School of Petroleum Management (SPM)

(Pandit Deendayal Petroleum University)

Post Graduate Diploma in Management-Executive (PGDM-X)

Session 2018 - 2020

Participants' Handbook

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PGDM-X Programme

1. INTRODUCTION

Apart from its MBA, Executive MBA and Ph.D. programmes, the School of Petroleum Management (SPM) a constituent of Pandit Deendayal Petroleum University (PDPU), also offers the part-time *Post Graduate Diploma in General Management for Working Executives (PGDGM-X) and Post Graduate Diploma in Petroleum Management programme for working executives (PGDPM-X)*. The contents of this Participants' Handbook are applicable to all the PGDM-X participants.

1.1. School Philosophy
The 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 participants are expected to practice and demonstrate professional behaviour on and off the PDPU campus. This Participants' Handbook explains the academic system adopted by the SPM and explains the SPM rules for the minimum academic achievements expected from a participant with a view to continue in the programme. Additionally, it attempts to provide a general framework for the expected professional behaviour from the participants. The rules and policies explained in this document are in no way a comprehensive guide for a professionalism expected from the participants on and off campus. Non-adherence to the rules and policies may invite appropriate actions. It is expected that participants would conduct themselves in a manner that would enhance the prestige of the School.

1.2. The PGDMX Programme
The SPM's PGDMX programme is briefly described in bullets given below:

1.2.1. It is a two-year part-time programme with one contact week every quarter.

1.2.2. The Programme offers specialization in Petroleum Management or General Management. The entire curriculum is designed to meet the requirement of industry.

1.2.3. It is organized on quarterly system basis, with four modules in one academic year, and a total of eight quarterly contact weeks during the two-year programme.

1.2.4. Additionally, when they are off-campus every participant has to take the responsibility to continue learning from their respective workplaces.

1.2.5. The programme has a set of compulsory (core) courses and electives related to the energy sector in general and petroleum sector in particular for PGDPMX. The set of elective courses for PGDGMX are related to different functional areas of management i.e. Marketing, Finance, HRM and Operations. These

electives are offered looking at the need of the industry and its usefulness for decision making for business executive.

1.2.6. The programme has been designed to bring all perspectives important for any business in general and petroleum industry in particular, 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 participants are required to register on the registration day as may be announced before the programme and for each module. The registration for the module is deemed complete only with the payment of fees in full and physical presence on campus during the module. Late registration is not permitted except in extreme emergency situation. However initial registration formalities at the beginning of the academic sessions (s) can be carried out by correspondence.

3. Learning Outcomes
Learning Outcomes of PGDPMX and PGDGMX at School of Petroleum Management, Pandit Deendayal Petroleum University

Learning goals for first 2 trimesters of the programme:
1.   Demonstrate language and oral communication skills.
2.   Demonstrate contextualization of their current job role with management education.
3.   Demonstrate knowledge of foundational subjects for management studies.
4.   Demonstrate an awareness of ethical understanding.
5.   Enhance I.T./Computing Skills.
6. (i)   Learning the basics of Energy & Infrastructure Business*
   (ii) Learning the basics of industry and business.

Learning goals of the remaining trimesters of PGDPMX and PGDGMX Programmes:
7. (i)   Enhance the learning of Energy & Infrastructure Business*
   (ii) Enhancing the basics of industry and business
8.   Enable executive programme students to understand relevance of context in general business/Energy & Infrastructure business
9.   Develop social consciousness
10.   Develop critical thinking skills
11.   Inculcate integrative thinking ability
12.   Promote interpersonal awareness and ability to work in groups
13.   Enabling executive programme students to apply acquired communication skills in effective business writing including E-mails/Social Media
14.   Develop competence in quantitative analysis including Business Analytics
15.   Understanding applied aspects of technology relevant for business
16.   Prepare business leaders with a sound understanding of ethics
* Particularly for PGDPMX

4. CURRICULUM

We begin the programme with dispatching the Orientation Pack at the beginning of the 1st academic session. Further course-packs are mailed for concerned courses in advance for the forthcoming respective modules. The initial off campus learning is thus consolidated in the classroom sessions in the weekly contact modules. 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 participants. Participants are encouraged to join these activities whenever it is convenient to them, and with prior intimation to the programme office.

4.1. **Courses**
Many knowledge based and skill based courses are designed with a special focus on oil and gas industry. These courses are divided into:

4.1.1. Core or compulsory courses: The concepts and tools needed for effective management are covered through functional courses like accounting, finance, marketing, operations and strategy. Economics courses lay foundations for economic and business decisions of managers. Behavioural science courses help in understanding human behaviour and harnessing the same for efficiency. Industry specific courses are also in core group so that one can begin learning the domain area at the early stage of the programme. These courses are designed to:

4.1.1.1. Provide basic conceptual and analytical knowledge required in different disciplines and functional areas for managerial effectiveness

4.1.1.2. Provide understanding of the interdependencies among different functions so as to develop an integrated perspective of organizations and their functioning,

4.1.1.3. Create awareness and understanding of the environmental factors that influence the functioning of and decision making in organizations.

4.1.2. Elective courses: Elective courses are to be picked by the participants depending upon their interest and career plans.

4.1.3. Depending upon needs, the School may offer seminar courses (which would lay emphasis on self-learning) and project or dissertation courses (where in-depth inquiry is made in a very specific topic).

4.1.4. All courses offered in each module have equal weight. They shall be considered as full credit course for PGDMX programme purpose. A PGDMX full credit course has classroom sessions of a total of 600 minutes each-conducted during the weekly contact module. Each credit course would demand on an average about 50 hours of work from the participants, including classroom hours, preparation for classes, tests, quizzes, and module-examination and off-campus pre-module assignments.

4.1.5. Module-wise list of core courses and the list of electives are given in **Appendix 2**.

4.1.6. The SPM reserves its right to make any changes in the courses as deemed appropriate from time to time.

4.2. **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 participant learning. The methods of evaluation may vary; for example, quizzes, assignments, case-studies, presentations, article reviews, class participation, role plays, mid-module examination, module-examination, etc.

4.3. **Campus Activities**

SPM encourages participants to attend all activities organized on the campus such as extension lectures, workshops, conferences and extracurricular & co-curricular activities, whenever it is convenient to them. However they need to intimate the programme office to participate in these activities. The details of such activities shall normally be available on SPM website, programme office/notice board.

5. EXAMINATION RULES AND REGULATIONS

Examination for the concerned module shall be organized on the final day of the module.

Examination rules:

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

5.5. Verbal or no-verbal conversation with other participants is prohibited.

5.6. Passing, receiving or seeing others' papers during the examinations is strictly prohibited. Anyone who wilfully provides assistance will be considered as guilty as he/she who receives it.

5.7. At the close of the examination, the supervisor on duty would collect the answer books from the desk and therefore participants 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.

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

5.9. 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. The grades, their corresponding grade points, 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 o < 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 participant could not complete all the course requirements due to some extraordinary situation, and in the views of the course instructor those situations were genuine for 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 module deadlines.

6.2.3. A participant 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 participant 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 stipulated days from the last date of submission of grades, the "I" grade will be automatically converted in "F" grade.

6.2.9. No participant can be awarded a diploma 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. The instructor will decide and announce in the course outline all the cut-offs for the above grades along with "+" and "-".

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

6.4. Component level grading:

6.4.1. 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".

6.4.2. 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.

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

6.4.4. The cumulative grade point average (CGPA) for the term, year and programme will be calculated by rounding up the number up to the two decimal points.

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

6.4.6. 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.

7. **COMMUNICATION OF GRADES AND FEEDBACK**
The participants have right to get timely feedback on all written and other exams, so that they can watch their progress.

7.1. It is the responsibility of faculty members to share graded papers/feedback with the participants. 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 participants. However, they can request the support for showing the final exam paper and final project, where necessary.

7.2. Final grade must be submitted to the Programme Office within the stipulated time frame (as communicated from time to time by programme office) from the date of examination.

7.3. It is expected that the Programme Office shall make first year as well as second year transcript available within 45 days from the end of the 4th and 8th module final examinations respectively. No module-wise transcript is provided by the Programme Office.

7.4. The cases of participants, 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. However, there is no guarantee that each such case will be detected and action will be taken in time before the next module begins. In that case the action will be implemented as and when the module transcript is ready.

7.5. 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 participant has right to appeal the component and final grade in any subject. The process will be as follows:

8.1. The participant will initially attempt to resolve the grade dispute with the concerned faculty member. The participant 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 participant is not satisfied by the decision of the faculty member, he/she can appeal the faculty member's decision by writing to the PGDMX 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 PGDMX Chair will call the PGDMX Committee meeting for the review and decision on the appeal. Such meeting will be held within fifteen days of receiving

such appeal. The PGDMX Chair will communicate the decision of PGDMX Committee within two days of the decision by the Committee. The decision of the PGDMX 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, participants 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 participant/s.

9.1. Attendance & Academic participation

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

9.1.1. In order to be eligible to earn their diploma (in addition to the other course requirements) the participants shall adhere to all the assignment submission deadlines as and when they shall be announced. Needless to mention that the assignments should be in desirable format failing which the participants shall not be eligible for their diploma. However mere submission shall also not make them entitled for the diploma as the submissions shall have to be as per desirable academic norms stipulated by the concerned.

9.1.2. Participants shall have to observe a minimum attendance of 80% per subject in all the eight modules without which the participants may become ineligible for the diploma.

9.1.3. Participants missing an entire module(s) shall become ineligible to continue in that academic session and they shall automatically be asked to join the programme next year for that module. Unless communicated otherwise (in exceptional circumstances) this shall result in the extension of the duration of the PGDMX programme. But in any case, the duration of the programme shall not exceed 3 academic sessions.

9.1.4. The participants shall have to appear in all Examination/tests/quizzes during their module and participate in case study presentations etc. as and where applicable.

9.2. Cheating

Cheating is unacceptable from a future management professional. Therefore, it is expected from the PGDM-X participants 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 participant 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 participants 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 participant has indulged into plagiarism activity.

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

9.3.4. However, a participant 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**

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 examination 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. Participants 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 participants come prepared in the class with reading of prescribed material, preparation of cases, etc. A participant 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 participants come unprepared.

10. NON-ACADEMIC MISCONDUCT

The School attaches utmost importance to professional behaviour from all participants 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 participants 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
Participants 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 and participants are not allowed to carry mobile phone in academic block.

10.4.   Participants 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.

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 PGDMX Chair, who in turn will ask the PGDMX Committee to take a decision.

11.3. The cases of non-academic misconduct can be referred by anyone to the PGDMX Chair. The PGDMX 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 PGDMX Chair will refer the matter to the PGDMX Committee, who will take a final decision.

11.4. The decision of PGDMX Committee will be conveyed by the PGDMX Chair to the concerned participant. The decision of the PGDMX Committee is binding to all.

11.5. Participant has a right to make a mercy appeal to the Director. In consultation with the concerned instructor and PGDMX Committee the Director will take a final decision on either accept or reject the mercy appeal, or change the penalty. The decision of Director is final.

11.6. A participant 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 DIPLOMA

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

12.1. **Minimum Academic Performance:** This section lays down the minimum academic performance that a participant 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.

12.1.1. **Acceptable Grades**
12.1.1.1. A participant can get a diploma 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

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

12.1.1.3. A participant will be disqualified from the programme, and will be asked to immediately discontinue 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.

12.1.1.4. The PGDM-X Chair will issue a letter of expulsion to a participant who falls short of the minimum academic performance (as prescribed above).

12.1.1.5. Participant may opt for making a written mercy appeal to the PGDM-X Chair. The PGDM-X Committee will discuss the appeal and make a decision, which will be communicated to the participant by the PGDMX Chair.

12.1.1.6. Participant 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 participant.

12.1.2. **CGPA requirements**

12.1.2.1. A participant must maintain a minimum 2.00 cumulative grade point average (CGPA) in every trimester.

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

12.1.2.3. A participant, who falls below 2.00 CGPA in a year or in a year, will be asked to immediately discontinue from the programme.

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

12.1.2.5. The sub-paragraphs 1.1.4, 1.1.5 and 1.1.6 will be applicable for the expulsion cases due to CGPA also.

12.1.3. No participant can get a diploma with "I" (incomplete) grade or if one has not completed the requirements imposed as a result of any disciplinary action.

12.1.4. A participant once expelled from the programme will be ineligible for reapplying for the programme or for returning to the programme.

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

13. FEE AND PAYMENT SCHEDULE

13.1. Participants 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 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 withdrawn from the programme.

13.6. The caution deposit will be refunded only on completion of programme and if there is no due from the participant. The dues, if any, will be deducted from the caution deposit that becomes refundable as per the rules.

14. LIBRARY & INFORMATION CENTRE (LIC)
See Appendix – 3

15. COMPUTING FACILITIES
The details of computing facilities available to participants are contained in the See Appendix – 4 & 5.

16. OTHER FACILITIES
See Appendix – 6

17. HOSTEL

The PGDMX is a part time residential programme and all participants are required to stay in the hostel during the modules. The Hostel Rules are separately made available by the University. Participants are expected to make them familiarised with those rules and comply with them. The SPM may have to be involved in taking actions if any complain related to misconduct of PGDM-X participant is received.

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

Academic Calendar
For PGDMX 2018 - 2020 Batch

1st Year

Module	Month/Dates
1st Module	From 23rd July to 29th July, 2018
2nd Module & Examination of 1st Module	From 28th October to 4th November 2018
3rd Module & Examination of 2nd Module	From 27th January to 3rd February 2019
4th Module & Examination of 3rd Module	From 28th April to 5th May, 2019

2nd Year

Module	Month/Dates
5th Module Examination of 4th Module	To be announce later
6th Module Examination of 5th Module	To be announce later
7th Module Examination of 6th Module	To be announce later
8th Module Examination of 7th & 8th Module	To be announce later

Appendix – 2

List of Courses

PGDPMX and PGDGMX Courses (2018 Batch)

Duration: 2 Years spread over 8 weekly contact modules.

PGDGMX	PGDPMX
Module I Organization Behavior Quantitative Techniques Financial Accounting Managerial Economics	**Module I** Organization Behavior Quantitative Techniques Financial Accounting Managerial Economics
Module II Operations Research Managerial Communication Management Accounting / Cost Accounting Business Environment	**Module II** Operations Research Managerial Communication Management Accounting / Cost Accounting Business Environment
Module III Operations Management I Financial Management I Marketing Management I Human Resources Management	**Module III** Operations Management I Financial Management I Marketing Management I Human Resources Management
Module IV Management Information Systems Operations Management II Marketing Management II Financial Management II	**Module IV** Management Information Systems Operations Management II Marketing Management II Financial Management II
Module V Legal Aspect of Business Project Management Strategy Formulation and Implementation Excel Based Business Modeling	**Module V** Legal Aspect of Business Project Management Strategy Formulation and Implementation Excel Based Business Modeling
Module VI International Business Management Business Consulting Business Analytics B-2-B Marketing	**Module VI** International Business Management Business Consulting B-2-B Marketing Business Analytics

Module VII / VIII (Any Six Courses)*	Module VII / VIII (Any Six Courses)*
1. Brand Management	1. Energy Derivatives and Risk Management
2. Product Management	2. Managing CGD
3. E-Business and Digital Marketing	3. Geopolitics and Energy Business
4. International Finance	4. Carbon Finance
5. Forex Management	5. MPOL
6. Integrated Marketing Communication	6. Forex Management
7. Supply Chain and Logistics Management	7. Contracts in Oil and Gas
8. Creativity and Innovations Management	8. Business of LNG
9. Stress Management	9. Economics of Natural Resources
10. Derivatives and Risk Management	10. Petroleum Economics
11. Business Valuation	11. International Maritime Affairs & Oil and Gas Business
12. Project Financing	12. Business Valuation
13. Management Control System	13. Management of Power Sector
14. Investment Analysis and Portfolio Management	14. Pricing in Petroleum Sector
15. Two ISPs – Independent Study Projects (Compulsory, One ISP each in Module VII AND Module VIII)	15. Two ISPs – Independent Study Projects (Compulsory, One ISP each in Module VII AND Module VIII)

Electives will be offered depending upon the availability of Faculty to deliver the course.

The subject-courses are subject to revision, addition and deletion depending upon their relevance to the PGDMX programme and the appropriate decisions of the competent academic committee in this connection from time to time.

Appendix – 3

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	13900
Periodicals	86 [print] 2200 [e-journals]
Databases	5
	1. EBSCO- *Business Source Premier* e-journals 2. EBSCO- *Business Source Premier* e-books 3. Petrowatch 4. Capitaline Plus 5. Indiastat.com
CD's	1090
Newspapers	14
Photo Albums	25
Reports	235
Case Studies	56

Automation:
The library has been automated using **KOHA** – 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 – 4

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 3000+ 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 50+ 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 500+Mbps through Fiber Optic from NIC and PRI connectivity from BSNL for Telecom Network as well as 500+Mbps Connectivity through Fiber Optic from Jio and 25Mbps 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 and mobiles to access the network

6. **SPM hostel** is also having LAN network connectivity; students can also access internet and intranet through hostel network

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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 PGDMX Manual, etc.) and the principle of fundamental justice

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Appendix – 6

OTHER FACILITIES

1. **Medical Facilities**

    2.1 It is desirable that the participants take Hepatitis-A vaccine shot before arriving on campus.

    2.2 Participants may avail themselves of the services of the School's doctors on a case-to-case basis. The doctor may refer the participants, if necessary, to an outside specialist or hospital.

    2.3 If a participant is sick continuously for three days, he/she should keep the Programme Coordinator informed of his/her condition.

    2.4 Participants bear all travel expenses for treatment outside the campus.

    2.5 Any incidence of infectious disease (e.g. H1N1, chicken pox, jaundice etc.) 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 participant 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.

3. **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. Wherever mess fee & hostel Fees is included in the total fee of the programme the same would be applicable as per the details given in the Fee schedule.

4. **Storage of Valuables**

    Participants are advised not to keep large amounts of cash in their rooms. Participants 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.

5. **General**

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

    5.2 Participants are not permitted to install private air conditioners, room coolers, refrigerators, etc. in the dorms or rooms. Also participants 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.

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

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

5.5 Participants 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.

5.6 Participants leaving town temporarily are required to intimate the Programme Coordinator and provide their contact address and telephone number. If a. participant 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.

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

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

5.9 The School expects its participants to maintain the highest standards of personal integrity and honesty, and observe the laws applicable to the local citizens. Any participant 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 participants and academic discipline of the School.