




**IIRM**



**Student  
Handbook  
2023**

# STUDENT HANDBOOK

## 2023

### Introduction

This manual is intended to inform students about the various programs offered by IIRM and describes the program details, procedures, requirements, courses and learning opportunities for students. All the students are governed by the policies of the Institute and are expected to become familiar with these policies and abide by them.

### About the Institute

The Institute of Insurance and Risk Management (IIRM), Hyderabad is a joint initiative between The Insurance Regulatory and Development Authority of India (IRDAI) and The State Government of Telangana. The Institute is a Centre of Excellence offering various programs in Finance, Financial Services, Insurance, Actuarial Science, Risk Management, Health Insurance, Business Analytics, Marketing and Human Resources Management.

### Programs Offered

#### **Post-Graduate Diploma in Management (PGDM)** (2 years Master's Level Program Approved by AICTE)

The Institute offers a 2-year PGDM Master's Level Program in Business Management. This course is approved by AICTE. It aims at providing the students with necessary inputs in General Management subjects and domain knowledge in the functional areas of Financial Services and Insurance. A candidate can choose specializations from the following:

- Finance
- Advanced Marketing
- Operations Management
- Human Resources Management
- Risk Management
- Insurance
- Actuarial Science
- Data Science & Analytics

*- subject to the minimum number of students in each specialization combination.*

## Fee Payment and Refund Policy

Students enrolling for PGDM should pay the prescribed fee within the stipulated date/s mentioned by the Institute. All payments made could be remitted in the form of DD/ RTGS/ NEFT/ Net Banking Transfer (online) all in favor of the “Institute of Insurance and Risk Management” payable at Hyderabad. Details are as follows:

Particulars	Union Bank of India a/c Details
Name of A/c Holder	Institute of Insurance and Risk Management
Account Number	183910100002272
Branch Name	Nanakramguda Branch
NEFT/ IFS Code	UBIN0818399

\*Also can Swipe your Credit/Debit Card or Scan the QR Code online to make any payments

Program Registration Fee once paid is non-refundable. However, if the student wishes to withdraw from the course before the commencement of the classes, he/she will be entitled to a refund of the registration fee less service charges.

A student, who has been admitted and paid the prescribed fee for any of the courses at the Institute and attends classes even for a day, will not be entitled to a refund of the fee under any circumstances.

Delay in payment of the fee and not adhering to the fee schedule will lead to a fine of Rs. 5,000/- per week upto 8 weeks. Later it will be viewed seriously and leads to the curtailment of various services of the Institute.

## Accreditation

IIRM is accredited by the All India Council for Technical Education (AICTE), the Ministry of HRD, and the Government of India.

## National Level Recognition

Insurance Institute of India (III), Mumbai has exempted Licentiate and would award Associateship Diploma (AIII) in Life or Non-life to the students of IIRM, who complete PGDM provided they appear for the number of subjects as prescribed for their Associateship examination and comply with other prescribed formalities.

## International Level Recognition

### Chartered Insurance Institute (CII), London

The Chartered Insurance Institute (CII), London has granted accreditation to the Insurance and Risk Management courses of IIRM. CII is a premier professional organization in the Insurance and Financial Services Industry.

All successful candidates passing out of Insurance & Risk Management courses are eligible for credits enabling them to take additional examinations and obtain Dip CII & ACII qualifications. ACII qualifications are globally recognized as a sign of competence, commitment and professionalism. This feature gives international status to the courses of the Institute.

### CII Membership

CII has agreed to enroll PGDM students as members of the CII at a special fee (applicable to only students of IIRM) at the commencement of the course.

## General Regulations and Academic Information

### General Code of Conduct:

The IIRM Campus area is divided into two regions: Academic Block and Residential Block.

- a) Students should note that they are under CCTV surveillance at all times on campus. Any misconduct or misbehavior will be dealt with sternly.
- b) As all the programs are housed in the Academic Block, keeping in view the acoustics of the building, students are expected to maintain silence at all times and in all places. Students who were found to be talking in the classroom/corridor and causing a disturbance will be asked to leave the class/premises and will lose attendance for the day.
- c) Students will be provided with a photo-identity card which should be worn at all times while on Campus and at the programs of the

Institute held outside, including internship and project work. The identity card should be returned to the Institute at the time of leaving the Institute after the final trimester examinations.

- d) In case of loss/damage of the ID card or failure to surrender the same at the time of leaving the Institute, a fee of Rs. 500/- + GST will be levied.
- e) The use of laptops is permitted in the class only when specifically advised by the faculty and failure to observe this rule would invite confiscation of the gadgets.
- f) Mobile phones / Smartphones/ Walkie talkies and other devices are not allowed in the Academic areas/premises of the Institute. If any student is found carrying such instruments on the premises, the same will be confiscated and will only be released upon the completion of the course at the discretion of the Authorities, after paying the fine amount of Rs. 5,000/-. Institute reserves the right to frisk the candidates and check their bags/belongings in this regard.
- g) Students must follow the dress code prescribed for them. Every student is expected to wear clean and decent clothes keeping in view the sensitivities of other students and visitors to the Institute. The institute encourages students to wear formal dress (Indian formalities are accepted for female students). T-Shirts, Jeans and other casual or sportswear and canvas shoes, sneakers are not permitted for both male and female students.
- h) It is expected that students will respect the sanctity of the classroom and avoid inappropriate attire, sitting postures, indecent behavior etc.
- i) Many Corporate delegates/representatives visit the Institute often and they expect students to be well-groomed, formally dressed and presentable to be considered for Internships and Placements interviews/interaction sessions.
- j) Students should take care of their personal belongings, such as purses, bags, calculators, electronic gadgets etc. The Institute is not responsible for any loss or damage caused in this regard.

- k) Students will have to leave their belongings outside at designated areas while entering the Library, Computer lab, Seminar Hall and other designated places.
- l) Students can meet the faculty member at designated areas to clarify their doubts. They are not permitted to enter the Faculty cabins / Staffroom/ Administrative building area.
- m) The Institute reserves the right to withdraw from further studies any student, whose violent behavior/ unruly behavior/ misconduct is likely to harm the academic atmosphere and adversely affect the image of the Institute.
- n) Students should complete the Coursera certifications prescribed by the Institute during the tenure of the program by paying the requisite amount.

### Schedule of Classes/ Computer Lab/ Seminars

The timings of the classes and Computer Lab hours are Monday through Friday, from 9:00 AM to 4:30 PM which will be reviewed from time to time. Depending on the situation and the requirements, classes and computer lab hours will also be scheduled on Saturdays. In addition, seminars, extended lectures, guest lectures, etc. will be arranged from time to time.

Students are advised to contact the Program Coordinator / follow the Institute Notice Boards for any change in the timings of the regular classes or any special classes or Lab hours, or other programs.

Students should be punctual in the classes. Students who stroll into class/labs after the commencement of the session will not be allowed inside by the faculty / In-charge Coordinator.

### Attendance

Every student must attend the classes regularly, without fail. A minimum of 90% attendance for each subject is required to be eligible to appear for the End-Term Examinations of the Institute. Condonation in

deserving cases may be considered on a case-by-case basis on payment of prescribed condonation fees given below:

<b>Attendance %</b>	<b>Condonation Fee in Rs. (Per subject)</b>
85% - 90%	500/-
80% - 85%	1,000/-
75% - 80%	2,000/-

Further, if the average attendance is less than 75% he/she will have to take re-admission for the next academic year.

In the unfortunate event of a student falling sick for a continuous period of not exceeding 15 days involving hospitalization, the student should submit a certificate from a Registered Medical Officer / Hospital evidencing the sickness, hospitalization if any and fitness thereafter, before returning to the classes. His/her eligibility will be reviewed by a committee constituted by the Institute for this purpose.

## EXAMINATION ASSESSMENT

PGDM Programme is of two years duration. Each year shall be divided into Three Trimesters, and the course structures and examinations based on the Trimester system for the PGDM programme. The First & Fourth trimesters shall ordinarily begin in Middle of the July or the start of August and end in October. The Second & Fifth trimesters shall begin in November and end in January. The Third & Sixth trimesters shall begin in February and end in April. In addition, there will be a Summer Term that shall ordinarily begin in May and end by June every year (8 Weeks). The Board of Studies of the Institution shall decide Credit Units for each course or subject of the programme. The institute's evaluation system shall be oriented to encourage academic qualities and continue rigor. In addition to End-Term Examinations, students shall be evaluated for his/her academic performance in a course through a continuous evaluation policy and faculty may/shall decide on the evaluation components subject to the general guidelines of the institute.

## Assessment/ Evaluation Methodology

A student's performance in a theory/ lab course shall be assessed through a series of Continuous Internal Assessments (CIA) which include quizzes, seminars, group discussions, class/take-home assignments (and several others), and a Final End Term Examination.

The allocation of Internal and End Term Marks for the PGDM program will be as under:

Sl.No	Type of Assessment	Marks Allotted (Weightage in %)
1	Continuous Internal Assessment(CIA)	50
2	End Term	50
	<b>Total</b>	<b>100</b>

\* Internal marks will be awarded by the faculty based on the performance of the student in the following components.

- Case Studies
- Computer-Based Test (CBT)
- Assignment (Individual)
- Mini Projects
- Class Test
- Essay submissions
- Group Project / Assignment
- Group Discussion
- Class Participation

\*\*Faculty may/shall decide the actual composition for each subject/course in consultation with the Principal.

- i. A student has to secure separately a minimum of 55% in the Continuous Internal Assessments (CIA) and End Term for a **Pass** in a subject.
- ii. If a student fails to obtain the required 55% in End Term, he/she will have to take the supplementary / re-sit examination to be conducted later. The Backlog Examinations would be scheduled tentatively in the month of April and June/July.
- iii. Student who fail in Continuous Internal Assessments (CIA) is not eligible for taking the End - Term Examination in the respective subject.
- iv. However, those who fail in Continuous Internal Assessments (CIA) need to contact their respective faculty immediately after publishing the results of Trimester and fulfill the CIA before the commencement of the Supplementary Examinations to secure **Pass** in the Internals.



- v. The number of chances for repeating each CIA is only **ONE** for the respective subject. Any student who fails to pass/clear the CIA before the commencement of the Supplementary Examinations should re-sit with the next/fresh batch and clear both the Continuous Internal Assessment and End Term for the final award of the degree.
- vi. Students have to clear all the subjects (CIA) and End Term within 4 years of the time frame from the date of admission into the course(i.e., 2 years course period and 2 years grace period), for the award of the final degree, failing which his/her admission would be canceled.
- vii. Students who have failed any of the courses in the previous trimester can apply for supplementary examinations without any Fees for the first attempt. However, in every next subsequent attempt for failed courses, he/she has to pay a supplementary examination fee of Rs. 1,000/- per each subject/course failed.  
**\*Note:** Students who attained qualifying marks in CIA will remain the same and will be considered for final grading.
- viii. While appearing for the re-sit examinations, students will be required to follow the syllabus that is in force. A student who could not attend End-Term examination/s due to a long illness involving hospitalization can represent his/her case and the Institute's Board of Examinations will decide on the issue on a case-to-case basis and that decision of the Institute will be final in the matter.
- ix. There is no system of revaluation and recounting of the answer scripts.
- x. The Institute reserves the right not to allow any student to write the examination/s if he/she is found contravening the rules and regulations of the Institute.
- xi. During the conduct of the examination, any kind of misbehavior, indulging in malpractice, etc. by the student will be dealt with sternly, and disciplinary action will be initiated as deemed fit by the Board of Examinations and can include debarring the student from taking part in the examination/s or cancel his / her admission.
- xii. In the unfortunate event if a student has backlogs in more than 50% of the subjects at the end of the first year, he/she will not be promoted to the second year and will have to take re-admission by

paying the relevant fee applicable at that time. In case the student fails in more than 50% of the total subjects in the course, he/she will have to take readmission in the 2nd year along with the subsequent batch and will have to pay the relevant fee applicable at that time.

- xiii. The Examination department will issue a Hall Ticket provided the student satisfies the required criteria (Fee Dues, Attendance, etc). If in any case, the candidate missed/lost the Hall ticket, for the issue of a duplicate hall ticket he/she has to pay Rs. 500 towards a fine.

### Grading System

The total performance of a student in a given course is based on a scheme of continuous assessment. The performance of a student in theory courses is measured and evaluated throughout the Trimester through Class Tests, Quizzes, Assignments, Periodic Examinations, Term Papers, and Final Examinations. The assessment in laboratory/field work courses is made through observation of the student at work in class/ laboratory, viva voce, and quizzes. The methods of performance evaluation to be used in a course will be provided in the **course outline** circulated by the course faculty at the beginning of a Trimester.

### Grading

The course faculty may assign letter grades or marks in individual assignments, tests, quizzes, or examinations. The marks are converted to letter grades and grade points as follows:

% of Marks secured in Subject / Course (Class Intervals)	Letter Grade	Grade Points
Greater than or equal to 95%	O (Outstanding)	10
80 and less than 95%	A+ (Excellent)	9
75 and less than 85%	A (Very Good)	8
65 and less than 75%	B+ (Good)	7
55 and less than 65%	B (Average)	6
Less than 55%	F (Fail)	0
Absent	Ab	0

A minimum of 55% marks in each of the subjects (CIA & End Term) is required for a Pass and award of a Diploma/Certificate. The rankings are:

<b>% of Marks</b>	<b>Award of Division</b>
55% - 59%	Pass
60% - 79%	First Class
80% and above	First Class with Distinction

At the end of a Trimester, a student gets a 'Letter Grade' in every registered course, provided his/her aggregate performance in any specific course in the whole Trimester is apt. The letter grade and its 'Grade Point' indicate the results of both qualitative and quantitative assessment of the student's performance in a course.

The letter grade 'F' will be awarded, under the following circumstances.

- i. Student who is unable to secure 55% in CIA and End Term respectively.
- ii. Students who fail to clear a course due to their poor performance;
- iii. Student fails to clear one or more components of a course
- iv. Student who has been debarred due to lack of attendance, indiscipline / malpractice
- v. Student who remains absent in the End Term Exam

To clear an 'F' grade, students should re-register for the entire course in the subsequent Trimester(s).

A student obtaining an 'F' grade in a subject shall be deemed to have 'Failed' and is required to reappear as a 'supplementary student' in the Trimester-end examination, as and when offered. For a student who has not appeared for the examination in any subject, an 'Ab' grade will be allocated in that subject, and the student shall be considered 'Failed'.

The calculation and conversion of grades as per prevailing norms of regulating authorities: A letter grade does not indicate any specific percentage of marks secured by the student, but it indicates only the range of percentage of marks. A student earns a Grade Point (GP) in each subject/ course, on the basis of the letter grade secured in that subject/ course. The corresponding 'Credit Points' (CP) are computed by multiplying the grade point with credits for that particular subject/ course.

**Credit points (CP) = grade point (GP) x credits** for a course

The student passes the subject/ course only when GP  $\geq$  6 ('B' grade or above).

The Trimester Grade Point Average (TGPA) is calculated by dividing the sum of credit points (I: CP) secured from all subjects/ courses registered in a trimester, by the total number of credits registered during that Trimester. TGPA is rounded off to two decimal places. TGPA is thus computed as

$$TGPA = \sum_{i=1}^n C_i G_i \text{ for each trimester}$$

where 'i' is the subject indicator index (takes into account all subjects in a trimester), 'N' is the no. of subjects '**registered**' for the trimester (as specifically required and listed under the course structure), C is the no. of credits allotted to  $i^{\text{th}}$  subject, and G represents the Grade Points (GP) corresponding to the letter grade awarded for that  $i^{\text{th}}$  subject.

The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student in all Trimesters considered for registration. The CGPA is the ratio of the total credit points secured by a student in all registered courses in all Trimesters, and the total number of credits registered in all Trimesters. CGPA is rounded off to two decimal places. CGPA is thus computed from the 1st trimester onwards at the end of each trimester as per the formula.

$$CGPA = \frac{\sum_{j=1}^m C_j G_j}{\sum_{j=1}^m C_j}$$

Where 'm' is the total no. of subjects (as specifically required and listed under the course structure) the student has 'registered' i.e., from the 1st trimester onwards up to and inclusive of the 6<sup>th</sup> trimester, 'j' is the subject indicator index (takes into account all subjects from 1 to 6 trimester), C is the no. of credits allotted to the  $j^{\text{th}}$  subject, and G represents the grade points (GP) corresponding to the letter grade awarded for that  $j^{\text{th}}$  subject. After registration and completion of the first-year first trimester, the TGPA of that Trimester itself may be taken as the CGPA, as there are no cumulative effects.

**CGPA to Percentage Conversion is % of marks = (Final CGPA - 0.5) \* 10**

## Faculty Assessment and Duration of Examination

The minimum duration of End-Term Examinations is 2 hours and or 1.5 hours based on the course/subject credits available/notified (Maximum marks-50). All the theory / practical courses shall have a faculty assessment component.

## Registering for Backlog Courses

A course having an 'F' grade will be considered as a backlog and it has to be re-registered in the subsequent trimesters. However, students are given the option to clear the course by appearing for arrear/s supplementary examination/s to be conducted later, the schedule of which will be announced by the Institute.

## Eligibility for Examinations

All the students who have registered for a particular course are eligible to write the Final End Term provided he/she is not debarred from writing the exam, due to one or more of the reason/s listed below:

- i. Shortage of attendance
- ii. Acts of indiscipline
- iii. Withdrawal of a registered course.
- iv. Any other reason (if any)

## Absence from an Exam

If a student fails to write any End Term Exam, the student will lose the percentage weightage given to that exam/course. No Re-Exam will be conducted again to compensate for the loss. However, Supplementary is permitted for student, who fails to appear for the regular End Term Exam. Under extraordinary conditions, if a student is not able to appear for the Final End Term Exam of a theory/ Student Project (final viva voce exam), due to hospitalization (in-patient treatment) for more than a week duration or the death of a family member, then the concerned student may apply to the Examination Department by submitting an application through the Program Coordinator supported by adequate evidence or proper medical certificate duly authenticated within 14 calendar days, after the completion of the Final End Term Exam. Such applications will be scrutinized by a special committee.

### Academic Malpractice

Academic malpractice shall be viewed very seriously and penalized appropriately. In order to discourage students from indulging in such activities, each case shall be enquired by a 'Malpractice Committee', constituted by the institute and suitable punishment will be given, if the malpractice is proven. Further, if a student indulges in malpractice, in any component of the Continuous Internal Assessments and or in End Term Exams **Zero** marks will be assigned in the respective subjects/courses.

### Promotion

All students are promoted to their next Trimester or Year of their programme spontaneously, irrespective of their academic performance. However, at any stage of his/her study, if a student reaches a CGPA below 3, in the First year the student will not be permitted to register for the Second year.

### Time Limit for Programme Completion

For the programme, a student is expected to study and complete within a 'minimum period of study' that is, 2 years. However, if a student has few backlog courses yet to be cleared even after the completion of the above said time limit, the student will be permitted to complete all the course and credit requirements specified in the curriculum, within a period of Four years from the year of joining the institute. Under no circumstances, the period of study shall be extended beyond 4 Years and thereafter his/her studentship stands cancelled automatically. No separate intimation in this regard will be sent to the student.

### Award of Degree

After successful completion of the course and credit requirements as specified in the Program curriculum and upon meeting the minimum credit requirement as specified, a Provisional Certificate will be issued to eligible students by the Examinations Department. The degree will be conferred on the student during the subsequent Convocation. The degree certificate will indicate the relevant branch, and specializations.

## Evaluation of the summer internships

Students shall pursue this course during summer vacation just before its offering as per course structure. The minimum duration of this course is at least 8 weeks. A supervisor/mentor/advisor will be allotted to guide the students for summer internships. After successful completion, students shall submit a summer internship technical report to the concerned and appear for an oral presentation before the project panel committee. The report and the oral presentation shall carry 50% and 50% weightages respectively. A student shall secure minimum 55% of marks for successful completion. In case, if a student fails, he/she shall **repeat** the SIP in the next academic year.

## Major Project

In the final Trimester, the student should mandatorily work on a project with well-defined objectives. At the end of the Trimester the candidate shall submit project report. The report and the oral presentation shall carry 50% and 50% weightages respectively. A student shall secure minimum 55% of marks for successful completion. In case, if a student fails, he/she shall **repeat** the project work. He/she will be eligible for the PG Diploma only upon satisfactory completion of the project work.

## Withholding of Results

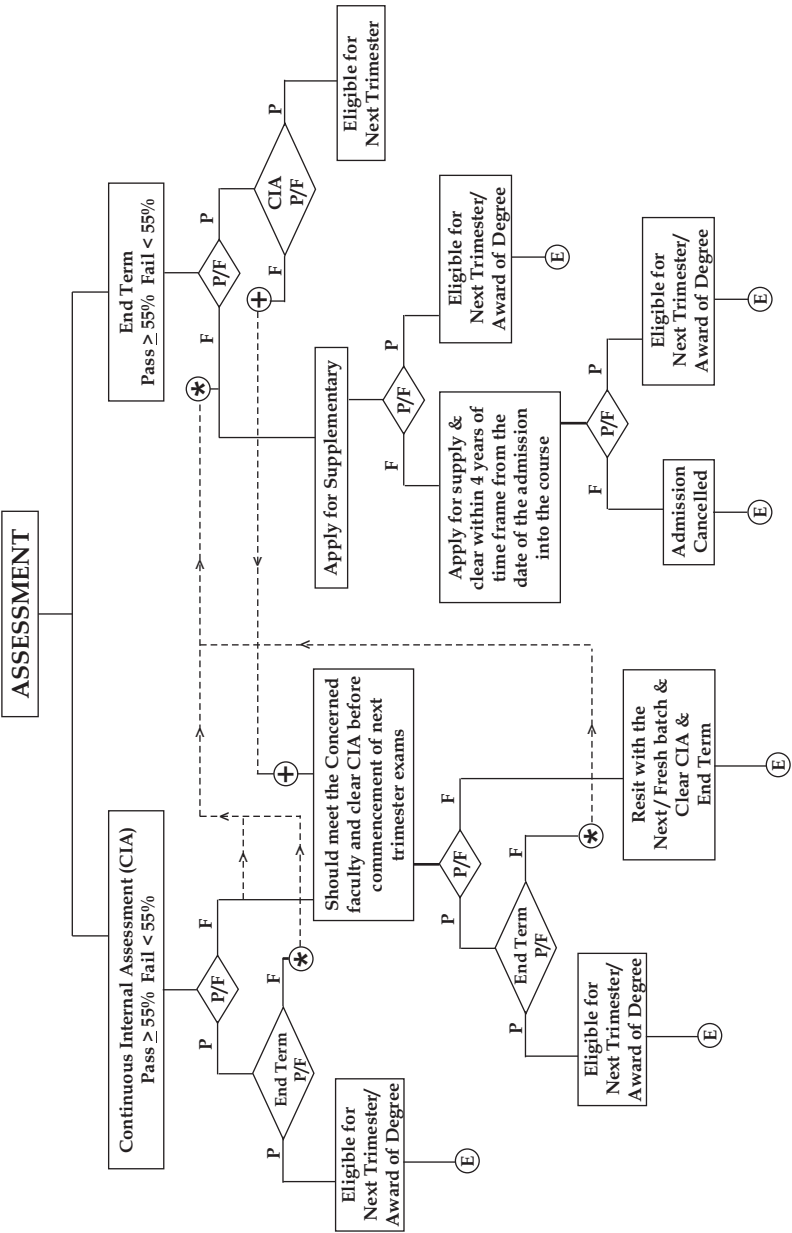
If the student is involved in indiscipline/malpractices/court cases, the result of the student will be withheld.

## Result Publication

Approved results will be declared and the results will be sent to respective students/parents for display /information to students.

## Award of Degree and Convocation

A student shall be declared to be eligible for the award of degree if he/she has: i. Fulfilled the requirements of Degree, ii. No dues to the Institute, Departments, Hostels, Library, and iii. No disciplinary action is pending against him/her





## Convocation

A Convocation for the purpose of conferring Degrees shall be held once a year. After publication of the results, Examination Department will prepare a list of candidates eligible to receive their final Degrees. The same shall be presented at the annual Convocation and the candidates shall be conferred degrees. Distribution of Degree Certificates to the candidates shall be made either at the Convocation or at any time after the Convocation. However, no candidate will be admitted for the convocation without prior registration for Convocation.

## LIBRARY

The Institute library has a good collection of books on a variety of subjects and National & International periodicals (subject areas - Management, Risk Management, Insurance, Marketing, Finance, Accounting, Banking, Economics, Statistics, Investments, Operations and Quantitative Management, Actuarial Science, Case studies, etc.,) and daily leading Newspapers

- The Library is open Monday through Friday from 9:00 AM to 4:30 PM.
- Students are required to sign in at the Gate register while entering and exit

## Procedure for Borrowing Books

- I. No student will be allowed to avail of the library facility without a valid ID card and library card. The borrower cards are not transferable.
- II. Each student is provided Library Cards as detailed below:  
2-Year PGDM Program : 3 Cards
- III. In case of loss of a library card, a duplicate card will be issued for Rs. 750/- plus GST
- IV. The student should return the books within the time prescribed by the librarian from time to time for making them available to other students. In case the student fails to return the book within the time prescribed, then a fine of Rs.10/- will be charged for every day of default.

- V. In case, any book is found to have been defaced, marked, cut, mutilated, damaged, or lost, two times the cost of the book will be recovered from the student along with a penalty.
- VI. Photocopy/print of articles or Book chapters up to 10 pages is allowed in the Library on a payment basis (Rs. 3.00 per page).
- VII. In regard to reference books, journals, periodicals, and Newspapers are not permitted to be taken out of the Library.
- VIII. Strict silence, decorum and discipline must be maintained in the library
- IX. Books once issued, should not be brought inside unless it is to be returned. Students are free to browse the books in the Library and the books/periodicals/Newspapers taken out off the shelves should be replaced after reading
- X. The Library computers are meant for accessing the Library catalog an Online database and e-resources for academic & research purposes.
- XI. Students can borrow back issues of periodicals for 3 days.
- XII. Use of mobile phones is strictly prohibited on the library premises.
- XIII. Eating, sleeping and talking are strictly prohibited in the library.

### OPAC

- Online Public Access Catalogue (OPAC) is the library's catalog of books and other reading materials that can be searched through the library portal. The library catalog can be searched by author, title, and keyword. Students can browse the entire campus.
- Online Public Access Catalog: <http://172.16.0.19:8080/newgenlibtxt>

### J- Gate Online

- The IIRM Library has subscribed J-Gate Online Database Journals (Informatics Publishing Limited, Bangalore). The Journal list consists of " Full Text and Indexed Journals.
- J-Gate is IP-based access within the Internet network connection of the Institute.
- URL : <https://www.jgateplus.com>

### National Digital Library

- The National Digital Library's objective is to collect and collate metadata and provide a full-text index from several national and international digital resources, as well as other relevant sources.
- National Digital Library: <https://ndl.iitkgp.ac.in>

### Student Club

- Enrolment in Student Clubs as per AICTE norms is mandatory for all students.

### Institute Events

All the events conducted at the Institute are student participatory. All Students events like welcoming the juniors, farewell to the seniors and cultural festival are student-based activities, which involves contribution to the event by the students as decided by the management from time to time. The amounts for the same will not be adjusted in the caution deposit amount under any circumstances.

### COMPUTER LABORATORY

- Students are allowed access to the Computer laboratory in batches for a specified duration to ensure the other students also can use the facilities.
- While entering the computer laboratory, students must enter their personal details in the register placed for this purpose or digitally register with the help of an ID card as required. Students are provided individual mailboxes for accessing their information.
- Cost of damage to any equipment in the Computer Lab will be recovered from the student besides levying other penalties as may be considered appropriate by the Institute.

### Project Report

The student must complete the Project Report in the prescribed format and submit it as per the dates announced by the Program Coordinator. There will be a viva voce followed by a presentation and marks are awarded for the same. Those who do not complete the project work will not be allowed to appear for the Final Semester Examinations.

## Internship

Institute provides Internship opportunities to the pursuant students based on their application and in some cases by eligibility. No student is allowed to withdraw from the process/es at the mid-level of screening. Else, they will be expelled from the process/support from the Institute and will have to source and pursue their own Internship. The students who are sent for Internships as part of their respective courses by the Institute are expected to complete the activity irrespective of their location and preferences. On completion, they are required to submit a report in the prescribed format suggested by the Institute and marks will be awarded for the same.

The evaluation will be based on their project report submission, demonstration of work done during the period of Internship at the company and other factors which will be notified before its commencement.

Any student sourcing an Internship must inform the Programme coordinator in advance by a month from the date of commencement. Once confirmation of allocation is notified, students will be required to complete the same. However, any matter/issue related to the same arising at a later date will be decided by the Principal and Chairman (Placements & Internships). His decision would be final and binding. In the future, thereafter, any claims for whatsoever reasons will be null and void.

During the Internship, it is the responsibility of the student/s to maintain decorum and well-being of one's own self. Students are expected to follow the timings, protocols, rules & regulations of the Company to which he/she has been deputed. Institute is not responsible for any misconduct of a student during the internship. In case of any complaint/s received from the Company to which he/she is deputed, the internship will be canceled and appropriate disciplinary action will be taken as per the advisory committee.

Note: Internship is a mandatory part of the curriculum and whosoever for any reason fails to complete, will be considered having failed in the course of study / will be detained. Such a student is considered of having a

backlog and will have to clear to be eligible for the award of the PG Diploma from the Institute.

### Student Placability Index

Before presenting the pursuant graduates to the Industry, Institute conducts its own process of screening to understand students' preparedness of being in Industry ready and will be suggested/provided with requisite feedback on a one-to-one basis. This session is very important in view of the campus placement activity. Also, during the session, students will be exposed to distinct phases of evaluation patterns as path-finder in their journey of preparedness. Basing their performance in the process, they will be given grades that will indicate their potential of securing a placement opportunity with the potential recruiters. However, it is essential to be understood that, the first criterion of screening and shortlisting will be their performance in academics at the current level and in the case of major potential recruiters will be their academic career. Finally, they will also be suggested with scope and areas of improvement to enable them in improving their employability skills and the potentiality of securing a placement at the least number of attempts.

Students will be required to participate in the Pre-Placement test and would be indexed based on their performance and merit. Depending on the index he/she would be recommended for placements. Any student who fails to meet the required index will not be allowed for placement activity for the said year unless he/she meets the criteria by taking the re-test. Students must go through the entire process without fail.

### Pre-Placement Training

Prior to the placements, a preparatory process of pre-placement training sessions will be conducted by the Institute in order to guide the students for interviews and presentations at the time of placement. The candidates should satisfy the interview panel on various aspects, for them to be considered for placements. Those who do not comply with the requirements suggested by the panel will not be eligible for placement opportunities sourced by the Institute.

## Placements

The student needs to have cleared all the fee dues and all the subjects till the date of placement activity to be eligible for the process.

### Placement Eligibility Definition and Criteria

Stage	Condition / Performance	Placement Application Status
<b>Year - I</b> Trimester: I - III	First Attempt - All Clear (No back-logs)	Eligible to apply as per Co. norms

#### Note:

Students having backlog at any stage of the progress of trimesters must clear to become eligible for Final Placement applications with various potential recruiters as per the eligibility defined by the company.

Students for whatsoever reason may be, if fails at any stage of academic progression, will not be eligible for the placements process till they clear all the academic back-logs.

<b>Year - II</b> Trimester: IV-VI	Academic back-logs will not be allowed	Only Academically All-Clear students are eligible to apply
		Those with academic back-logs will not be allowed to apply till they clear.

#### Note:

Also, it is pertinent to note that, students are placed and fail for whatsoever reason in academics in the advanced trimesters will be informed to the company.

At the end of the program - i.e. upon completion of the last examination of trimester VI, only academically eligible students will be placed. Others remain ineligible and will not get further support.

**Commencement and Conclusion of Campus Recruitments :**

From September to January / February. After completion of the trimester - VI, placement season concludes.

- a) The Institute invites various companies the selection of students for suitable placement opportunities. While the Institute does not guarantee placement, it, however, endeavors to transform students to gain the requisite employability skills which make them placement worthy.
- b) The entire placement exercise is a joint effort between the Institute and the students. While the Institute provides guidance, support, and requisite inputs for the overall development of individuals, it is also the responsibility of the student to put in the maximum possible efforts to obtain suitable placements by succeeding in the given selection processes.
- c) All the students participating in the placement process must be open to any role and location as desired by the potential recruiter/s as deemed fit. The role at which an individual is placed is purely at the discretion of the recruiters basing their organizational requirements.  
Note: Any student/s who expresses preferences for any location, due to whatsoever reasons, will be limiting their scope as opportunities are provided by the recruiting companies based on their requirements and Institute has no role in influencing any Company / HR to that effect.
- d) If a student has a backlog of subjects he/she will not be eligible for placements, as most of the companies require candidates with no backlogs, in certain cases major MNCs look for a first attempt - all clear in academics throughout examinations across all semesters/trimester.
- e) In case a student rejects a job offer for any reason he/she will not be allowed to take part in the further interview process and will have to come back in line allowing the rest of the students.
- f) Also, if anyone does not attend/apply for more than 3 placement opportunities, then he/she stands to lose and will be placed at the bottom of the list.

- g) Students having back-logs / arrears / carrying forward papers during the course of studies, will not be eligible to apply for the placement process. Also, students having backlogs till the completion of the program, will not be eligible for any support further.
- h) Student/s facing any impending disciplinary action / doesn't clear dues / or any other impacting reasons for non-compliant with the system will not be eligible for the placement process and is subject to clearance from the advisory committee. The decision of the Principal/ Chairman (Placements & Internships) will be final and binding on them. Once a decision is accorded, no claims will be allowed for whatsoever reasons in this regard in the future.
- I The last day of the Academic calendar marks the conclusion of the placement season.
- Note: Students are suggested to refer to the Placement Policy Advisory provided/notified to gain more information on the Do's and Don'ts pertaining to the processes.

## IN-CAMPUS BEHAVIOR GUIDELINES

The students while they are reporting for the Academic year 2023-24 should follow the behavioural guidelines :

- All the students are advised to follow the walk paths marked for them, keeping in mind the social distancing aspect.
- During break time, students are advised not to crowd the common areas (Corridors and Washrooms).
- Gathering of students is not allowed at any point in time. In case of an emergency situation like a fire or earthquake, the students should assemble at the designated assembly point (area in between the academic building and administrative building) and avoid the use of lifts and panic situations.
- Respiratory etiquette is to be strictly followed in class, labs, and canteen areas. This involves the strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing of used tissues properly



- Self-monitoring of health by all at all times and any student reportedly suffering from a flu-like illness should not attend and seek medical advice. Such students, if diagnosed as suspect/confirmed cases of contagious disease or COVID or any pandemic should immediately inform the institute authorities.

(\*Considering the dynamic nature of the pandemic new rules may be rolled out accordingly, students are advised to check the updates and be informed through the Notice Board and e-mails).

## STUDENT SUPPORT

### Industry Interface and Interaction

#### General Information:

The placement Office acts as an interface between the Institute and the Industry. Based on the valuable inputs from the Recruiting Companies and Industry Mentors, those inputs are adopted looking at the potential development of the pursuant students on campus and the future prospects.

With the change in the organizational environment and technological advancements and interventions, many companies have started conducting selection processes through hybrid modes (virtual / online and offline / in-person) as per the adaptable and compatible patterns. It is imperative for individuals to understand that they have to be prepared for the new tech-based formats and be abreast with various facets of the advancements in becoming industry ready for taking themselves ahead. Note - today the pre-screening process is technology-driven and is also the first level of elimination.

During any such process, issues related to students' unpreparedness/ lack of information/ non-compliance / ignorance may lead to elimination from the process. Institute takes no responsibility for such lapses demonstrated by students and subsequently, an opportunity is lost by the candidate.

The onus of securing a placement is in the hands of the students. Institute acts/supports them by training and guiding them with requisite inputs to gain industry-desired skills and knowledge apart from regular academics.

Industry fitment is determined by the participant recruiters and Institute has no role in promoting/recommending any student's candidature with the representing officials/authorities. Institute promotes and encourages performance based on the merit and conditions provided by the potential recruiters.

### Administration & Student Services

The Administration and Student Services Department are open to student services, inquiries, and administrative issues during office hours: Monday to Friday 9:00 AM to 4:30 PM.

Students can also contact Administration Department via email at [administration@theiirm.ac.in](mailto:administration@theiirm.ac.in)

### Notices & Intimations

Notices, Intimations, and Circulars for the information of students will be displayed on the Notice Boards placed in all the buildings. No individual intimations will be provided and students are expected to follow these regularly.

### Issue of Certificates

Students who have passed the relevant examinations will be awarded Memorandum of Marks and Diploma Certificates. If the Certificate/s are lost, duplicate certificate/s will be issued upon applying for the same in the prescribed format and on payment of the applicable fee. Also, a student can request an official transcript of the Certificates / Memorandum of Marks, etc. on payment of a prescribed fee. The administrative charges (applicable taxes extra) are as under:

Issue of Duplicate PGDM Certificate:	Rs. 5,000/-
Issue of Duplicate Memorandum of Marks:	Rs. 1,000/-
Attestation of Certified Transcript/s:	Rs. 1,000/- for each set of transcripts

### Hostel Facility

While all students of the 2 Year PGDM program are required to stay in the Hostels, students of other courses of shorter duration can opt for accommodation at the hostel subject to availability. Such of those students, are required to follow the Hostel Handbook and are governed by the regulations mentioned therein. The hostel handbook is issued separately.

### Campus Canteen Facility

Students can take food at specified times at the IIRM Institute canteen situated within the campus premises. The Institute discourages day scholars from bringing food items from outside and encourages them to avail the IIRM campus canteen facility. However, those students who happen to bring their own food are required to store and consume the same at designated places.

### Medical Assistance and Insurance

All students are covered by a Group Medclaim Policy in regard to Medical expenses and also a Personal Accident Insurance Policy for the period of study at the Institute. Details of the policies are given in Policy documents, copies of which can be provided upon request.

### Grievance Redressal

The Institute provides a grievance redressal mechanism for the students in regard to all aspects of his/her stay at the Institute. Details of their grievance should be submitted in the prescribed format to Program Coordinators or put in the suggestion box provided for the same.

### Complaint Register Box

There is a Complaint Register and any aggrieved student can write his / her complaint in the register kept for that purpose. Also, students can give their complaints in writing and drop the same in the Complaint Box.

### Suggestion Box

Suggestion boxes are kept in prominent places in the Institute. Students who wish to give suggestions for improvement can do so by giving them in writing and dropping the same in the box.

### Anti-Ragging Policy

Institute has an Anti-Ragging Committee. Any student indulging in Ragging or any such act will face punishment as per the rules of the Institute and prevailing laws of the country. Complaints received in this regard will be dealt with seriously.

### Prevention of Sexual Harassment

Grievances involving girl students may be brought to the notice of the respective Program Coordinator/ Designated Authority. Cases relating to sexual harassment will be investigated thoroughly and if found true, disciplinary action will be taken against the student, which can include removal of the student from the Institute rolls and or handing over the case to local state administration for further action as per law.

### Penalty

Any penalty levied will not be adjusted in the caution deposit amount under any circumstances.

### CAUTION DEPOSIT REFUND

Students are required to pay an Academic Caution Deposit amount of Rs. 10,000/- towards any unforeseen damage caused by him/her. Students after the completion of the course are eligible to collect their Academic Caution Deposit amount, provided they submit a NOC (No Objection Certificate) which needs to be endorsed by the following. Librarian (Has returned in good condition all the books borrowed by him/her from the library and no Book is outstanding in his/her name and returns the Library Cards).

System Administrator (Any damage to the PC and accessories handled by him/her in the computer lab)

Course Coordinator (Has not caused any damage to the furniture/ fixture equipment etc., during her/his study on the campus and has surrendered the Identity card).

Based on the charges levied to the student for the damages and other aspects, the refund amount will be arrived at and submitted to the Accounts Department.

Once the accounts department receives all the NOCs of the particular batch, they will process the return of the amounts through an appropriate payment mode to the student within 90 official working days after the announcement of the final results.

### Jurisdiction

The Institute functions under the jurisdiction of the State of Telangana. Therefore, all issues and disputes if any are subjected to jurisdiction or appropriate authority at Hyderabad only.

### Declaration

Once the student is admitted to any course, it is deemed that he/she has accepted the Terms & Conditions and Rules & Regulations prescribed by the Institute in its Letter of Admission, Students Handbook, Hostel Handbook (if applicable), and any other format that is put forth.

The student has to submit the self declared medical fitness form along with medical fitness certificate issued by a qualified doctor possessing at least an MBBS degree / Civil Surgeon Registered with the Medical Council of India.

**\*NOTE: IIRM reserves the right to vary the policies, syllabus, and timings without prior notice.**

# **IIRM**

Financial District, Gachibowli, Hyderabad, 500 032.

**[www.theiirm.ac.in](http://www.theiirm.ac.in)**

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\*The information furnished above is indicative and **IIRM** reserves the right to change the contents at any time