



Soil SCHOOL OF
**BUSINESS
DESIGN**

**STUDENT
HANDBOOK
2023-24**

This Student Handbook is a reference guide for all PGDM students at SOIL School of Business Design. The Handbook includes academic information, a description of facilities, and a disciplinary/ethical code of conduct that all students are expected to follow. Hence, students are strongly advised to read the Handbook thoroughly to better understand the program, academic requirements, and expectations.

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Message from the Director

Dear Students,

I hope this message finds you in good health and high spirits. As the Director of this esteemed institution, it gives me great pleasure to welcome you with open arms to this new journey of your life. SOIL School of Business Design (SSOBD) holds a proud legacy of nurturing young talent, molding them into extraordinary leaders, and imparting morals that go past mere education. This Student Handbook is a complete guide intended to help you in navigating through your journey at the institute. It serves as a scope, leading you to success, individual growth, and rounded development.

The Handbook captures details about syllabus and academic policies. Acquaint yourself with the opportunities, essentials, and assessment criteria for all the courses, as they will provide insights into your academic accomplishments.

Besides academics, SSOBD lays strong importance on extracurricular and co-curricular activities, community engagements, and many more. You are expected to associate yourselves with clubs, academies, and activities that take place at the campus, which will help in developing critical skills needed for teamwork, expanding your network, and nurturing your talent outside the classroom.

The Handbook also outlays amenities, conveniences, support system, and regulations. The Institute believes in inculcating character, competence, and enthusiasm. Inspired Leadership, imparted through SOIL's five pillars of Compassion, Mindfulness, Diversity, Ethics and Sustainability, help the institution maintain a broad and balanced learning environment.

Remember, as a management student, your responsibility is not limited to gaining knowledge, but in applying the acquired skills in real-world scenarios. The Institute helps with Summer Training Projects, industry interaction, career development and career management services, all of which empowers you to acquire necessary skills to enable you to become industry ready.

I encourage you to read the Student Handbook thoroughly, marking it as your trusted companion in your 2-years journey.

Lastly, I would like to express my gratitude to the faculty members, staff, and student representatives who have contributed their time and expertise in creating this comprehensive guide. It is a true testimony to our collective dedication towards your success.

I wish you all an incredible time at the Institute. May your time at the institute be filled with enriching experiences, lifelong learning, and accomplishments that fulfil all your dreams. Embrace the opportunities that come your way, empower yourself with knowledge, and remember, the future belongs to those who dare to pursue their dreams with passion and perseverance.

Happy Learning,

Dr. R. Srinivasan

Director, SOIL School of Business Design

About SOIL School of Business Design

SOIL School of Business Design (SSOBD) is an AICTE approved institution of the SOIL Institute of Management. The school has been created with an aim to integrate management education, liberal arts and design thinking and converge into a unique model of business design. With its open spaces, aesthetically designed infrastructure, proximity to the most modern industry and technological hub, the campus provides an apt environment for creativity, business thinking and community immersion. We are supported by a consortium of 32 world-class companies. It is our endeavour to integrate all dimensions of multiple intelligence and provide holistic learning to our students.

Vision

To develop leaders who are fully 'aware', deeply 'care' and continuously 'dare' to create innovation that makes our world better.

Mission

To deliver a transformational Postgraduate Diploma in Management (PGDM) that enables students to work for "human centred innovation" based on an interdisciplinary curriculum that combines liberal arts, design thinking and management education.

Values

SSOBD¹ is guided by the overarching philosophy of School of Inspired Leadership (SOIL). Our founder Mr. Anil Sachdev along with the management has envisaged a path for the SOIL family. Our values are Awareness, Balance, Compassion, Diversity and Ethics leading to the acronym ABCDE.

Awareness (A): Imbibing the practice of mindfulness -being fully present and listening to the inner voice.

Balance (B): It comes from appreciating the true spirit of sustainability- to use our resources to balance the needs of today with those of tomorrow.

Compassion (C): Empathy towards others, society, and humanity at large.

Diversity (D): Recognizing the uniqueness in ourselves and in each person and leveraging the same to help us realize our true potential.

Ethics (E): Right thing to do. Transparent, honesty in what we think, act, and feel.

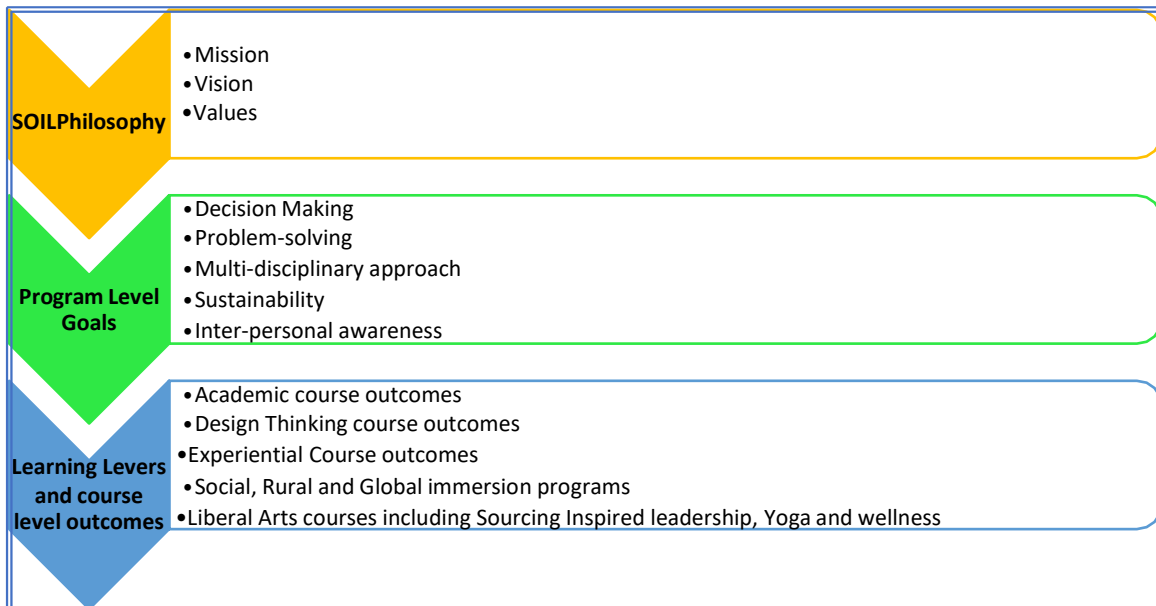
¹ For the purpose of this document, SSOBD and SOIL may be used interchangeably

About the Program

SOIL's 2-year PGDM is a bold and radical step in changing management education. The program aims at creating business leaders who excel in problem solving and creativity. A set of experiential activities including Summer Internship, Himalayan Learning Retreat and Rural Immersion, Global Immersion Program, Academy-Industry Week, Experiential Fridays, Discover India journey and Social Innovation Program/Live Projects are held during the entire Program from time to time.

Program Learning Goals

The SSOBD PGDM program aims to achieve five Program Level Outcomes (PLOs) that are aligned with our Mission, Vision and Values. Further all course level outcomes are aligned to the overall PLOs thereby creating an overall alignment with SOIL philosophy. Every student joining the program shall undergo the various courses, experiences, and assessments to attain the goals. The program design and goal alignment are visually depicted hereunder.



Program Level Outcomes -

- To demonstrate an ability to apply and integrate the functional areas of business to make sound decisions.
- To develop competence to identify and solve complex problems using structured, feasible and creative solutions.
- To broaden the intellectual depth through multidisciplinary approach, critical thinking ability, and experiential learning.
- To develop the sensibility to care about human lives, community and planet earth in decision making.
- To exhibit leadership and interpersonal awareness by collaboration and effective communication for implementing and coordinating organizational activities and managing change.

Learning Levers

Morning Circle is a unique tradition at School of Inspired Leadership wherein we dedicate twenty minutes each morning to the experience of hand holding and sharing positive stories and vibrations. Morning Circle is a practice to build community, appreciate and thank each other, develop confidence to address large groups and observe and celebrate important days.

We start each day by being grateful to the almighty, with a beautiful morning prayer followed by experience sharing, knowledge sharing by the students and faculty alike. It introduces all to the basics in life: human connections, a sense of belonging and inner peace. The morning circle ends with the national anthem sung with zeal and the salutation 'Jai Hind'!!

In addition to academic inputs, SOIL School of Business Design aims for holistic development of students by highlighting on Design Thinking, Experiential Learning and Social Innovation Projects.

Design Thinking is defined in different ways by various academics, industry leaders but somehow all believe in keeping the customer at the core while designing a new product/service or improving an existing product/service. Design Thinking involves methods from across the field of design to create learning experiences that help people unlock their creative potential and apply it to the world.

Design thinking is both an ideology and a process, concerned with solving complex problems in a highly user-centric way.

The world has become increasingly interconnected and complex. Twenty-first-century organizations from a wide range of industries find design thinking a valuable means to problem-solve for the users of their products and services. We at SOIL provide students a framework for dealing with unstructured problems and for managing the innovation process through Design Thinking.

Experiential learning can be described as ideal process of learning, inviting students to understand themselves as a learner, and empowers one to take charge of their own learning and development. The way we learn is the way we approach life in general. It is also the way we solve problems, make decisions, and meet life's challenges. Learning occurs in any setting and continues throughout your life. The experiential learning cycle is a four-step learning process that is applied multiple times in every interaction and experience: Experience – Reflect – Think – Act. With this mindset we train our students in this experiential learning process by following Gardner's multiple intelligence theory. Gardner proposed that there are eight intelligences and has suggested the possible addition of a ninth known as "existentialist intelligence." For example, people who are strong in visual-spatial intelligence are good at visualizing things.

We in SOBD have embedded experiential learning in our curriculum to enable each of our students to develop multiple intelligences by designing our "Experiential Fridays". Multiple intelligence theory is not only a part of a knowledge identification and sharing program for students but also as a tool for recognizing, respecting, and benefiting from such diversity in the workplace in their future career.

The Social Innovation Program at SOIL is a unique intervention where all the students work in groups with an assigned NGO, which they care about, once a week for a considerable duration of their post-Graduate Program. SOIL has partnered with more than 30 NGOs across Delhi NCR who in turn collaborate with our students to find meaningful projects where SOIL students can develop novel 'solutions' to deep-rooted social, cultural, economic and environmental problems.

The social innovation program kicks off with an NGO fair where all the partner NGO present our students about their work, their impact, and available projects. After the presentations, students choose their desired NGO to work with based on issues close to their hearts. Exposure to liberal arts and visits to NGOs as a part of the program keeps the students grounded and connected to the society, inculcating a sense of social security in their mind. SOIL has also partnered with NCR-based non-profit organizations for students to find meaningful projects which can give real value to the NGOs. Students contribute meaningfully by building businessplans for income generation activity, developing case studies as marketing collateral, creating innovative fund-raising initiatives etc.

Andragogy

The andragogy at SSOBD comprises of lectures, simulation exercises, exercises, case studies, role plays, presentations, project work, term papers, individual/group assignments, etc. A suitable mix of teaching and learning methodology is used as appropriate for each course.

The course outline for each course is provided before the course commences. This is prepared by the faculty. An outline typically contains faculty contact, list of material required for the course, course description, learning outcomes, andragogy, evaluation methodology, application of learning, general guidelines, and the detailed session plan. The students and the faculty follow the syllabus based on the outline. However, the faculty uses discretion to adjust as deemed fit while delivering the course.

Academic Calendar

	PGDM 2023-25 - TERM 1		PGDM 2022-24 - TERM 4	
	Start	End	Start	End
STP Presentation Viva - Internal			26-Jun-23	30-Jun-23
Academic Classes	6-Jul-23	24-Sep-23	3-Jul-23	23-Sep-23
STP Presentation Viva - External			10-Jul-23	16-Jul-23
Maha Samadhi Day	3-Aug-23			
Independance Day	15-Aug-23			
Mother as first guru celebration	20-Aug-23			
Kaizan- Call for Article	4-Sep-23	4-Sep-23		
Voice Out- Debate Comp.	15-Sep-23	15-Sep-23		
End Term Examination	25-Sep-23	1-Oct-23	25-Sep-23	3-Oct-23
Gandhi Jayanti	2-Oct-23	2-Oct-23	2-Oct-23	2-Oct-23
	TERM 2		TERM 5	
	Start	End	Start	End
Academic Classes	3-Oct-23	7-Jan-24	4-Oct-23	13-Jan-23
Karma Rasoi	3-Oct-23			
Faculty experience auction	11-Oct-23			
Placement Week			16-Oct-23	21-Oct-23
Dusherra Celebration	20-Oct-23			
Bizsprint	20-Oct-23			
Diwali Mela	27-Oct-23			
AI Week I	30-Oct-23	3-Nov-23		
Case Study Competition	7-Nov-23			
The CEO Challenge	24-Nov-23			
Guru Nank Jayanti	27-Nov-23			
Soil Premier League	2-Dec-23			
International Conference	8,9 December 2023 - International Conference			
Group Discussion Mania	15-Dec-23			
Christmas Celebration	24-Dec-23			
Christmas	25-Dec-23			
Lohri/Pongal	15-Jan-24			
End Term Examination	8-Jan-24	14-Jan-24	15-Jan-24	24-Jan-24
	TERM 3		TERM 6	
	Start	End	Start	End
Academic Classes	15-Jan-24	14-Apr-24	29-Jan-24	23-Mar-24
Parent's Day	22-Jan-23			
Republic Day	26-Jan-23			
AI Week II	29-Jan-23	2-Feb-23		

Design Thinking Festival	9-Feb-23	10-Feb-23		
Himalayan Retreat	19-Feb-24	25-Feb-24		
Soil Olympics	9-Mar-23			
Holi Celebrations	13-Mar-23			
Farewell	22-Mar-23			
Build your own brand	25-Mar-23			
End Term Examination	15-Apr-24	21-Apr-24	26-Mar-24	30-Mar-24
STP	22-Apr-24	23-Jun-24		
Convocation			4-May-24	4-May-24
SSOBD Foundation Day			5-May-24	5-May-24

NOTE: **The academic calendar is subject to changes. Students are required to follow the communication from Program Office regularly.

The PGDM Program Curriculum

The 2-year PGDM course at SOIL School of Business Design course is spread across 6 terms for 2 years. The 1st year and 2nd year have three terms in each. The compulsory 8-10 weeks Summer Training Program commences after the Term 3. Students begin their journey at SSOBD with an Orientation Program and Bridge Classes.

Term 1 will see students engaging in unlearning the art of conventional learning system and relearning concepts in creative ways. It involves fundamentals of business management along with the elementary components of business design. This term also aims to polish the communication of the students. This term is an immersion into the core lifestyle of a typical SOBD student.

Term 2 aims at nurturing advanced knowledge of core management courses that was introduced in Term 1 integrating them with the practical learning of Design Thinking. Students are also encouraged to be socially conscious and indulge themselves in personal grooming activities.

Term 3 is designed to prepare the students to be work-ready for their summer training.

At the end of the first year of study, students undertake the 8 week summer training. The objective of summer training is to help students relate the concepts learned in class to real life situations making them aware of business practices and to instill a sense of discipline in the students which is essential for success in the corporate world. It is a mandatory credited component for all students.

Specialization

The second year of the programme will see the students opting for specialized courses along with few core courses in Liberal Arts and Design Thinking. At the end of second year, students will be able to gain advance level knowledge in there area of specialization coupled with multi-disciplinary learnings which also include exploring international boundaries and national

culture and heritage.

The elective courses to be offered during Terms 3 to 6 are announced by the Program Office by the end of the second term. Students are required to choose a major from the following areas:

(1) Marketing (2) Finance (3) Operations+Analytics (4) Human Resource.

A student must take 14 elective courses (42 credits) from the bouquet of courses offered, over Terms 3,4,5 and 6. A student must have at least nine elective courses (27 credits) from a particular area to major in that area; and remaining five elective courses (15 credits) could be chosen from other areas. **However, Majors and/or Minors are not indicated either in the Marks Transcript or in the Diploma.**

The indicated choices for third, fourth and fifth term courses will be firm choices. No changes in the fourth and fifth term choices are permitted after the last date as announced by the Program Office. It may be noted that the change, if any, will be allowed only once, for VI term courses, subject to the following conditions: (i) No existing elective course(s) gets dropped because of student numbers falling below the minimum prescribed because of the withdrawal; (ii) If the total number of students in the course is already ≥ 60 .

Marketing Specialization: In the ever-evolving global socio-economic environment, organizations need to be constantly ahead of their times. They need to be strategic in their approach, innovative in their thinking and eager to embrace technology. The Marketing stream is an honest attempt to build leaders who can address this need of the industry. After going through the cross-functional foundation courses in the first term, the students dive deep into advanced courses of marketing getting exposed to the latest concepts of creating value for customers and learning the techniques to enhance the customers mind share. All the elective courses are delivered by renowned faculty who have considerable experience in the industry as well as academia.

Finance Specialization: The world of finance has many intriguing facets with wide applications ranging from general ones in financial management (corporate and personal) to specialized ones like security analysis, project finance, investment banking and financial analytics to name a few. The finance specialization track in SSOBD is meant to deep dive into most of these areas. The courses included herein accordingly cover a wide spectrum, with a fine balance of quantitative and strategic inputs. The track aims to equip the students with adequate knowledge to enable them to build a career in this sector. It has been designed to cater to a diverse range of industries and profiles within the financial sector. The track also helps to build the foundation for pursuing more specialized streams in finance for those who would like to carry it forward during their master's studies.

Analytics Specialization: Analytics track intends to create an environment revolving around data; wherein the impact of data is understood and utilized to enhance knowledge and business decisions. It would basically deal with various data modelling and analysis techniques used in the real world to increase business performance and value. The curriculum is designed along techniques of data mining, machine learning, visualization techniques, predictive modelling, big data technology and statistics. The students would also gain practical hands-

on experience of data analytics in the different functions of business which would further develop their teamwork, critical thinking ability, problem solving skills and decision-making abilities.

Human Resource Specialization: The course curriculum is designed to prepare students quickly and thoroughly for a career in a global business environment. The aim is reflected in the compressed time frame, reliance on individual and group assignments and a clear focus on global and contemporary HR themes and challenges. The HR program builds and nurtures high quality HR Practitioners. The program addresses a range of relevant topics including the role of HR in today's business environment, key HR processes and systems, and HR Information Systems and Technology. The program is designed and delivered with the help of leading practitioners, academicians, and consultants. Our students are also given an opportunity to work on HR consulting projects.

The students will give their choices about elective courses according to the procedure and timings for the same as communicated by the Program Office. Students failing to meet the deadlines will have to accept the courses allotted by the Institute. The instructors will evolve criteria in consultation with the Director in case it is decided to restrict the entry of students in any course. In case, due to some exigencies, the Institute decides to drop a course, the students who have subscribed to that course will be asked to register for another course to meet their requirement of electives/credits.

Credit Structure

1 credit = 10 hours, and a full-3-credit course consists of 30 hours of class classroom teaching. Similarly, one half-credit course will have 15 hours classroom teaching. A full-credit course requires approximately 60 hours of work from the student, both inside and outside the classroom. A normal working day shall have 4-5 class sessions per day, each session being 90 minutes (unless otherwise in special circumstances). There shall be a short break between two sessions.

The evaluation method, grading scheme, successful completion criteria and assessment pattern for non-academic activities shall be conducted as prescribed in respective courses. Student attendance in the morning circle, career development sessions, guest lectures and other institutional events is mandatory and shall be counted in the overall attendance.

Note:

- To be eligible for the PGDM Certificate, a student must have at least 1 Major area or take up General Management
- A student has the flexibility to vary the number of electives in each term provided they take a total of at least 14 electives amounting to 42 credits across the four terms.
- A student must take at least 9 Elective courses amounting to 27 credits for a Major; and a student is required to take at least 5 Elective courses amounting to 15 credits in one area for it to be a 'Minor'.
- For General Management, a student can take courses across multiple areas amounting to 14 in all.

LEARNING DESIGN @SSOBD – 2023-25 batch

PGDM Batch 2022-24 (Year 1 – Academic Year 2022-2023)				
Term-1				
Domain	Course Code	Subject	Credit	Hrs
Human Resources	22-HR101	Organizational Behaviour 1	3	30
Finance	22-FA101	Accounting for Managers	3	30
Marketing	22-MA101	Marketing Management - 1	3	30
Analytics	22-AN101	Data Analysis using Excel	3	30
Design Thinking	22-DT101	Design Thinking Mindset	2	20
Liberal Arts	22-LA101	Sourcing Inspiration	1	10
Liberal Arts	22-LA102	Sociology	1.5	15
Analytics	22-AN102	Descriptive and inferential Analytics	3	30
General Management	22-GM102	Managerial Economics	2	20
General Management	22-GM101	Persuasive Communication-1	3	30
Liberal Arts	22-LA103	Yoga and Wellness for healthy life	0	15
Career Development	22-CD101	Career Development Services	0	20
Experiential	22-EL101	Experiential Fridays	0	15
Total Term-1 Credits			24.5	295
Term-2				
Domain	Course Code	Subject	Credit	Hrs
Operations	22-OS201	Operations and Supply Chain Management	3	30
Finance	22-FA201	Corporate Finance-1	3	30
Analytics	22-AN201	Prescriptive Analytics through Optimization Techniques	3	30
Analytics	22-AN202	Business Research Methods	1.5	15
General Management	22-GM201	Persuasive Communication-II	3	30
Human Resources	22-HR201	Human Resources Management	3	30
Liberal Arts	22-LA202	Anthropology	1.5	15
Liberal Arts	22-LA203	Yoga and Wellness for healthy life	0	15
Experiential	22-EL201	Social Innovation Project	5	50
Marketing	22-MA201	Marketing Management-2	3	30
Design Thinking	22-DT201	Design Thinking in social innovation	2	20
Career Development	22-CD201	Career Development Services	0	10
Liberal Arts	22-LA201	Sourcing Inspiration	1	10
Career Development	No Code	AI Week I	0	40
Total Term-2 Credits			29	355
Term-3				
Domain	Course Code	Subject	Credit	Hrs
Operations	22-OS301	Project Management	1.5	15
General Management	22-GM301	Corporate Governance & Sustainability	1.5	15
General Management	22-GM302	Corporate Strategy	3	30
Analytics	22-AN301	Data Visualisation with Power BI	1.5	15

Finance	22-FA301	Management Accounting	2	20
Finance	22-FA303	Corporate Finance-2	1.5	15
Elective	Code	1 Area Elective	3	30
Analytics	22-AN302	Business Research Methods II	1.5	15
Liberal Arts	22-LA302	Psychology	1.5	15
Design Thinking	22-DT301	Business Design	2	20
Career Development	No Code	AI Week 2	0	40
Liberal Arts	22-LA301	Sourcing Inspiration	1	10
Experiential	22-EL301	Himalayan Retreat / Rural Immersion	0	50
Total Term-3 Credits			20	290
Term-4				
Domain	Course Code	Subject	Credit	Hrs
General Management	22-GM401	Summer Internship	6	60
Career Development	22-CD401	Career Development Services	0	15
Elective	Code	7 Area Electives	21	210
Total Term-4 Credits			27	285
Term-5				
Domain	Course Code	Subject	Credit	Hrs
Electives	Code	5 Area Electives	15	150
Total Term-5 Credits			15	150
Term-6				
Domain	Course Code	Subject	Credit	Hrs
General Management	22-GM601	Capstone Simulation	1.5	15
General Management	22-GM602	Business Innovation & Entrepreneurship	1.5	15
Elective		1 Area Electives	3	30
Total Term-6 Credits			6	60
Total Credits for 2 years PGDM Program			121.5	

Attendance

SSOBD insists on 100% attendance under all circumstances for each course.

Minimum Attendance Norm- The minimum attendance norm for all students is 80% of total possible attendance for each course.

The 20% that a student is allowed to miss includes

- Classes missed due to sickness/emergency in the first family
- Classes missed due to any meetings/events/competitions
- Classes missed due to CMS activities

Attendance and Grades

Attendance Percent	Grade Drop Rule
80% - 100%	No Grade drops
70% - 79.99%	One Grade cut [For example, if the student has obtained an A grade and the student's attendance is 78%, then the student will be awarded A- (A Minus).]
Below 70%	A student will not be permitted to appear in the End term examination of the course.

If a student's overall attendance in non-academic activities (morning circle, institute events, guest lectures, CDS sessions, etc.) falls below 80% in any given term, he/she will not be allowed to sit for the end-term exams in that term.

Note: If a student is not present on campus and our records do not reflect any attendance for a period of more than 30 days, the student will be considered withdrawn from the programme. He / She will not be entitled to any refund in this case.

Evaluation

SSOBD awards grades to students at end of every term on successful completion of the course. In case no grade is reported by the faculty at the end of each course for a student, it will be treated as **Grade F**.

All components of evaluation will be in terms of marks. These marks will be multiplied by the percentage weight for that component. These weighted marks will be added together to get the total aggregate score for the course.

Letter grades will be assigned based on these scores. The numerical score against the letter grade will be the course Grade Point.

A student will be awarded an F grade under any one of following conditions:

- The aggregate marks scored for a course is less than 40.
- The minimum attendance required for a student to appear in the end-term evaluation or course completion is 70.

The **Term Grade Point Average (TGPA)** is a weighted average calculated by summing the products of grade points and credits for courses in a particular term and dividing this sum by the total credits offered in that term.

The **Cumulative Grade Point Average (CGPA)** is a weighted average calculated cumulatively across terms.

Letter grades and equivalent Grade Points

Letter grade	Grade Point
A+	4.00
A	3.67
A-	3.33
B+	3.00
B	2.67
B-	2.33
C+	2.00
C	1.67
C-	1.33
D	1.00
F	0.00

What happens if a student gets an F?

A student receiving more than 2 F grades OR 4 D grades OR 1 F and 2 D grades cumulatively over two years shall be reviewed by the Program Committee for his/her performance. The committee may recommend one of the following

- Repeat a year or both years of study, by paying the applicable fees applicable at the time of re-registration/re-admission.
- Withdraw his/her admission from the Institution without any fees refund.
- Take fresh admission

Evaluation Method

The evaluation method includes, but not limited to, the following:

- End Term Examination,
- Course quizzes
- Case study questions
- Individual Assignments/Exercises
- Group Projects
- Class Participation
- Class Presentations
- Short tests
- Physical attendance

The respective course faculty will decide on appropriate mix of such evaluation methods for each course. The evaluation components shall be arranged in a way that students get feedback on their performance at regular intervals.

Students will be assessed based on their performance in all components of evaluation. Grades will be awarded to students in a course based on overall weighted marks obtained by the students in all evaluation components. Any student, who misses any component of evaluation, will be awarded zero marks in that missed component.

Evaluation Criteria

- Minimum number of evaluation components per course will be 4 for 3-credit courses and 3 for 1.5-credit courses. This includes a mandatory end-term examination.
- Class participation or attendance cannot be a component
- Group component is mandatory and shall not cumulatively exceed 35% of the max marks possible in the course.
- Ratio of formative and summative assessments will be 60:40.

Examination regulations

Plagiarism

Students are expected to do all the work (assignments, projects, reports, test papers, presentations, and examinations) assigned to them without passing off the thoughts or work of any other person as their own.

Policy for Plagiarism and copying

- Moderate cases or the inclusion of unacknowledged material accounting for 20-30% of the assignment-This would result in a reduction of marks by 20%.
- Severe Cases or the inclusion of unacknowledged material accounting for over 30% of the assignment- The student will be awarded zero mark.
- Even in no-copy-paste reports, the students must mention the references/sources of the data.
- In the absence of the references, 10% marks will be deducted.
- Copying of answers/assignments/reports among friends results in awarding zero to all similar copies.

Conduct During Examination

All examination arrangements are handled by the Program Office. While the examination schedule will be released at least a month before the start of the examinations, exam instructions and seating charts will be released to the students at least 3 days before the scheduled date of the exam. Exams may be held during the day, in the evenings or even on weekends, and a student should check the examination schedule carefully. Students are not encouraged to approach faculty members or the Program Office to reschedule exams or to make special accommodations.

All the rules mentioned above stand true for exams conducted either on online or offline mode.

- Students must appear for the examination at the scheduled date and time, and in accordance with the seating chart, as announced by the Office of Examinations.
- Students should be seated in the examination room at least 10 minutes before the start of the exam.
- After the first 10 minutes of the exam, students will not be allowed to enter the examination room.

- Students shall not be allowed to leave the examination room in the first 35 minutes
- In case of a closed book or closed notes examination, all books, notes, papers, and bags must be left outside the examination room.
- No exchange of items, including calculators, books, notes, stationery, or chargers, is permitted in the examination room. You are required to take the invigilator's permission to borrow any stationery item from other candidates.
- External hard disks, memory sticks and USB flash drives are not allowed in the examinations room. Electronic communication devices such as mobile phones, smart watches, headsets, iPads, iPods, tablets, and any other music devices are not permitted in the examination room. Students are required to switch off Bluetooth devices on their laptops before the start of the examination.
- Students must write their answer book numbers carefully and sign the attendance sheet circulated in the examination room.
- Students should not mention their roll numbers or names anywhere in the answer book or supplementary sheet.
- Students should use only blue or black ink to write the exam and pencil for drawing and highlighting. Use of any other ink colour or sketch pens or other markings that will help ascertain the identity of the student is not permitted and will be considered as using unfair means.
- Students are responsible for verifying they have been issued correct and complete examination documents.
- Students may draw the attention of the invigilator by raising their hand.
- If students finish an examination early, they may submit it to the invigilator and leave the exam hall.
- Invigilators have sole authority for resolving queries or disputes in the examination room.
- Students who disturb others will be warned by the invigilator. Should the conduct persist; students will be required to leave the examination room. The invigilator will submit a report to the Office of the Examinations for further processes.
- Dishonest behaviour will result in the student failing the exam, and possibly being expelled from the Institute.
- In situations of critical illness or bereavement, students should contact the program office.
- Misinterpretation of the examination timetable is never an acceptable excuse for absence or being late to an exam.
- Students arriving late due to issues outside their control, and who are admitted to the examination after seeking necessary permission from the Director-Academic Operations, will not be given extra time to complete the examination.
- If there are any corrections in the question paper, it will be announced to students in the exam hall.
- All question papers, cases, and any other material distributed should be returned before the student leaves the exam hall.
- All answer books relating to examinations will remain the property of the institute.
- Candidates with fee dues shall not be allowed to appear for the exams.
- The student is found guilty of academic misconduct or plagiarism in any of the

evaluation methods mentioned below. The final decision rest with the Director in all cases.

Re-Evaluation and Review Window

SSOBD does not have a re-evaluation policy. Since the faculty themselves do the evaluation, a lot of care goes into the process the first time.

There is, however, a Review Window, where faculty members show the answer books to the students. This helps students understand where they need to improve. If a student misses this review window, no other opportunity will be given for such a review.

Once the grades are released, no changes will be encouraged.

Feedback From Students

To make learning a two-way process, feedback from students is sought periodically on parameters such as:

1. Faculty, Course, Learning
2. Infrastructure and services
3. Industry interaction
4. Experiential Learning Programs such as Rural outreach and similar programs
5. Mentorship
6. Program Office
7. My SSOBD (Campus management solution)
8. Leadership Series
9. Guest Lectures
10. SSOBD Feedback Survey
11. Transformational Index

The institute encourages an open culture of sharing constructive feedback aimed at achieving high standards of performance.

Course Feedback is sought after last session of each course and before the start of the exams.

Grades of those students who have not submitted feedback will be withheld with no recourse.

Withdrawal from the Programme

Temporary Withdrawal

A student can apply for a temporary withdrawal from the program owing to extenuating circumstances such as hospitalization (including surgery), health related problems, personal or psychological problems or any other reason that may prevent the concerned student from pursuing the program further.

An approval from the Director is required for such temporary withdrawal from the program.

The student withdrawing from the program temporarily, must rejoin the program and

complete the program within 36 months of his/her admission into the program the first time.

Compulsory Withdrawal from the Programme

Whenever a student accumulates more than 2 F grades OR 4 D grades OR 1 F and 2 D grades cumulatively anytime during the program considering all compulsory and elective Courses, he/she will be required to withdraw from the program forthwith. A student earning a F grade in the Summer Training Project (STP) disqualifies himself/herself from the award of the diploma.

Whenever a student is not eligible, due to any or combination of the reasons stated herein:

- for promotion from the First Year to the Second Year of the program;
- A student who has been asked to withdraw for reasons, will have an option to continue in the next academic year (in the grace period) with the new batch for which he/she will have to pay the fee and other charges applicable to the new batch.
- A student will be required to withdraw from the program if any part of the PGDM, including the Summer Project, is not completed within three consecutive years of the student's entry into the Program.
- A student will be asked to withdraw from the program if his/her conduct is detrimental to the educational process of the Institute.
- Any student asked to withdraw from the program, will forfeit the fees paid to the Institute.

Students' Affairs

We at SSOBD firmly believe that our students are at the centre of the system, and their learning experience is of great importance to us. In an endeavour to enhance the learning outcomes for students, all affairs of the students are meticulously monitored. The Dean of Student affairs is the contact point for students in case of queries and clarifications.

Program Office

The PGDM program is administered through the Program Team that is responsible for managing its academic engagements, live projects, and examinations. The Program Team will serve as the main point of contact for all matters related to academics. Students are encouraged to consult with their Program Manager periodically for changes in the program. All communication from PO shall be continuously and regularly followed.

Program Office Members

Our PO team members and their contact details are given here.

Mr. Shankar H. Iyer

Director – Academic Operations

e-mail: shankar.iyer@soil.edu.in

Mr. Rahul Sharma

Program Manager – PGDM 2022-24 (Even year batch)

e-mail: rahul.sharma@schoolofbusinessdesign.com

Mr. Rajat Gupta

Program Manager – PGDM 2023-25 (Odd year batch)

e-mail: rajat.gupta@soil.edu.in

Mr. Parveen Kumar

Sr. Executive

e-mail: parveen.kumar@soil.edu.in

Roll number, E-mail ID, and ID cards

Each student is issued a unique roll number which is to be mentioned in all communication/ submission to faculty members, mentor, program office or any other concerned department.

All the students will be issued RFID based Identity Card and they are required to always carry this on them while at the Institute. Entry into the campus maybe denied without Identity Card. In case of loss of Identity card, a duplicate card will be issued on payment of Rs. 250. The ID card must be surrendered to the institute on completion of the programme.

The Institute shall provide all students with personal email addresses. Important information regarding the program and day-to-day activities will be sent to the student on their e-mail address. Students should develop the habit of checking their mails on a regular basis. It is the responsibility of the students to keep abreast of any announcements and changes made irrespective of their attending/not attending the sessions.

Knowledge Resource Centre (KRC)

Library

The Knowledge Resource Centre (KRC) at SSOBD has an excellent collection of books and journals on Management and related subjects. The students can get all the requisite reference material from the KRC.

KRC Rules and Regulations

- Every student should possess his/her I-Card while making use of the KRC.
- Discipline should be maintained in KRC. Indiscipline may lead to penal action and the KRC privileges may be withdrawn.
- A total of four books will be issued to a member for 15 days at any given point of time.
- Reference material should not be taken outside the KRC.
- Books for overnight reading will be issued at specific time as decided by the KRC manager and the same must be returned before 9.30 AM next day.
- Journals/Magazines will be issued for current reading in the KRC only.
- When books are issued, user should check the pages of the issued books and if pages are found missing, they should report the same to the KRC manager before leaving the Counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
- Users are required to handle books and reading material very carefully. Marking KRC books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously. In such case, the last reader will be held responsible unless he

shows the KRC Manager at the time of issue that the book had been previously marked or damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage. Books will have to be replaced.

- In order to prevent students from keeping KRC books with them beyond due date, the fine charged will be as follows: First week after the due date: Rs. 5/-per day.
- In case a student loses a book he/ she should replace the book. In case the book cannot be replaced; the current price of the book will be paid by the student.

Learning Management System

The Institute uses Canvas, one of world's leading Learning Management Systems.

All academic delivery support will be on Canvas—Learning material, quizzes, assignment submissions etc.

All notifications from faculty members and the Program Office will be through the LMS. Hence, it is important to regularly visit the portal or install the mobile application.

TAC (Technical Assistance Centre)

TAC provides guidance and support for IT infrastructure including hardware, software, networking, etc.

Basic Guidelines for usage of Technical Resources:

Copyrights and Licenses: Computer users must respect copy rights and licenses to software, entertainment materials, published and unpublished documents, and any other legally protected digital information.

Integrity of Information Resources: Computer users must respect the integrity of computer-based information resources. They should refrain from engaging in Modification or Removal of Equipment, Encroaching on Others' Access, and Use, Unauthorized or Destructive Programs, Academic Pursuits

Unauthorized Access: Computer users must refrain from seeking to gain unauthorized access to Information resources or enabling unauthorized access.

Usage: Computer users must respect the rights of other computer users. Most systems provide mechanisms for the protection of private information from examination by others. Attempts to circumvent these mechanisms to gain unauthorized access to the system or to another person's information are a violation of SSOBD guidelines and may violate applicable law. Authorized system administrators may access computer users' files at any time for maintenance purposes. System administrators will report suspected unlawful or improper activities to the proper authorities.

Political, Personal and Commercial Use: SSOBD as an organization is subject to specific central, state, and local laws regarding sources of income, political activities, use of property and similar matters. It must assure proper use of property under its control and allocation of overhead and similar costs.

Abuse of systems: Users, when requested, are expected to cooperate with system

administrators in any investigation of system abuse. Users are encouraged to report suspected abuse, especially any damage to or problems with their files. Failure to cooperate may be grounds for cancellation of access privileges, or other disciplinary actions.

Corrective Action: If system administrators have persuasive evidence of misuse of computing resources, and if that evidence points to the computing activities or the computer files of an individual, they should pursue actions appropriate to protect other users, networks, and the computer system.

Student Honor Code and Fundamental Standard: Unless specifically authorized by a faculty, all the following uses of a computer are examples of possible violations of the Honor Code:

- Copying a computer file that contains another student's assignment and submitting it for credit.
- Copying a computer file that contains another student's assignment and using it as a model for one's own work.
- Collaborating on an assignment, sharing the computer files, and submitting the shared file, or a modification thereof, as one's individual work.
- Misuse of a computer, network or system may violate the Fundamental Standard.
- Examples would be but are not limited to theft or other abuse of computer time, including unauthorized entry into a file, to use, read, or change the contents; unauthorized use of another person's identification or password; use of computing facilities to send abusive messages; or use of computing facilities to interfere with the work of another student or the work of a faculty or staff member.

Technical Assistance Center Contact:

tac@schoolofbusinessdesign.com

Cafeteria

The Food Services at SSOBD exist to provide healthy food choices at reasonable prices to all members of the SSOBD family.

As responsible members of the family, everybody should:

- a. Keep food spaces clean
- b. Not waste any food and water
- c. Engage in healthy food practices
- d. Limit eating space to cafeteria only
- e. Help maintain high standards of hygiene and food safety requirements
- g. Settle account with the food vendor in time

Recreational Facilities

Indoor games such as Table Tennis, Carrom, Football, Billiards, and badminton court are available around the campus for students to relax and destress.

Brand and Social Media Policy

At School of Business Design, teachers, students, staff, and other SSOBD community members use social networking/media (Twitter, Facebook, blogs, etc.) to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the SSOBD community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these platforms. In the digital and social media world, the lines are often blurred between what is public or private, personal, or professional.

Use good judgment- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on SSOBD. Regardless of your privacy settings, assume that all the information you have shared on your social network is public information.

Be responsible and ethical- Because you represent SSOBD, please stick to discussing only those school-related matters that are within your area of responsibility. Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of SSOBD, rather than damage them.

Be a good listener- Keep in mind that one of the biggest benefits of digital and social media is that it gives others another way to talk to you, ask questions directly, and share feedback. Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

Maintain confidentiality- Do not publish, post, or release information that is considered confidential or private. Online “conversations” are never private.

Post images with care- Respect brand, trademark, copyright information and/or images of the school.

When you discuss SSOBD-related information online, be transparent by giving your name and role and mentioning that you study at SSOBD. If you have an individual site that refers to or has an impact on SSOBD, use a disclaimer such as *“The views expressed on this site are my own and not those of SSOBD.”*

Establishing a SSOBD account or becoming an official SSOBD representative that shares information about SSOBD and the areas we work in requires approval from the School Marketing team. Only these accounts may display the SSOBD's logo.

Students' Clubs and Committees

Student Council

The Student Council is a body that represents students. They plan and coordinate activities and events with a view to raise the standards of performance of the batch.

They also act as an interface to voice the interests and concerns of students to the management and vice versa. The Student Council members are elected or appointed by all students either through mutual consent or through voting, subject to approval by the

institute. The mission of the Council is to engage students and encourage them to contribute with enthusiasm, thereby ensuring a rich and dynamic community. The other objectives of the Council include:

- a. To serve as the official representative body of the students of SSOBD.
- b. To provide a common platform for discussion of issues of concern to students.
- c. To enable and encourage the student community to maintain the required decorum.
- d. To organize and conduct activities/events etc.

Student Participation in clubs' events

Students are expected to showcase leadership skills and take wholehearted participation in organizing SSOBD events and celebrations. They are also encouraged to form clubs in areas of their interest to take forward that activity in SSOBD which will enable their learning and development. The student Council shall oversee the activities of the official clubs led by Club Secretaries.

Policies and Procedures

For the smooth and transparent conduct of the program all students are expected to follow the schools' policies and procedures. We firmly believe in respecting everyone's personal beliefs, but institution's policies shall govern the students' behaviour during the program and in future association as alumni.

Discipline

SSOBD attaches utmost importance to discipline, integrity, and honesty in all the activities. Each student shall consciously strive to excel in his/her personal as well as academic conduct. A sense of responsibility and a high level of maturity is expected of all students inside and outside the campus, as befits future leaders. In case of any violation of the disciplinary regulations, students will be subjected to penalties including reference to the Disciplinary Committee.

The institute is open from Monday- Saturday, 8:30 am onwards. Each student needs to wear his/ her Identity Card and follow the dress code, to be allowed entry into the premises.

Class Timing and Duration

A full credit course (3 credits) would have 20 sessions of 90 minutes duration, while a half credit course (1.5) would have 10 sessions of 90 minutes duration. Classes will be held on all weekdays during daytime. Some classes or special lectures may be held in the evening/off days as well. Students are expected to be present in all classes at least 5 minutes before the scheduled class timings.

Attendance for special sessions announced by the Institute is mandatory, and no student is allowed to absent himself/herself from these sessions.

Guidelines for attending Classes

All students are advised to follow the given guidelines while attending classes. The classes will be conducted as per the timetable shared with the students.

Students are expected to come prepared for the classes and need to participate in group and class discussions and follow a collaborative approach in which students and faculty co-create the learning process.

Students are required to reach their respective classrooms at least 5 minutes before the start of the class. Attendance will be taken through the online links or through Canvas. Ensuring that attendance is marked is the responsibility of the student, and no changes will be made after the attendance link is submitted. Attendance will be released on a weekly basis and a 24 hour window will be available in case there is a discrepancy.

Students are expected to maintain decorum in the class. In case of any misconduct, appropriate disciplinary action will be taken.

Students need to follow the proper dress-code while attending classes.

Dress Code

Students are expected to dress in a manner that is acceptable in a corporate-like environment. The dress code for SSOBD students while on campus has been defined as smart casuals. On Wednesdays, students are required to wear formals. This is to ensure that students get used to being comfortable in formal attire.

On days which would involve formal interaction with the industry/academia/SSOBD partners, it is mandatory for the students to be in formal attire as mentioned below:

Men: Formal jacket, formal full-sleeve shirt, formal trousers, tie, formal shoes with socks.

Women: Formal jacket, formal trousers/skirt with formal shirts, closed shoes; or Indian formals (Sarees/ suits with dupatta).

Students found violating the dress code will be asked to leave the school and return only after dressing appropriately.

Anti-Ragging Committee

Ragging is considered a grave offence and SSOBD, in conformity with the directives of the Honourable Supreme Court of India, exercises zero tolerance for all instances of ragging. If found guilty of offence, a student will be dismissed from the program immediately. Students must also immediately report instances of ragging if they come across any. Forcing someone to behave/act in any manner without their consent is considered ragging and any student feeling discomfort in these situations should register a complaint. Strict confidentiality will be maintained in case of any such complaints.

If students wish to express a grievance about any student, faculty member or staff member, they may discuss their grievance with the Director-Academic Operations and the Director. Issues may be escalated to the President in extreme cases.

Internal Complaints Committee

SOIL School of Business Design is committed to providing a safe environment for all and has strict policies on sexual harassment and violence on its premises. Sexual harassment includes any verbal or physical conduct of a sexual nature that is directed towards an individual against their will or consent.

Consent cannot be assumed if the individual is deemed unable to make a reasonable judgment about the nature of the activity (i.e., they are intoxicated, on medication or of unsound mind). All complaints in this regard can be sent directly to the Internal Complaints Committee (ICC).

Violence is any physical conduct that threatens the physical, mental, and emotional safety and health of an individual. If a complaint, either verbal or written, is received by Dean-Student Affairs, who will consult with the complainant and immediately bring the matter to the attention of the Internal Complaints Committee, which has been formed as per the recommendations of the Vishaka Guidelines.

The Committee will conduct a thorough investigation and submit its recommendations to the President for appropriate action.

The Director of the Institute will ensure that based on the Committee's findings and recommendations, the violators will face appropriate penal action. Sexual harassment and violence can be grounds for immediate dismissal from the SOBD campus and program.

The ICC will keep all findings and investigations confidential. SSOBD will provide all necessary support to victims of sexual harassment and violence.

Disciplinary Committee

Discipline is the core of teaching and learning at the Institute. Student misconduct is taken very seriously and gets addressed by the disciplinary committee. Any act of indiscipline defined or otherwise, causing physical, mental, or psychological distress to any member of SOIL family including faculty, staff and others shall be referred to disciplinary committee for enquiry and redressal. All complaints shall be submitted in written (email or handwritten) to the Program Office for due consideration.

Unfair Means Committee

The Unfair Means Committee investigates cases of students using unfair means during examination and recommends disciplinary action if any, to the Director. Using unfair means in the assessment process or examination is against the Honour Code of SSOBD and is taken very seriously. Students are instructed to strictly abide by the examination rules and regulations at SSOBD.

Student Grievance Redressal Cell

The Grievance Redressal Cell (GRC) aims to develop a responsive and accountable attitude among all the stakeholders to ensure a harmonious educational atmosphere in the Institute.

The GRC deals with grievances received in writing from the students about any of the following matters: -

(a) Academic Matters. Grievances related to timely issuance of Degree, Mark sheet or other examination related matters.

(b) Financial Matters. Grievances related to dues/payments for various items from library, hostels, cafeteria, mess etc.

(c) Other Matters. Grievances related conditions of sanitation, preparation of food, availability of transport etc.

(d) Functioning Cases are attended promptly on receipt of written grievances from the students in the attached Pro Forma. The cell convenes a meeting to review all cases, prepares a report about the number of cases received, attended to and the number of pending cases, if any, which require direction and guidance from the Program Team, Director and Registrar, SSOBD. The decision given by GRC is communicated to all concerned people through e-mail, SMS, post or telephonically.

(d) Composition. GRC shall consist of Presiding Officer, Two faculty members and Batch Representatives of both the batches.

(e) Procedure. Students are encouraged to submit grievance in the format attached in Annexure-2 and drop it in the suggestion boxes placed in cafeteria and other places or personally e-mail to the PO. The GRC will act upon those cases which have been forwarded along with the necessary documents and evidence. However, the issues mentioned below fall beyond the scope of GRC: -

- Decisions of the Disciplinary and Unfair Means Committee, Academic Advisory Board or other committees constituted by the Institute.
- Decisions regarding award of scholarship, fee concessions, medals etc.
- Decisions made by the University regarding Disciplinary matters and misconduct.
- Decisions about admission criteria, assessment, and examination result.

Other Acts of Indiscipline

Acts of indiscipline shall include, but are not limited, to the following:

- Any conduct that disturbs teaching, study, other academic or related activities, or operations of the institute.
- Plagiarism in academic work.
- Misuse of the institute resources.
- Ragging or bullying fellow students.
- Falsification or misuse of documents or record of the institute in any form.
- Misrepresentations or false statements made in any application or document submitted to the Institute.
- Any conduct detrimental to the reputation, liberty, safety, or privacy of any member of the institute.

- Theft of or damage to the property of the institute and its members including all students and employees.
- Any conduct detrimental to the reputation of the institute and its relations.
- Violation of orders or directives issued by a competent authority of the institute.
- Violation of dress code.
- Violation of Social Media Policy
- Violation of Placement Policy

The nature, circumstances and consequences of the offences and the attitude of the offender is taken into consideration while dealing with such matters. The Disciplinary committee shall take necessary actions in this situation.

Actionable consequences

The consequences that can be imposed by the Disciplinary committee of the institute may include one of, but are not limited to following:

- Corrective action
- Warning
- Restitution or Compensation, where applicable
- Suspension
- Recording a demerit, including award of F grade in the case of plagiarism in that subject.
- Barred from Placement.
- Expulsion from program
- Non grant of Program Completion certificate

Working part-time/ Attending conference and workshops

PGDM at SSOBD is a full-time program. No student is permitted to take up a job/assignment outside of the course while enrolled at the Institute.

In case a student is found violating this clause, the matter will be escalated to the Director's office and penalties will be decided on a case-by-case basis but could also result in expulsion from the program.

Students may apply for on-campus jobs/internships as and when they open, but their ability to take up those assignments will be dependent on their academic standing, disciplinary record, and professional conduct. The requirements of the program will take precedence over the requirements of the job and students will need to manage their own attendance and course requirements.

If a student wishes to attend a conference/workshop during the year, they must manage their own attendance and requirements for their courses.

Conduct in the classroom

All students are required to sit according to the promulgated seating plan.

No electronic gadgets, except laptop and the calculator, are allowed in the classrooms. Mobile phones and/or other smart devices should not be used during teaching hours until instructed by the faculty.

Any misbehavior with the faculty or fellow students shall be strictly dealt with.

Students are expected to take care of the classroom furniture and fixtures and leave the room in an orderly manner after the session gets over.

Any damage to any institute property, intentionally / unintentionally, will have to be borne by the person responsible for the same.

Act responsibly & maturely. Do not scribble with your pens / pencils on tables, chairs, or walls.

Switch off lights, ACs, fans etc. when leaving the classroom or not in use. Do not use the classrooms while any housekeeping or maintenance work is being carried out.

Graduation

Graduation certificate and Transcript: The graduation certificate is handed over to each graduating student during the convocation ceremony. On successful completion of the Program, students will be issued a Transcript that would chronicle all courses taken and grades earned. In exceptional circumstances, if SSOBD authorizes a student to miss a course, the same will not be chronicled in the transcript. The transcript is prepared and issued within 2 months from convocation.

If a student does not meet the credit requirements of the program, they will not be allowed to participate in the ceremony.

Career Management Service

The Career Management Services (CMS) team is actively engaged with the industry to ensure availability of adequate opportunities to all the students to find Final Placements, Summer Internship internships & Live Projects in areas and roles that help them meet their career aspirations. Final Placements, Summer Internship internships & Live Projects process works uniformly for all the students, and they can derive the intended benefits. This requires discipline and commitment from each of the stakeholders to meet this objective. Thus, the Careers team has formulated clear rules, processes, and guidelines, which shall be binding on all the students who wish to avail these opportunities.

Summer Training Project (STP)

Summer Training Project is a mandatory requirement to complete the PGDM program failing which the student shall not be eligible for award of Diploma. All students of the PGDM complete a Summer Internship for 8-10 weeks duration. Summer internships are graded and carry 6 credits. A non-completion or unsatisfactory performance in Summer Internship may render the student ineligible for final placement.

Live Projects

Live Projects are offered by the industry to students for working around a problem to enhance their learnings as they simultaneously undergo their management program. CMS shall attempt to arrange for relevant Live projects. Undergoing a Live project is not mandatory but may have many benefits in one's career and performance during final placements.

Final Placements

Placement is an integral aspect of SOIL SOBD. The objective is to facilitate a career that aligns with the students' aspirations and talent. The Career Management Services (CMS) team shall ensure the availability of adequate opportunities to all the students in areas and roles that help them meet their career goals & aspirations. Violations of the policy result in denial of fair opportunities to each student and may also result in damaging the relationship of SOILSOBD with its Corporate hiring partners. Hence, any violation of the policy shall result in the disqualification of the student from the campus placement process.

Note: A detailed STP & Final Placement Policy with rules & guidelines will be shared separately with the students.

Hostel

GENERAL RULES FOR OBSERVANCE BY HOSTEL RESIDENTS

- Student should submit their hostel fee of the entire academic session in advance. In the case student fails to submit his/ her hostel dues for more than 2 weeks, their allotment will be cancelled, and they will have to vacate the hostel immediately. The fresh allotment in such circumstances will be done only after clearing all the remaining dues and by the permission of the Director will an allotment charge of Rs. 500/- (non-refundable).
- The mess of the hostel will function as a simple integrated unit and will not under any circumstance be subdivided into any kind of groups. The system of self service will be followed in the mess. Mess timings will be followed as:
 - Breakfast (Morning) - 07:00 AM - 08:00 AM
 - Lunch - 12:30 PM - 01:30 PM
 - Tea (evening) - 05:30 PM - 06:30 PM
 - Dinner - 08:30 PM - 10:00 PM
- No student shall come into or leave the allotted room in the hostel, without the permission of hostel authorities. A student sure resides in a room allotted to his/ her and may be changed to other room only by the permission of the hostel authorities.

- Student sure be required to make their rooms available when ever required for repairs, maintenance, disinfections and shall be required to vacant the room when leaving for vacation holidays.
- It is responsibility of student to safeguard all properties including furniture, fittings, and different gadgets of the hostel. They should generally assist the hostel superintendent/ warden in ensuring proper use of facilities. For damage or loss any institute property from room, the occupant (s) will be directly responsible and elsewhere will be collective responsibility of hostel occupants. The authorities will recover the loss individually or collectively as the case may be. In this respect, the action of hostel Superintendent will be final. When the students go out of their rooms, they should switch off entire electrical/ electronic appliance, and keep it always locked. Violation will attract suitable penalty as decided by the authorities.
- Student will be responsible for the safe keeping of their own belongings. In the event of loss of the personal property of a student due to theft, fire or any other cause, the institute shall accept no responsibility and shall not be liable for payment of any compensation.
- Engaging personal attendants and keeping pets by a student in the hostel are debarred.
- Student should wear proper dresses in the hostel. They must keep their identify card with them. In the room, the student should keep only such item as required for beddings, clothing dress and study purposes.
- The student must not be involved directly or indirectly in fighting gambling, anti-social activities ragging, strike, picketing, gheraos, fast arousing of the settlements of the student's body and the public. Use of outside agency for redressal of grievance, possession or consumption of alcoholic drink, intoxicating drugs will be a viewed as serious offence. Room allotments of those who are found intoxicated in the Hotel, shall be terminated with immediate effect.
- Screaming of classless films/ video shows in the hostel is strictly prohibited.
- Student should not display obscene poster or calendars, wall writing etc. in the room or anywhere in the hostel.
- Student should take their meals only in the dining space provided in hostel, taking meals to the room are not allowed except when a student in sick. In this case only meals (as prescribed by doctor) will be served to the room.
- On extra charges student may arrange the meals for their guest (parents/ relatives) from the hostel with the written permission from the Hostel superintendent.
- In the Boy's/ Girl's Hostel, parents, relatives, local guardians, and visitors can meet students in the Common Room/ Visitor Room Hostel Superintendent office from 9:00 AM to 6:00 PM only. Visitors are strictly not allowed in the room of the respective student staying the hostel.
- Student must take written permission from Hostel Superintendent/ warden in the prescribed Performa before leaving the station stating reason, period, destination, and contact numbers address for the days of absence.

- The time in the campus for girls/boys is 9:30 PM/ 9:00 PM in summer / winter respectively. The gate of the girls/boys' hostel will be closed 10:00 PM/ 09:30 PM in summer / winter respectively. The main gate of the girls/boys' hostel will remain locked from 10:00 PM/ 09:30 PM to 6:00 AM. No student will be allowed to leave /enter the hostel during this time.
- Student should not indulge in acts which disrupt the running of the hostel of Institute of environment conducive to the pursuit of knowledge or harmonious relationship among different people living in the campus.
- Student should not indulge in any act which brings the institute and members of faculty, officials, or authority into disrepute.
- All students must abide by the rules and regulation of the hostel as may be framed from time to time. Violation of any of the above rule will attract disciplinary action.
- Housekeeping in hostel will be arranged on alternate days during 6:00 AM – 7:30 AM. Students are advised to open their room for cleaning under own supervision.
- The menu in hostel is fixed and uniform for all. However, for minor and occasional changes, Dean Student's welfare could be contacted. Cooking non-vegetarian cuisine inside hostel is strictly not allowed.
- Security Deposit will be refunded on vacation of the hostel after adjustment towards any damages caused by the student. It will not be settled against the outstanding hostel dues.
- In Case of any grievance, Student will write the same in the hostel complain register kept at the front desk. Student can also share their views/ suggestions or complains in writing and put it in the Hostel drop box or can mail it at –hostel@schoolofbusinessdesign.com
- Payment for availing accommodation and hospitality must be made in advance. In case of any withdrawal, charges paid are non-refundable as per the refund policy governed by hostel authority.
- There must be a local guardian. A letter from the local guardian of the applicant giving his/her permanent address, telephone number of residence, office, and mobile phone number (if any) stating that he/she takes responsibility for the applicant and will take charge if any such situation arises concerning the student.
- The supervision and control of the hostel shall always remain with the Hostel management. They shall have the authority to open any room for inspection.
- Boys are not allowed in the girl's room and Girls are not allowed in the boy's room.
- The hostel shall not be used for business purposes of any kind.
- Residents shall not engage any Security Guard or any outsider to do their personal work.

- Strict silence shall be observed from 11.00 p.m. to 6.00 a.m. in the hostel to allow undisturbed sleep/study to fellow students.
- **Illness:** In case of any illness, the resident (patient) will be sent to hospital and intimation will be sent to the guardian/local guardian for taking charge of the patient. Those who have opted for Mediclaim Policy inclusion will be provided the ID card issued by the Third-Party Administrator (TPA) of the Insurance Agency for availing cashless facility in the network hospital of the TPA. In case of availing the treatment in hospital which is not listed in the network hospital of TPA, the amount incurred for the treatment could be claimed from the Insurance Company through their TPA. In such case or any pre-planned hospitalization, prior intimation to be given to the TPA of the Insurance Agency. SSOBD shall not take any responsibility in this regard.
- Any student who is under medication or has any health hazard, the same information should be given in writing to SSOBD and authorities of Hostel.
- Night stay in the hostel for the Visitors/fellow students/Guardians is strictly prohibited.
- Students shall have to make their own arrangements regarding bedsheets, pillows, bucket/mugs, room locks, etc.
- Residents who contravene any of the accommodation rules or create nuisance, trouble or problems for the Hostel management or other residents are liable to have their allotment terminated without any notice. Students are required to follow the above-mentioned rules under all circumstances failing which strict disciplinary action will be taken. It could even lead to expulsion from the hostel against those playing truant. The decision of SSOBD will be final in this regard. SOIL School of Business Design (SSOBD).
- The hostel has a zero- tolerance policy towards ragging, use of tobacco, drugs and substances gambling and any misconduct.
- The electricity charges for the use of any electrical equipment in the hostel rooms shall be paid additionally over and beyond the hostel fee indicated below.

- **Hostel Fee**

▪ Hostel Fees	▪ 2023-24
▪ Accommodation (Single Sharing)	▪ 360000
▪ Accommodation (Twin Sharing)	▪ 180000
▪ Hostel Shuttle	▪ 15000

- The hostel accommodation is available for students from June until April 15, 2024, and the associated fee is non-refundable, without exception. However, if a student chooses to reside in SOIL hostels during their summer internship period, they must pay an additional hostel fee directly to the college.
- The hostel fee for the next academic year 2024-25 will be determined at the start of the next academic cycle and may be revised upwards.

ANNEXURES

Annexure-1

DISCIPLINARY & UNFAIR MEANS POLICY

OBJECTIVE:

The Disciplinary & Unfair Means Policy is hereby constituted to form a Committee who investigate case(s) of students using unfair means during examination and recommend disciplinary action(s), if any, to the Director of Soil School of Business Design (SSOBD) to be taken against the guilty student(s).

POLICY:

Using unfair means in the assessment process or examination is termed as a 'dishonest activity'. SSOBD marks the use of unfair means extremely serious, and it is recommended to the students to avoid it. The examination should be taken as per the rules and regulations fixed by SSOBD. No attempt should be made to use unethical practices during examination as that will expose the candidate to face penalties.

SCOPE:

If, during the course of an examination, any candidate is found doing any of the following acts, he/she shall be deemed to have used unfair means at the examination.

Having in possession papers, books, notes or any other material or information relevant to the examination in the paper concerned.

Giving or receiving assistance of any kind or attempting to do so;

Copying/cheating in examinations, assignments and the field work reports/project reports;

Writing question(s) and/or answer(s) on any material other than the answer book given by the Hall Supervisor for writing the answers;

Tearing off the answer book, supplementary answer books, etc., or a part thereof;

Contacting/talking or trying to contact/talk with any other person during the examination time;

Using or attempting to use any other undesirable method or means in connection with the examinations, e.g., using abusive language in the answer book, disclosing identity in answer book;

Smuggling in/out an answer book/question paper;

Impersonation;

Running away with the answer book;

Disciplinary matter – breach of discipline in conduct and behaviour, etc.

Any other act amounting to serious misconduct.

APPLICABILITY:

The Disciplinary & Unfair Means Policy is effective from 15 June 2023. All the students are bound by this policy.

PROCEDURE:

Disciplinary & Unfair Means Committee will meet as and when a case of using unfair means is reported. The Committee will investigate the case(s) and report it expeditiously. The decision of the Disciplinary & Unfair Means Committee in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.

COMMITTEE MEMBERS:

Committee will be headed by Committee Chair along with three other members including one from admissions, one from placements and one faculty member.

The Director will be in the Committee de facto.

GRIEVANCE REDRESSAL MECHANISM

Know the types of Grievances.

- Ragging
- Sexual Harassment of Female Students
- Caste issues related to SC & ST.
- Personal
- Academics
- General
- Technical (Computer, Lab etc)
- Library
- Infrastructure
- Administration

Reporting System for grievances

Through SSOBD Website

(<https://www.schoolofbusinessdesign.com/grievance-redressal-portal>)

Through writing on a prescribed form

Through suggestion box on a prescribed form

For Specific Type of Grievances students can report to Committee Coordinators

For ragging/related issues	Anti-Ragging Committee
For issues related to sexual Harassment	Internal Complaint Committee
For issues related to SC & ST students	SC & ST Cell
For Personal issues	Mentoring-Counselling Cell

Academic grievances can also be reported through Registrar in writing on the Prescribed Form or verbally.

ANY SERIOUS ISSUE, WHICH THE STUDENT IS NOT WILLING TO DISCLOSE TO ANYONE, CAN REPORT DIRECTLY TO DIRECTOR.

PREVENTION AND PROHIBITION OF RAGGING

Institute has zero tolerance against any act of Ragging in the campus and hostel. Any act of the following nature shall constitute an act of sexual harassment.

Any conduct by words spoken or written or an act which has the effect of teasing, threading, or handling with rudeness to a fresher or any other student.

Financial extortion or act of forceful expenditure.

Physical abuses

Rowdy/undisciplined activities, which cause or are likely to cause annoyance, hardship, physical/psychological harm or fear or apprehension in any student.

Forcing a student to do an act, which generates sense of shame, torment or embarrassment affecting his/her physique or psyche.

Any act which prevents/disturbs/disrupts regular academic activities assignment to a student.

Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively participating in the discomfiture to fresher or any other student.

Any act affecting mental health and self-confidence of student with or without any intent to derive a sadistic pleasure showing off power, authority, or superiority.

REPORTING PROCEDURE

Any aggrieved person can report the incident in the following manner.

Through Institute website

Through making on Prescribed Form

Through suggestion Box

To member of Anti Ragging Committee

Reach out to PO and through email to registrar-studentaffairs at <registrar-studentaffairs@schoolofbusinessdesign.com>

Students can also report directly to Director.

PREVENTION OF SEXUAL HARASSMENT

Institute has zero tolerance against any act of sexual harassment of female students or staff. Any act of the following nature shall constitute an act of sexual harassment.

Physical contact and advantage or

A demand or request for sexual favour or

Making sexually contracted remarks or

Showing pornography or

Any other overcome physical verbal or nonverbal conduct of sexual nature

REPORTING PROCEDURE

Any aggrieved person can report the incident in the following manner.

Through Institute website

Through making on Prescribed Form

Through suggestion Box

To member of Institutional complaint committee

Students can also report directly to Director.

SC-ST CELL

Students belonging to SC and ST categories are encouraged to share their problems and issues such as:

- Any special Learning needs.
- Information in respect of scholarships by State Govt/University.
- Any issue related with caste.

SC-ST CELL EXISTS TO PROVIDE ALL KINDS OF SUPPORT. FEEL FREE IN APPROACHING ANY MEMBER OF THE SC-ST CELL.

REPORTING PROCEDURE

Any aggrieved person can also report problems and issues normal channels.

Through Institute website

Through Writing on prescribed Form

Student can also report directly to Director.

Personal Issues

Personal issues are to be directly reported to the mentoring/counselling cell.

GRIEVANCE REDRESAL FORM

Date:

Student Name: _____

Batch: _____

Section: _____

Contact No. _____

Category of Grievance: (Please Tick Mark on following which one is appropriate)

- Ragging Sexual Harassment SC/ST Issue Personal Issue General
(Infrastructure/Technical/Library/Administration) Academics

Grievance Details: Please write inside the box. (Attach extra sheet, if required)

Signature of the Student

REPORTING GRIEVANCES

Through Writing

The grievance can also be registered in writing using a prescribed form available on the website of the Institute. The filled form is to be deposited to the Registrar.

Through Suggestion Box

Grievances can also be submitted through the Suggestion Box. Note anonymous complaints/suggestions/grievances shall not be accepted.

Academic Grievances

Academic grievances can also be reported through the chain of Batch Representative, Registrar, Programme Manager in writing on the prescribed form or verbally.
