



Deccan Education Society

Institute of Management Development and Research (IMDR®), Pune

IMDR STUDENT HANDBOOK

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I Introduction

1. Prelude

The purpose of the handbook is to give the students of IMDR guidelines for academic and personal conduct. We aim that the students will strive to achieve the objectives of the Institute, abide by the rules and conduct themselves in such a manner as to bring glories for themselves and prestige to the Institute.

2.1 The Vision of IMDR

IMDR is a community of students, staff and faculty striving to be vibrant with learning processes in which individuals discover themselves while being productive with their capabilities and creative with their energy.

We also nurture relatedness with the world outside so that we grow by sharing the wealth of knowledge and experience

2.2 The Mission of IMDR

IMDR is committed to the kind of Management Education which contributes to enlightened management practice and sustained growth of work organisation. Our students should be helped to become thoughtful and sensitive professionals, with a commitment to simultaneously contributing to the environment and the self

3 Student Development Goals

IMDR promotes progressive trends in management thought that are industry relevant. Students, upon completion of their course can address issues in Indian management through research, training, and consultancy. The aim of IMDR is to impart management education, that contributes towards sustainable management practices and growth of organisations in which students become sensitive professionals and remain mindful about contributing to the environment and society at large.

II. Code of Conduct

4. General Code of Conduct

1. All students shall follow the highest standards of discipline and dignified manner of behaviour inside and outside the college campus and shall abide by the rules and regulations of IMDR issued from time to time
2. Students are expected to be present in all the scheduled classes as per the timetable shared with them. They should be seated in the class at least five minutes before the scheduled start time.
3. Students are expected to be punctual for all guest lectures, seminars, conferences and all other curricular and extracurricular activities.
4. Students are expected not to remain absent from any class without giving an intimation to the administration and the respective faculties. IMDR ensures strict adherence to the Minimum Attendance Norm, which is 80%, the remaining 20% being allowed for personal exigencies, sickness, etc.
5. Every student will adorn the I-Card while on campus. Use of identity cards is mandatory for entry into the institute premises.
6. All communication with the college faculty and staff shall be done during normal working hours except during periods of emergency
7. Students are expected to maintain silence in the library and the reading room
8. Students must avoid use of mobile phones while on campus
9. Students are not supposed to consume tobacco, pan masala, chewing gum and any other intoxicant while on campus.
10. Students are expected to keep the campus clean at all times. All trash should be disposed of in an orderly manner in the dustbins provided in the class/on campus
11. Students are expected to be fully involved while in the classroom and avoid distractions.

III Institutional Policies

5. Admission Rules

1. All applications for admissions to the PGDM program shall be accepted based on AICTE norms and admission will be based on merit.
2. Admissions will be considered to be completed only when the full fees for the academic year are paid, against an official receipt and submission of documents as mandated by AICTE.
3. Admissions to the first year of the two-year PGDM program shall be valid only for one year. Admission to the second year shall have to be renewed for subsequent year of study.
4. A student will not be re-admitted to the institute if she/he has had serious complaints of indiscipline or malpractice against him/her in the previous year.
5. Being a Non Grant institution, no financial aid is available for students

6. Academics

6.1 Induction

At IMDR, new students are welcome with open arms and hearts. Every academic year begins with a well-structured two-week long induction process for introducing new students to the IMDR ethos and culture. It includes fun ice breaking sessions, group activities, alumni and industry interactions as well as a city tour. The institute strives to make this experience a memorable one for the students.

6.2 Experiential Learning

Case Study Methodology

Case studies are an indispensable part of IMDR's learning process, involving students in brainstorming, which renders their imagination. Cases make students more engaged and active learners; helping them develop multiple perspectives, gain deeper conceptual understanding, engage in critical thinking, enhance their communications skills, and develop positive peer relationships.

Personal Selling

In the ever- competitive world, is it enough to know how people at the top do it? At IMDR, faculty believe that success starts at roots. Students of marketing get an enriching experience visiting the street-side vendors and requesting to let them be the salesperson for a while. This assignment of the Personal Selling & Sales Management subject gives them a lot of insight, which classroom sessions simply can't. How to sell things, which customers were loath and reluctant to buy in the first place, the convincing skills, proficiency in negotiation are the benefits which the students reap from this activity.

Management Games

At IMDR, faculty are known to explore innovative ways to get students to interact and orient learnings towards their future careers. A case in point is this hands-on learning exercise on Leadership Skills. By transforming classrooms into active spaces, this gives students opportunities for real world application of concepts. It is followed by discussions and debates on challenges faced by managers on issues of relevance. IMDR always strives to inspire its faculties to try new ideas in & outside the classroom for enhancing the overall learning experience.

6.3 Value Added Courses

Students are given hands-on training on ERP systems under the SAP University Alliance Programme. IMDR is a local chapter for NPTEL and Swayam. IMDR has a tie-up with the Banking and Financial Sector Skill Council (BFSI) for additional certifications. Students may also pursue courses from COURSERA and EDEX.

6.4 Committees

As a student driven institute, IMDR makes students a part of the academic process by encouraging them to be a part of various committees. They include statutory and non-statutory committees. Committee preferences from students are invited and allocation is made after selection interview by the committee head. This enables students learning to do while doing to learn.

6.5 Entrepreneurship Development

To develop entrepreneurial skills and qualities in the students of IMDR and make them job givers instead of job takers, a minor specialization of Entrepreneurship and Innovation (E&I) was introduced in the year 2020-21. IMDR has collaborated with Deccan Education Society's, Fergusson College (Autonomous) to set up 'Dr. P.C. Shejwalkar Center for Entrepreneurship and Innovation (DSCEI)', an incubation centre, to provide all kind of support to start-up projects and promote entrepreneurial innovation among students.

6.6 Assessment Mechanism

The evaluation mechanism is a part of direct assessments within the OBE framework adopted as a part of Exam Reforms. This evaluation for a course in a semester is of two types

A. Continuous Evaluation

Continuous evaluation of students' performance shall be carried out constantly throughout the semester. This shall be by way of his/ her performance in classroom discussion, case studies, project work, presentations, assignments, quizzes, class tests, on-line tests and any other mode of performance assessments as deemed fit by the faculty, as per the requirements of the subject and students' skill development. Forty percent weightage shall be given to this assessment. Each assessment shall be mapped to Course Outcomes as per the Outcome Based Education System.

B. Term-end Examination

Term-end is the final assessment which a student shall take for every course at the end of a semester. This assessment may be carried out in an online mode or in pen and paper format. The assessment format shall be decided by the Director in consultation with the faculty members and academic committee. The assessment shall be mapped to Course Outcomes as per the Outcome Based Education System. The duration of each examination will be 2 hours and 30 minutes.

6.7 Mentoring

A. Faculty Mentoring

Individual student mentoring by faculty members takes care of their various developmental facets and guides them in resolving issues faced during the PGDM program. This is carried out throughout the first year of PGDM.

B. Alumni Mentoring

Alumni Mentoring Program is a partnership that enables an Alumni to share professional and personal skills and experiences that contributes to career growth and development of students of IMDR. Mentoring will enrich the educational experience of students as well as provide them with guidance that they would not normally receive in the classroom. Each student participating in this program will benefit from the experience of receiving an alumni mentor to share their unique experiences. It aims to contribute to the professional development and leadership skills of students and make them industry ready so that they will be able to crack final rounds of placements.

7. Internship

IMDR implemented a six-month embedded internship program from the academic year 2021-22. Internship begins in Semester II. The first phase of internship has been planned in embedded format wherein students attend lectures from 8 am to 11.15 am and then attend internship at their allotted companies tentatively from 12 pm onwards from January to April. In the second phase, from May to July students attend internship for full time. This is a 7 months' tenure, one month is extra for exam and other adjustments. This internship is beneficial for students in the following ways:

- Students will be able to articulate and apply principles learned in classrooms to a specific internship experience and thereby integrating theory with practice.
- Students will be able to develop work competencies for a specific profession or occupation.
- Students will be able to master professional soft skills that are critical for success in a corporate work environment

- Students will be able to explore career alternate options after gaining practical experience
- Students will be able to convert their internship into a placement opportunity post completion of their PGDM program
- Students will gain self-confidence and develop interpersonal skills to take on real corporate challenges that may be outside of their comfort zones

8. Placements

Structured training for placements shall be imparted to the students as follows -

1. As a part of placement preparation GD/PI sessions will be organized for the class. The class would be divided into groups and every group will be assigned a faculty mentor. Students are bound to attend the organized sessions, failing which he/she would not be allowed to apply for the next company for which he/she is eligible.
2. As a part of the placement process, every student should give at least 2 placement presentations in 2 companies. Apart from the 2 presentations, it is mandatory for every student to give a placement presentation in his/her summer internship organization and submit the details to the placement committee.

Detailed guidelines about placements are available in the Institute's Training and Placement Policy which is informed to students at the time of induction

IV Campus Resources

9.1. Library

IMDR Library shall remain open on six days of the week as per the following time schedule

Weekdays – 10 am to 6.00 pm

Saturday – 10 am to 4.00 pm

Any change in the timing shall be subject to the approval of the Director-IMDR and shall be communicated in advance through a notice and via email.

9.2 Computer Centre

The Computer Centre is primarily a learning facility and has a resource room for conducting hands-on training and presentations. It has 120 computers with minimum PIV configuration for students and 2 servers. The Computer Centre at IMDR is responsible for all IT services on campus.

V Student Life and Activities

10. Hostel

IMDR is associated with Fergusson and BMCC hostels. The details are

FOR BOYS: -

There are two boy's hostels. One at Fergusson and the other at BMCC

a) Fergusson College Gents Hostel: -

No. of seats: - 34

No. of rooms: - 17

No. of occupants in a Room – 2 occupants

Facility: - Common Bath Room, Toilet. Each candidate gets a table, cupboard and a cot.

b) BMCC Boys Hostel

No. of seats: - 10

No. of occupants in a Room – 3 occupants

Facility: - Each candidate gets a table, cupboard, pillow and a bed.

Exhaustive room has attached Bath room and Toilet.

General room has common bath room and toilet.

FOR GIRLS: -

Only facility is available at BMCC Ladies Hostel

No. of seats: - 10.

No. of occupants in a Room – 3

Facility: - Attached Bath Room & Toilet, each candidate gets a table, cupboard, pillow and a cot with bed.

Important Contacts for Accommodation in Hostel: -

- IMDR Faculty In- Charge (Boys Hostel) – Dr Abhijeet Shivane, 020 -67656249
- IMDR Faculty In- Charge (Ladies Hostel) – Dr Giribala Dewasthale 020-67656246
- Fergusson College Chief Rector (Gents Hostel) – Prof. Vhankatte /Mr. Sathe
– 020-67656040
- BMCC Ladies Hostel Asst. Rector – Mrs. Jyoti Bhave 020 67656204
- BMCC Boys Hostel – Mr. Deshmukh – 020-67656271

Hostel Admission Process

Interested students have to send an application to abhijeet@imdr.edu (Boys Hostel) or giribala@imdr.edu (Girls Hostel). Those students who have applied will be informed about the admission schedule. Before coming for admission, all the candidates are supposed to register online on www.deccansociety.com and upload the necessary documents. The candidate has to come along with local guardian or Parents.

11. Sports and Recreation

Playgrounds of sister institutions, Fergusson College and BMCC are available to IMDR students. There is also a Table Tennis room. There is a Student's Common Room as well.

12 Activities at IMDR

SANSKRITI

IMDR organizes its first cultural program of the academic year, “SANSKRITI” in the month of September every year. This is the most awaited event and day for all the students of the college. The cultural committee coordinates the entire event. All students are encouraged to participate.

BATCH MEET

IMDR has a long established custom to begin the academic year with this ice breaker wherein the senior batch welcomes the juniors by introducing themselves and all other belief, customs and practices of IMDR.

TEACHER'S DAY

It is a special day for the appreciation for the effort of the faculty in preparing us for our career journey. At IMDR we celebrate it as a small but loaded event of celebrations to honour them for their special contributions.

GANPATI

It is the first festival with the new and the old IMDR family wherein the traditions and beliefs are passed on by the old to the new IMDRites. This unites the cultural diversity by worshipping lord Ganpati in IMDR with a vibe of spirituality & celebration all around with the beats of dhol echoing the campus. An IMDR DHOL Tasha Pathak has been formed from the Academic Year 2022-23 to promote the traditional culture of Maharashtra amongst students.

KSHITIJ

It is the most significant cultural event of the year which integrates the cultural diversity that exists on the campus. There is a soul present on the campus during the ‘Kshitij’ days, which is vibrant, contagious & exuberant. It is a platform where seniors & juniors compete with each other by exhibiting creative programs like dancing, singing, plays, fashion shows, etc. It is IMDR’s most anticipated intra-college event which takes place over a period of 3 days with various sports and cultural activities. Kshitij is the most significant cultural event of the year which integrates wide range of various ethnic and religious groupings that exists on the campus. Cultural diversity is what distinguishes Kshitij from other B-school events. With riveting events in store like Solo Talent, Business Activities, Mad Adz, Cultural Competition and Sports, Kshitij gets an overwhelming response from zealous students.

ALUMNI MEETS

IMDR being the pioneer in business education since 1974 has a huge alumni base. The alumni meet helps connect through cultural events like talent performances, games and a highly interactive session wherein the stories and experiences of the alumni are shared which guide current students to start their own journey.

PANKHINDA

Pankhida (Garba night) is organized at the IMDR campus on the auspicious occasion of Navratri, where the campus is full of lights, colours, music, dance and festivity feels. Students, Faculties and Staff all enjoy and dance to the tunes of Garba.

VI Health and Safety

13.1 Health

The institute has benches set up in open areas to encourage students to learn in the lap of mother nature. The International Day of Yoga is observed every year on 21st June wherein students and faculty members are encouraged give a demonstration and are motivated to make Yoga as a part of their daily life.

Students at IMDR students engage in various sports like badminton, football, table tennis etc. after class hours to relax and keep themselves fit.

13.2 Counselling

Over the years at IMDR it had been observed that students may face issues on multiple fronts – relationships, personality, career planning, adjustment and work life balance. To address them, counselling on campus is made available by Prof Arati Pendse. This activity is on a voluntary basis and the periodicity is determined from a case to case basis. To adhere to the counselling ethics, all sessions are conducted in private with no information disclosures.

13.3 Safety

Security cameras are installed on campus with two security personnel on duty for 24 hours. This ensures that students learn in a safe and secure environment.

13.4 Group Insurance Policy

Every student of IMDR is covered under the Group Personal Accident Policy. A cover of Rs 100000/- per student is provided.

13.4 Internal Complaints Committee (ICC)

The IMDR Internal Complaints Committee has been formed as per the guidelines of the Supreme Court of India, 1997 (also known as the ‘Vishakha guidelines’) and the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (also referred to as the “POSH Act”) which came into existence in 2013. IMDR is committed to providing a place of work and study free of sexual harassment, intimidation or exploitation. All members of the IMDR student community will come under the purview of this committee. The Cell has both preventive as well as remedial functions. The term of each Cell is one year after which a new cell will be constituted.

VIII Disciplinary Procedures

14 Students’ Grievance Redressal (SGR) Cell

As per these rules and regulations addressed by the AICTE, for student or other stake holders in an Institution, “Grievance Redressal Committee” of Institute of Management Development and Research, Pune, has been constituted to enquire the nature and extent of grievance with the following guidelines –

- i. A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Student Grievance Redressal Committee (SGRC).
- ii. Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

Ombudsman Details Are as follows -

Committee type	OMBUDSMAN
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AICTE Notification no.	F.No. 1-101/PGRC/AICTE/Regulation/2019
Dated	13-08-2020
Name of the Ombudsperson	Dr. Devi Singh
Address	C/o Grievance Redressal Cell, All India Council of Technical Education, Nelson Mandela Marg, New Delhi -110070
e-mail address	pubgrv@aicte-india.org
Designation (Not below the rank of District Retired Judge or a Retired Professor)	Former Director, IIM, Lucknow

15. Anti-Ragging

Ragging, inside the campus, hostels or outside the campus is strictly prohibited. Any student found ragging a fresher or any other direct or indirect involvement in this unlawful activity will entail strict action against the guilty, which may also be immediate expulsion from the Institute and/or any other punishment deemed fit by the authorities. Students have to submit an Anti-Ragging Declaration at the time of admission.

IX Conclusion

Students are advised to read this handbook carefully and maintain it for all future references. Any changes in the rules, policies will be intimated from time to time and the same shall be displayed on the institute notice board.