

## INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE, BANGALORE

### ACADEMIC REGULATIONS

#### Our Mission

Our Mission is to **transform** every student to become a successful business professional with a global outlook through:

- Imparting **quality education** by outstanding business leaders and academicians
- Providing a culture of excellence, entrepreneurial thinking, **social responsibility**, and industry alignment.

#### Our Vision

“Our Vision is to be a business school of international repute”.

## ACADEMIC REGULATIONS

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## 1. PGDM Program

### 1.1 Course Schedule

There are six terms of 11 weeks each during the two academic years with six to eight courses in each term. First year consists of two weeks of orientation, three terms of 11 weeks each followed by eight weeks of summer internship and a study tour of 1 week. The second year consists of three terms of 11 weeks each with an additional VAT term (Value Added Term) of 4 weeks. Sixth term consists of Dissertation on contemporary topic and 1 course on International Business and 1 certification course related to each elective.

### 1.2 Course Enrollment

Enrollment is not complete until students pay their tuition fees in full by the due date indicated on their invoice (see under Tuition requirements) and submit all the required documents.

### 1.3 Specialization Stream

Students are required to opt for a major specialization (HR/Marketing/Finance/ Analytics) at the end of Term 3. Students with a CGPA < 8 might not get the specialization of their choice and specialization allotment will depend on the recommendations of the academic committee. Student must opt for one minor specialization (Digital Marketing/ Fintech/ Technology Product Management/People Analytics) based on his/her interest. Once the specialization has been approved, the student will attend the selected courses only in his/her area of specialization.

## 2. Attendance Procedure

### 2.1 Students Availing Leave: ISME expects students to attend all the classes for maintaining academic excellence.

*Attendance <80% before the end-term in each course could result in the student being debarred from writing the end term exam.*

*Attendance between 65-79% before end term exam would result in the student appearing for a re-exam.*

*Attendance <65% before end term exam would result in the student appearing for supplementary exam.*

In the event of an emergency or illness, student should write an application to the Dean and the application shall be submitted on the day of resumption of the classes with proof of emergency or illness. However, this application is only for intimating the college about the emergency/illness, attendance will not be exempted from the attendance policy of the institute.

2.2 Students going for placements/interviews in the sixth term on their own shall also submit the leave application form to the Dean routed through "Placement Cell".

2.3 Students are expected to inform the concerned subject faculty for any absence. There shall be **no uninformed** absence by students on any grounds. Students and parents will be notified about their attendance status regularly.

2.4 Students are expected to report to college on the reporting day after any vacation/internship. Students reporting late will be levied a fine of ₹1000/- per day of absence along with NOC from Accounts department before entering class.

### **3. Examination & Certification process**

#### **Scope**

This procedure is for the evaluation of students to ensure that the student has been able to learn the fundamentals and achieve objectives of the course. The procedure also ensures that certification of students meet requirements of regulatory bodies.

#### **3.1 STUDENT EVALUATION**

Continuous evaluation of the students throughout the duration of each course is carried out for each student. Students are assessed on their performance by considering their contribution to the course by way of asking questions, involvement in discussions, involvement in team exercises and by presentation of the results of exercises. Coming late or absence will carry penalties. Student evaluation shall be related to the course learning objectives and require an understanding of the issues involved, participation in lectures, exercises, and performance.

#### **Students are scored as follows**

##### **3.1.1 Attendance (5 marks)**

100% attendance is awarded 5 marks. For attendance <100%, marks will be awarded on pro rata basis and rounded off to the nearest 0.5. Example: If a student has 88% attendance, the calculation shall be  $(88/100) \times 5 = 4.4$  and rounded off to 4.5. Students with less than 80% attendance are not allowed to take the exam. They will be required to appear in the supplementary exams after completing the required number of study hours.

##### **3.1.2 Class Participation (10 marks)**

Class Participation is obtained through involvement in discussions, questioning, presentations, and exercises. 5 marks will be awarded for involvement well above average, taking a lead in discussions or in team sessions, and assisting other teammates, 3 marks will be awarded for full involvement during the session asking questions, being involved in team discussions and activities. 4 marks will be awarded for the performance judged between the above two, 2 marks will be awarded for slight contribution, leaving the tasks to others, not

responding to questions, 0 marks if not involved, no questions asked or absent and 1 mark awarded for the performance judged between the above two.

### **3.1.3 Assignments (20 marks)**

Demonstration of understanding of the subjects and tasks set, learning the lessons demonstrated in questions and contribution to exercises and presentations. Score 20 marks for excellent and above average work, leading the team effort, gathering the information, to assist other team members, obtaining significantly better than average results in exercises. Score 16 marks, if the task was fully satisfactory during the exercise, full involvement in discussions and team assignments, answering questions correctly as required. Score 12 marks, if work is well done in the majority of tasks, however does little to contribute to discussions and tasks or is late. Score 8 marks, if work is generally of a poor standard and there is a lack of effort made. Score 4 marks, if work is extremely poor and no effort is made by the student. Score 0 marks, if not done or absent.

In lieu of assignments, the faculty can also design a different exercise to test the understanding of the subjects and rate them as mentioned in above.

### **3.1.4 Mid Term Assessment (20 marks)**

A midterm examination will be conducted at the end of 4 weeks of teaching. Students scoring low marks will be watched closely by the faculty and may be advised of their assessment and any actions necessary to rectify the problem. Students shall be informed of their performance and understanding of the course learning objectives.

An assessed score of 40% (out of a total of 20 marks) or over is required for passing the midterm assessment.

Students who fail to secure the minimum required marks as mentioned above or did not take midterm exam for reasons approved by the Dean are required to take a re-exam which will be conducted before the end-term exam. The marks obtained in the re-exam or the earlier mid-term exam, whichever is higher – limited to 40% i.e. 8 marks – shall be considered. The final marks obtained by the students in the midterm along with the assignment marks shall be sent to the Examination Office in the prescribed format by the Dean. Students who are absent in the midterm examination without prior approval will be awarded 1(one) grade less.

## **3.2 CONDUCT OF END TERM EXAMINATIONS**

### **3.2.1 Eligibility**

A student is eligible to appear in the end term if he/she satisfies the below mentioned requirements.

1. The student should have attendance of 80% or more. Students whose attendance is less than 80% are not allowed to take the exam. For genuine/ approved reasons, the Dean is authorized to give a waiver up to 10%. In extreme circumstances like medical emergency or such other, the examination committee can waive off another 10%. However, in no case shall a student be allowed to write the end term exam if his/her attendance falls below 65%.
2. The academic department shall display fortnightly the attendance status of every student on the Fedena App and the same shall be sent to exam department.
3. For a student who has been debarred from the end term exam due to not fulfilling the condition mentioned above or any other reasons such as adopting unfair means during either midterm or end-term exam will be awarded 'F' grade and he/she is required to repeat the course and take the supplementary end-term exam.
4. For a student debarred from taking the end term exam, an opportunity to repeat the course will be given during the summer or winter break after which the supplementary exam will be held.
5. A student to successfully pass the course, he/she should score at least 40% or more in the Continuous Assessment (CA) and at least 40% or more in the End Term (ET) and should obtain at least 50% or more in the aggregate i.e. CA + ET.
6. A student who scores 40% or more in the Continuous Assessment (CA) and 40% or more in the End Term (ET) but fails to obtain at least 50% in the aggregate i.e. CA and ET put together or fails to get 40% or more in the ET will be declared as failed in the exam and will be awarded 'R' grade.
7. If the student fails a course and is awarded 'R', he/she will be allowed to take a re-exam for the course at the end of the next term after paying the prescribed fees which is presently ₹ 1000/- (Rupees One thousand only) per course. In case of students appearing in the re-exam they will be awarded one grade less than what they have obtained.
8. In case of a student failing to score at least 40% or more in the continuous assessment (CA) and hence declared 'failed' and will be awarded 'F' grade and will be required to repeat the course and take the supplementary end-term exam. He is not eligible for the re-exam as mentioned in 3.2.1.7 above
9. Students taking supplementary exams will have to pay a fee of ₹ 5000/- (Rupees Five thousand only) and repeat the course as mentioned in 3.2.1.4.
10. In the case of supplementary exam, student should score at least 50% or more to pass the exam and declared 'Pass'.
11. Students failing the re-exam are required to repeat the course and take the supplementary end-term exam.

12. A student who is otherwise eligible, absents himself/herself in the end term exam with prior approval from the Dean will be required to appear for the re-exam.
13. A student who absents himself/herself in the end term exam without prior approval from the Dean will have to appear in the supplementary exam only and is not eligible to appear in the re-exam.
14. If a student absents himself/herself with or without prior approval in the re-exam, he/she will be given an opportunity to appear in the supplementary exam.
15. A student failing in any of the supplementary exams will not be re-examined again. He will continue his/her present study without any break; however he/ she will be required to repeat that particular course or courses (up to 3 courses only) in the next available academic session after first completing his/her two years of initial study. The student, for repeating the course, is required to pay a re-admission fee of ₹ 10,000/- per course. Such students shall follow all the course requirements of that session. Only on successful completion of all the course/s will he/she be awarded PGDM Certificate.
16. The student can repeat the course or courses as mentioned above only once. If the student does not fulfil the requirements to pass the course in this repeat attempt, no further scope exists for repeating the course/s as the student is allowed a maximum of 3 years to complete PGDM from the date of first starting the course. He is however, allowed to seek fresh admission to PGDM course.
17. *What constitutes "unfair means"*
  - a) Bringing to the examination hall or being found in possession of portions of a book, manuscript, programmable calculator, mobile phone, electronic gadget or any other material or matter which is not permissible.
  - b) Having any written matter on scribbling pad, question paper, admission ticket, calculator, palm, hand, leg, any other part of the body, handkerchief, clothes, socks, instrument box, identity card, rulers etc.
  - c) Writing wrong roll number, disclosing identity by writing name, any words, by any special marking, or any peculiar marks on the pages in the answer scripts.
  - d) Copying from any material or matter or answer of another candidate or similar aid or assistance is rendered to another candidate within the examination hall
  - e) Communicating with any fellow student or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination.
  - f) Smuggling out or smuggling in of copying material or tearing off the answer script sheets or any other writing material given or inserting papers written outside the examination hall into the answer book or walking away along with answer script from the examination hall or premises.
  - g) Making any request of representation or offers any threat for inducement or inducing to bribery to Room Invigilators/s or and any other official of ISME for favour in the examination hall or to the examiner in the answer script.

- h) Impersonating or allowing any other person to impersonate to answer in his /her place in the examination hall.
  - i) Unruly behaviour inside or near the examination hall.
  - j) Any other behaviour in the examination hall not to the satisfaction of the invigilator.
18. Notwithstanding the above, if the faculty is sure of the fact that a student has copied, in assignments or in the examinations, as in the case of online examinations, where the physical supervision is not possible or otherwise, under the institute's policy of zero tolerance for unfair practices, is liable to be penalized as below:
- a. If the similarity in content is low i.e. if it is approximately 20 per cent or less, the student will be issued a warning letter in the first instance and in the second instance, the student will be awarded an "R" i.e. to reappear in the exam with all its conditions and in the third instance, will be awarded "F" i.e. to appear in the supplementary exam with all its conditions.
  - b. If the similarity in content is moderate i.e. approximately more than 20 per cent but 65 per cent or less, the student will be awarded an "R" i.e. to reappear in the exam with all its conditions and in the second instance, will be awarded "F" i.e. to appear in the supplementary exam with all its conditions.
  - c. If the similarity in content is high i.e. approximately more than 65 per cent, the student will be awarded "F" i.e. to appear in the supplementary exam with all its conditions.

### 3.2.2 Procedure

- i. Examination shall be held as indicated in the Academic Calendar except in case of exigencies or exceptional conditions as may be decided by the examination committee/controller.
- ii. Timetable for the examination shall be made available to students at least one week before the exam.
- iii. Seating arrangements shall be made in advance and the examination hall shall be opened 10 minutes before the start of the exam.
- iv. Students are not allowed to carry anything other than the items that are permitted to the examination room. They shall leave all their belongings at the reception at their own risk. They are advised not to carry any valuables on the day of the examination.
- v. If required, examinees may be frisked before they are allowed entry to the examination hall.
- vi. Every student shall carry his/her stationery and calculator as needed. Students are not allowed to borrow or exchange stationery with others.
- vii. The start and end of the examination shall be indicated by ringing of the bell.
- viii. Mid-term exam will be of 40 minutes duration and End-term examination will be of 2 hours duration.

- ix. No student will be allowed to enter the examination hall after 10 minutes and 20 minutes of the start of mid-term and end-term examinations, respectively. The end of 10 minutes and 20 minutes period shall be indicated by ringing of the bell.
- x. Students are not allowed to step out during the examinations: except in exceptional cases.
- xi. It is the duty of the invigilator to keep a strict vigil on the examinees in the examination hall and prevent them from adopting any unfair means. It is suggested that the invigilator should make rounds of the hall and not confine himself/herself to a place.
- xii. Students are permitted to submit the answer script and leave the examination hall after 25 minutes in case of mid-term and 1 hour in case of end-term examinations. In case a student has finished writing the answers before the stipulated time, he/she is required to stay in his/her place till the completion of the minimum time mentioned above.
- xiii. At least one faculty should invigilate during the examination. Students are not allowed to discuss questions with each other.
- xiv. Students should write only their roll numbers, name of examination and course clearly on the front of the answer script in the place marked for the purpose.
- xv. The invigilator shall check the correctness of the entries made by the candidate on the front page of the answer script and shall sign in the place designated.
- xvi. Students caught adopting unfair means shall be asked to leave the examination hall quietly after submitting the examination paper and the other materials, if any. The incident shall be reported in writing to controller of examination for further action.
- xvii. Malpractices committee or in the absence of its members, a committee constituted by Controller of Examinations (CoE) shall investigate the matter and shall submit its opinion/suggestion to CoE within 48 hrs.
- xviii. The committee is entrusted to deal with the cases of unfair means committed by any student/s during the examinations may punish as listed below or any other that they deem fit:
  - a) A fine of Rs. 5000/- for malpractices Section 3.2.1 – Points 17 a, b, and c above
  - b) Invalidating the examination for malpractices Section 3.2.1 – Points 17 d, e, and f above
  - c) Debarring and handing over to the police for malpractices Section 3.2.1 – Points 17 g, h, and i above

### **3.2.3 Format of the Question Papers**

1. The format of the question papers will be as decided by the academic committee.
2. The Revised Bloom's Taxonomy (RBT) Level should be indicated against each question as shown below as an example
  - What is product positioning? Explain with a suitable example. (05 Marks) (RBT L2)
  - What do you mean by Risk? Differentiate between systematic risk from unsystematic risk. (06 Marks) (RBT L4)

3. At the end of question paper, a table depicting the summary of RBT Levels should be given as shown below:

<b>Bloom's Level</b>	<b>Marks Allocated</b>
Remember	05
Understand	05
Apply	05
Analyze	10
Evaluate	20
Create	05
Total Marks	50

#### **4. PGDM Certification Criteria**

1. Students are required to have completed and passed all the courses with a minimum 50% marks.
2. Students should secure 'Good' or 'Excellent' grade to qualify for Add-on Certification in workshop courses.
3. To be eligible for placement, a student must pass in all courses.
4. Upon completion of the academic curriculum summer internship of a duration no less than 8 weeks is mandatory for all students, with a subsequent presentation to fulfill the academic requirements.

### **5. Grading System**

#### **5.1 Procedure**

1. The examination office shall send the answer papers to the concerned faculty for the evaluation no later than 48 hours of the examination.
2. The faculty shall collect all the answer papers as and when given by the examination office.
3. The faculty shall evaluate the answers written by the examinee in the answer script.
4. The marks allotted to each answer will be entered in the respective columns in the front page only in the space allotted and totaled. The faculty should not write the marks elsewhere other than the front page to enable re-evaluation in case the student applies for the same.
5. The evaluating faculty shall enter the total in the appropriate box and shall sign in the place indicated.
6. Approximately 5% of the evaluated papers will be sent to another faculty for review. If discrepancies or difference in marks noted is more than 10% in 2 (two) or more papers, the second faculty will evaluate the rest of the papers.
7. The marks awarded by the second faculty will be final in such cases.
8. Students will get to see only the mid-term answer papers. They are required to return it after satisfying themselves of the evaluation.
9. On completion of the evaluation of the end-term scripts, the papers will be handed back to the examination committee for grading and safe keeping.

10. The faculty shall complete the entire process of valuation within 4 weeks from the date of examination.
11. Grades will be awarded by the examination office on relative performance in a 10-point scale. The grade and corresponding grade point are as below:

Grade	<b>A+</b>	<b>A</b>	<b>A-</b>	<b>B+</b>	<b>B</b>	<b>B-</b>	<b>F</b>
Grade Point	<b>10</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>

12. These grade points will be explained on the reverse of the transcripts. The Cumulative Grade Point Average will accordingly be calculated taking into consideration the grade point and the weightage of the course.
13. The relative grading shall be done as follows:

A+	Top 10%
A	Next 15%
A-	Next 20%
B+	Next 25% Total: 70% (plus or minus 5% at the discretion of the examination committee).
B	Next 20-30%
B-	Only to those students who are between 50 and 55.

The above is only a broad guideline as strict adherence to the above percentages will be extremely difficult. The decision of the examination committee shall be final in this matter.

14. In courses identified as Workshops the students will be graded in three categories – Excellent; Good; Average.
15. Re-evaluation Procedure: Within 1 (one) week of the declaration of the results, a student can apply for re-evaluation of answer script by submitting a written application along with re-evaluation fee of ₹ 500 (Rupees Five hundred only).
16. The examination committee shall have the paper re-evaluated by a faculty other than the original evaluator or the reviewer in case it has been reviewed and shall declare the result in 10 (ten) days.
17. The marks obtained in the re-evaluation will be final and will replace the original marks obtained.
18. Students shall be removed from the program if at any given time they have more than 3 courses with 'F' grade.
19. The examination papers, continuous assessment records, student feedback forms shall be securely retained by the examination department and made available for review by any visiting regulatory body, reviewing officer for management system records surveillance.
20. Students become eligible to receive certificates for the program when they successfully pass all the courses including the industry project (if applicable).
21. Records of certificates issued shall be kept for a minimum of 10 years.

## 5.2 Grade Cards

1. Grade cards will be issued to all students after the end term exam or the Re-exam as the case may be.
2. Students who fail in the re-exam, absent without prior approval, caught using unfair means in the exam, score less than 40% in CA or has been debarred from writing the exam due to attendance shortage will be graded 'F' in the grade card. The GPA and CGPA will be calculated on the basis that grade point of 'F' is equal to 4.
2. CGPA will not be recalculated and will remain the same for the students appearing in the exams after the issuance of the grade card.

## 6. Graduation requirements and completion

1. To graduate, all students must fulfill all graduation requirements and be recommended for the degree through Academic Committee. Students must return all materials borrowed from ISME (such as Library Books) prior to the last day of classes in their final term in the program. Students need to clear all the dues with ISME. In addition, all students must have followed the code of conduct guidelines in order to graduate (see section Code of Conduct).
2. The AICTE approved PGDM Degree Certificate will be awarded to the successful candidates during the Convocation

### 1. Withdrawal of a Degree

ISME reserves the right to withdraw an already conferred diploma, if the candidate brings the image of the Institute to disrepute in any manner whatsoever.

### 2. Tuition requirements

Students must pay full tuition fees before the last dates specified in the admission invoice. Late payment of fees attracts a fine of Rs.100/- per day.

#### 1. Pending Fees Accounts:

The administrative office would be taking progressive action on any pending payment of fees by students. These actions include communication with the student regarding non-payment and realistic payment options to resolve the delinquent balance. The office would also keep the Director and the Dean informed about the status. In case of a financial default, the student will be restrained from using the ISME services and student facilities any further.

2. Tuition fee will not be refunded under the following circumstances:

- (a) Withdrawal from the program for any reason.
- (b) Students suspended or expelled at any time for unsatisfactory academic standing.
- (c) Students who violate the Code of Conduct and/or the Hostel rules.

### 3. Course Mechanism

1. Academic Calendar:

ISME Academic Calendar for the academic session can be obtained from the ISME server or from the office. Students are expected to study the calendar carefully and plan accordingly

2. Course description & materials

The course content of all the courses are available online, in the syllabus book and with the respective faculty. Students are expected to review the material before attending the class sessions

3. Course structure

The course structure designed by the Principal / respective faculty lists the number of sessions, exercises, and case readings.

4. Examination schedule

Course wise final examinations will be held at the end of each term. The exam schedules will be notified at the beginning of each term. A printed copy of the schedule will be posted on the bulletin board and notified electronically. Students are responsible for knowing the examination schedules.

5. Grade Cards

Grade cards will be issued to all the students before the end of subsequent term. Students are expected to review the grade card and ascertain whether it is in order. In case of any anomaly, it should be brought to the notice of the Dean.

6. Loss of Grade Cards or Academic Certificate

Students are advised to report loss of their Grade Card or Certificates to the Dean. Grade Card or Certificate will be reissued on receipt of requisite processing fee, as mentioned below

- Grade Card - ₹ 500/- per card + ₹ 200/- Courier charges
- Certificate - ₹ 1000/-

### 4. Recognition Certificates for Extracurricular Activities

To ensure that students get recognized for their contributions during the academic year at ISME recognition certificates will be issued to those students who have excelled in one or more of the activities mentioned below

- Student Club Activities
- Student Development Activities

- Corporate Interaction Activities
- Institute Development Activities.

The students' contribution in any of the above activities will be specifically mentioned only if they have contributed in a significant manner.

Students' contribution will be identified by the Academic Committee and contributions will be noted on a continuous basis. Students' Club activities include involvement in Club activities - Literary, Communication, E Cell and CSR. Students need not be involved in all the Club activities but are advised to actively participate in at least one of the four. Student development activity includes involvement in Workshops, current business updates & student mentoring, being course representative and such other which are beyond the curriculum activities.

Corporate interaction activity includes involvement in placement-oriented workshops, write-up about guest speakers, industry visits and placement co-ordination.

Institute development activity includes contributions in branding / admissions to the Institute.

Certificates will not be issued if a student has not been identified to have contributed significantly in any of the above activities.

## 5. Awards

### **Outstanding Academic Achievement Award**

The Academic Committee gives this Award for exceptional academic performance in the Program. The awarded student receives an individual plaque, his/her name is placed on a plaque with the ISME logo and the student is recognized during the Graduation Ceremony.

### **ISME Distinguished Service Award**

The Award is given by the Academic Committee to students for outstanding contributions to the Institution or to the Society during her / his stay in the Program. The awarded student (s) receives an individual plaque, her / his name is placed with an ISME logo and the student is recognized at the Graduation Ceremony.

### **Merit Certificate**

Merit Certificate is awarded to the top 10% of the Graduating Class. Graduation with Distinction is predominantly based on final CGPA. The Academic Committee can take other considerations into account while making the final decision.

### **ISME Outstanding Award for Initiative & Creativity**

Awarded to students for their contributions to their Institute for their initiative and creativity.

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