MET
Bhujbal Knowledge City

MET INSTITUTE OF
POST GRADUATE DIPLOMA IN MANAGEMENT

STUDENT'S HANDBOOK

PGDM 2025-27

PGDM 2025-27

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ABOUT MET INSTITUTE OF POST GRADUATE DIPLOMA IN MANAGEMENT

Since its inception three decades ago MET Post Graduate Diploma in Management, a top B-School in Mumbai has focused on developing industry ready management professionals shaped to cross industry threshold to seek their chosen place under the Sun. Academic and scholastic rigor are finely woven into application-oriented skill sets which positions the PGDM students to hit the ground running as they face the challenges of market place and society. The well-equipped libraries with 64,000 plus books and journals are e-enabled to offer robust theoretical inputs to the PGDM students. The close connection and networking with industry integrated by thousands of corporate-successful alumni offers deep insights into the real business world and a vibrant industry academia platform.

Thus, despite statutory limitations students could access and benefit from our information and technology centres and learning aids supported by the latest audio-visual facilities at our complex. A high-tech convention Centre, well equipped seminar halls and state of the art networked virtual classrooms provide a multidimensional exposure to the students as we offer a holistic immersion to the PGDM students as they step into the global business arena. It remains a much sought-after premium B-School in Maharashtra

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DIRECTOR'S MESSAGE

The pandemic took the world off-guard and forced every one of us to live with anxiety for last two years. Post-World War II and Pre- Covid pandemic we were living in a Volatile, Uncertain, Complex and Ambiguous (VUCA) world. Pre-covid what used to be Volatile has ceased to be reliable and has become Brittle post-covid. Despite looking reliable, flexible and even unbreakable, brittle systems can collapse all of a sudden when reaching a breakpoint that couldn't be predetermined. People and businesses do not feel uncertain anymore due to the brittleness combined with huge amount of information, especially the bad news. Rather they feel that they are constantly standing on the verge of a breakdown causing helplessness and Anxiety, one of the most common illnesses affecting the people these days. Things are not complex anymore instead they obey Non-linear logical systems, lack of an evident connection between causes and consequences. Sometimes small causes may lead to disproportionately big consequence or vice versa. What used to be ambiguous appears Incomprehensible to us today. Non- linearity and its lack of logic between causes and consequences lead to incomprehensibility. It is a BANI (Brittle, Anxious, Non-linear, Incomprehensible) world now.

Resilience is the prime quality required to deal with brittleness coupled with the capability and acknowledgement that danger is always there. Anxiety can be dealt with empathy, mindfulness and positivity in handling our inner struggle and identifying opportunities and potential movements. Non- linearity factor requires malleability, adaptability, and knowledge regarding the current scenario. Wide usage of Artificial Intelligence technologies is generating more and more data which is making any issue increasingly incomprehensible. Thus, clearness, intuition and lot of human thinking are needed to deal Incomprehensibility.

BANI environment forced us to relook at the Management Graduate Attributes and redesign the MET's PGDM Program. The MET's PGDM program endeavors to produce global management professionals embedded with digital and technological literacy to address the challenges of BANI world.

The MET PGDM program is two-year full-time program consisting of 42 courses (subjects) spread over six trimesters. The MET PGDM offers two specializations to the learners, one specialization in traditional & functional areas i.e., Finance, Marketing, Human Resources, Operations and Systems, consisting of 08 courses in each. And another new age specialization in FinTech, MarTech, EduTech, Healthcare Management and Start-ups & New Enterprise Management.

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In addition to functional and new age specialization, the learners also study enrichment courses such as Design Thinking & Decision Making, Data Science, Corporate Social Responsibility, Indian Wisdom for Management, etc.

Further learner has to complete 03 Independent Study Courses during the program duration for which learner is required to independently pursue certification courses and attend seminars, conferences, etc. offered by external agencies/platforms such as Swayam, Oracle Academy, Coursera, etc.. The learner also has to do Summer Internship of 6 to 8 weeks duration equivalent to 01 course and submit a dissertation thesis of a Capstone Project Work equivalent to 02 courses commencing in trimester 3 and culminating in trimester 6.

In addition to conventional time-tested lecture method the pedagogical approaches at MET PGDM Program includes Case Based Learning, Experiential Learning through live projects, Simulation Games, Guest Lecture Series, Leadership Building through student clubs, Business Thought Leadership series, Internship with NGOs in order to make learner responsive to societal issues and develop business models that incorporate concern for People and Planet.

The MET PGDM is a transformational journey from knowing to doing and doing to being.

Welcome to MET Institute of PGDM.

CA Dr. Das Shyamsundar

Director, MET Institute of PGDM

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1. MET VISION AND VALUES

To emerge as a leading management Institute developing globally relevant, socially responsible and emotionally competent management professionals and entrepreneurs.

Values

Mumbai Educational Trust's Values and Faith are articulated on the words of Mahatma Jyotiba Phule and states;

<div align="center">

विद्ये विना मती गेली। मती विना निती गेली॥

निती विना गती गेली। गती विना वित्त गेले।।

वित्त विना शुद्र खचले। एवढे अनर्थ एका अविद्येने केले॥

</div>

Paraphrased in English

it means; Lack of education leads to lack of wisdom, which leads to lack of morals, which leads to lack of progress, which leads to lack of money, which leads to the oppression of the lower classes. See what state of the society one lack of education can cause

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MET PGDM – VISION AND MISSION

VISION:

"To produce global management professionals & entrepreneurs embedded with strong value system & conscience who create wealth for the society at large."

MISSION:

To impart value-based quality management education that nurtures global competencies, entrepreneurial acumen and a strong commitment to social responsibility.

MISSION STATEMENTS

M1: Empower aspiring management professionals with contemporary global management concept, skills, and theories through experiential learning

M2: Develop leadership and entrepreneurial capabilities by fostering innovation, providing support systems to create sustainable and socially responsible businesses

M3: Nurture social responsibility and sustainability through value based, community-focussed, and environmentally conscious management education.

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2. PROGRAM EDUCATIONAL OBJECTIVES (PEOS)

1. To impart basic & advanced knowledge of contemporary global & Indian management concepts, theories and value system.

2. To train the professionals in the application of tools & techniques of management through experiential learning

3. To instill amongst the professionals socially acceptable value system propounded by global and Indian thought leaders

3. PROGRAM OUTCOMES (PO)

1. Apply Knowledge of Management theories and practices to solve business problems.

2. Foster analytical and critical thinking abilities for data-based decision making.

3. Ability to develop value-based leadership ability.

4. Ability to understand, analyze, and communicate global, economic, legal and ethical aspects of business.

5. Ability to lead themselves and other in the achievement of organizational goals, contributing effectively to   a team environment

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4. CODE OF CONDUCT

DISCIPLINE

Discipline and responsible behavior are prime expectations from students of MET. Amongst other things, 'discipline' includes academic discipline, appropriate dressing as per the prescribed code and wearing the MET ID while on campus, punctuality, in-class appropriate behavior and etiquettes, timely submission of assignments, appearing in examinations, participation in and taking advantage of all curricular and extra- curricular offerings of the Institute, and strictly adhering to the Rules and Regulations detailed separately in the following pages.

CONTRIBUTION

Students are the true 'brand ambassadors' of MET. It is therefore expected that their conduct both, within and outside the campus, should be exemplary and will be such as will strengthen and add further credence to the MET brand by being worthy and capable managers and members of the community, and responsible citizens of the country.

RESPONSIBILITY

Students should understand that all assets of the Institute are precious and need to be treated with care. Students are expected not only to avoid abuse but to ensure optimum utilization of assets, their safety and security, and longevity through proper care and timely maintenance wherever necessary.

GENERAL DISCIPLINE

In case a student breaks any rule, the management reserves the right of taking appropriate disciplinary action which could include rustication in cases of serious violation of the Code of Conduct (CoC) / Rules.

Students of MET are expected to observe the highest norms of public and private etiquette and discipline so as to meet world- class professional standards.

1. Every student must carry the MET identity card and display it prominently on him/her at the Institute. Access to the Institute's facilities like the library, computer laboratory

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etc. as also seminars and other functions will be granted only on production and display of a valid ID card.

2. The formal dress code should be strictly adhered to on all days in the Institute.

3. Students are discouraged from organizing any meetings, functions, programmes and seminars without the prior approval of the Director of the Institute.

4. Students should not communicate any information or write about any matter concerning the Institute to the press or outside bodies without obtaining prior permission of the Director of the Institute.

5. Students must conduct themselves in accordance with the CoC at all times. Disciplinary action will be taken against those getting involved in acts of indiscipline/illegal activity or for not adhering to any instructions given by any faculty.

6. While the Institute encourages participation in extracurricular activities within and outside the campus, students are required to ensure that such participation in no way impacts or dilutes the minimum required attendance of 75% in class. In cases and events of academic activities like seminar, paper presentation etc. outsider the Institute, attendance will be granted, upon prior approval of the course coordinator.

CLASSROOM DISCIPLINE

1. The students are expected to be in the class 5 minutes before the scheduled time of the session. After 10 minutes of the scheduled time, the door of the class will be closed and no student reporting late will be permitted entry to the class.

2. Use of cell phones in the classroom for speaking, texting, etc. is strictly prohibited. In case any student is found using a cell phone, it will be confiscated by the Institute. Similarly, use of laptops in the classroom for anything other than the session in progress is not permitted.

3. Strict academic decorum such as discipline, silence, courtesy etc. must be observed in the class.

4. When the session is in progress eatables/ beverages are strictly prohibited in the class.

5. Students are not permitted to enter or leave the class during the session without the consent of the faculty.

6. The nature of the programme demands that the Institute projects a highly professional image to the corporate world. Students are required to adhere to the prescribed dress code.

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7. After the session is over, the faculty would be leaving first and then only the students will leave the classroom.

8. Students are expected to maintain cleanliness in the classroom and Institute premises.

9. As this is an extremely demanding and intensive programme, all lectures, tests, examinations and other activities organized by the Institute are compulsory. Students, whose attendance falls below 75% of aggregate sessions conducted, will not be allowed to appear in the examination.

10. Review will be taken by the course coordinator on a fortnightly basis. The attendance will be calculated on a cumulative basis. Non- compliance to the above may lead to following Courses of action.
    o Counselling the student
    o Letter to the parents and counselor
    o Debarment from the placements
    o Debarment for the year after consultation with the Committee.

11. Laptops may be used with specific permission of the faculty engaging the session. Specific rules for use of Laptops issued have to be strictly adhered to.

ACADEMIC DISCIPLINE

1. Periodic review of overall performance of the students including academics, attendance, overall discipline and conduct will be taken by the Management and appropriate action would be taken on the basis of assessment which may lead to termination or any other disciplinary action deemed fit by the Course-coordinator in the event of non-compliance by any student of the CoC or the Rules and Regulations mentioned in this document.

2. The course involves preparation and submission of several assignments, papers, course studies within specified time frames. Evaluation of class participation is left to the Faculty concerned and the Final exam will not have more than 50 marks.

3. In group projects, all members of the group are expected to participate. The faculty can direct the questions at any group member. The decision of the faculty will be final in evaluation.

4. Participation in all quasi– academic activities are compulsory. Default may result in debarring from placement activity. The final decision will be of the course coordinator.

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DRESS CODE DISCIPLINE

The Post Graduate Diploma in Management Program is a professional business program; therefore, an image of professionalism and leadership is as important within the program as it is to the businesses in which students will eventually work. The dress code distinguishes the Post Graduate Diploma in Management Program from the rest of the students.

- No Casual dressing is permitted such as three fourths, skirts, off shoulders, singlets, slippers, shorts, etc. Only business casual on specified occasion shall be permitted at the discretion of management.
- Boys will not be allowed to sport earrings.
- Students will not be allowed to sport hair colors like lavender, deep purple, shocking pink, etc.
- Boys should have a proper hair-cut and will not grow stubble or sport pony tails.
- On formal occasion, during special seminar and presentations, educational tours, industrial visits and other functions arranged by the Institute, all the students will be required to wear the Western formals provided by the Institute.
- CEOs, senior bureaucrats and other distinguished guests frequently visit the Institute. Students are requested to bear in mind that they are projecting an image of the Institute which has an enviable placement record with some of the best organizations in the country.

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5. POST GRADUATE DIPLOMA IN MANAGEMENT (PROGRAM OVERVIEW)

ABOUT COURSE AT MET PGDM

Title Name of the Program: - Post Graduate Diploma in Management (PGDM)

Nature of the Program:

PGDM (Post Graduate Diploma in Management) is a 2-year Full time course of AICTE approved.

Sanctioned Intake: 180 Students

Eligibility Criteria: As per the Information Brochure issued by the AICTE, New Delhi.

Education: 3 Years Bachelor's degree from UGC / AIU Recognized University with minimum score of 50% in aggregate (45% for reserved categories).

Entrance Exam: Valid score in CAT, XAT, CMAT, GMAT, MAT, ATMA, or MH-CET.

CANCELLATION POLICY

As notified by circulars and notifications issued by AICTE, New Delhi from Time to time.

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6. PROGRAM STRUCTURE

2025-27

Courses	No of Courses	Credits
Generic Core Courses	15	45
Specialisation Core Courses	5	15
Functional Specialization Courses	11	33
New Age Specialization Courses	6	18
Summer Internship Project	1	6
Capstone Project	1	6
Independent Study Courses	3	9
Total	**42**	**132**

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PGDM Course Structure

Courses- 2025-27

Trimester I	Course Code	July - September	Credits
1	25–1GC01	Managerial Economics	3
2	25–1GC02	Financial Reporting, Statement & Analysis	3
3	25–1GC03	Mathematics & Statistics for Management	3
4	25–1GC04	Management Research Methods	3
5	25–1GC05	Organizational Behaviour	3
6	25–1GC06	Business Communication	3
			18
Trimester II	**Course Code**	**October - December**	**Credits**
8	25–2SC01	Human Resources Management	3
9	25–2SC02	Marketing Management	3
10	25–2SC03	Financial Management	3
11	25–2SC04	Operations Management	3
12	25–2SC05	Information Technology for Management	3
13	25–2GC07	Legal & Tax Aspects of Business	3
14	25–2GC08	Indian & Global Business Environment	3
			21
Trimester III (Common)	**Course Code**	**Jan-Mar**	**Credits**
		Common	
15	25-3GC09	Operation Research and Data Science (Predictive and Prescriptive Analytics, AI&ML)	3
			3
Trimester III (Specialization)	**Course Code**	**Jan-Mar 5 Compulsory, 1 Elective**	**Credits**
		Finance	
16	25-3FM01	Advanced Financial Management	3
17	25-3FM02	Corporate Valuation, Merger & Acquisition and Corporate Restructuring	3
18	25-3FM03	Financial Modelling (KPMG)	3
19	25-3FM04	Investment Analysis, Wealth & Portfolio Management	3
20	25-3FM05	Financial Regulations	3

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		(Any One Course out of the Three)	
21	25-3FM06	Marketing of Financial Products & Services	3
22	25-3FM07	Strategic Cost Management	3
23	25-3FM08	Financial Econometrics	3
			18
Trimester III (Specialization)	**Course Code**	**Jan-Mar**	**Credits**
		Marketing	
16	25-3MK01	Consumer Behaviour	3
17	25-3MK02	Sales and Distribution Management	3
18	25-3MK03	Marketing Analytics (KPMG)	3
19	25-3MK04	Product & Brand Management	3
20	25-3MK05	Integrated Marketing Communication	
		(Any One Course out of the Three)	
21	25-3MK06	Foundations of Green and Sustainable Marketing	3
22	25-3MK07	Social Media Marketing	3
23	25-3MK08	B2B & Retail Marketing	3
			18
Trimester III (Specialization)	**Course Code**	**Jan-Mar**	**Credits**
		HR	
16	25-3HR01	Industrial Relations	3
17	25-3HR02	Organisation Development	3
18	25-3HR03	HR Analytics (KPMG)	3
19	25-3HR04	HR Accounting and Compensation Management	3
20	25-3HR05	Competency Based HRM and Performance Management	3
		(Any One Course out of the Three)	
21	25-3HR06	Learning and Development	3
22	25-3HR07	Personality development and Psychometric Testing	3
23	25-3HR08	Global HRM	3
			18
Trimester III (Specialization)	**Course Code**	**Jan-Mar**	**Credits**
		Operations	
16	25-3OM01	Strategic Operations Management	3
17	25-3OM02	Business Process Engineering & Benchmarking	3

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18	25-3OM03	Operations Analytics (KPMG)	3
19	25-3OM04	Productivity Management & Total Quality Management	3
20	25-3OM05	Supply Chain Management	3
(Any One Course out of the Three)			
21	25-3OM06	Demand forecasting and Sales Operation Planning	3
22	25-3OM07	Logistics and Distribution Management	3
23	25-3OM08	Digital Operations and Industry 4.0	3
			18
Trimester III (Specialization)	**Course Code**	**Jan-Mar**	**Credits**
		IT Systems	
16	25-3SY01	Software Project Management	3
17	25-3SY02	IT Consulting & Digital Business	3
18	25-3SY03	Big Data and Business Analytics	3
19	25-3SY04	Information System Security and Audit	3
20	25-3SY05	Database Management System & Data Warehousing	3
(Any One Course out of the Three)			
21	25-3SY06	Enterprise Management System	3
22	25-3SY07	Artificial Intelligence & Machine Learning Applications	3
23	25-3SY08	Cloud Computing & Containerization Lab (AWS-Azure)	3
			18
Trimester IV (Common)	**Course Code**	**Jul-Sep**	**Credits**
24	25-4GC10	Strategic Management	3
25	25-4GC11	Entrepreneurship Management	3
26	25–4SIP1	Summer Internship Project	6
			12
Trimester IV (Specialization)	**Course Code**	**Jul-Sep**	**Credits**
		Finance	
27	25-4FM09	International Finance	3
28	25-4FM10	Derivatives & Risk Management	3
29	25-4FM11	Banking Operations & Treasury Management	3
30	25-4FM12	Fixed Income Securities	3

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(Any One Course out of the Three)			
31	25-4FM13	Venture Capital & Private Equity	3
32	25-4FM14	Behaviorial Finance	3
33	25-4FM15	Indian & Global Financial System, Markets & Services	3
			15
Trimester IV (Specialization)	**Course Code**	**Jul-Sep**	**Credits**
		Marketing	
27	25-4MK09(a)	Rural Marketing	1.5
	25-4MK09(b)	Customer Relationship Management	1.5
28	25-4MK10	Applications of Marketing Research	3
29	25-4MK11	Introduction of Services Marketing	3
30	25-4MK12	Marketing Strategies and Applications	3
(Any One Course out of the Three)			
31	25-4MK13	Luxury Marketing	3
32	25-4MK14	Foundations of Sports Marketing	3
33	25-4MK15	International Marketing	3
			15
Trimester IV (Specialization)	**Course Code**	**Jul-Sep**	**Credits**
		HR	
27	25-4HR09	HR Planning and HR Audit	3
28	25-4HR10	Strategic Human Resource Management	3
29	25-4HR11	Labour Laws	3
30	25-4HR12	HR Technology	3
(Any One Course out of the Three)			
31	25-4HR13	Organisation Structure, Theory and Design	3
32	25-4HR14	Sustainable Human Resource Management	3
33	25-4HR15	Change Management, Conflict & Negotiation Management	3
			15
Trimester IV (Specialization)	**Course Code**	**Jul-Sep**	**Credits**
		Operations	
27	25-4OM09	(A) Inventory Management (B) Technology Management	3
28	25-4OM10	(A) World Class Manufacturing (B) Designing Operations Systems	3
29	25-4OM11	Service Operations Management	3

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30	25-4OM12	Manufacturing Resource Planning & Control	3
(Any One Course out of the Three)			
31	25-4OM13	Lean Six Sigma Fundamentals	3
32	25-4OM14	Project Management for Operation	3
33	25-4OM15	Quality Assurance and Compliance Management	3
			15
Trimester IV (Specialization)	**Course Code**	**Jul-Sep**	**Credits**
		IT Systems	
27	25-4SY09	Software Engineering & Software Testing	3
28	25-4SY10	Knowledge Management	3
29	25-4SY11	Mobile Computing with Android, Web Designing and Multimedia	3
30	25-4SY12	Network Technologies and Security, E-Governance	3
(Any One Course out of the Three)			
31	25-4SY13	Artificial Intelligence & Machine Learning for Business	3
32	25-4SY14	Applied Machine Learning using Python	3
33	25-4SY15	Applied Cloud, AI/ML and DevOps Practices	3
			15
Trimester V (Common)	**Course Code**	**Oct-Dec**	**Credits**
		Common	
34	25-5GC12	Project Management	3
35	25-5GC13	Indian Wisdom for Management, Indian Ethos & Business Ethics	3
			6
Trimester V (Specialization)	**Course Code**	**Oct-Dec**	**Credits**
		Fintech	
36	25-5NFT1	Introduction to Fintech	3
37	25-5NFT2	Contemporary Technologies of Fintech	3
38	25-5NFT3	Fintech Application in Financial Services	3
39	25-5NFT4	Fundamentals of Fin Tech Apps	3

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40	25-5NFT5	Banktech, Insuretech and Regtech	3
41	25-5NFT6	Special Studies (FinTech Innovations, Applications & Considerations)	3
			18

Trimester V (Specialization)	Course Code	Oct-Dec	Credits
		Martech	
36	25-5NMT1	Web Development, SEO and SEM	3
37	25-5NMT2	Integrated Digital Media Campaigns & Content Marketing	3
38	25-5NMT3	MarTech Tools and UI/UX tools & Marketing Automation	3
39	25-5NMT4	Consumer Insights & User-generated Content Analysis	3
40	25-5NMT5	Digital Marketing & Social Media Strategy	3
41	25-5NMT6	Special Studies in MarTech (E-commerce Category management & Website development)	3
			18

Trimester V (Specialization)	Course Code	Oct-Dec	Credits
		Start-up & New Enterprise Management	
36	25-5NSU1	Micro Finance & Schemes for MSME & Start-ups	3
37	25-5NSU2	Business Plan Preparation for Social Enterprises, Start-ups & MSME	3
38	25-5NSU3	Marketing for Small Business & Social Enterprise	3
39	25-5NSU4	Strategy for Start-up Innovators & Entrepreneurs: From Idea to Impact	3
40	25-5NSU5	Patent Law, Technology Licensing and Commercialization	3
41	25-5NSU6	Special Studies in Start-up & New Enterprise Management	3
			18

Trimester V (Specialization)	Course Code	Oct-Dec	Credits
		Media & Entertainment	

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36	25-5NME1	Advertising and Media Management	3
37	25-5NME2	Entertainment Marketing	3
38	25-5NME3	Public Relations & Celebrity Management	3
39	25-5NME4	Audio Visual Content Creation	3
40	25-5NME5	Content and Media Strategy	3
41	25-5NME6	Special Studies in M&E (New Technologies for Media: Analytics, AI & ML)	3
			18
Trimester V (Specialization)	**Course Code**	**Oct-Dec**	**Credits**
		Data Science & Business Analytics	
36	25-5NBA1	Foundations of Business Analytics	3
37	25-5NBA2	Statistical Analysis for Business Decision Making	3
38	25-5NBA3	Exploratory Data Analysis and Visualization using R	3
39	25-5NBA4	Predictive Analytics for Business	3
40	25-5NBA5	Prescriptive Analytics for Business	3
41	25-5NBA6	Special Studies (Data Science and Machine Learning for Decision Making)	3
			18
Trimester VI	**Course Code**	**Jan- Mar**	**Credits**
42	25-6GC14	Management Control Systems	3
43	25-6GC15	International Business	3
44	25-6ISC01	ISC 01 - Certificate Courses	3
45	25-6ISC02	ISC 02 - Seminar / Workshop / Conference	3
46	25-6ISC03	ISC 03 – Research Paper Publication / Field work/ CSR etc.	3
47	25-6CPW1	Capstone Project	6
			21

7. PGDM PROGRAM - GUIDELINES UNDER 10-POINT GRADING SYSTEM

The PGDM program shall be of two years duration consisting of Six (06) Trimesters. The Trimesters examinations for the Post Graduate Diploma in Management will be held at the end of every Trimester i.e at the end of Trimester I, Trimester II, Trimester III Trimester IV, Trimester V and Trimester VI.

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Examination / Assessment and Grading:

Mode of Assessment of Theory courses:

- Trimester wise performance assessment of every registered learner is to be carried out through various modes of examinations. These include Internal Assessment and End Trimester Examination.

- Internal Assessment includes class tests, home assignments based on live problems, course projects & presentations either in a group or individually, any other innovative assessment methods.

- The weightage of Internal Assessment and End Trimester Examination is 50 and 50 percentage respectively.

- The Relative weightage for Internal Assessment is typically 50 percent and will be evaluated by the faculty as per his/her Teaching Learning Plan submitted at the beginning of the academic year.

- The end Trimester examination will be held at the end of the Trimester planned by the Institute and the relative weightage for this would be 50 percent.

- The end Trimester examination will normally be of 2 hours duration and will cover the full syllabus of the course. The end Trimester examination is mandatory.

The grade for theory courses can be awarded only after successful completion of both Continuous Evaluation and Term End Examination of the respective course.

Mode of Evaluation of Projects based Courses

If the performance of a student is to be evaluated through a Project work for any course, wherein Term End Examination may not be appropriate method of evaluation. In such cases projects shall be evaluated by external referee to be appointed by the Institute and Institute Faculty / Mentor in the ratio of 50:50.

- The learner/s (individual / Group) to be given a Project (Problem or a situation) for which he/she needs to Prepare the solution. This Project is to be graded, at the end of the respective term.

- The projects shall be supervised / guided by internal faculty / mentor, through regular interaction (at least once a fortnight) with the mentor/guide.

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- Learner/s has to submit a project report and defend it in front of a panel of examiners. Panel of examiners for Project evaluation will be appointed by Examination Committee.

- The project report will not be accepted if learner does not complete the project successfully and submit report on or before the deadline given for the project submission.

- The grade for Project can be awarded only after successful completion of Term Work and Oral Presentation / viva-voce as per the schedule.

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Grading of Performance

The program will have 10-point grading system. The illustrative Grade Table is as follow

Table 1: Grade Allocation under 10-point grading scale in CBSGS

GRADE TABLE: GRADE ALLOCATION UNDER 10 - POINT GRADING SCALE			
Letter Grades and Grade points			
Trimester GPA/ Programme CGPA	**% of Marks**	**Letter Grade**	**Grade Point**
9.00 - 10.00	90.0 - 100	O (Outstanding)	10
8.00 - < 9.00	80.0 - < 90.0	A+ (Excellent)	9
7.00 - < 8.00	70.0 - < 80.0	A (Very Good)	8
6.00 - < 7.00	60.0 - < 70.0	B+ (Good)	7
5.50 - < 6.00	55.0 - < 60.0	B (Above Average)	6
5.00 - < 5.50	50.0 - < 55.0	C (Average)	5
Below 5.00	Below 50	F (Fail)	0
COMPUTATION OF GPA AND CGPA			
The Grade Point Average (GPA) is determined by dividing the sum of the products of grade points and credits by the sum of the credits.			
The Grade Sheet also shows the Cumulative Grade Point Average (CGPA) which is a weighted average grade point obtained by Student in all the terms.			

A learner who remains absent in any form of evaluation/examination, letter grade allocated to him/her should be AB and corresponding grade point is zero. He / She should reappear for the said evaluation/examination in due course.

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TGPA/ CGPA Calculation

Trimester Grade Point Average (TGPA):

9.1 The performance of a learner in a Trimester is indicated by a number called Trimester Grade Point Average (TGPA).

The TGPA is the weighted average of the grade points obtained in all the courses by the learner during the Trimester. For example, if a learner passes five courses (Theory/Projects etc.) in a Trimester with credits C1, C2, C3, C4 and C5 and learners grade points in these courses are G1, G2, G3, G4 and G5 respectively, then learners' TGPA is equal to:

$$TGPA = C1G1 + C2G2 + C3G3 + C4G4 + C5G5 / C1 + C2 + C3 + C4 + C5$$

The TGPA is calculated to two decimal places. The TGPA for any Trimester will take into consideration the "F or AB" grade awarded in that Trimester. For example, if a learner has failed in Course 4, the TGPA will then be computed as:

$$TGPA = C1G1 + C2G2 + C3G3 + C4*ZERO + C5G5 / C1 + C2 + C3 + C4 + C5$$

Cumulative Grade Point Average (CGPA):

An up-to-date assessment of the overall performance of a learner is obtained by calculating a number called the Cumulative Grade Point Average (CGPA), in a manner similar to the calculation of TGPA. The CGPA therefore considers all the courses mentioned in the curriculum/syllabus manual, towards the minimum requirement of the PGDM Course the learner have enrolled for.

The CGPA will be calculated for the completed academic year/s as follows:

9.1.1   Trimester I, II & III
9.1.2   Trimester I, II, III, IV, V & VI

The CGPA will reflect the Not Complete status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPA will only reflect the new grade and not the fail grades earned earlier

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Illustration of Computation of TGPA and CGPA:

The TGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e TGPA $(S_i) = \Sigma(C_i \times G_i) / \Sigma C_i$ where C_i is the number of credits of the ith course and G_i is the grade point scored by the student in the ith course.

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the Trimester of a program, i.e.

$$CGPA = \Sigma(C_i \times S_i) / \Sigma C_i$$

where S_i is the TGPA of the ith Trimester and

C_i is the total number of credits in that Trimester.

The TGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. A Successful learner who has passed in all the courses of each Trimesters i.e Trimester I, Trimester II, Trimester III, Trimester IV, Trimester V and Trimester VI shall be awarded grades as shown in the table given below:

Grade Table: Grade Allocation under 10-point grading scale in CBSGS.

Range of percentage of Marks	Letter Grade	Grade Point	Performance	TGPA / CGPA Range
80 and above	O	10	Outstanding	9.51 – 10
75-79.99	A+	9	Excellent	8.51 – 9.50
70-74.99	A	8	Very Good	7.51 – 8.50
65-69.99	B+	7	Good	6.51 – 7.50
60-64.99	B	6	Fair	5.51 – 6.50
55-59.99	C	5	Average	4.51 – 5.50
50-54.99	P	4	Pass	4.0 – 4.50
Below 50	F	0	Not Completed (NC)	< 4
Absent	AB	0	Not Completed (NC)	

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Trimester I

Subject	Marks	Grade	Grade Point (Gi)	Credits (Ci)	CI*Gi	TGPA
Sub - 1	95	O	10	4	40	TGPA = 108/16 = 6.75
Sub - 2	59	C	5	4	20	
Sub - 3	59	C	5	4	20	
Sub -4	58	B+	7	4	28	
Credits Earned				16	108	
Remarks					Grade: B+	Range 65-69.99

Trimester II

Subject	Marks	Grade	Grade Point (Gi)	Credits (Ci)	CI*Gi	TGPA
Sub - 1	60	B	6	4	24	TGPA = 120/16 = 7.50
Sub - 2	65	B+	7	4	28	
Sub - 3	5966	B+	7	4	28	
Sub -4	80	O	10	4	40	
Credits Earned				16	120	
Remarks: Successful					Grade: B+	Range 65-69.99

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Calculation of CGPA (Trimester I & II)

Trimester	TGPA (Si)	Credits (Ci)	Si*Ci	CGPA	
I	6.75	16	108	CGPA = 228/36 = 6.33	Grade: B
II	7.5	16	120		
Total Credits Earned		36	228		Range 5.51 – 6.50

Trimester III

Subject	Marks	Grade	Grade Point (Gi)	Credits (Ci)	CI*Gi	TGPA
Sub - 1	62	B	10	4	24	TGPA = 128/16 = 8.00
Sub - 2	68	B+	5	4	28	
Sub - 3	85	O	5	4	40	
Sub -4	78	A+	6	4	36	
Credits Earned:				16	128	
Remarks: Successful					Grade: A	Range 70-74..99

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Trimester IV

Subject	Marks	Grade	Grade Point (Gi)	Credits (Ci)	CI*Gi	TGPA
Sub - 1	89	O	10	4	40	TGPA = 96/12 = 8.00
Sub - 2	63	B	6	4	24	
Sub - 3	72	A	8	4	32	
Credits Earned				12	96	
Remarks: Successful					Grade: A	Range 70-74.99

Calculation of CGPA (Trimester I, II, III, IV, V & VI)

Trimester	TGPA (Si)	Credits (Ci)	Si*Ci	CGPA	
I	6.75	16	108	CGPA = 452/60 = 7.53	Grade: A
II	7.5	16	120		
III	8	16	128		
IV	8	12	96		
Total Credits Earned		60	452		Range 70-74.99

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STANDARD OF PASSING & BACKLOG:

1. A learner in order to complete a course has to score minimum 40% in each of the component of the course i.e. Continuous Evaluation and Term End Examination AND minimum aggregate score of 50% in both the components taken together.
2. Learner(s), who does not obtain minimum score specified above in subject(s)/paper(s)/course(s) either in the Continuous assessment or in the Term End examination or both, shall be declared as "Not Completed" as per the standard of passing of examination.
3. A learner who does not complete any course of a particular trimester shall be allowed to proceed to next trimester. However, a learner should complete all the courses of Year 1 before being proceeding to Year 2 of the Program.
4. A special examination for learners with incomplete courses shall be conducted at the end of the academic year for the incomplete courses of the 1st Year & 2nd Year of the Program.
5. A learner who is unable to complete a course(s) of a particular Trimester shall be eligible to re – appear for the incompleted courses of that trimester in backlog examinations to be conducted along with the next trimester end examination by paying prescribed backlog examination fees.

HEADS OF PASSING:

Learner has to score minimum 50% in aggregate in course (i.e. 50/100) with minimum score of 40% in each evaluation component i.e 20/50 marks in (CIE) and 20/50 marks in TEE.

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Illustration:

Scenario	Continuous Evaluation Minimum = (20/50)	Term End Examination Minimum = (20/50)	Total Minimum = (50/50)	Status
(a)	30	20	50	Compete
(b)	20	30	50	Complete
(c)	20	20	40 (Incomplete)	Incomplete
(d)	12 (Incomplete)	39	51	Incomplete
(e)	35	18 (Incomplete)	53	Incomplete

Note : Incase of scenario (c) learner will have to appear in Term End Examination for completion of the course, since no backlog examination or special re-examination will be held for Continuous Evaluation.

PROMOTION OF LEARNER AND AWARD OF GRADES:

- A learner will be declared Successfully Completed and be eligible for Grade in PGDM course (PostGraduate Diploma Program) if a learner secures at least 50% marks in aggregate.
- At the end of each Trimester the Grade card which states the performance of the learner in that Trimester, is prepared and issued to the leaner. The Grade Card will contain the courses undertaken by the learner, credits of each course, Grade obtained by the learner and TGPA / CGPA in the format given by the AICTE.

A) Unfair means

If a student is found to have used any kind of unfair means, he / she will not be allowed to write one examination paper in which student was caught doing unfair means

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B) Re-examination

The backlog examination / special re-examination will be conducted for the learners as mentioned in para 9.1.7

C) Re-counting / Revaluation

The students who wish to get their answer paper recounted should apply to the examination department in writing.

D) Examination discipline for students

1. Students must carry a hall ticket / Institute id card in the examination hall without which they will be allowed to appear for the exam.

2. Books / notes all study materials should be kept away as instructed by the invigilators / supervisors.

3. Nothing should be written on the body, on scale, calculators, pencil, eraser etc.

4. No mobile phone will be allowed on person.

5. As a matter of policy Examinees will not be permitted to leave the Examination Hall once the examination commences.

6. Passing on materials like scale, calculator, pen, eraser, water bottle from one student to another is not allowed. Students should carry their own articles required for the exam.

7. Nothing should be written on the question paper, examinees body and/or any other articles on his/her person.

8. Talking to other students is not allowed. In case of any query on the question paper or any other requirement the student concerned may raise a hand to attract the attention of the invigilator and should talk only to the invigilator.

9. No student is permitted to look at other's answer sheet nor he/she is allowed to look around during the exam.

10. Use of any unfair means is strictly prohibited. If a student is found using unfair means the invigilators will confiscate the Answer Sheet and immediately report it to the higher authorities like Programme Coordinator or Director for further action.

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11. Students should be present inside the exam hall 10 minutes before   the commencement of   the exam.

12. In case of any unusual event such as general strike / emergent declaration of holidays etc. students should contact the Course Coordinators / Director and act as per their instructions.

13. No student will be issued a mark sheet for the Trimester unless he / she has appeared and passed all the subjects of all earlier Trimesters.

8. ATTENDANCE

In each course, a student must have a minimum of 75% attendance. If the student fails to meet these requirements, he or she will be prevented from taking the Trimester-end exams. According to the Institute's re-registration and re-examination guidelines, such students will be permitted to attend classes the following year. In the event of real medical or other reasons for non-attendance, the student must notify the Institute in writing as soon as possible.

Prior written notification to the Mentor/Subject facilitator is required for ALL absences. In the event of an emergency, notification must be sent to the Mentor/Course Coordinator through phone (SMS) or e-mail (to the Academic Coordinator) within 24 hours of the absence. Any leave taken without written permission will be considered unauthorized and will be recorded as such.

In case of an extended medical leave, the student must present a Medical Certificate from a Registered Medical Practitioner, as well as a letter from a parent or local guardian.

Workshops, seminars, placement activities, and inter-institute events should not be missed by students. They should also avoid skipping classes in any subject in order to complete a project or fieldwork in another. Such exercises must be completed outside of class time.

Students are required to attend all Institute events, including the Annual Convocation, Seminars, Guest Lectures, Workshops, and other events as they are informed from time to time. Failure to

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participate in such activities will result in disciplinary action. Each student is expected to be a part of some student led committee or initiative

Students should be punctual in attendance. Late coming is not permitted. Faculty has the authority to take appropriate action to deal with cases of late coming.

Students are expected to honor deadlines for submissions of projects, reports, assignments, forms and any other submission to the Institute or the faculty concerned.

Students should not pester and coerce faculty members and others in the Institution to change or extend deadlines.

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9. INFORMATION ABOUT LIBRARY

1. Library card should be shown before entering in the Library. Library card is compulsory for issue of Books/ Magazines.

2. **PGDM** students will get 2 books for 7 days and a magazine (excluding current months) for 3 days.

3. Books/ Magazines once issued are not allowed to be brought inside the Library for any other purpose except returning them.

4. Students must check the books before they are issued. If the books are damaged, it should be brought to the notice of the Library Staff.

5. Reference book will be issued for overnight reading. The overnight period will begin from 7.00 p.m. and the book so borrowed will have to be returned not later than 12.00 noon on the following day. If the book is not returned on time, a fine of Rs. 100/- per day will be charged.
6. Late return fine in respect of Books/ Magazines:
Rs. 2 per day for first 10 days
Rs. 12 per day for next 10 days
Books and the price of the Books after 20 days.

7. Fine should be paid immediately while returning Books/ Magazines returned after due date.
8. If the books/ Magazines issued are lost, the student will have to replace the same title, or pay the price of the same with 'late returned fine', if applicable.

9. Students are not allowed to bring any bag, file, folder, cell phone, magazine, personal stereo, personal books, newspapers, etc., in the Library.

10. Eating is strictly prohibited in the Library.
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11. Library Staff is authorized to check all the belongings of the students while entering & exiting the Library.

12. Students should not keep any valuables on the Library racks. Library staff or Management will not be responsible for theft if any.

13. Complete discipline should be maintained in the Library; else necessary action will be taken against the defaulting students.

14. Library Committee has every right to take action against the students if found misbehaving in the Library.

15. If any student disturbs and makes noise in the Library, Rs.50/- will be charged as fine.

16. If damage is done to any property of the library including books, book cases, furniture, etc. strict action will be taken against the defaulting students.

17. In case of change in postal address, the students should immediately inform the Library Staff.

18. Students should not demand at the counter any materials such as pen, pencil, stapler, blank sheet, etc.

19. Students should attend all the trainings organized by the library for the usage of various online resources and tools.

20. Students must use the online E-resources made available to them by the library

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10.   INFORMATION ABOUT COMPUTER LAB

1. Display of ID card is compulsory

2. Maintain silence and discipline in the lab

3. Do not bring any eatables into the lab

4. Switch off your mobile phone in the computer lab

5. Online chatting and network games are strictly prohibited in the lab

6. No music should be played

7. Only two students are allowed to use one computer in the lab

8. Do not sit on desk in the computer lab

9. If anyone is found misbehaving in any of the labs, he/she will be debarred from entering the computer labs in future

10. Printouts will be allowed only after permission of the authorities.

INDUSTRIAL VISIT:

MET-PGDM encourages its students to take part in Industrial Visits to legitimate businesses, industries, or other commercially significant locations. Students are meant to learn the various facets of these industries, including their technical functions, commercial functions, human resources activities, and financial functions. Although it is ideal that faculty members plan and lead industrial trips, there are several instances in which external vendors may be hired to do so.

1. For every 25 students there must be at least 1 faculty/staff member accompanying them.

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2. Only authorized travel providers who have received prior approval from the Director may lead any industrial visits or tours.

3. At the start of the academic year, a schedule for the visits that will be made during the year should be provided. If this is not practicable, then industrial visits must be announced at least three months in advance.

4. Cash payments to vendors are not permitted under any circumstances. TDS and appropriate taxes must be charged and deducted for all IVs conducted through the Institute.

5. In the event of trip cancellation, delay, etc., all suppliers must offer adequate insurance coverage and must indemnify the Institute.

6. At the conclusion of every trip, feedback must be gathered and given to the Director.

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11. MENTORING POLICY

Mentoring is a common and effective method of providing advice and support to young future managers. Mentoring also aids in the achievement of programme objectives, guaranteeing consistency and stability. The mentor-mentee approach at MET Institute of Post Graduate Diploma in Management is designed to assure students' overall development and advancement in academic and professional areas by fully utilizing each individual's potential. Mentoring is a symbolic relationship in which both the sides benefit. It will enable the mentees and the mentors to be more self-aware and accustomed with various situations.

During critical periods of their academic, professional, and intellectual development, students need access to a support system. With the implementation of the Mentoring program, the Institute intends to build an environment of trust and cooperation where students would gain support for occupational and educational ambitions and challenges.

Objective

The major goal of the mentoring system is to provide a dependable support system for students, encouraging them to thrive in both academic and non-academic sectors and making the most of their college experience.

Mentoring Goals

1. Enhance the students' confidence and challenges faced by them by setting higher goals

2. Assisting students in the development of interpersonal skills

3. Offering the students an exposure to diverse academic and professional perspectives, and experiences in various fields.

4. Provides framework for students to achieve greater success in their careers.

5. Offering feedback on mentees academic and Co-curricular performance.

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6. To serve as a positive role model and strive for mutual respect

A good mentor is expected to be honest, empathetic, self-aware, encouraging with active listening abilities. Alumni mentors should be using their maturity to positively guide the students in the right direction Mentors and mentees are expected to maintain mutual confidentiality

Outcome-based Education and Accreditation

Outcome-based education is targeted at achieving desirable outcomes (in terms of knowledge, skills, attitudes and behaviour) at the end of a program. Teaching with this awareness and making the associated effort constitutes outcome-based education. This entails a regular methodology for ascertaining the attainment of outcomes, and benchmarking these against the program outcomes consistent with the objectives of the program.

Program Educational Objectives (PEOs): Program educational objectives are broad statements that describe the career and professional accomplishments that the program is preparing learners to achieve.

Program Outcomes (POs): Program Outcomes are statements that describe what students are expected to know and be able to do upon graduating from the program. These relate to the skills, knowledge, attitude and behaviour that students acquire through the program.

The Course Outcomes (COs): Course Outcomes are narrower statements that describe what students are expected to know, and are able to do at the end of each course. These relate to the skills, knowledge and behaviour that students acquire in their progress through the course.

Assessment: Assessment is one or more processes, carried out by the institution, that identify, collect and prepare data to evaluate the achievement of Program Educational Objectives and Program Outcomes.

Evaluation: Evaluation is one or more processes, done by the Evaluation Team, for interpreting the data and evidence accumulated through assessment practices. Evaluation determines the

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extent to which Program Educational Objectives or Program Outcomes are being achieved, and results in decisions and actions to improve the program.

Mapping: Mapping is the process of representing, preferably in matrix form, the correlation among the parameters. It may be done for one to many, many to one, and many to many parameters

Rubrics: Rubrics provide a powerful tool for assessment and grading of student work. They can also serve as a transparent and inspiring guide to learning. Rubrics are scoring, or grading tool used to measure a students' performance and learning across a set of criteria and objectives.

PROCEDURE FOR ATTAINMENT OF COS

The course is divided in 50:50. The 50 marks encompass the Term End Examination conducted at the end of the year. The 50 marks cover internal evaluation using various assessment tools. There are various direct assessment tools used for evaluation of the CO's. Direct assessment is divided into two

1) Curricular 2) Co-Curricular

The selection of the direct assessment tools is at the discretion of the course faculty and relevant to the subject taught

Given below are Direct Assessment Tools used

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Sr.No	Direct Assessment Tools
1	Mid-term examination
2	Assignments
3	Case Study discussion
4	Presentation
5	Role Plays
6	Quiz
7	Research Paper writing
8	SIP Report & VIVA
9	Dissertation Report & VIVA
10	Industry Analysis
11	Term End Examination

The Indirect Assessment Tools used represent the various stakeholder's thoughts, opinions, and perceptions. The Tools included helps complement direct assessment by measuring the qualitative aspect of student learning. It is an important tool that captures student and various other stakeholders' feedback on not only the teaching-learning system but entire paradigm of holistic learning on which the curriculum delivery is based upon. The Indirect Assessment Methods are carried out once a year.

Tools used in Indirect Assessment are given below

Sr. No	Indirect Assessment Tools
1	Alumni Survey
2	Employer Survey
3	Student Exit Survey

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12. SUMMER INTERNSHIP GUIDELINES

Summer placement (summer internship programme, i.e., now popularly known as SIP), is an integral part of the academic curriculum of PGDM. For the successful completion of the PGDM programme, the students are required to complete the SIP. After completion of the 1st year of the programme, i.e., after the 2nd Trimester and before the commencement of the second year of the programme, the students are required to work with an organisation for hands on experience. The duration of the SIP is six to eight weeks. In some cases, this period may be a little longer, but in no case the duration should be more than 10 weeks.

SIP aims at widening the student's perspective by providing an exposure to real life organisational and environmental situations. This will enable the students to explore an industry/organisation, build a relationship with a prospective employer, or simply hone their skills in a familiar field. SIP also provides invaluable knowledge and networking experience to the students. During the internship, the student has the chance to put whatever he/she learned in the 1st year of PGDM into practice while working on a business plan or trying out a new industry, job function or organisation.

The organisation, in turn, benefits from the objective and unbiased perspective the student provides based on concepts and skills imbibed in the first year at the PGDM institute. The summer interns also serve as unofficial spokespersons of the organisation and help in image building on campus.

Some ideal projects for summer internships can be in the areas of strategy formulation, business process reengineering, MIS, ERP implementation, retail/investment banking, industry analysis, new product launches, sales and distribution, market research and advertising, etc., among others. However, this is not an exhaustive list of areas but can be varied to suit the requirements of the organisations where the student has to undergo internship. In some cases, even field work can also become an integral part of SIP. The student need not shy away from taking up such projects.

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An additional benefit that organisations may derive is the unique opportunity to evaluate the student from a long-term perspective. Thus, the SIP can become a gateway for final placement of the student. The student should ensure that the data and other information used in the study report is obtained with the permission of the institution concerned. The students should also behave ethically and honestly with the organisation.

The SIP process involves working under the mentorship of an executive of the concerned organisation and also with a faculty member of the institute where the student is studying, if required. The student is expected to first understand the organisation and its setting and the industry/field in which the organisation is operating. Thereafter, the student is expected to concentrate on the specific topic of study, its objectives, its rationale, and adopt a methodology and identify a suitable analysis procedure for the completion of the study. Wherever possible the student may provide recommendations and action plans, along with the findings of the study.

Thereafter, the student should prepare a report and submit one copy each to the institute and the Institute. The student should also obtain a certificate from the organisation/s where the SIP was done and attach the same with the copy submitted to the institute.

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FINAL PLACEMENT GUIDELINES

PLACEMENT POLICY & STUDENT UNDERTAKING FORM - PGDM

The Department of Corporate Relations works as a facilitator between the Corporates and the institute. Placement Activities are driven by the Department of Corporate Relations & supported by the student body. Students are advised to constantly stay in touch with the Student Placement Coordinators and Department of Corporate Relations for recent updates of the Placement training and activity.

The following guidelines will help us for a smooth conduct of the Placement Activities (Internship & Final Placements). Students need to follow the guidelines with due diligence.

Shortlisting Criterion for Students:

Companies may shortlist the students on the basis of information provided to them by the Department of Corporate Relations and eligibility criterion set by the company
With the changing scenarios, companies prefer to keep their eligibility criteria depending on the profile offered
In case a company wants a student's shortlist; following can be their criteria:
Current CGPA /%
KT Status (if any)
Percentage of marks in qualifying examination i.e. Graduation, Higher Secondary (12th)/ Diploma (Aggregate of all years) & Secondary (10th Standard Aggregate)
Relevant fulltime experience/internship and projects undertaken
Relevant Curricular & Co- curricular activities

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Attendance during Placement Process:

It is mandatory for a student who is eligible as per the criteria by the company and registered for the same, to be a part of the Recruitment Process.

Attendance records will be maintained by the Department of Corporate Relations and the absenteeism may lead to taking a strict action against student. (Refer – Point No. X)

Pre-Placement Talks:

Pre-placement talks serve as a means to clarify details such as salary break-up, job profile, place of work, service agreement details (if any) etc. with the companies. Students are required to get well-versed with all these details by seeking clarification during the pre-placement talk

Pre-placement talks for a specific company will be sent well in advance, as and when received from the company

Only students who have attended the pre-placement talk will be eligible to be a part of the recruitment process for that company

It is mandatory for a student to attend the Pre-Placement Talk as a part of recruitment process or else he/she will be liable for a disciplinary action. (Refer – Point No. X)

Opting Out Process:

Students who do not require Placement Assistance from the Department of Corporate Relations are requested to submit an **'Opt Out Form'** stating a valid reason for withdrawal to the Department of Corporate Relations.

Dress Code and Grooming:

All students need to come well-groomed for a Campus Placement drive. Each and every student need to follow Business Formals as a standard dress code for all the Campus Placement Activities

Girls:

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- Should ensure that they wear plain Black trousers teamed with a white-collar shirt

- Checks, self - textures and Bold stripes are not allowed

- Hair should be neatly combed, pinned up and tied

- Should wear closed toe black shoes with decent sized heels

- Should use light make-up complimentary to skin-tone

- Should have properly cut and filed nails

- Use light/nude shades of lipstick and nail paint

- Can wear sleek chain with small pendant over the neck with formal ear-rings

Boys:

- Should ensure that they wear plain Black trousers teamed with a white-collar shirt

- Checks, self - textures and Bold stripes are not allowed

- Hair should be neatly cut and combed

- Should ensure that they are well groomed (clean-shaved / well-trimmed beard)

- Should wear well-polished black shoes

Note: The Department of Corporate Relations reserves the right to send a student back to change into proper formal attire if he/she is found not to be following any one of the above-mentioned parameters or not complying with presentable/acceptable norms of the institution.

Coordination with Student Placement Coordinators:

For the recruitment drives, the students are required to co-operate with their respective Student Placement Coordinators as they will be the intermediaries between the Department of Corporate Relations and the student body. Students should provide to their respective Student Placement Coordinator with all necessary details and documents as and when requested before the given deadline for that specified company.

Rules to be followed during the Interview Process:

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• Placement opportunities with a fixed salary of 5 lacs and above will be shared. However, if any student receives an offer from outside with the salary less than 5 lacs will have to compulsorily fill the "Opt-Out form".

• Students shall not negotiate with the employer about salary, location preference for posting, work domains or any other terms during the interview process as these are already announced by the company concerned

• At no point during an interview process, should the parents/ guardians of a candidate communicate with delegates from the company concerned either in person, verbally or in writing

• Derogatory remarks about other candidates or the institute, negotiations other than those permitted under the due process will be seriously viewed and such students will be liable for a disciplinary action (Refer – Point No. X)

• Attendance will be taken before every process begins. The student has to report as per the time mentioned in the email sent/ informed to him/her, failing which due disciplinary action will be taken (Refer – Point No. X)

Withdrawal Procedure:

• Students shall not withdraw from the selection procedure of a company at any stage, unless they receive a final offer from company that they had appeared for (results awaited) or a concurrent process. If a student violates any rules mentioned above, he /she will be liable for a disciplinary action (Refer – Point No. X)

If a student is appearing for one or more company processes at the same time, student may be given the choice to opt for one of his/her choice. However, this will not be applicable for the new campus process

Note: Post your recruitment; the company may share the offer letters to you directly or via the Department of Corporate Relations. In case you receive the letters directly, you are required to submit a copy of the same to the Department of Corporate Relations.

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I. **A student will not be eligible for placement process in case of one or more of the following reasons:**

• Academic restrictions / Afflictions (more than 5 backlogs/KT's in on-going program)

• Fee Arrears

• If any student doesn't register for any company till 30th Nov 2024, he/she will be considered as Self Placed or Opt-Out candidate

Unprofessional behavior during a recruitment process

• Lobbying with company delegates by self or through others

• Negotiating salary / terms (when it is already pre-defined)

• Derogatory remarks on colleagues / Institute

• Unilateral & Arbitrary withdrawal, midway in the recruitment process

• Deliberate underperformance at the designated selection processes during the campus selection

II. **Action Taken:**

In case of any disciplinary issues as cited in the points above (including point no IX) following action will be taken: -

From the start of Placement Season till 31st of December' 2024 you will be permanently debarred from the Placement Process.

From 01st of January' 2025 for one misconduct you will be debarred for 15 days. For the second misconduct you will be debarred permanently from the Placement Process.

STUDENT UNDERTAKING

1. I, _____hereby request you to kindly allow me to register for the Campus Placements at MET-PGDM for the Batch 2025 – 27. I am interested in the Placement Assistance provided by the Institute. I agree to abide by the rules and regulations laid down by the Management and by the Department of Corporate Relations as under: -

2. I have read the Placement Policy and agree to abide by the rules and regulations specified in it

3. I shall ensure 100% attendance in all the mandatory sessions organized by the Institute like Guest Lectures, Pre-Placement Talk, Alumni Interactions, Placement Trainings, Workshops and numerous other confluences

4. I shall ensure minimum 75% attendance in all the Trimester

5. I shall ensure that my updated CV is shared with Placement Officials

6. Whenever I register for the placement process of a particular company, I shall be punctual and attend the entire Pre-Placement Talk and the entire Selection process of the company

7. I agree to abide by the service conditions of the company that comes to campus; including location and work schedule

8. After I receive an offer from the company, I shall join the company as required

9. I will adhere to timelines laid down by the Department of Corporate Relations and follow their code of conduct

10. I am aware that the Department of Corporate Relations is solely responsible for sending the updated CV to the company, as per the recruiter's requirement [e.g., marks, stream, etc.] and the final decision rests with the employer

11. I undertake that if and when my CV is submitted to any organization on my request, and I am short listed, it will be obligatory on my part to attend the interview and selection process

12. I undertake that if given an offer by the organization, the acceptance of the same shall be conveyed to the Department of Corporate Relations and not directly to the organization,

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unless the HR of the organization communicates with me regarding joining/selection formalities/documents. I will not communicate any decision directly to the HR of any hiring organization

13. I undertake that I will not communicate directly with the organization identified by the Department of Corporate Relations at any point of time, unless required to do so by the Department of Corporate Relations

14. I am aware that students not adhering to the Dress Code (Formal Attire with Blazer) and not carrying their CVs plus Photos (Passport Size) will not be allowed to participate in the placement process

15. I undertake that I will sincerely participate in all the pre-placement assessments, online/offline preparatory tests, Mock Interviews; failing to which I can be debarred from Campus Placements

16. If, I desire to search for a placement on my own then I will keep the Department of Corporate Relations duly informed in writing and I will ensure that the benchmark set for the CTC & other parameters by the Institute are adhered to

17. I agree to be disciplined during the entire placement process

18. I undertake that I will never malign the Institute's name, image and reputation by using negative words online or offline. Such libel will be strictly penalized

19. If I violate any of the above conditions, I shall forfeit my right to seek placement through MET

20. The above conditions have been explained to me and I hereby promise to abide by the same and take full advantage of the placement opportunities offered by the institute

Student Name: _____ Div: _____

Roll No: _____ Date: _____

Signature:

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DEPARTMENT OF CORPORATE RELATIONS REGISTRATION FORM FOR

A.Y. 2025-27 PGDM

Course: _____ Specialization (To be filled before III Trimester): _____

Name: _____
(In Capital)   (Surname)   (Name)   (Father's Name)

GR No: _____   Class Roll No: _____

Date of Birth: _____   Gender: Male/Female (Tick one)
                (DD/MM/YYYY)

E-mail Address (& college):

Personal Email Id: _____

College Email Id: _____

Address for Correspondence: -

_____

Permanent Address: _____

_____

Tel (Landline) No: _____   Student Mobile No: _____

Guardian's /Parents

Mob No : _____   Email Id: _____

Academic Achievements:
_____

_____

[Affix your passport size photo here]

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Percentage/CGPA of Marks Obtained:

SSC %	HSC %	Diploma (if any)	Graduation %	Post Grad. % (If any)

Annexure   Signature: _____

In case of any

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13. FINANCIAL CHARGES

Sr. No.	Particular	Amount
1	*Late Payment of Tuition Fees	Rs 1000 for a delay up to ten days. Thereafter as per Notice.
2	Non display of I-Card, Violation of Dress Code & Grooming code	Rs. 100/- for every offence.
3	Remaining absent for guest lectures or other events in which attendance is compulsory	Will be marked "ABSENT" for the day and as per Notice issued.
4	Duplicate I-Card	Rs. 200/-
5	Identity Card Strip	Rs. 50/-
6	Re-examination fees (Internal and External)	Rs. 1000/- per paper
7	Re-evaluation fees	Rs. 500/ - per paper
8	Indiscipline in Class room (e.g.: mobile ringing, using mobile phone)	Rs. 1000/- per incident
9	Library:- Late return fine in respect of Books / Magazines	Rs. 2 per day for first 10 days Rs. 12 per day for next 10 days Books and the price of the books after 20 days
10	Duplicate Mark sheet Fees	Rs. 1000/- per mark sheet
11	Bonafide Certificate	Rs. 50/-
12	Duplicate Fee Receipt	Rs. 100/-
13	Transcript Fees	Rs. 2000/-

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