

**ACADEMIC
INFORMATION**

I. PRELUDE

Vignana Jyothi Institute of Management (VJIM) was promoted by “Vignana Jyothi” educational society in 1992. Vignana Jyothi was registered during the year 1991 as a non-profit educational society under the Andhra Pradesh (Telangana areas) Public Societies Registration Act. The society manages several educational institutions. It provides learning opportunities for making all-round managers with strong moorings in Indian Management ethos. It is an autonomous institute approved by All India Council for Technical Education (AICTE), Ministry of HRD for awarding a Two-Year full time Post Graduate Diploma in Management (PGDM). VJIM is accredited by NBA. VJIM is also rated ‘A’ at the National Level and ‘A**’ at Telangana level by CRISIL. The Association of Indian Universities (AIU) has accorded the PGDM offered by VJIM as equivalent to an MBA degree of any Indian University. The institute is reputed for its rigorous academic standards and quality of interactive teaching methods.

The Batch of 2022-2024 undergoing the Post Graduate Diploma in Management (PGDM) Programmes at VJIM is governed by the information, rules and regulations contained in this Handbook, and the amendments/ modifications/ alterations that may be made thereto from time to time by the institute.

II. VISION AND MISSION

Vision

To be a leading B-School in the region through the process of transformation of students into management professionals

Mission

To prepare students for careers in Entrepreneurship and Business Management by providing an innovative learning environment.

III. OUTCOME BASED EDUCATION

VJIM follows the educational theory of Outcome Based Education (OBE). OBE presupposes each part of an educational system around goals (outcomes). By the end of the educational experience, each student should have achieved the goal. There is no single specified style of teaching or assessment in OBE; instead, classes, opportunities, and assessments should all help students achieve the specified outcomes. The role of the faculty translates into being an instructor, a trainer, a facilitator, and/or a mentor based on the outcomes targeted.

The main features of OBE are:

- A student-centered learning philosophy
- Emphasis on measured outcomes
- Outcomes emphasize on capacity rather than just on content knowledge
- Focuses on empirically measuring students’ performance
- Requires the students to demonstrate that they have learned the required skills and content
- Does not specify or require any style of teaching or learning

- Learning process is capacity building rather than content delivery

OBE Principles:

Four principles guide the transformational OBE approach, taken together they strengthen the conditions for both learner and teacher success:

- Clarity of focus
- High expectations
- Expanded opportunities
- Fine detailing

IV. PROGRAMME EDUCATION OBJECTIVES(PEOs) AND PROGRAMME OUTCOMES(POs)

Essential driving factors for the success of OBE process is Programme Education Objectives (PEOs) and Programme Outcomes (POS)

Programme Educational Objectives (PEOs)

PEO-1: To provide students with a solid foundation in business and management fundamentals that instill problem solving ability.

PEO-2: To prepare students for successful careers with effective skills in communication, teamwork and professional conduct with values that meet the diversified needs of industry, academia, and research.

PEO-3: To train students in comprehending, analysing and developing solutions to real world business problems.

PEO-4: To promote awareness among students about issues of social relevance and ethics.

PEO-5: To inculcate in students, the ability to gain multi-disciplinary knowledge to meet the industry needs.

PEO-6: To develop self-learning ability in students by inculcating the philosophy to continuously learn, innovate and contribute to creation of new insights in the workplace and society at large.

PEO-7: To inculcate in students, the qualities of leadership, innovation, and entrepreneurship.

Programme Outcomes

On successful completion of the programme the student will be able to:

PO 1: Communicate effectively to the intended audience and purpose.

PO 2: Apply knowledge of management theories and practices to solve business problems.

PO 3: Demonstrate the ability to work in teams effectively to achieve common goals.

PO 4: Demonstrate knowledge and skills to effectively manage situations in an ethical manner.

PO 5: Relate managerial decisions to their impact on issues of social concern.

Learning Objectives and Outcomes:

Learning outcomes are statements of what a student is expected to know, understand and/or be able to demonstrate on successful completion of the PGDM programme at VJIM.

Learning outcomes represent a more modern “student centered” approach, which emphasizes outputs in terms of student competences.

To create a consistent framework within which we can track student development and progress into competent business and management professionals as our mission states, the following five outcome dimensions across all courses and activities to evaluate the students:

- Understanding
- Applying
- Decision Making
- Communicating &
- Learning

LO1. Conceptual Knowledge & Understanding: have demonstrated knowledge and understanding that is founded upon and extends and/or enhances that typically associated with bachelor’s degree level, and that provides a basis or opportunity for originality in developing and/or applying ideas, often within a research context;

LO2. Applying Knowledge: can apply their knowledge and understanding, and problem- solving abilities in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their field of study.

LO3. Decision Making: have the ability to integrate knowledge and handle complexity, and formulate decisions with incomplete or limited information, but that include reflecting on social and ethical responsibilities linked to the application of their knowledge and judgements.

LO4. Communication Skills: can communicate their conclusions, and the knowledge and rationale underpinning these, to specialist and non-specialist audiences clearly and unambiguously.

LO5. Learning Skills: have the learning skills to allow them to continue to study in a manner that may be largely self-directed or autonomous.

V. VJIM CODE TO BE HONOURED

Vignana Jyothi Institute of Management (VJIM) students get the best possible opportunity for learning and personal development during their two-year stay with us. VJIM has a disciplinary policy against any behaviour that is seen as disrupting “the teaching, study, research or administration of the Institute”. This document has been written and circulated to ensure that we all have a common understanding of what such behaviours are and that we can all play our part in making the learning experience for all at the institute an enjoyable one.

To ensure that all benefits as much as possible percolate down to the students, it is important to identify areas of behaviour that the Institute believes in teaching and learning activities. These areas include following:

- Arriving late for lectures and/or tutorials
- Using mobile phones in class
- Misuse of laptop and viewing websites that distract the teaching-learning process while the class is in progress
- Eating whilst in class
- Talking informally to other students during class whilst the instructor is talking and ignoring requests to be quiet
- Being abusive towards faculty and/or other students during lectures
- Leaving lectures before the end without permission
- Failing to attend scheduled lectures
- Indulging in damaging property of the institute.

Consequences

The Institute has the right to impose appropriate penalties upon students who disrupt the teaching and learning activities of the Institute. Such penalties include removal from appropriate locations, suspension/termination of access to Institute services, fines, and suspension/termination of registration/permanent withdrawal from the programme according to decisions made by the Disciplinary Committee of VJIM.

Key Agreements

- I recognize that as a student registered at VJIM, I am part of a learning community where the actions of one individual can impact the learning experiences of another.
- I agree not to behave in a way that disrupts the learning of others or any teaching activities and recognize that disciplinary procedures may be initiated against groups and individuals where breach of Institute rules occur.
- I am aware of the designated dress code of the institute.
- I always agree to carry my identity card for identification purposes.
- I am aware that VJIM monitors my compliance to the behavioral standards set out as mentioned above including monitoring of my attendance at scheduled lectures and tutorials.
- I am aware that the Institute only accepts original work and does not encourage plagiarism.
- I am aware that if my attendance falls short of 90% in lectures, I will not be allowed to appear for the End Trimester examination.
- I am aware that if I do not attend personality development programs/seminars/conferences, there will be a grade reduction.
- I am aware that if I do not attend all pre-placement training sessions, I will not be allowed to participate in the campus placement.
- I am aware that I must fully observe the norms of discipline and good conduct and I will not be involved in any activity which could be construed as illegal or an offence.
- I am aware that I should not misuse the laptop or view any website that distracts the teaching learning process while the class is in progress.

- I understand that massive investments have been made in providing the different facilities to augment the learning facilities. I commit that I will protect the property of my institute and not indulge in becoming a party towards damaging the property.

This code is signed as the Learning and Behaviour Agreement by every student at the commencement of the academic year.

VI. RELEVANCE OF ACCREDITATION

Accreditation is the process by which the competency of an academic institution is certified. It is strongly linked to the quality status of an institution. The higher education institutes adhere to the quality standards set by the accreditation bodies to delivery high quality education and support facilities to the students.

There are two accreditation bodies nationally i.e. National Board of Accreditation (NBA) and National Assessment and Accreditation Council (NAAC); and there are many international bodies i.e. South Asian Quality Assurance System (SAQS), Association of MBAs (AMBA) at London, UK, Association to Advance Collegiate Schools of Business (AACSB) based at Florida, USA, European Quality Improvement System (EQUIS) based at Brussels, Belgium.

Accreditation of the institutions by these bodies focuses on promoting and recognizing the institutions offering technical education in terms of their superiority. The benefits of the accreditation are transferred not just to the institutions but also to the students, prospective employers, and even the society who are also the key stakeholders. An obvious advantage is continuous improvement in terms of quality wherein the approach is developmental in terms of promoting excellence in higher education. In brief, the aim of the accreditation is to establish that students are learning contemporary and relevant material in their field of study which will enable them to become successful leaders after graduating. This helps the institute to benchmark itself with the schools across the globe and therefore the process is extensive and stringent.

We are very proud of the fact that we have been granted accreditation by NBA and NAAC and SAQS accreditation.

VII. ABOUT THE CURRICULUM

The PGDM programmes at VJIM, aims at creating holistic managers, synthesizing conventional and modern management thinking with a global outlook. VJIM equips students with a sound knowledge of all core business skills together with the ability to manage creatively from a strategic perspective within the context of ethical standards. Appreciating the pace and direction of changes in international business education, the programme structure at VJIM is constantly updated in line with the changing needs of the business world.

Students at VJIM are presented with opportunities to consider and evaluate business problems and policy issues, which prepares them thoroughly to play a positive role in any business situation which calls for management skills of high caliber. The Institute is consistently ranked among the top 50 B-Schools by various rating agencies.

VJIM has Vision and Mission statements that are consistent with the futuristic goals of imparting high-quality management education to the youngsters.

VIII. TRIMESTER SYSTEM

The academic programmes of the institute are based on trimester system. Several courses are offered in each trimester.

IX. TEACHING PEDAGOGY

The teaching pedagogy will be a blended form of learning which ranges across traditional classroom instruction, simulations, case discussions, role-plays, etc. besides the online classes. Simulations and case discussions are adopted extensively across the curriculum, to supplement classroom instruction/lecture. Simulations illustrate the complex interplay of variables and replicate real situations, and the student can understand or decide on a course of action. Discussion of cases based on business situations helps a student connect the theory that s/he is learning with practical reality. S/he must understand situations and may or may not have to decide on a course of action, based on the information available. Thus, classroom instruction, when supplemented with case-based discussions and simulations, helps the student in developing a deep and rich understanding of business and management.

X. CREDITS AND CONTACT HOURS

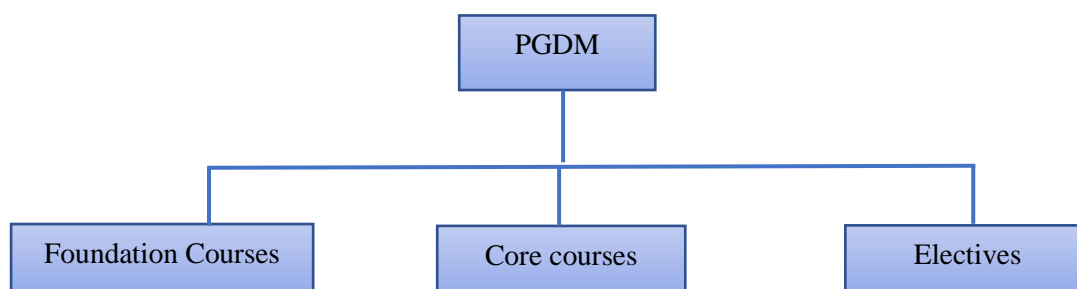
A credit is a term used to denote the extent of effort required to be put in by a student who takes up a course. One credit is used to indicate ten contact sessions of one hour each. Thus, a three-credit course requires 30 sessions of one hour each of classroom instruction. However, each session of the classroom interaction is to be supplemented with the time equivalent of about three sessions of preparation by the student. The credits are slated for all courses through the first and second year of the programme. **The duration of all 3 credit courses is 30 hours (24 sessions* inclusive of term paper evaluations) and all 1.5 credit courses is 12 hours (10 sessions* inclusive of all evaluations).**

*Duration of each session is 1 ¼ hours

XI. CURRICULUM @ VJIM

The two-year PGDM programmes consists of a total of at least 1050 hours of contact classes. The curriculum is the result of constant innovation and continuous review by the faculty with help from practitioners in industry, alumni, and students. The programme offers four types of courses spread across two years viz. foundation, core courses, elective courses, and general cluster courses. It also provides opportunities for project work.

The programme structure is



First Year

The first-year courses enable the student with the basic knowledge about different functional areas of management. The student must know about the basic tools and concepts in different disciplines and must understand how organizations function. The student must start appreciating the connectivity between the disciplines.

Core Courses

The compulsory/ core courses focus on rigorous grounding in the rudiments of every discipline in management and the development of a common foundation of business knowledge and management theory.

Elective Courses

The elective courses allow students to choose a bouquet of courses that interest them and develop proficiency in the areas of their choice. The elective courses consist of courses offered in different areas totalling to 30 credits.

PROGRAM STRUCTURE I YEAR

Registration of the Batch: 5 th September 2022 Orientation: 05 th September to 17 th September 2022 Foundation Courses: 19 th September to 1 st October 2022: Introduction to MS Office (1.5 credits), Fundamentals of Statistics (2 credits), Fundamentals of Accounting (2 credits) and Introduction to Case Study (Non-Credit), Basics of communication (2 credits-PEC)								
Trimester I			Trimester II			Trimester III		
06 th October 2022 to 15 th December 2022 (Break from 24 th December 2022 to 2 nd January 2023)			03 rd January 2023 to 08 th March 2023			16 th March 2023 to 02 nd May 2023; SIP from 10 th May 2023 to 15 th July 2023		
Sl. No.	Name of the course	Credits	Sl. No.	Name of the course	Credits	Sl. No.	Name of the course	Credits
1	Introduction to Business & Management(IBM)	3	1	Business Research Methods (BRM)	3	1	AI for Managers (AIM) Workshop Mode	1.5
2	Managerial Economics (ME)	3	2	Corporate Financial Management (CFM)	3	2	Introduction to python (ITP)	1.5
3	Business Statistics & Analytics for Decision Making (BSADM)	3	3	Human Resources Management (HRM)	3	3	Cost and Management Accounting (CMA)	1.5

4	Organizational Behaviour (OB)	3	4	Marketing Management II (MM-II)	3	4	Optimization techniques	3
5	Financial Reporting, Statement and Analysis (FRSA)	3	5	Operations Management (OM)	3	5	Compulsory Elective 1	3
6	Marketing Management (MM-I)	3	6	Business simulation	6	6	Compulsory Elective 2	3
7	Excel Advanced	3	7	Data Visualization using Tableau (Self-Learning Course)	3	7	Summer Internship Project	6
						8	PMCI analysis	3
	Academic Credits	21		Academic Credits	24		Academic Credits	22.5
	Proficiency Enhancement Courses (PEC)			Proficiency Enhancement Courses (PEC)			Proficiency Enhancement Courses (PEC)	
1	Career Vision Schooling – I	3	1	Career Vision Schooling – II	3	1	Career Vision Schooling – III	3
2	Business News Analysis - I	2	2	Business News Analysis – II	2	2	Business News Analysis – III	2
3	Business Communication - I	3	3	Business Communication - II	3	3	Corporate communication - III	3
	PEC Credits	8		PEC Credits	8		PEC Credits	8

Total academic credits at the end of I year = 67.5 Credits

II YEAR

Trimester IV			Trimester V			Trimester VI		
17 th July 2023 to 31 st October 2023			1 st November to 28 th February 2024			1 st March 2024 to 30 th April 2024		
Sl. No.	Name of the course	Credits	Sl. No.	Name of the course	Credits	Sl. No.	Name of the course	Credits

1	Strategic Management I (SM)	4	1	Corporate Governance and Business Ethics (CG&BE) (Self-Learning Course)	1.5	1	Indian Ethos (IE) (Self Learning Course)	1.5
2	Legal Aspects of Business (LAB)	1.5	2	Elective – 7	3			
3	Elective – 3	3	3	Elective – 8	3			
4	Elective – 4	3	4	Elective – 9	3			
5	Elective – 5	3	5	Elective – 10	3			
6	Elective – 6	3						
	Academic Credits	17.5		Academic Credits	13.5		Academic Credits	1.5

Total academic credits at the end of II year = 32.5 Credits

Credits:

Foundation	—	5.5 Credits
I year	—	67.5 Credits
II year	—	32.5 Credits
Total credits	—	105.5 Credits

Electives courses at VJIM

Elective courses in the areas of Marketing, Finance, HR, Operations, Business Analytics, Media Management and Tourism are offered from Trimester* IV Every student is required to choose elective courses equivalent to 30 credits over the next three trimesters. The list of elective courses is announced to the students in the end of Trimester II.

Choice of elective in Second Year	Basic course to be completed in Trimesters I & II
Marketing	Marketing Management
Finance	Corporate Financial Management
HR	Human Resources Management
Operations, Logistics & Supply chain Management	Operations Management
Business Analytics	Business Statistics Analysis for Decision Making Excel Advanced

Media Management	-
Tourism Management	-
<i>Note: VJIM can decide not to offer an elective course if the subscription is not as per the AICTE norms</i>	

XII. PROFICIENCY ENHANCEMENT COURSES (PEC)

CAREER VISION SCHOOLING (CVS) AND MENTORING

VJIM has always been committed to career development of the students. The flagship programme of personality development offered by VJIM is Career Vision Schooling which is very popularly known as CVS.

For the Class of 2023, CVS will be a 6-credit course in the I Year and a 3-credit course in the II Year of PGDM. This is to ensure that the students appreciate the importance and role of CVS in developing their confidence levels, communication skills and overall personality. The focus here is on grooming the students coming from varied backgrounds and equipping them with all the necessary skills to make them job ready.

CVS training is imparted to the students over 3 trimesters as 3 modules, starting from the first trimester. The three modules are designed to develop the students in a step-by-step model. Facilitation of learning and developing is done both by internal faculty and external trainers.

BUSINESS COMMUNICATION(BC)

Business communication is the process of exchanging information between and among individuals and organizations for successfully achieving business goals. VJIM is one of the selective B schools that offers a foundation, advanced and corporate level academic courses in business communication customized to the needs of the 21st century business graduates and the industry.

Categorized under the proficiency enhancement courses, Business Communication initiates with a 2-credit course on Basics of Communication during the foundation programme followed by Business communication 1 and 2 courses offering 3 credits each during the first and second trimesters. A 3-credit corporate communication course is offered during the third trimester for enhancing students' communicative competence in consonance with the global corporate standards

BUSINESS NEWS ANALYSIS (BNA)

Course Objectives

- To develop a habit of reading business newspapers among students.
- To know the current events in business and understand the contemporary trends in this field.
- Relate the business events and trends to the concepts taught in the class.
- Improve the students' ability to understand and analyse real-life business situations.

Scope

1. The students at the end of the course will be able to:
2. Demonstrate awareness of current business events.
3. Explain various issues that impact businesses including technology, socio-political issues, etc.

4. Demonstrate familiarity with business terminology commonly used in various business publications
5. The basic terminology used in Business News Paper (Business Standard or any other Business Newspaper chosen in the academic calendar) is available in a glossary whose link is given below.

<http://layman-blog.blogspot.com/2010/05/basic-economic-terms-list-with.html>

Responsibilities

1. The concerned faculty will select the article in the standard newspaper for analysis and discussion and communicate the same to the students one day prior to the scheduled session.
2. Editorials can also be considered for analysis and discussion.
3. To the extent possible, the selected articles should relate to the concepts taught in the class.

Details of Activities

Relating concepts to practice in Business News Analysis (BNA) sessions – Classroom Discussion (Monday to Friday) – 12.15pm to 1.00pm

The students should submit a handwritten assignment at the end of the term on any of the following areas selected by the faculties from the respective sections. (Sections given below are only suggestive and can be on other topics which might not be part of the list)

1. Technology-News, reviews, and launches
 2. Digital consumer
 3. Brand World
 4. SME
 5. Start-Ups
 6. Investments
 7. Loans and credit cards
 8. Insurance
 9. Financial tools
 10. Economy
 11. Current Affairs
 12. Finance
 13. Management
 14. Strategy
 15. Data Stories
 16. Stocks
 17. Commodities
 18. IPO
 19. Mutual funds
 20. Mutual fund Tools
 21. Derivatives
 22. Business Law and Tax
-
1. Track news items and collect information that appears in the newspaper related to the company/industry during the term.
 2. Analyse the information based on evidence, facts, opinions, etc., collected.
 3. Prepare a report in the required format.

4. The report should be original and should be written in its own words.
5. The report should include the sources of information, assumptions made, and inferences, and conclusions should be based on a robust analysis of facts, evidence and information gathered from the newspaper articles.

Course Outcome

- a. By participating in business news analysis discussions, students develop analytical and logical thinking capability and relate the Industry articles to various business concepts learned in the course curriculum.
- b. Students also develop appropriate managerial decision-making skills with alternate solutions to complex organizational problems.
- c. Students would analyze and discuss the articles shortlisted in the BNA sessions which can be used as a useful tool for discussion during the interview process either during summer internships OR during the final placement interview.

Assessment Criteria

Business News Analysis Schedule: 12.30 p.m. to 1.15 p.m. (Monday to Saturday)

Internal Assessment – 100 marks

- | | |
|--|------------------------|
| a. Business news -handwritten assignment | = 45 marks CLO 1, 2, 3 |
| b. Business news - handwritten assignment | = 45 marks CLO 1, 2, 3 |
| c. Attendance | = 10 marks |
| d. Total assessment | =100 marks |
| e. <u>Total Internal Assessment (a+ b +c)</u> | = 100 marks |

Note: At the end of I year, it is mandatory for a student to score a CGPA of at least 5.00 out of 10.00 in the proficiency enhancement courses to be eligible for the placements in the second year.

XIII. EXPERIENTIAL LEARNING – BEYOND CLASSROOM

The institute places great emphasis on experiential learning. Learning in the classroom is supplemented with field based experiential learning, which helps to connect theory with practice. The industry visits, business analysis and summer internship are integral part of the PGDM programme.

INDUSTRY VISITS

The students are given opportunity to visit industries to have experiential learning of business environment. They are encouraged to connect the theoretical concepts learnt with the practices in the industry.

PMCI ANALYSIS

The Business Analysis Programme called Product-Market-Company-Industry (PMCI) analysis forms an important component of PGDM programme at VJIM. Under this programme, students undertake a two-week activity on a product allotted to them by the institution. The programme carries a weightage of 3 credits.

Objectives:

- Expose the student to business
- Help student to understand the concepts learned in the classroom being applied
- Sharpen the writing skills of the student

Study Mode: Self study

Evaluation: Evaluation will be carried out by faculty and will be based on the assessment by the faculty.

BUSINESS CONCLAVES

VJIM organizes at least 3 business conclaves on contemporary management themes for the students of the second year to encourage industry interface and industry networking.

SUMMER INTERNSHIP PROJECT (SIP)

During the 10-week summer internship which is done after the first year, the student identifies real life managerial issues confronted by the organisations. The student is attached to a project guide from the institute as well as the industry mentor to help him complete the work. Possible solutions to the problems are arrived at and presented to the organization. When the student comes back after completing SIP, the student is required to present the report to a panel of evaluators which includes people from academia as well as industry. The students are evaluated based on both the report as well as the viva.

FIELD ASSIGNMENTS

Many courses that are offered at VJIM provide an opportunity to the students to undertake field assignments thus encouraging the students to get a practical exposure to the regular classroom learning.

XIV. ACADEMIC CALENDAR

Registration of the Batch: 05th September 2022 Orientation: 05th September to 17th September 2022		
Trimester I	Trimester II	Trimester III
06 th October 2022 to 15 th December 2022 (Break from 24 th December 2022 to 2 nd January 2023)	03 rd January 2023 to 08 th March 2023	16th March 2023 to 02nd May 2023; SIP from

		10th May 2023 to 15th July 2023
Trimester IV	Trimester V	Trimester VI
17th July 2023 to 31st October 2023	1st November to 28th February 2024	1st March 2024 to 30th April 2024

Note: The dates are subject to change (in case of emergencies)

XV. STUDENT ACTIVITIES

STUDENT COMMITTEES AND CLUBS

Every student is a part of a club or committee where they design and conduct different activities and events. The students learn to be creative and resolve problems through experiential learning.

List of clubs/Committees:

1. Corporate Relations Committee

The Corporate Relations committee is responsible for coordinating with the Corporate Relations department and passing on the information to the students about the placement and SIP activities. They help in organizing and coordinating the recruitment drives on and off campus.

2. Alumni Committee

The members of this committee are required to connect and communicate with the alumni of the institute. The committee coordinates with Manager-Alumni Relations and helps in building a stronger alumni network. They also coordinate with the alumni to rope them in for taking guest lectures at the institute.

3. PR Committee

The role of the members of PR team is to keep their eyes and ears open for every event/activity being conducted in the institute and report the same to both the community within and outside the organization. The larger responsibility of creating and sustaining the Brand VJIM lies with the members of this team.

4. Hostel Committee

The hostel committee is expected to work with the hostel manager and support in the smooth functioning of VJIM hostel. The pre-requisite to be in this committee is he/she should be a hosteller.

5. Sports Committee

The sports committee is responsible to bring in the sporting spirit in the student community and bring in a culture of sports and games in the institute. They are responsible for the coordination and smooth conduct of the annual sports fest – KRITANSH.

6. Cultural Committee

With students from diverse cultures of multi-cultural country, the cultural club brings together the different art forms and the students with experience in these areas. The cultural committee works

towards bringing together groups of students with common interest for various art forms such as music, dance, sketching & painting, etc.

7. Academic Clubs: (Marketing Club, Finance Club, HR Club, Operations Club, Analytics Club)

The academic clubs are spaces that let the members explore the functional area that they want to make a career in, by way of organizing activities like guest lectures, quizzes and outbound activities.

8. Debate Club

The debate club brings together the members who can participate and bring in the best critique on the most relevant topics of the day and lets the audience decide who is most persuasive.

9. Quiz Club

The quiz club (q-club) is an exciting platform which motivates, inspires, encourages and rewards members in their quest for knowledge. The Q-club attracts knowledge sharing and encourages students to participate in quizzes being conducted by various institutions.

10. Social Outreach Club

To instill a sense of service orientation in the students, Vidyasagar-the social outreach club works towards contributing back to the society. The club organizes social outreach programmes to benefit the economically and socially underprivileged groups. The club organizes blood donation camps in association with Rotary International. The institute also takes part in Daan Utsav - 'Joy of Giving' week, where the students contribute gifts, pulses, clothes, and bed sheets etc. which are distributed to the needy. The club initiates collection of relief material for distribution during natural calamities and encourages students to participate in national campaigns such as Swachh Bharat.

We also have a Students' Council consisting of representative of each committee/club who will act as an interface between the institute and the students. The council will meet once in a month with the Director and the administration department.

XVI. SCHOLASTIC STANDARDS AND EVALUATION

Evaluation

The performance of students in every course in each trimester shall be evaluated through various methods including but not limited to quizzes (both announced and unannounced), assignments, exercises, class participation, presentations, projects, short tests, mid-trimester examination, end-trimester examination, etc. The respective course faculty will decide an appropriate mix of such evaluation methods for each course.

The evaluation components shall be arranged in such a way that students get feedback on their performance at regular intervals. Students will be allowed to review their mid-trimester/end trimester answer scripts after the evaluations are completed. The review window is open for two working days only from the date of notification of completion of evaluation. The institute will ensure timely

declaration of results each trimester. For all trimesters, results will be declared within 10 days from the last date of end trimester examinations.

S.No.	Evaluation Component	Weightage (%)
1	Continuous Internal Assessment	60
2	End-Trimester Examination	40
	Total	100

Continuous Evaluation

Core Courses	
Mode of evaluation	Weightage
Quiz(s) Article summary Assignments News analysis Numerical	25%
Term paper (Group Assignment) includes term paper and presentation	15%
Mid-trimester examination	15%
Attendance	5%
End-trimester examination	40%
Total	100%
Elective Courses	
Mode of evaluation	Weightage
Quiz(s) Article summary Assignments News analysis Numerical Mid-trimester at the discretion of the faculty	35%
Term paper (Group Assignment) includes term paper and presentation	20%
Attendance	5%

End-trimester examination	40%
Total	100%

The evaluation and grading of any given course will be in terms of numerical grade points and a letter grade. The details of the evaluation method are given in the following section.

Note:

A student has to secure minimum 40% in the end-trimester examination failing which he/she will not be considered passed in that Course.

RELATIVE GRADING

1. For each section compute the arithmetic mean and standard deviation. (After excluding the students whose marks is less than 50).
2. Convert them into standardised scores called Z- scores =

$$\frac{(\text{Individual score} - \text{Mean score of the section})}{\text{standard deviation of the section}}$$
3. Now above Z series will have a common average and standard deviation.
4. Now we set up class intervals to define grades in such a way that few students get outstanding and few students gets lower grades and most of them gets average grade.

Evaluation of performance will be on an 8-point scale (10 to 0)

Grade	O	A+	A	B+	B	C+	C	D	F
Grade Point	10	9	8	7	6	5	4	3	0

Normalized scores of students will be considered for awarding grades rather than raw scores.

The procedure will be as follows:

- a) All the marks of students who have got 50% or more will be converted into normalized score

$$\frac{(\text{Individual score} - \text{Mean score of the section})}{\text{standard deviation of the section}}$$

The following table will be referred for getting grade from the normalized score.

Z Score	Grade
Less than 40 or less than 20 in end trimester	F
< -1.88	D

-1.88 to -1.13	C
-1.13 to -0.52	C+
-0.52 to +0.13	B
+0.13 to +0.61	B+
+0.61 to +1.04	A
+1.04 to +1.645	A+
> 1.645	O

Based on the Grade Points assigned for each Course and the corresponding Credit Points, a weighted average will be calculated to arrive at the trimester-wise Grade Point Average (GPA). Cumulative Grade Point Average (CGPA) at the end of each trimester will also be similarly computed.

Absence from evaluation components

Students, who absent themselves from any component of evaluation of a course, will have no chance of re-examination. They will be assigned zero marks in that component.

Student should compulsorily attend the end-trimester examinations of all Courses. In the event of absence from end-trimester examinations, there will be no re-examination.

A student who has not appeared for the end-trimester examination will be marked – “FAIL” in that course and will be allowed to write the examination again as and when it is offered by the institute.

SCHOLASTIC STANDARDS

Every student should meet the minimum prescribed academic requirements at the end of every year. The minimum requirements for various stages are as mentioned below:

Year	Minimum CGPA required out of 10.00
I	5.00
II	6.00

Criteria for Promotion to Year II and award of Diploma

A. A first-year student will qualify for promotion to the second year if he/she satisfies the following:

- (i) She/he should have a CGPA of at least 5.0 at the end of the first year.
- (ii) She/he must not have more than three backlogs in the entire first year. This does not include the Proficiency Enhancement Courses

A student, who does not satisfy any of the criteria mentioned above will not be eligible for promotion to the second year.

Non-promotion to the second year

Following are the course of actions:

- Extra tutorial sessions will be held in the beginning of trimester II (Optional - Those who are interested have to apply in advance)
- Each course will be taught for 10 hours
- The re-exam will be a 100% component rendering all other evaluation components of the course null and void
- Nominal fees to be charged for each course
- There will be no examination fees charged

However, even after the examinations, if a student does not qualify for promotion, she/he will be asked to rejoin for the programme along with the following batch or take specific courses to improve her/his performance.

B. A second-year student will qualify/be eligible for the award of Diploma if he/she satisfies the following

- (i) She/he should have a CGPA of at least 6.0 in and at the end of the second year
- (ii) She/he must not have more than 2 backlogs. This does not include the Proficiency Enhancement
- (iii) She/he has to submit the SIP report and viva-voce

A student, who does not satisfy any of the criteria mentioned above will be not be eligible for the award of diploma.

No appeal will be entertained in this regard. The decision of the academic committee in all such matters shall be final and binding.

In the event of a re-joining the programme the student will continue to have the same roll number that was previously allotted.

Re-examinations (after trimester IV) and Programme repetition

A student who fails to secure the required CGPA in Year II will be given the option of reappearing for a set of courses as recommended by the Programme Office.

At the end of Year II of the programme:

- If the student scores above or equal to 5.5 but below 6.0, he/she can choose courses no more than a total of 20 credits for re-examinations. These will be from an approved list of courses of trimesters III and IV.

- This will be a one-time opportunity and the student is expected to improve his/her score accordingly to be eligible to graduate.
- The re-exam will be a 100% component rendering all other evaluation components of the course null and void
- Re-examinations fees applicable as per the Institute's policy
- The re-exam will be conducted after the convocation and the provisional certificate will be given in July/August. and the Diploma will be awarded in the following convocation.
- If the student fails to secure the required grades in this attempt the student may choose to repeat year 2 with the old registration number.

Formula to calculate CGPA

Computation of GPA

$$: \frac{\text{Sum of Grade Points Obtained in All the Courses of Trimester}}{\text{Total Credits in the Trimester}}$$

Computation of CGPA

$$: \frac{\text{GPA}_1 \times \text{Credits}_1 + \text{GPA}_2 \times \text{Credits}_2 \dots \dots \dots \text{GPA}_6 \times \text{Credits}_6}{\text{Total Credits}}$$

$$\text{Formula to convert CGPA into percentage} : \frac{\text{CGPA}}{10} \times 95$$

XVII. EXAMINATION PROCESS AND REGULATIONS

All PGDM students are responsible for complying to the rules, regulations, policies, and procedures contained in this handbook as well as announcements which may be issued from time to time.

The Exam department reserves the right to change policies and regulation whenever such action is deemed appropriate or necessary.

Rules for Examination (Students):

- For Trimester system- Trimester end exams will be conducted twice a year. The timetable will be notified in advance. The Institute conducts exam in all courses offered in the trimester as per year long academic calendar for each trimester.
- A candidate will not be registered at any trimester examination unless he/she has registered for the COURSE offered in the trimester. Every student must obtain the hall tickets well before the commencement date of the examinations
- In case student forgets to bring hall ticket or ID card he will be charged a fine of Rs. 200/- as penalty.
- Students having attendance less than 70% will not be allowed to write the exam, the list of which will be displayed before the schedule of examination calendar. The list of students having

attendance less than 70% in respective courses must be submitted by the programme office to exam department 3 days prior to commencement of examinations.

- Student should ensure that any objectionable material leading to malpractice case is not lying around his/her seat prior to start of examination and it will be the sole responsibility of the student to inform to the supervisor/invigilator.
- Enter your roll number, section code, name of exam, date of exam etc. in the given space only.
- Do not write the name or number or sign in the answer book which reveals the identity.
- Under no circumstances, the candidate will be allowed to enter the examination hall after **10 minutes from the commencement of examination.**
- Please follow the instructions given in the answer scripts.
- Write relevant answer to the question in a clear and legible handwriting on both sides of answer book.
- Do not write anything in space provided for marks.
- ***No candidate will be allowed to use washroom during the examination except under health exigencies.***
- Do not leave your seat in any circumstance without the prior permission of the INVIGILATOR.
- **No candidate will be allowed to leave the examination hall before 90 minutes after commencement of the examination session.**
- Students will not be permitted to leave the examination room (except when they have finished their examination). If the medical condition appears serious and the student is not able to continue, the faculty invigilator should call Security and request for arrangement of medical assistance. In this case the student will be allowed to resume the examination if he is found fit after medical examination.
- No additional sheets are provided for answers and rough work by exam department.
- It is the students' responsibility to make sure their laptops and calculators are working and have charged batteries. Students are neither permitted to share calculators nor to pass them between each other during an examination. Use of a non-permissible type of calculator (on mobile phones, i-pads, tabs etc.) or other electronic device will be regarded as cheating.
- All unused answer books and other examination materials must be handed over to invigilator and must NOT be taken from the room.
- A disciplinary action will be taken against the candidate who disobeys the instructions of the invigilator or misbehaves or violates the code of conduct of examination department.
- If any examinee is violating examination rules, he/she is liable to be punished under the provisions of the VJIM rules.

Examination department will not be responsible for maintaining documents related to conduct of internal examinations by course faculty as part of their continuous evaluation in their course areas.

DISCIPLINARY ACTION FOR MALPRACTICES/IMPROPER CONDUCT IN EXAMINATIONS

S.No.	Nature of Malpractice / Improper conduct	Punishment
-------	--	------------

1	Possessing any objectionable material related to exam or mobile phone or programmable calculator or found exchanging answer book/question paper with other candidate,	Expulsion from the examination hall and cancellation of the performance in that course.
2	Possessing or keeping accessible in examination hall, any paper, notebook or material concerned with or related to the course of the examination in which he/she is appearing but has not made use (material shall include any marks of the body of the candidate which can be used as an aid in the course of the examination)	Expulsion from the examination hall and cancellation of the performance in that course.
3	Copying in the examination hall from any paper, book or note or any other material relevant to the course of the examination in which he is appearing.	Expulsion from the examination hall and cancellation of the performance in that course and in all the other courses of that examination and or debarring from one or two subsequent examinations.
4	Giving assistance or guidance or receiving it from any other candidate or communicating with any candidate or person in or outside the examination hall, in respect of any matter concerned with or related to the course of the examination in which he is appearing.	Expulsion from the Examination hall and cancellation of the performance in that course and in all the other courses of that examination and or debarring from one or two subsequent examinations.
5	Impersonating any other candidate in connection with the examination.	Expulsion from the Examination hall and cancellation of the performance at the examination including debarring both the candidates concerned permanently and removal of names from the rolls and action according to law.
If the imposter is an outsider, the case will be reported to the police.		
6	Scribbling in the Answer book or additional sheet or taking out or arranging to send out the question paper or an answer book or an additional sheet, during or after the examination.	Expulsion from the Examination hall and cancellation of performance at the entire examination and de-barring from classwork for a period of three years.
7	Writing objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writing to the examiner requesting him to award pass marks.	Cancellation of performance in that course and or all the courses of the examination.
8	Refusing to obey the orders of the Chief Superintendent/Assistant-Superintendent / any	Expulsion and cancellation of the performance of the entire examination

	Officer on duty or misbehaves or creating disturbance of any kind in and around the examination hall or organizing a walk out or instigating others to walk out, or threatening the officer-in-charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation; assaulting the officer-in-charge or any person on duty in or outside the examination hall or any of his relations; or indulging in any other set of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engaging in any other set which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	and debarring the candidate(s) from the college permanently.
9	Leaving the exam hall by taking away answer script with him/her or intentionally tearing off the script of any part thereof inside or outside the exam hall.	Cancellation of the performance of the entire examination and/or debarring for one year.
10	Possessing any lethal weapon or firearm or comes in a drunken condition to the examination hall	Expulsion from the exam hall and cancellation of the performance of the entire exam and/or debarring permanently.
11	Copying detected based on internal evidence, such, as, during valuation or during special scrutiny.	Cancellation of performance in the entire exam and/or debarring for one examination.

Note: For any reason, if the institute is conducting online examinations, the Examinations department will send the terms and conditions of the exams as and when required.

XVIII. ATTENDANCE RULES

- a. It is expected that all students would maintain **100% attendance** as an unconditional commitment to their learning process during the two years of their study in the institute. Absence from classroom sessions and from other academic activities will be regarded as an act of willful indiscipline.
- b. However, the Institute recognizes that personal exigencies may arise in cases of sickness, emergency arising out of family matters etc. Hence a shortage of 10% is acceptable in each course in a trimester.
- c. Condonation of shortage of attendance shall be granted only on genuine and valid reasons, as felt by the Committee consisting of the Director, Head of Academics and Programme

Coordinators, on representation by the student with supporting evidence, such as Medical Certificate from a Registered Medical Practitioner.

d. Action for shortage of attendance

Attendance Percentage	Marks awarded
>90	+5
85 to 89.9	+4
80 to 84.9	0
75 to 79.9	-4
70 to 74.9	-5
<70	Not allowed to write the examinations

- e. If a student fails to maintain 70% attendance in any course, he/she will not be permitted to write the examination, and the student will be required to repeat that course.**
- f. Attendance is strictly compulsory on the first day of every trimester. All students are required to register afresh for every trimester.
- g. It is expected that all graduating students be present for the annual convocation. **Diploma will not be granted in absentia during the convocation function.**

XIX. AWARD OF THE DIPLOMA

- A Student shall be eligible for the award of PGDM, upon satisfying all the prescribes academic requirements.
- A candidate admitted to the programme should complete it within four (4) academic years from the academic year in which the candidate was admitted.
- If a student has appeared in any course more than once, highest marks obtained by him/her in the course shall be considered for grading.
- A student, who may be required to repeat a course (in case one has obtained 'D' or 'F' grade) in the following year(s), shall repeat that course if it is offered in that year. Should, however, that course not be offered because of any reasons(s), the student will have to choose another course from amongst those which are offered. **The charges for writing a re-examination is as per institute policy.**
- A student who fails in any course will be allowed to improve his/her performance only in the end-trimester examinations and not the continuous assessment.
- **Withholding of Results**
If a student does not pay dues to the Institute or if any case of indiscipline is pending against him or any other academic requirement is not complied with, the result of the candidate may

be withheld, and he/she will not be allowed into the next higher trimester. The issue of P.G. Diploma is liable to be withheld in such cases.

XX. MERIT AWARDS FOR STUDENTS

Four merit scholarships up to 50% of the Trimester fees are offered to the top two rankers of the Trimester. Apart from this, the following medals and prizes are awarded for the achievements of students in various categories:

- Vignana Jyothi Gold Medal: For student with the best academic performance.
- The Faculty Silver Medal: For student with best all-round performance.
- Sri. K. Ramachandra Reddy Gold Medal: Student with best ethical standards
- Smt. Rudramma Polasani Gold Medal: Best outgoing girl student
- Alumni sponsored medal for the Best Summer Internship Project
- D. Srinivas Rao memorial Gold Medal for the student who excels in Proficiency Enhancement Courses
- Merit Award
 - a) Sri. K. Gopala Rao Gold Medal: Best student in Financial Management
 - b) Smt. Kapuri Devi Gold Medal: First in order of merit in Operations Management
 - c) Dr. Tummala Madhava Rao Gold Medal: Second in order of merit in Operations Management
 - d) Alumni Sponsored Silver Medal: For the topper in Finance
 - e) Sri. P. Punnaiah Gold Medal: For topper in Marketing
 - f) Vignana Jyothi Gold Medal in HR: Topper in HR
- b) Book prizes for the first two toppers in all the functional areas.

XXI. DUPLICATE CERTIFICATES

Fees for duplicate Certificates, Grade sheets etc.:

Students/Alumni who require duplicate certificates/ grade sheets need to apply formally to the Director for the same. Fees are chargeable for these services. The fee applicable is as follows:

Service Sought	Fees Payable (Rs.)
Duplicate Grade Sheets – Existing Batches	200
Duplicate Provisional Certificates – Batch passed out in the current academic year	200
Duplicate Grade Sheets (Applied within 3 years of passing out) – per grade sheet	1000
Duplicate Grade Sheets (Applied after 3 years of passing out) – per grade sheet	2000
Duplicate Consolidated Grade Sheet	1000

Duplicate Degree/Diploma	1000
Any other Services for Application to any Foreign Universities	3000

Issue of duplicate degree/consolidated grade sheets

Students can apply for the duplicate degree/consolidated grade sheet only when they really lost the original certificate. The procedure for obtaining duplicate degree is as follows:

- Make a First Information Report (FIR) in the police station
- Submit an affidavit, in a 20Rs. Stamp paper as per the following format, authorized by the notary public

After submitting the above in person along with a requisition letter, the duplicate degree/consolidated grade sheet will be issued during upcoming convocation.

FORMAT AFFIDAVIT

Iagedyears, s/o,
D/o.....with permanent residence athad joined
PGDM course/ duringat Vignana Jyothi Institute of Management with
Roll Number.....I do hereby solemnly affirm and sincerely state as follows:

I found that I have inadvertently misplaced myOriginal degree/ grade
sheet issued by the college. Despite a diligent search undertaken by me to recover the
mark/grade sheet, I found it is impossible to retrieve the same. I presume that the original
degree/grade sheet has been lost beyond retrieval.

I submit that the original degree/grade sheet lost by me is a very essential document concerning
all my future ventures. I hence request the authorities of the college to provide me a duplicate
degree/grade lost/misplaced by me. I state that I have not in any way mis-used or improperly
handled the mark/grade sheet that has been lost by me. I state that I will hand over the original
degree/grade sheet in the event of retrieval of the lost original mark/grade sheet at a later date.

I submit that all matters stated above are true and correct. I will indemnify you and your
authority if any disputes arise in the above matter and I will be held responsible for the same.

Place:

Deponent

Date:

Solemnly affirmed and signed before me at(Place) on thisdated

(Seal & Sign of Notary Public)

VJIM-LRC, known as Learning Resource Centre (LRC), is a knowledge hub among its fraternity. LRC is fully automated, providing current, accurate, and authoritative information from print to electronic resources using state-of-the-art technology. It has an enormous collection of knowledge resources and innovative and impeccable information services. The air-conditioned LRC is built in Levels I and holds a reading area, Journals and Magazines and Theater for Management Learning, and Level II has a Discussion area, Stack Area, and Reading Hall. It is Wi-Fi enabled and connected to the LAN of the Institute. The VJIM LRC is fully automated with New Gen Lib software.

LRC SPACES

Innovative LRC Services are implemented as best practices by creating spaces for the students, like a discussion area and hangout space. The LRC also provides restrooms for both genders near the LRC. The potable water cooler is in place. The entire LRC has Air-conditions. LRC has a unique space created for the students to learn through Theatre for Management Learning (Mini Theatre), accommodating 25 students at one go with AC and all the video materials in place along with an Internet connection.

Library Working Hours:

Monday to Saturday: 9.00 a.m. to 7.00. p.m.

Issue Timings:

- 1. 10 a.m. to 11 a.m. (II-year students only)**
- 2. 12:30 p.m. to 1:15 p.m. (General)**
- 3. 5:00 p.m. to 6:00 p.m. (General)**

Resources:

A need-based collection of knowledge resources is being developed in line with the objectives and activities of the Institute. LRC has a blended collection of Print and Online Resources.

Newspapers: The LRC receives 12 Newspapers.

- Business Line
- The Economic Times
- Business Standard
- Mint
- The Hindu
- The Financial Express
- Andhra Jyothi
- Indian Express
- The Times of India
- Deccan Chronicle
- Eenadu
- Telangana Today

Journals & Magazines: LRC has a col 145 International & National Journals collection. The areas of Business & Management can meet the requirements of faculty and students. Most of the Journals are scholarly and peer-reviewed Journals. LRC holds International Journals like Harvard Business Review, Journal of Finance, Journal of Marketing, Journal of International Marketing, Quality Management Journal, Marketing Research, Advances in Developing Human Resources, Leadership, M.I.T. Sloan

Management Review, Journal of Management, Sage Publications (Online journals) The LRC subscribes to 36 Magazines that hold International Magazines like TIME, FORTUNE, Forbes Asia & The Economist.

Books: The LRC proactively acquires all the books and other materials needed by users in Management, Finance, Marketing, Operations, Business Analytics, Statistics, Economics, Machine Learning and other allied subjects of Management.

Project Reports: LRC holds the collection of projects done by the students

E-Resources: V.J.I.M. – LRC subscribes to some of the best online databases and e-resources catering to the student’s needs for the teaching-learning process.

E-Books: E-Books collection of 20,000+ can be accessible through E-book Central providing authoritative, full-text e-books in a wide range of subject areas along with powerful tools to find, use, and manage the information Business & economics, Computers & I.T. Education, Engineering & Technology, History & political science, Humanities, Interdisciplinary & area studies, Language, literature & linguistics, Law, international relations & public policy Life sciences, Medical Nursing & allied health, Physical sciences, Psychology & social work, Religion, Philosophy & classics, Sociology & Anthropology. The LRC also holds Pearson e-books on various subjects of Management.

CD-ROM: LRC has a good collection of 1080 CDs/DVDs

Electronic Databases: LRC holds electronic Databases like ProQuest One Business, Emerald Insight, Euromonitor, CAPITALINE, Sage Online Journals and Journal Press Collection.

Remote Access: All the e-resources can be accessed through Remote Xs from any location using the institute email Id

DSPACE: LRC uses DSPACE software for Institutional Repository. All the Institutional repositories are stored and made accessible to the stakeholders.

Facilities & Services:

Circulation: Issues & Returns:

Books are given on loan for a period of 15 days. If students want to renew the book, they must bring the books or email them to the LRC requesting a renewal. Two renewals are generally allowed at the most. Books which are in demand will not be renewed under any circumstances. LRC has the right to call back any book at any time. A fine of Rs 10.00 per day will be charged after the renewal due date.

Book Reservation:

Books can be reserved using WEBOPAC, or they can give their requisition at the circulation desk. Books reserved can be taken within the stipulated time.

Issue of Journals/ Magazines: Current Journals/ Magazines are not issued. However, bound volumes of periodicals are published for overnight reading.

Issue of Project Reports: LRC maintains the collection of students’ Project Reports. Under no circumstances will these reports be issued. However, they may be used for reference purposes in the

LRC

Reprography (Xerox) facility: LRC has a photocopying facility for users. The charges are nominal for students @ 1.00 per exposure and printout.

For more details about the LRC services and facilities, visit <https://vjim.edu.in/lrcc/>.

Care of Library Materials:

Library documents are costly and often rare. They are for the benefit of not only present, but also future members of the library. Therefore, one should not write upon, damage, turn down the leaves or mark on any library material. Before leaving the issue counter, users should satisfy themselves as to whether the material loaned to them is/are in sound condition. If not, they should immediately bring the matter to the knowledge of the library staff at the issue counter

No Due Certificate: All the students leaving the institute after completion of the programme must surrender all the books and other holdings of the library and obtain a No– Due Certificate from the Librarian.

Donation to the Library: The Library accepts donations of books, research publications CD /DVD's from all the Individuals and Institutions.

Inter Library Loan (ILL): Library has the Institutional Membership of DELNET. All the faculty & students can avail this opportunity to get the books on Inter Library Loan process. Whoever wants the books in these above-mentioned libraries can consult the Librarian.

Documents selection and procurement: Faculty members recommend books and journals for procurement. Student may recommend books through their concerned faculty. On receipt of documents the faculty members concerned are duly informed.

Online Public Access Catalogue (OPAC): Students can make use of this facility in the terminals provided in the library. They search the books & also reserve the books with this facility

RULES AND REGULATIONS

- Students should enter the LRC (Library) with their ID Card. No books will be issued if you do not hold your ID Card.
- Students can borrow Books for a period of two weeks (15 Days) by showing their ID Cards. She/he should renew/return on or before due date. A Student who returns the book after the due date is fined Rs 10/- per day. Books once issued cannot be returned on the same day.
- Book reservation facility is available in the Learning Resource Centre. Students can reserve the books by giving the requisition at the circulation counter OR by using OPAC.
- Students should not bring their personal belongings to the Learning Resource Centre. (Issued Books/Bags/Carry bags, etc.). Eatables and drinks are not allowed inside the LRC
- Using cell phones and other electronic gadgets in the Learning Resource Centre is prohibited. LRC is not responsible for your personal belongings.

- Issues & returns are done according to the prescribed timings only. No transactions are entertained during any other time.
- Photocopying the articles is done on requisition only. Students have to give the requisition and collect the material at given time.
- Back dated volumes of Journals /Magazines are issued for a period of 7 days only. International Journals are not for issue.
- Students can give their suggestion/requisition regarding the procurement of new books.
- Students should leave the Books/Journals/ Newspapers on reading table after reading. Don't place them in unnecessary places in the Learning Resource Centre.
- Ripping pages, folding, and marking on the pages is strictly prohibited. Books lost by the students must pay the price of the book or replace the same book.
- Enter your name and sign in the logbook while you enter and leave the Learning Resource Centre.
- Students are not permitted to share the *Login & Passwords* of the online resources with outsiders.
- Students can access the e-resources subscribed by the Institute with *remote connect facility* to access the e-resources from any part of the world. Use your email credentials to access the e-resources.

XXIII. HOSTEL GUIDELINES

1. Application for admission to the hostel must be made in the prescribed form before the commencement of the academic session. A passport size photo shall be affixed to the application for identification purpose.
2. Preference would be given to out-station students for allotment of hostel accommodation.
3. The student shall give two references together with their addresses; one of them should be a local guardian.
4. Student, who seeks admission in the Hostel, shall abide by the rules and regulations of the hostel, as laid down by the Management from time to time. He shall give an undertaking in writing, endorsed by the parent/guardian that he/she will abide by the Rules and Regulations set forth from time to time.
5. Admission to hostel rooms will be made generally before the commencement of a fresh academic session.
6. No student shall be absent from the hostel without the prior permission of the Warden. **Students who want to go on an outstation trip must submit a duly signed application form two days prior to the trip. The trip will be approved by the hostel superintendent after taking the consent of your parent over phone. The form will be countersigned by the hostel committee coordinator.**

7. Students are always expected to keep their rooms clean and tidy. Only common areas will be maintained by the House Keeping Staff.
8. Writing and sticking posters, mirrors, photos on the walls of the hostel building and rooms is strictly prohibited. The hostel property must be guarded by the students as their own property. **Wall, windows, doors, furniture, electrical fittings, and accessories should be kept in good condition. Any sketching, pasting posters, stickers, graffiti, or any kind of decoration on walls, cupboards, tables, and doors is not allowed. If any such damages are found, the same will be recovered from security deposit. Such deductions will be made at the sole discretion of the management of the institute. Additional penalty will be levied if the damage is severe.**
9. Playing of loud music and other forms of disturbance to other inmates is not permitted.
10. Safe custody of money and valuables is the sole responsibility of the students and administration shall not be responsible for any theft or loss whatsoever in the hostel.
11. Ragging in any form is strictly prohibited. As per the provisions of the A.P. Prohibition of Ragging Act No. 26 of 1997, whoever causes, commits, or abets ragging shall be punished with imprisonment and fine according to the seriousness of the crime.
12. The Institute reserves the right to take disciplinary action including cancellation of allotment of hostel accommodation for any violation of hostel rules and regulations.
13. Students shall not resort to strikes and demonstrations within the precincts of the hostel. Participation in any such activity will result in cancellation of their admission in the hostel.
14. Every student will be supplied with one cot and mattress, a pillow, a study table, and a chair by the Institute. Arrangement for the bed linen, tablecloth etc. must be made by the student.
15. In the event of non-payment of hostel or canteen dues, the student may be asked to vacate the room after serving a notice of 15 days.
16. A student spreading vulgar literature/picture/books/videos/clipping of any of the like or objects would be asked to vacate the hostel room immediately without notice.
17. Students creating panic or terror among the other students through any means, misrepresentations /language/ demonstration/ devices would be sent out of the hostel/college without notice.
18. Students conduct leading to unhealthy behavior even outside the hostel /college with valid evidence would be asked to leave the hostel without prior notice.
19. At the end of every trimester the behaviour and conduct of the student will be evaluated for allowing him/her to continue in the hostel.
20. Application must be submitted by the student after each trimester for readmission.
21. Students shall be responsible for all articles of furniture and electrical and other fixtures provided in their rooms. They shall not disfigure, paint walls, doors, windows or damage them.
22. All rooms are provided with mosquito screens, ceiling fans, internet connections and fixtures for lights etc. Use of any other electrical appliances is not permitted. If anybody is found using such items, the appliance will be confiscated, and penalty will be levied. If the student is found using such items repeatedly (s)he will be asked to vacate the hostel.
23. **Occupants must use water and electricity judiciously. Fans, geysers, lights etc. should be switched off when not in use.**
24. Students are advised to lock their rooms whenever they go out to ensure safety of the belongings. They should not change the locks provided by the Institute. **The Institute will**

- conduct surprise inspections of the hostel rooms / clean the rooms in your absence periodically. So, occupants are advised not to leave any valuables in the room.**
25. Smoking is strictly prohibited in and around all Institute buildings, including hostels and mess. Use of alcoholic drinks or narcotic materials and gambling are strictly prohibited in hostel premises or campus.
 26. Students shall conduct themselves with decorum and dignity and shall not create any nuisance or disturbance to the neighboring students.
 27. Students are advised not to go outside the campus between 7.00 p.m. and 6.00 a.m. for safety reasons.
 28. It is mandatory for students to seek permission of the Hostel superintendent, whenever they intend to go out of the station. They shall report to the Warden immediately on return.
 29. All students likely to be away from the hostel overnight have to fill an Out-Station form giving details as to: (a) Name (b) Room Number (c) Destination (d) Date & time of departure (e) Date & time of return, along with parent's /guardian's recommendation. The filled Outstation Form must be handed over to the Warden well in advance of the trip. The Warden can grant or refuse permission for the outstation trip. If permission is granted, a copy of the Out-Station Form will be sent to the parent / guardian.
 30. Students shall not invite any unauthorized person to their hostel. They shall deal with only authorized vendors, washer men, cobblers, etc., during the prescribed hours and pay them at prescribed rates. They shall not entrust personal work like washing, purchases, cooking etc. to the house keeping staff/security guards/Canteen employees.
 31. Students shall inform the Warden whenever they suffer from any illness or injury. They shall take treatment which would be arranged by him/authorized Hostel Doctor.
 32. Students shall not organize in the hostel any party, assembly, or activity without the permission of the Warden.
 33. Students shall not form any Hostel Society or issue any publication without the permission of the Warden.
 34. Students shall not invite any speaker to address meeting in the hostel without the permission of the Warden.
 35. Students shall not remove newspapers, journals, furniture, radio, TV, or games – materials from the common rooms or mishandle or damage them.
 36. Students shall undergo medical examination as and when required by the medical officer.
 37. Students shall cooperate with warden and fellow students and obey warden's instruction on all matters concerning Hostel/Mess.
 - 38. Any matter not covered by the above rules will be dealt with by the Management of VJIM.**

Special Rules for Girls' Hostels:

1. All residents shall return to their hostel by 6.00 p.m. Prior permission of the warden must be obtained for late returns.
2. Girls leaving for outstation trips must make an entry in the outstation register and follow procedure as per rule nos. 27 and 28.

3. Girls are advised not to go outside the campus between 7.00 p.m. and 6.00 a.m. for safety reasons.
4. No girl student shall enter Boys' hostel except for cultural or similar functions organized by the hostel. The girls will take prior permission of their warden to go for such functions.
5. It shall be the bounden duty of every resident to abide by the hostel rules. The warden of the hostel may appoint a committee of residents to assist her in maintenance of discipline in the hostel.

Mess Rules:

1. The Messes/Canteen/Cafeteria are outsourced to an external catering agency.
2. **Students who reside in hostels shall take their meals in the hotel mess/dining halls only. No food items except fruits, nuts, sprouts, biscuits and pre-packed bakery and confectionaries are allowed in rooms. Please ensure cleanliness of the room is maintained while consuming such items.**
3. **Students shall be served food items based on menu decided in advance during the prescribed timings only. Students not coming to dining hall in time may miss their food. So, students are advised to be punctual for the meals.**
4. They shall not transfer utensils or cooked items from one canteen to another or take food to any outsiders.
5. All students shall be provided a common menu. No request for special or alternative diets shall be entertained.
6. Sick students may be allowed to eat meals in their rooms with the permission of the warden.
7. Sick students may obtain a special diet on the recommendation of Medical Officer and warden, and the permission of the Mess Secretary.
8. Students shall not interfere with cooking or services and shall not handle mess equipment.
9. Students shall cooperate with the mess employees and treat them in a polite and courteous manner.
10. Students shall pay their mess fees for the full academic year at the commencement of the year to the canteen against proper receipt and the Warden is informed of such payments.

Hostel canteen/cafeteria

1. Hostels will have separate dining rooms. The time schedule is as given below:
 - Breakfast 7.30 a.m. to 8.30 a.m.

- Lunch 1 p.m. to 2 p.m.
- Dinner 8.30 p.m. to 9.00 p.m.

Entertaining of Guests

1. Students are permitted to meet the visitors only in the Lounge after obtaining permission from the Warden.
2. Visiting hours at the hostel are
 - Weekdays 5.30 p.m. to 6.30 p.m.
 - Weekends and Public Holidays 9 a.m. to 8 p.m.

XXIV. CLASSROOM BEHAVIOUR

All students are expected to maintain proper standards of classroom behaviour including appropriate dress code. The faculty may ask a student to leave the classroom if the level of pre-class preparation is found to be below acceptable level. The judgment and decision of the faculty is final. In addition, the faculty may require such student(s) who disrupt the smooth conduct of the class, to leave the class. In addition, he/she may also report the matter to the Chairperson-Disciplinary Committee for initiating disciplinary action. Students are prohibited from carrying eatables for consumption inside the classrooms.

Dress Code at VJIM

- ✓ **Boys:** Formal shirts and trousers with formal leather (black or brown) shoes on all days & **Formal shirts and trousers with necktie and blazer & formal leather (black or brown) shoes on all formal institutional events.**
- ✓ **Girls:** Salwar Kameez / Saree / Western formal Business Suit with leather footwear on all days & **Formal shirts, trousers, and blazer & formal leather (black or brown) shoes on all formal institutional events.**

Wearing dupatta is compulsory if one is wearing salwar kameez.

Note:

- **Denims and tights are not formal clothes.**
- **Sleeveless dresses are not allowed. Slippers of any kind are not formals.**
- **Girls who are wearing western formals must wear formal shirts only and not any tops/T-Shirts.**
- **Palazzos are not formal unless paired with formal shirts.**

Color of the Blazer: Dark Navy Blue. **Color of the trousers while wearing the blazer:** Same as the blazer or Beige

Shirt: Sky blue Plain full sleeved shirt to match with the blazer and trousers

Grooming:

- ✓ **Boys:** Clean shave and a decent haircut. Fancy hair colors are strictly not allowed.
- ✓ **Girls:** Hair should be tied into a knot or a ponytail or should be neatly braided.

Mobile phones

Usage of mobile phones is strictly prohibited inside the classrooms. Students are required to keep their mobile phones in switched off mode or in the silent mode (no vibration mode). If any mobile phone is found ringing in the class, the owner of the instrument will have to pay a penalty of **Rs. 1000/- the first time and the second time, the mobile will be confiscated.**

Vehicle driving

- **It is compulsory for the students who are driving two-wheeler to wear the helmet.** Entry into the college is restricted for those who do not wear helmets. This is applicable to all the hostellers as well.
- **Wearing seat belt is compulsory for four-wheeler drivers.**
- **Triple riding is not allowed**

XXV. INTEGRITY

Academic integrity

All students are expected to maintain integrity and honesty in all their academic work (assignments, reports, summaries, quizzes, examinations, etc.). The act of submitting work for evaluation is regarded as assurance that the work is the result of the student's own thought and study, produced without assistance, and stated in the student's own words, except matter within quotation marks, references, or footnotes which acknowledge the use of such sources. If a student is in doubt regarding any matter relating to the standards of academic integrity in each course or in a given assignment, that student shall consult the faculty-in-charge before presenting the work. Students who violate academic integrity and honesty shall be liable for disciplinary action.

A student shall be deemed to have violated academic integrity if he or she:

- a. Represents the work of others as his or her own.
- b. Obtains assistance in any academic work from another individual in a situation in which the student is expected to perform independently.
- c. Offers false data in case of any field study
- d. Intentionally impedes or damages the academic work of others
- e. Engages in conduct aimed at false representation of a student's academic performance.
- f. Forges or falsifies documents or records; and
- g. Assists other students in any of these acts.

General integrity

During the 2-year Post-Graduate Programmes at VJIM, every student implicitly agrees to abide by the rules, values and culture of the Institute. A student is an Ambassador of the Institute and hence is expected to adhere to high standards of moral values. Therefore, if a student is found to have acted in a manner that is tantamount to cheating – whether another individual or the institute – such an act, will attract severe punishment, which may include being asked to withdraw from the programme.

XXVI. GENERAL BEHAVIOR

Students are admitted to the PGDM programmes in good faith, based on the belief that their claims to fulfillment of eligibility supported by documents are genuine. This also includes their affirmation that they have completed all academic formalities prior to joining VJIM. However, if it comes to be known that a student did not complete such formalities prior to joining the institute without the knowledge of

the Chairperson-Admissions, it will be deemed that the student has committed a major felony of misrepresenting the truth and the student shall be asked to withdraw from the programme.

- Ragging is an offense. Any student indulging in such activity – be it in the institute premises or hostel or outside – shall be considered having committed a breach of discipline and shall face strict disciplinary action.
- Ragging in academic institutions is a punishable offence as per the directives of the Supreme Court.
- Ragging and vandalism in any form is strictly prohibited. As per the provisions of the A.P. Prohibition of Ragging Act No.26 of 1997, whoever causes, commits or abets ragging shall be punished with imprisonment and with fine according to the seriousness of the crime.
- Any complaint of ragging, if found *prima facie* true, the accused student or students shall be suspended from the hostel for such periods as may be deemed necessary.
- A student convicted for ragging shall be dismissed from the institute.

Rules & Regulations for Prevention and Prohibition of Ragging

The All India Council for Technical Education (AICTE), New Delhi vide its Notification no. 37-3/Legal/AICTE/2009 dated 25-03-2009 has taken a very serious view of ragging incidences in educational institutions and on Directions of the Hon’ble Supreme Court of India vide its Order dated 16.5.2007 has ordered strict implementation of following rules & regulations for Prevention and prohibition of Ragging in technical Institutions.

Various Types of Ragging

The Hon’ble Supreme Court has, inter-alia, mentioned the following types of ragging: -

Ragging has several aspects such as, among others, psychological, social, political, economic, cultural, and academic dimensions.

- Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered with in the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions.
- Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gesturing, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
- Any act or abuse by spoken words, emails, snail-mails, blogs, public insults should be considered with in the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing ‘freshers’ in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging – coping skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.
- The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

Actions to be taken against students for indulging and abetting in Ragging in technical institutions Universities including Deemed to be University imparting technical education: -

- The punishment to be meted out to the persons having indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulging in ragging should be debarred from taking admission in any technical institution in India.
- For every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
- Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel
 - (viii) Rustication from the institution for period ranging from 1 to 4 trimesters
 - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
 - (x) Fine of Rupees 25,000/-
 - (xi) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.
- The institutional authority shall intimate the incidents of ragging that have occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
- Courts should try to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness

XXVII. GRIEVANCE REDRESSAL CELL

The institute has a Grievance Redressal Cell. There have been no major grievances in last four years. There are minor grievances pertaining to academic and administrative matters that have been resolved at different levels.

XXVIII. COMPLAINT COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT(POSH)

The institute has constituted a Committee to deal with cases of grievances concerning any kind of harassment including sexual harassment and take suitable actions. The objectives of the Committee are well defined as mentioned below:

- To prevent discrimination and sexual harassment against any employee, by promoting gender amity among the students and employees.
- To lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against any employee by the students and other employees.
- To deal with cases of discrimination and sexual harassment against any employee in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- To recommend appropriate punitive action against the guilty party to the Director.

XXIX. PLACEMENT NORMS

1. Students should be aware that few companies require a minimum cut off CGPA (5.0) to sit for their interview process. However, the criteria may vary from company to company
2. Dress code to be followed – Well-groomed with Business Formals
3. Students can undergo 3 interviews in case they fail to crack an interview, they need to undergo counselling with the allotted faculty guide for the betterment and sit for further interviews. In case they fail to attend any of the counselling sessions strict action will be taken against the candidate
4. Attendance for CVS and placement training programmes is mandatory
5. Thing to be noted and complied with –
 - a. Avoid casual dressing including footwear.
 - b. Avoid discussing anything near placement cell while interviews are going on
 - c. Avoid gathering near placement cell during interviews
 - d. Always exhibit ethical conduct.
6. Students can sit for second interview only after 70% of the total batch strength is placed and only if their package is below 4.5 Lakhs per annum. This rule is to be strictly adhered in case of violation of it, one would be penalised
7. Drives can sometimes get extended to late hours for which arrangements for a stay at hostel can be arranged provided prior permission has to be taken. In case any student wants to go back home can travel by their own transport
8. Off Campus Drives – There would be off campus drives held at various locations to which the students once registered cannot withdraw their names after the deadline mentioned by the placement cell. Withdrawals are allowed only 12 hours before the deadline
9. Once the offer letter is signed by the student, he/she cannot withdraw their acceptance and a copy of the offer letter is to be submitted to the placement cell

10. In case someone is not interested in placements, intimation must be given at least 12 hours prior to the commencement of the selection process.
11. In case any student happens to miss any class due to placement activity, a requisition has to be submitted with-in 24 hours.