



School of Petroleum Management
Pandit Deendayal Petroleum University

Session: 2016-18

Students' Handbook

Masters of Business Administration
(Two Year Full Time Residential Programme)

Energy & Infrastructure
(E&I)

General Management
(GM)

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Two-Year Full Time MBA Programme

1. INTRODUCTION

School of Petroleum Management (SPM) a constituent of Pandit Deendayal Petroleum University (PDPU) currently offers the Master of Business Administration (MBA) programme with specializations in Energy and Infrastructure (E&I), and General Management (Marketing , Finance, Human Resources and Operations Management) Apart from the flagship MBA Programme, SPM also offers the full-time residential doctoral (PhD) programme, part-time PhD programme; and the campus contact based part-time Post Graduate Diploma in Petroleum Management programme for working executive (PGDPM-X). The contents of this Students' Handbook are applicable to all the MBA students and doctoral students in their course work stage.

1.1. School Philosophy

SPM believes in observance of academic and personal conduct that is based on integrity, honesty and fairness. While demonstrating high standards in the academic pursuit the students are expected to practice and demonstrate professional behaviour on and off the PDPU campus. This Students' Handbook explains the academic system adopted by the SPM and explains the SPM rules for the minimum academic achievements expected from a student with a view to continue in the programme. Additionally, it attempts to provide a general framework for the expected professional behaviour from the students. The rules and policies explained in this document are in no way a comprehensive guide for a professionalism expected from the students on and off campus. Non-adherence to the rules and policies may invite appropriate actions. It is expected that students would conduct themselves in a manner that would enhance the prestige of the School.

1.2. The MBA Programme

The SPM's MBA programme is briefly described in bullets given below:

A) MBA (E&I)

- i. It is a two-year full-time residential programme
- ii. The MBA (E&I) Programme is focused on Energy and Infrastructure Sector with special reference to Managerial aspects of Oil & Gas domain, Non-Conventional Energy and Power Sector. Accordingly, the entire curriculum is designed to meet the requirements of the sectors. While all the courses will aim at relevance to E&I sector, students also have option to study a few non-domain courses as well.
- iii. It is delivered in trimester (quarterly) system basis, with three trimesters in one academic year, and a total of six trimesters during the two-year programme.
- iv. Additionally, every student has to undergo Summer Internship at the end of the 3rd trimester and before the 4th trimester begins.

- v. The programme has a set of compulsory (core) courses and electives related to the Energy and Infrastructure Sector,.
- vi. Depending upon the choice of specialization, the programme has been designed to bring all relevant managerial, techno-managerial, regulatory and commercial perspectives important for the Energy & Infrastructure sector and related industries. Additionally perspectives like globalisation, strategy, technology, sustainability , innovation etc. appear as a common thread throughout the programme.

B) MBA (General Management)

- i. It is a two-year full-time residential programme
- ii. This is a general management programme where students can get MBA degree with functional area(s) of concentration.
- iii. It is delivered in trimester (quarterly) system basis, with three trimesters in one academic year, and a total of six trimesters during the two-year programme.
- iv. Additionally, every student has to undergo Summer Internship at the end of the 3rd trimester and before the 4th trimester begins.
- v. The programme has a set of compulsory (core) courses and electives from the functional areas.
- vi. The programme has been designed to bring all perspectives important for any business in general as a common thread. For example perspectives like globalisation, strategy, technology etc. appear as a common thread through the programme

1.3. Academic Calendar

See **Appendix 1** for the academic calendar for the current academic year.

2. REGISTRATION

All students are required to register on the registration day as may be announced for each trimester. The registration is deemed complete only with the payment of fees in full and physical presence on campus. Late registration is not permitted except in extreme emergency situation and that too with prior written permission only.

3. Orientation Programme

The orientation programme is divided into three main modules, namely,

- 3.1. An academic module with the contents of ice-breaking, case analysis, professional writing, along with orientation with industry.
- 3.2. A three-day industrial sensitization module.

The orientation programme also includes field visits and industrial visits.

4. CURRICULUM

After the orientation programs we begin the curriculum, which includes classroom courses, summer internship and independent studies. During this period of two years we provide opportunities for skill development and value reinforcement through various curricular, co-curricular and extra-curricular activities organised by the School and University and also by the students.

4.1. MBA (Energy & Infrastructure)

Many knowledge based and skill based courses are designed with a special focus Energy & Infrastructure sector and other relevant sub-sectors of the industry.

4.1.1. The curriculum offers specialization in Energy and Infrastructure with different minor functional specializations categorized within E&I domain See the list of courses in **Appendix 2**

4.1.2. Core courses are compulsory for all students. These courses are foundation courses and courses on fundamentals of management. Foundation courses teach economics, mathematics, communications and organisational behaviour, whereas fundamental courses give exposure to the concepts and tools needed for effective management. The fundamental courses include all functional area of management like accounting, finance, marketing, operations, human resource management and strategy.

4.1.3. All courses are industry specific courses in which student gets an opportunity to learn complexities of specific sectors and special skills needed to handle those complexities. These courses are designed to (a) provide basic conceptual and analytical knowledge required in different disciplines and functional areas for managerial effectiveness, (b) provide understanding of the interdependencies among different functions so as to develop an integrated perspective of organizations and their functioning, and (c) create awareness and understanding of the environmental factors that influence the functioning of and decision making in context of Energy and Infrastructure and other industry sectors.

4.1.4. The elective courses from Energy & Infrastructure Sector are skill-oriented, with advanced knowledge and applications. Students may choose the electives within the E&I bouquet as per their interest and future career plans. The details regarding credits to be earned for specialization/sub-specialization are given in Annexure 2.

4.1.5. Course of independent studies (CIS) a free elective course where a student can explore and research a topic of one's own interest, under the guidance of a selected faculty member. A CIS course will be considered as an independent project course.

4.1.6. A full course has three credits and 30 classroom hours. Some courses may carry 1.5 credits and 15 classroom hours. Each 3-credit course would demand on an average about 100 hours of work from the students, including classroom hours, tutorials preparation for classes and examination, assignments and projects.

4.1.7. SPM offers some additional opportunities which students can avail as a non-credit optional course, for example Audit Courses. The non-credit courses are pass-fail courses and no grades are assigned in those courses. Attendance in supplementary lectures and lecture series, seminars etc. organised by the School is compulsory, and will be treated as a non-credit course.

4.2. MBA (General Management)

A whole range of knowledge and skill based courses have been designed. These courses are divided into,

- 4.2.1. Four entry level areas of concentration, namely (a) Finance, (b), Human Resource Management, (c) Marketing and (d) Operations Management. There are courses in Economics, Quantitative Methods, Business Communication and Information System to supplement the courses that are offered in the areas of concentration. See the list of term-wise courses and requirements for acquiring area concentration in Annexure 3
- 4.2.2. Because of the concept of areas of concentration, the courses are divided into two categories, namely (a) Programme Core and (d) Electives.
- 4.2.3. Core courses are compulsory for all students. These courses are foundation courses and courses on fundamentals of management. Foundation courses teach economics, mathematics, communications and organisational behaviour, which give exposure to the concepts and tools needed for effective management. The fundamental courses include all functional area of management like accounting, finance, marketing, operations, information systems, human resource management and strategy.
- 4.2.4. Elective courses offer choices of courses, which are related to the specific area (Finance, Human Resource Management, Marketing, Operations Management or Generic). These courses are of advanced nature and students can choose courses depending upon one's own interest and future plans.
- 4.2.5. Course of independent studies (CIS) a free elective course where a student can explore and research a topic of one's own interest, under the guidance of a selected faculty member.
- 4.2.6. A full course has three credits and 30 classroom hours. Some courses may carry 1.5 credits and 15 classroom hours. Each 3-credit course would demand on an average about 100 hours of work from the students, including classroom hours, preparation for classes and examination, assignments and projects.
- 4.2.7. SPM offers some additional opportunities which students can avail of as non-credit optional courses. The non-credit courses are pass-fail courses and no grades are assigned in those courses. Attendance in supplementary lectures and lecture series, seminars etc. organised by the School is compulsory, and will be treated as a non-credit course.
- 4.2.8. A student cannot take a load of more than 24 credit hours (including compulsory as well as elective courses) in any trimester.
- 4.2.9. Term-wise list of core courses and the list of electives along with the details regarding credits to be earned for specialization/sub-specialization are given in **Annexure 3**.

4.3. Add and Drop for Elective Courses

The students can choose elective courses subject to prescribed rules.

4.3.1. Students will be asked at the end of the 3rd trimester to make their tentative choices of the elective courses in the rest of the trimesters.

4.3.2. The School will put in all the efforts to offer most chosen electives. However, it is possible that some electives may not be offered for reasons beyond our control.

4.3.3. The School will put in all efforts to ensure that popular electives do not clash on time table. However, if that happens, the students will be required to make choice from the clashing electives.

4.3.4. A student can shop-around for the electives for a period of two sessions for a 3-credit elective and for 1 session for a 1.5 credit elective.

4.3.5. Drop Rules:

4.3.5.1. A student who has enrolled an elective course, but wants to drop has to do it by submitting an Add/Drop Form.

4.3.5.2. The Add/Drop Form must be filled out by the concerned student, obtain the signature of concerned instructor and submit it to the Programme Office.

4.3.5.3. No student will be allowed to drop from the course after the prescribed drop date.

4.3.6. Administrative Drop:

4.3.6.1. A student who has enrolled for an elective course but does not attend a single class during the shopping-around time can be administratively withdrawn by the concerned faculty members by filling out an Add/Drop Form.

4.3.6.2. Concerned faculty can administratively drop a student from the elective course if a student is irregular, or does not come prepare or his/her behaviour is detrimental to the healthy class process.

4.3.7. Add Rules:

4.3.7.1. A student can add a new elective, if that elective is not chosen initially, through filing out of the Add/Drop Form.

4.3.7.2. The 'add' is permitted during the shopping-around period and not after the drop date is over.

4.3.7.3. The Add/Drop Form must be signed by the concerned instructor. It is instructor's right whether to permit 'Add' or not.

4.4. Examinations and Evaluation

Depending upon the requirements of a given course and preference of the instructor, any course will have many components for the evaluation of student learning. The methods of evaluation may vary; for example, quizzes, assignments, term-papers, projects, presentations, article reviews, class participation, role plays, mid-term examination, final examination, etc.

4.5. Summer InternshipProject (SIP)

Every student is required to complete the Summer Internship of six to eight weeks between the first and second year. Summer Internship is arranged by the University, and student is expected to work in a company on a company assigned project, which is monitored by a company supervisor and guided by a full-time faculty member. Students of MBA (General

Management) can choose their SIP from any industry/company/functional area of their choice as per their career planning. Students from MBA(E&I) must choose their SIP in E&I Sector companies/related sub-sector organizations. The grading of summer project is done jointly as per the rules. The objectives of the summer assignment include the following.

4.5.1. To enhance the understanding of the knowledge acquired in the first year through its application in a practical setting,

4.5.2. To obtain firsthand experience of working in an organization thereby getting an insight into the working of organizations,

4.5.3. To develop an appreciation for the inter-dependencies and inter-linkages among different functions.

4.6. Co-curricular Activities

The concerned faculty of the course may invite an expert and schedule a supplementary lecture. The SPM also organises supplementary lectures, seminars, panel discussions, conferences etc. Students are expected to attend these events and provide all necessary support needed for organising such events.

Many events are organised by students. Each student is expected to support and participate in such events.

5. EXAMINATION RULES AND REGULATIONS

5.1. Students must sit in exam-hall according to seating arrangement announced. They must occupy their seats 10 min before the scheduled time, failing to it, they shall not be allowed to appear for examination.

5.2. Students appearing for examination must have a valid I-card. Hall Supervisor will check it during the examination period. Student without a valid I-card will not be allowed to write the examination.

5.3. To carry Mobile phones/laptop/electronic programmable memory devices in the examination hall is strictly prohibited. The mobile phones must be in switched off mode in their bags only. Violation of this rule shall be considered as an offence of unfair means in the examination.

5.4. All the examination is closed book, students are not permitted to bring books, notes or other materials into the examination room.

5.5. Use of simple scientific calculator is permitted however use of programmable calculator is prohibited.

5.6. Exchange of calculator and other accessories is strictly prohibited in the examination hall.

5.7. Students are not allowed to leave their seats during the first half an hour and last 15 minutes of the examination.

- 5.8. Students must deposit his/her answer paper to the hall supervisor before leaving the hall. Leaving the examination hall without submitting the answer book is unfair means practice by rule, and is liable for strict action.
- 5.9. Students are totally responsible for tying/joining appropriately their all kind of supplementary answer paper/s with the main answer book within the scheduled time, no extra time shall be given for the same.
- 5.10. Students indulging in any kind of misbehavior with the hall supervisor will be taken as unfair means and is liable for strict action.
- 5.11. Students found practicing any kind of unfair means are liable for strict action and their parents may be informed accordingly.
- 5.12. Once you complete your examination, kindly leave the exam hall and corridors soon.

6. GRADING SYSTEM

- 6.1. We use a zero-to-four point scale for reporting the overall grade. The grades, their corresponding range of cumulative grade point average, explanation of grades and corresponding percentage range are given below:

Grade	Grade Point	Explanation
A	3.50 to < 4.00	Excellent
B	2.50 to < 3.50	Good
C	1.50 to < 2.50	Average
D	0.50 to < 1.50	Below average
F	0.00 to < 0.50	Fail

- 6.2. An “I” grade may be assigned by a course instructor in special circumstances. The rules for awarding and clearing “I” grade are as follows:
 - 6.2.1. An “I” grade can be awarded in case a student could not complete some of the course requirements due to some extraordinary situation beyond the control of the student, as judged by the course instructor. Those situations must be genuine and not just not being able to complete some course requirements.
 - 6.2.2. Usually, an “I” grade is sought for the component(s) of evaluation that is (are) due towards the end of the term.
 - 6.2.3. A student who is not in a position to complete some course work must seek prior written permission for “I” grade from the course instructor.
 - 6.2.4. The written permission must include a time line for completing all incomplete work.
 - 6.2.5. No “I” grade can be awarded for any in-class component of the evaluation.

- 6.2.6. No “I” grade can be awarded for incomplete course requirement stemmed from an act of academic indiscipline.
- 6.2.7. Once “I” grade is awarded, the student must complete the requirements and the final grade must be submitted by the course instructor within a period of 30 days from the last date of submission of grades.
- 6.2.8. If the “I” grade is not removed within 30 days from the last date of submission of grades, the “I” grade will be automatically converted in “F” grade.
- 6.2.9. No student can graduate with an “I” grade.

6.3. A course level grading:

- 6.3.1. At a course level we follow the “+” and “-” grades too. Thus, the course level grades may be as follows:

Grade	Points	Grade	Points	Grade	Points	Grade	Points
A	4.00	B+	3.30	C+	2.30	D+	1.30
A-	3.70	B	3.00	C	2.00	D	1.00
		B-	2.70	C-	1.70	D-	0.70

- 6.3.2. A ‘W’ grade may appear in the transcript if a student is administratively withdrawn. However, grade ‘W’ has no corresponding grade point average and it is not included in the CGPA calculation.
- 6.3.3. The instructor will decide and announce in the course outline all the cut-offs for the above grades along with “+” and “-”.

6.4. Component level grading: In addition to the entire range of grades with “+”s and “-”s, an instructor may use a grade of “A+” (4.33 grade points) in any component, as per the policy of the course instructor. However, the overall grade for a course cannot be higher than “A”.

6.5. At the course level the grade point average (GPA) will be rounded to the second decimal point, and that cannot be more than 4.00.

6.6. The course level GPA will be included in the calculation of cumulative grade point average (CGPA) of the term, year and programme.

6.7. The CGPA for the term, year and programme will be calculated by rounding up the number up to the two decimal points.

6.8. The trimester and yearly transcript will show the CGPA and not overall grade.

6.9. The programme-end transcript will, however, give an overall grade along with the programme CGPA. The overall grade will be only A, B, C, D and F; and not “+”s and “-”s in any grade.

6.10. SPM follow the above grading system. If any change/conversion of grades is needed as per needs of regulatory authorities/relevant academic bodies, the academic committee will do the needful.

Note: Grading shall be based on Normal Distribution Curve.

7. COMMUNICATION OF GRADES AND FEEDBACK

The school has devised a system of communicating Grades and sharing Feedbacks with the students.

7.1. Student’s performance in terms of Course Grade shall be communicated to the students within 30 days of the completion of the Mid Term examination/End term examination by the Programme office. Details of the performance across the grade components can be cross checked from the respective faculty member within 7 days of such communication.

7.2. The Programme Office shall make first year as well as second year transcript available within 30 days from the end of the 3rd and 6th trimester final examinations respectively.

7.3. The cases of students, who are potentially facing expulsion from the programme as a result of below-norm academic performance, will be reviewed by each faculty member and the Programme Office on priority basis. Because there is a short break between the two consecutive terms it may be possible that at the time of such action a student has registered for the subsequent term and classes has started. In that case the registration for the term will be cancelled and fees paid by the concerned student will be fully refunded.

7.4. Not showing of any paper will not be an enough reason for challenging the action based on below-norm academic performance.

8. GRADE REVISION APPEAL

Examination and grading is a prerogative of a concerned faculty member. However, a student has right to appeal the component and final grade in any subject. The process will be as follows:

8.1. The student will initially attempt to resolve the grade dispute with the concerned faculty member. The student will make his or her appeal in writing to the faculty member, stating the reasons why he or she feels the grade is incorrect. Such appeal must be made to the faculty member within a week from the date of announcement of grade by the faculty.

8.2. The faculty member will review the appeal and decide. The decision must be communicated in writing within a week from the date of appeal.

- 8.3. If the student is not satisfied by the decision of the faculty member, he/she can appeal the faculty member's decision by writing to the Academic Chair within a week from the date of communication of decision by the faculty members. The appeal must include reasons, supportive evidences, a copy of written appeal to faculty member, a copy of faculty member's reply and all other appropriate documents.
- 8.4. The Academic Chair will call the School Academic Committee meeting for the review and decision on the appeal. Such meeting will be held within fifteen days of receiving such appeal. The Academic Chair will communicate the decision of School Academic Committee within two days of the decision by the School Academic Committee. The decision of the academic Committee is final and binding to all concerned parties.

9. ACADEMIC MISCONDUCT

The School attaches utmost importance to strict integrity and honesty in all segments of academic work. Any form of dishonesty including attempts to copy or help others copy in any manner is strictly prohibited. Unless specified otherwise by the instructor, students must not collaborate/syndicate in any manner in completion of home assignments and projects. All sources of information and ideas used for completion of the assignments and projects must be explicitly acknowledged. In other words, the non-referenced part of the answer as presented to the instructor should be the independent work of the student/s.

9.1. Attendance

SPM believes in full and punctual attendance in all classes, extra lectures, seminars and workshops.

- 9.1.1. Students must maintain regular and punctual attendance in courses. The instructor is free to adopt appropriate measures to regulate attendance, penalize absence, and ensure smooth and undisturbed process of learning in his/her class.
- 9.1.2. All the Postgraduate students are expected to be present in every lecture, tutorial, practical, seminar, etc. scheduled for them.
- 9.1.3. A postgraduate student must have a minimum attendance of eighty percent (80%) of the total number of theory (lecture plus tutorials) and other related classes held in a subject in order to be eligible to appear at the End-Term Examination for that course. However, on medical ground, the PGP Chair in consultation with Director/Dean may permit a student to take the examination with 70% attendance.
- 9.1.4. A student should meet the above attendance requirement irrespective of the number of days he/she is on medical and/or other leave for any reason whatsoever. Attendance of the student shall be monitored and communicated during a trimester by the concerned faculty members.

9.1.5. The names of the students who have remained absent, with or without leave, for more than 20% of the actual classes held in a course as specified in clause 9.1.3 will be intimated by the Course Coordinator, on the last teaching day, to the PGP Chair, through the Programme Office who will consolidate the list for all such students for all the courses of a programme for its display on the notice board. These students shall not be allowed to appear in the End-Term Examination of that course and shall be awarded F grade irrespective of their performance in Class Work (CW)/ Mid-Term Examination (MTE), etc.

9.2. Cheating

Cheating is unacceptable from future management professionals. Therefore, it is expected from the SPM students that they do not fall to any temptation of cheating in any form.

9.2.1. Cheating in examination, quizzes and any other component is strictly prohibited.

9.2.2. Any student involved in any kind of cheating will be subject to the punishment as per the rule. The punishment may vary from F grade in the respective exam to expulsion from the programme.

9.3. Plagiarism

Plagiarism is unprofessional. We expect students to demonstrate high level of understanding about plagiarism and avoid being party to plagiarism.

9.3.1. Students will be using the anti-plagiarism software URKUND before submission of any assignment/project report or any related document. All the documents can be submitted to URKUND id, i.e. ccheckmba16@spm.pdpu.ac.in to get the Plagiarism checked. Plagiarism more than 20% is not acceptable.

9.3.2. Stealing of words and ideas of someone else, without any acknowledgment is an example of plagiarism. In any take-home assignment and project as well as in any open book examination one must not plagiarise.

9.3.3. The concerned faculty may impose severe penalty if any student has indulged into plagiarism activity.

9.3.4. If the plagiarism case is referred to the School Academic Committee for appropriate action then the action may vary from zero in the component to expulsion from the programme. The decision of School Academic Committee will be final and binding to all.

9.3.5. However, a student may file a mercy petition to Director, who will decide on case to case basis whether to grant mercy or not.

9.4. Mobile Phone

- 9.4.1. Carrying mobile phone to the classrooms is strictly prohibited. Use of camera in a camera phone anywhere on campus for any undesired purpose is strictly prohibited.
- 9.4.2. Anyone who is in violation of these rules will be charged a spot fine of Rs.500/-.

9.5. Other Norms of Conduct

- 9.5.1. Students are to report in the scheduled class at least 5 minutes before the beginning of the session. No student must enter the class after the faculty has begun the session. Neither a student must leave the class during an ongoing session. Students not adhering to this rule will be dealt with appropriate action.
- 9.5.2. Canvassing for grades is strictly prohibited.
- 9.5.3. Marking proxy attendance for others or having attendance marked by others will attract severe punishments.
- 9.5.4. Cases of indiscipline or misconduct such as mass abstention from classes, irresponsible behaviour inside or outside the classes, use of unethical practices during the summer placement or violation of the rules and regulations of the Programme will be severely dealt with.
- 9.5.5. The case method of instruction depends upon the confidence of businesses from which data 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.
- 9.5.6. It is expected that for the group assignments group members contribute equally to complete the assignment. All the members of the group should actively participate in the group assignment. Appropriate actions will be taken if the faculty observes that all the group members are not participating equally in the group projects.
- 9.5.7. It is expected that the students come prepared in the class with reading of prescribed material, preparation of cases, etc. A student who is unprepared for the class may invite penalty as per the rules of concerned instructor. A group penalty is also possible in case several students come unprepared.

10. NON-ACADEMIC MISCONDUCT

The School attaches utmost importance to professional behaviour from all students in and outside the class. Misconduct of non-academic nature is also taken very seriously in our School. A serious misconduct may lead to expulsion from the School.

- 10.1. **Ragging on Campus**
Ragging of fresh students by the senior batch, in any form, is criminal offence and is strictly prohibited. Get familiarised with the Ragging-Prevention Rules and Policies of the University and comply with them.
- 10.2. **Misbehaviour**
Students are expected to behave respectfully to all on our campus and outside. Any disrespectful behaviour may invite disciplinary action, as per the University policy, ranging from fine to expulsion from the programme.
- 10.3. **Smoking is prohibited in the SPM Campus**
- 10.4. **Students are not allowed to carry mobile phone in academic block.**
- 10.5. **Students are not permitted to keep four wheelers within the School premises.**
- 10.6. **Students are not permitted to run any commercial venture in or outside the SPM campus. They are also not permitted to associate/help/advise any organizations on a commercial basis and to receive any honorarium for the services rendered during their studies at the School.**
- 10.7. **Students are not permitted to deal with the School employees including contract workers directly. Any complaints regarding the working/behaviour of such employees should be reported to the concerned administrative head.**
- 10.8. **Students are required to attend the lectures organized by the School, as a part of the academic non-credit but compulsory activity of the programme. The students are also encouraged to suggest names of speakers who should be invited for such lectures.**

11. CONSEQUENCES OF MISCONDUCT

Academic and non-academic misconduct would invite severe penalty.

- 11.1. **Penalty for breach of academic discipline would be first decided by the concerned faculty as per the rules defined in the course outline or as may be appropriate.**
- 11.2. **However, a faculty may refer the case of academic misconduct to the Programme Chair, who in turn will ask the School Academic Committee to take a decision.**
- 11.3. **The cases of non-academic misconduct can be referred by anyone to the Academic Chair. The Academic Chair will attempt to address the situation and decide on penalty, if any. However, if the nature of misconduct such which may warrant severe penalty, the Academic Chair will refer the matter to the School Academic Committee, which will take a final decision.**

- 11.4. The decision of School Academic Committee will be conveyed by the Academic Chair to the concerned student. The decision of the School Academic Committee is binding to all.
- 11.5. Student has a right to make a mercy appeal to the Director. In consultation with the concerned instructor and School Academic Committee, the Director will take a final decision on either accept or reject the mercy appeal, or change the penalty. The decision of Director shall be final.
- 11.6. In any case where the result of an examination has been ascertained and published, and it is prima facie found that such result has been affected by any malpractice, fraud or any other improper conduct on the part of a student, the Director General shall appoint an ad-hoc committee to examine the matter and seek its opinion. If the opinion of the Committee confirms the malpractice on the part of the student for seeking benefits, following the process of natural justice, the Director General shall amend the result as deemed necessary and order the withdrawal of the certificates/prizes/awards from the student.
- 11.7. A student expelled from the programme on the ground of academic or non-academic misconduct is ineligible for seeking admission in the University.

12. REQUIREMENTS FOR CONTINUING IN THE PROGRAM AND FOR GRADUATION

A student has to meet all requirements, academic and other, with a view to be eligible for continuing in the program and for earning the MBA degree from PDPU.

12.1. Minimum Credits: A student must successfully complete a minimum 111 credit hours of class work plus summer internship.

The maximum number of credit that a student could register for at no extra charge is 116. Additional credits may be earned (subject to approval by Academic Committee) on a payment to be calculated on the basis of total tuition fees divided by 111 credits.

12.2. Minimum Academic Performance: This section lays down the minimum academic performance that a student must achieve with a view to continue in the program. Those who fall below the minimum prescribed academic standards will be expelled from the program.

12.2.1. Acceptable Grades

12.2.1.1. A student can graduate with

- (a) "F" in not more than two courses.
- (b) "F" in one course and "D" in not more than two courses.
- (c) "D" in not more than four courses

12.2.1.2. "D" means "D+", "D" and "D-".

12.2.1.3. Courses are considered irrespective of credit hours.

12.2.1.4. During the course of the programme a student will be terminated from the programme, if and when,

- (a) One receives 3 F's.
- (b) One receives 5D's.
- (c) One receives 2 F's and one D.
- (d) One receives 3 D's and 1 F.

12.2.1.5. The Academic Chair will issue a letter of expulsion to a student who falls short of the minimum academic performance (as prescribed above).

12.2.1.6. A student may opt for making a written mercy appeal to the School Academic Committee. The School Academic Committee will discuss the appeal and make a decision, which will be communicated to the student by the Academic Chair.

12.2.1.7. Student shall have a right to make mercy appeal further to the Director. Director's decision on the matter will be final and binding to the student.

12.2.2. CGPA requirements

12.2.2.1. A student must maintain a minimum of 2.00 cumulative grade point average(CGPA) in every trimester.

12.2.2.2. The annual average and programme average also must be at least 2:00 CGPA.

12.2.2.3. A student, who falls below 2.00 CGPA in any trimester or any time during the programme, shall immediately discontinue from the programme.

12.2.2.4. A student who falls below 2:00 CGPA for the programme will not be eligible for the degree.

12.2.2.5. A student who is expelled from the programme due to inadequate CGPA has also the right to appeal to PGP Chair/Director/Dean

12.2.3. No student can graduate with "I" (incomplete) grade or if one has not completed the requirements imposed as a result of any disciplinary action.

12.2.4. A student who is expelled from the programme will not be ineligible for reapplying for the programme or for returning to the programme.

12.3. Student may be disqualified for the degree and expelled from the programme on the grounds of academic and non-academic misconduct, as explained in separate paragraphs of this Handbook.

13. FEE AND PAYMENT SCHEDULE

- 13.1. Students are advised to collect the fee details and payment schedule from the Programme Office, and make payment in full accordingly.
- 13.2. Except the caution money deposit, no fees are refundable in case of withdrawal or expulsion from the programme.
- 13.3. Late registration and late payment of fees is not permissible, except with the prior permission of Director of the SPM.
- 13.4. In case of late payment, late fees will be charged at the rate of Rs. 100 per day. In exceptional cases, the Director, SPM may grant extension of time for making payments, without late fees.
- 13.5. Those who fail make all payments due, including late fees, if any, in a particular term will not be allowed to register for the next term, and will be deemed to have withdrawn from the programme.
- 13.6. The caution money deposit will be refunded only on completion of programme and if there is no due from the student. The dues, if any, will be deducted from the caution money deposit that becomes refundable as per the rules.

14. LIBRARY & INFORMATION CENTRE (LIC)

See Appendix – 4

15. COMPUTING FACILITIES

The details of computing facilities available to students are contained in the Appendix – 5&6.

16. HOSTEL

The MBA is a residential programme and all students are required to stay in the hostel. The Hostel Rules are separately made available by the University. Students are expected to make them familiarised with those rules and suitably abide by them. The SPM may take suitable actions if any complaint related to misconduct of SPM student is received and adjudged valid by SPM.

17. STUDENTS AFFAIRS COMMITTEE (SAC)

The Students Affairs Committee (SAC) manages extracurricular activities of students on the campus.

The School reserves the right to alter, modify or change the rules and other contents of this handbook in general interest of the students and academic discipline of the School.

Appendix – 1

Academic Calendar 2016- 2018 Batch

First Year

1st Term: 27th June 2016 to 16th September 2016
2nd Term: 19th September 2016 to 23rd December 2016
3rd Term: 26th December 2016 to 24th March 2017
Summer Training: 27th March 2017 to 2nd June 2017

Induction Programme	20 th to 24 th June, 2016
First Term Class Begin	27 th June, 2016
Mid-Term Examination	1 st to 5 th August, 2016
End-Term Examination	13 th to 16 th September, 2016
Second Term Class Begin	19 th September, 2016
Mid-Term Examination	24 th to 28 th October, 2016
<i><u>Diwali Break</u></i>	<i><u>31st October to 4th November, 2016</u></i>
End-Term Examination	19 th to 23 rd December, 2016
Third Term Class Begin	26 th December, 2016
Mid-Term Examination	30 th to 3 rd February, 2017
End-Term Examination	20 th to 24 th March, 2017

Appendix – 2

List of Courses MBA (E & I) 2016-18

First Year

Term 1

Course Code	Course Name	Credits
AC-501	Financial Accounting for Managers	3.0
EC-501	Managerial Economics	3.0
EI-502	Energy and Infrastructure Sector - Technology and Management perspective	3.0
GM-501	Business Communication I	3.0
OB-501	Organizational Behaviour	3.0
OM-501	Operations Management I	3.0
IS-502	Managerial Computing	1.5
QM-501	Quantitative Methods I	3.0
Total Credits		22.5

Term 2

Course Code	Course Name	Credits
AC-502	Cost & Management Accounting	3.0
EI-501	An Introduction to E & I Sector – a Business Perspective	1.5
FN-501	Financial Management I	3.0
GM-502	Business Communication II	3.0
MM-501	Marketing Management I	3.0
HR-501	Human Resource Management	3.0
IS-501	Management Information Systems	3.0
OM-503	Operations Research	3.0
IP-501	Group Project-I & II (To be done in term II & III)	1.5
Total		24

Term 3

Course Code	Course Name	Credits
EC-502	Macroeconomics	3.0
FN-503	Financial Management II	3.0
GM-503	Business Research Methods	1.5
MM-502	Marketing Management II	3.0
OM-502	Operations Management II	3.0
OB-502	Organizational Dynamics & Change Management	3.0
QM-502	Quantitative Methods II	3.0
FN-502	Excel Based Business Modelling	1.5
Total		21

Note: First Year MBA (E & I) Total Credits = 67.5

Second Year

Core (15 Credits)

Corse Code	Course Name	Credits	Term
GM-601	Corporate Strategy	3.0	Term IV
GM-605	Legal Aspects of Business	3.0	Term V
OM-604	Project Management	3.0	Term IV
FN-610	Management Control System	3.0	Term V
GM-608	International Business Management	1.5	Term V
GM-607	Entrepreneurship	1.5	Term VI
Total		15	

Electives (28.5 Credits to be earned)

Energy & Infrastructure Discipline Elective Courses

(Maximum total Credits available= 36.0 spread over 22 electives; 28.5 Credits to be earned)

Corse Code	Course Name (Sub-Classification)	Credits	Term
AC-601	Oil & Gas Accounting & Taxation (F)	1.5	Term V
EC-601	Energy Economics (F)	1.5	Term VI
EC-602	Carbon Finance (F)	1.5	Term V
EC-603	Pricing of Energy Products (F)	1.5	Term V
EI-601	Enterprise Asset Management (O)	1.5	Term VI
EI-602	International Maritime Affairs in E&I Sector (O and M)	1.5	Term IV
EI-603	Power Sector Management	1.5	Term IV
FN-602	Energy Trade & Risk Management (F)	3	Term IV
FN-608	Energy Financing (F)	1.5	Term V
GM-606	Energy Laws	1.5	Term VI
HR-606	Health, Safety & Environment Management (O/H)	1.5	Term VI
IS-601	Information System in Energy Value Chain (O)	1.5	Term V
MM-601	Brand Management in E&I Sector(M)	1.5	Term IV
MM-602	Business of LNG (M)	1.5	Term IV
MM-604	Marketing of Petroleum Oil Lubricants(M)	3	Term IV
MM-609	CGD Business(M)	1.5	Term V
OM-602	Managing Oil & Gas Business Operations (O)	1.5	Term V
OM-607	Infrastructure Contract Management (O)	1.5	Term V
OM-608	Managing Oil & Gas Contracts (O)	1.5	Term V
OM-611	Supply Chain and Logistics Management in E&I Sector (O)	1.5	Term V
OM-615	Managing Refineries (O)	1.5	Term IV
GM-609	Managing Renewable Energy Business	1.5	Term IV
Total		36	
Term IV-15, TermV-16.5 and Term VI-6			

Note: F, M O & H in parentheses indicate that these E&I courses are also having a secondary classification under Finance, Marketing, Operations and Human Resources areas respectively.

Marketing Discipline Elective Courses

Course Code	Course Name	Credits	Term
MM-613	Digital Marketing	1.5	Term IV
MM-606	Managing Services Business	1.5	Term V
MM-608	Business to Business Marketing	1.5	Term V
MM-611	Integrated Marketing Communications	1.5	Term V
MM-612	Strategic Marketing in Practice	1.5	Term V
MM-614	International Marketing	1.5	Term V
Total		9	

Finance Discipline Elective Courses

Course Code	Course Name	Credits	Term
FN-601	Bank Management	1.5	Term IV
FN-604	Investment Analysis and Portfolio Management	3.0	Term IV
FN-605	Management of Financial Services	3.0	Term IV
FN-606	Corporate Taxation and Financial Planning	3.0	Term V
FN-613	Corporate Restructuring, Mergers & Acquisitions	1.5	Term VI
FN-614	International Finance	1.5	Term VI
FN-616	Business Valuation	1.5	Term VI
Total		15	

Human Resources Management Discipline Elective Courses

Course Code	Course Name	Credits
HR-607	HR Tools & Techniques	1.5
OB-601	Managing Cross-Cultural Issues	1.5
OB-602	Creativity and Innovation Management	1.5
HR-603	Training & Development	1.5
OB-605	Stress Management	1.5
HR-601	Industrial Relations & Labour Law	1.5
HR-605	Strategic Human Resource Management	1.5
HR-610	HR Analytics	1.5
HR-611	Green HRM	1.5
OB-603	Leadership Skills	1.5
Total		15

Operations Discipline Elective Courses

Course Code	Course Name	Credits
OM-601	Business Intelligence & Data Mining	1.5
OM-606	Business Process Re-engineering	1.5
OM-613	Enterprise Systems and IT Strategy	1.5
OM-614	Managing Services Business	1.5
OM-616	Operations Analytics	1.5
Total		7.5

Open/General Discipline Elective Courses

Corse Code	Course Name	Credits
GM-603	Business Consulting	1.5
GM-602	Management Simulation	1.5
EC-606	Market Structure & Game Theory	3.0
IP-601	Course on Independent Study (CIS)	3.0
Total		9

Note: The spread of HRM, Operations and Open/General electives over the terms shall be communicated at the commencement of 2nd year.

Course on Independent Study (CIS) – 3.0 credits to be planned over two terms either IV and V or V and VI

Note: A student has to complete minimum (24.0) credits from Energy & Infrastructure Courses. Some of the E & I Discipline Electives are also sub-classified under Marketing/Finance/HR/Operations function Electives. Rest of the credits they can earn from remaining E & I courses and / or other functional area electives. To get functional sub-specialization within E & I domain needs following credits:

Operations Credits = 9 Credits

Finance Credits = 9 Credits

Marketing Credits = 9 Credits

HR Credits = 9 Credits

Notes:

1. Only selected electives will be offered, as may be decided by the Academic Chair for each term.
2. The term-wise distribution of courses may also vary from what is indicated above.

Minimum Credits: A student must successfully complete a minimum 111 credit hours of class work excluding summer internship. The maximum number of credits that a student could register for at no extra charge is 116. Additional credits may be earned (subject to approval by Academic Committee) on a payment to be calculated on the basis of total tuition fees divided by 110 credits.

Annexure - 3

List of Courses MBA (GM) 2016-18

First Year

Term 1

Corse Code	Course Name	Credits
AC-501	Financial Accounting for Managers	3.0
EC-501	Managerial Economics	3.0
GM-504	Business, Government and Society	1.5
GM-501	Business Communication I	3.0
OB-501	Organizational Behaviour	3.0
OM-501	Operations Management I	3.0
IS-502	Managerial Computing	1.5
QM-501	Quantitative Methods I	3.0
Total Credits		21

Term 2

Corse Code	Course Name	Credits
AC-502	Cost & Management Accounting	3.0
EC-503	Game Theory – to be replaced by Competition and Strategy	1.5
FN-501	Financial Management I	3.0
GM-502	Business Communication II	3.0
MM-501	Marketing Management I	3.0
HR-501	Human Resource Management	3.0
IS-501	Management Information Systems	3.0
OM-503	Operations Research	3.0
IP-501	Group Project-I & II (To be done in term II & III)	1.5
Total		24

Term 3

Corse Code	Course Name	Credits
EC-502	Macroeconomics	3.0
FN-503	Financial Management II	3.0
GM-503	Business Research Methods	1.5
MM-502	Marketing Management II	3.0
OM-502	Operations Management II	3.0
OB-502	Organizational Dynamics & Change Management	3.0
QM-502	Quantitative Methods II	3.0
FN-502	Excel Based Business Modelling	1.5
Total		21

Note: First Year MBA(General Management) Total Credits: 66.0

Second Year

Core (15 Credits)

Course Code	Course Name	Credits	Term
GM-601	Corporate Strategy	3.0	Term IV
GM-605	Legal Aspects of Business	3.0	Term V
OM-604	Project Management	3.0	Term IV
FN-610	Management Control System	3.0	Term V
GM-608	International Business Management	1.5	Term V
GM-607	Entrepreneurship	1.5	Term VI
Total		15	

Electives (30 Credits to be earned)

Marketing Discipline Elective Courses

Course Code	Course Name	Credits	Term
MM-603	Consumer Behaviour	1.5	Term VI
MM-605	Marketing Research and Information Systems	1.5	Term IV
MM-606	Managing Services Business	1.5	Term V
MM-607	Strategic Brand Management	1.5	Term IV
MM-608	Business to Business Marketing	1.5	Term V
MM-610	Electronic Business	1.5	Term V
MM-611	Integrated Marketing Communications	1.5	Term V
MM-612	Strategic Marketing in Practice	1.5	Term V
MM-613	Digital Marketing	1.5	Term IV
MM-614	International Marketing	1.5	Term V
MM-615	Retail Management	1.5	Term IV
MM-616	Sales and Distribution Management	1.5	Term VI
Total		18	

Finance Discipline Elective Courses

Course Code	Course Name	Credits	Term
FN-601	Bank Management	1.5	Term IV
FN-604	Investment Analysis and Portfolio Management	3.0	Term IV
FN-605	Management of Financial Services	3.0	Term IV
FN-606	Corporate Taxation and Financial Planning	3.0	Term V
FN-607	Derivatives & Risk Management	1.5	Term V
FN-611	Project Financing	1.5	Term V
FN-613	Corporate Restructuring, Mergers & Acquisitions	1.5	Term VI
FN-614	International Finance	1.5	Term VI
FN-615	Venture Capital & Private Equity	1.5	Term VI
FN-616	Business Valuation	1.5	Term VI
Total		19.5	

Human Resources & Organizational Behaviour Discipline Elective Courses

Course Code	Course Name	Credits
HR-603	Training & Development	1.5
HR-604	Compensation & Benefits Management	1.5
HR-605	Strategic Human Resource Management	1.5

HR-607	HR Tools & Techniques	1.5
HR-608	Negotiation and Conflict Management	1.5
HR-609	Talent Management	1.5
OB-601	Managing Cross-Cultural Issues	1.5
OB-602	Creativity and Innovation Management	1.5
OB-603	Leadership Skills	1.5
OB-604	Organization Development	1.5
OB-605	Stress Management	1.5
HR-601	Industrial Relations & Labour Law	1.5
HR-610	HR Analytics	1.5
HR-611	Green HRM	1.5
Total		21

Productions & Operations Discipline Elective Courses

Course Code	Course Name	Credits
OM-601	Business Intelligence & Data Mining	1.5
OM-603	Materials and Spares Management	1.5
OM-605	Supply Chain and Logistics Management	1.5
OM-606	Business Process Re-engineering	1.5
OM-609	Operations Analytics	1.5
OM-610	Operations Strategy	1.5
OM-612	World Class Manufacturing	1.5
OM-613	Enterprise Systems and IT Strategy	1.5
OM-614	Lean Six Sigma Management	1.5
OM-616	Technology and Innovations Management	1.5
OM-617	Total Quality Management	1.5
OM-619	Contracts Management	1.5
OM-620	Managing Services Business	1.5
Total		19.5

Open/General Discipline Elective Courses

Course Code	Course Name	Credits
EC-606	Market Structure & Game Theory	3
GM-602	Management Simulation	1.5
GM-603	Business Consulting	1.5
IP-601	Course on Independent Study (CIS)	3
Total		9

Note: The spread of HRM, Operations and Open/General electives over the terms shall be communicated at the commencement of 2nd year.

Course on Independent Study (CIS) – 3.0 credits to be planned over two terms either IV and V or V and VI

Notes:

1. Only selected electives will be offered, as may be decided by the Academic Chair for each term.
2. The term-wise distribution of courses may also vary from what is indicated above.

Minimum Credits: A student must successfully complete a minimum 111 credit hours of class work and summer internship. The maximum number of credit that a student could register for at no extra charge is 116. Additional credits may be earned (subject to approval by Academic Committee) on a payment to be calculated on the basis of total tuition fees divided by 110 credits.

Appendix – 4

Library & Information Centre (LIC)

Introduction

The Library & Information Centre at School of Petroleum Management, PDPU aims to facilitate production & dissemination of knowledge, information, insights & intellectual contribution in all areas of Business & Management with a specialization of Infrastructure, Energy, Oil & Gas sector etc. LIC is on its way to becoming an outstanding learning resource centre for the students, faculty, and researchers of PDPU Community.

Resources

Resources	Number
Books	12210
Periodicals	90 [print] 2,100 [e-journals]
Databases	5
	1. EBSCO- <i>Business Source Premier</i> e-journals 2. EBSCO- <i>Business Source Premier</i> e-books 3. INFRALINE - Oil & Gas Database 4. Capitaline Plus 5. Indiatat.com
CD's	951
Newspapers	14
Photo Albums	25
Reports	235
Case Studies	56

Automation

The library has been automated using **Alice for Windows (AfW)** – an international user- friendly library package. The software facilitates automated circulation (issue-return) of books and speedy access to bibliographic, location and availability information of the books in the library.

The catalogue is available on the Internet for inquiring about books

Sections

Lending Area

Reference Area

Issue / Return Counter

Online Resources Access Area

Reading Area (browsing, light, serious or long hours)

Newspaper Display

Librarian & Staff working area

Property Counter

Check Counter

Display area (notices, messages, promotions, values, achievements, etc)

Functions / Services

Regular orientation / Information Literacy
Reference / Information Services
Reading Facility
Issue / Return
Computerized information Search / Online Access
News clipping on Oil & Gas
Collection development
Current Awareness Service
Inter-Library Loan

Timings

Reading Room: Monday to Friday : 9.30 a.m. – 10.00 p.m.
Saturday : 9.30 am – 8.00 p.m.

Issue/Return: Monday to Friday : 10.00 a.m. – 6.00 p.m.
Saturday- : 10.00 am – 5.30 p.m.
(Closed on Sunday & Public Holidays)

During exam times library will be open up to 12.00 midnight.

Rules & Regulations

- **Silence** should be maintained in the library premises.
- Students can issue a maximum of **5 books for duration of 2 weeks**.
- Students are entitled to **renew books (max. twice)** depending upon the demand of required books.
- An **overdue charge of Rs. 2/- per day** will be charged on late return of books.
- Books will be issued on producing the **Identity card**.
- Books should be checked for **missing pages or damage** before issue. The student will be held responsible for any damage/missing pages found, and the penalty would be at the discretion of the librarian.
- Library resources like reference books, periodicals, bound volumes, annual reports, CD's audio/video cassettes are to be **referred within the library premises**.
- **Issued books/Personal Books, files, notes and other personal belongings are not allowed to be bringing into in the library.**
- Defaulting of the above rules will lead to **termination of library membership**.
- **Mobile Phone** is to be switched off within the library premises.

Library Staff

Name & designation	Extn. No	e-mail
Sureshkumar.B.O. (Librarian)	5120	Suresh.kumar@spm.pdpu.ac.in
Shankar Yadav	5121	shankar.yadavi@spm.pdpu.ac.in

Appendix –5

Computing facilities at SPM

- 1. Computing facilities** at PDPU consist of several services like Central Authentication, Email, Internet, Library Portal, FTP and RADIUS, Account and Antivirus offering to about 550 nodes located all over the campus. Almost every workplace in the campus including all student rooms, faculty Offices, classrooms, computer labs and administrative Offices, has network connectivity. Through this network, students have also access SPM library Service offering several journals' databases subscribed by the School. The campus network is a switch based fiber optic back bone with UTP cabling, offering high bandwidth and a smooth operating environment. All systems on the campus are in one large inter-network which comprises about 18 logical organized Local Area Networks. The campus users have access to the windows-based Office suites consisting of spread sheet, data management, word processing and presentation software systems.
- 2. PDPU** has internet connectivity of up to 150Mbps through Fiber Optic from NIC and PRI connectivity from BSNL for Telecom Network as well as 4Mbps Connectivity through Wireless Link from Blazenet as redundancy.
- 3. The library** has access from any PC node. Students can check whether particular book is available or not and if available where it is located that can be seen with map
- 4. The computer lab** for students is located in the campus. The lab is having PC nodes with latest configuration. Classrooms are equipped with high-end PCs and computer projection systems. These PCs are connected to the campus network through which instructors and students can access their accounts on their servers.
- 5. Wi-Fi network in campus**

PDPU campus is covered under Wi-Fi network. Through this network students can access Intranet and Internet anywhere in the campus. It is a wireless connectivity so students can use their laptops to access the network
- 6. SPM hostel** is also having network connectivity; students can also access internet and intranet through hostel network

Appendix – 6

Norms for using Computing Facilities (CF)

The Internet has to be used for personal e-mail only if the system is not currently required for academic work.

The policies and mores controlling acceptable actions at SPM are implicitly extended to cover the use of the CF. The impersonal aspect of computers should not be taken as an excuse or reason for people's interactions with others to be anything but well mannered, ethical, and legal.

Just as it is unacceptable to display a sexually explicit poster in a public room, it is similarly unacceptable to display such an image on a publicly visible computer screen. The recipients should carry out unsolicited, wide distribution of mail or messages only if there is a reasonable expectation of interest. Even in those cases, care must be taken to ensure that the messages do not overwhelm systems.

The Code of Conduct is given below:

Students shall:

- A.** Be responsible for using CF in an effective, ethical, and lawful manner. Individual users are responsible for their own actions. For example, if a user transmits illicit materials or stores illegal software, that individual user is responsible for such actions and may be held accountable for all consequences and repercussions arising from such actions.
- B.** Be aware that wasteful or inefficient use of resources may result in significant expenses for SPM or result in a reduction in the level of service to other users
- C.** Use only those facilities for which they have authorization, whether these facilities are at SPM or at any other location accessible through a network.
- D.** Take all reasonable steps to protect the integrity and privacy of the CF including software and data. In particular, users shall not share with others the access codes, account numbers, passwords or other authorization, which have been assigned to them.

Users are encouraged to report any violations of this policy and any information relating to flaws in the computing facility security, to the appropriate system manager or to the Computing Centre. Such deficiencies in security must not be "tested" without proper authorization. Turning a "blind-eye" to potential violations or system flaws may allow YOUR privacy or access to be jeopardized.

In this and following sections, "access code" represents the user name, account, sign-on id, password or whatever system-dependant mechanisms are used to gain access to particular facilities.

By allowing your access code to be used by others, you risk compromising the security and integrity of the CF. As described in several later sections, many networks to which HMA connects require that all communications be identified and traceable. For these reasons, if you allow your access code to be used by others, you are responsible for all usage and activities carried out with the code.

Allowing unauthorized access to CF indirectly is similarly prohibited

A computer or terminal logged on and unattended in an accessible location is particularly vulnerable.

E. Not use CF for inappropriate purposes.

Examples of inappropriate purposes include, but are not limited to, widespread unsolicited mailings and access to illegal or sexually explicit sites.

F. Respect the privacy of other users.

This includes, but is not limited to, respecting the confidentiality of E-mail, files, data, and transmissions.

The ability to access information does not imply permission to access it. Specifically, having read-access to a file does not mean that you may read it. You should not browse, view, print, copy or execute someone else's directories or files (either manually or program-assisted) without explicit permission. This also applies to floppy disks and tapes and similar storage media.

G. Not use CF for unauthorized commercial activities.

As with other School resources, the use of the CF for private, commercially oriented applications is forbidden.

H. Refrain from using CF for any unauthorized or illegal purposes.

Unauthorized or illegal purposes might include destruction or alteration of data owned by others, interference with legitimate access to computing facilities, harassment of users of such facilities at SPM or elsewhere, unauthorized disruption of CF, attempts to discover or alter passwords or to subvert security systems in CF or in any other computing or network facility.

The law prohibits unauthorized use of computers; unauthorized access to information or programs; destruction or alteration of data or interference with lawful access to data and the use of a computer system with the intent to commit any of the above.

Intentional introduction of any computer virus, Trojan horse, worm, or similar software is an explicit violation of this principle.

Any unauthorized action that intentionally denies or obstructs access for another legitimate user to CF is forbidden.

I. Properly identify themselves in any electronic correspondence and provide valid, traceable identification if required by applications or servers within the CF or in establishing connections from the CF.

All transmissions must be identifiable by SPM staff. That is, they must include your access code. Many external networks impose similar rules. You are encouraged to ensure that your name (in addition to access code) is also attached identity or intentionally originate a message masquerading as someone else.

By convention, most systems offering “anonymous FTP” services request that you enter your network address as a password. Users must comply with this convention

Refrain from unauthorized electronic down loading of material.

The material copied through the computer network from web-sites or other sources must be duly acknowledged by appropriately citing the references. Unauthorized down loading of material is a violation of intellectual property right and therefore will be treated as a breach of academic discipline.

Sharing of material through electronic media, for the purposes of assignments, project work, etc., if essential, must be done only with the consent of the course instructor. Individual students or student groups must protect the information created on the network so as to eliminate the chances of unauthorized copying of their material by others.

Any violation of this Code may be prosecuted in conformity with the relevant

School policy (Code of Student Conduct, policies as per MBA Manual, etc.) and the principle of fundamental justice

Appendix -7

OTHER FACILITIES

1. Medical Facilities

- 1.1 Students must take Hepatitis-A vaccine shot before arriving on campus and produce a doctor's certificate to that effect. Unless this certificate is shown, room will not be issued to the concerned students.
- 1.2 Students may avail themselves of the services of the School's doctors on a case-to-case basis. The doctor may refer the students, if necessary, to an outside specialist or hospital.
- 1.3 If a student is sick continuously for three days, he/she should keep the Programme Coordinator informed of his/her condition.
- 1.4 Students bear all travel expenses for treatment outside the campus.
- 1.5 Any incidence of infectious disease (e.g. chicken pox, jaundice) must be reported immediately to the Programme Coordinator and all precautions should be taken to prevent the infection from spreading.

2. Sick Diet

Sick diet is provided for a day if a written request is made in the sick diet proforma available at the mess. If sick diet is to be continued, the advice of the School's doctor or Programme Coordinator is necessary. Sick diet is served in the room only if the student is unable to move out. Crockery and cutlery used for serving sick diet should be returned to the mess the next day.

☞ An advance notice of at least three hours is necessary to enable the mess to provide sick diet.

☞ Normal sick diet is as follows:

Breakfast: Toast/Bread, Butter, Cornflakes, Coffee-Tea/Milk

Lunch/Dinner: Bread, Butter, Boiled Vegetables, Soup, Coffee/Tea/Milk

3. Extra-curricular Activities

- 3.1 The School encourages students' participation in extra-curricular activities without disturbing academic work.
- 3.2 The Students Affairs Committee makes arrangements and draws up schedules for extra-curricular activities.

4. Mess Bills and Hostel Fees

Mess Bills at the Hostel is as per the arrangement at the Hostel and is on cash basis. Same applies for the Mess Bill at the SPM Campus. Hostel Fees is as per the details given in the Fee schedule.

5. Storage of Valuables

Students are advised not to keep large amounts of cash in their rooms. Students are advised to keep their valuables such as calculators and wrist watches in the cupboard provided in their rooms and lock it when they go out.

6. General

6.1 No student is permitted to engage any person for services of any kind, personal or otherwise, without the prior approval of the Programme Coordinator.

6.2 Students are not permitted to install private air conditioners, room coolers, refrigerators, etc. in the dorms or rooms. Also students are required to declare in writing to the Programme Coordinator any electrical gadgets such as TV, immersion heater, cream box and stereo/radio they will be using. For using permitted electrical appliances, Electricity charges will be levied.

6.3 No cooking is allowed in the dormitories/pantries. No pet animals/birds are allowed in the dormitories.

6.4 Non-residents may visit students in their rooms from 7:00 p.m. to 9.00 p.m.

6.5 Students who go out are expected to return to the campus by 9.00 p.m. on all days. On Saturdays, Sundays, days preceding a holiday or holidays, however, they can stay out relatively late under strict information to the hostel authorities.

6.6 Students leaving town temporarily are required to intimate the Programme Coordinator and provide their contact address and telephone number. If a student has to leave the campus on an emergency after Office hours, he/she must contact the Programme Coordinator. Leaving the campus without prior permission or intimation to the Programme Coordinator /Director, SPM is treated as an act of indiscipline.

6.7 A student vacating hostel accommodation shall pay all dues and get a clearance certificate from the Programme Coordinator before leaving the hostel.

6.8 Students are expected to respect privacy of their roommates and other inmates of the hostel and advised not to violate social norms.

6.9 The School expects its students to maintain the highest standards of personal integrity and honesty, and observe the laws applicable to the local citizens. Any student found engaged in unlawful activities such as consumption of alcohol/drugs, gambling, displaying pornographic material, or using public places/resources for any type of socially undesirable activities shall be dealt with strict disciplinary measures. Violation of any of the rules above may lead to expulsion from the School.

Appendix – 8

MBA (E&I) Course Structure (Classified as per UGC-CBCS Guidelines)

Sr. No	Course Code	Subject	Course/Category wise Credits
A- FOUNDATION COURSES			
A1: Compulsory Foundation Courses			
1	AC-501	Financial Accounting for Managers	3
2	AC-502	Cost & Management Accounting	3
3	EC-501	Managerial Economics	3
4	EC-502	Macroeconomics	3
5	EI-501	An Introduction to E&I Sector – a Business Perspective	1.5
6	EI-502	Energy and Infrastructure Sector - Technology and Management perspective	3
7	FN-501	Financial Management I	3
8	FN-502	Excel Based Business Modelling	1.5
9	FN-503	Financial Management II	3
10	GM-503	Business Research Methods	1.5
11	HR-501	Human Resource Management	3
14	IS-501	Management Information Systems	3
15	MM-501	Marketing Management I	3
16	MM-502	Marketing Management II	3
17	OB-501	Organizational Behaviour	3
18	OB-502	Organizational Dynamics & Change Management	3
19	OM-501	Operations Management I	3
20	OM-503	Operations Research	3
21	OM-502	Operations Management II	3
22	QM-501	Quantitative Methods I	3
23	QM-502	Quantitative Methods II	3
Total (A1)			58.5
A2: Value based foundation courses (Man-making education)			
1	GM-501	Business Communication I	3
2	GM-502	Business Communication II	3
3	IS-502	Managerial Computing	1.5
4	IP-501	Group Project-I & II (To be done in term II & III)	1.5
5	SI-501	Summer Internship	3
Total (A2)			12
Total (A = A1 + A2)			70.5
B: CORE COURSES / DEPARTMENT CORE COURSES			
1	FN-610	Management Control Systems	3
2	GM-601	Corporate Strategy	3
3	GM-605	Legal Aspects of Business	3
4	GM-607	Entrepreneurship	1.5
5	GM-608	International Business Management	1.5
6	OM-604	Project Management	3
Total (B)			15

C: ELECTIVE COURSES**C1: Discipline Electives****Energy & Infrastructure Discipline Elective Courses****(Maximum total Credits available= 36.0 spread over 22 electives; 28.5 Credits to be earned)**

Sr. No	Course Code	Subject	Course/Category wise Credits
1	AC-601	Oil & Gas Accounting & Taxation (F)	1.5
2	EC-601	Energy Economics (F)	1.5
3	EC-602	Carbon Finance (F)	1.5
4	EC-603	Pricing of Energy Products (F)	1.5
5	EI-601	Enterprise Asset Management (O)	1.5
6	EI-602	International Maritime Affairs in E&I Sector (O and M)	1.5
7	EI-603	Power Sector Management	1.5
8	FN-602	Energy Trade & Risk Management (F)	3
9	FN-608	Energy Financing (F)	1.5
10	GM-606	Energy Laws	1.5
11	HR-606	Health, Safety & Environment Management (O/H)	1.5
12	IS-601	Information System in Energy Value Chain (O)	1.5
13	MM-601	Brand Management in E&I Sector(M)	1.5
14	MM-602	Business of LNG (M)	1.5
15	MM-604	Marketing of Petroleum Oil Lubricants(M)	3
16	MM-609	CGD Business(M)	1.5
17	OM-602	Managing Oil & Gas Business Operations (O)	1.5
18	OM-607	Infrastructure Contract Management (O)	1.5
19	OM-608	Managing Oil & Gas Contracts (O)	1.5
20	OM-611	Supply Chain and Logistics Management in E&I Sector (O)	1.5
21	OM-615	Managing Refineries (O)	1.5
22	GM-609	Managing Renewable Energy Business	1.5
Total (C)			36

Note:

F, M O & H in parentheses indicate that these E&I courses are also having a secondary classification under Finance, Marketing, Operations and Human Resources areas respectively. A student has to complete minimum (24.0) credits from Energy & Infrastructure Courses. Some of the E & I Discipline Electives are also sub-classified under Marketing/Finance/HR/Operations function Electives. Rest of the credits they can earn from remaining E & I courses and / or other functional area electives. To get functional sub-specialization within E & I domain needs following credits:

Operations Credits = 9 Credits

Finance Credits = 9 Credits

Marketing Credits = 9 Credits

HR Credits = 9 Credits

Total Credits to be earned in 2 Years: A student must successfully complete a minimum 111 credit hours of class work excluding summer internship. The maximum number of credits that a student could register is 116. Additional credits may be earned subject to approval by Academic Committee.

C: ELECTIVE COURSES**C1: Discipline Electives**
Marketing Discipline Elective Courses (Total Credits = 9.0, 6 electives)

Sr. No	Course Code	Subject	Course/Category wise Credits
1	MM-606	Managing Services Business	1.5
2	MM-608	Business to Business Marketing	1.5
3	MM-611	Integrated Marketing Communications	1.5
4	MM-612	Strategic Marketing	1.5
5	MM-613	Digital Marketing	1.5
6	MM-614	International Marketing	1.5
Total (C)			9

Note:

A student has to complete minimum (24.0) credits from Energy & Infrastructure Courses. Some of the E & I Discipline Electives are also sub-classified under Marketing/Finance/HR/Operations function Electives. Rest of the credits they can earn from remaining E & I courses and / or other functional area electives. To get functional sub-specialization within E & I domain needs following credits:

Operations Credits = 9 Credits

Finance Credits = 9 Credits

Marketing Credits = 9 Credits

HR Credits = 9 Credits

C: ELECTIVE COURSES**C1: Discipline Electives**
Finance Discipline Elective Courses (Total Credits = 15.0, 7 electives)

Sr. No	Course Code	Subject	Course/Category wise Credits
1	FN-601	Bank Management	1.5
2	FN-604	Investment Analysis and Portfolio Management	3
3	FN-605	Management of Financial Services	3
4	FN-606	Corporate Taxation and Financial Planning	3
5	FN-613	Corporate Restructuring, Mergers & Acquisitions	1.5
6	FN-614	International Finance	1.5
7	FN-616	Business Valuation	1.5
Total (C)			15

Note:

A student has to complete minimum (24.0) credits from Energy & Infrastructure Courses. Some of the E & I Discipline Electives are also sub-classified under Marketing/Finance/HR/Operations function Electives. Rest of the credits they can earn from remaining E & I courses and / or other functional area electives. To get functional sub-specialization within E & I domain needs following credits:

Operations Credits = 9 Credits

Finance Credits = 9 Credits

Marketing Credits = 9 Credits

HR Credits = 9 Credits

C: ELECTIVE COURSES**C1: Discipline Electives
Operations Management Discipline Elective Courses (Total Credits = 7.5, 6 electives)**

Sr. No	Course Code	Subject	Course/Category wise Credits
1	OM-601	Business Intelligence & Data Mining	1.5
2	OM-606	Business Process Re-engineering	1.5
4	OM-613	Enterprise Systems and IT Strategy	1.5
5	OM-614	Managing Services Business	1.5
6	OM-616	Operations Analytics	1.5
Total (C)			7.5

Note:

The spread of HRM, Operations and Open/General electives over the terms shall be communicated at the commencement of 2nd year.

A student has to complete minimum (24.0) credits from Energy & Infrastructure Courses. Some of the E & I Discipline Electives are also sub-classified under Marketing/Finance/HR/Operations function Electives. Rest of the credits they can earn from remaining E & I courses and / or other functional area electives. To get functional sub-specialization within E & I domain needs following credits:

Operations Credits = 9 Credits

Finance Credits = 9 Credits

Marketing Credits = 9 Credits

HR Credits = 9 Credits

C: ELECTIVE COURSES**C1: Discipline Electives
Human Resource Management Discipline Elective Courses (Total Credits = 15.0, 10 electives)**

Sr. No	Course Code	Subject	Course/Category wise Credits
1	HR-603	Training & Development	1.5
2	HR-605	Strategic Human Resource Management	1.5
3	HR-607	HR Tools & Techniques	1.5
4	OB-601	Managing Cross-Cultural Issues	1.5
5	OB-602	Creativity and Innovation Management	1.5
6	OB-603	Leadership Skills	1.5
7	HR-601	Industrial Relations & Labour Law	1.5
8	HR-610	HR Analytics	1.5
9	HR-611	Green HRM	1.5
10	OB-605	Stress Management	1.5
Total (C)			15

Note:

The spread of HRM, Operations and Open/General electives over the terms shall be communicated at the commencement of 2nd year.

A student has to complete minimum (24.0) credits from Energy & Infrastructure Courses. Some of the E & I Discipline Electives are also sub-classified under Marketing/Finance/HR/Operations function Electives. Rest of the credits they can earn from remaining E & I courses and / or other functional area electives. To get functional sub-specialization within E & I domain needs following credits:

Operations Credits = 9 Credits

Finance Credits = 9 Credits

Marketing Credits = 9 Credits

HR Credits = 9 Credits

C: ELECTIVE COURSES**C2:
Generic Elective & Open Elective Courses (Total Credits = 9.0, 4 electives)**

Sr. No	Course Code	Subject	Course/Category wise Credits
1	EC-606	Market Structure & Game Theory	3
2	GM-602	Management Simulation	1.5
3	GM-603	Business Consulting	1.5
4	IP-601	Course on Independent Study (CIS)	3
Total (C)			9

Note:

The spread of HRM, Operations and Open/Generic electives over the terms shall be communicated at the commencement of 2nd year.

Course on Independent Study (CIS) – 3.0 credits to be planned over two terms either IV and V or V and VI

A student has to complete minimum (24.0) credits from Energy & Infrastructure Courses. Some of the E & I Discipline Electives are also sub-classified under Marketing/Finance/HR/Operations function Electives. Rest of the credits they can earn from remaining E & I courses and / or other functional area electives. To get functional sub-specialization within E & I domain needs following credits:

Operations Credits = 9 Credits

Finance Credits = 9 Credits

Marketing Credits = 9 Credits

HR Credits = 9 Credits

Appendix – 9
MBA (GM) Course Structure (Classified as per UGC-CBCS Guidelines)

Sr. No	Course Code	Subject	Course/Category wise Credits
A- FOUNDATION COURSES			
A1: Compulsory Foundation Courses			
1	AC-501	Financial Accounting for Managers	3
2	AC-502	Cost & Management Accounting	3
3	EC-501	Managerial Economics	3
4	EC-502	Macroeconomics	3
5	EC-503	Game Theory – to be replaced by Competition and Strategy	1.5
6	GM-504	Business, Government and Society	1.5
7	FN-501	Financial Management I	3
8	FN-502	Excel Based Business Modelling	1.5
9	FN-503	Financial Management II	3
10	GM-503	Business Research Methods	1.5
11	HR-501	Human Resource Management	3
12	IS-501	Management Information Systems	3
13	MM-501	Marketing Management I	3
14	MM-502	Marketing Management II	3
15	OB-501	Organizational Behaviour	3
16	OB-502	Organizational Dynamics & Change Management	3
17	OM-501	Operations Management I	3
18	OM-501	Operations Research	3
19	OM-502	Operations Management II	3
20	QM-501	Quantitative Methods I	3
21	QM-502	Quantitative Methods II	3
Total (A1)			57
A2: Value based foundation courses (Man-making education)			
1	GM-501	Business Communication I	3
2	GM-502	Business Communication II	3
3	IS-502	Managerial Computing	1.5
4	IP-501	Group Project-I & II (To be done in term II & III)	1.5
5	SI-501	Summer Internship	3
Total (A2)			12
Total (A = A1 + A2)			69
B: CORE COURSES / DEPARTMENT CORE COURSES			
1	FN-610	Management Control Systems	3
2	GM-601	Corporate Strategy	3
3	GM-605	Legal Aspects of Business	3
4	GM-607	Entrepreneurship	1.5
5	GM-608	International Business Management	1.5
6	OM-604	Project Management	3
Total (B)			15

C: ELECTIVE COURSES**C1: Discipline Electives**
Marketing Discipline Elective Courses (Total Credits = 18.0, 12 electives)

Sr. No	Course Code	Subject	Course/Category wise Credits
1	MM-603	Consumer Behaviour	1.5
2	MM-605	Marketing Research and Information Systems	1.5
3	MM-606	Managing Services Business	1.5
4	MM-607	Strategic Brand Management	1.5
5	MM-608	Business to Business Marketing	1.5
6	MM-610	Electronic Business	1.5
7	MM-611	Integrated Marketing Communications	1.5
8	MM-612	Strategic Marketing	1.5
9	MM-613	Digital Marketing	1.5
10	MM-614	International Marketing	1.5
11	MM-615	Retail Management	1.5
12	MM-616	Sales and Distribution Management	1.5
Total (C)			18

Note:

Total Credits to be earned in 2 Years: A student must successfully complete a minimum 111 credit hours of class work excluding summer internship. The maximum number of credits that a student could register is 116. Additional credits may be earned subject to approval by Academic Committee.

- 1). To get Major in any other functional area (Marketing, Finance, Operations and HRM), a student has to choose minimum 18.0 credits from that specific area.
- 2). To get Minor in any specialization area (including E & I), a student has to complete minimum 12.0 credits from the specific area.

C: ELECTIVE COURSES**C1: Discipline Electives
Finance Discipline Elective Courses (Total Credits = 19.5, 10 electives)**

Sr. No	Course Code	Subject	Course/Category wise Credits
1	FN-601	Bank Management	1.5
2	FN-604	Investment Analysis and Portfolio Management	3
3	FN-605	Management of Financial Services	3
4	FN-606	Corporate Taxation and Financial Planning	3
5	FN-607	Derivatives & Risk Management	1.5
6	FN-611	Project Financing	1.5
7	FN-613	Corporate Restructuring, Mergers & Acquisitions	1.5
8	FN-614	International Finance	1.5
9	FN-615	Venture Capital & Private Equity	1.5
10	FN-616	Business Valuation	1.5
Total (C)			19.5

Note:

Total Credits to be earned in 2 Years: A student must successfully complete a minimum 111 credit hours of class work excluding summer internship. The maximum number of credits that a student could register is 116. Additional credits may be earned subject to approval by Academic Committee.

- 1). To get Major in any other functional area (Marketing, Finance, Operations and HRM), a student has to choose minimum 18.0 credits from that specific area.
- 2). To get Minor in any specialization area (including E & I), a student has to complete minimum 12.0 credits from the specific area.

C: ELECTIVE COURSES**C1: Discipline Electives
Operations Management Discipline Elective Courses (Total Credits = 19.5, 13 electives)**

Sr. No	Course Code	Subject	Course/Category wise Credits
1	OM-601	Business Intelligence & Data Mining	1.5
2	OM-603	Materials and Spares Management	1.5
3	OM-605	Supply Chain and Logistics Management	1.5
4	OM-606	Business Process Re-engineering	1.5
5	OM-609	Operations Analytics	1.5
6	OM-610	Operations Strategy	1.5
7	OM-612	World Class Manufacturing	1.5
8	OM-613	Enterprise Systems and IT Strategy	1.5
9	OM-614	Lean Six Sigma Management	1.5
10	OM-616	Technology and Innovations Management	1.5
11	OM-617	Total Quality Management	1.5
12	OM-619	Contracts Management	1.5
13	OM-620	Managing Services Business	1.5
Total (C)			19.5

Note:

Total Credits to be earned in 2 Years: A student must successfully complete a minimum 111 credit hours of class work excluding summer internship. The maximum number of credits that a student could register is 116. Additional credits may be earned subject to approval by Academic Committee.

- 1). To get Major in any other functional area (Marketing, Finance, Operations and HRM), a student has to choose minimum 18.0 credits from that specific area.
- 2). To get Minor in any specialization area (including E & I), a student has to complete minimum 12.0 credits from the specific area.

C: ELECTIVE COURSES**C1: Discipline Electives****Human Resource Management Discipline Elective Courses (Total Credits = 21.0, 14 electives)**

Sr. No	Course Code	Subject	Course/Category wise Credits
1	HR-603	Training & Development	1.5
2	HR-604	Compensation & Benefits Management	1.5
3	HR-605	Strategic Human Resource Management	1.5
4	HR-607	HR Tools & Techniques	1.5
5	HR-608	Negotiation and Conflict Management	1.5
6	HR-609	Talent Management	1.5
7	OB-601	Managing Cross-Cultural Issues	1.5
8	OB-602	Creativity and Innovation Management	1.5
9	OB-603	Leadership Skills	1.5
10	OB-604	Organization Development	1.5
11	OB-605	Stress Management	1.5
12	HR-601	Industrial Relations & Labour Law	1.5
13	HR-610	HR Analytics	1.5
14	HR-611	Green HRM	1.5
Total (C)			21

Note:

Total Credits to be earned in 2 Years: A student must successfully complete a minimum 111 credit hours of class work excluding summer internship. The maximum number of credits that a student could register is 116. Additional credits may be earned subject to approval by Academic Committee.

- 1). To get Major in any other functional area (Marketing, Finance, Operations and HRM), a student has to choose minimum 18.0 credits from that specific area.
- 2). To get Minor in any specialization area (including E & I), a student has to complete minimum 12.0 credits from the specific area.

C: ELECTIVE COURSES**C2:
Generic Elective & Open Elective Courses (Total Credits = 9.0, 4 electives)**

Sr. No	Course Code	Subject	Course/Category wise Credits
1	EC-606	Market Structure & Game Theory	3
2	GM-602	Management Simulation	1.5
3	GM-603	Business Consulting	1.5
4	IP-601	Course on Independent Study (CIS)	3
Total (C)			9

Note:

Total Credits to be earned in 2 Years: A student must successfully complete a minimum 111 credit hours of class work excluding summer internship. The maximum number of credits that a student could register is 116. Additional credits may be earned subject to approval by Academic Committee.

Course on Independent Study (CIS) – 3.0 credits to be planned over two terms either IV and V or V and VI. CIS is an interdisciplinary project course; hence its credits will not be considered in calculating minimum credits requirements for major/minor certification for any specific area. A student has to complete minimum credits from listed electives for the chosen area.

An elective may be “Generic Elective” focusing on those courses which add generic proficiency to the students. An elective may be “Discipline centric “or may be chosen from an unrelated discipline. It may be called an “Open Elective.”

Disclaimer

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