



GL BAJAJ

Institute of Management & Research
Greater Noida

FIND YOUR SPARK

PGDM

TWO YEAR FULL-TIME

POST GRADUATE DIPLOMA IN MANAGEMENT PROGRAM



STUDENT HANDBOOK

Session: 2025-27



Post Graduate Diploma in Management (PGDM) Two Years Full-Time Program

**Approved by All India Council for Technical Education
(AICTE),
Ministry of Education, Government of India**

**Accredited by NBA,
Granted Equivalence to MBA by AIU**

Student Hand Book Academic Year 2025-26



GL Bajaj Institute of Management & Research
Plot No. 2, Knowledge Park III, Greater Noida – 201306
Email: director@glbimr.org | **Website:** www.glbimr.ac.in

Our Vision

To develop responsible global business leaders sensitive to community and environmental needs.

Our Mission

- To create a sustainable learning ecosystem for students, teaching and research fraternity and recruiters
- To nurture business leaders contributing to an inclusive and diverse society
- To inculcate an entrepreneurial mindset and foster innovation

Program Educational Objectives (PEOs):

- PEO 1:** To prepare technologically proficient graduates for impactful managerial roles in a dynamic business world.
- PEO 2:** To enable graduates to lead effectively in global business environments, demonstrating ethical decision-making and sensitivity towards environmental sustainability.
- PEO 3:** To develop entrepreneurial skills among the graduates by encouraging creativity and innovation and life-long learning for creating and capitalizing on business opportunities.
- PEO 4:** To inspire graduates to demonstrate leadership and social accountability with compassion and integrity, fostering an inclusive and diverse society

Program Outcomes (POs):

- PO-1.** Apply knowledge of management theories and practices to solve business problems.
- PO-2.** Foster Analytical and critical thinking abilities for data based decision making.
- PO-3.** Develop value based leadership skills.
- PO-4.** Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of the business.
- PO-5.** Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.
- PO-6:** Continuous lifelong learning and professional development to enrich business knowledge and competencies.
- PO-7:** Apply appropriate Information and Communication Technology (ICT) and digital tools for business decision making.

Graduate Attributes

1. **Knowledgeable:** Integrate functional knowledge, research aptitude, critical thinking, creativity and strategic management skills for decision making in local and global contexts.
2. **Effective communicator:** Exhibit effective communication skills both verbal and written in order to articulate ideas in varieties of contexts, styles and mediums.
3. **Collaborative leaders:** Inculcate leadership and team building skills towards achievement of personal and organizational goals in a collaborative manner.
4. **Ethically and socially responsible:** Engage in ethical and professional practices in decision making with integrity that positively impacts the community and society.
5. **Entrepreneurial Orientation:** Foster innovation and entrepreneurial skills to optimally utilize resources for the benefit of nation at large.



FROM THE DESK OF THE DIRECTOR

Welcome to the start of a transformative journey, the beginning of your PGDM program. I am truly thrilled to be the one to extend a warm welcome to all of you as you join our esteemed institution.

Your decision to pursue PGDM program speaks volumes about your passion, determination and vision to build upon your strengths and grow as a leader.

In our pursuit of comprehensive student development, our Post Graduate Diploma in Management (PGDM) Program incorporates a diverse range of curricular and extracurricular activities. These include, but are not limited to, **Live Projects** which offer first-hand exposure to real-world business scenarios, and **Summer Internships** which facilitate practical application of learned skills. We also encourage student participation in **Research Projects** that stimulate **critical thinking** and innovative problem-solving. Our **Personality Development Programs (PDPs)** and **Club Activities** are geared towards the enhancement of applied managerial communication, leadership abilities and teamwork.

As part of our learning initiative, we host industry experts and international speakers who deliver Expert Talks and Global Talks. These sessions provide valuable insights into corporate life, and the challenges therein, preparing students for their future careers. GLBIMR pride in its distinguished **Mentoring program, Value-Added Certification and unique Corporate Mentorship Program**. These initiatives are facilitated by a team of seasoned professionals, experts and dedicated faculty members who personally guide and mentor each student, supporting their evolution into top-tier managers. The fusion of these elements fosters a transformative learning experience that equips our students to excel in the dynamic world of business.

Remember, you are not alone in this journey. Your classmates, hailing from diverse backgrounds and experiences, will enrich your learning process. You will learn as much from each other as you do from your courses. The relationships and networks you build here will last a lifetime.

As the Director of this institution, my commitment to you is to provide a stimulating, nurturing and supportive environment for your growth. I am confident that your time here will be a rewarding experience that prepares you for the challenges and opportunities that lie ahead.

Once again, welcome to the new chapter in your life. Embrace the journey with open arms, an open mind, and an open heart.

Best wishes for your exciting journey ahead.

Dr. Sapna Rakesh
Director

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1. AN OVERVIEW OF PROGRAM ADMINISTRATION

GL Bajaj Institute of Management & Research (GLBIMR), Greater Noida, was founded in 2007 under the GL Bajaj Group of Institutions with a mission to elevate management education in the NCR region. In just 18 years, GLBIMR has achieved rapid growth and earned a reputation for academic excellence and industry relevance.

Program Overview

Our two-year, full-time Post Graduate Diploma in Management (PGDM) is AICTE-approved and structured over six terms (13–14 weeks each).

- Foundation (Terms 1–2): Core courses across all management disciplines
- Specialization (Terms 3–6): Dual or Major/Minor tracks in Marketing, Finance, HR, Operations, Data Analytics, Strategy & Consulting, Entrepreneurship and International Business
- Experiential Learning: Summer Internship, Dissertation and Live Projects

Key Features

- Tie-up with Internationally acclaimed Corporate Leaders as Adjunct Faculty Members
- Complimentary laptop for every PGDM student
- Access to 20+ domain-specific Value-added certification courses free of cost
- International excursion for meritorious students
- Merit-based scholarships (MAT, CAT, XAT, CMAT, Academics)
- Flexible fee-instalment plans
- Regular corporate interactions, industrial visits and live projects

GLBIMR's PGDM curriculum blends rigorous academics with skill enhancement to produce career-ready graduates. We continuously benchmark and update our pedagogy against industry trends and top B-schools, ensuring our students are equipped to lead in today's dynamic business environment.

1.1 ADMINISTRATION OF PGDM PROGRAM

- i) Director will be the overall in-charge for the smooth conduct of the program. Registrar will be responsible for monitoring all administrative activities and handling students support.
- ii) Program is led by Program Chairperson. Program Coordinator and Program Office staff will assist Program Chairperson for the smooth conduct of all academic activities of PGDM programs.
- iii) All issues pertaining to academics and discipline shall be referred to the Director.

1.2 PROGRAM CONTENTS AND DURATION

- i) The PGDM curriculum comprises multiple courses, each carrying a specified credit.
- ii) PGDM is a full-time, two-year program delivered through a trimester system, with three terms each year.
- iii) Students select either a dual specialization or a major/minor combination from the offered streams.

S. No.	Specialization
1	Marketing
2	Finance
3	Human Resource Management
4	Data Analytics
5	Operation Management
6	International Business
7	Strategy & Consulting
8	Entrepreneurship

- iv) Elective (specialization) courses begin in Term-III. Choices must be declared in Term-I. An elective run only if at least 25% of the batch—or 25 students—enroll, subject to the Director's approval.
- v) GLBIMR enhances student development via:
 - Value-added certification courses
 - Corporate-interface and guest-lecture series
 - Alumni talks and international linkage programs
 - CSR activities, live projects, active student clubs and industrial visits
- vi) Each PGDM student is paired with a faculty mentor who guides them throughout the program.
- vii) A mandatory Induction Program familiarizes new students with the curriculum, campus norms, and essential day-to-day information.

1.3 SUBMISSION OF DOCUMENTS: While reporting to the Institute, Students have to submit the following documents at the Registration Desk:

Sl. No.	Documents	Required Documents	Originals (For Verification)	No. of Copies
1.	10 th MARKSHEET	✓	✓	01
2.	12 th MARKSHEET	✓	✓	01
3.	GRADUATION MARKSHEET	✓	✓	01
4.	MAT/CAT/XAT/ATMA Score	✓	✓	01
5.	MIGRATION	✓	✓	01
6.	CHARACTER CERTIFICATE	✓	✓	01
7.	WORK EXPERIENCE CERTIFICATE	(If Applicable)	✓	01
8.	STUDENT'S AADHAR	✓	✓	01
9.	INCOME/EWS CERTIFICATE OF GUARDIAN	(If Applicable)	✓	01
10.	CASTE CERTIFICATE	(If Applicable)	✓	01
11.	STUDENT'S PHOTO	✓	NA	5 PHOTOS
12.	ADMISSION LETTER	✓	✓	01
13.	PASSPORT	✓	✓	01
14.	ANNEXURE 1	Registration Form - First Year		
15.	ANNEXURE 2	Application Form - Hostel Accommodation - First Year		
16.	ANNEXURE 3	Student Undertaking - Anti-Ragging - First Year & Second Year		
17.	ANNEXURE 4	Affidavit by Parent/Guardian - Anti - Ragging - First & Second Year		

18.	ANNEXURE 5	Student Undertaking: Code of Conduct & Discipline First & Second Year
19.	ANNEXURE 6	Joining Report & Declaration Form
20.	ANNEXURE 7	Student Undertaking: Non-Submission of Documents - First Year
21.	ANNEXURE 8	Student Medical Fitness Declaration
22.	ANNEXURE 9	Responsible Use of Social Media undertaking
23.	ANNEXURE 10	Declaration of No Criminal Record

Students who have appeared in the qualifying examinations and the results are awaited, will have to submit their documents by **30th September, 2025**. If the student fails to submit the document by the stipulated date, the provisional admission may deem to be cancelled.

2. ACADEMICS

2.1 ACADEMIC CALENDAR

Each PGDM academic year is divided into three terms, each lasting approximately 13–14 weeks (including one week for mid-term assessments and one for end-term exams). The curriculum comprises both compulsory and elective courses. One credit equals ten instructional hours; most full courses are 3 credits (30 hours), though 1, 1.5, and 2-credit options are also offered.

A detailed academic calendar is published on the Institute's website. To ensure optimal teaching, learning, and a balanced mix of co-curricular and extra-curricular activities, the Institute reserves the right to modify the calendar as needed.

2.2 ATTENDANCE POLICY

2.2.1 Classroom Attendance

A student must attend at least 85% of all classroom and practical sessions in each paper every trimester to be eligible for that trimester's examinations. Attendance certification is granted by the Director. Failure to meet this requirement will bar a student from taking the corresponding exams. In exceptional cases, the Director may waive the attendance threshold based on individual merits.

2.2.2 Adherence to Time Table

The timetable schedule for classes and all other activities shall be announced by Program Office. The students are expected to be present five minutes before the commencement of every class and activity.

2.3 LEAVE POLICY

2.3.1 Mandatory Attendance

Students must maintain a minimum of 85% attendance in each subject per term to be eligible for Mid-term and End-term exams.

- Up to 15% absence may be allotted for contingencies or **medical reasons**.
- Leaves for social obligations, passport verifications, or family matters are not permitted—no applications will be accepted.
- Medical-emergency leaves require a formal application to the Class Coordinator, accompanied by all relevant documentation.
- Submission of a medical certificate alone is insufficient; students must provide prescriptions and medical reports within three days of returning to campus with due certificate from registered medical practitioner in case of more than 3 days leaves.
- Approval of any other unforeseen circumstance leave rests solely with the Class Coordinator.
- Late or undocumented leave applications will be automatically rejected.
- The Institute reserves the right to grant or deny any leave request. Decisions by the Director are final and binding.

2.4 EXAMINATION MANUAL

2.4.1 Assessment Method

Assessment and Evaluation Framework under Outcome Based Education (OBE)

The Institute adheres to the principles of Outcome Based Education (OBE) and has effectively integrated all OBE-related parameters into its evaluation and assessment processes. This ensures the systematic measurement of the attainment of both Course Outcomes (COs) and Program Outcomes (POs).

A continuous evaluation system is followed across all courses to monitor and enhance student learning outcomes. Each course is assessed out of a total of 100 marks. The evaluation structure comprises of two mandatory examinations:

- **Mid Term Examination** – 20 Marks
- **End Term Examination** – 40 Marks

The remaining **40 marks** are allocated to faculty-driven internal assessment components, as detailed in the respective course's Teaching-Learning Evaluation Plan (TLEP). These components may include, but are not limited to:

- Team Presentations
- Role Plays
- Case Study Analysis
- Group Discussions
- Class Participation
- Assignments
- Quizzes
- Mini/Field Projects

To successfully pass the course, students must meet the passing criteria in both the End Term Examination (carrying a weightage of 40 marks) and the Internal Evaluation, which includes the Mid Term Examination (carrying a weightage of 60 marks), independently. A minimum of 50% marks in the Internal Evaluation is required to qualify. This comprehensive and structured approach ensures alignment with OBE standards and supports the continuous improvement of the academic and professional competencies of students.

2.4.2 General guidelines for the Progressive Assessment / Mid-Term Examinations

Progressive Examination Guidelines

- **Notification of Progressive Examination Schedule** The schedule for Progressive Examinations, as outlined in the respective Teaching-Learning Evaluation Plan (TLEP), shall be communicated by the course faculty members during class sessions.
- **Attendance Requirement** Students must maintain a minimum of 85% attendance in each course to be eligible to appear for any examination, including Progressive and End-Term assessment.

2.4.3 General guidelines for the End-Term Examinations

End-Term Examination Guidelines

- **Duration and Pattern** The End-Term Examinations are of **two hours' duration**. The standard question pattern for these examinations is available on the Institute's official website for student reference.
- **Course-Aligned Assessment** Students will be assessed based on the prescribed course examinations outlined in the **approved course structure** for the respective term.
- **Conduct and Oversight** The End-Term Examinations shall be **conducted by the Controller of Examinations** and will be subject to validation and approval by the **Examination Committee**, ensuring adherence to academic standards and integrity.
- **Examination Schedule** The schedule for the End-Term Examinations shall be **notified at least 10 days** prior to the commencement date by the Controller of Examinations.
- **Attendance and Admit Card** To be eligible to appear in the End-Term Examination, students must maintain a **minimum of 85% attendance** in each course during the trimester. Admit cards, issued by the Examination Department, will contain the **subject code and course title**. Students are responsible for verifying the accuracy of the details on the admit card and must report any discrepancies immediately to the Examination Department.
- **Mandatory Possession of Admit Card** Students must **carry a valid admit card** to appear for each course examination. Entry to the examination hall will not be permitted without a valid admit card.

2.4.4 Admit Card for Examination

Admit Card Policy for End-Term Examinations

Students are required to **obtain their admit cards** from the **Examination Cell** prior to the commencement of the End-Term Examinations. Admit cards will **only be issued to students who have cleared all dues and paid their full fees**.

Students **will not be permitted to appear** in the End-Term Examinations without a valid admit card under any circumstances.

2.4.5 Duplicate Admit Card for Examination

In the event that a student **loses or forgets the admit card**, a **duplicate admit card** may be issued upon payment of a **fee of Rs. 500/-** to the **Accounts Department**. After payment, the student must present the receipt to the **Controller of Examinations** to obtain the duplicate admit card.

2.4.6 Reappear

Supplementary and Improvement Examination Policy

1. Supplementary Examinations

Students who secure **less than a 'D' grade (i.e., an 'F' grade)** in any course are required to **reappear for the examination** in that course by paying the **prescribed examination fee**.

- All Supplementary Examinations will be evaluated **out of 40 marks**.
- Students are permitted a **maximum of three attempts** to clear a course through Supplementary Examinations.
- Failure to clear the course by the **third attempt** will result in the student being marked as **"Failed"** and **ineligible for the award of the PGDM diploma**.
- Students debarred due to **insufficient attendance** will also be treated as failed and may reappear in the respective examination as per the supplementary schedule.

2. Re-examination Fee Structure - The applicable charges for various examination-related activities are as follows:

Description	Fee (in INR)
1st Supplementary Examination	₹1000/- per paper
2nd Supplementary Examination	₹1000/- per paper
3rd Supplementary Examination	₹1000/- per paper
Summer Internship (Late Submission)	₹1000/-
Dissertation (Late Submission)	₹1000/-
Revaluation of Answer Sheet	₹1000/- per subject
Improvement Examination	₹1000/- per subject

3. Improvement Examinations

Students who have secured **less than 5.00 TGPA** in the End-Term Examination are eligible to appear for **Improvement Examinations** in one or more subjects. The prescribed fee for each subject is **₹1000/-**.

2.4.7 Schedule of Supplementary & Improvement Examinations

Students who are **debarred, absent, have failed**, or wish to **improve their performance** in any subject are required to appear/reappear in the **Supplementary and Improvement Examinations** as per the **schedule notified in the subsequent Academic Session**.

It is the responsibility of the student to stay informed about the announced schedule and fulfill all necessary formalities, including fee payment and registration, within the stipulated time frame.

2.4.8 The Grading System and Policy

GLBIMR has adopted a 10-point **relative grading system** starting from Batch 2021-2023 onwards, with details as under:

All component-wise evaluation is done in marks to award grades in a course. The combined marks of different components viz. Internal Assessment (I.A.), Mid-Term Examinations (M.T.E.), End-Term Examination (E.T.E.), out of 100, are reduced to the relative grades based upon their relative performance in their class. Total Marks so obtained would be converted to relative grades at the end of the Trimester, as per the guidelines given below:

Students will be awarded grades based on marks scored on a 10 - point scale as under:

- Grades (O, A⁺, A): 15% of the total number of students.
- Grades (B⁺, B, C⁺): 70% of the total number of students.
- Grades (C, D): 15% of the total number of students.

Students scoring less than 30% of the highest score should be awarded, F Grade.

- The performance of the students is evaluated in terms of two indices: i.e., Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA).
- TGPA is the Grade Point Average calculated based on Grade Points secured in all the term courses. TGPA will be calculated for all six terms.

TGPA

$$= \frac{\text{Sum of Products of the no. of credits in the courses and numerical grade points obtained in those courses in the term}}{\text{Sum of no. of credits in the courses in the term}}$$

CGPA is calculated based on grade points secured in all the completed terms. It is the average G.P.A. of all completed terms. CGPA is calculated once after the 1st year and then after the completion of 2nd year. The final CGPA will reflect the student's cumulative performance in both years.

CGPA (I year)

$$= \frac{\text{Sum of Products of the no. of credits in the courses and numerical grade points obtained in those courses in the first year}}{\text{sum of no. of credits in the courses in the first year}}$$

CGPA (II year)

$$= \frac{\text{Sum of Products of the no. of credits in the courses and numerical grade points obtained in those courses in the second year}}{\text{sum of no. of credits in the courses in the second year}}$$

CGPA (I & II year)

$$= \frac{\text{Sum of Products of the no. of credits in the courses and numerical grade points obtained in those courses in the two years}}{\text{sum of no. of credits in the courses in the two years}}$$

The 10 points grading scale with its corresponding grade points and qualitative meanings is depicted in the table given as under:

Grading Chart with Qualitative Meaning

Grade	Qualitative Meaning	Grade Point
O	Outstanding	10
A ⁺	Excellent	9
A	Very Good	8

B ⁺	Good	7
B	Above Average	6
C ⁺	Average	5
C	Satisfactory	4
D	Borderline	3
F	Fail	0

2.4.9 Minimum Academic Requirements

To maintain academic standing and qualify for the award of the PGDM diploma, students must fulfill the following minimum academic requirements:

- Students must secure a **minimum Term Grade Point Average (TGPA) of 4.00** at the end of each **Trimester**, and a **Cumulative Grade Point Average (CGPA) of 5.00** on a 10-point scale at the end of the **Final Year**.
 - Failure to meet these benchmarks will require the student to **appear for Improvement Examinations** in the relevant courses.
- In cases where a student receives an **‘F’ grade** or is **absent** in any examination, he/she will be allowed to **reappear** in that course through the **Supplementary Examination** by paying the **prescribed fee**.
- A student shall be **eligible for the award of the diploma** with a **maximum of three ‘F’ grades (i.e., failure in up to 3 subjects)**, provided the **overall CGPA is not less than 5.00**.

2.4.10 Grace Marks Policy

A student may be awarded a **maximum of 10 grace marks per academic year**, applicable to **only one course**, in cases where the **aggregate marks** (sum of term-end and continuous evaluation) fall **just below the passing threshold**.

- Grace marks are granted **solely for the purpose of enabling a student to pass** in that particular course.
- The student must **formally apply** to the **Examination Department** to be considered for grace marks.
- Approval of grace marks is subject to the **discretion and verification** of the Examination Committee.

2.4.11 Procedure for Conducting Fair Examination

Examinations shall be conducted in a **fair, transparent, and orderly manner** to uphold the integrity of the assessment process. The use of **unfair means** during examinations is **strictly prohibited**.

Definition of Unfair Means (U.F.M.)

Unfair means include, but are not limited to, the following behaviors during the examination:

- Talking or communicating with other students
- Consulting unauthorized materials
- Copying from another student or any source
- Receiving or transmitting information by any means

Invigilators are authorized to conduct **random checks** to detect and prevent the possession or use of unauthorized materials.

Handling of Unfair Means Cases

All suspected cases of unfair means shall be referred to the **Unfair Means Inquiry Committee**. The committee will:

- Investigate the reported incidents thoroughly
- Submit its findings and recommendations to the **Examination Committee**

The Examination Committee will review the case and recommend appropriate penalties. The **final decision** rests with the **Director** of the Institute.

All reports and recommendations will be routed through the **Controller of Examinations** to the **Director's office** for further action.

2.4.12 Procedure for Handling Unfair Means (U.F.M.) case

The Unfair Means Inquiry Committee shall follow the procedure outlined below to ensure a fair and transparent inquiry:

1. The **Controller of Examinations** shall notify the examinee in writing, detailing the alleged act of unfair means and shall serve a **show-cause notice** requiring the examinee to explain why the charges should not be upheld and why the prescribed punishment should not be imposed.
2. The examinee may appear before the Inquiry Committee at the scheduled **date, time, and venue**, submitting a **written reply or explanation** in response to the show-cause notice. Only the examinee shall personally present his/her case before the Committee.
3. Any **documents or evidence** intended to substantiate the charges shall be presented to the examinee by the Inquiry Committee during the hearing. The evidence will be recorded in the **presence of the examinee**.
4. The examinee shall be granted a **reasonable opportunity for defense**, including an oral hearing. The Inquiry Committee will carefully consider the examinee's response before making its final recommendations to the Examination Committee.
5. The Inquiry Committee shall conduct the proceedings in accordance with the **principles of natural justice**, ensuring fairness and impartiality throughout the process.
6. If the examinee fails to appear before the Committee on the scheduled date without valid reason, the Committee may proceed to decide the case **in absentia** based on the available evidence, and the decision shall be binding.
7. Upon completion of the inquiry, the Committee shall submit a **detailed report** along with its **recommendations regarding the penalty or otherwise** to the Examination Committee for further action.

2.4.13 Categorization of Cases

Unfair Means (U.F.M.) cases shall be categorized based on the nature and severity of the violation as follows:

- **Category A:** Cases where the paper or material found on the student is **irrelevant to the subject** of the examination currently being conducted.
- **Category B:** Cases where the student is found in possession of paper or material **irrelevant to the subject**, but the material **has not been used** in the answer sheet at the time of apprehension.
- **Category C:** Cases where the student is found in possession of paper or material that **has been used** in the answer sheet at the time of apprehension.
- **Category D:** If a student is found guilty of a **Category C offense for the second or subsequent time**, the offense shall be escalated and treated as a **Category D offense**.

Note: In instances involving the **exchange of answer sheets between students**, the confiscated answer sheets of all students involved shall be classified under **Category C** (or **Category D** if the offense is repeated subsequently). In other cases of U.F.M., classification under Categories A, B, C, or D will be determined based on the **gravity and circumstances** of each individual case.

2.4.14 Evaluation of Answer Sheets of U.F.M. cases

The original answer sheet confiscated by the invigilator or flying squad, along with the new answer sheet issued to the student, shall be evaluated by the concerned examiner.

Following categorization of the U.F.M. cases by the Proctorial Board, the evaluation and disposal of these answer sheets shall be as follows:

- **Category A:** The student shall be awarded the marks earned in the answer sheets, as the unfair means material is deemed irrelevant to the examination.
- **Categories B, C & D:** No credit shall be granted for the answer sheets. Appropriate disciplinary action will be taken in accordance with the penalties prescribed for each category.

2.4.15 Category-Wise Punishment

The penalties for Unfair Means (U.F.M.) cases shall be imposed as per the following category-wise guidelines:

- **Category A:** Students found guilty under this category shall receive a **written warning** advising them against indulging in such practices in the future.
- **Category B:** Students shall be required to **reappear in the concerned subject**. The Department will conduct the re-examination following the standard examination schedule.
- **Category C:** Students shall be assigned a **Permanent Fail Grade** in the subject on their mark sheet.
- **Category D:** Students shall be required to **reappear in all courses of the semester** and will carry a **Permanent Fail Grade** in those subjects where U.F.M. cases were established.

The punishment shall be formally communicated to the student by an authorized member of the **Proctorial Board**.

Right to Appeal

The concerned student may **appeal against the decision** of the Proctorial Board to the **Director**. The Director holds the **final authority** to determine the quantum of punishment and may:

- Allow the student to be heard **in person** before making a decision.
- Consider U.F.M. cases on appeal by the student, on reference from the Proctorial Board, or **suo-moto**.

2.4.16 Re-Checking and Grievance

Students may apply for **re-checking** within **seven days** from the date of result declaration for verification of the totaling of marks and to ensure that all attempted questions have been duly evaluated.

- A fee of **Rs. 100/- per subject** must be paid at the time of submitting the re-check application.
- The marks obtained after re-checking will be deemed **final and binding**.

Any discrepancies identified in the mark sheet must be reported **in writing** to the **Registrar** or the **Controller of Examinations Office** within **two working days** from the date of issue of the mark sheet.

2.4.17 Minimum Academic Requirement for Award of Diploma

A student shall be eligible for the award of the diploma upon fulfilling the following criteria:

- a. Securing a minimum **Cumulative Grade Point Average (CGPA) of 4.00** at the end of the first year, and a minimum **CGPA of 5.00** for the combined performance of the first and second years.
- b. Achieving a minimum grade of **‘D’ or higher** in each course, including the Summer Project and Dissertation.
- c. Having **no more than three ‘F’ grades (failures)** across all six terms combined.
- d. Obtaining a **No Objection Certificate (N.O.C.)** from both the **Registrar’s Office** and the **Controller of Examinations**

2.4.18 Supplementary /Improvement/ Examination Policy

If a student fails to score a minimum passing grade in End-Term Examinations, the following will be applied:

- Inability to take an examination due to unforeseen circumstances will lead to a temporary "Fail" Grade in such course(s). He/she will have to appear for Supplementary/ re-examination as mentioned below
- For examinations missed or failed in the first year, Re-Examination/ Supplementary Examination will be conducted in the next academic session.
- For examination missed or failed in the second year, Re-Examination will be conducted as per the schedule declared by the Controller of Examination.
- If the student cannot take the Supplementary/ re-examination or fails in it, he/she will be awarded a "Fail" grade in such course(s).
- These examinations must be taken by those students who have scored less than a D grade in any course of the previous terms to fulfill the minimum academic requirement.
- The students will have to pay the re-examination fees for each such course for which he/she has to take an examination as per the examination fee schedule given above in **Section-2.4.6**
- The student is allowed to appear in the Improvement Examinations to improve his/her grades if he/she has scored less than overall 5 CGPA at the end of the 2nd year.
- These examinations will be scheduled with the examinations of next year's batch of students.
- These students will have to pay the improvement fees as per the policy.
- A student can be given a maximum of 3 attempts for appearing in the supplementary/ Improvement examinations failing which he/she may be declared unfit for the diploma.
- Notwithstanding anything stated above, a student has to successfully pass in all the requirements of the programme within a period of four academic years starting from the academic year of his/her admission.

2.4.19 Award of Medals

Gold, Silver, and Bronze Medals, along with scholarships, shall be awarded to the **Top Three students** of the PGDM program based on their overall academic performance.

To be eligible for these awards, the student must:

- Have successfully completed all courses and academic requirements prescribed under the PGDM curriculum.
- Have no record of Supplementary/Improvement Examinations in any of the trimesters.

In addition, **Rank Certificates** shall be awarded to the **Top Ten students** who fulfill the same criteria mentioned above.

Note: No exceptions shall be made to this policy. **Personal or medical reasons** shall not be considered grounds for exemption under any circumstances.

2.4.20 Provisional Certificate

Students who have successfully passed all courses from Term I to Term VI are eligible to apply for the **Provisional Certificate**. To obtain the certificate, students must first secure a **No Objection Certificate (N.O.C.)** from the following departments:

- Registrar's Office
- Corporate Resource Centre (C.R.C.)
- Library
- I.T. Lab
- Hostel (if applicable)
- Examination Department

Upon submission of the required N.O.C.s and a formal request, the **Provisional Certificate** will be issued under the seal and signatures of the **Registrar** and the **Controller of Examinations**.

If requested, a **Provisional Statement of Marks** may also be issued, either term-wise or in aggregate, to students who meet the eligibility criteria.

2.4.21 Reprint of Mark Sheet / Diploma Certificate

- Students who require a reprint of their **Diploma Certificate** or **Mark Sheet** may obtain the same by submitting a **formal request along with a notarized undertaking**.
- A non-refundable fee of **Rs. 1,500/-** shall be charged for each reprinted document.
- All reprinted documents will be clearly marked with the word '**DUPLICATE**' to distinguish them from the originals.

2.4.22 Convocation for Conferring PGDM Diploma

Students who have successfully completed all academic and institutional requirements for the Post Graduate Diploma in Management (PGDM) shall be formally conferred the diploma at the Convocation Ceremony held by the Institute.

- The **Annual Convocation** for awarding the PGDM diploma shall be conducted at GLBIMR on a date approved by the Chairperson, upon recommendation from the Director.
- In exceptional circumstances, a **Special Convocation** may be organized on dates as determined by the Chairperson, based on the Director's recommendation.
- During the Annual Convocation, the **President of the Institute** shall present an official report summarizing the academic and institutional achievements of the year.
- The **Academic Council** shall prescribe and oversee the procedural conduct of the Convocation Ceremony.

Students who are unable to attend the Convocation may collect their diploma in person or authorize a representative to do so by submitting a **letter of authority**, following prior intimation to the Registrar's Office. Diplomas can be collected on any working day after the Convocation.

2.5 SPECIAL FEATURES @ GLBIMR

2.5.1 Choice-based Value-Added Certification Course (VACC)

GL Bajaj Institute of Management and Research (GLBIMR) offers the Value-Added Certification Courses (VACC) to its students as part of the Micro Skill Enhancement Program. Delivered by highly accomplished faculty members and renowned industry practitioners, these choice-based certification courses are designed to align with real-time industry requirements and contemporary corporate demands. The primary objective of the VACC initiative is to equip students with new-age knowledge, enhance their employability, and support lifelong learning through exposure to practical, career-oriented skills. Students have the flexibility to choose from a dynamic bouquet of courses delivered in offline, online, or hybrid modes, with selections based on their individual interests and career aspirations. The program not only strengthens students' industry readiness but also supports informed decision-making regarding their professional paths.

The value added Certification Courses offered to the PGDM students are as follows:

S. No.	Option Based Courses	TRIMESTER
1.1	Time and Mind Management	I
1.2	Tally ERP 09	I
1.3	Personal Digital Branding and Security	I
1.4	Content Writing and Blog Management	I
1.5	Image Engineering	I
1.6	Graphic Design	I
1.7	Cybersecurity	I
1.8	The Art of Podcasting	I
1.9	Advanced MS Office Skills	I
1.10	Power point Presentation: Design and Animation Skills	I
2.1	Pearson MePro - Language Certification Course	II
3.1	Stock Trading and Investment Management	III

3.2	Servant Leadership and Emotional Intelligence	III
3.3	AI for Managers	III
3.4	Balanced Score Card	III
3.5	Story Telling with Financial Data	III
3.6	Counselling Skills	III
3.7	SEO and Google Analytics	III
3.8	Fintech Applications	III
3.9	SAP - Operations	III
4.1	Big Data Analytics using Python	IV
4.2	Advanced Financial Modelling	IV
4.3	Block Chain Fundamentals	IV
4.4	IT in HR	IV
4.5	Project Management	IV
4.6	Family Managed Business Module	IV
4.7	Social Entrepreneurship	IV
4.8	Marketing Analytics	IV
4.9	Generative AI: Prompt Engineering	IV

2.5.2 Clubs @ GLBIMR

Education in GLBIMR focuses on both the intellectual and personal growth of the students. Clubs at GLBIMR are aimed at providing an outlet and a stage for the creative juices of young minds and hearts by organizing various activities, events, workshops, seminars and extra-curricular events etc. throughout the academic year. GLBIMR aims at continuous learning and holistic development of its students. It offers a very dynamic and exciting environment to its students through diverse clubs where they can showcase their immense talents by participating in different events and set new standards of excellence. The clubs at GLBIMR are *“of the students, by the students and for the students”* and are extensions of their academic and career aspirations.

Objectives of Clubs @GLBIMR

- To create a "simulated corporate environment" that will enable real learning to take place.
- To equip students with the skills that are required in the new business environment "NEW NORMAL".
- To encourage students to find innovative solutions to real world business problems.
- To make the students "Corporate Ready".

Clubs offered by GLBIMR are as follows:

S. No.	Club
1	Marketing Club
2	Finance Club
3	Human Resource Club
4	Information Technology Club
5	Sports Club
6	Youth Social Responsibility (YSR) Club
7	Research Club
8	Art & Culture Club

2.5.3 Cells at GLBIMR

At GL Bajaj Institute of Management and Research, various specialized cells are established as an integral part of the institute's commitment to holistic student development. These cells serve as platforms to enhance student engagement, foster leadership, encourage innovation, and promote values aligned with personal and professional growth. They provide opportunities for students to apply their learning beyond the classroom, collaborate on initiatives, and develop essential skills required in today's dynamic environment. The formation of these cells reflects the institute's vision to nurture well-rounded individuals who are socially responsible, globally aware, and industry-ready.

Cells offered by GLBIMR:

Communication Cell

The purpose of Communication Cell at GLBIMR is to provide a platform to the students for enhancing their communication and leadership skills. It acts as a catalyst to foster their personal growth and professional competence. All the activities planned help the members to evolve as confident communicators, who can respond effectively in any situation. The cell members manage The GLB Times-led by Student Editorial Board, covering the vibrant life and events of the institute. All such initiatives offer students a dynamic platform to foster their creativity, collaboration, and communication skills.

Social Media Cell

The Social Media Cell at GL Bajaj Institute of Management and Research plays a pivotal role in enhancing the institute's digital presence by actively showcasing campus events, student achievements, and institutional milestones across various social media platforms. Its core objective is to empower PGDM students by engaging them in real-time content creation, digital marketing strategies, and trend analysis, thereby fostering creativity, communication, and collaboration. Through active participation, students gain hands-on experience in managing brand image, storytelling, and leveraging social media tools—skills that are increasingly vital in today's business landscape. The cell not only bridges the gap between academic learning and industry expectations but also cultivates leadership and a sense of responsibility among students, making them confident, industry-ready professionals.

Entrepreneurship Cell

“Centre of Development for Entrepreneurship & Innovation (Code-I)” is the hub of Entrepreneurial endeavours of GLBIMR. It is dedicated to encourage and discover the enterprising streak amongst the students of GLBIMR. The core belief of the E-cell is that entrepreneurship is a journey of an individual to venture into the hitherto unexplored, uncertain world of new possibilities and opportunities, having social, economic and environmental benefit. It encourages students to inculcate the spirit of ownership, come up with their business ideas and takes initiatives to give a concrete platform to showcase their entrepreneurial talent. “CODE-I” is running its YouTube Channel showcasing the students' initiatives of institutional Capacity Building and hand-holding of start-ups within the campus to inculcate innovation and skill development.

Another initiative of GLBIMR 's CODE-I is handholding prison inmates by training them in the area of entrepreneurship, preparing their Detailed Project Reports (DPRs) and linking their handmade products with buyers/market.

Apart from this, the Student Entrepreneur Leaders of the E-cell organize workshops and Expert Talks on entrepreneurship from time to time. The core belief of E-cell team is that there is an entrepreneur in each one of us. With a mission to create a bigger platform for our students, with more engaging events in the coming years to put our Institute on the right pedestal of fostering innovation. IIC, Ministry of Education has given a 3-star rating to its efforts.

Women Cell

At GL Bajaj Institute of Management and Research, we believe that women play a pivotal role in shaping the progress and development of any nation. Gender equality is not just a fundamental human right—it is essential for building a peaceful, prosperous, and sustainable world. With this vision, the institute established the Women's Cell in 2017 under the dynamic leadership of the Director and Chairperson. The Cell comprises committed faculty members, staff, and female students who work collaboratively to raise awareness and sensitize the campus community on gender-related issues. Through regular initiatives such as International Women's Day celebrations, expert talk sessions, health camps, workshops, street plays (Nukkad Natak), and women leadership summits, the Cell provides platforms for empowerment and expression. The core objectives of the Women's Cell include promoting gender equality, dispelling discrimination, and building a society free from gender bias. It strives to instill self-esteem and confidence in women, enabling them to make informed decisions and excel in all aspects of life. The Cell also works to spread awareness about social, legal, and constitutional rights, while equipping female students and staff to stand strong against sexual, physical, and mental abuse. Furthermore, it encourages equal opportunities for all, nurtures entrepreneurial ambitions among female students, and motivates the entire campus community to be self-reliant and contribute meaningfully to the nation's growth.

Centre for Sustainability

Business and Human Rights are one of the most important issues these days. Companies, either due to an explicit mandate from investors or due to demand from customers, are forced to follow the sustainable and responsible conduct at each step of business activity. Imbibing responsible behaviour in the core business philosophy as well as planning has become an unwritten mandate for companies. The objective of Centre for sustainability is to create a stimulation on environmental, social and governance (ESG) amongst the management fraternity, give the platform to raise questions, evoke thoughts, understand the new models of sustainability through ESG practices, and to prepare students for the future to introduce required ESG practices in a business environment. The vision of the centre is to develop Awareness, Engagement & Empowerment towards sustainability issues worldwide and it aims to learning eco system and inculcate leadership skills in sustainability area.

International Relations Cell

The International Relations Cell at GLBIMR is a hub for academic and research activities that serves as a gateway for GLBIMR's global engagement. The Cell takes great pride in its continuous efforts to strengthen GLBIMR's global presence. The cell plays a crucial role in identifying, developing, and nurturing global partnerships. Over the past few years, we have successfully established long-term relationships with international partners around the world. Through various initiatives such as student exchanges, faculty exchanges, international immersion programs, short-term programs, and International Internship, the institute supports global business education. These opportunities allow GLBIMR PGDM students to learn from the best business practices worldwide and develop a strong cross-cultural sensitivity. Our aim is to expand and enhance global training programs, foster internationally collaborative research (especially in emerging markets), and provide professional and consulting services. By doing so, we not only strive to produce responsible future managers but also contribute to the growth of industry, government, regional entities, and international institutions.

Our Partners

The details of International Collaborations are as follows:

- Synergy University, Moscow, Russia
- Maverick Business Academy, London
- Skyline University College, Sharjah, UAE
- Krirk University, Bangkok, Thailand
- Pretor Business College, Ethiopia, Africa

- Indo-Gulf Management Association, Dubai
- Near East University, Nicosia, Cyprus
- Atlantis University, USA
- IBS, Hungary
- Vision College of Jeonju, South Korea
- Berlin School of Business, Germany
- Rabat Business School, Morocco

Industry Interface Cell (IIC)

The Industry Interface cell is an initiative at GLBIMR that aims at academia-industry collaboration. It serves as a platform for students, faculty, and industry professionals to interact, exchange ideas, and gain practical insights into the business world. It plays a major role in preparing students for the corporate world and helping them thrive in a highly competitive environment. GLBIMR's "classroom to industry" concept is revolutionizing pedagogy, aiming to make the students truly "Industry Ready." It also promotes collaboration between the institute and industry through partnerships, internships, and joint initiatives.

Under this cell every student will be provided with the opportunity to attend prestigious corporate events organized by professional bodies like:

- AIMA (All India Management Association, New Delhi)
- ASSOCHAM (The Associated Chamber of Commerce & Industry of India)
- FICCI (Federation of Indian Chamber of Commerce and Industry)
- CII (Confederation of Indian Industry)
- NIESBUD (The National Institute for Entrepreneurship and Small Business Development)
- PHDCCI (PHD Chamber of Commerce and Industry).

Inter-Institute Participation Cell

The Inter-Institute Participation Cell at GL Bajaj Institute of Management and Research is founded on the belief that active involvement is key to personal and professional success, as echoed in the words of Rob Thomas: "You cannot fail without your consent. You cannot succeed without your participation." This cell encourages students to step beyond the classroom and engage in various academic, cultural, and professional events across institutions. Through such participation, students develop essential competencies including effective communication, interpersonal skills, leadership qualities, professional etiquette, ethics, and networking abilities—preparing them to thrive in competitive and collaborative environments.

2.5.4 Mentoring Program at GLBIMR

At GLBIMR, we believe in a 3-fold mentoring programme - Faculty, Alumni and Corporate. While the first two had already been implemented and well-integrated within our system, we introduced the corporate mentoring as the third level in 2023.

Faculty Mentoring

The student mentorship programme at GLBIMR is aimed at providing an inclusive and enabling learning environment to all students (mentees) starting from the first trimester, soon after the commencement of the PGDM programme. The mentoring programme aims at combating feelings of isolation, burn-out and stagnation through productive conversations and constructive guidance of teachers (mentors). The mentee-mentor framework is a unique support system to motivate students to excel in both academic and personal lives and to make the most of their time spent at the Institute. The mentoring process presents a developmental opportunity of mutual benefit for both mentor and mentee. For the purpose of Summer Internship and the Dissertation, the student may have different mentors belonging to his/her areas of

specialization. For the summer internship and dissertation, each student will be paired with an Industry Mentor from the host organization to guide and support their work.

Alumni Mentoring Program (Project Sahyog)

Project Sahyog is an Alumni Mentoring Program designed for the Post Graduate Diploma in Management (PGDM) students. This alumni initiative is rooted in the ethos of fostering strong connections between current students and the illustrious alumni of our Institute. Through personalized guidance, the program aims to bridge the gap between academic learning and real-world business challenges. Alumni mentors, who have traversed similar academic and professional paths, offer invaluable insights, advice, and support to the next generation of leaders. This noble initiative was launched by the alumni of the PGDM Batches of 2009-11 and 2010-12 in 2019. Since then, they have successfully mentored the all the PGDM Batches.

Corporate Mentoring

At GLBIMR, we offer students a unique opportunity to develop their careers through our corporate mentoring programme which is one of the ways of formalizing the relationship between individuals in a professional set-up (mentors) and students (mentees). The programme offered in the third trimester offers a structured setting to develop beneficial one-on-one relationships between students and professionals. Acting as a friend, a teacher, and a guide our corporate mentors encourage and advise students by sharing their professional experience. The Corporate Mentoring Programme helps the students in exploring the world of work through interaction with professionals in their area of specialization and gain a practitioner's perspective on applying textbook concepts to real-life situations. During the course of this programme, the students get an opportunity to familiarize themselves with corporate protocol, identify long-term professional development needs, realize the value of networking and develop a meaningful professional relationship through in-person and virtual meeting sessions with corporate mentors.

2.5.5 Alumni Talk Series

GLBIMR believes in the strength of alumni network and values their contribution towards institution building. GLBIMR has taken an initiative to invite its prestigious alumni back to the campus. Alumni are the real assets of any institute. Alumni Talk series is a platform for GLBIMR alumni sharing their career paths, offering insight, and introducing their companies to the students. Alumni associated with corporate brands Accenture, Godrej, KPMG, AXIS Bank, Bisleri and many more had come and shared their views on the conservation of students' time and energy. They also explained various business qualities and skills which are essential to achieve success in the corporate sector. These sessions help students to develop insights and nurture them into professionals, who are Industry ready. It is to be noted that attendance is mandatory for Alumni Talk sessions.

2.5.6 Industrial Visits

At GL Bajaj Institute of Management and Research (GLBIMR), organizing industrial visits is a regular and integral part of the academic curriculum. These visits are strategically planned to renowned companies across diverse sectors, providing students with firsthand exposure to real-world business operations and corporate environments. The primary objective of these visits is to bridge the gap between theoretical knowledge and practical application by familiarizing students with the internal processes, work culture, and functional dynamics of various industries. Additionally, these interactions offer valuable insights into current industry trends, technologies, and managerial practices. They also serve to inform students about the skills, competencies, and professional attitudes expected by employers from fresh postgraduates. By observing and engaging with professionals in action, students gain a clearer understanding of industry standards and are better equipped to align their learning with future career aspirations.

2.5.7 MOOCs (Massive Open Online Courses)

To enrich traditional classroom learning and promote self-directed education, the Institute has incorporated Massive Open Online Courses (MOOCs) into the regular curriculum for PGDM students.

This initiative offers students the opportunity to explore specialized functional areas of business management through courses led by globally renowned experts. These MOOCs encourage active student engagement, allowing learners to organize their participation based on individual learning goals. The MOOC Coordinator will provide detailed guidance and support to ensure students make the most of this learning experience.

3 COURSE FEE OF THE PGDM PROGRAM

3.1 FEE STRUCTURE:

The Fee for Two-Year Full-Time PGDM programme will be **Rs. 7,85,000/-**

Laptop and course material for each subject in each trimester will be provided to all students. The laptop will be the property of student on completion of the PGDM programme.

The schedule for payment of Fee will be as under:

Fee Particular	Amount	Due date
At the time of Registration	Rs. 50,000/-	On Selection
1st Instalment	Rs. 1,50,000/-	At the Time of Admission
2nd Instalment	Rs. 1,46,500/-	15th October, 2025
3rd Instalment	Rs. 1,46,500/-	15th February, 2026
4th Instalment	Rs. 1,46,000/-	15th June, 2026
5th Instalment	Rs. 1,46,000/-	15th October, 2026

Hostel is optional for students and accommodation is on first come first serve basis.

Hostel Fee: Rs. 1,25,000/- to 1,70,000/- (depending upon the type of accommodation available).

All fees except Hostel Charges can be paid through Demand Draft in favor of "**G.L. Bajaj Institute of Management and Research**" payable at Greater Noida / Delhi, or transferred through UPI/ IMPS / NEFT / RTGS in **ICICI Bank**.

A/c Name: "G. L. Bajaj Institute of Management & Research"

Bank A/c no "025401007696",

IFSC code: ICIC0000254;

Branch: Krishna Apra Royal Plaza, Alpha -1, Greater Noida.

3.2 COURSE FEE REFUND POLICY

- If a student withdraws from the course before the commencement of the session, the total fee deposited shall be refunded after a deduction of Rs. 1000/- as administrative charges.
- The applications for refund must be in writing and addressed to the Director.
- If a student applies for withdrawal from the course after the commencement of the session, there will be no refund.
- If a student does not attend the course due to illness, he/she must communicate the same in writing to the Institute. A proper and authentic medical certificate must be presented to the Director through Registrar while rejoining the course.

3.3 SCHOLARSHIP POLICY OF GLBIMR

		Scholarship Amount (Rs.)
Scholarship on the basis of MAT Composite Score	Range of MAT Composite Score - 500 to 600	20,000/-
	Range of MAT Composite Score – 601-700	25,000/-
	MAT Composite Score -Above 700	30,000/-
Scholarship on the basis of CAT/XAT percentile	Range of CAT/XAT Percentile Score- 50-60	20,000/-
	Range of CAT/XAT Percentile Score- 61-70	25,000/-
	CAT/XAT Percentile Score- above 70	30,000/-
Scholarship on the basis of CMAT	CMAT ranking 10001 to 20000	20,000/-
	CMAT ranking 4001 to 10000	25,000/-
	CMAT ranking 1 to 4000	30,000/-
Scholarship on the basis of Academic Performance Criteria	Above 60% marks in 10th, 10+2 and graduation	25,000/-
Scholarship for men based on Qualifying Exam (B.Tech./BE)		50,000/-
Scholarship for women based on Qualifying Exam (B.Tech./BE)		60,000/-
Scholarship for students of Delhi University scoring 1st Division		50,000/-

Note: A student is eligible to avail only one scholarship (of higher denomination) irrespective of his/her eligibility for multiple scholarships.

4 STUDENT CODE OF CONDUCT

4.1 PREAMBLE

The following Handbook outlines the established procedures and expectations of GL Bajaj Institute of Management & Research (the “Institute”) for all students admitted to the PGDM program.

As a condition of enrolment, every student is required to adhere to this Code of Conduct (the “Code”), including all associated rights, responsibilities, and limitations. By upholding this Code, the Institute aims to implement a fair, transparent, and efficient discipline process that fosters both individual accountability and collective growth.

Students are encouraged to familiarize themselves thoroughly with the Code, which is also available for review on the Institute’s official website.

4.2 STUDENT DISCIPLINE

General Code of Conduct

1. Self-Discipline & Respect

- Uphold self-discipline, self-control, and courteous behaviour at all times.
- Treat classmates, faculty, and staff with respect; refrain from offensive language or actions.

2. Academic Environment

- Mobile phones and electronic gadgets (other than laptops and calculators when required) must be switched off in classrooms, auditoriums, and seminar halls.
- Unauthorized use will result in immediate confiscation. Phones will be returned only after a parental undertaking pledging no recurrence.
- Students must follow guidelines and exercise self-discipline during all online meetings and sessions

3. Accurate Records

- Keep personal information—contact details, address, etc.—current by notifying the Registrar in writing.

4. Care of Institute Property

- Use facilities responsibly; deliberate damage will incur repair/replacement charges and possible suspension or rustication for repeated offenses.

5. Professional Conduct

- Maintain polite, professional interactions with faculty and peers. Misbehavior will be met with strict disciplinary action.
- Exercise responsible use of social media; refrain from posting any derogatory or reputation-damaging content about the Institute or its members.

6. Prohibitions

- Smoking, alcohol, narcotics, weapons, bribery, or any form of corruption are strictly forbidden. Violations carry severe penalties, up to rustication.
- Caste-based discrimination, untouchability, or any derogatory behavior toward women is expressly prohibited and will trigger disciplinary proceedings.

7. Social Media Guidelines

- Students should be aware that content shared on social media can have a lasting impact, and they should exercise caution when posting or sharing information online.
- Posting offensive comments, images, or other content on social media constitutes a breach of the Student Code of Conduct Section 4.2. Such actions may lead to disciplinary measures and could also attract legal consequences under the provisions of the IT Act 2000 and its Amendments in 2008.

- Any content that maligns GLBIMR, its policies, or its employees will be viewed seriously and may result in disciplinary action, including but not limited to suspension, penalties, debarment from examinations, and disqualification from campus placement opportunities and in extreme cases expulsion from PGDM programme.

8. Attendance & Punctuality

- Attend all classes, tests, examinations, and mandatory activities punctually.
- Truancy, unapproved absences, or habitual lateness will be dealt with seriously under the disciplinary code.

All students are expected to familiarize themselves with and abide by these standards. Continuous adherence ensures a disciplined, respectful, and growth-oriented learning environment.

4.3 PENALTIES FOR BREACH OF DISCIPLINE

For committing any act of indiscipline following penalties may apply:

- The defaulter may be expelled from the Institute; in such cases he /she shall not be readmitted in the Institute.
- For a stated period, the defaulter may be rusticated and shall not be allowed to attend the PGDM Program, till the expiry of the period of rustication.
- The defaulter may be imposed with the fine of a specified amount of money.
- The defaulter may be debarred from taking an examination or examinations for one or more years.
- In some cases, the result of the concerned student of the examination or examinations at which he has appeared is cancelled.

4.4 ACADEMIC INTEGRITY AND STUDENT CONDUCT

GLBIMR students are expected to maintain high standards of discipline. Students must behave in an orderly and professional manner both in campus and off-campus.

a) Dress Code

Students of GLBIMR must wear the uniform prescribed within the Institute premises and during all the events organized by the Institute. All the Students are required to come in dress –code/uniform every day. Students not in proper dress- code/uniform shall not be allowed to enter the college premises and no excuse shall be entertained for the same.

- Students are not permitted to wear any visible body adornments, including earrings and display body piercing or Tattoos.
- Make up should be sober and unobtrusive/translucent dresses and loosened ties are highly discouraged.
- Male Students must wear black polished shoes, and female may wear black polished shoes or black sandals. (Female Students may ensure that the shoes/sandals cover the foot completely. Further note that Flip-Ons / Slippers / Floaters are strictly prohibited.
- Students are expected to be in Blazers on special occasions.
- Male students should maintain a neat, professional appearance. Unless required by religious observance, they must be clean-shaven, keep hair at a moderate length, and avoid unnatural hair colours.

Failure to comply with these guidelines will constitute “Disciplinary Misconduct” under the Code of Conduct and may incur penalties, including the forfeiture of attendance.

b) Identity Card

All students must wear their Institute identity cards at all times. In case of loss, a duplicate card may be issued by the Registrar's Office upon payment of ₹250. Upon program completion, students must surrender their identity cards to the Registrar's Office. Failure to display an I-card on campus will result in disciplinary action.

c) Admit Cards

- Before each end-term examination, students must collect their admit cards from the Office of the Exam Controller.
- Admit cards will not be issued to any student with outstanding fees or dues.
- No student will be permitted to enter or sit for an end-term examination without a valid admit card.

d) Notice Board

All official communications will be posted on the Institute notice boards, the official website, and sent to your Institute email. Students are advised to check these channels regularly to stay informed.

e) Class Duration

- Each lecture session will be 60 minutes in duration.
- A full-credit course consists of 30 such sessions.

f) Classroom Discipline

Students are required to be in class 05 minutes before the commencement of class. Intake of food and beverages is strictly prohibited in the classroom. Students are advised to keep their mobile phones switched off while attending the class.

g) Cleanliness & Hygiene

GLBIMR is a strictly tobacco-free campus, and the use of any intoxicants is forbidden in all campus and hostel areas. Students must uphold high standards of cleanliness and hygiene—spitting, littering, defacing property, or similar misconduct will incur disciplinary action.

4.5 GENERAL CODE OF CONDUCT VIRTUAL CLASSROOMS AND SESSIONS (ZOOM)

1. Technical Preparation

- Install and test Zoom on your laptop before your first class—ensure audio, microphone, and video function properly.
- Log in at least 5 minutes early to troubleshoot any technical issues.
- Use a stable surface (desk or table)—avoid holding the laptop on your lap to prevent distracting camera movement.

2. Login and Presentation

- Join using your full name and batch details.
- Dress in formal attire.
- Select a simple, uncluttered background (e.g., blank wall or neutral setting).
- Turn on your camera upon entry and keep it on throughout the session.

3. Audio & Participation Etiquette

- Mute your microphone when entering the meeting; unmute only to speak.
- Avoid interrupting: use “Raise Hand” or type questions in chat.
- Do not ask if people can hear you—proceed with your question; others will let you know if there's an issue.
- Refrain from multitasking—focus on the class, take notes, and engage actively.

4. Equipment Recommendations

- Use headphones with an external microphone to minimize background noise.

5. Attendance & Accountability

- Attendance will be recorded by the instructor after each session.
- Absences from classes, tests, exams, or mandatory activities will be taken seriously and addressed under the disciplinary code.

6. Professional Conduct

- Maintain respectful, courteous behavior towards faculty and peers. Any misconduct will incur strict disciplinary action.
- Use social media responsibly; do not post derogatory or reputation-damaging comments about Institute members or the Institute itself.

Failure to comply with these guidelines will be treated as disciplinary misconduct under the Institute's Code of Conduct.

4.6 STUDENT PARTICIPATION IN GOVERNANCE

GLBIMR values student participation in governance and growth. Each trimester, Class Representatives are elected from every section to voice class interests and contribute to Institute decision-making. This Code and its policies are designed to ensure that students play an active role in both academic and administrative affairs.

All students are encouraged to share feedback, report violations, and collaborate—individually and collectively—to enhance the effectiveness of this Code and its related policies. Your involvement helps inform better decisions and continually improves our learning community.

4.7 GRIEVANCE REDRESSAL

All student grievances must be submitted to the Proctor, who will promptly convene a Proctorial Board meeting—chaired by the Director—to review the issues and implement appropriate remedies. Throughout this process, the Board remains fully committed to safeguarding and advancing student interests.

S. No.	Name of Official	Designation	Contact No.	Email Id
1.	Director	Presiding Officer	9213991830	director@glbimr.org
2.	Dr. Shuchita Singh	Proctor (Girls)	9873803736	shuchita.singh@ glbimr.org
3.	Dr. Anand Kumar Rai	Proctor (Boys)	9811743141	anandkumar.raai@ glbimr.org
4.	Dr. Pawan Kumar	Member	9999157756	registrar@glbimr.org
5	Dr. Arvind Bhatt	Member	9457473730	arvind.bhatt@ glbimr.org

For academics, admissions, administration, or hostel matters, students should first contact their Program Chairperson, who will raise the issue to the Director. For finance or transportation concerns, students should approach the Registrar. If no resolution is provided within 72 hours, students may write directly to the Director.

4.8 LIBRARY RULES AND FACILITIES

Library Service Hours Monday to Saturday:

Reading & Consultation:	9.00 AM to 6.00 PM
Issue/Return of Books	9.30 AM to 5.00 PM

The library will remain closed on Sundays and all Institutional Holidays.

e-Book Bank Facility

e-Book bank facility is provided to all students of PGDM programme. Prescribed text books for each subject are available for issue to students as per the Library rules.

Overdue Charge

An amount of Rs. 5/- per day will be charged if books are not returned within the stipulated period. The overdue charges on “reserved” will be Rs. 25/- per day.

Condition of Library I-Card

- Library I-Cards are non-transferable.
- Cardholders are fully responsible for all items borrowed on their I-Card.
- Lost I-Cards must be reported to the librarian immediately. Duplicate cards incur a fee of ₹150–₹300, based on frequency of loss.
- Any mutilation, markings, or removal of pages is deemed “damage” and treated as a lost book. The borrower must replace the item or pay its full cost. For rare or out-of-print titles, the librarian’s valuation is final.

4.9 CORPORATE RESOURCE CENTRE (CRC)

The CRC provides full support for both final and summer placements. All students must adhere to the following guidelines.

1. **Placement Policy Announcement** The CRC will publish the placement policy at the start of each placement session, ensuring clear expectations and a commitment to quality opportunities.
2. **Shortlisting & Participation** Eligible students must participate in all selection processes for companies shortlisted by the CRC. Failure to attend or disciplinary penalties will disqualify a student from CRC assistance.
3. **Independent Applications (PNR Form)** Students wishing to pursue family business, entrepreneurship, or apply independently must submit a signed Placement-Not-Required (PNR) form.
4. **Post-Offer Interviews** Students who have accepted an offer may only attend further campus interviews for A*-Star (exceptionally renowned) companies, provided they meet all eligibility criteria.
5. **Offer Acceptance & Withdrawal** Upon accepting any job offer—on-campus or independent—students must immediately inform the CRC by completing the “Successful Placement Form” (including salary and hiring details) and withdraw all other applications.
6. **Reapplication Criteria** A student may reapply for another opening only if the new offer’s CTC is at least 2 (multiplied by) their current offer. Each student may invoke this provision up to three times.

4.10 COMPUTER LAB

General Rules

1. Sign-In/Out

- Report to the Lab In-Charge before entry.
- Complete the usage log (name, roll no., login time, purpose) and sign out upon exit.

2. Conduct & Discipline

- Always maintain silence and orderly behavior.
- Do not change any system settings—violations incur a one-week lab ban.
- Follow the System Administrator’s instructions; they may cancel or reassign reserved slots.

3. Usage & Time Management

- Complete tasks within your allotted slot.
- Back up all files to personal storage and delete them from the hard drive.
- Laptop/mobile charging, food, drinks, and non-academic activities (chatting, games, music, video) are prohibited.

4. Equipment Care & Reporting

- Immediately notify staff if any machine malfunctions.
- Damaging or misusing equipment will result in account suspension, fines, or rustication.

5. Security

- Always log out and keep your password confidential—account misuse is your responsibility.
- Display your ID card when requested.
- Downloading unauthorized screensavers, wallpapers, or software is forbidden.

6. Penalty

- Violations may lead to temporary debarment, a ₹500 fine, or both.

4.11 HOSTEL RULES

1. Hostel Fee

- a. Students shall pay hostel fee directly to the service provider, the Institute will not be responsible for any payment towards the hostel of its students to the service provider.
 - b. The accommodation will be booked for one academic year. An option to vacate after 6 months is available after payment of 2 months' hostel fees as early vacating charges.
2. **Facilities: Furniture/ Water/ Dining/ Transport** - Service provider shall provide Bed, Table, Chair, Almirah with lock and separate keys of the allotted room to the respective students. Adequate dining area in the hostel will be provided. Also, free of cost transport facility to college students for drop and pickup from the college in normal routine. Rooms once allotted to the students for an academic year will not be changed except under special situations.
 3. **Safety and Security-** The service provider shall provide round-the-clock Lady Warden, security, medical facility, recreation room, fire-fighting system, facility, cafeteria etc. in their hostel premises. The Student is personally responsible for safety of their all valuables.
 4. **Inspections and Visits** - College representatives will randomly visit the hostel premises and interact with college students.
 5. **Storage of Baggage during Vacation** - During the vacation, belongings should be kept in the cupboard under lock. On completion of the final year of the program or when a student desires to vacate hostel accommodation at the end of an academic year, she should take all her belongings with her. While vacating hostel, the hostel fee should be paid as per the hostel guidelines.
 6. **Hostel Timings** - Students need to strictly adhere to the hostel in and out timings as detailed by Hostel Warden.
 7. **Medical Emergency** - In case of medical emergency, the student will be shifted/referred to the hospital.
 8. **Strictly Prohibited Activities (Ragging)** - Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence and violation will invite action as per law. Anti-Ragging Squads (Dr. Prachi Agarwal: 9810471008 / prachi.aggarwal@glbimr.org; Dr. Anand Kumar Rai: 9811743141 / anandkumar.raai@glbimr.org).
 9. **Suggestion/ Complains** - Suggestions and complaints related to hostel should be first raised to the warden if not resolved then can be escalated to concerned faculty (Dr. Prachi Agarwal: 9810471008 and Dr. Arvind Kumar Bhatt- 7983719311).
 10. **Disciplinary Action** - In cases of indiscipline in the hostel premises, student may be expelled from the hostel. No refund of fee shall be applicable in such cases.

4.12 RAGGING

Ragging is a Criminal Offence & Strictly Prohibited at GLBIMR Campus

Ragging is a Criminal Offence as Per the Supreme Court Verdict. **Ragging is an offence under penal code and under section 116 of the Karnataka Education Act, 1983 (Karnataka Act No.1 of 1995), which define ragging as:**

Ragging constitutes one or more of the Following Acts:

- 1) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- 2) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

- 3) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- 4) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- 5) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- 6) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- 7) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- 8) any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- 9) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishment

The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at institution level shall be any one or any combination of the following:

- a. Cancellation of admission.
- b. Suspension from attending classes.
- c. Withholding/withdrawing scholarship/fellowship and other benefits.
- d. Debarring from appearing in any test/examination or other evaluation process.
- e. Withholding results.
- f. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- g. Suspension/expulsion from the hostel.
- h. Restrictions from the institution for period ranging from 1 to 6 terms.
- i. Expulsion from the institution and consequent debarring from admission to any other institution.
- j. *Collective punishment*: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Important Note: Students are advised to Desist from Doing Anything Against their will. Any Incident of Ragging must be reported to the ‘Anti Ragging Committee’.

Anti-Ragging Committee:

S. No.	Name of Official	Designation	Contact No.	Email Id
1	Director	Presiding Officer		director@glbimr.org
2	Dr. Anand Kumar Rai	Member	9811743141	anandkumar.raai@ glbimr.org
3	Dr. Arpita Srivastava	Member	9868403547	arpita.srivastava@ glbimr.org
4	Dr Pawan Kumar	Member	9999157756	registrar@ glbimr.org

4.13 UNDERTAKING

All students must read and understand the above rules & regulations and required to give an undertaking in this respect.

4.14 CHANGE OF RULES

The institute reserves the right to change any or all of the information, rules, regulations and procedures in this Hand Book without prior notice, whenever it is deemed necessary to do so.

5 COURSE STRUCTURE

Post Graduate Diploma in Management (PGDM):

The course curriculum follows a well-designed course structure. The structure and the course details are given as under:

PGDM COURSE CURRICULUM

Term	Subjects	Papers	Credits	Total Credits
I	Core papers	9	19.5	19.5
II	Core papers	12	24.5	24.5
III	Core papers	9	16.5	28.5
	Electives	4	12	
Summer Internship Project (SIP)-8-12 weeks			6	6
IV	Core papers	6	7	22
	Electives	4	12	
	Open Elective Course	1	3	
V	Core papers	2	4	16
	Electives	4	12	
VI	Dissertation Project	1	9	9
	Grand Total		125.5	125.5

FIRST YEAR (TRIMESTER-I PAPERS)

Sr. No.	Code	Nomenclature	Credit	Hours
1	PG101	Management Concepts and Organizational Behaviour	3	30
2	PG102	Managerial Economics	3	30
3	PG103	Accounting for Managers	3	30
4	PG104	Statistics for Decision Making	3	30
5	PG105	Excel for Managers	3	30
6	PG106	Applied Managerial Communication-I	2	20
7	PG107	Entrepreneurship-I	1	10
8	PG108	Business News Analysis	1	10
9	PG109	Aptitude Training Programs (Qualifying-NC)	0	10
		Grand Total	19	200

FIRST YEAR (TRIMESTER-II PAPERS)				
Sr. No.	Code	Nomenclature	Credit	Hours
1	PG201	Human Resource Management	2	20
2	PG202	Marketing Management	2	20
3	PG203	Legal Environment of Business	2	20
4	PG204	Production and Operations Management	3	30
5	PG205	Research Methods in Business	3	30
6	PG206	Corporate Finance	3	30
7	PG207	Information Systems for Business	2	20
8	PG208	Live Project/Mini Internships/Virtual Internships	3	30
9	PG209	Advance Excel and Data Visualization	2	20
10	PG210	Entrepreneurship-II	1	10
11	PG211	Business News Analysis	1	10
12	PG210	Aptitude Training Programs (Qualifying-NC)	0	10
Total Credits			24	250

FIRST YEAR (TRIMESTER-III PAPERS)				
Sr. No.	Code	Nomenclature	Credit	Hours
1	PG301	Applied Managerial Communication-II	2	20
2	PG302	Digital Marketing	2	20
3	PG303	Hands-on Python Tool	1.5	15
4	PG304	Power BI	3	30
5	PG305	AI for Managers	3	30
6	PG306	Decision Science	2	20
7	PG307	Strategic Management	3	30
8	PG308	Business News Analysis	1	10
9	PG309	Aptitude Training Programs (Qualifying-NC)	0	10
8		04 Elective Courses	12	120
Total Credits			29.5	305

Nomenclature	Credit	Time
Summer Internship Project	6	2-3 Month

Summer Internship Program (SIP) Note:

- At the end of Term-III, students will be sent for Summer Internship in the Industry, which will be for the period of **8-12 weeks**.
- The SIP will be arranged largely by the Institute.
- Each student will be assigned a faculty mentor and an Industry mentor for the Internship.
- Students will submit a SIP report based on original research work carried by them.
- Summer Internship Project will comprise of 200 marks which is equivalent to 06 credits.
- SIP evaluation presentations will be conducted in Term –IV.
- Final evaluation of SIP presentations will be done through a panel of external examiners – 3 members.

SECOND YEAR (TRIMESTER-IV PAPERS)				
Sr. No.	Code	Nomenclature	Credit	Hours
1	PG401	Supply Chain Management	2	20
2	PG402	Applied Managerial Communication-III	2	20
3	PG403	Business News Analysis	1	10
4	PG404	Business Simulation	1	10
5	PG405	Open Elective Course	3	30
6	PG406	Aptitude Training Programs (Qualifying-NC)	0	10
7		4 Elective Courses	12	120
Total Credits			21	220

SECOND YEAR (TRIMESTER-V PAPERS)				
Sr. No.	Code	Nomenclature	Credit	Hours
1	PG501	Business and Sustainability	2	20
2	PG502	Ethics and Human Values	2	20
3		4 Elective Courses	12	120
Total Credits			16	160

SECOND YEAR (TRIMESTER-VI PAPERS)				
Sr. No.	Code	Nomenclature	Credit	Hours
1	PG601	Dissertation Project	9	90
Total Credits			9	90
Grand Total			124.5	

Dissertation Note:

- Topics of Dissertation will be finalized during Term -IV.
- Each student will be assigned a faculty mentor and they have to get Dissertation topics and synopsis approved by their faculty mentors.
- Students will submit a Dissertation report on the basis of original research work carried by them. Dissertation will comprise of 300 marks which is equivalent to 09 credits.
- Dissertation progress review presentations will be conducted in Term - IV & Term -V.
- The soft and hard bound copies of the Dissertation report will be submitted at the end of Term -V.
- Final evaluation of Dissertation presentations will be done through a panel of external examiners – 2 members.

Guidelines for MOOCs

MOOCs (Massive Open Online Courses) on SWAYAM-NPTEL platform allows all the registered learners to facilitate the transferability of academic credits earned between successfully completed NPTEL courses and for the purpose of completing their PGDM program that are comparable to or disciplinary related to those program offered by GLBIMR, through notification of the list of the online learning courses eligible for credit transfer in the forthcoming Trimester in the month of June and November every year.

Here are the guidelines for PGDM students from the Batch 2025-27 onwards:

- Any student will be permitted to opt for only up to 20% of the total courses or maximum two course per trimester through the online learning courses provided through the SWAYAM platform, for which students may apply for course exemptions, subject to approval by the academic council.
- Students opting for an online course shall be required to register for the MOOCs for that course/paper through SWAYAM-NPTEL Local Chapter and it will be mandatory for her/him to share necessary information with the college/institute and potential employer beforehand.
- MOOCs shall be optional and can be integrated into the curriculum based on the specific requirements of a particular subject area or department. Student must choose the NPTEL courses as per the basket provided by the Institute.
- Students wishing to enroll in MOOCs must obtain prior approval from the relevant department to ensure the course aligns with their academic goals and program objectives/requirements. Any deviation from the same will not be entertained in any case.
- The credits assigned would depend on the number of weeks (8 or 12: 8-week course may be assigned 2 credits, while 12 weeks may be assigned as 3 credits).

The fees/charges of any kind, for obtaining the certificate shall be paid by the student.

The MOOC Course Evaluation:

Evaluation of MOOC courses shall be conducted strictly based on the certification provided by the respective agency or body.

- It is mandatory to submit the Certificate in Hard Copy after the successful completion of the course before the completion time.
- Only after the submission and verification, relevant credits will be awarded to the students.

The Successful Pass certificate should explicitly include the following details (if the student opted for a course other than SWAYAM-NPTEL platform):

- a) Marks obtained by the students
- b) Course duration (minimum of 2 credits or 8 weeks or 20-24 hours), and

Suggestive course credits to be awarded, as essential components.

Important points to Remember for success:

Plan your TIME: MOOCs can be flexible as they provide additional learning opportunities and help students develop new skills. But, it's important to plan your time carefully so that you can complete the course. Create a schedule that allows you to balance your PGDM coursework and your MOOC studies.

ENGAGE with the course: MOOCs often have forums or discussion boards where you can interact with other students and the instructor. Take advantage of these opportunities to ask questions, share your thoughts, and learn from others.

COMPLETE your assignments and assessments: MOOCs often have assignments or assessments that are designed to test your knowledge and understanding. Completing these tasks can help you consolidate your learning and demonstrate your progress. NPTEL has a policy that student with over 70-80% progress ONLY, will be considered for final examination.

LEVERAGE MOOCs for networking: MOOCs often attract learners from all over the world, and this can be an opportunity to expand your network and connect with other professionals in your field.

LIST OF ELECTIVES

FINANCE DOMAIN

Sr. No.	Term	Code	Nomenclature	Credits	Hours
1	Term – III	PGF31	Business Valuation & Financial Modelling	3	30
2	Term – III	PGF32	Security Analysis and Investment Management	3	30
3	Term – III	PGF33	Banking, Financial Services and Fintech	3	30
4	Term – III	PGF34	Project Appraisal and Startup Financing	3	30
5	Term – IV	PGF41	Financial Derivatives	3	30
6	Term – IV	PGF42	International Finance	3	30
7	Term – IV	PGF43	Wealth and Portfolio Management	3	30
8	Term – IV	PGF44	Financial Risk Management	1.5	15
9	Term – IV	PGF45	Alternative Investments and Hedge Funds	1.5	15
10	Term – IV	PG46	Equity and M&A Modelling	3	30
11	Term – V	PGF51	Tax planning for Managers	3	30
12	Term – V	PGF52	Financial Analytics with Python	3	30
13	Term – V	PGF53	Fixed Income Securities	1.5	15
14	Term – V	PGF54	Behavioral Finance	1.5	15

HUMAN RESOURCE DOMAIN

Sr. No.	Term	Code	Nomenclature	Credits	Hours
1	Term – III	PGH31	Talent Acquisition, Retention & Engagement	3	30
2	Term – III	PGH32	Compensation Benefits and Reward Management	3	30
3	Term – III	PGH33	Organization Development: Diagnosis, Interventions and Change Skills	3	30
4	Term – III	PGH34	Strategic HRM	3	30
5	Term – IV	PGH41	Learning & Development	3	30
6	Term – IV	PGH42	Performance Management and Competency Mapping	3	30
7	Term – IV	PGH43	HR Metrics and Analytics	3	30
8	Term – IV	PGH44	Organization Structure and Design	3	30
9	Term – V	PGH51	Mentoring and Coaching	3	30
10	Term – V	PGH52	Industrial Relations & Labor Laws	3	30
12	Term – V	PGH53	International HRM	3	30
13	Term – V	PGH54	Leadership, Power and Politics	3	30

MARKETING DOMAIN

Sr. No.	Term	Code	Nomenclature	Credits	Hours
1	Term – III	PGM31	Sales Management	3	30
2	Term – III	PGM32	Product & Brand Management	3	30
3	Term – III	PGM33	Marketing Analytics	3	30
4	Term – IV	PGM41	Service Marketing	3	30
5	Term – IV	PGM42	Integrated Marketing Communication	3	30
6	Term – IV	PGM43	Distribution Management	3	30
7	Term – IV	PGM 44	Rural Marketing	3	30
8	Term – V	PGM51	B 2 B Marketing	3	30
9	Term – V	PGM52	Consumer Behaviour	3	30
10	Term – V	PGM53	Customer Relationship Management	3	30
11	Term – V	PGM54	International Marketing	3	30

OPERATIONS MANAGEMENT DOMAIN

Sr. No.	Term	Code	Nomenclature	Credits	Hours
1	Term – III	PGO31	Production Planning and Control	3	30
2	Term – III	PGO32	Total Quality Management	3	30
3	Term – IV	PGO41	Material and Purchase Management	3	30
4	Term – IV	PGO42	Service Operations Management	3	30
5	Term – IV	PGO43	System Simulations	3	30
6	Term – IV	PGO44	Management of Technology	3	30
7	Term – IV	PGO51	New Product Management	3	30
8	Term – V	PGO52	Business Process Re-Engineering	3	30
9	Term – V	PGO53	Project Management	3	30

DATA ANALYTICS DOMAIN

Sr. No.	Term	Code	Nomenclature	Credits	Hours
1	Term – III	PGIT31	Business Analytics	3	30
2	Term – III	PGIT32	Machine Learning for Business Management	3	30
3	Term – III	PGIT33	Data Modelling	3	30
4	Term – IV	PGIT41	Database Concepts and Application	3	30
5	Term – IV	PGIT42	Cloud Computing for Business (AWS/Azure)	3	30
6	Term – IV	PGIT43	Data Analytics Project	3	30
7	Term – IV	PGIT44	Social Media Analytics	3	30
8	Term – V	PGIT51	Data Mining for Decision Making	3	30
9	Term – V	PGIT52	Text and Sentiment Analytics	3	30

INTERNATIONAL BUSINESS DOMAIN

Sr. No.	Term	Code	Nomenclature	Credits	Hours
1	Term – III	PGIB31	Export and Import Management	3	30
2	Term – III	PGIB32	International Trade Operations & Documentation	3	30
3	Term – III	PGIB33	India's Foreign Trade	3	30
4	Term – IV	PGIB41	Export Import Documentation	3	30
5	Term – IV	PGIB42	World Trade Organization – WTO & Regional Trading Blocks	3	30
6	Term – IV	PGIB43	Global Business Environment	3	30
7	Term – IV	PGIB44	Distribution and International Logistics Management	3	30
8	Term – V	PGIB51	International Contract Management	3	30
9	Term – V	PGIB52	International Advertising and Brand Management	3	30
10	Term – V	PGIB53	International Supply Chain Management	3	30

Note: The institute reserves the right to make any changes in the subjects offered along with the content.

Annexure 1

Admission No.:



GL Bajaj Institute of Management & Research

(Approved by AICTE, Ministry of Education, GOI, AIU (Equivalent to MBA) and Accredited by NBA)

Plot No. 2, Knowledge Park-III, Greater Noida, U.P. - 201306

E-Mail: admissions@glbimr.org | Website: www.glbimr.ac.in | Helpline No.: 8010-081-081

REGISTRATION CUM ADMISSION FORM

PGDM

Entrance Exam Scores:

CAT ☐ Score / Percentile MAT ☐ Score / Percentile
XAT ☐ Score / Percentile CMAT ☐ Score / Percentile
ATMA ☐ Score / Percentile GMAT ☐ Score / Percentile

Affix your
recent passport
size colour
photograph

Name of the Student in Full (Block Letters)

First Name Middle Name Last Name

Permanent Address :

State : Pin :

Res. Telephone No. (with STD code) Mob. No.

Correspondence Address (If different from above)

State : Pin :

Mob. No. Aadhar Card No.

E mail ID :

APAAR ID: Nationality:

Date of Birth: Gender: ☐ M ☐ F Religion:

State of Domicile: Category: General ☐ SC/ST ☐ OBC ☐ Minority ☐ Others ☐

ACADEMIC QUALIFICATION

Qualification	Board/Univ.	Roll No.	Stream	Passing Year	Mark Obtained/Total Marks	
High School					OM / TM%
Intermediate					OM / TM%
Graduation					OM / TM%
Post Graduation					OM / TM%
Others					OM / TM%

WORK EXPERIENCE (if any)

Organisation	Designation	D.O.J	D.O.L	Experience (Yrs & Mo.)

Total Experience:

DETAILS OF PARENTS/GUARDIAN

Name of Father in Full (Block Letters) :

[illegible][illegible][illegible][illegible]

City: _____

[illegible]

Office Ph. No.
(with STD No.)

Father's Mobile No.

Annual Income:

--	--	--	--	--	--	--	--

(appx)

[illegible]

Name of Mother in Full (Block Letters) :

[illegible][illegible][illegible]

Details of Brother(s) / Sister(s) / Any other Blood Relation studying / has studied at GL Bajaj (If Any):

Name:

Year of Admission:

Course:

STUDENT DECLARATION

- I hereby declare that the particular stated above are true to the best of my knowledge.
- The admission is purely provisional subject to fulfilling and verification of all the certificates and statements made by me in the admission form and in compliance with the AICTE requirements. In case my admission is not approved or cancelled by the Competent Authorities, then the Institute will not be liable for the same and I will not claim any fee refund.
- I have read and understood all the rules and regulations of the Institute. I will fully abide by the rules and regulations of the Institute during the course of my studies, otherwise my admission can be cancelled, or any other disciplinary action can be taken against me.
- I hereby undertake that I will produce my proof of qualifying examination as required by the institute, by 30th September In case, I will not produce my proof of qualifying examination by the stipulated time, my candidature may be considered null and void and shall not claim any refund of fee/registration amount deposited by me.
- I hereby undertake that: If I withdraw my admission (whatever the reason) after the last date as prescribed by AICTE, I shall not be eligible for refund of fee and even not claim for refund of fee in the Institute.

Date

Student Signature

Parent Signature / Legal Guardian



Annexure 2

Application Form – Hostel Accommodation

First Year, Session 2025-26

Name of the Student Sex:

Father's Name

Date of Birth

E-mail ID

Permanent Address

..... Phone No. (Residence)

Local Guardian Address

Contact No

E-mail ID.....

Declaration by Applicant

I declare that the above given particulars are correct to the best of my knowledge and belief. If, at any stage, it is found that any of the information furnished by me is incorrect, I will withdraw from the hostel and will not claim any refund. I will follow the rules and regulations of the hostel. I hold myself responsible for the dues and prompt payment of the hostel fees.

.....

Date

Signature Parent/Guardian

Signature of Student



Annexure 3

Student Affidavit - Anti-Ragging

Session 2025-26

(To be printed on Non-Judicial Rs. 10/- stamp paper and notarized)

I S/o D/o

Resident of

Course Admitted Session

of G. L. Bajaj Institute of Management and Research hereby undertake/declare that:

I am fully aware of the All India Council for Technical Education's Rules and Regulations on the prevention and prohibition of Ragging in Technical Institutions. I am also aware of the Hon'ble Supreme Court order in SLP NO. 24295 of 2006 dated 16/5/2007 on ragging.

I am aware of the law regarding prohibition of ragging as well as its punishments, and that I, if found guilty of the offence of ragging and/or abetting ragging both in or outside the institute campus, am liable to be punished appropriately which may include to rustication from the college or suspension from the institute. The decision of the Institute, in case of ragging, would be final and binding upon me.

I understand that Ragging is strictly prohibited on and off the GLBIMR campus. No breach of this rule shall be tolerated.

Date: _____

Student's signature _____

Place: _____

Student's Name _____



Annexure 4

Parents Affidavit - Anti-Ragging

Session 2025-26

(To be printed on Non-Judicial Rs. 10/- stamp paper and notarized)

1. I, _____ Father/Mother/Guardian of _____, PGDM Adm. No. _____ having been admitted to **G. L. Bajaj Institute of Management and Research** have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clauses of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission my ward is liable to be cancelled.

Declared this _____ day of _____, 2025

Signature of Deponent

Name: _____

Address: _____

Telephone/Mobile No: _____

Verification

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (Place) on this the _____ day of _____
2025.

Signature of Deponent

Solemnly affirmed and signed in my presence on this ____ day of _____, 2025 after reading the contents of this affidavit.

Oath Commissioner

Note: The student is responsible for submitting the undertaking to the Program Office within ten days of joining.



Annexure 5

Student Undertaking: Code of Conduct & Discipline

Session 2025-26

Undertaking from the Student and Guardian

I _____, PGDM Adm. No.: _____, Batch PGDM 2025-27,

Student of G.L. Bajaj Institute of Management and Research, Greater Noida, Son/Daughter of Shri/Smt.

_____, a permanent resident of Village / Town _____,

PO. _____, PS _____, District _____, State _____,

do hereby undertake on this _____ day of _____, year _____ the following:

1. That, I shall conduct myself within and outside the precincts of the Institute in a manner befitting to the students of an institution of national importance and I shall abide by the admissible rules and regulations of GLBIMR., Greater Noida and follow the code of conduct for students as mentioned in the Student Handbook and informed time to time. I acknowledge that the Institute has the authority of taking disciplinary action on me for non-compliance of the same.
2. That I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging.
3. That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law. I understand that, in case I am involved in ragging, the case will be reported to the police and the law will take its own course and I will be summarily expelled from the institute.
4. That, I am aware that, the following act of omission and /or commission shall constitute gross violation of the code of conduct and I am liable to be invoked with disciplinary measures, if there is omission and /or commission of any or more of the following:
 - (a) Ragging
 - (b) Lack of courtesy and decorum; indecent behaviour anywhere within or outside the campus.
 - (c) Wilful damage or stealthy removal of any property/belongings of the Institute/Hostel or of fellow students.
 - (d) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
 - (e) Mutilation or unauthorized possession of library books.
 - (f) Noisy and unseemly behaviour, disturbing studies of fellow students.
 - (g) Irresponsible Social Media Behaviour
 - (h) Not maintaining adequate attendance in curricular and extra-curricular activities organized for PGDM programme
 - (i) Not meeting the Institute uniform or dress code or grooming standard prescribed by the institute
 - (j) Hacking in computer systems (such as entering other person's area without prior permission, manipulation and/ or damage of computer hardware and software etc.).
 - (k) Any other act of gross indiscipline. Commensurate with the gravity of the offence, the punishment may be reprimand, fine, and expulsion from the hostel, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.
 - (l) For an offence committed in (a) a hostel (b) a department or in a classroom and (c) elsewhere, the Warden, the Head of the Department and the Registrar, Student's Welfare, respectively, shall have the authority to reprimand or impose fine. All cases involving punishment other than reprimand shall be reported to the director, Chairman of the Senate.
 - (m) Leaving hostel rooms without switching off the lights, fans and any other electronic appliances, the punishment may be reprimand, fine and expulsion from the Hostel.

- (n) All major acts of indiscipline, which may have serious implications on the general body of students, and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the student's disciplinary committee of this Institution.
 - (o) Cases of adoption of unfair means in an examination shall be reported to the COE Office for taking appropriate action.
 - (p) That apart, I am also aware that in case I am involved in any criminal activities besides punishment as aforesaid, I shall be liable under Penal Law by Civil or Criminal Court as applicable.
 - (q) I agree to vacate the hostel, in case I fail to register in any trimester.
5. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at institution level shall be any one or any combination of the following:
- (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel
 - (viii) Rustication from the institution for period ranging from 1 to 6 Trimester
 - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
 - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
6. In the event of my involvement in any activity outside the campus which is punishable by the law of the land, the institute shall in no way provide any support to me and will be not be responsible either for my action.
7. I also declare that I am not suffering from any serious/contagious ailment including psychology related symptoms.
8. I have received a copy of the Student Handbook which outlines the qualifying norms, policies and procedure and Course Structure of two-year full time PGDM courses. I have gone through this handbook and abide by it, and have familiarized myself with the contents of this handbook.
-

Signature of Student

I hereby fully endorse the undertaking made by my child / ward.

Signature of Mother / Father and or Guardian

Name of the Father:

Name of the Mother

Full Address:

Phone No (Landline):

Phone No (Mobile): Father:

Mother:

Email Address: Father:

Mother:



Annexure 6

Joining and Acknowledgement Form

Batch 2025-27

I, _____ S/o _____ student of PGDM
Batch 2025-27, Adm. No. _____ have joined the institute on, 2025, and received:

1. A copy of the Student Handbook which outlines the qualifying norms, policies and procedure of two-year full time PGDM course. I have gone through this handbook and abide by it, and have familiarized myself with the contents of this handbook.
2. All Annexures from 1 to 10, are carefully filled by me and returned to the concerned faculty coordinator. I am also fully aware that Ragging is a criminal and punishable offence.
3. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Handbook provided to me.

Date: _____

Student's Signature _____

Place: _____

Student's Name _____



Annexure 7

Student Undertaking: Non-Submission of Documents – First Year Session 2025-27

I, _____, S/o _____ D/o _____
Admission No. _____,
have not produced the following document/s, at the time of registration for Two Year Full Time Post Graduate Diploma in Management (Batch 2025-27), at GL Bajaj Institute of Management and Research, Greater Noida.

- | | | |
|-----|--|--------------------------|
| 1. | 10 th Marksheet & Passing Certificate | <input type="checkbox"/> |
| 2. | 12 th Marksheet & Passing Certificate | <input type="checkbox"/> |
| 3. | Graduation Marksheet & Certificate | <input type="checkbox"/> |
| 4. | Migration Certificate | <input type="checkbox"/> |
| 5. | Character Certificate | <input type="checkbox"/> |
| 6. | Work Experience (If applicable) | <input type="checkbox"/> |
| 7. | Student Aadhar Card | <input type="checkbox"/> |
| 8. | Income/EWS Certificate (If applicable) | <input type="checkbox"/> |
| 9. | Caste Certificate (If applicable) | <input type="checkbox"/> |
| 10. | Student Photo (5 copies) | <input type="checkbox"/> |
| 11. | Admission Letter | <input type="checkbox"/> |
| 12. | MAT/CAT/XAT/ATMA Score card | <input type="checkbox"/> |

I undertake that I shall produce the above-mentioned documents in original and photocopy latest by ____/____/2025. My admission to the course is, therefore, purely provisional.

Under any circumstances, if I fail to produce the above-mentioned documents by the said date, my admission is liable to be cancelled and I shall forfeit my claim on the money deposited with the Institute.

Date: _____

Sign: _____

Place: GLBIMR, Greater Noida.

Name: _____

Note: The student is responsible for submitting the undertaking with the Program Office within ten days of joining.



Annexure 08

Undertaking: Medical Fitness Declaration

I, _____ S/o D/o _____,

Admission No. _____, hereby declare that I am physically and mentally fit to undergo the academic and co-curricular requirements of the PGDM program.

I affirm that I do not suffer from any condition that would hinder my participation in classroom sessions, internships, group activities, or any other institute-mandated engagements. I have disclosed any pre-existing medical conditions (if any) to the admission office.

I understand that it is my responsibility to inform the institute immediately, should any serious health issues arise during the course of the program. I also acknowledge that the institute shall not be held liable for any medical emergencies arising due to undisclosed conditions.

Date: _____

Sign: _____

Place: GLBIMR, Greater Noida.

Name: _____



Annexure 09

Undertaking: Responsible Use of Social Media

I, _____ S/o D/o _____,

Admission No. _____, hereby undertake that I will not post, share, or circulate any content—text, images, videos, or comments—on social media or any public platform that is defamatory, misleading, disrespectful, or damaging to the reputation of the institute, its faculty, staff, students, or its affiliated entities.

I understand that any concerns or grievances I may have should be addressed through the institute's official grievance redressal mechanism and not through public forums.

I acknowledge that violation of this undertaking may result in disciplinary action, including suspension or expulsion, as deemed appropriate by the institute.

Date: _____

Sign: _____

Place: GLBIMR, Greater Noida.

Name: _____



Annexure 10

Undertaking: Declaration of No Criminal Record

I, _____ S/o D/o _____,

Admission No. _____, hereby declare that I have never been convicted of any criminal offense, nor am I currently involved in any legal proceedings or under investigation for any criminal activity. I further affirm that all the information provided during my admission process is true and accurate to the best of my knowledge. I understand that any misrepresentation or concealment of facts may result in the cancellation of my admission or expulsion from the program.

I agree to immediately inform the institute if I become involved in any criminal case during the course of my studies.

Date: _____

Sign: _____

Place: GLBIMR, Greater Noida.

Name: _____



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