

Important Guidelines for Participants of PG Diploma in Management Equivalent to MBA Degree by AICTE, Ministry of HRD Govt. of India.

Basic Guidelines:

1. **AICTE, Rules for Attendance** : As per the guidelines of AICTE, Govt. of India and Hon'ble Supreme Court Judgment, student of PGDM Programme must have 75% in a month, failing which students may not be allowed to appear for semester Exam. Every month attendance sheets of all students are sent to AICTE .
2. The same monthly statement of attendance will be sent to the parents for the proper guidance.
3. During the theoretical and practical class period at the Institute, every student must be in the Campus bearing Institute's dress with Identity Card.
4. All the students have to keep proper discipline inside and outside the Institute like any professional of the reputed Institute.
5. Apart from the Book Bank facility provided to the students, they are advised to get issued more than 10 books for further study for 15 days period.
6. **Tutorial Classes** : - Apart from routine theoretical classes, three tutorial classes in a month will be conducted subject wise in which attendance would be compulsory.
7. **Seminar/Workshop** : The institute will organize seminar/workshop on specific topics in which students have to actively participate, Fixed sessional marks is awarded for participation in such events.
8. Out of 100 marks in each semester 60 marks only is awarded for the theoretical & 40 marks is awarded for the following like :-
 - (a) 5 Marks for attendance
 - (b) 5 Marks for library
 - (c) 5 Marks for tutorial
 - (d) 5 Marks for library work
 - (e) 5 Marks for market & general service
 - (f) 10 Marks for discipline, etiquette and manner
 - (g) 5 Marks for self-assessment in each
9. In 15 Days bridge course based on personality development, business communication, leadership development will be organized free of cost by Kolkata based Institute National skills Academy of India in which 100% attendance is compulsory.
10. After completion of each semester theoretical examination will be conducted and students must appear for the same.
11. Any use of unfair means during the examination is strictly prohibited. In case of any violation and indiscipline activity in the examination will lead to expulsion for one semester and student will not be promoted the next semester.
12. **Assignments and research paper** :

Two assignments and one research paper have to be prepared in every semester by the participants under the supervision and guidance of faculty members. The topics and subject will be allotted at proper time.