collect the Bonafide Certificate in person/by post on the address mentioned above.

Place: ____________________________

Date: ____________________________

(Signature of the Applicant)

For Office Use Only
I have checked the above entries and recommend document to be issued.

Signature of the Head of the Department: ____________________________

Date: ____________________________

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APPLICATION FOR RE-ISSUE OF MARK SHEET

Serial No.: ___________

1. Name (in block letters) ____________________________
2. Roll No. ____________________________
3. Batch: ____________________________
4. E-mail ID: ____________________________
5. Father’s Name: ____________________________
6. Present Address: ____________________________

7. I solemnly declare that the particulars given above are correct to the best of my knowledge.

Date: _______________  Signature of the Candidate

For Office Use Only

I certify that the above entries made by the applicant are correct and the documents be issued.

________________________________________
Signature of the PO Office

----- -----
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### MISCELLANEOUS

**Academic Calendar AY - 2018-19**

<table>
<thead>
<tr>
<th>Program</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration and Orientation</td>
<td>8th June 2018 (Friday)</td>
</tr>
<tr>
<td>Foundation Courses Start</td>
<td>11th June 2018 (Monday)</td>
</tr>
<tr>
<td>Foundation Classes End</td>
<td>11th July 2018 (Wednesday)</td>
</tr>
<tr>
<td>Term-I Starts</td>
<td>12th July 2018 (Thursday)</td>
</tr>
<tr>
<td>Fresher’s Party</td>
<td>14th July 2018 (Saturday)</td>
</tr>
<tr>
<td>SANKALP-1</td>
<td>20th-21st August 2018 (Monday - Tuesday)</td>
</tr>
<tr>
<td>TEDxFIIB</td>
<td>25th August 2018 (Saturday)</td>
</tr>
<tr>
<td>National HR conclave</td>
<td>1st September 2018 (Saturday)</td>
</tr>
<tr>
<td>Katastasi</td>
<td>14th September 2018 (Friday)</td>
</tr>
<tr>
<td>Term-I Classes End</td>
<td>22nd September 2018 (Saturday)</td>
</tr>
<tr>
<td>End Term Break</td>
<td>23rd - 25th September 2018</td>
</tr>
<tr>
<td>End Term Examination</td>
<td>26th - 29th September 2018</td>
</tr>
<tr>
<td>Term-II Starts</td>
<td>3rd October 2018 (Wednesday)</td>
</tr>
<tr>
<td>Marketing Conclave</td>
<td>27th October 2018 (Saturday)</td>
</tr>
<tr>
<td>Diwali Break</td>
<td>7th-8th November 2018 (Wednesday - Thursday)</td>
</tr>
<tr>
<td>Ranbhoomi</td>
<td>17th-18th November 2018 (Saturday - Sunday)</td>
</tr>
<tr>
<td>OPEX Conclave</td>
<td>30th November 2018 (Friday) 2nd Half</td>
</tr>
<tr>
<td>Term-II Classes End</td>
<td>10th December 2018 (Monday)</td>
</tr>
<tr>
<td>Term Break</td>
<td>11th December 2018 (Tuesday)</td>
</tr>
<tr>
<td>End Term Examination</td>
<td>12th - 15th December 2018 (Wednesday - Saturday)</td>
</tr>
<tr>
<td>International Conference 4</td>
<td>18th - 19th December 2018 (Tuesday - Wednesday)</td>
</tr>
<tr>
<td>Social Internship Program</td>
<td>20th December 2018 - 2nd January 2019 (2 Weeks Program)</td>
</tr>
<tr>
<td>Term-III Starts</td>
<td>3rd January 2019 (Thursday)</td>
</tr>
<tr>
<td>Finance Conclave</td>
<td>12th January 2019 (Saturday)</td>
</tr>
<tr>
<td>SAMAVESH</td>
<td>19th &amp; 20th January 2019 (Saturday - Sunday)</td>
</tr>
<tr>
<td>MERAKI</td>
<td>1st February 2019 (Friday)</td>
</tr>
<tr>
<td>Founder’s Day/ Sustainability Summit</td>
<td>21st February 2018 (Wednesday)</td>
</tr>
<tr>
<td>SANKALP-2</td>
<td>26th-28th February 2018</td>
</tr>
<tr>
<td>Term III Classes End</td>
<td>22nd March 2019 (Friday)</td>
</tr>
<tr>
<td>Term Break</td>
<td>23rd - 24th March 2019 (Saturday - Sunday)</td>
</tr>
<tr>
<td>Term - III End Term Week</td>
<td>25th - 30th March 2019 (Monday - Saturday)</td>
</tr>
<tr>
<td>Start of CIP</td>
<td>1st April 2019 (Monday)</td>
</tr>
</tbody>
</table>
# LIST OF HOLIDAYS FOR THE YEAR – 2018

<table>
<thead>
<tr>
<th>S.NO</th>
<th>NAME OF THE FESTIVAL</th>
<th>DATE</th>
<th>DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>New Year’s Day</td>
<td>01.01.2018</td>
<td>Monday</td>
</tr>
<tr>
<td>2.</td>
<td>Republic Day</td>
<td>26.01.2018</td>
<td>Friday</td>
</tr>
<tr>
<td>3.</td>
<td>Holi</td>
<td>02.03.2018</td>
<td>Friday</td>
</tr>
<tr>
<td>4.</td>
<td>Idu’l Fitr</td>
<td>16.06.2018</td>
<td>Saturday</td>
</tr>
<tr>
<td>5.</td>
<td>Independence Day</td>
<td>15.08.2018</td>
<td>Wednesday</td>
</tr>
<tr>
<td>6.</td>
<td>Bakrid</td>
<td>22.08.2018</td>
<td>Wednesday</td>
</tr>
<tr>
<td>7.</td>
<td>Raksha Bandhan</td>
<td>26.08.2018</td>
<td>Sunday</td>
</tr>
<tr>
<td>8.</td>
<td>Mahatma Gandhi’s Birthday</td>
<td>02.10.2018</td>
<td>Tuesday</td>
</tr>
<tr>
<td>9.</td>
<td>Dussehra (Vijay Dashami)</td>
<td>19.10.2018</td>
<td>Friday</td>
</tr>
<tr>
<td>10.</td>
<td>Diwali (Deepawali)</td>
<td>07.11.2018</td>
<td>Wednesday</td>
</tr>
<tr>
<td>11.</td>
<td>Guru Nanak’s Birthday</td>
<td>23.11.2018</td>
<td>Friday</td>
</tr>
</tbody>
</table>
Disclaimer - The Student Handbook 2018 provides important information about the program and rules & regulations pertaining to students at Fortune Institute of International business (FIIB). However, it does not constitute a contract between a student and the Institute, nor is the content legally binding. Students will be advised through e-mails and official announcements of any changes to the policies and procedures stated in this handbook.