POST GRADUATE DIPLOMA IN MANAGEMENT

(RECOGNISED BY ALL INDIA COUNCIL FOR TECHNICAL EDUCATION, GOVT. OF INDIA
& RECOGNISED BY ASSOCIATION OF INDIAN UNIVERSITIES AS EQUIVALENT TO MBA DEGREE)

AGRI BUSINESS MANAGEMENT

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POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT (PGDM)

RULES AND REGULATIONS

The following are the rules and regulations governing the PGDM Programme These rules cover academic and disciplinary norms, which shall be applicable to all the PGDM students.

Curriculum of the PGDM

The PGDM is a two-year, residential, post-graduate programme consisting of a Classroom Segment & Organizational Traineeship (SI).

Classroom Segment

The PGDM programme is designed with classroom teaching component integrating case method pedagogy. 36 credits are required to be completed in 6 terms. 24 credits offered on General Management and 10 credits of specialisation subjects are offered in the area of Agri Business Management Two credit courses are devoted to project courses to equip the students to take up challenging assignments in the Agri Business sector.

Organizational Traineeship

Every student has to undergo eight weeks of organizational Traineeship which is compulsory after completion of the first year course. The report prepared by the student will be evaluated by the organisation where the student was placed for traineeship and the same is required to be presented in the class room. The cost involved in organizational traineeship will have to be borne by the candidates themselves. The detailed course structure is given below:

Term-wise Distribution of First Year Courses

Term	Course Title	Credit
I	1. Organizational Behaviour – I	0.50
	2. Managerial Economics	1.00
	3. Financial Accounting	1.00
	4. Mathematics & Statistics for Managers	1.00
	5. Marketing Management – I	1.00
	6. Communications for Managers – I	0.50
	7. Communications for Managers – II	0.50
	8. Introduction to Information Technology	0.50
II	9. Rural Development	1.00
	10.Macro Economics	1.00
	11.Financial Management	1.00
	12.Marketing Management – II	1.00
	13.Theory of Cooperation	0.50
	14.Organizational Behaviour – II	0.50
	15.Statistical Methods for Data Analysis	1.00
III	16.Human Resource Management & Industrial Relations	1.00
	17.Cost Accounting	1.00
	18.Management of Co-operatives	0.50
	19.Database Management & Managerial Applications	1.00
	20.Production & Operations Management	1.00
	21.Marketing Research	1.00
Internship	**Summer Internship (SI)**	4.00

Term-wise Distribution of Second Year Courses

Term	Course Title	Credit
IV	1. Operations Research	1.00
	2. Strategic Management	1.00
	3. Risk Management & Derivatives	1.00
	4. LPG & Agriculture	1.00
	5. Sales & Distribution Management	1.00
	6. Commodity Marketing	1.00
V	1. Legal Aspects of Business	1.00
	2. Project Management	0.50
	3. Values & Ethics in Business	0.50
	4. Supply Chain Management	1.00
	5. Micro Finance	1.00
	6. Project Course	1.00
	7. Optional – I (Based on Registration)	1.00
VI	1. Rural Marketing	1.00
	2. Human Resources Development	1.00
	3. Financial Issues in Agri Business	1.00
	4. International Trade in Agri Business 1.00	
	5. Project Course	1.00
	6. Optional – II (Based on Registration)	1.00

Optional Courses

Fifth Term

1. Mergers & Acquisition
2. Product & Brand Management
3. Agricultural Co-operative Credit & Banking
4. E-Business
5. Strategic and Design Issues in Co-operatives
6. Retailing Management

Sixth Term

1. Quality Management
2. Management Planning, Control & Information Systems
3. Advanced Financial Management
4. Investment Analysis & Portfolio Management
5. Taxation

Note : *A minimum of five students are required for offering optional courses and sectoral specialisation.*

Administration of the PGDM

The conduct of the PGDM in all its aspects, including its admissions, academic, placement, and disciplinary matters shall be the responsibility of a Committee designated as the "PGDM Executive Committee". The PGDM Executive Committee shall consist of the Regional Director, Programme Driector Assistant Programme Director & Placement Director. The PGDM Executive Committee may co-opt any other faculty member as and when required.

The terms of reference of the PGDM Executive Committee shall include:

(i) Amendments and additions to provisions of the PGDM Rules and Regulations with the final approval of the Regional Director ;

(ii) Interpretation of the PGDM Rules and Regulations;

(iii) Matters relating to academic discipline;

(iv) Guidelines for evaluating the performance of students;

(v) Decisions on matters related to unsatisfactory academic performance; and in consultation with Warden and Director, on action regarding misconduct and moral turpitude; and,

(vi) Any other matter, as may be referred to the Committee by the Director.

The Programme Director shall be responsible for the day-to-day administration of the PGDM

Academic Norms

Every student shall fulfill the minimum requirements of each term of the curriculum to be eligible for participating in the next term. Students not fulfilling the minimum requirements at any term shall be asked to withdraw from the PGDM from that term itself. The minimum requirements of the terms are detailed below.

Classroom Segment (Terms 1, 2, 3, 4, 5 and 6)

Evaluation

The performance of the students in each course in each term shall be evaluated through quizzes, assignments, exercises, class-participation, presentations, projects, short tests, etc., in addition to a mid-term examination and an end-term examination. The respective instructors will inform the combination of the evaluation components and the weightages thereof. As stated in the detailed course outline, the objective of the evaluation, apart from ensuring that students attain the necessary minimum standards, is also to help the students to improve their performance in the courses. Therefore, the evaluation components shall be arranged so that the students get feedback on their performance at regular intervals. Every full credit course may have at least three clearly visible evaluation components and two such components of evaluation for every half-credit course. No single component should have a weightage of more than 50% of evaluation.

Grading

The grading system will be based on the five-point scale listed below.

A	Excellent
B	Good
C	Satisfactory
D	Low Pass
F	Fail

Besides, plus (+) and minus (-) signs against A, B, C and D may be added to indicate varying degrees of performance.

All segments of evaluation will be in terms of letter grades only. These letter grades in individual segments will be converted separately into grade points up to two decimal points. The numerical values of letter grades are given below:

A+	4.33	B+	3.33	C+	2.33	D+	1.33	F	0.00
A	4.00	B	3.00	C	2.00	D	1.00		
A-	3.66	B-	2.66	C-	1.66	D-	0.66		

An instructor may award an “Incomplete” (I) grade in a course if a student fails to complete a significant component of the course. In such cases, the concerned course instructor(s) will then specify the additional requirements to be fulfilled by the student to clear the “Incomplete” (I) grade. The concerned course instructor in consultation with the Programme.

Director will decide the period within which the student has to fulfill the additional requirements to clear the “Incomplete” (I) grade.

To determine the final grade of a student in a course, the following procedure will be followed:

i. Corresponding to the letter grades and weightages for individual components the value (up to two decimal points) given in the conversion table below:

Grade Conversion Table

	5%	10%	15%	20%	25%	30%	35%	40%	45%	50%	55%	60%
13A+	0.65	1.30	1.95	2.60	3.25	3.90	4.55	5.20	5.85	6.50	7.15	7.80
12	0.60	1.20	1.80	2.40	3.00	3.60	4.20	4.80	5.40	6.00	6.60	7.20
11A-	0.55	1.10	1.65	2.20	2.75	3.30	3.85	4.40	4.95	5.40	6.05	6.60
10B+	0.50	1.00	1.50	2.00	2.50	3.00	3.50	4.00	4.50	5.00	5.50	6.00
9 B	0.45	0.90	1.35	1.80	2.25	2.70	3.15	3.60	4.05	4.50	4.95	5.40
8 B-	0.40	0.80	1.20	1.60	2.00	2.40	2.80	3.20	3.60	4.00	4.40	4.80
7 C+	0.35	0.70	1.05	1.40	1.75	2.10	2.45	2.80	3.15	3.50	3.85	4.20
6 C	0.30	0.60	0.90	1.20	1.50	1.80	2.10	2.40	2.70	3.00	3.30	3.60
5 C-	0.25	0.50	0.75	1.00	1.25	1.50	1.75	2.00	2.25	2.50	2.75	3.00
4 D+	0.20	0.40	0.60	0.80	1.00	1.20	1.40	1.60	1.80	2.00	2.20	2.40
3 D	0.15	0.30	0.45	0.60	0.75	0.90	1.05	1.20	1.35	1.50	1.65	1.80
2 D-	0.10	0.20	0.30	0.40	0.50	0.60	0.70	0.80	0.90	1.00	1.10	1.20
O F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

ii. The values so obtained by a student in various components of evaluation in a course will be added. The sum will be divided by 3 and rounded off to two decimal points to obtain the final grade. The total grade points received by a student because of this process will determine her/his final letter grade in the course as below.

Between 3.55 and 4.33	A	Between 0.55 and 1.54	D
Between 2.55 and 3.54	B	0.54 and less	F
Between 1.55 and 2.54	C		

The Programme Director would normally release the grades for an entire term, within 15 days after completion of the term.

Minimum Standards

(i) In each term, a student must obtain a Grade Point Average (GPA)[1] of not less than 2.0; and
(ii) should not obtain "D" grades in more than two courses; and
(iii) should not obtain "F" in more than one course; and
(iv) should have cleared any incomplete (I) grade in any course in a term.

[1] The GPA for each term will be computed by dividing the weighted (weight of "1" is assigned to a full credit course and "0.5" is assigned to a half- credit course) aggregate of the grade points obtained by a student in various courses of a term divided by the total number of course credits in the term.

Clarification: If a student obtains "D" in two courses then she/he should not obtain "F" in any other course. If a student obtains "F" in one course, then she/he should not obtain "D" in any other course. These grade limits are summarised in Table given below:

Term-wise Upper Limits of "D" and "F" Grades

Combination	Number of "D" grades	Number of "F" Grades
1	2	0
2	0	1

If a student fails to fulfill the conditions of minimum standards at any stage of the programme,

she/he will be asked to withdraw from the programme at that term itself.

Duration

A student will be allowed to complete the PGDM programme within two years from the date of joining the programme and any discontinued students will not be allowed to rejoin. However, they can re-appear the entrance test examination and join as a fresh candidate.

Summer Internship (SI)

Assignments in Organisations

The choice of projects and organisation for SI will be finalized by the students in consultation with Placement Director.

Evaluation

The Summer Internship will have a weightage of 4 credits. The various components on which students' performance in the SI

Segment will be evaluated and their weightages are given below:

a) Evaluation by Reporting Officer,
b) Evaluation of reports by faculty guides,
c) Class room Presentation of the SI/ experience/work, and
d) Learning from presentations of other students.

Each component has the weightage of one credit.

Minimum Standards

Students are required to obtain a grade point of not less than 2.0 each in the Summer Internship. Failure to do so will attract the application of Rule

Failure to Meet the Required Standard

Those students who fail to meet the minimum standards prescribed in Rules shall be asked to withdraw immediately from thePGDM. Any student who has been asked to so withdraw from the PGDM may appeal to the Regional Director for review of her/his case. **Such an appeal is permissible only once during the entire programme**. The Regional Director shall give his/her decision after due consideration of the case. The decision of the Regional Director in all such instances shall be final and binding.

Disciplinary Norms

Application for Leave

Attendance is compulsory in all academic activities. No leave is permitted during the session except on medical grounds, which may be permitted by the Programme Director in extreme cases (e.g. hospitalisation).

Any leave involving staying away from the campus will have to be approved by the Programme Director and the Hostel Warden.

For leave of absence during the SI the same rules as above shall be applicable. The application for leave shall be made to and may be granted by the Placement Director.

4.2 Norms

Apart from the academic norms as set above, every student is required to fulfill the following disciplinary norms.

Norms for Classroom Segment

i. Absence from any session would invite penalty. In case of credit courses; the course GPA would be reduced at the rate of 0.05 per session for absence from a course with permission of the Programme Director on medical grounds, and at the rate of 0.10 per session for any other type of absence. If a student remains absent for more than six sessions in a full credit course and more than three sessions in a half credit course then she/he would be awarded an overall "F" grade in that course.

ii. In case a student is judged by the course instructor to have adopted unfair means in any module of any course, the concerned instructor will award her/him a penalty. This penalty may be up to awarding an "F" grade in the course. If the instructor considers it necessary to award a more severe penalty she/he should report the matter to the PGDM Executive Committee.

iii. Any instance of unseemly behaviour or of activities indicating lack of integrity and honesty on the part of students will be regarded as a breach of discipline. The PGDM Executive Committee will be the relevant authority for disciplinary matters arising out of general behaviour of students. The Warden will join the PGDM Executive Committee in dealing with disciplinary matters pertaining to Hostel and its facilities.

iv. All students are required to pay such fees and charges as are levied for their programme on or before such dates as specified by Programme Director. Unless otherwise specified, payment beyond the scheduled date will attract a penalty of 0.50 per cent of the total amount due on that date, per day of delay.

Norms and Guidelines Regarding Examinations

1. Students are advised not to bring any books or papers to examination hall. Any book or papers found in the examination hall or in the vicinity and traced to belong to a particular student would be construed as intention to use them to secure unfair advantage over others during the examination time.

2. Please make sure that the answer sheets are stamped, initialed and are of current date. No additional sheets will be supplied unless the booklet is completely used. Students can use any page of the booklet to do rough work suitably indicating that it is rough work. All the additional sheets are pre-numbered. It is the responsibility of the student to ensure that additional sheet number is entered against his name in the attendance sheet. Students are required to write roll number on the additional sheet immediately after taking and in the presence of the Invigilator.

3. Students are not allowed to walk in and out of the examination hall as they please that too without explicit permission of the invigilator. Under normal conditions, nobody is expected to go out more than once during a three-hour examination. Programme Director must be informed in advance if the condition of any student requires more frequent movement out of the examination hall.

4. Do not refer to any book, paper or other notes, unless it is an open-book examination. Even to the open book examination students can bring only those books that are specified by the Instructor.

5. Students should hand over answer scripts to the Invigilator suitably stapled. Students are also hereby advised not to leave behind any thing or papers after writing the examination.

6. Penalty for breach of examination norms and guidelines may amount to expulsion from the examination and the programme.

7. Students have to sign the following declaration on the first day of the each examination.

Norms for SI

(i) Students are not permitted any leave during the SI period.

(ii) In case of emergencies, a student may apply for leave of absence to the Placement Director, before proceeding on leave.

(iii) A student may proceed on leave only after obtaining the permission from Placement Director and in all such cases Reporting Officer and the Faculty Guide will have to be informed.

(iv) The students shall not approach the host organisations or the Reporting *Officer* for leave. Under exceptional and extra-ordinary circumstances (like illness) the Reporting Officer should be contacted. In such eventuality if there is a need for moving out of the place of the organisation, written permission must be taken from the Reporting Officer. In absence of such permission, the student's absence will be considered as unauthorised.

(v) For each day of leave of absence availed with Placement Director permission, the grade point of the student availing such leave will be reduced by 0.10.

(vi) If the absence is for more than 10 days, the student would be awarded an incomplete (I) grade and will have to repeat SI with the next batch of students. Further, she/he has to seek the Regional Director's permission to register for the next Classroom term. Only if the Director permits, she/he will be allowed to continue further with the Classroom terms of PGDM. Such students would get their PGDM diploma only after completing the SI.

(vii) Students have to report to their host organisation for SI and return to RICM after SI at a stipulated time and day as notified by the

Placement Director. Any delay in reporting at both ends or leaving the host organisation before the stipulated date will be considered as unauthorised absence.

(viii) Unauthorised absence brought to the notice of Placement Director shall be considered as a breach of discipline. It would attract a minimum penalty of deduction of GPA at the rate of 0.20 per day of absence. In addition, the PGDM Committee might impose appropriate additional penalty.

Placement Procedures, Norms and Conduct of Students

1. The campus placement is conducted under the overall leadership and supervision of the Placement Director appointed by Regional Director, URICM.
2. URICM facilitates placement of students in various organizations through its campus placement facility.
3. The Placement Director works with a Placement Committee consisting of a maximum of four students selected/elected by the concerned batch students. The election of the placement committee members, if required, must take place democratically in the presence of the Placement Director.
4. Students are not permitted to directly contact any organization for the implicit/explicit purpose of placement, either individually or collectively, and canvassing in any form is strictly prohibited.
5. Norms, rules, and procedures for participation in campus placement, attending interviews, acceptance of job offers etc. are developed by the Placement Director. He/she generally works with the Placement Committee. All students are expected to co-operate with the Placement Office/ Placement Director and the Placement Committee for smooth conduct of the placement activity.
6. Violation of norms, rules and procedures by any student is treated, as indiscipline and strict action will be taken against any student violating these norms. The PGDM Executive Committee will take action against any violation of these norms. The decision of the PGDM Executive Committee in such matters will be final.

Action for Violating Disciplinary Norms

The PGDM Executive Committee shall decide upon the action to be taken against students who violate any of the above disciplinary norms. Such actions shall include but shall not be restricted to imposition of fines, suspension from a course/term, and being asked to withdraw from the PGDM. Any student who is aggrieved about such actions taken by the PGDM Executive Committee may appeal to the Director of the Institute. The decision of the Regional Director in all such instances shall be final and binding.

Award of Certificate (PGDM)

Post Graduate Diploma in Business Management (PGDM)

To qualify for the award of PGDM at the end of second year, a student must have fulfilled **all the following criteria**:

i. Secured minimum standards prescribed in Rule 3.1.3 for all the Classroom terms, and met the minimum standards

ii. Cleared all the "I" grades, if any, awarded in any of the Classroom terms and SI.

iii. Should have fulfilled all the conditions specified by the Regional Director, in case she/he appealed to the Regional Director.

Review of PGDM Rules and Regulations

The PGDM rules and regulations are subject to change. The PGDM Committee is authorised to make any changes in the PGDM rules and regulations. The revised rules and regulations shall be effective from such time as may be decided by the PGDM Committee.

STUDENT REPRESENTATION AND STUDENT BODIES

Institute encourages the pursuit of extracurricular activities by students. These are organised under the aegis of different Committees run by student representative(s) selected by the student body. The CME conducts these selection/elections. Election of such representatives on various Committees can be held simultaneously for both batches or independently for each batch. The functions of the various Committees and the student representatives are briefly summarised as follows :

Class Representative

There shall be one Class Representative (CR). The Class Representative is the most important of all the elected offices, since the Class Representative would be the sole vehicle for the transmission of the opinions of the batch in question and for the conduct of discussions with the Regional Director and Programme Director on all matters. The CR would be responsible for co-ordinating, guiding and monitoring the activities of all the Committees, and would therefore be obliged to participate in all their deliberations. She/he would have the authority to call for a general body meeting at her/his discretion and would adjudicate in complaints by students against the functioning of any Committee or Committee member. She/he shall be an ex-officio member of all Committees.

Academic Committee

The Academic Committee shall consist of three members, preferably drawn from different disciplinary backgrounds. The principal function of this Committee shall be to provide the Programme Director with an overall feedback on academic matters, notably the magnitude and staggering of workload, the effectiveness of the phasing of courses over successive terms, the extent if any of duplication between different courses, and any other observations and suggestions that could facilitate an improvement in the PGDM. It should however be clearly understood that on all these issues the role of the Committee shall be purely advisory. Grievances relating to the implementation of the academic content of the PGDM shall be broached only with the Programme Director and not with Faculty in general.

Computer Committee

The Computer Committee shall be formed consist of students from each class.

Student Activities Committee (SAC)

The Student Activities Committee shall consist of Secretaries of following activities:

i Secretary- Cultural

ii Secretary – Sports

iii Secretary – Hostel

iv Secretary - Hostel Reference Library

v Secretary – Hostel Computer facility

(i) Secretary - Cultural

The Cultural Secretary shall be responsible for the organisation of various cultural activities. After due consultation, the Cultural-Secretary may also delegate responsibilities for specific activities, e.g., music, drama, etc., to students nominated by her/him. The Cultural- Secretary shall also be responsible for the upkeep of any equipment falling within the jurisdiction of her/his responsibilities.

(ii) Secretary - Sports

The Sports Secretary shall be in charge of all outdoor and indoor sports facilities and for the maintenance of associated equipment. She/he shall also be responsible for organising sports events and for the regularisation of the use of facilities.

(iii) Secretary - Hostel

The Hostel Secretary shall be responsible for the general cleanliness and appearance of the hostel premises, including the common room facilities and equipment. He /She shall be responsible for facilitating the work of the Institute's administrative staff in the maintenance and upkeep of hostel facilities and fittings. In all matters, however, the dealings of the Hostel Secretaries shall be with the Warden and not with the Institute's administrative staff.

Student Activities Committee (SAC) will finalise the Mess Contractor, Menu and rate will be finalized in February and will be implemented from June. SAC will supervise and maintain the food quality, regular payment of mess bill by the students to the Mess Contractor.

(iv) Secretary - Hostel Reference Library

The Secretary - Hostel Reference Library shall be responsible for the provision of newspapers and periodicals that reflect the general desire of the students and for the preservation of back numbers, if called for.

[v] Secretary – Hostel Computer facility

PGDM HOSTEL RULES

Introduction

The PGDM is a fully residential programme. The students are required to stay in the hostel and take their meals in the mess unless exempted by the Programme Director.

The Institute provides best possible amenities to make students' life in the hostel comfortable. It is therefore expected that every student use these facilities judiciously. These facilities can be maintained only with the co-operation of the students.

It is expected that URICM students conduct themselves with grace, dignity, and decorum and maintain high standards of discipline and respect for rules. These expectations go much beyond the rules, which have been stated here.

8.2 Institute's Policies With Respect to the Use of Hostel Facilities:

The policies of the Institute with respect to the use of hostel facilities are as follows:

(i) The graduating students shall vacate their rooms within 15 days from the date of completion of Sixth Term - End Examination or on the date as announced by the Institute.
(ii) If the registration of a student is cancelled, she/he shall vacate the hostel room within 48 hours.

Misconduct

The following, amongst others, shall constitute cases of misconduct and shall invite disciplinary action:

(i) Remaining absent from the hostel overnight without prior permission of the Warden while the term is in progress.
(ii) Consuming alcoholic beverages and intoxicating drugs.
(iii) Male students entering or staying in the Girls hostel and vice versa.
(iv) Unauthorised use of hostel rooms, office facilities, machines, vehicles and other properties of the Institute.
(v) Allowing guests to stay in the hostel.
(vi) Theft, fraud or dishonesty or wilful damage or causing loss to the Institute's property.
(vii) No student is allowed to roam in the campus after 10.00 p.m. Girl students should return to their rooms latest by 10.00 p.m., failing which the hostel facility will be withdrawn.
(viii) No audio / video system should be kept in the room.
(ix) Whenever students are going on holidays they must deposit room keys in the main hostel's reception counter of the Institute and the same may be obtained after return from the holidays.
(x) Students will strictly adhere to the mess timings.

	Weekdays	Holidays
Breakfast	*8.00* - 8.45 am	*8.00* - *9.30* am
Lunch	*1.00* - *2.00* pm	*1.00* - *2.30* pm
Dinner	*8.00* - *9.00* pm	*8.00* - *9.30* pm

Every student is expected to be considerate and mindful of the comforts and convenience of co-students. Anything that is done which will cause discomfort to others such as any group activities by way of social (including birthday celebration) and academic shall not be carried out beyond 10.00 p.m. Shouting, making fun on the terrace of the hostel, playing musical instruments, musical systems and television loudly must be avoided.

Disciplinary Authority

(i) The disciplinary authority, the Warden and the PGDM Executive Committee, may impose penalties on the students as deemed fit considering the gravity of charges.

(ii) An appeal over any decision of the Disciplinary Authority may be made to the Regional Director and the decision of the Director in this respect shall be final and binding.

(iii) If any question of interpretation or doubt arises in relation to these rules, the matters can be referred to the Regional Director whose decision there on shall be final and binding.