PGDM
STUDENT HANDBOOK

Batch
2025 - 2027

Student Handbook PGDM 2025

Policies, Guidelines and Reference Manual

June 2025

Contents

1 Preamble

Academic and personal standards are necessary to promote a fair and orderly conduct in a community as large as ISBR. All students of ISBR are required to abide by these rules and always conduct themselves in a manner that lends credibility to the Institute and enhances its prestige in the community at large.

Please note that the information, policies, rules, regulations, and procedures contained in this manual are liable to change at the discretion of the Institute at any time and whenever it is deemed necessary to do so, with or without prior notice.

2 About ISBR

ISBR is an institution with International Education Standards with its first campus set up under the aegis of the Bangalore Education Trust established in the year 1990. With a legacy of 34 years in the education sector, it was founded by one of the leading education entrepreneurs in the country, Dr. Manish Kothari.

A cornerstone of ISBR's success is its faculty members. The institution prides itself with an esteemed faculty line-up, having a rich blend of academic mastery and industry experience and have strong national and international collaborations and industry partnerships which stand as a testament to ISBR's dedication to bridging the gap between academia and the Industry.These alliances supplement ISBR's determination to bridge the gap between theoretical knowledge and practical application. This will undoubtedly provide valuable opportunities for students and faculty to engage in cross-cultural learning experiences and gain insights into the dynamic world of entrepreneurship, further enhancing ISBR's standing as a premier educational institution.

The academic architecture at ISBR is designed to provide students with a unique and holistic learning experience. It combines student ambassadors, club activities , specialized programs, in-depth projects, case studies, research opportunities, and publications to nurture a passion for knowledge and a love of learning. This approach, coupled with excellent placement services and continuous support for individual development, equips ISBR students with a real world learning experience.

ISBR offers excellent infrastructure. The technology enabled classrooms, well-equipped library, modern laboratories, and student friendly campus with hostel facilities in the neighborhood, offer every ISBRian an all-round learning experience. ISBR is at the forefront of fostering an entrepreneurial culture in the country with numerous industry institute collaboration activities. ISBR Business School has a strong alumni network with presence all over India and abroad who frequently are engaged in various activities with the alma mater.

ISBR's journey to becoming one of the best management colleges in South of India for international programs, as recognized by the Centre for Education Growth and Research (CEGR) in 2023, has been marked by consistent dedication to quality education. It has also been awarded the title of the Best Industry-Linked Management Institute in India by the All India Council for Technical Education (AICTE) Confederation of Indian Industry (CII) Survey in 2021. ISBR has completed the NBA 2nd cycle re-accreditation and achieved Grade-2 level autonomy, signifying our commitment to academic excellence.

3 Vision

> To be the premier Institute for knowledge creation and dissemination that develops potential management leaders for India and Global Community.

4 Mission

- To create and nurture an environment where students learn with holistic approach to ensure they achieve academic excellence, integrity, leadership qualities and become socially responsible individuals.

- To create and maintain a healthy campus environment for all our stakeholders to achieve excellence in the field of management education and research by addressing internal and external issues of the Institute from time to time.

- To endeavor to keep the curriculum updated to suit the requirements of the industry in global context and deepen international alliances.

5   Core Values

- Pro-activeness
- Integrity
- Continuous Learning & Improvement
- Social Consciousness
- Sustainability

6   Program Objectives

The specific outcomes envisaged for the PGDM program are as follows:

PO1: Apply knowledge of management theories and practices to solve business problems

PO2: Foster Analytical and critical thinking abilities for data-based decision making

PO3: Ability to develop Value based Leadership ability

PO4: Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business

PO5: Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment

PO6: Create innovative solutions by applying critical thinking and business insights to address real-world challenges

7   Quality Policy

- ISBR will provide the students with the "best in class" contemporary management education to maintain a pipeline of "Industry Ready" and "Employable" management professionals.
- ISBR will strive to meet and surpass the expectations of all stakeholders, be it students, employers, or faculty and staff, with state-of-the-art technology, modern pedagogy and methodology, with transparent best practices and to be a preferred choice for each one of them.
- ISBR will provide thought leadership in management education, an open and performance-driven culture, driven by objectivity, and by building capacity and competencies through the institutionalization of systems, procedures, and processes to foster a learning and innovative environment.

8   Academic Calendar

The first-year course work is spread over three terms, followed by a compulsory Summer Internship. The second-year course work is also spread over three terms, followed by the Convocation in September/October/November. The PGDM program office will circulate the important dates and will also be available on the notice board.(**Annexure-1**). Students are advised to plan their academic, co-curricular and extra-curricular activities by referring to the academic calendar. The academic schedule of the senior students (II Year) is also given in the same academic calendar to help the first year students to factor the availability of the second year students while planning the activities.

9   Term Registration

The guidelines for registration are as follows:

9.1 PGDM First Year (Term-1)

The registration for the PGDM course at ISBR Business School will be provisional and subject to verification of certificates and testimonials and receipt of all the documents required for submission.

a. The students will be required to register one day before the start of Term 1 and Term 4. The registration process will be completed only after payment of the required fees. The PGDM Program Office will announce details regarding date, venue, and other details of registration from time to time.

b. Candidates who have appeared for their final degree examination must bring an official certificate (with seal & date) from the Head of the Institution/Department specifying that they have completed all the requirements (including examinations, project, viva voce, etc.) for the award of Bachelor's degree and only the final result is awaited. The final examination mark sheet, showing that candidate has passed the examination, must be submitted within 15 days of declaration of the result, and in any case, not later than the end of the calendar year, failing which registration to the program will be automatically cancelled.

9.2 PGDM Second Year (Term-4)

The registration for the second year will be provisional, subject to the following:

a. Submission of documents related to Summer Internship, such as:

- Summer Internship Report;
- Completion Certificate from the Organization; and
- Confidential Evaluation Report form.

b. Submission of Registration forms duly filled in.

c. Proof of payment of tuition fees and other fees, if any.

d. Return of the books due to the Library.

e. Return of any other Institute belongings borrowed by the students.

In addition, the registration for the second year will be confirmed only upon achieving all the required passing requirements at the end of the first year.

9.3 Late Registration:

The Program Director, PGDM may allow a maximum of one week for late registration, after which the student will not be allowed to register, barring exceptional circumstances (This will be decided on a case-to-case basis by the Academic Committee). Students, who neither register as mentioned above nor seek permission for late registration, will have to drop the term and take courses in the next academic year to complete their academic requirements. The Program Director, PGDM will grant permission only on genuine grounds, and if it is on medical grounds, the student is required to produce a medical certificate (and related documents) counter signed by the institute medical officer/doctor.

10 Induction and Orientation Program

10.1 Induction Program

An Induction Program is organized during the first week for the incoming students. The objectives of the induction program are as follows:

a. To acquaint the students with management education, its scope, its functional areas, and the structure of the Postgraduate program at ISBR Business School.

b. To help them become aware of various learning styles and help them establish linkages between their life's goals and management education.

c. To start interaction of students with their respective mentors that will be assigned to each PGDM student.

d. To initiate functional interaction between final year and first year students and between first year students and faculty.

10.2   Orientation Program

The orientation program intends to support new students to begin their journey at ISBR. We aim to create opportunities and offer proficiency that directly relate to the educational philosophy and practices of the Business School. In this orientation, students will be able to engage their passions, challenge their philosophies, and continue to grow intellectually, socially, and emotionally. The Orientation program would be conducted after the induction program at the beginning of the first term. All PGDM-I students are required to attend. The schedule for the Induction and Orientation Programs will be announced by the PGDM Program Office and will be put up on the PGDM-I notice board.

11   PGDM Course Breakup

PGDM Program is designed to include various types of courses intended to meet different objectives. The following table gives the breakup and the credits that the students will earn in each type.

Nature of Courses	T1	T2	T3	T4*	T5	T6	Total Credits
Foundation Core Courses	18	18	15				51
Skill based Courses	2	3	3	5	2		15
Value Added Courses	1	1	1				03
Major (Domain)			3	12	12		27
Minor (Career Track)				6	6		12
Project				3		4	07
Course of Independent Study(Optional)							
Audit Courses(Optional)							
Career Advancement Training	1	1	1				03
Total Credits	22	23	23	26	20	04	118

The following subsections provide brief description of each type of courses and their intended objectives.

11.1   Business Foundation Courses

Business Foundation Courses are intended to provide a strong base to students with a comprehensive understanding of the fundamental principles and concepts of business. These courses lay the groundwork for future studies in business and prepare students for careers in various industries.

Key Topics Covered:

1. **Business Environment:** Understanding the internal and external factors that impact business operations.

2. **Managerial Economics:** Understanding micro and macro economics that are fundamental to commerce and management.

3. **Business Management:** Exploring the principles of management, including planning, organizing, leading, and controlling.

4. **Marketing Management:** Introducing the fundamentals of marketing, including market research, segmentation, targeting, and positioning.

5. **Financial Management:** Covering the basics of financial management, including financial statements, budgeting, and financial analysis.

6. **Accounting Fundamentals:** Introducing the principles of accounting, including financial and managerial accounting.

7. **Human Resources Management:** Exploring the role of human resources in business, including recruitment, selection, training, and development.

8. **Quantitative Methods:** Introduction to probability theory and statistics, spreadsheet computations and visual data presentation.

11.2   Skill Based Courses

Skill-Based Courses are intended to provide students with practical skills, hands-on training and real-world applications. They learn specific, industry-relevant skills that enhance their employability and career prospects. These courses are short-term and specialized, enabling students to develop expertise in a particular area.

11.3   Value Added Courses

Value-added courses are specialized courses that provide students with additional skills, knowledge, and certifications beyond their regular academic curriculum. These courses are designed to enhance employability, career prospects, and overall professional development.

Key Topics Covered:

1. Foreign Language Courses

2. Responsible Citizenship Credits

3. Design Thinking Workshop

4. Service Learning Project

5. Conflict Management

6. Proficiency Building

7. Certification in PowerBI

8. Certification in Six Sigma

11.4   Major (Domain)

Major courses are elective courses that are a collection of core subjects related to a specialization that provide a comprehensive understanding of management principles, theories, and practices currently in need to the industry. These courses are mandatory for management students who have chosen a particular specialization. The specialization areas that are currently available to the students of ISBR are:

1. **Financial Management:** Understanding financial concepts, tools, and techniques.

2. **Marketing Management:** Analyzing market trends, consumer behavior, and marketing strategies.

3. **Human Resource Management:** Managing human resources, including recruitment, training, and development.

4. **Operations Management:** Understanding production planning, inventory control, and supply chain management.

5. **Data Science and Business Analytics:** Developing insights from data and implementing business strategies.

6. **Product Management:** Understanding product characteristics for better brand and market positioning.

11.5   Minor (Career Track)

Minor courses are a subset of major elective subjects that are more oriented towards career specific skills, allow management students to gain skills in a specific area of interest. These courses provide additional skills and knowledge to complement the major courses. Minor courses are listed within the collection of major courses. Courses listed as minor (Career Track) are available for other major students to choose while the courses listed under major (Domain) are NOT available to other major students.

By combining major and minor courses, management students can develop a comprehensive understanding of management principles and practices, while also specializing in a specific area of interest.

11.6   Project

Projects in management curriculum help students develop practical skills, apply theoretical concepts, and prepare for real-world business challenges. Students may take up a project from the following category:

- **Business Plan Project:** Students develop a comprehensive business plan for a new venture or existing business.

- **Case Study Project:** Students analyze a real-world business case, identifying problems and proposing solutions.

- **Consulting Project:** Students work with a client organization to solve a specific business problem.

- **Research Project:** Students conduct research on a management topic, collecting and analyzing data to draw conclusions.

- **Entrepreneurship Project:** Students develop a business idea and create a prototype or pitch.

Project Objectives:

1. **Apply theoretical concepts:** Students apply management theories and concepts to real-world problems.

2. **Develop problem-solving skills:** Students analyze problems, identify solutions, and develop implementation plans.

3. **Improve communication skills:** Students present their projects, developing public speaking and presentation skills.

4. **Enhance teamwork and collaboration:** Students work in teams, developing leadership, coordination, and conflict resolution skills.

5. **Foster critical thinking and creativity:** Students think critically and creatively, developing innovative solutions to business problems.

11.7   Course of Independent Study (CIS)

The CIS offers an opportunity to the student to explore a topic in depth in his/her area of interest. The CIS comprises an investigation, together with the written report and interpretation thereof, of a subject accepted and approved by a member of the faculty. A CIS could either be exploratory or prescriptive in nature with focus on its applicability to management situations. It may be a MOOC course, case study, a study of a policy problem, a historical study, development of a new method, comparison of two or more methods, or formulation and testing a hypothesis relevant to some areas of management. The CIS may be a field/literature-based study or both.

Stepwise process of CIS:

1. A student can opt for a maximum of two Courses of Independent Study in Terms 5 and 6 in lieu of the electives offered, such that not more than one CIS is taken in Term 5. However, two CIS can be taken in Term 6.

2. A CIS is equivalent to a full course of 3 credits. CIS shall not count towards the courses required for a concentration area. Though CIS may be taken only in term 5 and/or term 6 and the consent of the Supervisor(s) must be submitted to the PGDM Program Office latest by the end of mid-term examinations of term IV along with the elective choices. CIS can be chosen only if related electives are not present in the area of specialization of the student.

3. **Eligibility Criteria for CIS**

   - Minimum CGPA of 7.00 in PGDM-I (First year).
   - Minimum B+ average grades in relevant courses in the area of the CIS, and
   - A student opting for CIS should not have any F or D grades in any course. This would be subject to review on a case-to-case basis by the Academic Committee.

4. **Proposal Evaluation:** A student, who had opted for CIS, should submit his/her CIS proposal to PGDM Program Office by the end of Mid-Term Examination of Term 4. The proposal will be evaluated by the concerned Area Head. If satisfied with the proposal, the Area Head may accept the proposal and recommend to PGDM Program Director for approval. If not satisfied, the Area Head may reject the proposal or may propose amendment to the proposal and ask the student concerned to resubmit the proposal through PGDM Program Office.

5. **Faculty Supervision:** The CIS has to be done under the supervision of faculty member(s) chosen by the student. The final enrolment for CIS will be done along with the confirmed choices of electives for Terms V/VI taken. Written consent of the faculty supervisor(s) and the proposed title of the CIS are necessary at that time. Faculty members are free to lay down criteria for choosing students and limiting the number of students for supervision.

6. Two copies of the CIS report must be submitted to the PGDM Program Office before the first day of the end term examination, of the respective term.

7. No extension of time for submitting the report will be allowed.

8. On receipt of the report, PGDM Program Office will issue notice to student for presentation to faculty panel before the end-term examinations.

9. Presentation once made will be final. No student will be allowed to make presentation more than once.

Evaluation of CIS report:

The evaluation of a CIS report will be based on the adequacy of time spent on the study, contribution and submissions, cogency, and overall presentation. The evaluation scheme should be as follows:

No.	Component	Weight
1.	Proposal	10%
2.	Mid-term review (to be submitted before the mid-term exam)	20%
3.	Final Report (to be submitted before the final exam)	50%
4.	Oral Presentation	20%

The final evaluation of the work will be done by the faculty supervisor(s) on the usual 10-point letter grading system.

Certificate of Approval:

A certificate of approval is to be attached in the final report in the prescribed format (Refer Annexure).

11.8   Audit Courses (Non-Credit)

- A student may take maximum of one audit course in term 4 and one audit course in term 5.

- Students can opt for an audit course from the list of courses on offer during the particular term.

- All rules applicable to a regular student will apply to the audit student also.

- Grades obtained in audit courses will not be used to calculate final TGPA, but will appear in the student's marksheet

- The student will be required to fill the prescribed form and submit to the Program Office.

- The approval to audit a course shall be granted if there is no overlap between the chosen course to audit and the other courses which the student has to credit.

Students intending to audit a course shall submit the Audit Course Approval form to the program office one week before the start of the term.

11.9   Career Advancement Training

Career Advancement Training is a specialized program designed to equip management graduates with the skills, knowledge, and strategies necessary to advance their careers and achieve professional success.
Key Objectives:

1. **Enhance employability:** Develop skills and competencies that are in high demand by employers.

2. **Career progression:** Equip graduates with the knowledge and strategies to advance their careers.

3. **Professional development:** Foster a culture of continuous learning and professional growth.

Training Modules:

- **Resume building and interview skills:** Craft effective resumes and prepare for successful job interviews.

- **Networking and professional branding:** Develop a professional online presence and build a network of contacts.

- **Leadership and teamwork:** Develop leadership skills and learn to work effectively in teams.

- **Communication and presentation:** Enhance communication and presentation skills to effectively convey ideas and persuade audiences.

- **Industry insights and trends:** Stay up-to-date with the latest industry trends and developments.

Training Methods:

- **Workshops and seminars:** Interactive sessions with industry experts and thought leaders.

- **Coaching and mentoring:** One-on-one coaching and mentoring to address individual career goals and challenges.

- **Case studies and group discussions:** Analyze real-world case studies and engage in group discussions to develop problem-solving and critical thinking skills.

11.10   Responsible Citizenship Credits

Responsible Citizenship Credits course is jointly offered by ISBR and the Electronics City Industries Association (ELCIA) and carries a total of 3 credits. All the students of PGDM have to compulsorily take up the course spread over the first three terms or as prescribed by the partnering organization*.

The guidelines for evaluating the Responsible Citizenship Credits are as follows:

a. The evaluation will be on 1 to 5 scale. Each scale point shall be related to a star.

b. All students will get two and a half (2.5) stars out of five (5) stars by default, just by participating in the course.

c. Two and half more stars can be earned by the students on the basis of below criteria:

  - The mentor faculty will evaluate the performance of the student's responsible citizenship and give a maximum of 1 star.
  - The partnering agency (project guide) will give 1 star based on the attendance, team work and project quality as evidenced by reports.
  - The final half star would be given by students in the team to each other towards the end of the first year.
  - The ratings earned by the student will appear in the yearly/consolidated grade sheet of the student.
  - A certificate will be issued to the student, jointly signed by ISBR and the partnering organization.

*Subject to confirmation from ELCIA.

12   Program Curriculum

PGDM in ISBR is broadly divided into six academic phases, called Trimester or Term, each spanning over 13 weeks. In the first Term, students will be required to pursue a set of business foundation courses in accounting, finance, marketing, human resources, operations, strategy and systems. They also need to compulsorily pursue general core courses in economics, entrepreneurship and business communication. In the second term, the students need to exercise the choice of functional specialization- Finance, Marketing, HR, Operations, Data Science and Business Analytics, and Product Management. In the third term, in addition to foundation core, students will complete one core course from their choice of specialization in order for them to be better prepared to do their summer internship project. The second and third terms will also have a set of placement preparatory modules to prepare the students for placement

interviews. In the fourth and fifth terms, they will do courses from their choice of specialization and career track courses. The school offers the most current list of electives in each functional stream depending on the demand of the time. A student's choice of major (domain) and minor (career track) in this graduate program need not necessarily depend on the subjects studied at the undergraduate level. The PGDM Curriculum 2025 provides a detailed term wise list of courses that the students will credit.(**Annexure-2**)

12.1   Choice of Specialization

a. Students will choose their specialization by the end of Term 2 and will do their first elective course from their specialization in Term 3 itself which will help them in their Summer Internship project.

b. The student will have the option of choosing

- Major Only or
- Major Minor Combination

c. If a student chooses *Major Only* option, then he/she will credit **ALL** courses listed under his/her specialization in Term 4 and Term 5.

d. If a student chooses *Major And Minor Combination* option, then he/she will credit 4 courses, listed under major specialization (Domain) and 2 courses listed under his/her minor specialization (Career Track) in Term 4. The student will credit a total of 6 courses similarly in Term 5 also.

13   Attendance

ISBR Business School insists on regular and prompt attendance in classes. Attendance will be taken by the instructor directly and the students should be attentive at the time of attendance to get their presence recorded in the attendance register. Unauthorized absence from class/institute will be considered a breach of discipline and the Institute will be free to take appropriate action in such cases, to the extent up to rustication from the program and from the Institute.

13.1   Leave of Absence

Under extra-ordinary circumstances, students may obtain leave of absence under the following rules and procedures:

a. Prior permission must be obtained from the PGDM Program Head for availing of leave. Students going out of station must inform and obtain permission from The Head of PGDM Program. If a student is found to be out of station without any intimation, disciplinary action will be taken against him/her up to the extent of debarring from appearing in the examinations.

b. In case of sickness, students should apply for Medical Leave.

13.2   Medical Leave

Students are expected to attend all scheduled classes, orientation sessions, quizzes and examinations during terms as indicated in the academic calendar. Under severe medical exigencies, students may obtain leave of absence from classes, by submitting an application or by sending an email to PGDM Program Office.

In case of sickness, students must produce all related documents including prescription, bills, payment receipts, discharge summary, etc. along with the medical certificate that should be issued and/or countersigned by the Institute Medical Officer/Doctor (approved) within 2 days of the date of joining. No student shall be allowed to continue attending the classes unless he/she produce the medical fitness certificate which is duly endorsed by the Institute approved Medical Officer/Doctor.

The Medical Officer/Doctor will issue the medical certificate only in case of diagnosed illness where they are convinced that the student is too ill to attend classes. These include hospitalization, communicable diseases, and accidental injuries (fractures, deep trauma, etc.). Each medical exigency will be examined on a case-to-case basis by the Exam Committee which will approve/disapprove of the leaves due to such exigency. Any student trying to misuse this will invite administrative action.

Before applying to the PGDM Program Office for leave, the student should contact his/her faculty members to ensure that he/she is not missing any quizzes or examinations during the leave period. The PGDM Program Office or the concerned faculty will not be responsible for the student losing any segment of evaluation on account of medical leave, or 15% of absence. In the event of a student's sickness during Mid/End term examination, a make-up examination for the missing subjects shall be conducted subject to the approval of the PGDM Exam Committee. If leave is approved by the PGDM Exam Committee for medical reasons for the make-up Mid/End Term examination, the concerned faculty member has full discretion to modify the difficulty level, as the case may be.

If the reason of absence for Mid/End Term examination does not come under Medical/exigencies, a loss of one grade will be imposed after re-examination result. If the student is unable to appear for the re-examination on the said due date, he/she will be awarded 'F' Grade".

13.3   Minimum Attendance Requirement

The student is expected to attend a minimum of 85% of classes in each course. (i.e., in a 3 credit course, 26 classes out of 30). A penalty mark will be imposed on all the students who do not meet the minimum 85% attendance requirements in each course in the following manner:

Attendance of Student	Marks
More than or equal to 85%	5 marks
More than or equal to 80% but less than 85%	4 marks
More than or equal to 75% but less than 80%	3 marks
More than or equal to 60% but less than 75%	0 marks
More than or equal to 50% but less than 60%	*

*It is important to note that students having less than 60% attendance and more than 50% in a course due to any valid reason including medical problem(s) will be awarded minimum pass grade in that course, provided CIA and end-term exam marks are above the minimum passing requirement. In other words, minimum 60% attendance is required to be eligible to get more than a pass grade. All students with attendance less than 50% shall repeat the course whatever be the reason.

14   Continuous Internal Assessment

Continuous Internal Assessment (CIA) forms 50% of the total assessment marks for a course. The remaining 50% is based on performance in the end-term examination (ETE). The student is expected to score marks not less than 50% average in both CIA and ETE and not less than 50% in individual components of CIA and ETE. The student is clarified that it is NOT enough if the average score is 50% or more, but the student should score not less than 50% in CIA and not less than 50% in ETE.

14.1   Components of CIA

No.	Component	Time Schedule	Duration	Who will conduct	Weight*
1.	Quiz-1	2 weeks from the date of start of the term	30 minutes	Course Faculty	15%
2.	MTE	Middle of the Term	90 minutes	Exam Office	50%
3.	Quiz-2	2 weeks after the mid-term exam	30 minutes	Course Faculty	15%
4.	Class Work	*All through the term		Course Faculty	15%
5.	Attendance	**All through the term		Course Faculty	5%

The weight % is provided on the basis of total of 100 marks for CIA. For the purpose of calculation of grade point, 50% of this total will be considered.

* Class Work may include class participation, report submissions, viva, group work submissions, group / individual presentations. The course faculty will decide the Class Work components depending on the nature of the course.

** Attendance mark is awarded based on the rule mentioned in the section on "Minimum Attendance Requirement".

15   Academic Performance and Grading

No repeat assessment will be allowed under any circumstances in CIA components except for medical exigencies or absence due to any unexpected event in the immediate family. In such cases, the student may be given an opportunity to resubmit the assignment or reappear in the test. All such pending assessments shall be completed before the next assessment component is administered. If a student fails to comply with the resubmission deadline or fails to reappear in the repeat test, then the student shall be allowed to pass the course only by repeating the course after paying the course fee in the next academic session, or appear in special examination if so permitted by the Exam Committee. The Institute will decide all such cases on case-to-case basis at the end of the academic term or session. The proportionate relative weightage of the other components for a specific course will be at the discretion of the instructor. The evaluation scheme for every course will be conveyed to the students at the beginning of the course along with the course outline by the course instructor. Attendance is must for Mid-term and End-term examinations for every student in each term, failing which he/she will be debarred from the registration for next term. Such students are required to continue from that term along with the next batch.

15.1   Grading System

A ten-point grading scheme with corresponding letter grades will be used, as given below:

Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Grade Point	10	9	8	7	6	5	4	3	2	1	0

The Term Grade Point Average (TGPA) will be calculated by computing the sum of grade points in respective courses multiplied by their respective credits and dividing it by the total credits for all courses in the term. Similarly, the Cumulative Grade Point Average (CGPA) will be calculated at the end of each term as a composite index of the academic performance of the student up to that term in the program. TGPA is an indicator of student performance for a term, whereas CGPA is an indicator of student performance up to the current term.

The faculty member will assign a numeric score as well as a letter grade to each student, which will be the weighted sum of component scores. The Exam Committee will moderate the grades of all courses to ensure adherence to the grading guidelines and ensure consistency of grading across sections. The right of moderation would be used by the Exam Committee (for upward or downward revision of grades only under exceptional circumstances (i.e., in case of major deviation from the grading guidelines)).

For information to the student, the course faculty will follow the following guidelines, in the award of grades:

- Letter grade 'A (A-, A, A+) should not exceed 25 percent of the class.

- Letter grade D & Letter grade C (C-, C, C+) grade should be at least 10 percent.

- A student who scores less than 35 (absolute score) will be given letter grade 'F'.

When two or more instructors are teaching the same course in different sections, it is desirable to come to an agreement on common grading distribution for different components. The Course Committee shall ensure uniformity in grading in such circumstances.

Whenever two or more faculty take a course, if faculty X teaches section A and faculty Y teaches section B, the grading norm is to be applied for A and B separately. This is to avoid the impact of differences in the marking on the final distribution. This must be followed even in cases where common question paper and marking scheme is followed across sections.

15.2   Minimum Passing Requirements for Promotion to II Year

In order to qualify for promotion to the second year, the student's CGPA at the end of the first year must not be less than 3.50. Moreover, for continuation in the program and/or to qualify for promotion, at no stage in the first year shall the student accumulate:

- F grade in more than two courses; or

- D grade in any course if he/she has obtained F grade in two courses; or

- D grade in more than two courses if he/she has obtained F grade in one course; or

- D grade in more than four courses if he/she has not obtained F grade in any course

15.3   Minimum Passing Requirements to Qualify for the Degree

In order to qualify for the degree, the student's CGPA at the end of the second year must not be less than 3.50. Moreover, for the award of the degree, at no stage in the second year shall the student accumulate:

- F grade in more than one course; or

- D grade in any course if he/she has obtained F grade in one course; or

- D grade in more than two courses

For the purpose of the criteria in 'a' and 'b', an F or D grade in any course will be treated as a full F or D irrespective of the credit weightage of the course. Failure to achieve the prescribed minimum standards of academic performance will result in the student's termination from the program.

16   CGPA Calculation for International Exchange Students

For students participating in International exchange program, the CGPA shall be calculated as follows:

1. For Exchange program students, the student will study at a foreign university/business school under Student Exchange program for one term / two terms in the second year.

2. The calculation of exchange credits shall be on the basis of credits in term/terms during which the student takes up the exchange program.

3. Credits earned during the exchange study shall be equal to or more than the credits prescribed in the PGDM curriculum for the respective term/terms.

4. TGPA/CGPA will be calculated for all SIX Terms by considering the credits earned at the host institution.

5. For the purpose of calculation, 10 hours of class work at the host university shall be treated as equivalent to one credit.

16.1   Failing to qualify in International Exchange Program

If a student fails to qualify in any course during the International Student Exchange program, then F grade obtained in a course(s) will be considered for the purpose of academic evaluation at ISBR Business School. Detailed guidelines for International Exchange program are available in the International Exchange Program (**Annexure-4**).

17   Program Guidelines

17.1   Minimum Academic Performance

If a student is terminated from the program (on account of failure to achieve minimum standards of academic performance as specified) in the first year or the second year, he/she may file an appeal to the Dean (Chairperson, Academic Committee). Academic Committee may reconsider his/her case for readmission in the program from the next academic year. The decision of the Academic Committee on such an appeal will be final. However, the student has the provision to appeal only once for each of the two years. The student will have to repeat the entire year. All the terms and conditions regarding admission will be applied as per the prevailing policies at the time of re-joining. The student shall be liable to pay a tuition fee, calculated on pro-rata basis, as a percentage of the tuition fee as applicable to that academic year.

17.2   Shortage in Required CGPA

In case a student is unable to fulfil the conditions for continuation in the program or award of degree on being unable to achieve the required CGPA (as specified) or due to medical exigency he/she may request the Program Director for a review. The Academic Committee may consider the cases of those students who fail to meet the conditions specified above on account of extenuating circumstances and take appropriate decision(s), leading to:

a. The Chairperson of the Academic Committee may permit a student to repeat course(s), term(s) or year in the next academic year.

b. The Chairperson of the Academic Committee may expel a student from the program at any time if his/her conduct is detrimental to the educational process of the Institute.

c. A student who is expelled or is required to leave the Institute (in the 1st year or 2nd year) on any ground may file an appeal to the Dean (Chairperson, Academic Council). Academic Council may like to re-consider his/her case and take a decision accordingly. The decision of the Dean on such an appeal shall be final and binding. However, the student has the provision to appeal only once for each of the two years.

d. If a student is not eligible to receive the degree, the Chairperson, Academic Committee may recommend repetitions of course(s)/term(s)/year in the next academic year (based on the overall academic record of the student). All decisions by the Academic committee in such cases would be subject to the approval of the Academic Council.

e. Students who have been awarded an F grade (or accumulated 2 'D' grades) as well as a CGPA of less than 3.5 at the end of any term in the program will be asked to withdraw from all student committees/ambassodorship on campus.

18   Counselling Services

Counselling services through a Counsellor are provided by the Institute to enhance the quality of life for students on the campus. The counselling extends peer support to students who may need help in adjusting and managing the demands of the new environment at ISBR Business School. The services are an integral part of the educational mission of the institution and support the mission in a variety of ways, such as consultation, teaching, preventive and developmental interventions, and treatment. This counselling includes providing clinical services to students who are experiencing stress due to academic, career or personal problems which may interfere with their ability to take full advantage of the learning opportunities before them.

A student shall be advised to seek counselling services to

- **Enhance various areas of student's campus life** - Improve focus, attention, concentration, organizing skills, communication skills, inter- personal relationship skills, how to adapt effectively to new places, settings, roles, responsibilities, and people

- **Maintain a healthy body and mind coordination** - Stress management, relaxation techniques, treatment of problems like anxiety, depression, alcohol/drug abuse & dependency, eating disorders, dealing with ambiguities/dilemmas, making difficult and major decisions and choices, etc.

19   Class Representatives

Class representatives form an integral part of the student community and work in collaboration with all student committees and clubs to help in general administration of the activities concerning the students. These elected representatives of the batch report to the The Head/Program Manager (PGDM) and the PGDM Program Office. They along with the Class Committee and Course Committee ensure smooth functioning and management of classes and various academic related activities and functions of the Institute, including the discipline in the classrooms and Examination Hall.

19.1   Responsibilities of Class Representatives:

a. Support PGDM Program Office in managing attendance in Guest lectures, Panel Discussions, and open houses, etc.

b. Communicate to all concerned about the Timetable changes (if any)

c. Distribution of study material/cases of relevant courses to all concerned as suggested by the PGDM Program Office.

d. Support the PGDM Program Office in managing institutional activities, such as, Orientation program, Annual convocation, etc.

e. Counselling and guidance to juniors in their academic endeavours

f. Support Program Director (PGDM) to identify professional, educational or institutional issues that may be of concern to academic effectiveness.

g. As a member of Class Committee, and Course Committee, adhere to the role and responsibilities.

h. Conduct a self-evaluation of the performance of these Committees, and the effectiveness and compliance with the respective charters.

i. Periodically review and assess the effectiveness of the library resources and give recommendations to the Library in-charge through PGDM Program Office

j. Support the Program Director (PGDM) to monitor compliance and implement the rules mentioned in the PGDM Student Handbook

k. Inform PGDM Program Office to frame penal actions to the students who may be held guilty of non-compliance of the institute's rules

l. Counsel the students regarding the class timings and report to PGDM Program Office, if any student is entering the class late, so that proper action can be taken to maintain discipline

m. Report any suggestion/feedback regarding the attendance, maintenance of classroom and any other academics related issues to Program Office.

n. Ensure that the students are dressed in formal attire during the class hours

o. Support the Program Director (PGDM) in maintaining student discipline in the classes

20 Class Committee and Course Committee:

Class Committee and Course Committee are to provide support to relevant matters of Post Graduate program in Management as per the instructions of the Program Director (PGDM). These committees will work under the guidance of the Program Director (PGDM) and, Program Head. Committee members shall support PGDM office in seeking the commitment of faculty and administrators in ensuring that academic priorities are unambiguously stated and are consistent with the overall educational mission of the Institute. These committees act as a facilitator between students and the faculty members.

The primary objective of these Committees is to facilitate all the activities related to academics between the various stakeholders of the Institute namely PGDM Program Office, Faculty body, and the Students. Following are the activities of these academic committees:

20.1 Class Committee

Class Committee is a basic unit of academic administration and its major responsibility is to monitor a class / section / group of students. It comprises of the Class Representatives and all the instructors who teach the class as its members. Class Committee is formed once course allocation is completed and it has the life time of a term and once the final grades are submitted and the results announced, the class committee ceases to exist. Every time a term or starts, then a new Class Committee is formed. At the start of the term, the class committee will meet and nominate one of the Class Representatives as the coordinator of the class committee. It is the responsibility of the program office to form the class committee every term within the first week of the start of the term and have its first meeting completed by the end of the first month.

20.1.1   The Class Committee Coordinator Responsibilities:

- To convene meetings of the Class Committee

- To prepare agenda of the meetings

- To get the meeting notes organized in coordination with the Program Office

- To prepare minutes of the meetings and share with the members of the committee

- To interface with the Program Director/Program Head and exchange notes of progress and concerns of the class

- To monitor the general "health" of the class based on certain parameters such as average class attendance, average class performance, class progress report, interest level of the students.

20.1.2   Guidelines to Class Committee:

- Each Class Committee shall meet not less than two times in a term

- The class committee shall arrive at the schedule of internal assessments

- Shall monitor the class progress and exchange notes if there is any noticeable deviation

- Shall monitor the attendance record of the students and exchange notes if there is any noticeable deviation among the students on preferential attendance.

- Shall take note of average attendance of the class and the instructors of whom the average attendance is of concern are informed and thus enable to initiate corrective actions

- Shall take note of students who have low attendance and send out warnings

- Shall monitor the performance of the students in internal assessment components and take note of students who are consistently scoring low and send them warnings

- Shall ensure at least one interdisciplinary / multidisciplinary project / assignment is given where the assessment equally distributed to all the course instructors

- Shall maintain full set of Course Hand outs of all the courses being offered to the class for ready reference

- Shall ensure the instructors follow the text books and do not deviate from the syllabus prescribed.

- Shall ensure all the internal assessment marks are submitted well in advance, no later than 5 days prior to the start of the end-term examinations

- Shall discuss and resolve matters of common concern, such as student behaviour in the class, interest level, and academic performance. Where necessary, the Class Committee Coordinator may request the Program Director/Program Head or any senior academic head to visit the class and address the students

- The Class Committee Coordinator may optionally request the Program Director/Program Head to participate in a Class Committee meeting if he / she desires so

- Shall refer students with special requirements, such as behavioural counselling, to the faculty mentor

- Shall ensure all course files are prepared and submitted to the committee at the end of the term, as part of the closing meeting of the committee and handed over to the Program Office for record and future reference.

20.2   Course Committee

Course Committee is a basic unit of academic administration and its major responsibility is to monitor a course that is being offered to more than one class / section / group of students by more than one instructor. The committee comprises of all the instructors who teach the course as its members, and all the class representatives of the respective classes. Course Committee is formed once course allocation is completed and has the life time of a term and once the final grades are submitted and the results announced, the course committee ceases to exist. Every time a term starts, then a new Course Committee is formed. At the start of the term, the course Committee will meet and nominate one of the Class Representatives as the coordinator of the Course Committee. It is the responsibility of the program office to form course committees every term within the first week of the start of the term and have its first meeting completed by the end of the first month.

20.2.1   The Course Committee Coordinator Responsibilities:

- To convene meetings of the course committee

- To prepare agenda of the meetings

- To get the meeting notes organized in coordination with the Program Office

- To prepare minutes of the meetings and share with the members of the committee

- To interface with the Program Director/Program Head and exchange notes of progress and concerns of the delivery of the course

- To monitor the general "health" of the delivery of the course based on certain parameters such as average class attendance, average class performance, class progress report, interest level of the students.

20.2.2   Guidelines to Course Committee

- A Course Committee is constituted only when the same course is offered to multiple sections by one faculty or multiple faculty.

- The Course Committee shall meet not less than three times in a term

- Shall ensure that the course has a common course outline, and other hand out material

- The course committee shall arrive at the schedule of internal assessments

- Shall monitor the class progress and exchange notes if there is any noticeable deviation

- Shall monitor the attendance record of the students and exchange notes if there is any noticeable deviation among the students on preferential attendance

- Shall take note of average attendance of each class and the instructors of whom the average attendance is of concern are informed and thus enable to initiate corrective actions

- Shall ensure internal assessment components have similar weightage and complexity levels

- Shall ensure all the instructors collectively set question papers for combined exams such as mid-term and end-term examinations

- The Course Committee Coordinator may optionally request the Program Director/Program Head and/or the Area Head to participate in a Course Committee meeting if he/she desires so

- Shall discuss and resolve matters of common concern, such as student behaviour in the class, interest level, and academic performance. Where necessary, the Course Committee Coordinator may request the Program Director or any senior academic head to visit the class and address the students

- Shall refer students with special requirements, such as behavioural counselling, to the faculty mentor.

21   Award of Degree

The PGDM degree will be awarded to such students who have fulfilled all conditions and requirements laid down by the faculty in respective courses. The Degree will be awarded at the Institute's Annual Convocation, which is held towards the end of each academic year as indicated in the Academic Calendar.

All students qualifying for the Degree shall pay a Convocation fee along with the term fee. All students shall attend the Convocation and must confirm their participation to the PGDM Program Office. All the students seeking Degree must clear all the dues and submit the clearance form from the various departments on prescribed form, at least three working days, before the Convocation.

Those who are interested in receiving the award of degree in absentia must intimate the PGDM Program Office before the convocation and will have to pay an additional fee as prescribed by the PGDM office. The Institute has provision for issuing duplicate degree in some special cases.

21.1   Policy for Issuing Duplicate Degree

The Institute will issue a duplicate Degree only in the case where the original is lost or damaged. In case of loss of original Degree, the student shall have to furnish an affidavit and a copy of FIR reporting that the original Degree is lost. In case of damaged Degree, the student shall have to submit the damaged Degree. In-order to seek a duplicate Degree, the student shall also have to furnish:

- A passport size photograph of self;

- Copy of transcripts of PGDM from ISBR Business School and

- Copy of birth certificate of self.

The present Chairperson of Governing Council, the Dean and the Program Director (PGDM), will sign the duplicate Degree. An amount of ₹ 5000/-will be charged for the issue of duplicate Degree.

21.2   Policy for Issuing Duplicate Transcripts (Grade Card/Certificate)

The Institute provides the facility of sending official copies of the transcripts to our alumni desirous of pursuing further studies abroad or who have lost the originals. An amount of ₹ 3000 (1st year or 2nd year) will be charged for issue of Duplicate Transcripts.

22   Outstanding Performance Awards

Following awards are given to students:

President's Gold Medal:
　　This medal is awarded to the graduating student who ranks first in the overall academic performance in the Post-graduate program in Management [PGDM].

Dean's List:
　　This is called GEMS Award. Graduating students who have significant achievement in academics, social initiatives, ambassadorship, corporate initiatives and other areas are eligible to apply.

These medals are awarded to the students subject to their attaining minimum standards of scholastic excellence as specified from time to time. No student would be given a medal if he/she has received "F" grade in any course. Medals also would not be awarded to those not being able to graduate on account of being on an International Exchange program in the 6th Term. Those students who have faced discipline action and awarded penalty are ineligible to be selected for any of the awards.

23   Co-Curricular Activities

Co-curricular activities are designed to complement academic learning, foster personal growth, and develop skills that are essential for success in the business world. ISBR encourages students to participate in co-curricular activities without missing an opportunity. The following are a few activities that are popular among the students:

- **Business Plan Competitions:** Students develop and pitch business plans to a panel of judges.

- **Case Study Competitions:** Students analyze and present solutions to real-world business cases.

- **Debates and Quiz Competitions:** Students engage in debates and quiz competitions to develop critical thinking and problem-solving skills.

- **Industry Visits and Guest Lectures:** Students interact with industry professionals and visit companies to gain practical insights.

- **Community Service and Social Responsibility Projects:** Students participate in community service and social responsibility projects to develop leadership and teamwork skills.

These activities are managed by the Student Success Center in coordination with PGDM Program Office.

24   Code of Conduct

a. Resorting to copying or helping to copy in any form, in examinations or quizzes or home assignments or other elements of evaluation; reproducing passages/phrases from written work of others without necessary acknowledgement; passing or receiving papers in connection with any academic work to be evaluated or canvassing for grades is prohibited.

b. Academic dishonesty in any form, even minor, will lead to severe penalties including expulsion. Penalties will not be waived in any case, even when it is the first instance of dishonesty by the student.

c. Unless otherwise specified by the faculty concerned, the students must not collaborate in any way in so far as their writing effort is concerned in connection with home assignments. In other words, the answers as presented to the faculty concerned should be the independent work of each student. Students are advised that they should not, in their own interest, communicate their written analysis or answers in home assignments to any other student. Students are advised not to pass on their examination answer papers and written assignments to the next batch or seek such material from the senior batch. Copying from past year's assignments is strictly prohibited.

d. Notwithstanding anything contained in these rules, no discussion of any sort will be permitted in the examination halls; and the faculty members, if they think fit, may disallow or restrict discussion or consultation about the home assignments and examinations or may adopt any other measure to prevent the use of unfair means in any segment of evaluation.

24.1   General Behaviour

a. Recording of any event in the classrooms and putting the same in the public domain is strictly prohibited.

b. Smoking is strictly prohibited in ISBR Business School Campus.

c. A student who leaves or is asked to leave the Institute must immediately vacate his/her accommodation and clear all his/her dues from all departments/ sections/clusters of the Institute, using the No-Dues form available in the PGDM office within one week, failing which they are not entitled to any kind of reimbursements.

d. Students must take all care to ensure the correctness of information while making declaration at any point of time in the institute. Wrong declaration may lead to the student's termination from the program.

e. The decision of the Program Director in matters of interpretation of the rules will be final and binding on all concerned.

f. The viability of the case method of instruction depends upon the confidence of the organizations from which cases are collected. Case names and data are frequently disguised. Students should ensure that the confidentiality of the data obtained for educational purposes is not violated in any way.

Rules are liable to change at the discretion of the Institute at any time, without any notice to students.

24.2   Dress Code

ISBR believes that the students should be dressed appropriate to the occasion while in the campus. A student's attire at any point of time is considered to be indicative of his/her personality. An elegantly dressed person is believed to act with responsibility. A prospective manager dresses in good taste and feels confident and wins over people. ISBR prescribes appropriate attire for all students at all class sessions, competitive event meetings, seminars and workshops, corporate visits and interviews of every description, and other college activities. The following table provides broad guidelines on dress code for the students:

Day	Dress Code for Men	Dress Code for Women
Tuesdays and Institute Function Days, Placement Interview Days	• College Uniform	• College Uniform

Mondays, Wednesdays, Thursdays	• Formal Trousers • Full/half sleeve formal shirts • Formal shoes with socks	• Formal Trousers • Full or 3/4 or half sleeve shirts of decent length • Salwar Kameez/Kurta and Churidaar (knee length tops, slits of the kurta, formal shirt or kameez below the belt line) • Saree • Formal shoes with socks or sandals
Fridays and Saturdays	• Formals or casuals	• Formals or casuals
Casuals include	• Jeans • T-Shirts with collars - without pictures or messages • Sports shoes with socks, sandals (Floaters, flip-flops not allowed)	• Jeans • T-shirts with collars - without pictures or messages • Sports shoes with socks, sandals (Floaters, flip-flops not allowed)
Inappropriate attire	• Low waist trousers/jeans • Shirts with pictures or messages • Baggy jeans • Print or embroidery on jeans • Footwear that is unkempt • Tattoos/body piercings and inappropriate looking earrings	• Ripped jeans • Shirts above the belt line • Tight or revealing clothing, low neck kurta, leggings, lycra pants and skirts • Low waist jeans, sleeveless tops and kurta, and transparent clothing • Shirts with pictures or messages • Tattoos/body piercings

24.3 Discipline in Class

a. The Institute attaches utmost importance to strict in academic work by the students. Students must maintain strict discipline in classrooms, examinations, tests, quizzes, take-home assignments, and all other segments of academic work.

b. Resorting to copying or helping to copy in any form in examinations or quizzes or home assignments or other elements of evaluation, and/or reproducing passages from written work of others without necessary acknowledgement, and/or passing on or receiving papers in connection with any academic work to be evaluated, and/or canvassing for grades is strictly prohibited.

c. Unless otherwise specified by the concerned faculty, the students must not collaborate in any way with anybody. In other words, the answers as presented to the concerned faculty should be independent work of each student. They are advised that they should not, in their own interest, communicate their written analysis or answers of home assignments to any other students.

d. Bringing laptops to the classes is advised. However, laptop is allowed in the classroom only upon the instructions of course faculty.

e. Use of mobile phones and smart watches is totally banned in the class and examinations. In the incident of location of these electronic gadgets in the class/examination hall by any student, the student may be debarred from classes/examinations, and appropriate disciplinary action will be initiated by the Program Office in consultation with the Academic Committee.

f. Eatables, such as tea, coffee, snacks, and any other items are strictly prohibited in the classrooms.

g. All students must attend classes, project presentations, examinations in a formal decent dress.

h. All students must attend all institutional functions as attendance will be taken by Class Representatives and will be submitted to the Program Office.

24.4 Academic Indiscipline

Following may be treated as (but not limited to) acts of academic indiscipline:

a. Coming late to the class/an academic event

b. Disturbing the fellow students and the faculty by unnecessarily talking in the class

c. Displaying undesirable gestures in the class

d. Marking or attempting to mark proxy attendance in class

e. Canvassing for marks/grades with faculty members

f. Approaching faculty for relaxation in certain academic norms

g. Using mobile phones in class for attending or making calls and texting

h. Misbehaving with a student/faculty, and creating an unfriendly and undesirable atmosphere in the class.

i. Wearing attire in the class in violation of the dress code of the institute

24.5 Academic Malpractices:

Following will constitute academic malpractice:

a. Use of unfair means such as copying, collusion, impersonation in any evaluation component (quizzes, assignments, projects, examination, etc.) to deliberately take undue advantage over the other students.

b. Plagiarism in Assignment and Project reports

The punishment for such offences may range from an 'F' Grade in the concerned course to expulsion from the program depending on the severity of the case as established by the PGDM Exam Committee. In addition, the concerned student may also be barred from applying for awards, scholarships, sponsorships, and/or placements.

24.6 Disciplinary Action Committee

On receiving a complaint from an instructor against a student or acting suo moto, the Program Director of PGDM shall initiate disciplinary action against any student for any alleged misconduct. The Program Director of PGDM and/or the Discipline Committee may conduct an enquiry, and if needed, Program Director (PGDM) may impose any one or more of the following penalties depending on the severity of the case:

- Fine, public apology and community service
- Making ineligible for scholarships/award/student's bodies or participation in management festivals, international student exchange program
- Letter grade drop/'F' grade in one or more courses
- Barring from Placement
- Termination/expulsion from the program
- Any other punishment as deemed appropriate

25 Library

Library acts as the main learning resource centre of the institute. It has been providing up to date and nascent information resources and services both in hard and soft forms to the academic and administrative communities since the institute was started. It has thus become an indispensable learning resource centre for students, researchers and faculty members of the institute. The library has built a robust collection of books, subscription to print journals, magazines, newspapers, and many other resources like student's project reports, CDs/DVDs etc.

The Library offers its users the convenient access to the best of Business Management related through its subscription to e-databases, e-journals and e-books consisting of scholarly contents round the clock all across the campus via Wi-Fi network. Remote access facility is also available on request.

The business school library is a vital resource for students, faculty, and researchers, providing access to a vast collection of business-related materials, databases, and digital resources. The library serves as a hub for knowledge and research, supporting the academic and professional pursuits of the business school community. ISBR Library provides the right ambience for the students to spend their non-class hours to read, refer and complete their group assignments. ISBR Library User Manual gives details of library rules and guidelines (**Annexure-3**).

26   International Study Programs

International study programs offer business students a unique opportunity to expand their academic, professional, and personal horizons. These programs allow students to study abroad, immerse themselves in diverse cultures, and gain valuable international experience. ISBR offers three types of International Programs to PGDM students - Immersion Program (Short visit to a university abroad), one-term exchange program and two-term exchange program. More details about these programs are available with the ISBR International Office.(**Annexure-4**)

27   IT Services

ISBR offers world-class IT infrastructure. Our technology enabled classrooms, well-equipped libraries, modern laboratories, and student friendly campus with nearby hostel facilities, offer every ISBRian a wholesome learning experience. ISBR provides computing and network facilities including internet and e-mail to its Students, Faculty and Staff in order for them to seamlessly communicate, network amongst themselves, access to digital knowledge and be updated with current trends in ICT. More details about IT Services and Support are given in **Annexure-5**. This provides guidelines for the appropriate use of this facility and the Institute may take disciplinary and legal measures against any user who is proven to disregard this policy. The student is advised to refer to ISBR's Guidelines related IT Services.

28   Placements

ISBR extends support in informing the students about the for placement of student. Companies, research organizations, startups and other organizations generally approach the institutions approach ISBR with their human resource requirements with job descriptions. Placement office informs the students of such opportunities and facilitates on-campus and off-campus meetings between the recruiters and the students. The placement ensures that only eligible and interested students apply to a particular opportunity so that all the students have equal and fair chance to get placed. The students also receive extensive career preparation training prior to appearing for interviews. The institute obligations are strictly confined to placement assistance and should not be construed as placement guarantee. The student is advised to refer to ISBR's Guidelines related to Career Advancement Services, available with the placement office.(**Annexure-6**)

29   Hostel

The student opting to stay in the institute hostel is advised to read the ISBR Hostel Guidelines. (**Annexure-7**)

30   Policy On Sexual Harassment of Woman At Workplace

The student is advised to refer to ISBR Internal Committees related to Sexual Harassment of Woman at Workplace (**Annexure-8**). The student is advised to contact the Program Office for more details and for a copy of the legal document released by the Government of India (POSH Act).

31 Annexure-1: Academic Calendar 2025

ISBR

		Academic Calendar 2025- 26			
		Batch 2025		**Batch 2024**	
Date	**Day**	**Activity / Item**	**PGDM 2025 Class Days Count**	**Activity / Item**	**PGDM 2024 Class Days Count**
1-Jun-25	Sun				
2-Jun-25	Mon			PGDM Summer Internship begins	
3-Jun-25	Tue				
4-Jun-25	Wed				
5-Jun-25	Thu				
6-Jun-25	Fri				
7-Jun-25	Sat				
8-Jun-25	Sun				
9-Jun-25	Mon				
10-Jun-25	Tue				
11-Jun-25	Wed				
12-Jun-25	Thu				
13-Jun-25	Fri				
14-Jun-25	Sat				
15-Jun-25	Sun				
16-Jun-25	Mon				
17-Jun-25	Tue				
18-Jun-25	Wed				
19-Jun-25	Thu				
20-Jun-25	Fri				
21-Jun-25	Sat				
22-Jun-25	Sun				
23-Jun-25	Mon				
24-Jun-25	Tue				
25-Jun-25	Wed				
26-Jun-25	Thu				
27-Jun-25	Fri				
28-Jun-25	Sat	PGDM - Registration Week begins			
29-Jun-25	Sun				
30-Jun-25	Mon				
1-Jul-25	Tue				
2-Jul-25	Wed				
3-Jul-25	Thu				
4-Jul-25	Fri	PGDM - Registration Week ends			
5-Jul-25	Sat	PGDM - Inauguration			
6-Jul-25	Sun				
7-Jul-25	Mon	PGDM - Immersion Week begins			
8-Jul-25	Tue				
9-Jul-25	Wed				
10-Jul-25	Thu				
11-Jul-25	Fri				
12-Jul-25	Sat	PGDM - Immersion Week ends			
13-Jul-25	Sun				
14-Jul-25	Mon	PGDM - Orientation begins			
15-Jul-25	Tue				
16-Jul-25	Wed				
17-Jul-25	Thu				
18-Jul-25	Fri				
19-Jul-25	Sat	PGDM - Orientation ends			
20-Jul-25	Sun				
21-Jul-25	Mon	PGDM - Term 1 - Begins	1		
22-Jul-25	Tue		2		
23-Jul-25	Wed		3		
24-Jul-25	Thu		4		

Date	Day	Event	No.	Event	No.
25-Jul-25	Fri		5		
26-Jul-25	Sat		6		
27-Jul-25	Sun				
28-Jul-25	Mon		7		
29-Jul-25	Tue		8		
30-Jul-25	Wed		9		
31-Jul-25	Thu		10		
1-Aug-25	Fri		11		
2-Aug-25	Sat		12	PGDM Summer Internship ends	
3-Aug-25	Sun		13		
4-Aug-25	Mon		13	PGDM Sem 3-Classes begin	1
5-Aug-25	Tue		14		2
6-Aug-25	Wed		15		3
7-Aug-25	Thu		16		4
8-Aug-25	Fri		17		5
9-Aug-25	Sat		18		6
10-Aug-25	Sun				
11-Aug-25	Mon		19		7
12-Aug-25	Tue		20		8
13-Aug-25	Wed		21		9
14-Aug-25	Thu		22		10
15-Aug-25	Fri	Independence Day - Holiday		Independence Day - Holiday	
16-Aug-25	Sat		23		11
17-Aug-25	Sun				
18-Aug-25	Mon		24		12
19-Aug-25	Tue		25		13
20-Aug-25	Wed		26		14
21-Aug-25	Thu		27		15
22-Aug-25	Fri		28		16
23-Aug-25	Sat		29		17
24-Aug-25	Sun				
25-Aug-25	Mon		30		18
26-Aug-25	Tue		31		19
27-Aug-25	Wed	Ganesh Chathurthi - Holiday		Ganesh Chathurthi - Holiday	
28-Aug-25	Thu		32		20
29-Aug-25	Fri		33		21
30-Aug-25	Sat		34		22
31-Aug-25	Sun				
1-Sep-25	Mon		35		24
2-Sep-25	Tue		36		25
3-Sep-25	Wed		37		26
4-Sep-25	Thu		38		27
5-Sep-25	Fri		39		28
6-Sep-25	Sat		40		29
7-Sep-25	Sun				
8-Sep-25	Mon		41		30
9-Sep-25	Tue		42		31
10-Sep-25	Wed		43		32
11-Sep-25	Thu		44		33
12-Sep-25	Fri		45		34
13-Sep-25	Sat	Founder's Day	46	Founder's Day	35
14-Sep-25	Sun				
15-Sep-25	Mon		47		36
16-Sep-25	Tue		48		37
17-Sep-25	Wed		49		38
18-Sep-25	Thu		50		39
19-Sep-25	Fri		51		40
20-Sep-25	Sat	Batch 2023-25 Convocation Day Choice -1(TBD)	52	Batch 2023-25 Convocation Day Choice -1(TBD)	41
21-Sep-25	Sun				
22-Sep-25	Mon		53		42
23-Sep-25	Tue		54		43
24-Sep-25	Wed		55		44

Date	Day	Event	PGDM 1	Event	PGDM 2
25-Sep-25	Thu		56		45
26-Sep-25	Fri		57		46
27-Sep-25	Sat	Batch 2023-25 Convocation Day Choice - 2(TBD)	58	Batch 2023-25 Convocation Day Choice - 2(TBD)	47
28-Sep-25	Sun				
29-Sep-25	Mon		59		48
30-Sep-25	Tue		60		49
1-Oct-25	Wed		61		50
2-Oct-25	Thu	Gandhi Jayanthi - Holiday		Gandhi Jayanthi - Holiday	
3-Oct-25	Fri	Dussehra - Holiday			
4-Oct-25	Sat		62		51
5-Oct-25	Sun				
6-Oct-25	Mon		63		52
7-Oct-25	Tue		64		53
8-Oct-25	Wed		65		54
9-Oct-25	Thu		66		55
10-Oct-25	Fri		67		56
11-Oct-25	Sat	PGDM - Term 1 - Ends	68		57
12-Oct-25	Sun				
13-Oct-25	Mon				
14-Oct-25	Tue				
15-Oct-25	Wed	PGDM - Term 1- End Term Exams - Begin			59
16-Oct-25	Thu				60
17-Oct-25	Fri				61
18-Oct-25	Sat				62
19-Oct-25	Sun				
20-Oct-25	Mon	Diwali - Holiday		Diwali - Holiday	
21-Oct-25	Tue	Balipadyami Deepawali - Holiday		Balipadyami Deepawali - Holiday	
22-Oct-25	Wed				63
23-Oct-25	Thu				64
24-Oct-25	Fri				65
25-Oct-25	Sat	PGDM - Term 1- End Term Exams - End			66
26-Oct-25	Sun				
27-Oct-25	Mon	PGDM - Term 2 - Begins	1		67
28-Oct-25	Tue		2		68
29-Oct-25	Wed		3		69
30-Oct-25	Thu		4		70
31-Oct-25	Fri		5		71
1-Nov-25	Sat	Karnataka Rajyotsava - Holiday		Karnataka Rajyotsava - Holiday	
2-Nov-25	Sun				
3-Nov-25	Mon		6		72
4-Nov-25	Tue		7		73
5-Nov-25	Wed		8		74
6-Nov-25	Thu		9		75
7-Nov-25	Fri		10		76
8-Nov-25	Sat	Batch 2023-25 Convocation Day Choice - 3(TBD)	11	Batch 2023-25 Convocation Day Choice - 3(TBD)	77
9-Nov-25	Sun				
10-Nov-25	Mon		12		78
11-Nov-25	Tue		13		79
12-Nov-25	Wed		14		80
13-Nov-25	Thu		15		81
14-Nov-25	Fri		16		82
15-Nov-25	Sat		17		83
16-Nov-25	Sun				
17-Nov-25	Mon	Tuition Fee-II Instalment Due Date	18		84
18-Nov-25	Tue		19		85
19-Nov-25	Wed		20		86
20-Nov-25	Thu		21		87
21-Nov-25	Fri		22		88
22-Nov-25	Sat		23		89
23-Nov-25	Sun				
24-Nov-25	Mon		24		90
25-Nov-25	Tue		25		91
26-Nov-25	Wed		26		92

Date	Day	Event	No.	Event	No.
27-Nov-25	Thu		27		93
28-Nov-25	Fri		28		94
29-Nov-25	Sat		29	PGDM Sem 3-Classes close	95
30-Nov-25	Sun				
1-Dec-25	Mon		30	PGDM Sem 3-End-Sem Exams begin	
2-Dec-25	Tue		31		
3-Dec-25	Wed		32		
4-Dec-25	Thu		33		
5-Dec-25	Fri		34		
6-Dec-25	Sat		35		
7-Dec-25	Sun				
8-Dec-25	Mon		36		
9-Dec-25	Tue		37		
10-Dec-25	Wed		38		
11-Dec-25	Thu		39		
12-Dec-25	Fri		40		
13-Dec-25	Sat		41		
14-Dec-25	Sun				
15-Dec-25	Mon		42		
16-Dec-25	Tue		43		
17-Dec-25	Wed		44		
18-Dec-25	Thu		45		
19-Dec-25	Fri		46		
20-Dec-25	Sat		47		
21-Dec-25	Sun				
22-Dec-25	Mon		48		
23-Dec-25	Tue		49		
24-Dec-25	Wed		50	PGDM Sem 3-End-Sem Exams close	
25-Dec-25	Thu	Christmas - Holiday		Christmas - Holiday	
26-Dec-25	Fri		51	PGDM Term Break - Begins	
27-Dec-25	Sat		52		
28-Dec-25	Sun				
29-Dec-25	Mon		53		
30-Dec-25	Tue		54		
31-Dec-25	Wed		55		
1-Jan-26	Thu	New Year - Holiday		New Year - Holiday	
2-Jan-26	Fri		56		
3-Jan-26	Sat		57	Term Break - Ends	
4-Jan-26	Sun				
5-Jan-26	Mon		58	PGDM Sem 4-Dissertation begins - Dissertation Orientation	1
6-Jan-26	Tue		59		2
7-Jan-26	Wed		60		3
8-Jan-26	Thu		61		4
9-Jan-26	Fri		62		5
10-Jan-26	Sat	PGDM - Term 2 - Ends	63		6
11-Jan-26	Sun				
12-Jan-26	Mon	PGDM - Term 2- End Term Exams - Begin			7
13-Jan-26	Tue				8
14-Jan-26	Wed	Makar Sankranti - Holiday		Makar Sankranti - Holiday	
15-Jan-26	Thu				9
16-Jan-26	Fri				10
17-Jan-26	Sat				11
18-Jan-26	Sun				
19-Jan-26	Mon				12
20-Jan-26	Tue				13
21-Jan-26	Wed				14
22-Jan-26	Thu				15
23-Jan-26	Fri				16
24-Jan-26	Sat	PGDM - Term 2- End Term Exams - End			17
25-Jan-26	Sun				
26-Jan-26	Mon	Republic Day - Holiday		Republic Day - Holiday	
27-Jan-26	Tue	PGDM - Term 3 - Begins	1		18

Date	Day	Event		Count	Event	Count
28-Jan-26	Wed			2		19
29-Jan-26	Thu			3		20
30-Jan-26	Fri			4		21
31-Jan-26	Sat			5		22
1-Feb-26	Sun					
2-Feb-26	Mon			6		23
3-Feb-26	Tue			7		24
4-Feb-26	Wed			8		25
5-Feb-26	Thu			9		26
6-Feb-26	Fri			10		27
7-Feb-26	Sat			11		28
8-Feb-26	Sun					
9-Feb-26	Mon			12		29
10-Feb-26	Tue			13		30
11-Feb-26	Wed			14		31
12-Feb-26	Thu			15		32
13-Feb-26	Fri			16		33
14-Feb-26	Sat			17		34
15-Feb-26	Sun	Maha Shivaratri - Holiday			Maha Shivaratri - Holiday	
16-Feb-26	Mon			18		35
17-Feb-26	Tue			19		36
18-Feb-26	Wed			20		37
19-Feb-26	Thu			21		38
20-Feb-26	Fri			22		39
21-Feb-26	Sat			23		40
22-Feb-26	Sun					
23-Feb-26	Mon			24		41
24-Feb-26	Tue			25		42
25-Feb-26	Wed			26		43
26-Feb-26	Thu			27		44
27-Feb-26	Fri			28		45
28-Feb-26	Sat			29		46
1-Mar-26	Sun					
2-Mar-26	Mon	ISBR Skill Capital Week- Begins		30		47
3-Mar-26	Tue			31		48
4-Mar-26	Wed			32		49
5-Mar-26	Thu			33		50
6-Mar-26	Fri			34		51
7-Mar-26	Sat	ISBR Skill Capital Week- Ends		35		52
8-Mar-26	Sun					
9-Mar-26	Mon			36		53
10-Mar-26	Tue			37		54
11-Mar-26	Wed			38		55
12-Mar-26	Thu			39		56
13-Mar-26	Fri			40		57
14-Mar-26	Sat			41		58
15-Mar-26	Sun					
16-Mar-26	Mon			42		59
17-Mar-26	Tue			43		60
18-Mar-26	Wed			44		61
19-Mar-26	Thu			45		62
20-Mar-26	Fri			46		63
21-Mar-26	Sat			47		64
22-Mar-26	Sun					
23-Mar-26	Mon			48		65
24-Mar-26	Tue			49		66
25-Mar-26	Wed			50		67
26-Mar-26	Thu			51		68
27-Mar-26	Fri			52		69
28-Mar-26	Sat			53		70
29-Mar-26	Sun					
30-Mar-26	Mon			54		71
31-Mar-26	Tue	Eid-Ul-Fitr / Ramzan - Holiday			Eid-Ul-Fitr / Ramzan - Holiday	

Date	Day	Event	No.	Event	No.
1-Apr-26	Wed		55		72
2-Apr-26	Thu		56		73
3-Apr-26	Fri	Good Friday - Holiday		Good Friday - Holiday	
4-Apr-26	Sat		57		74
5-Apr-26	Sun				
6-Apr-26	Mon		58		75
7-Apr-26	Tue		59		75
8-Apr-26	Wed		60		76
9-Apr-26	Thu		61		77
10-Apr-26	Fri		62		78
11-Apr-26	Sat		63		79
12-Apr-26	Sun				
13-Apr-26	Mon		64		80
14-Apr-26	Tue		65		81
15-Apr-26	Wed		66		82
16-Apr-26	Thu		67		83
17-Apr-26	Fri		68		84
18-Apr-26	Sat	PGDM - Term 3 - Ends	69	PGDM Sem 4-Dissertation Report Submission - closes	85
19-Apr-26	Sun				
20-Apr-26	Mon	PGDM - Term 3- End Term Exams - Begin		PGDM Sem 4-Dissertation Viva - begins	86
21-Apr-26	Tue				87
22-Apr-26	Wed				88
23-Apr-26	Thu				89
24-Apr-26	Fri			PGDM Sem 4-Dissertation Viva - Ends	90
25-Apr-26	Sat			PGDM Sem 4-Closes	91
26-Apr-26	Sun				
27-Apr-26	Mon				
28-Apr-26	Tue				
29-Apr-26	Wed				
30-Apr-26	Thu				
1-May-26	Fri	May Day - Holiday		May Day - Holiday	
2-May-26	Sat	PGDM - Term 3- End Term Exams - End			
3-May-26	Sun				
4-May-26	Mon	PGDM Summer Term - Begins			
5-May-26	Tue				
6-May-26	Wed				
7-May-26	Thu				
8-May-26	Fri				
9-May-26	Sat				
10-May-26	Sun				
11-May-26	Mon				
12-May-26	Tue				
13-May-26	Wed				
14-May-26	Thu				
15-May-26	Fri				
16-May-26	Sat	Tuition Fee-III Instalment Due Date			
17-May-26	Sun				
18-May-26	Mon				
19-May-26	Tue				
20-May-26	Wed				
21-May-26	Thu				
22-May-26	Fri				
23-May-26	Sat				
24-May-26	Sun				
25-May-26	Mon				
26-May-26	Tue				
27-May-26	Wed				
28-May-26	Thu				
29-May-26	Fri				
30-May-26	Sat				
31-May-26	Sun				
1-Jun-26	Mon				
2-Jun-26	Tue				

32 Annexure-2: PGDM Curriculum 2025

CN	Course	CC	CN	Course	CC
Business Foundation					
Trimester-1			**Trimester-2**		
F11	Economic Analysis for Business Decisions	3	F21	Business Research Methods	3
F12	Financial Accounting	3	F22	Business Law	3
F13	Organisational Behaviour	3	F23	Macro Economics	3
F14	Marketing Management	3	F24	Quantitative Techniques and OR	3
F15	Decision Science - 1	3	F25	Financial Management	3
F16	Entrepreneurship and Innovation - 1	3	F26	Operations Management	3
Skill Based Courses					
S11	Business Communication	1	S21	Design Thinking, KNIME, Power BI, Conflict Management	1
S12	Finance Lab-1 (BMC)	1	S22	Service-Learning Project-1	1
S13	Responsible Citizenship-Project	1	S23	Responsible Citizenship-Project	1
S14	Career Advancement Training	1	S24	Career Advancement Training	1
			S25	Proficiency Building-1	1
Business Core					
Trimester-3			**Trimester-4**		
B31	Human Capital Management	3	E41	Elective	3
B32	Technology for Management	3	E42	Elective	3
B33	Business Negotiations	3	E43	Elective	3
B34	Indian Ethos and Ethics	3	E44	Elective	3
B35	Marketing Innovation	3	E45	Elective	3
E31	Elective (Domain) - 1	3	E46	Elective	3
Skill Based Courses					
S31	Specialization Based Skill Course	1	S41	Industry Internship	3
S32	Service Learning Project-2	1	S42	Specialization Based Skill Course	2
S33	Responsible Citizenship-Project	1			
S34	Proficiency Building-2	1			
Trimester-5			**Trimester-6**		
E51	Elective	3	P61	Project Dissertation	4
E52	Elective	3			
E53	Elective	3			
E54	Elective	3			
E55	Elective	3			
E56	Elective	3			
Skill Based Courses					
S51	Specialization Based Skill Course	1			
S52	Specialization Based Certification	1			
Specialization Elective 1 - Trimester - 3					
Specialization			**Course**		
	Financial Management		E31F	Financial Markets and Services	3
	Marketing Management		E31M	Consumer Behaviour	3
	Human Resources Management		E31H	HR Analytics	3
	Operations Management		E31O	Supply Chain Management	3
	Data Science and Business Analytics		E31D	Fundamentals of Business Analytics	3
	Product Management		E31P	Essentials of Product Management	3

Specialization Electives - Trimester - 4

	Finance			Marketing Management	
E41F	Investment Management	3	E41M	Service Marketing	3
E42F	Mergers and Acquisitions	3	E42M	Retail Management	3
E43F	Advanced Financial Management	3	E43M	Marketing Analytics	3
E44F	Direct and Indirect Taxation	3	E44M	Business to Business Marketing	3
E45F	Introduction to Fintech	3	E45M	Strategic Brand Management	3
E46F	USA Taxation	3	E46M	Omni Retail Channel Strategy	3
	Human Resources Management			**Operations Management**	
E41H	Learning and Development	3	E41O	Lean and Green Operations	3
E42H	Talent Management	3	E42O	Materials Management	3
E43H	Human Resource Business Partner	3	E43O	Service Operations	3
E44H	Organizational Change Management	3	E44O	Project Management	3
E45H	Competency Mapping	3	E45O	Supply Chain Analytics in Excel	3
E46H	Wage and Salary administration	3	E46O	Business Process Modelling	3
	Data Science and Business Analytics			**Product Management**	
E41D	SQL and Database	3	E41P	Product and Digital Strategy	3
E42D	Data Visualization and Reporting Using Power Bi	3	E42P	UX and Product Design	3
E43D	Intro. to Python & Basic Analytics Using Python	3	E43P	Product and Growth Marketing	3
E44D	Predictive Analytics	3	E44P	Data Analytics for Product Managers	3
E45D	Advanced Analytics using Python	3	E45P	Customer Relationship Management	3
E46D	Data Mining	3	E46P	Market Analysis	3

Specialization Electives - Trimester - 5

	Finance			Marketing Management	
E51F	International Finance	3	E51M	Rural Marketing	3
E52F	Derivatives and Risk Management	3	E52M	Sales and Distribution	3
E53F	Financial Engineering	3	E53M	Customer Experience and Design Thinking	3
E54F	Fintech in Banking and Finance	3	E54M	SEO and SEM	3
E55F	Fundamentals of Insurtech and Regtech	3	E55M	Affiliate Marketing	3
E56F	Regulation and Compliance in Fintech	3	E56M	Green Marketing	3
	Human Resources Management			**Operations Management**	
E51H	International HRM	3	E51O	Operations Strategy	3
E52H	Leadership and Effective Team Management	3	E52O	Enterprise Resource Planning	3
E53H	Performance Management Systems	3	E53O	Logistics Management	3
E54H	Personal Growth Lab	3	E54O	World Class Manufacturing	3
E55H	Industrial Laws and Labour Codes	3	E55O	Quality Management Systems	3
E56H	Knowledge Management	3	E56O	Advanced Operations Research	3
	Data Science and Business Analytics			**Product Management**	
E51D	R Programming for Data Science	3	E51P	Innovation Labs	3
E52D	Machine Learning	3	E52P	Agile Product Management	3
E53D	Visualization with Tableau	3	E53P	Art of Story Telling for Product Managers	3
E54D	Big Data Analytics	3	E54P	Business Analysis	3
E55D	Natural Language Processing	3	E55P	Digital Product Management	3
E56D	Emerging Technologies	3	E56P	Product / Service Design	3

33 Annexure-3: Library Guidelines

Introduction

ISBR Business School, one of the top business schools in India, takes pride in creating an atmosphere wherein both students and faculty can pursue boundless knowledge, a single roof where theory and practice go hand in hand to present a better understanding about oneself and the world around him. Education at ISBR prepares you to think boldly and act confidently in any business environment.

ISBR has an excellent library of books, periodicals, journals, both national and international major magazines, audio-cassettes, and CD-ROMs for ready reference. The library is also equipped with past exam papers, project reports, maps, and other reference materials.

The library also has the annual reports of a large number of companies, product profiles, directories, etc. The library also subscribes to a host of online databases like Proquest, Thomson Learning, and EBSCO Host.

There are separate spaces allocated for reading, discussions, and project work. It is also equipped with previous examination papers, project reports, maps, and other reference material.

Purpose of the manual

A library manual is a source of information, a constitution that lists all departments, sections, and their functions, procedures, and policies within the library. It is a source that library staff will consult whenever there is any grievance about any function or procedure. A lot of effort was put into the preparation of the manual, keeping in mind the stakeholders where the procedures, functions, and policies are deliberated in detail.

Overview of the library's mission, vision, and objectives

The Knowledge Centre (KC), or library, provides access to an extensive range of information resources to enhance studying, teaching, and research in support of university academic programs and in compliance with this standard. This procedure describes the activities carried out by the knowledge center. The Knowledge Centre provides access to an extensive range of informative resources like books, e-books, journals, e-journals, digital resources, theses, project reports, case studies, newspapers, and access to a wide range of resources to improve the knowledge and thought process of the academic fraternity and students.

Brief history of the library

The Knowledge Centre started its function with a vision to serve the information needs of its users, and it mainly holds books related to management and allied subjects. The library has a collection of over 12,000 books and subscribes to over 50 printed journals/magazines and 2 leading online databases (Proquest and J-Gate). The library has approximately 1500 sqft of space with an ambient reading hall. The modern IT infrastructure provides the right ambience for reading and research in the library. It provides access to its catalog and e-resources through LAN and Wi-Fi technology.

Knowledge Centre (Library) provides uncompromising information and intellectual requirements to its students and faculty with a user-friendly approach. It offers a fully integrated and dynamic environment for conducting academic study. Multiple copies ensure that resources are easily available in the Reference Section and Sock Section as well. Beside this, it provides Lending of books and journals, reservation of books, photocopying, CD/DVD and Internet services, etc.

Library Services

Reference Service: Library houses all important reference sources like Encyclopaedias, Dictionaries, Handbooks and Manuals, Statistics, and Yearbooks. The collection ranges from general to subject-specific sources. All the reference sources are housed in the Reference area. Users can also contact staff on duty for any assistance.

Online Public Access Catalogue (OPAC): Web-Based OPAC has been created for the documents available on each of the library. The Library Catalogues can be searched and accessed through the intranet/internet facility. Data can be accessed from various search points. All constituent libraries use the NewGenLib Software for library automation. Library Catalogue is accessible through dedicated IPs such as ISBR KC OPAC: opac

Remote Access Facility: Remote access facility has been created for the library e-resources such as e-Journals, e-Books, Databases, and Publishers databases in real time.

Wi-Fi Facility: Wi-Fi (Wireless Network) access is available across the libraries/campus and users can access e-information. The users have the liberty to use it around the clock.

Reprography: Printing, and Document Delivery Services Reprography service is available to the users on charge. Scanning and printing is also facilitated to the users for the information/learning materials searched on the net. On-demand, Document delivery of articles service is provided through mail to the users. ISBR Business School is a member institute for DELNET. The DELNET is known for providing Document Delivery Services in the country, the constituent libraries are providing the facility for users on a request basis.

Users Training and Information Literacy Programs: In order to promote the use and acquaintance of e-resources, learning materials, CD/DVD Databases, research communication, presentation skills, information exchange and Online access to Internet and web resources, the library organizes User-focused training Programs on ICT Skills, Research Communication and Information Management. The training topics are focused on research planning, ICTs and E-resources, Internet, E-communication, Discussion forums, Data Analysis packages, citation patterns, search skills, developing materials for scientific presentations etc.

Anti-plagiarism Software: Libraries handle plagiarism verification for Ph.D. theses, PG dissertations, Projects, Papers presented for conferences/workshops, and abstracts by using Turnitin Plagiarism Detection Software. The students, research scholars and staff members need to submit their documents to the libraries for verification.

Summative Question Papers: The Summative Question Papers received by the university have been made accessible to the users at all constituent libraries of ISBR Business School. The library users can either get the printouts from the library.

Policies for Circulation, Renewals, and Returns

Circulation

- **Library Membership Card:** Required for borrowing; often free for residents

- **Borrowing Limits:** 3 books

- **Loan Periods:** Typically 15days for books, 1 week for DVDs

- **Fines:** Daily late fees may apply

Renewals

- **Renewal Limits:** Up to 2 renewals, if no holds are placed.

- **Methods:** Can renew online, by phone, or in-person.

- **Restrictions:** High-demand items may have limited or no renewals.

Returns

- **Return Locations:** At circulation desk or book drop.

- **Due Dates:** Items must be returned by the due date to avoid fines.

- **Lost or Damaged Items:** Fees for lost or damaged items based on replacement cost.

Interlibrary Loan and Document Delivery Services

Inter Library loan facility shall be provided to library users on the request based. However, the postal and such other cost involved for such service be met by the concerned borrower. Library shall also provide specialized services such as Current Awareness Service, Bibliographic service, etc. Institutional Membership with:

1. Delnet

2. IIMB Library

3. British Council Library

Document Delivery Service (DDS) is a library service that provides patrons with copies of specific documents or parts of documents, such as journal articles, book chapters, or reports, without needing to borrow the entire item. This service is especially helpful for accessing academic or research materials quickly and efficiently.

Information Literacy Programs and Training Sessions

Information literacy programs and training sessions at libraries are designed to help patrons develop skills to effectively find, evaluate, and use information. These programs aim to foster critical thinking, enhance research abilities, and promote lifelong learning.
Here's a some programs typically involve:

- **Research Skills:** How to formulate research questions, use search strategies, and find reliable sources.

- **Evaluating Sources:** Techniques for assessing the credibility, accuracy, and bias of information sources.

- **Effective Searching:** Use of keywords, subject headings, Boolean logic, and database-specific tips.

- **Citation Management:** How to cite sources properly and use tools to manage references.

- **Digital Tools:** How to use library catalogs, online databases, e-books, and reference management software.

- **Understanding Plagiarism:** Awareness of plagiarism and how to avoid it through proper sourcing and para-phrasing.

Library Policies and Procedures

Membership eligibility and application process

There are three categories:

1. Student Membership

2. Faculty Membership

3. Non-Teaching Staff and Technical Staff Membership

Student Membership: Newly admitted students have to fill the membership form along with basic details and photograph. The students can also submit their information through online using our digital library QR code (given below). Students are also need to submit hard copy of membership form duly signed by Director. The details will be verified by Librarian and the same is integrated to Library Management System. Library ID card will be issued by the Knowledge Centre and bar coded ID card will be used for Library transaction.

Faculty Membership/ Non-Teaching and Technical Staff Membership: Faculty members of the Knowledge Centre have to fill in the library form with the details and photograph gets it signed by the Director and Librarian. Faculty Library card will be issued by the Knowledge Centre and the same is used as Library Card.

SCAN THE QR CODE AND FILL THE INFORMATION TO CREATE MEMBERSHIP IN THE LIBRARY:

Rules for Borrowing Materials, Overdue Fines, and Replacement Charges

- Books will be issued for a period of fifteen (15) days at a time to the students and for one semester/trimester to the faculty. Technical and Admin Staff will be issued books for a period of thirty (30) days.

- Re-issue of books will be done in the set of thirty (30) days each for a maximum of one times, or as long as no other library users requires the book and keeps the request to reserve the same. The moment the book so issued is reserved by another user, the same shall not be further issued for an extended period to the current user of the book. The faculty should renew the books at the end of each semester/trimester to avoid any fine.

- Borrowers can self-renew books borrowed from the library that are due before the due date by logging onto our digital Library page.

- Technical and admin staff or students can at best hold only Two (3) books in his/her account at any point of time, whereas a faculty members can hold a maximum of five (5) books in his/her account.

- Books will be issued only after the library card is produced and scanned on the library computer. The books to be issued shall also be scanned for its Barcode.

- For re-issue after the last date for return of the book, the book has to be physically brought to the KC circulation counter and due fine has to be paid before getting it re-issued as a fresh issue.

- Students withdrawing admission from 'ISBR BUSINESS SCHOOL' are required to take "No Due Certificate" from the KC. Accounts and Records section will not issue

- Librarian shall issue a list of books and fine defaulters on the first working day of every semester/trimester and displayed on the notice board and also sent to each department. A copy of the same should be given to the Accounts and Records department. Before final semester/trimester written examination each final semester/trimester student shall get "No Dues Certificate" from the KC for the books issued in his/her name.

Use of Library Spaces (Study Areas, Group Discussion Rooms, Etc.)

ISBR Knowledge Centre provide a range of versatile spaces to meet patrons' needs, including quiet study areas for focused work, group discussion rooms for collaborative projects, and computer labs equipped with digital resources. They often feature comfortable reading lounges, children's and teen areas for age-specific activities, and makerspaces for creative projects. Specialized spaces like media rooms, meeting rooms, and archival areas support audiovisual work, community meetings, and research with rare collections. These spaces ensure that libraries remain dynamic centers for study, creativity, and community engagement.

Code of Conduct For Library Users

A Knowledge Centre Code of Conduct ensures a respectful, safe, and productive environment for all users. Patrons are expected to treat others with courtesy, maintain a quiet atmosphere in study areas, and use library materials and equipment responsibly. Disruptive behavior, such as loud talking or inappropriate conduct, is prohibited, as is the defacing or unauthorized removal of library items. Personal belongings should be secured, and safety protocols must be followed. Library spaces should be used for their intended purposes, with noise levels adjusted accordingly. Technology and internet use must be legal and respectful, while patrons are expected to comply with staff directions and library policies. Smoking, alcohol, and inappropriate attire or hygiene are not allowed. Violations of the code may result in warnings or temporary bans to maintain a positive environment for all.

Copyright Policy And Fair Use Guidelines

Knowledge Centre follow strict copyright policies to ensure users respect the rights of content creators while accessing materials. Copyright laws protect books, articles, and other materials, limiting how they can be reproduced, distributed, or adapted. Libraries typically provide access to these materials under specific licenses, which may restrict certain uses, such as copying or sharing. Fair Use guidelines, however, allow limited use of copyrighted works without permission for purposes like research, education, and commentary. Fair Use is determined by four factors: the purpose of the use, the nature of the work, the amount used, and its potential impact on the market. Libraries educate patrons on copyright and fair use, helping them navigate these rules while encouraging responsible use of materials.

Handling Lost Or Damaged Items

Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence and may be written off. Loss of a book of value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books Irrespective of value shall invariably be investigated and appropriate action taken.

Use of Library Management Software

- **Integrated Library System (ILS):** Knowledge Centre use NewGenLib to manage cataloging, circulation, acquisitions, and other library functions. The ILS enables libraries to maintain an up-to-date catalog of all materials, track inventory, and streamline lending processes.

- **Online Public Access Catalog (OPAC):** This is a user-friendly interface that allows patrons to search for books, journals, and digital resources within the library's catalog. It is linked to the ILS, which updates and retrieves catalog information.

- **Metadata Management:** Library management software also helps in managing metadata for digital resources, ensuring accurate descriptions, keywords, and tags for online and digital content.

Digital and Technology Services

Overview of Available Digital Resources

The library provides a wide range of digital resources to support research, learning, and personal development:

- **Databases:** Access to numerous academic, professional, and general-interest databases covering various subjects including science, technology, humanities, business, and social sciences.

- **E-Journals:** A comprehensive collection of electronic journals with both current and archived content in a variety of fields. Users can access scholarly articles, reports, and reviews.

- **E-Books:** A growing selection of e-books is available, covering textbooks, reference materials, and popular reading in multiple languages and disciplines.

These resources are accessible through the library's digital portal and can be searched through the Online Public Access Catalog (OPAC).

Access and Usage Policies for Online Resources

To ensure fair and responsible use of digital resources, the following policies are in place:

- **Eligibility:** Access is provided to registered members, including students, faculty, staff, and external members with valid accounts.

- **Authentication**: Users may need to log in with a library-issued ID or institutional credentials to access certain resources.

- Usage Limitations: Download limits and restrictions on the use of content may apply. Materials are generally for personal, academic, and non-commercial use only.

- **Fair Use:** Users must adhere to copyright and licensing agreements. Sharing or redistributing content outside of permitted guidelines is prohibited.

- **Privacy:** User activity data may be collected for internal analysis and improvements but is kept confidential and used in compliance with privacy laws.

Guidelines for Remote Access to Resources

Members can access most digital resources from off-campus through the following methods:

- **Library Portal:** Users can log in to the library's digital portal with their credentials to access databases, e-journals, and e-books remotely.

- **Support:** For help with accessing resources remotely, users can contact the library's technical support via email, chat, or phone.

Library Facilities and Infrastructure

Overview of Library Facilities

The Knowledge Centre offers a variety of facilities, including quiet study rooms for individual use, computer labs equipped with academic software, and soundproof discussion rooms for group work. Additionally, there are general reading areas, a multimedia room for accessing audio-visual resources, and digital access points with printing and scanning capabilities.

Guidelines for Using Facilities

Facilities can be reserved online or at the front desk, with study and discussion rooms available on a first-come, first-served basis. Usage hours align with the library's operating schedule, and specific rules apply for maintaining spaces, including time limits, tidiness, and noise control.

Accessibility Features for Differently-abled Users

The library is accessible to all, with wheelchair ramps, elevators, adaptive workstations, and accessible restrooms. Support for visual and hearing impairments includes audio books, screen readers, and hearing aids. Staff are trained to assist, and service animals are welcome.

Health and Safety Policies

Emergency Procedures

In the event of an emergency such as a fire or earthquake, clear evacuation routes are posted throughout the library. Emergency alarms will sound, and users are advised to follow staff instructions, exit calmly via designated routes, and gather at the assembly point outside. Regular drills are conducted to ensure preparedness.

Security Measures

To ensure a safe environment, the library is equipped with CCTV surveillance in key areas. RFID security gates monitor the movement of library materials, preventing unauthorized removal of items and enhancing security for the collection.

First Aid Information and Evacuation Plan

First aid kits are available at the main service desk, and staff members are trained in basic first aid. In case of medical emergencies, users should notify staff immediately. The evacuation plan includes accessible exits, with staff guiding differently-abled users to safety.

34 Annexure-4: International Programs Guidelines

Preamble

ISBR's internationalization strategy emphasizes bringing a diverse array of global knowledge, cultures, and experiences to its campus, while simultaneously offering the ISBR community opportunities to gain international insights, expertise, and experiences.

The institute's long-term vision is to uphold international standards and benchmarks across all aspects of its operations. This strategy is aligned with ISBR's overarching goal of establishing itself as a global leader in management thought and practice.

ISBR Center for International Relations:

ISBR International Office - ICIR, offers two broad category of international programs: *Outbound and Inbound*:

A. Two semesters/Two trimesters exchange program - Outbound/Inbound

B. One semester/One Trimester exchange program - Outbound/Inbound

Furthermore, the International Office, also offers the following programs:

A. Immersion Program - Outbound/Inbound

B. International Internship (Only Outbound option available)

Three Trimesters[II Year] Exchange Program (Outbound):

a. The student spends one trimester with a partner institution and second and third trimesters with another partner (or vice versa) institution (total duration is one year).

b. The student should complete the visa processes of going to both the institutions, before travelling to the first institution.

c. The student will get the transcripts from host institutions for those particular trimesters of course work.

One Trimester Exchange Program (Outbound):

a. The student spends one trimester with the partner institution (3.5 months).

b. The student can go abroad for one trimester exchange during the 4th or 5th or 6th trimester.

c. The student will get the transcript from host institution for that particular trimester of course work.

Immersion Program- Academic/Cultural:

a. This program aims at cross cultural exposure and providing a global perspective to the students.

b. This program is also called as International Study Trip.

c. The students may have a few classroom lectures at the partner institution, workshops, sightseeing and cultural exposure.

d. This program will be scheduled during the first 2 weeks of June month, after the 3rd trimester exams get over.

e. The program has to be routed through ISBR's partner institution.

f. An international immersion program ordinarily lasts for 10-15 days.

g. Immersion is available to students of any specialization.

International Internships:

a. Students are encouraged to choose international internships, sourced by themselves or through the institution.

b. The Institute's internship policy and guidelines will apply to international internships also.

c. Students interested in an in-person international internship may apply for the same, subject to availability

Guidelines to Apply for the Outbound Semester Exchange Programs:

Eligibility:

a. The student needs to fill up the declaration form of exchange, get it signed by their parents. If parents' signature is not available, then they can attach the hard copy of the mail consent sent by their parents. Then get the declaration form signed by the ISBR Accounts Department, Academic Director, and other concerned departments and hand it over to the International Office, ISBR, for the records.

b. The student will be eligible for exchange program only after completion of the third term with the home institution.

c. Students must have paid the full tuition fees for their selected program to ISBR before going for the exchange program. Otherwise, it will lead to non-issuance of NOC and bonafide letters from ISBR to the student, which are very essential for visa processing.

d. Students must have cleared first, second and third trimester exams before participating in an exchange program.

e. There should not be backlog of any papers in 1st, 2nd and 3rd trimesters.

Selection Criteria:

a. Once the International Office, receives the nomination requests from the partner institutions, the students will be nominated to these institutions, based on the students' interests and their performance during the first three trimesters at ISBR Business School.

b. Once the nomination is completed, the host institution (Partner) will mail the application form and the procedure to the nominated student.

c. The student needs to complete the application process within the stipulated date and time.

d. The host institution will issue the acceptance letter.

Visa Processing:

a. After getting the acceptance letter from the host institution, the student has to apply for his/her visa with all other required documents along with NOC, bonafide certificate and certified copy of the transcripts from ISBR Business School.

b. The student will be solely responsible for the complete visa process. Any rejection, delay or any other issues, ISBR will not be held responsible.

c. The student should understand the visa procedure for different countries.

d. For visa to France, the student can apply through Campus France, Bengaluru.

e. For visa to Germany, the student needs to get the APS certificate

f. For visa to Italy, the student needs to get all the documents apostle.

g. For visa to USA the student needs to apply well in advance. Form DS-2019 should be obtained from the host institution to apply for J1 visa.

Change of International Programs

    a. Change of International Program refers to change (a) from one trimester exchange program to three trimester exchange program, (b) change from three trimester exchange program to one trimester exchange program, (c) immersion program to exchange program, (d) exchange program to immersion program .

    b. In case of a program change request by a student, the International Office will make the final decision based on factors pertaining to the student's academic performance, financial considerations, and availability of exchange opportunities.

    c. The fees once paid will not be refunded or adjusted to other courses offered by the Institute for any reason.

Documents to be Submitted at the time of Nomination and Application:

The student has to submit the following documents to the International Office at the time of their nomination:

    a. Copy of a valid passport/ Identity Card

    b. ID photograph (JPEG format – size not exceeding 200kb)

    c. Official transcript of records translated into English.

    d. List of current courses

    e. A certified copy of the latest degree awarded (if applicable), translated into English

    f. Proof of a good command of English

Courses and Examination:

    a. On the basis of the subjects chosen by the students and number of study hours, the credit mapping will be done at ISBR Business School.

    b. The students need to attend all the scheduled classes at the host institution, appear for their exams and clear all the subjects. If failed in any subject in the exam conducted by the host institution, then they need to appear in their re-sit exams and see that none of the subject backlogs remain before coming back to India.

    c. Examination and re-examination fees for the other terms at ISBR has to be paid within the stipulated time.

Documents to be submitted Upon Return:

    a. The students have to fill up/get filled up the Exchange Term Course Registration Form (Form A) with the subjects opted by them with the host institution along with the number of hours of study and respective credits. Then get it signed by the coordinator of the host institution and scan the form and send the soft copy through email to the International Office, ISBR. Hard copy needs to be submitted to ISBR Business School when they return.

    b. Near to the end of their term, the student has to fill up/get filled up the Exchange Term Course Registration Form (Form B) and get it signed by the coordinator of the host institution and scan the form and send the soft copy through email to the International Office, ISBR before travelling to India. Student should submit the original Form B document in person at the International Office, ISBR, latest by month-end of the last month of the student's exchange term.

GLOSSARY:

International Relationship:
    An international relationship between educational institutions fosters cross-border collaboration and partnership. This can include student exchanges, faculty exchanges, joint academic programs, and research collaborations, creating opportunities for global learning and innovation.

International Program:

> An international program in ISBR refers to any structured initiative, activity, or educational framework that involves participants, organizations, or operations from more than one country. Its structure can vary widely depending on its objectives, design, and target audience, offering diverse opportunities for cross-cultural engagement and global collaboration.

Student Exchange Program:

> A student exchange program offers students the opportunity to temporarily study at a partner institution or university in another country or region. This program is designed to foster cross-cultural understanding, improve language skills, and support personal growth by immersing students in a different cultural and educational environment. Under this program, the student agrees to earn credits by undergoing courses in the host institution equivalent to the credits that he/she will forego at the parent institution.

Credit:

> Academic credits serve as a measure of the time, effort, and learning outcomes associated with a specific course. At ISBR, one academic credit typically represents 10 hours of classroom instruction, providing a standardized way to assess a student's progress and accomplishments.

Credit Requirement:

> Credit requirement refers to the total number of academic credits a student must earn to complete a degree, diploma, or certification program. This ensures that students take a specific number and variety of courses to meet the educational standards set by the institution.

Outbound Program:

> An outbound student exchange program provides students with the opportunity to study abroad for a designated period, typically ranging from a few weeks to an entire academic year. This experience offers students global exposure and enriches their academic journey.

International Internship Project:

> Students of PGDM have to complete a project with a company as an intern, lasting two months, immediately after their first year, on a topic that relates to their functional/domain specialization. ISBR encourages students to choose this project in a company that is located in a foreign country.

International Immersion Program:

> An international immersion program is designed to offer students an enriching and transformative experience in a foreign country. It blends academic learning with deep cultural exposure, providing participants with a unique opportunity to broaden their worldview while pursuing their studies. An international immersion program in ISBR typically lasts for about 10 to 15 days.

Outbound Student Undertaking:

OUTBOUND STUDENT UNDERTAKING

I _____, a student of the Post Graduate Diploma in Management at ISBR Business School have chosen to participate in the said international program (Full-Term Student Exchange Program (FTSEP), or Short-Term Immersion Program (STIP)) during _____ <academic year>.

I understand and agree to these statements:

Understanding and Compliance with Standards: The student acknowledges personal responsibility while overseas and agrees to release FTSEP, ISBR, the ISBR Board of Governors, their students, and employees from any liability, claims, or demands that may arise from their heirs or legal representatives for any personal injuries sustained, regardless of cause or fault, as a result of the student's voluntary participation in FTSEP or related activities, whether on or off campus.

Termination of Participation: The student acknowledges that FTSEP or its representatives have sole discretion to terminate their participation in the program at any time. Grounds for termination may include, but are not limited to, inappropriate conduct or behavior considered detrimental to the program's best interests, emergencies, or health and safety concerns.

Release of Claims: The student acknowledges and agrees that ISBR holds no responsibility for any liability, damage, or injury resulting from the student's own negligence or intentional actions before, during, or after participation in the FTSEP. Additionally, ISBR is not liable for any liability, damage, or injury caused by the intentional or negligent actions or omissions of other participants in the FTSEP or by any other individual.

Program Participation: The student acknowledges and agrees to actively attend and participate in all activities associated with the FTSEP. The student understands that failure to comply may lead to consequences such as grade reductions, including potential course failure, termination from the FTSEP, or both. Additionally, the student accepts that once fees are paid, no refunds will be issued under any circumstances for the international program.

Program Modification and Cancellation: The ISBR Governing Council and the ISBR International Office reserve the right to modify or cancel the FTSEP at any time, either before or during its operation, due to various circumstances such as emergencies, low enrollment, the unavailability of facilities or personnel, or other unforeseen reasons.

Governing Law: This undertaking shall be interpreted and governed in accordance with the laws of the Government of India and the state of Karnataka.

Student acknowledges that he/she has read the undertaking and that he/she understands its meaning and effect.

Signature: _____

Student Name: _____

Date: _____

35 Annexure-5: IT Services Guidelines

Introduction

ISBR offers world-class infrastructure. Our technology enabled classrooms, well-equipped libraries, modern laboratories, and student friendly campus with nearby hostel facilities, offer every ISBRian a wholesome learning experience. ISBR provides computing and network facilities including internet and e-mail to its Students, Faculty and Staff in order for them to seamlessly communicate, network amongst themselves, access to digital knowledge and be updated with current trends in ICT. This policy provides guidelines for the appropriate use of this facility and the Institute may take disciplinary and legal measures against any user who is proven to disregard this policy.

IT Policy

Purpose

1. The Institute provides E-mail, computing and network resources only for purposes directly in relation with its mission, i.e. academic, research and Institute's administrative activities.

2. Users are not permitted to use computing and network resources for illegal or unlawful activities.

3. Users are not permitted to use computing and network resources for commercial activities.

Authorization

1. Users must not access computing and network resources without proper authentication procedure or intentionally enable others to do so.

2. Users are forbidden to communicate their password or otherwise give access to their account or any computing or network resource to any other user / third party.

3. Any anomaly discovered in the authentication procedure must be reported to the In charge, Computer Centre so that the same can be investigated to take corrective actions.

4. For security and network maintenance purposes, authorized individuals within ISBR may monitor equipment, systems and network traffic at any time, as per ISBR IT center's System Audit processes.

5. ISBR reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Resource Integrity

1. Users must not attempt to modify or remove computing/network equipment, software or peripherals belonging to ISBR.

2. Users must not:

    (a) Develop, configure, download, use or disseminate malicious programs, computer viruses and worms.
    (b) Disrupt the activities of other computers or users.
    (c) Damage the software or hardware components of any system.

3. The computing and network resources are shared by all users and are of finite capacity. Users must therefore not make any capacity and performance degrading usage of the resources. Such usage includes but is not limited to:

    (a) Sending of chain-letters or excessive messages, either locally or off-campus.
    (b) Use of network protocols that leads to an excessive consumption of bandwidth.
    (c) Printing excess copies of documents.
    (d) Running grossly inefficient programs when efficient alternatives are known by the user to be available.
    (e) Unauthorized modification of system facilities, operating systems, or disk partitions.
    (f) Attempting to crash the computing and / or networking resources.
    (g) Damaging or vandalizing computing and / or network facilities, equipment and software or computer data.

Privacy

1. Users are forbidden to use any user account other than their own.

2. Users are prohibited to access files, emails or any form of data not belonging to them.

3. It is forbidden to use IP Addresses allocated to other users or other segment.

Email Usage

1. Users are forbidden to create and transmit email containing offensive, obscene, indecent, aggressive, menacing, harassing, defamatory, intimidating, unlawful, racist and other unethical messages.

2. Users are forbidden to send email that does not correctly identify the sender, attempts to hide or disguise the identity of the sender or of the computer from which it was sent.

3. Users are forbidden to transmit or forward any email intended to encourage the propagation of copies of itself (e.g. chain letter).

4. Users are forbidden to flood the mailbox of other users with numerous or large messages with the intention to paralyze their mail system.

5. Users are forbidden to spread virus or worms or malicious programs through emails.

6. Users are forbidden to send email from the login credentials of any other user, which will be considered as an illegal act of both sender and the one who provided the login credentials.

Personal Web

1. Publishing personal homepages is allowed only on designated servers.

2. Personal homepages must not be used to disseminate offensive, obscene, indecent, aggressive, menacing, defamatory, harassing, intimidating, unlawful, racist, or otherwise unethical information.

3. Users are forbidden to publish content detrimental to the Institute on their personal homepages.

Copyright and Licenses

1. All software used on any computer must be properly licensed.

2. Users must not infringe on any intellectual property right while using the Institute's computing and network resources.

Internet Usage

1. Blocked Website/URL: The Websites classified under any of the following categories will not be accessible:

   (a) Potentially Liable Sites: Sites containing content related with Drug Abuse, Hacking, Illegal or Unethical, Racism and Hate, Violence, Marijuana, Proxy Avoidance and Phishing

   (b) Controversial Sites: Sites containing content related with Adult Materials, Gambling, Extremist Groups, Nudity and Pornography and Weapons

   (c) Potentially Bandwidth Consuming Sites: Sites providing Internet Radio and TV and Internet Telephony facilities

   (d) Potentially Security Violating Sites: Sites promoting Malware and Spyware

2. File Download Blocking

   (a) Downloading of self-executable files such as BAT, EXE etc. is not permitted due to threat of spreading virus through such files.

   (b) Downloading of torrent software and files and usage of torrent application is not allowed.

3. User Access Quota

   (a) User wise download quota is fixed with 20GB per month for the faculty and staff and 5GB for students

4. Exemptions

   (a) Some sites that are blocked under any specific category above may be unblocked based on requests by the students after evaluating them, if found acceptable and permitted by the Dean of the Institute.

Operational Policy and Procedure

1. Upon request and with authorization by the Program Director, users will be granted the privilege to use the computing and network resources.

2. Every authorized user is given an account and is allocated associated hardware / software resources.

3. To defray additional operating cost, sponsored projects in the Institute are charged for some usage such as printing, for the use of these resources.

4. To the extent possible with its hardware, software and manpower resources, the Institute maintains backup of user files and implements system security safeguards as well as capacity and performance enhancing measures.

5. After a user account has been terminated, the IT Administrator can access his/her emails through ISBR's web mail system for a period of one month during which the user has to inform his/her alternate email ID for setting mail forwarding and transfer emails to another host.

6. ISBR will try to maintain students' email ID at ISBR for mail relay to other email server forever after they leave the institute but the same cannot be exercised as right.

7. Users should delete unwanted files periodically, as hard disk space is limited.

Security

The User is responsible for the security of the personal account that he/she is given on ISBR network.

1. Each user is given a user account and a corresponding password initially assigned by the In-charge, Computer Centre. The User must protect his/her account by immediately changing his/her initial password. The password chosen must be at least 6 characters long and must include upper and lower case letters, numbers and punctuation marks. The User must approach the In-charge, Computer Centre immediately after getting his/her user account to change his/her password to avoid unauthorized access.

2. The account given to the User is personal. Under no circumstance, the User can give access of his/her account to any other individual, nor must the user disclose his/her password to others.

3. The user must not leave a computer while he/she is logged in to the computer/network. Such unattended computer may be used by others to gain access to the user's account.

4. If security is violated because of the User neglect to follow the above rules, the User will be responsible for the damages caused to ISBR network.

Classroom Equipment

Each classroom has been provided with a high tech Audio-Video (AV) System, Projector, Camera, MIC, Amplifier, Video recording, streaming tools etc. The following rules apply to the use of classroom equipment:

1. Users shall not change cable connections between equipment as it may cause loss of some functionality, may cause electric shock and can also cause damage to these expensive equipment.

2. Users shall not turn-off this equipment after each class to save time in between classes. However, to save energy and also to save the Projector lamp life, users may turn off the equipment when not intended to be used for a longer time

Violation of IT Policy

ISBR reserves the right to terminate any user's access to the Institute's Internet Systems - including access to ISBR's e-mail and internet - at any time. If a user violates this policy, appropriate disciplinary action will be taken consistent with the Campus Regulations. The severest punishment can be expulsion of the user from the Institute and arrest & punishment by Police under violations of Information Technology Act, 2000. All users must promptly disclose to In-charge, Computer Centre any information they receive that is inappropriate or makes them feel uncomfortable.

Limitation of Liability

The Institute makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the Institute's network are to be borne by the user. The Institute also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the Institute, its affiliates, or employees. The Institute reserves the right to terminate current policy or announce new policy from time-to-time.

IT Infrastructure at ISBR

The IT infrastructure of ISBR Business School consists of campus-wide high-speed LAN linked to 1Gbps Internet connected by Optical Fibre Cables to the National Knowledge Network, a Simulation Lab, Dedicated Secure Server, Video-Conferencing facility, Digital Media, Various General and Specific Software, Wi-Fi Connectivity, Online Payment facility and Classroom facilities. ISBR Business School is committed to grow its IT infrastructure to meet the standards available in the best institutes on the global map. Smart Classrooms, Campus Security, Videography facilities, email Server, Campus-wide ERP are some of the IT infrastructure that are added in the past years.

All facilities, resources, and services available over the Internet and Intranet are accessible by students and staff on the campus network, wired or wireless, locally or overseas. The IT Services and Support manages the campus-wide IT infrastructure and facilitates access to everyone at ISBR Business School. It also develops and manages e-services and applications and provides IT technical support to students and staff. Over the last 5 years, not only active users of the network facilities have increased many folds but also the web-based applications have increased. This is a welcome transformation in the ISBR Business School's academic environment. This has encouraged the ISBR Business School decision makers to further augment the network facilities within the academic complex.

Be Legal

- Obey cyber laws/IT Act 2000.

- Don't illegally download, distribute or use copyrighted materials.

- Protect your identity. Your account is for your official use only.

- Use strong passwords and keep them secret. Never give your password to anyone, no exceptions.

- Don't use other people's accounts.

- Don't attempt to gain unauthorized access to data and resources.

- Run up-to-date anti-virus software. Apply the latest security patches to all your software and devices.

Be Civil

- Respect other's use of IT resources. Don't alter or damage others' data or software.

- Take care of Institute's computers or networks.

- If you come across an open account on a kiosk or in a computer lab, close it.

Classroom IT Equipment

- Each class is equipped with projector(s) / an audio system, a PC, Collar Mic and a presenter.

- Respective Class in-charges should make sure that these are kept properly. The projectors should be shut down at the end of the day.

- Presenters and Collar Mic will be available with the respective class in-charges.

- Students should not move IT equipment from one class to another.

Use of Email IDs on ISBR Business School's Network

Each student has been assigned a specific email ID. The rules for email usage are governed by ISBR Business School's email policy. Deactivation or deletion of an account or email group shall occur under the following conditions:

- Creation and exchange of e-mails that could be categorized as harassing, obscene, nuisances or threatening.

- Unauthorized exchange of proprietary information or any other privileged, confidential or sensitive information

- Unauthorized access of the services. This includes the distribution of e-mails anonymously, use of other User's user ids or using a false identity.

- Creation and exchange of advertisements, solicitations, chain letters and other unofficial, unsolicited e-mail.

- Creation and exchange of information in violation of any laws, including copyright laws.

- Willful transmission of an e-mail containing a computer virus.

- Misrepresentation of the identity of the sender of an e-mail.

- Use or attempt to use the accounts of others without their permission.

- Transmission of e-mails involving language derogatory to religion, caste, ethnicity, sending personal e-mails to a broadcast list, exchange of e-mails containing anti-national messages, sending e-mails with obscene material, etc.

- Any case of inappropriate use of e-mail accounts shall be considered as violation and may result in deactivation of the account. Further, such instances may also invite administrative action as deemed suitable to Chairperson (IT Services) as well as scrutiny from the investigating agencies depending on the nature of violation.

- Students are not allowed to send mass mails to faculty/staff related groups and Director. In case they have any grievance, they should route it through proper channel only. Furthermore, using ISBR Business School's emails, network or resources for any kind of solicitation or crowd-funding is a punishable offense. For more details, students should refer to email Policy of ISBR Business School.

Recommended Best Practices

Users are advised to adopt the following best practices for safe usage of e-mail services.

- All users must check their last login details while accessing their e-mail accounts. This will help in making users aware of any unauthorized access to their account.

- The user should change passwords on a periodic basis.

- It is recommended that the users should logout from their mail accounts whenever they leave the computer unattended for a considerable period of time.

- Other than Government websites, the e-mail ids and e-mail address assigned on the ISBR Business School e-mail service should not be used to subscribe to any service on any website. Mails received from sites outside the Government may contain viruses, Trojans, worms or other unsafe contents.

- It is strongly recommended that the users use the latest version of their Internet browser for safe browsing.

- The "save password" and auto complete features of the browser should be disabled.

- The files downloaded from the Internet or accessed from the portable storage media should be scanned for malicious contents before use.

- To ensure integrity of the downloaded files, digital signatures/hash values should be verified wherever possible.

- The IT Department does not ask for details like login id and password over e-mail. Users should disregard any e-mail that requests for the same and should refrain from sharing such details over e-mail with anyone.

- Sending an e-mail with an infected attachment is the most common means adopted by a hacker to send malicious content. Hence, it is mandatory to update the anti-virus and application patches on your system to prevent infection.

- All attachments must be scanned with an anti-virus program before they are downloaded/ executed, even if such e-mails are received from a familiar source.

- User should exercise caution while forwarding mails as they may contain malware. User should ensure authenticity of the source and safe nature of the attachments before forwarding any mail.

- E-mails identified as spam are delivered in the "Probably Spam" folder that exists in the user's mailbox. Hence it is recommended that the users should check the "Probably Spam" folder on a daily basis.

- Attachments should be opened only when the user is sure of the nature of the e-mail. If any doubt exists, the user should contact the sender to verify the authenticity of the e-mail and/or the attachment.

- User should use due discretion while creating classified and sensitive documents. Unless required otherwise, the documents should be created in a manner that it cannot be edited.

- Users should not open e-mails from dubious sources.

- User should exercise caution in opening mails where links are embedded in the mail. The authenticity and the safe nature of the link should be ascertained before clicking the link.

- User should exercise caution while doing financial transactions and should adhere to the financial institution's (Bank) fraud related advisories.

Student's IT Committee and Digital Media Club

IT Administrator is responsible for IT services at ISBR Business School and is assisted by his/her team available in the server room. A student's IT Committee is available at ISBR Business School as an interface for students in regard to IT infrastructure at the institute. Students may access this committee with any comments and suggestions or in case they need any help. Students can write to IT committee and IT committee will forward request for any services/issues related to IT Department.

Student's IT Committee

Students from first year and second year can form a student's IT Committee which will assist them for any help as well the System Manager in facilitating IT needs of the students at ISBR Business School. The committee will assist in maintaining of ISBR Business School's website.

Digital Media Club

Student body of ISBR Business School can form a digital media club, which works under PGDM Program Director and in coordination with IT Services and Support. Digital media club takes care of photography and repository of digital media at ISBR Business School. This group will assist in the maintenance of website of http://www.isbr.in.

36 Annexure-6: Career Advancement Services Guidelines

Preamble

The Career Advancement Services [CAS] in ISBR aims to create a transparent, fair, and efficient process that supports students in securing meaningful employment opportunities aligned with their career aspirations. ISBR is committed to fostering a conducive environment where students can showcase their skills and talents to potential employers while maintaining the integrity of the recruitment process.

The Career Advancement Services is designed to balance the needs of students, recruiters, and the institution, ensuring that all parties benefit from a well-structured career services framework. By adhering to these guidelines, the school strives to facilitate a smooth and productive placement experience for every student involved, paving the way for successful careers and long-lasting professional relationships.

Introduction

The goal of ISBR Business School is to provide full time career opportunities to its students with the companies in India and other countries. This section provides information pertaining to students' eligibility, campus recruitment process, and guidelines for participating in the placement drives.

Career Advancement Services of ISBR shall extend invitations to the corporate / Govt. bodies/ quasi-govt and NGOs / Research organizations and / or other incorporations to participate in the on-campus interactions with the students for their recruitment needs. It also organises off-campus interactions for the students with the recruiters. The placement office supports, and helps all eligible and registered candidates to attend the training programs, JD orientation sessions, company presentations, career orientation lectures and other initiatives of CAS.

Campus Placement Management Platform - Superset

Purpose: The Campus Placement Management Platform - Superset is designed to streamline and automate the end-to-end campus recruitment process, connecting students, academic institutions, and employers on a single, cohesive platform.

Student Management: Allows students to create profiles, upload resumes, and apply to job opportunities. The platform tracks their placement journey from registration to final placement.

Company Interface: Employers can post job openings, manage applications, schedule interviews, and provide feedback directly through the platform, simplifying their recruitment efforts.

Custom Dashboards: Provides customizable dashboards for institutions and companies to monitor key metrics such as student participation, job postings, placement rates, and interview success rates.

Automated Workflows: Automates key processes like application sorting, interview scheduling, and communication between students, recruiters, and placement cells, reducing manual workload and errors.

Analytics & Reporting: Offers advanced analytics to generate reports on placement statistics, student performance, and company engagement, helping institutions make informed decisions.

User-Friendly Interface: Designed with a focus on ease of use, the platform offers an intuitive interface that caters to students, administrators, and recruiters alike.

Timeline

Please find below the tentative timeline for placements:

No.	Event	Dates	Remarks, if any
1	Student Orientation and Registration	Jun - Jul	Students to upload the resume on the portal
2	Resume / Document Verification	Jul - Aug	*Submission of supporting documents
3	Company Registration and Placement Process	Aug - Dec	Phase-1
4	Company Registration and Placement Process	Jan - May	Phase-2

*Resume is the responsibility of the student. Any false and misleading claims in the resume will disqualify the student from the placement.

Career Advancement Services

- Device placement strategy for the year

- Converse and connect with potential recruiters

- Help students to write resumes appropriate to the opportunity

- Counsel students on matters relating to skills and career decisions

- Organize placement training programs

- Help students in designing and developing placement brochures

- Assist students in placement activities and

- Coordinate and liaise with co-learners, and companies

Eligibility to Participate in CAS

All students are qualified to receive placement assistance unless they are otherwise excluded due to one of the following reasons:

- Voluntary withdrawal from placement support

- Non-submission of placement undertaking

- Non-payment of fees or any other dues

- Failure to meet class attendance requirements

- Failure to meet academic prerequisites

- Students with backlog papers

- Breach of discipline and general misconduct leading to suspension from campus

- Any other activities inside or outside the campus with minor or major show-cause notices / punitive action by the Academic Committee / Exam Committee / Discipline Committee of ISBR.

Campus Placement Process

a. Student Registration

  – It is compulsory for students to register in the Superset platform.
  – It is compulsory that the students submit an 'Opt-out' form if they are opting out from the placements.

b. Student Undertaking

  – Collect the form from the placement office.
  – Submit the declaration form in the placement department.

Application

All listed activities below are time-bound. Students need to follow the placement protocol. For any help / clarification, they may approach the faculty coordinator of the school or the concerned Placement officer

- Students shall duly fill the placement application form.

- Submit an updated resume.

- Students having once applied to an organization shall not withdraw from the selection procedure at any stage. It is presumed that students would apply for a position after careful consideration of all the relevant aspects and inquiries with the Placement Office, if required

- Shortlisted students are deemed to have declined an attempt if they do not show up for the next level, and they loose their chance out of 5 maximum chances

- The placement officer will make an effort to obtain and share with the students all pertinent information about the role, location, CTC et al., from the organization. Before registering for an opportunity, students must contact the placement officer for any clarification.

- Job description, preferred location, pay, and eligibility (for fresher, experienced candidates, etc.) are all at the recruiting organization's discretion.

- Students will not communicate directly with the recruiting companies. All communications should be channelized through the placement office only

- If two interview timing and dates clash, the decision of the Placement Office shall be binding.

- Students should be willing to relocate as per the requirements of the recruiters.

- The placement office reserves the right to modify any or all of the above norms and/or stipulate additional norms for placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.

Offer Policy

- The single offer policy is followed by ISBR. After receiving an offer, a student is no longer considered part of the placement process and cannot apply for additional job positions.

- In accordance with the consent to participate given at the time of application for the opportunity, the student(s) shall be obligated to accept such offer.

Once a student applies to a company and gets selected, the following will apply:

Dream Offer: If a student is placed at or more than ₹7LPA CTC, he/she shall not be eligible for further campus placements and is considered as his/her dream offer and he/she has to accept the offer letter.

Regular Offer: If a student is placed in the range of ₹6-7LPA CTC, then he/she can only apply to companies offering a CTC of more than ₹7LPA.

Salary package is provided by companies as per their policies and the students are not allowed to negotiate directly.

Exception: Whenever a student is presented with several offers on the same day, the student must confirm his or her decision and acceptance within 24 hours.

Pre-placement Talk

- Students appearing for a pre-placement talk are expected to research about the company, in advance, by browsing the official website and collecting relevant material from the public domain. The information about the company may span from the basics like Company History, CEOs/CMDs, their core business, their projects, locations, work environment, share prices, current affairs etc

- They should stay well-informed about the company-related details and current affairs, and the job-description even before the student registers for the company.

- Details pertaining to salary break-up, job profile, place of work, bond details, etc. should be analyzed during the pre-placement talk or before choosing to apply for a company by the students.

- For any clarification on the job title, CTC, place of work etc., the student may politely ask the company representative offering pre-placement talk or contact the placement officer before hand

- All students who will be offered PPO are bound to accept the offer, if selected

Code of Conduct

Dress Code:

- Students shall come in formal dress during all placement activities, such as, pre-placement talks, and post-placement interactions.

- Formal attire is pastel color full arm shirts, trousers, blazers (as per the institute colour) and formal shoes – this is applicable both for men and women students

- Wearing ID Card is mandatory

- Students should present themselves in well-groomed looks

Attendance to Placement Activities

- All applicants, once applied to a company for placement, must participate in the recruitment process, if short-listed, whatever is the mode - on-campus / off–campus.

- Students withdrawing from participating in the placement process after getting shortlisted shall be blocked from any further application.

- Students should be available to attend the online meetings, phone calls at any time of the day till 7pm during the selection process

- They should find a quiet place to attend these meetings. They should not drive-and-attend phone calls or attend when travelling

- Students should be present in-person for all sessions of the training programs – personality development, aptitude tests, guest lectures, and other preparatory training programs

- Attendance to pre-placement talks for all applicants is mandatory

- All applicants are expected to be on time as per the announcements. Late coming may even cost the opportunity.

Digital Etiquette

- During the placement process till on boarding a company, students are advised to have their names registered properly in the contacts

- Use of indecent profile pictures / names with special characters are not allowed during the placement process since recruiters are not expected to store the names students when they call them for placement process

Screening Process

- When a student is short-listed for a placement opportunity, he/she is bound to go through all the steps of the selection process unless rejected by the recruiter. Any student withdrawing deliberately during a selection process will be disqualified from registering for other companies throughout the academic year.

- The placement office reserves the right to refuse permission for a student to attend the selection process if their attire is unsatisfactory.

- In the event that shortlisted / selected students are required to travel to off-site places (outside of Bangalore city) for the subsequent interviews or meetings, the concerned students are responsible for making all necessary travel and related arrangements at their own expense, unless otherwise stated.

Accepting the offer

- The offer letter from the company shall be dispatched by the placement office or by the company directly to students. The students are expected to share a copy of the offer letters, if the offer letters are directly sent to students by the recruiters or when they are placed through off-campus drives.

- The acceptance of the offer letters are time-bound. Students are advised not to wait till the deadline or postpone their decisions on acceptance of the offer, since the chances of rejection because of delay in acceptance is high.

- The in-bound and out-bound communication between the student and the recruiter will be made only through the placement office, till the students are formally on-boarded.

Declining the offer

If a student has strong reasons to decline an offer from the employer, he or she must contact the placement officer immediately with a written application with supporting documents.

Ethical Practice

- Student shall not engage in falsifying, cheating, misappropriating information, using unfair means during the placement process, or bringing any type of "outside influence" in the recruitment process.

- Student should understand that any deviation from these guidelines will not only affect the relationship between ISBR and the recruiting partners, but also the other students of their own batch and future potential students who would be placed with the company

- No show / deliberate under-performance / rejecting an offer / impolite conduct and behaviour - will result in disciplinary action.

- Use of mobile phones, laptops, or other electronic devices is not allowed during the guest sessions, pre-placement talks, training programs, or any other placement session unless specifically allowed by the placement office

- Utmost decorum and politeness when interacting with the recruiters shall be followed

Disciplinary Action

If a student violates any of the placement related policies, code of conduct or the general rules of engagement for placement support, he/she may be subject to disciplinary action, by the Disciplinary Committee.

General Guidelines

- Let your placement dossier include three to four copies of your most recent résumé and two passport-size photos, copy of Aadhaar card, copy of your credentials, original mark sheets (will be returned to students after verification), Two Copies of mark sheets from 10th onwards till the last semester, endorsement letters, LoRs

- Apply for PAN Card if not available. Copy of PAN Card should also be submitted

- Keep your LinkedIn profile updated.

- Add your e-portfolios link you have created in ISBR in your CVs.

37 Annexure-7: Hostel Accommodation: Guidelines

Hostel Accommodation

ISBR provides hostel accommodation to the students who apply for it. Those who wish to avail the hostel accommodation will be required to make a formal application in the prescribed form to the Hostel Warden at Warden Email. The application form is available at the Warden's office or can be obtained by sending a mail to the Warden. Hostel accommodation is subject to availability of rooms at the time of application.

Hostel Rules

Hostel accommodation is allotted purely at the discretion of the Warden and on condition that the student agrees to abide by all the rules and regulations of the hostel. The Warden may refuse hostel accommodation without assigning any reason or remove a resident from the hostel at any time on disciplinary grounds. Under such circumstances, the student may be required to vacate their room at short notice. Similarly, students may be required to shift to alternate accommodation at short notice due to administrative reasons. The Hostel Management reserves the right to break open any room which is not vacated. No complaints of breakage or loss will be entertained. Important rules regarding the Hostel Rooms are as under:

a. The hostel facilities fee / deposit may be paid at the time of counselling or registration/admission.

b. Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the Warden/Hostel Supervisor.

c. Allotment made to a student is subject to cancellation, if he/she fails to occupy the room within the prescribed time. Rooms will also be forfeited if students fail to clear all their dues to the hostel by the specified deadline. In such cases they will be asked to vacate the hostel.

d. The Warden reserves the right to break open rooms in case of any violation of Hostel rules, suspected unlawful activities or on the basis of security risk perceived.

e. Once a student vacates the hostel, he/she will not be re-allotted hostel accommodation for a minimum period of 6 months. Every attempt will be made to provide hostel accommodation to all students who have applied for.

f. The rooms allotted to the students at the time of admission are for a limited period of up to one year or less. Residents are required to shift to other rooms as and when informed by the hostel authorities. This shifting may be necessitated due to administrative reasons and students are required to cooperate. Residents must occupy rooms specifically allotted to them. Residents shall not change over to any other room except with the written permission of the warden. Allotment of the room made to any student is subject to cancellation if he/she fails to occupy within the stipulated time or is found absent from the room without prior information or any valid reason. Residents will also forfeit their allotment if they fail to clear all their dues to the hostel by the scheduled date.

g. Residents who wish to vacate the hostel must meet the Hostel Supervisor for necessary formalities/ advice. Permission of the student's Parents and Hostel In-charge along with certain documentation is mandatory.

h. When there is a vacant seat in the room, the duplicate key of the room must be deposited with the Supervisor of the hostel to facilitate allotment of the vacant seat to another student.

i. No student should stay away from his/her room during the night except with prior written permission of the Warden/Hostel Supervisor. Any student, who wishes to leave the campus temporarily or otherwise, should obtain the permission of Supervisor in writing. Those applying for permission must state the date and time of his/her intended departure and return as well as the destination and enter all these details in the in-out register maintained in Security at gate.

j. All visitors including parents/guardians must be entertained only in the visitors lounge and during visiting hours only. A visitor's pass will be obtained from the office of the Security, well in advance by the concerned student.

k. Any damage/breakage to hostel property will be charged to the occupants of the room with a fine. Disciplinary action will also be initiated.

l. All instructions/notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board every day to acquaint themselves with latest information/orders.

m. Fire Hazards and Safety: Candles and incense are a fire hazard and are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the Hostel premises throughout the year. Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines if any before leaving their rooms. This is necessary to avoid an inadvertent fire.

n. In case of Fire: Residents must call/alert the Hostel Supervisor(s)/ Warden(s)/Security Staff(s).

o. The Hostel Warden or his representative may enter any room for verification at any time of the day or night.

p. The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room for a long period without prior information or any valid reason. This will, however, be carried out by the security person in the presence of the hostel Supervisor, Security Officer and one more person at the discretion of the Warden. On such occasions, the items in the room will be listed by these officials and kept in the storeroom. A verbal report followed by a written report will be sent to the higher Authorities.

q. All hostel inmates must report any disciplinary matter or problems concerning them or their roommate/ neighbour(s) coming to their notice to the Hostel Supervisor. In case their room-mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the Hostel Supervisor.

r. Giving the room keys to any person (except the Hostel Supervisors) in good faith is at one's own risk. The management will not take any responsibility for any loss of such costly articles/money.

s. Insurance of Laptops/Valuables: It is the responsibility of the Hostel residents to get their laptops and valuables, if any, insured themselves.

t. Security of ATM/Debit cards/ Credit Card: All students must take care of their ATM/ Debit cards. They are advised not to disclose their PIN to anybody, even to their best friends.

u. Waiting List for changing rooms: Students desirous of shifting to different rooms must put their names in the "Waiting List" being maintained by the Supervisor. Such students will be accommodated based purely on the waiting list seniority.

Maintenance of Rooms

a. The rooms have been distempered and painted as per schedule and will be maintained regularly by the management as per the maintenance schedule. Residents are not permitted to re-paint or do any alteration of any nature without the written permission of Hostel Supervisor.

b. All maintenance complaints/requirements will be attended to by the hostel supervisor. Complaint must be entered in the register available with the hostel supervisor. The complaints will be attended to expeditiously and are monitored by the Hostel Supervisor. Residents are not permitted to employ any outsiders for any such job without the permission of Hostel Supervisor.

c. Residents must bring to the notice of the Hostel Supervisor any failures/breakdown in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. The service of an electrician is available round the clock for attending to any defect in the electric system or fittings. When leaving the room, the occupants must take care to see that the fan and lights are switched off. Every effort must be made to economize the use of electricity.

d. The rooms and surroundings must be kept clean. The service of the cleaners must be obtained to ensure that the rooms are swept and cleaned while the residents are in the room. The housekeeping supervisors are at the service of residents. Residents are responsible for the cleanliness of their rooms. They should see that the rooms are properly swept every day. All wastepaper and refuse must be placed in receptacle provided for that purpose.

e. The electric points provided in each room are to be used for connecting table lamps. Use of any domestic electric appliance etc. is not permitted. Institute notifies a list of appliances permitted to be used in the room. Infringement of these rules will be severely dealt with. For the use of authorized electric appliances permission may be obtained from Warden/Hostel Supervisor. Any private unauthorized electric appliance found in any of the rooms without permission will be confiscated and disciplinary action initiated.

f. Water is an essential but scarce commodity. All residents are requested to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported through Housekeeping Supervisors/ Hostel Supervisor.

g. Any damage to hostel property will be made good by the residents who are responsible for such damage. This includes driving in of nails, defacing of walls, damage to fixtures and furniture. Fine will also be levied in addition to disciplinary action.

Timings – Leaving Campus

All students will return to the campus by 11.00 p.m. Students who wish to go to any place such as Railway station, Airport etc. for the night trains or flights must take prior permission at least one day in advance from the warden/ Hostel Supervisor.

Visitors

Visiting hours for guest(s)/ acquaintance(s) are from 7.00 am to 9.30 p.m. Visitors to the Hostel are not permitted after 9.30 p.m. Visitors including parents and guardians must obtain visitors pass from the Security Office, ISBR Business School, even to enter the visitors lounge in the hostel. The security guards will refuse entry without passes. In the absence of visitor's pass, residents have to meet their visitor only outside the Hostel entrances. Except the residents, no one else including Parents are permitted to stay in the students' room. Visitors will be permitted to enter their wards hostel rooms, only if the student is present.

Complaints and Suggestions

a. All complaints regarding repairs/maintenance in the Hostels must be entered personally by the students in "Complaint Registers" maintained in all the Hostels. These complaints are attended to expeditiously by JE (Electrician)/maintenance staff. All complaints are also monitored regularly by the Hostel Supervisor.

b. Residents of the hostels are not permitted to convene meetings of any sort in the Hostel premises without the prior permission of the Warden. Disobedience of this rule will be severely dealt with.

c. There are "Suggestion Boxes" kept in all the hostels for suggestions, if any, from the residents. Residents may drop their suggestions and complaints, if any, duly signed with their names and roll numbers in these Suggestion Boxes which are opened periodically. Appropriate action will be taken on all suggestions/complaints and feedback given to the student(s). No cognizance of anonymous suggestions/complaints will be taken.

d. The Hostel Supervisor is available round-the-clock on telephone and may be contacted in case of any emergency. Their telephone numbers are given for your reference/security and are also displayed at various places in the Hostel.

Medical Facilities

a. Students may also avail the services of the institute doctor who will be available in the institute medical centre at appointed days/timings as notified by the institute. The institute doctor may refer the students, if necessary, to outside specialist or hospital.

b. If a student is sick continuously for three days, he/she will keep the Hostel Warden and the Program Office informed of his/her condition.

c. If a resident falls sick, he/ she or room-mate/friend must immediately inform the Hostel Warden and the supervisor on duty who will make arrangements to shift/evacuate the student to the hospital hand look after him/her. All cases of sickness must be immediately reported to the Medical Officer for necessary treatment. In case a resident is quite unable to leave the room and go to the Hospital, the matter must be reported to the Hostel Warden. Information regarding any resident falling sick or getting admitted in the hospital must be relayed to the college authorities on priority.

Absence from Hostel

When a resident of the hostel wishes to leave the hostel on vacation/ holidays or otherwise the following action will be ensured:

a. The student will submit to the Hostel Warden a signed application on the prescribed format duly countersigned by his/ her faculty mentor. Once permission is accorded by the Hostel Warden/Supervisor, the student will also ensure the following mandatory action is done before leaving the hostel. The application forms can be obtained from either their hostel Supervisor/ Administrative Office or JE Office.

b. Mandatory Action by all Hostel Residents including PGDM, etc., Interns and Staff residents will make necessary entry in the IN-OUT Register available in Security at Gate. It is mandatory in all such absences to record departure/return date and time and place to which they are going along with the postal address and telephone/mobile number.

c. Disciplinary action/penal fines will be levied on defaulters.

Noise Levels in the Hostel

a. Anything which interferes with student's studies must be avoided at all times. "Silence Hours" will be observed from 10.00 p.m. to 7.00 a.m. on all days. No noise of any sort will be permitted during the "Silence Hours". Serious action will be taken on the breach of this rule. Residents must not go to others' rooms and disturb the inmates. Complaints from other residents will be investigated and action taken accordingly.

b. Playing of loud music and disturbing the quite atmosphere by any other means is not permitted as it disturbs the fellow hostel mates. You may use earphones while listening to music. Playing any kind of outdoor games inside the hostels/corridors is not permitted.

Mess Facilities

a. Residents of the hostel are normally required to use the Mess facilities. Permission for not using the mess facility on a permanent basis may be given only under very special circumstances. Prior approval from the Hostel Warden is necessary for this purpose.

b. Signing out from the Mess is allowed only when leave is officially sanctioned for a particular purpose and period.

c. All the residents are required to pay the bills within due date to avoid penalty, which will be decided by the Hostel Committee in consultation with the Hostel Warden.

d. Similarly, "Suggestion Book" is available in the Mess. Students/members may enter/drop their suggestion regarding quality, quantity, and variety of food in these registers/boxes which are perused by hostel Supervisor for remedial action. Valued suggestions of residents are given due consideration.

e. For other complaints, if any, applications shall be made in writing addressed to the Hostel Warden and handed over to the Hostel Supervisor/Mess Manager at the Hostel/Food Court Mess office. Complaints will be resolved expeditiously by the Hostel Supervisor/Mess Managers themselves. Advice and assistance of the Hostel Supervisor will be taken when needed. For investigation of any of the complaints the Supervisor may call the concerned resident or hostel employees to his/her office.

Prohibitions in Hostel

a. Students are requested to avoid singing aloud, shouting or making all types of noises which are likely to distract the attention of those who may be studying in their rooms or hostel libraries.

b. Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.

c. Cooking in hostel rooms is not permitted.

d. Substance abuse, consumption of alcohol and smoking or chewing of tobacco and its related products is strictly banned in the hostels and in the Institute Campus.

e. Partying in the rooms, in the corridors or anywhere in the hostel permitted whatever be the occasion may be permitted in the lobby area with prior permission of the wardens & Chairperson (Students Affairs) and CAO in writing.

f. No televisions are permitted to be kept in the hostel rooms by the students.

g. The residents are forbidden to keep any heavy cash/valuables in the room. The resident is responsible for the safety of his/her items inside the rooms. They may deposit all sums of money not immediately required by them for their expenses in the local Banks.

h. RAGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE CAMPUS. STRICT ACTION WILL BE TAKEN AGAINST THE DEFAULTERS. NO LENIENCY WILL BE SHOWN TO THE OFFENDERS. SUSPENSION AND OR WITHDRAWAL FROM THE HOSTEL/COLLEGE IS ONE OF THE ACTIONS TAKEN PROMPTLY. PUNISHMENT FOR RAGGING UNDER THE KARNATAKA EDUCATION ACT [OF 1983] CAN BE UP TO ONE YEAR IMPRISONMENT. SUPREME COURT HAS ALSO DEFINED RAGGING AS A CRIMINAL OFFENCE. (INSTITUTE RAGGING SQUAD CONTACT NUMBER:98448 97744)

i. Students must keep themselves aware of the laws regarding sexual harassment. Any case of sexual harassment in any form by any member of the campus community will be severely dealt with by the administration.

j. Plastic Free Zone: ISBR Business School is a 'Plastic Free Zone'. Residents should ensure that plastic bags are not used for any purpose whatsoever.

Vehicles

a. Two-wheelers are strictly banned in the campus. Students are not allowed to ride the two-wheelers inside and outside the campus.

b. All those who own a four-wheeler are required to give details of their vehicles to the Hostel Supervisor. They are also required to produce the registration book of their vehicles as well as their driving licenses. Such vehicles will be given an ISBR sticker.

c. In case of residents having four-wheeler, they are advised to keep their vehicles always locked. The vehicles are liable to be frequently checked by the Regional Transport Authorities. Residents are advised to update the registration as per the rules/regulations prevalent in the State of Karnataka. Residents are also advised to adhere to the traffic rules.

d. Any vehicle without proper silencers creates noise pollution and is prohibited in the campus. All four- wheeler owners will register their vehicles with ISBR Business School Campus Manager and obtain stickers for parking the vehicles in the ISBR Business School Premises. Management does not take responsibility of the vehicles.

e. Residents should park their four wheelers in the designated parking areas only. Vehicles parked elsewhere are liable to be towed away at the owner's cost.

Security in Campus

a. Students are required to cooperate with the institute security staff regarding the security issues

b. The students shall carry their ID cards while leaving the campus and shall inform the security desk and enter the details in the register regarding the destination, contact number and expected time of return

c. The students are requested to view this measure not as an intrusion into their affairs, but merely as a security precaution for their own safety

d. Visiting hours for guest(s)/acquaintance(s) are from 7.00 am to 9.30 p.m. Visitors to the Hostel are not permitted after 9.30 p.m. Visitors including parents and guardians must obtain visitors pass from the Security Office ISBR BUSINESS SCHOOL, even to enter the visitors lounge in the hostels. The security guards will refuse entry without passes. In the absence of visitor's pass, residents have to meet their visitor only outside the Hostel entrances. Except the residents no one else including Parents are permitted to stay in the students' room. Visitors will be permitted to enter their wards hostel rooms only if the student is present.

e. All students will return to the campus by 11.00 p.m.

Violations

Any violation of the above hostel rules will be viewed very seriously. Minor violation will be managed by the Hostel Supervisor with the assistance of the hostel administration. He/she will be imposed penalties and / or fines as appropriate. Major violations will be dealt with by the institute administration. The punishment in case of major violations may include, but not be limited, to expulsion and /or legal proceedings.

Hostel Charges

Security Deposit	₹ 20,000	Refundable
Double Occupancy	₹ 1,80,000	12% GST is applicable, includes boarding and lodging
Single Occupancy	₹ 3,00,000	12% GST is applicable, includes boarding and lodging

Student Undertaking

I, _____
have personally visited the Hostel and I have been told about the amenities available. I am aware that the Hostel facility is an outsourced one and is managed by a third party. I have read and understood the hostel policies, rules and guidelines. I undertake to abide by and follow the same.

Student Signature _____

Student Name _____

Mobile No. _____

Parent/Guardian Signature _____

Patent/guardian Name _____

Mobile No. _____

Date:

Place: Bangalore

Jurisdiction: For any disputes/untoward incidents arising during student's stay in the hostel, place of jurisdiction will be Bangalore. Parents/Student by signing this declaration will indemnify ISBR and the hostel from any collateral damages arising during their stay at hostel.

38 Annexure-8: Internal Committees

Student Grievance Redressal Committee		
Name	**Designation**	**Membership**
Dr. Nila A Chotai	Director - Academics	Chairperson
Dr. Balachandar S	Professor	Member
Ms. Kavitha Madhusudan	Director - Admission	Member
Dr. Bharathi T	Associate Professor	Member
Dr. Anand Sankar Raja	Assistant Professor	Member
Ms. Dilpreet Chadha	Program Manager	Member
Ms. Harshitha Nagalapuram	Representative of Students(I Year)	Member
Ms. Vidya R	Representative of Students(II Year)	Member
Mr. Shashi Kiran S	Campus Supervisor	Member
Anti-Ragging Committee		
Name	**Designation**	**Membership**
Dr. Balaji S	Professor	Chairperson
Mr. Madan Gowda	Assistant Professor	Member
Dr. Kangaraj K	Associate Professor	Member
Dr. Bharathi T	Associate Professor	Member
Ms. Kavitha Madhusudan	Director - Admission	Member
Ms. Mansi Arora	Assistant Professor	Member
Mr. Shashi Kiran S	Campus Supervisor	Member
Mr. Senthil Kumar	Sports Manager	Member
Mr. Siddappa PSI	Representative of Police Adm.	Member
Mr. Mahesh Kumara. S	Representative of Local Media	Member
Ms. Ashwini Katgeri	Representative of NGO involved in youth activities	Member
Mr. N Madhusudan Rao	Representative of Parents	Member
Ms. Grishma Burji	Representative of Students(I Year)	Member
Ms. Sanskruti Tanya	Representative of Students(II Year)	Member
Internal Committee (IC)*		
Name	**Designation**	**Membership**
Dr. Veena S	Associate Professor, Head SDG	Chairperson
Dr. Balachandar S	Professor	Member
Dr. Veena Rajachar	Associate Professor	Member
Dr. Richa Bhalla	Associate Professor	Member
Ms. Kavitha Madhusudan	Director - Admission	Member
Mr. Senthil Kumar	Sports Manager	Member
Ms. Shreya Poddar	Student	Member
Ms. Apoorva Yadav	Student	Member
Mr. Praveen K. Gupta	Student	Member

*(Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances)

39   Annexure-9: Application for Appeal for Readmission

Application for Appeal for Readmission

Date:

To,

The Program Director, ISBR Business School.

Subject: Regarding the appeal to consider my case for readmission in the program from the next academic year.

Name of the Student:

Roll No.:

S.No.	Term	No. of D's	Nos. of F's	TGPA
1	Term I			
2	Term II			
3	Term III			
4	First Year		CGPA:-	

"If a student is terminated from the program on account of failure to achieve minimum standards of academic performance as specified in section 15.2 in the first year or as specified in section 15.3 in the second year, he/she may file an appeal to the PGDM Program Director. The Academic Committee may reconsider his/her case for readmission in the program from the next academic year. The decision of the Program Director on such an appeal will be final. However, the student has the provision to appeal only once for each of the two years. The student will have to repeat the entire year. All the terms and conditions regarding admission will be applied as per the prevailing policies at the time of re-joining."

I wish to appeal for reconsidering my case for readmission in the program from the next academic year. I understand that the decision of the competent authority on my appeal will be final, the terms and conditions regarding admission will be applied as per the prevailing polices at the time of re-joining and I will pay the full fees applicable at the time of readmission.

Thanking you in anticipation.

(Signature)

Name:

Dated:

40 Annexure-10: Certificate of Approval for Course of Independent Study Report

Certificate of Approval for CIS Report

The CIS Report titled "_____"
submitted by "_____"
is hereby approved as a certified study in Management carried out and presented in a manner satisfactory to warrant its acceptance as a prerequisite for the award of Post Graduate Program in Management for which it has been submitted. It is understood that by this approval the undersigned does not necessarily endorse or approve any statement made, opinion expressed, or conclusion drawn therein but approve the CIS Report only for the purpose for which it is submitted.

Signature of Faculty Guide:

Name:

Department:

Date:

41 Annexure-11: Change of Specialization/Electives Form

Change of Specialization/Electives Form

Name of the Student	:
Enrollment number	:
Term	:
Changing from (specialization/name and code of the subject)	:
Changing to (specialization/name and code of the subject)	:
Reason for changing	:
Student's signature and date	:

Signature of the HOD/faculty from whose specialization/course you are exiting   :

Signature of the HOD/faculty whose specialization/course you are joining   :

For office use :

Can our current Timetable accommodate the student's request?	:	Yes / No
Verified by PGDM Program Office	:	
Approval by Program Director, PGDM	:	

42 Annexure-12: Audit Course (Non-Credit) Request Form

Name of the Student :

Enrolment Number :

Term :

Name of the Course you wish to audit :

Student's Signature and Date :

Signature of the faculty whose course you are joining :

For office use:		
Can our current Timetable accommodate the student's request?	:	Yes /No
Verified by PGDM office (Signature)	:	
Approval by Program Director, PGDM	:	
Date	:	

43   Annexure-13: Issuing Duplicate Identity Card

In case of the student's identity card is lost or damaged, a duplicate card may be issued on fulfilment of the following requirements. The student has to make a request to the PGDM Program Office.

- A letter of undertaking describing the circumstances under which the ID Card was lost shall be submitted. If a police complaint was lodged, the copy of the FIR may be attached.

- In case of damaged identity cards, students will be required to deposit the damaged card with the program office.

- Copy of the receipt of remittance of ₹ 500/- to the institute towards cost of replacement shall also be attached.

44 Student Performance Record

The student is expected to maintain his/her record of academic performance in the following template for ready reference:

Name of the Student:	
Program of Study:	
Year of Joining:	
Student Identity Number:	

Term-1 Courses	TM	GR	AT	Term-2 Courses	TM	GR	AT
TGPA:				**TGPA:**			
CGPA:				**CGPA:**			
AVAT:				**AVAT:**			
Term-3 Courses	**TM**	**GR**	**AT**	**Term-4 Courses**	**TM**	**GR**	**AT**
TGPA:				**TGPA:**			
CGPA:				**CGPA:**			
AVAT:				**AVAT:**			
Term-5 Courses	**TM**	**GR**	**AT**	**Term-6 Courses**	**TM**	**GR**	**AT**
TGPA:				**TGPA:**			
CGPA:				**CGPA:**			
AVAT:				**AVAT:**			

TM-Total Marks, GR-Grade, AT-Attendance, TGPA-Term Grade Point Average, CGPA-Cumulative Grade Point Average, AVAT-Average Attendance

45   Services Directory

Programs	For any questions related to the PGDM program, contact **director@isbr.in**
Academics	For any questions related to the program for which you are submitting the application, specializations available, faculty, skill and certification modules, contact **director.academics@isbr.in**
Admissions	For any questions related to submission of application, interview schedule and the selection process, contact **directoradmissions@isbr.in**
Placements	For any questions related to placements at ISBR, opportunities related to your choice of specialization, past placement details and career advancement programs and placement preparatory training, contact **placements@isbr.in**
Accommodation	For any questions related to request for student accommodation and stay, contact **warden.hostel@isbr.in**
Transport	For any questions related to request for student transport and travel, contact **campusmanager@isbr.in**
Address For Communication:	Director, Admissions ISBR Business School, No.107, Behind BSNL Telephone Exchange, Electronics City, Phase 1, Hosur Road, Bengaluru - 560 100.

List of Labels

CONTACT US!

📞 080-4081 9500

✉ info@isbr.in

🌐 www.isbr.in

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