School of Petroleum Management (SPM)
Pandit Deendayal Petroleum University

Students' Handbook

Master of Business Administration

Two Year Full Time Programme
Session: 2015-17

Table of Contents

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), 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:

1.2.1. It is a two-year full-time residential programme

1.2.2. The MBA Programme at School of Petroleum Management offers specializations in 5 areas viz. Energy & Infrastructure Sector, Marketing Management, Financial Management, Human Resources Management and Operations Management. Each area specialization has certain academic requirements in terms of prerequisites and credits earned.

1.2.3. 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.

1.2.4. Additionally, every student has to undergo Summer Internship at the end of the 3rd trimester and before the 4th trimester begins.

1.2.5. The programme has a set of compulsory (core) courses and electives related to the Energy and Infrastructure Sector, Marketing, Finance, Human Resources and Operations Management.

1.2.6. Depending upon the choice of specialization, the programme has been designed to bring all relevant perspectives important for the Energy & Infrastructure sector and other industries which have the application of functional areas of management. 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 and with a late fee of Rs.100 per day. Under no circumstances a registration later than a week from the first day of classes will be allowed.

3. Orientation Programme
One week orientation programme is divided into three main modules, namely,
   3.1. A two-day academic module with the contents of ice-breaking, case analysis, professional writing, oil and gas value chain along with others.
   3.2. A two-day human sensitization module with an aim of developing empathy for human being
   3.3. A two-day industrial sensitization module to give exposure the oil and natural gas industry.

The orientation programme also includes field visits and industrial visits.

4. CURRICULUM
After a two-week 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. **Courses**
   Many knowledge based and skill based courses are designed with a special focus Energy & Infrastructure sector and other sector of the industry. These courses are divided into,

   4.1.1. The curriculum offers five different specializations to choose from: (a) Energy and Infrastructure (b) Finance, (c) Marketing, (d) Operations and (e) Human Resource Management. See the list of term-wise courses in **Appendix 2**, and requirements for acquiring area concentration in **Appendix 3**

   4.1.2. Programme 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. There are elective courses from Energy & Infrastructure Sector and various functional areas of management i.e. Marketing, Finance, Human Resources and Operations Management, and many of them are skill-oriented, with advanced knowledge and applications. Students may choose these electives as per their interest and future career plans.

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 foreign language courses and 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. **Add and Drop for Elective Courses**
The students can choose elective courses subject to prescribed rules.
4.2.1. Students will be asked in the 3rd trimester to make their tentative choices of the elective courses in the rest of the trimesters. After that, before the start of every trimester also students will be asked to revise their choices.
4.2.2. The School will put in all the efforts to offer most chosen electives. However, some popular electives cannot be offered for several reasons.
4.2.3. 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.
4.2.4. A student can shop-around for the electives for a period of three sessions for a 3-credit elective and for 2 sessions for a 1.5 credit elective.
4.2.5. Drop Rules:

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

4.2.5.2. 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.

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

4.2.6. Administrative Drop:

4.2.6.1. 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.

4.2.6.2. 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.

4.2.7. Add Rules:

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

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

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

4.3. **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.

4.4. **Summer Internship**

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 aspiring to specialize in E&I Sector in 2nd Year must choose their SIP in E&I Sector in E&I/related organizations. The grading of summer project is done jointly as per the rules. The objectives of the summer assignment include the following.

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

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

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

4.5. **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. Occupy the seat allotted to you in the seating chart.

5.2. Do not go out of the examination hall without the prior permission of the invigilator.

5.3. Do not refer to any book, paper or other notes, unless it is an open book examination.

5.4. Mobile phones are not allowed in the examination hall. Laptops can be allowed only in case of online tests on specific instructions of course faculty as part of examination.

5.5. In an open book examination, refer only to books as per the announced rule and do not borrow books brought in by others.

5.6. Verbal or non-verbal conversation with other students is prohibited.

5.7. Passing, receiving or seeing others' papers during examinations is strictly prohibited. Anyone who wilfully provides assistance will be considered as guilty as one who receives it.

5.8. At the close of the examination, the supervisor on duty would collect the answer books from the desk and therefore students should stay back until their answer books are collected. However, those who finish the examination at least fifteen minutes prior to the closing time could leave the hall earlier after handing in the answer books to the supervisor.

5.9. Under no circumstances are the answer books to be taken out of the classrooms. Handing in the answer books is the responsibility of the student.

5.10. Penalty for the breach of examination rules and regulation may result in expulsion from the School.

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	Corresponding percentage range
A	3.50 to < 4.00	Excellent	90 and more
B	2.50 to < 3.50	Good	75 to < 90
C	1.50 to < 2.50	Average	60 to < 75
D	0.50 to < 1.50	Below average	45 to < 60
F	0.00 to < 0.50	Fail	00 to < 45

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 "-".

6.3.4. An instructor may prescribe in the course-outline a different corresponding marks (cut-offs) than given in the School guideline in paragraph 6.1 as may be appropriate to suit the evaluation scheme.

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 5 points 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.

7. COMMUNICATION OF GRADES AND FEEDBACK

The students have right to get timely feedback on all written and other examinations, so that they can watch their progress. Depending upon the nature of evaluation the following guidelines are drawn for the communication of grades and feedback:

7.1. Objective type papers (quizzes etc.) shall be graded and feedback be given within a week.

7.2. Small descriptive type assignments and cases shall be graded and feedback be given within ten days.

7.3. Mid-term and final examination shall be graded and feedback be given within fifteen days.

7.4. It is the responsibility of faculty members to show graded papers to the students. A concerned faculty member would determine the process and mechanism for showing papers. The part-time and visiting faculty members will also provide grades and feedback to students. However, they can request the support for showing the graded final examination paper and final project, where necessary.

7.5. Final grade must be submitted to the Programme Office within 20 days from the date of examination.

7.6. 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. No trimester-wise transcript is provided by the Programme Office.

7.7. 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.

7.8. 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. Under extraordinary circumstances, a student may obtain leave of absence, with prior permission of the concerned faculty and approved by the Director, SPM. Leave of absence is generally not granted for more than three teaching days in a 3-credit course, except for sickness. If any quiz or exam is missed because of approved leave of absence, the concerned instructor will decide whether to administer a substitute quiz or exam. Instructor's decision is final in this matter.

9.1.3. Absence without leave is a serious breach of discipline and the School will take appropriate actions in such case.

9.1.4. The School believes and encourages full attendance. However, each instructor has a right to adopt attendance policy in his course. The attendance policy will be declared in the course outline by each instructor. If a student fails to meet this requirement, including the leave of absence, the instructor may take appropriate action, including an "F" grade in the course.

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

9.3.1. 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.

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

9.3.3. 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.

9.3.4. 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. Use of mobile phone in and around classrooms is strictly prohibited. Use of camera in a camera phone anywhere on campus for any undesired purpose is strictly prohibited.

9.4.2. Keep the mobile phone switched off during the class and during the examinations.

9.4.3. 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. Canvassing for grades is strictly prohibited.

9.5.2. Marking proxy attendance for others or having attendance marked by others will attract severe punishments.

9.5.3. 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.

9.5.4. 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.

9.5.5. 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.

9.5.6. 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 Academic 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 mal practice 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 120 credit hours of class work and summer internship.
The maximum number of credit that a student could register for at no extra charge is 126. 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 120 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 as mentioned in the sub-paragraphs 11.2.1.5, 11.2.1.6 and 11.2.1.7.

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 suitable 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.

Academic Calendar
2015 - 2017 Batch

First Year

1st Term: 29th June 2015 to 18th September 2015
2nd Term: 21st September 2015 to 25th December 2015
3rd Term: 28th December 2015 to 22nd March 2016
Summer Training: 28th March 2016 to 5th June 2016

Induction Programme	12th to 27th June, 2015
First Term Class Begin	29th June, 2015
Mid-Term Examination	3rd to 7th August, 2015
End-Term Examination	14th to 18th September, 2015
Second Term Class Begin	21st September, 2015
Mid-Term Examination	26th to 30th October, 2015
Diwali Break	*9th November to 13th November, 2015*
End-Term Examination	21st to 25th December, 2015
Third Term Class Begin	28th December, 2015
Mid-Term Examination	1st to 5th February, 2016
End-Term Examination	16th to 22nd March, 2016

Appendix –2

List of Courses

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	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
14	IS-501	Management Information Systems	3
15	MM-501	Marketing I	3
16	MM-502	Marketing 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-501	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)	**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
12	IP-501	Group Project-I	1.5
13	IP-502	Group Project-II	1.5
4	SI-501	Summer Internship	3
		Total (A2)	**13.5**
		Total (A = A1 + A2)	**70.5**

Sr. No	Course Code	Subject	Course/Category wise Credits
B: CORE COURSES / DEPARTMENT CORE COURSES			
1	FN-610	Management Control Systems	3
2	FN-612	Business Ethics and Corporate Governance	1.5
3	GM-601	Corporate Strategy	3
4	GM-605	Legal Aspects of Business	3
5	GM-607	Entrepreneurship	1.5
6	GM-608	International Business Management	1.5
7	HR-601	Industrial Relations & Labour Law	1.5
8	OM-604	Project Management	3
		Total (B)	**18**
C: ELECTIVE COURSES			
C1: Discipline Electives			
Energy & Infrastructure Discipline Elective Courses (Total Credits= 36.0, 22 electives)			
1	AC-601	Oil & Gas Accounting & Taxation	1.5
2	EC-601	Energy Economics	1.5
3	EC-602	Carbon Finance	1.5
4	EC-603	Pricing of Energy Products	1.5
5	EI-601	Enterprise Asset Management	1.5
6	EI-602	International Maritime Affairs in E&I Sector	1.5
7	EI-603	Power Sector Management	1.5
8	FN-602	Energy Trade & Risk Management	3
9	FN-608	Energy Financing	3
10	GM-606	Energy Laws	1.5
11	HR-606	Health, Safety & Environment Management	1.5
12	IS-601	Information System in Energy Value Chain	1.5
13	MM-601	Brand Management in E&I Sector	1.5
14	MM-602	Business of LNG	1.5
15	MM-604	Marketing of Petroleum Oil Lubricants	3
16	MM-609	CGD Business	1.5
17	OM-602	Managing Oil & Gas Business Operations	1.5
18	OM-607	Infrastructure Contract Management	1.5
19	OM-608	Managing Oil & Gas Contracts	1.5
20	OM-611	Supply Chain and Logistics Management in E&I Sector	1.5
21	OM-615	Managing Refineries	1.5
		Total (C)	**36**

Note: For acquiring Energy & Infrastructure Major, a student has to complete minimum 18.0 credits from Energy & Infrastructure Courses with Summer Internship and Group Projects (First Year) in E & I domain. A student who may earn 18.0 E&I credit but without Summer Internship and Group Projects (First Year) in E & I domain, will not be entitled for Major in E & I specialization but will get only Minor specialization in E&I. Some E&I Discipline Electives are also classified under Marketing/Finance/HR/Operations Discipline Electives.

Sr. No	Course Code	Subject	Course/Category wise Credits
B: CORE COURSES / DEPARTMENT CORE COURSES			
1	FN-610	Management Control Systems	3
2	FN-612	Business Ethics and Corporate Governance	1.5
3	GM-601	Corporate Strategy	3
4	GM-605	Legal Aspects of Business	3
5	GM-607	Entrepreneurship	1.5
6	GM-608	International Business Management	1.5
7	HR-601	Industrial Relations & Labour Law	1.5
8	OM-604	Project Management	3
		Total (B)	**18**
C: ELECTIVE COURSES			
C1: Discipline Electives **Marketing Discipline Elective Courses (Total Credits = 18.0, 12 electives)**			
1	MM-603	Consumer Behaviour	1.5
2	MM-605	Marketing Research and Information Systems	1.5
3	MM-606	Services Marketing	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:

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.

Sr. No	Course Code	Subject	Course/Category wise Credits
B: CORE COURSES / DEPARTMENT CORE COURSES			
1	FN-610	Management Control Systems	3
2	FN-612	Business Ethics and Corporate Governance	1.5
3	GM-601	Corporate Strategy	3
4	GM-605	Legal Aspects of Business	3
5	GM-607	Entrepreneurship	1.5
6	GM-608	International Business Management	1.5
7	HR-601	Industrial Relations & Labour Law	1.5
8	OM-604	Project Management	3
		Total (B)	**18**
C: ELECTIVE COURSES			
C1: Discipline Electives **Finance Discipline Elective Courses (Total Credits = 19.5, 10 electives)**			
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-609	Insurance Management	1.5
7	FN-611	Project Financing	1.5
8	FN-613	Corporate Restructuring, Mergers & Acquisitions	1.5
9	FN-614	International Finance	1.5
10	FN-615	Venture Capital & Private Equity	1.5
		Total (C)	**19.5**

Note:
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.

Sr. No	Course Code	Subject	Course/Category wise Credits
B: CORE COURSES / DEPARTMENT CORE COURSES			
1	FN-610	Management Control Systems	3
2	FN-612	Business Ethics and Corporate Governance	1.5
3	GM-601	Corporate Strategy	3
4	GM-605	Legal Aspects of Business	3
5	GM-607	Entrepreneurship	1.5
6	GM-608	International Business Management	1.5
7	HR-601	Industrial Relations & Labour Law	1.5
8	OM-604	Project Management	3
		Total (B)	**18**
C: ELECTIVE COURSES			
C1: Discipline Electives **Operations Management Discipline Elective Courses (Total Credits = 19.5, 11 electives)**			
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 Management in Service Sector	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
		Total (C)	**16.5**

Note:
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.

Sr. No	Course Code	Subject	Course/Category wise Credits
B: CORE COURSES / DEPARTMENT CORE COURSES			
1	FN-610	Management Control Systems	3
2	FN-612	Business Ethics and Corporate Governance	1.5
3	GM-601	Corporate Strategy	3
4	GM-605	Legal Aspects of Business	3
5	GM-607	Entrepreneurship	1.5
6	GM-608	International Business Management	1.5
7	HR-601	Industrial Relations & Labour Law	1.5
8	OM-604	Project Management	3
		Total (B)	**18**
C: ELECTIVE COURSES			
C1: Discipline Electives **Human Resource Management Discipline Elective Courses (Total Credits = 21.0, 12 electives)**			
1	HR-602	Recruitment & Selection	1.5
2	HR-603	Training & Development	1.5
3	HR-604	Compensation & Benefits Management	1.5
4	HR-605	Strategic Human Resource Management	1.5
5	HR-607	HR Tools & Techniques	1.5
6	HR-608	Negotiation and Conflict Management	1.5
7	HR-609	Talent Management	1.5
8	OB-601	Managing Cross-Cultural Issues	1.5
9	OB-602	Creativity and Innovation Management	1.5
10	OB-603	Leadership Skills	3
11	OB-604	Organization Development	3
12	OB-605	Stress Management	1.5
		Total (C)	**21**

Note:

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.

Sr. No	Course Code	Subject	Course/Category wise Credits
B: CORE COURSES / DEPARTMENT CORE COURSES			
1	FN-610	Management Control Systems	3
2	FN-612	Business Ethics and Corporate Governance	1.5
3	GM-601	Corporate Strategy	3
4	GM-605	Legal Aspects of Business	3
5	GM-607	Entrepreneurship	1.5
6	GM-608	International Business Management	1.5
7	HR-601	Industrial Relations & Labour Law	1.5
8	OM-604	Project Management	3
		Total (B)	**18**
C: ELECTIVE COURSES			
C2: **Generic Elective & Open Elective Courses (Total Credits = 16.5, 7 electives)**			
1	EC-604	Public Sector Economics	1.5
2	EC-605	Econometrics	3
3	EC-606	Market Structure & Game Theory	3
4	GM-602	Management Simulation	1.5
5	GM-603	Business Consulting	1.5
6	GM-604	Indian Ethos and Management	3
7	IP-601	Course on Independent Study (CIS)	3
		Total (C)	**16.5**

Note:
1). 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."
2). 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.

Total Credits in the Second Year (54.0)

Programme Core= 18.0

Electives = 36.0

1. For acquiring Energy & Infrastructure Major, a student has to complete minimum 18.0 credits from Energy & Infrastructure Courses with Summer Internship and Group Projects (First Year) in E & I domain. A student who completes 18.0 E&I credit courses without Summer Internship and Group Projects (First Year) in E & I domain, will get Minor certificate for E & I specialization.

2. 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.

3. To get Minor in any specialization area (including E & I), a student has to complete minimum 12.0 credits from the specific area.

4. 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.

5. Offering any specialization as major or minor to students is prerogative of the academic committee of SPM, which can take appropriate decision as per available resources to the School.

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.*

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	11,350
Periodicals	93 [print]
	2,100 [e-journals]
Databases	5
	1. EBSCO- *Business Source Premier*
	2. INFRALINE - Oil & Gas Database
	3. CMIE - Industry Outlook
	5. Capitaline Plus
	5. Indiastat.com
CD's	925
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	: 9.00 a.m. – 10.00 p.m.
	Saturday	: 9.00 am – 8.00 p.m.
Issue/Return:	Monday to Friday	: 9.30 a.m. – 6.00 p.m.
	Saturday-	: 9.30 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

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 – 5

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 an 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 (cither 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

----

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 f 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.

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.