LBS

LLOYD
Ladder Of Success

PGDM

Student's Handbook

(2022 — 24)

CONTENTS

About Lloyd Group and Lloyd Business School

Lloyd Business School awards Post Graduate Diploma in Management (PGDM) approved by AICTE, (Ministry of HRD) New Delhi. The Lloyd Group aspires and strives to be a center of convergence of management and technical education and practices. Lloyd Group is determined to create value through industry focused teaching, learning and research ecosystem. An ecosystem that can contribute significantly to human excellence in all domains of life.

Over the past one decade, Lloyd has established itself as a provider of world class education. Lloyd as a brand is renowned for its unique and exclusive learning pedagogy. We, at Lloyd, believe in transforming a nascent talent into a professional, who will face challenges of corporate world with high confidence and determination.

The Logo of the Lloyd Business School is a reflection of our goal to prepare aspiring men and women to pursue careers in the business and management world. The logo also signifies that the Lloyd Business School is committed to craft managers with high ethical and social values. The Logo states that Lloyd is striving to nurture responsible global citizens. The colors of the logo signify wisdom, growth, harmony and optimism. The tagline of Lloyd Business School, "Ladder of Success" signifies that the institution is committed to the success of all its stakeholders.

In order to strengthen industry interaction a Business Analytics Lab, in collaboration with IBM, has been established within the institute premises to provide an excellent learning facility for Business Analytics and Data Science. This collaboration is established to give premium knowledge to Business Analytics students. The other industry collaborations in different functional area/s of management are with Logistics and Skill Council of India, Manpower Group and many more. These collaborations ensure that the gap between theory and practice can be bridged effectively.

We, at Lloyd, are driven by the belief that every child deserves a high-quality education. Lloyd has acquired the status of one of the premier, front line B-School in North India, for imparting the Best Education through Innovative Teaching methodology that includes interactive educational sessions, counseling and guidance. Students are given practical exposure through Industrial tours and trainings.

It is the responsibility of each candidate in the Management Program to know and fulfill the course requirements and regulations. In addition to these specific regulations, students are also governed by the ordinance of Lloyd Business School. While the school reserves the right to amend these requirements and regulations at any time, every effort is made to inform students before any change is implemented. Students should consult the course coordinators well in advance to review their records and completion of requirements.

MESSAGE FROM
Group Director

We, at Lloyd, are driven by the belief that every child deserves a high quality education. And in today's generation where there is an intersection of great challenge & great opportunity, especially in the dynamic corporate world, we need to think "out-of-the-box" and provide only the best to our students.

Since its inception more than a decade ago, Lloyd has remained a place of innovation and excellence in management education. As the needs of society and profession have changed, the institute has also evolved and continues to bring about positive changes to prepare future managers for an expanded role in the business world. Consistently amongst the top-ranked private schools of management, Lloyd continues to be an innovative force in management education to meet the needs of an ever - changing world.

Presently, we offer Industry Integrated Post Graduate Diploma in Management (PGDM) in specialized areas of Supply Chain Management (SCM), Human Resource (HR) & Business Analytics, Master of Business Administration (MBA) in specializations like Finance, Marketing, HR, IB & IT and Lloyd is the only private institute of management which follows a 360- degree approach, giving students opportunity for an all-around development, a rich professional & social atmosphere, space and technical support to develop innovations and immense guidance from faculty, hence opening the doors for many opportunities after graduation.

Our forte lies in our links & collaborations with the industry. We believe more in practical application rather than just theoretical understanding. Not only the students, but also the faculty undergoes practical refresher training session in the industry on a regular basis.

Lloyd provides an exciting and engaging environment for students to pursue their studies as well as engage in activities that will make them successful human beings.

To the students wishing to join us for Management education- may the Almighty show you the right path to choose the right career.

Regards and blessings to all.

- Prof. (Dr) Vandana Arora Sethi
Group Director
Lloyd Group of Institutions

Director

The Lloyd Business School was founded in 2004 and has a distinguished history. Our journey which we have documented over the years, demonstrates tremendous growth attained by focusing on theoretical understanding with real-world applications to produce knowledgeable, well-rounded, and employable professionals. The PGDM program is created with the current demands of the business in mind and fosters the development of high level industry skills.

We have improved our capabilities in quality and outcome based education to remain among the top business schools in north India. We believe in constant endeavors to improve with the help of all of our academics staff and faculty.

At Lloyd Business School, We are devoted to making sure that as we advance, our purpose, vision, and core values reflect what we actually do. A system of education that is fair, inclusive, and centered on the total development of the student is what we are aiming to establish.

We give you the skills necessary to succeed on both national and international business platforms. With the appropriate integration of industry inputs, the method of delivering the courses is designed to maximize learning. We guarantee that students at Lloyd Business School will grow in all directions. The extracurricular and co-curricular activities planned at Lloyd Business School make sure that students succeed in both their professional and personal lives and that their whole personalities develop.

The infrastructure demands of the learning environment are taken care of by Lloyd Business School, which also regularly updates its infrastructure to meet contemporary educational needs. One of the best ecosystems needed for an individual's personal and professional growth is provided by the modernized state of the art infrastructure coupled with sports and other facilities.

I hope your course at Lloyd Business School is a great learning and teaching experience for you. I hope to run into you on campus soon.

welcome you all to the Lloyd family. You have entered a new stage of your life by choosing Lloyd Business School. We'll make sure this new stage of your life is successful and blessed with great success and expansion.

- Prof. (Dr) Kriti Swarup
Director
Lloyd Business School

1. Vision

"To be a globally recognized center of excellence in all aspects of management education and produce ethical leaders with functional expertise, promoting sustainable solutions, and an entrepreneurial & innovative perspective to improve their employability exponentially".

Mission

- To offer an academically rigorous, practice and research-supported, management education based on principled and ethical values, sensitive to the ever-changing needs of the profession, society, industry, and country.

- To continue to provide a stimulating learning environment that fosters the understanding of disruptive, technological developments, and encourages continuous innovation and learning.

- To promote the practice of collaborations and work-related learning experience which focuses on the application of knowledge and skills which is globally relevant.

- Nurture personal mentoring that respects individuality and inspires students to become responsive and responsible business leaders who can make progressive and sustainable impacts.

- To provide broad and domain-specific knowledge to upskill, students, in definitive careers of functional expertise through various course electives in upcoming frontiers of management education.

- To stimulate and encourage entrepreneurial culture by equipping students with global business awareness, and developing faculty as thought leaders.

2. Program Educational Objectives (PEOs)

PEO#1: Managerial Excellence

To facilitate managerial excellence and globally relevant professional competency.

PEO#2: Innovation and Sustainability

To instill innovative and sustainable problem-solving abilities which will help them to become responsible business leaders.

PEO#3: Entrepreneurial Acumen

To develop entrepreneurial acumen for employability and exponential growth opportunities.

PEO#4: Ethics and Values

To develop professional ethics and imbibe value systems & learning mechanisms needed for the growth and well-being of society.

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PEO#5: Quality and Technology

To be able to contribute to the high quality of knowledge creation through faculty development and industrial collaborations through technology implants in management education.

The program outcomes for the PGDM Program are indicated in below:

- P01: Domain Knowledge: Apply knowledge of management theories and practices to solve business problems

- P02: Critical Thinking and Problem-Solving Skills: Foster Analytical and critical thinking abilities for data-based decision making.

- P03: Leadership and Team Skills: Ability to collaborate and lead themselves and others in the achievement of organizational goals, contributing effectively to a value based team environment.

- P04: Business Environment: Ability to understand, analyse and communicate global, economic, legal, sustainable, and ethical aspects of business.

- P05: Ethical Orientation: Apply ethical principles and cultivate commitment to personal and professional ethics in all aspects of business practice.

- P06: Communication: Develop effective communication skills, interpersonal skills, organizing skills and ability to work in a group.

- P07: Entrepreneurial Spirit: Promoting entrepreneurial spirit to seek information, identify risks, innovate for their entrepreneurial journey.

3. Post Graduate Diploma in Management

INTRODUCTION

Lloyd Business School offers a two years, full time industry integrated PGDM program, approved by All India Council of Technical Education (AICTE), Ministry of HRD, Government of India. The course structure is designed keeping the future of management education in mind. The PGDM Program is designed on the premise that a proper balance of theory and practice needs to be maintained to instil managerial skills for effective problem solving and decision making in our students enabling them to face the challenges of the global business environment. The PGDM program is a broad program aimed at providing in-depth understanding of managerial and analytical skills to students. The course is divided into VI trimesters. Trimester I, II and III cover all functional areas of management and equip the students with an understanding of all dimensions of management. A combination of compulsory and open electives are offered to the students. The compulsory electives start from trimester I and open elective can be opted by students, trimester III onwards. Lloyd Business School has evolved a comprehensive student centric approach consisting of several stages of instruction and evaluation, designed to add significant value to the learner's understanding in an integrated manner. In addition to classroom theory classes, students shall also participate in management and allied areas based Seminars, Discussions and Conferences; undergo Summer Internship in India or abroad, Industrial Visits, Group Discussions, Role plays in addition to undertaking a OJT/ Research Project in Final trimester, thereof keeping an eye on the holistic development of students.

Major Specializations and Industry Collaborations

Business Analytics	**Supply Chain Management**	**Human Resource Management**	**Finance (BFSI)**
in collaboration with	in collaboration with	in collaboration with	in collboartion with
IBM Business Analytics Lab	LSC Logistics Skill Council	ManpowerGroup	NSE Academy

4. Program Structure and Evaluation Scheme

The evaluation scheme for PGDM course shall remain 60:40 (End-term Examination: Internal Assessment).

Total Credits: 129   Total Marks: 4500

Paper Code	Paper Title	Marks	Credits
Trimester I			
Paper Code	**Paper Title**	**Marks**	**Credits**
Pc101	Principles and Practice of Management	100	3
PC102	Managerial Economics	100	3
PC103	Marketing Management-I	100	3
PC104	Statistics for Decision Making-I	100	3
PC105	Human Resource Management	100	3
PC106	Financial Accounting for Managers	100	3
PC107	Business Communication*	50	1.5
PC109	IT Applications in Management	100	3
PE01	Elective-1	100	3
	Total	**850**	**25.5**
Trimester II			
Paper Code	**Paper Title**	**Marks**	**Credits**
PC201	Legal Aspects of Business	100	3
PC202	Macro & Indian Economy	100	3
PC203	Marketing Management-II	100	3
PC204	Statistics for Decision Making-II	100	3
PC205	Organizational Behavior	100	3
PC206	Financial Management	100	3
PC207	Managerial Communication*	50	1.5
PE02	Elective-2	100	3
PE03	Elective-3	100	3
	Total	**850**	**25.5**
Trimester III			
Paper Code	**Paper Title**	**Marks**	**Credits**
PC301	Global Business Environment	50	1.5
PC302	Strategic Management	100	3
PC303	Operation Research	100	3
PC304	Research Methodology for Management	100	3
PC305	HR Metrics Tools & Techniques in Business	100	3
PC307	Financial Modelling	100	3
PC310	Cost and Manangement Accounting	100	3
PE04	Elective-4	100	3
PE05	Elective-5	100	3
	Total	**850**	**25.5**

Paper Code	Trimester IV	Marks	Credits
PC401	Universal Human Values & Professional Ethics	100	3
PC402	Summer Internship Report	200	3
PC403	MOOC Course	100	3
PE06	Elective-6	100	3
PE07	Elective-7	100	3
PE08	Elective-8	100	3
PE09	Elective-9	100	3
	Open Elective	100	3
	Open Elective	100	3
	Total	**800**	**27**

Paper Code	Trimester V	Marks	Credits
PC502	Responsible Business	100	3
PC503	MOOC	50	1.5
PC504	Certification	100	3
	Placement Readiness Enhancement Program	NCC	NCC
	Open Elective	100	3
	Open Elective	100	3
	Total	**550**	**13.5**

Paper Code	Trimester VI	Marks	Credits
PC601	Entrepreneurship and New Venture*	100	3
PV06	Final Project & Viva / OJT PROJECT & VIVA	200	3
	Total	**300**	**6**

Compulsory Electives

| Paper Code	Trimester	Marks	Supply Chain	HR	BA	BFSI	Marketing
PE01	I	3	Stategic Supply Chain Management	Talent Management	Foundation in Business Analytics (*IBM certifications inclusive)	Financial Services	Comprehensive Viva-I
PE02	II	3	Logistics Management & Information Systems	Cross-Cultural Management	Data Base & Query Language (*IBM certifications inclusive)	Financial Markets (NCFM Module)	Comprehensive Viva-II
PE03	III	3	Procurement & Vendor Management	Learning & Development	Descriptive Analytics	Marketing of Financial Services	Personality Development & Interview Skills
PE04	IV	3	Supply Chain Performance Metrics & Modelling	Performance Management & Competency Mapping	Predictive Analytics (*IBM certifications inclusive)	Wealth Management (NCFM Module)	Consumer Behaviour & IMC
PE05	V	3	Aggregate Planning in Supply Chain	Compensation & Payroll Management	Data Mining using Power BI	Security Analysis & Portfolio Management	Digital-Social Media Marketing

Compulsory Electives							
Paper Code	Trimester	Marks	Supply Chain	HR	BA	BFSI	Marketing
PE06	IV	3	Warehouse Management	Organisation Development & Change Management	Data Analysis and Visualization with Python(*IBM certifications inclusive)	Applied Coporate Finance	Sales & Distribution Management
PE07	IV	3	Global Trade Operation and Forwarding	Industrial Relations & Labour laws	Artifical Intelligence Services (*IBM certifications inclusive)	Financial Modeling - II	Brand Management
PE08	IV	3	Liner Shipping Business	Employee Wellness, Health & Safety	Data Science (*IBM certifications inclusive)	Multinational Financial Management	Service & Retail Marketing
PE09	IV	3	Recent Trends in Supply Chain	Contemporary Issues in HRM	Social and Web Analytics	Behavioural Finance	Rural Marketing

Open Electives

DATA ANALYTICS			
PDA01	Foundation of Data Analytics	100	3
PDA02	Cognitive Analytics	100	3
PDA03	Predictive Analytics	100	3
PDA04	Optimization Analytics	100	3
PDA05	Social & Web Media Analytics	100	3
PDA06	Artificial Intelligence	100	3
PDA07	Financial Planning & Analysis	100	3
PDA08	Data Analytics for Recruitment & Selection	100	3
PDA09	Analytics for Resolving Challenges in Performance Management	100	3
PDA10	Talent Management Analytics	100	3
PDA11	Text & Sentiment Analytics AI in HR	100	3

OPERATIONS			
POM01	Production and Operations Management	100	3
POM02	TQM and Six Sigma	100	3
POM03	Statistical Quality Control	100	3
POM04	Optimization Techniques	100	3
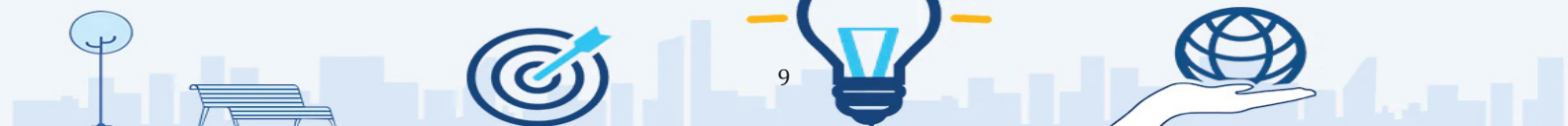
FINANCE		
PF08	Multinational Financial Management	100	3
PF09	Behavioural Finance	100	3
PBF09	Financial Modeling-2	100	3
PF10	Banking & Insurance Manangement	100	3
PF11	Tax Planning and Management	100	3
PBF12	Credit Apraisal and Risk Management	100	3

MARKETING SPECIALISATION		
PM01	Consumer Behaviour & IMC	100	3
PM02	Digital-Social Media Marketing	100	3
PM03	Sales & Distribution Management	100	3
PM04	Brand Management	100	3
PM05	Service & Retail Marketing	100	3
PM06	Rural Marketing	100	3

INTERNATIONAL BUSINESS		
PI01	Export & Import Documentations	100	3
PI02	International Business Law	100	3
PI03	Emerging Economies and Markets	100	3
PI04	Information Security in International Business	100	3
PI05	International Financial Management	100	3
PI06	Cross Cultural Management	100	3

	Certifications*
1.	German Certifications
2.	LMS Certifications
3.	Fundamentals of Excel
4.	Advanced Excel
5.	Outbound Experiential Learning
6.	Strategic Management Certification from IIMBx
7.	Managing Innovations Certifications from IIMBx
8.	Skill Lab
9.	Industrial Visits
10.	Live Project
11.	PHDCCI Events

Summary		
Trimester -I-III	Core Subjects	61.5
	Compulsory electives	15
Total Credits I-III		76.5
Trimester -IV-VI	Core Subjects	9
	Compulsory electives	19.5
Total Credits IV-VI		28.5
Open Electives (Trimester III onwards)	Minimum Required	9
	Maximum	20
OJT/SIP/Projects		6
Minimum Credits Required		120
Maximum Credits Earned		131

5. Campus Facilities @LBS

- Data Science Lab (IBM established)
- E-Class Rooms
- State of Art Computer Lab
- E-Innovation Garage
- Centrally air-conditioned Library with enormous collection of books, e-books and journals, IP, BP, EP, USP, Merk Index etc.
- Well equipped Laboratories
- Auditorium / Orientation Center
- Student Welfare Cell / Grievance Redressal Mechanism
- Student Placement Cell
- Air-conditioned Cafeteria
- Sports facility
- Hostels
- Student Clubs
- In-house Yoga Studio with Trained
- Yoga Instructor
- Centre of Excellence
- Lloyd Technology & Business Incubator

6. Library

6.1   A form, available in the Library, needs to be filled and submitted to the Librarian along with two passport size photos and copy of fee receipt.

6.2   Once duly completed forms are submitted, Library cards are issued by the Head Librarian.

6.3   The members shall have direct access to the stack and have freedom to browse through the books during specified hours.

6.4   Each time a book is borrowed the Library cards, Identity cards, Membership cards are to be shown at the Library counter.

6.5   Same books will not be re-issued to the same person.

6.6   First year students shall issue the books on the presentation of their identity cards or on fee receipt basis.

6.7   Reference Books will not be issued.

6.8   A member is expected to return the books on or before the due date.

6.9   An overdue charge will be levied for the late return of books as follows: For General Books Re. 1 per day for first one week then Rs. 2 for next one week followed by Re. 1 per day.

6.10 Library cards are nontransferable. Persons to whom these cards are issued will be held responsible for any misuse.

6.11 Loss of books or cards must be reported in writing to the Librarian immediately.

6.12 If the member has lost the Library cards, he/she can obtain a duplicate cards from the Library. Charge of the duplicate cards is Rs. 100 per card and cards will be issued for one year. If the cards are again misplaced, then no cards will be issued for that semester.

6.13 Borrowers will have to pay for or replace the books list or returned in damaged condition.

NDL:
User ID: mtiwari@lloydinsttute.org
Password: manishtiwari123

DELNET:
User ID: uplbsgn
Password: lbs9639

7. Mentorship Programme

Student mentoring is proven to improve student retention, boost job placement rates, and increase alumni engagement when tapping alumni as mentors. Each fresher is assigned a teacher as student mentor who is responsible for guiding the student. Counseling by mentors helps students in a supportive and purposeful manner and assists them in the task of finding their way forward. The students and parents can discuss their concerns with their assigned mentor. It is advised to the students to attend mentor mentee meetings and discuss all sorts of problems academic or personal with their mentor. This is in the interest of students.

The mentorship at Lloyd Institute is aimed at providing one to one care and all-round guidance to enrolled students. Mentor of a student is just like a Teacher- Guardian to the students.

Every student will have a mentor appointed out of the faculty members of the institute concerned as every student moving from school to college may need guidance and counseling.

7.1 Mentor is like a guardian who observes all activities of a student.

7.2 The basic aim of such monitoring is to foster all round development of the mentee.

7.3 A mentee may encounter a host of problems ranging from behavioral and attitudinal to academics and professional performance.

7.4 The mentor is there to take stock of all issues faced by a student and resolve them.

To draw maximum benefit from Mentorship, there are certain things which a student will have to take care of:

7.5 A mentor will meet at least once a week with the mentee.

7.6 Do not hesitate to share your problem with the Mentor.

7.7 Mentor will keep sharing his observations about the progress of the mentee with his parents and it is the responsibility of the mentee to provide correct information about the phone number, e-mail etc of his parents.

7.8 Mentor will submit a feedback report to the Director.

8. Corporate Mentorship Program - Drishti

Student mentoring is an indispensable part of the management curricula across the globe, as it equips the students with the required guidance, which further assists them in their career advancement. Mentoring at Lloyd is a process for transmission of knowledge, social capital, and psychological support relevant to academics, career, and professional development. It is aimed at providing experiential inputs, macro-level insights, and networking opportunities. Lloyd Business School's Corporate Mentorship Program (LMP) is a unique program that offers one-on-one corporate executive-to-student mentoring for PGDM students. The aim of the program is to prepare the students for the industry and enhance their academic experience through professional skills development, leadership opportunities, and building networks among students and corporate partners, thus, bridging the gap between the industry and academia. The LMP further provides an excellent opportunity for students to interact and communicate with industry experts and learn from them. At Lloyd Business School, each PGDM student gets mentored by two mentors-one an academician and the other as a corporate professional, so that the students get the benefit of two complementary perspectives about issues that are important for their holistic development.

Benefits:

A mentorship occurs when an advisor, or mentor, provides guidance to a mentee, sharing valuable experience, skills, and knowledge. Mentoring program in the workplace facilitates educational opportunities that can help students advance in their careers and can facilitate a welcoming culture. Following are the benefits of the program:

- Enhances the students' confidence and challenges them by setting higher goals, taking risks, and ultimately guiding them to achieve higher levels.
- Routine advice on balancing academic and professional responsibilities.
- Mentors act as role models and facilitate leadership by developing interpersonal skills and helping students thrive in competitive environments.
- Students get an insider's perspective on navigating their career in the right channel.
- Students get exposure to diverse academic and professional perspectives and experiences in various fields

9. Students Transformation Programme (STP)

Students Transformation Program (STP) at Lloyd is aimed at increasing employability of the students. Experts with a holistic professional experience interact with students and help them to inculcate professional attributes. Efficient communication skills, professional attire, use of gestures during communication, power of pauses, group discussions and leading skills are some of the key quality attributes which are taught in this program. In addition, various types of reasoning problems that are asked during campus recruitment are covered.

Year wise topics covered

1st Trimester/ Semester - spoken english, body language

2nd Trimester/Semester - communication skills, presentation skills,

3rd Trimester/Semester - resume preparation, email writing skills, leadership skills

4th Trimester/Semester- interview skills, industry readiness

These classes are scheduled every week for all the students. The aim of STP for final years students is to prepare them for job opportunities. For junior students, the aim is to have an overall development apart from their routine schedule.

10. Training & Placement Assistance

10.1   Program Orientation

10.1.1 Mission

10.1.1.1   Mission of the CRC department is in full alignment with the overall institutional mission.

10.1.1.1.1   To enable student managers to be sensitive to the ever changing dynamics of the industry.

10.1.1.1.2   To facilitate functional expertise to improve employability.

10.1.1.1.3   To encourage and further develop entrepreneurial ideas and initiatives of students.

10.1.1.1.4   To facilitate a continual industry-academia collaboration.

10.1.2 Values

10.1.2.1 The department believes in extending equal opportunity for each candidate.

10.1.2.2 To help create best 'Student Managers'.

10.1.2.3 To identify and facilitate best job match for each candidate.

10.1.2.4 Fair practices (No biases, No prejudices).

10.1.3 Guidance related to resume

10.1.3.1 Guidance for making resume and a standard format will be provided to all candidates registering themselves with the CRC department.

10.1.3.2 The candidate will be required to get any such resume proof read by the CRC department for conformity.

10.1.3.3 No discrepancy will be accepted.

10.1.3.4 The candidate will be required to update their resume's as and when revisions in the said format are made.

10.1.4 Soft Skills Training

10.1.4.1 The Soft-Skills Training will encompass 4 components:

10.1.4.1.1   Communication sessions: These shall be a part of course curriculum as specified.

10.1.4.1.2   GD preparation sessions: A few rounds of preparatory GD sessions will be conducted under the supervision of faculty members to ensure GD readiness.

10.1.4.1.3   Mock PI's: A few rounds of preparatory PI sessions will be conducted under the supervision of faculty members and Subject Matter Experts to enhance confidence and ensure PI readiness.

10.1.4.1.4   Corporate Guest Lectures: These will be held from time to time (offline and online) to ensure maximum exposure to real world issues across industries.

10.1.4.2 Attendance for all CRC sessions is mandatory for all candidates registering themselves for Placement season.

10.1.5 Regular sharing of opportunities

10.1.5.1 The CRC department shares regular job opportunities with candidates registered with the department.

10.1.5.2 Such registrations are received via a Google form and must be submitted within stipulated time during the first trimester.

10.1.5.3 Any candidate failing to do so within the deadline shall not be considered eligible for applying to any such opportunity floated.

10.1.5.4 It is the prime responsibility of the candidate to check all updates related to Campus Recruitment drives, its eligibility, dates, venue, deadlines, etc.

10.1.6 One student-One job Policy'

10.1.6.1 Candidates will be extended all relevant job opportunities in their core domain. However, once the candidate accepts an offer, s/he will not be permitted to appear for another opportunity.

10.1.6.2 Dream company exception: A candidate will be allowed to appear for process of another company, if the said company has been listed as 'Dream Company' in the CRC registration form by that candidate.

10.2.   **Placement Process**

10.2.1   Pre-Placement Talk: Presentation about the Company & Job Profile (PPT)

10.2.2   Written Exam (Aptitude / Technical Test)

10.2.3   Group Discussion (10 to 12 Students)

10.2.4   Technical Interview (One to One)

10.2.5   HR Interview

10.2.6   Verification of Documents

10.2.7   Any other, as per company requirement.

10.3.   **General Guidelines**

10.3.1   Resume's to conform to standard LBS format.

10.3.2   Students to ensure accurate personal data and to regularly update the CRC department in case of any change.

10.3.3   Students to dress formally (preferably uniform) for any Placement process.

10.3.4   Students to carry a copy of their updated resume along with a folder containing all relevant documents/ degrees/ mark sheets along with passport size photographs for any placement process.

10.3.5   Students to route any queries/ complaints regarding company through their placement officer, so that any insignificant issues may be resolved before being presented to the company.

10.3.6   Transport, to and from, for placement drives outside campus to be duly intimated to parents/guardians and own arrangements to be made for the same.

10.3.7   Each candidate will be given up to 5 opportunities for Final Placement; however more chances can be permitted with necessary approvals from the Director's office.

10.3.8   To be eligible for a drive, a minimum of 80% attendance in CRC activities/preparation sessions is mandatory, as on date of the process.

10.3.9   If applied to a position and failed to appear, the candidate will be debarred from appearing in future opportunities till further approval from Director's office.

10.3.10 No-dues form to be obtained before Final Placement/ On-Job-Training.

10.3.11 Mandate to students to do due diligence before accepting any offer; LBS will not support students not joining post acceptance.

10.3.12 Students to employ fair practices during any Placement process.

10.3.13 In case of any false commitment/ miscommunication to the employer, the candidate will be liable (not the institute).

10.3.14 Once the offer letter has been received, the candidates' placement account with the department shall be closed, whether or not the candidate ultimately joins the organization.

        10.3.14.1   Exceptional circumstances require approval from the Director's office.

10.3.15 In case of any report shared by employer regarding misconduct whether in SIP/Final   Placement/On-Job-Training, the candidate will be held liable for further disciplinary proceedings and will be debarred from any further processes.

10.3.16 Inflicting any damage towards the institution whether online or otherwise, direct or indirect, will result in debarring from any ongoing or future processes with respect to the CRC department.

10.4.   **Student Placement Committee**

10.4.1   The said committee is to be constituted from among students of PG 1st year and 2nd year under guidance of Faculty coordinator for Training & Placements.

10.4.2   The committee shall at all times comprise of no less than 10 placecomers.

10.4.3   The said committee will be selected by a panel, under Director's supervision.

10.4.4 Parameters for selection

      10.4.4.1   Hard-working

      10.4.4.2   Determined

      10.4.4.3   Goal oriented

      10.4.4.4   Self motivated

      10.4.4.5   Communication skills

10.4.5 Roles & Responsibilities of Placecomers

      10.4.5.1   A placecomer must at all times ensure data creation and maintenance of records w.r.t. Placement Accounts.

      10.4.5.2   A daily update to be shared with coordinator-in-charge.

      10.4.5.3   A weekly meeting to be undertaken to assess and streamline progress of the committee.

10.5 Student Undertaking

I…………………………………..w/o ………………………………… hereby declare that I have read and agree to all the guidelines mentioned above. I fully acknowledge that my adherence to these guidelines is imperative to my offer of Internship/Placement, and that any violation will be liable to punishment/exclusion from such processes.

Signature: ………………………..   Date: ……………………..   Place: ……………………..

11. Code of Conduct

Anti-Ragging Policy of the Institute

All the students are expected to follow the Campus Rules and Code of Conduct.

Ragging is totally prohibited on the campus. If any student is found indulging in ragging, severe action will be taken against the student.

Based on the Hon'ble Supreme Court of India's Direction, the UGC / AICTE have issued Regulations and Guidelines. Some of the guidelines are as under:

11.1   Any conduct by the 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.

11.2   Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

11.3   Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

11.4.   Any act of physical abuse including all variants of it: forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

11.5   Any act that affects the mental health and self- confidence of a fresher or any other student

Anti Ragging Committee

S. No.	Name	Position in the committee	Ph. No.	Mail ID
1.	Dr. Kriti Swarup	Chairperson	9718506687	kriti.swarup@lloydbusinessschool.edu.in
2.	Mr. Mahendra Vikram Singh (Adv. Supreme Court)	Representative of Civil Administration	9810000862	adv.mahendra@yahoo.co.in
3.	Ms. Vaishali Joshi (Founder , Sunshine Society)	Representative from an NGO	9971799601	vaishali@tippinggpointadvisoy.com
4.	Mr. Manish Tiwari	Member, Local Media	9958279592	manishtiwari81@gmail.com
5.	Shri Amardeep Yadav	Representative of Police Administration	8745928382	
6.	Dr. Imad Ali	Associate Professor	9990520219	imad.ali@lloydbusinessschool.edu.in
7.	Dr. Neetu kamra	Associate Professor	9818453024	neetu.kamra@lloydcollege.in
8.	Mr. Vijay Parmar	Associate Professor	9910359173	vijayparmar@lloydcollege.in
9.	Dr. Divya Gupta	Associate Professor	8527638945	divya.sharma@lloydbusinessschool.edu.in
10.	Mr. Nawab Singh Nagar	Representative of Parents	9717830937	nagarnawabsingh@gmail.com
11.	Mr. Yogesh Nagar	Member Students Seniors	8178812361	yogesh.nagarpgdm22-24 @lloydbusinessschool.edu.in
12.	Ms. Anupriya	Member Students Freshers	8340206224	Priyaanubgp26@gmail.comm

12. Fee Schedule

12.1   Fee shall be collected as per the schedule shared at the time of admission

12.2   There can be variation in fee structure depending on scholarship on merit or economical need basis.

Management's decision will be final on the same.

12.3   Fee can be deposited at Accounts Department in administrative building beside Reception.

12.4   Any student who has not cleared all the dues may be detained from appearing in exams.

12.5   Fee will be collected only through Demand Draft, cash or online transaction.

12.6   Demand Draft should be made in favor of "Lloyd Business School" payable at Greater Noida.

12.7   Fees may also be transferred electronically through net banking to the following account:

Beneficiary: Lloyd Business School

Bank: ICICI

Account No: 218305000035

IFSC Code: ICIC002183

Branch Name: Omega-1, Greater Noida

12.8   If you pay the fees using net-banking, inform your respective mentor with transaction ID, Bank name and date of transaction.

12.9   Any delay in clearing the fees or other dues will be penalized with a fine.

13. Attendance

13.1   It is mandatory for all the students to be regular and punctual in all the classes.

13.2   Attendance will be taken in every class by a roll call by the concerned faculty. The students must ensure that their presence in the class has been recorded by the Course Faculty. Any unauthorized absence from the class by a student will be considered an act of indiscipline by a student.

13.3   Attendance percentage calculation is based on the total number of classroom sessions held.

13.4   All the students are required to have a minimum of 75% attendance in each course to be eligible to write/ sit in the session/mid-term and final examination.

13.5   A student must inform his/ her Mentor in writing if he/ she has to miss (or has missed) classes for any reason.

This does not mean any approval for/of missing classes.

13.6   A student may be officially allowed to participate in institutional activities (placement activities, student competitions, etc.) that may mean being absent from the regular classes. In such cases, the concerned student must submit a request specifically stating:

12.6.1   the activity and its importance in Institution building,

12.6.2   course(s) and the number of sessions likely to be absent, duly forwarded with due comments from the respective Activity Head, to the Mentor.

13.7   The student must have a written approval from the Program Coordinator prior to proceeding for such activities. Such approved absence from the classes including any other absence, however, must not be more than 30% of the classes held in the respective courses.

13.8   The Institute regularly organizes seminars/ workshops/ guest lecturers etc. It shall be mandatory for the students to attend it for which a student will get attendance for the academic activities schedules on that day(s).

Leave on Medical Grounds:

Any absence on account of any medical indisposition will be counted as absent unless it is duly supported by Medical Certificate from an authorized medical practitioner. All such absence must be reported to the Mentor immediately by the concerned student or within 3 days of joining classes after medical recovery. For serious ailment/medical exigency of a concerned student, leave of absence can be granted by the Principal based on recommendations of the Program Coordinator. Appropriate verification of the medical condition may be done to make recommendations for granting leave on account of the medical exigency to the satisfaction of the Principal. The total attendance granted on medical grounds shall not be more than 10% of the total attendance of the semester/year

14. Discipline in Campus

Students are required to report on time for classes.

Conduct Rules

14.1   All students are advised to maintain cleanliness and refrain from littering on campus

14.2   Identity Cards should always be kept handy and produced on demand by the authorities.

14.3   If student I card is lost they will be fined Rs. 100/- to issue another.

14.4   Discipline and decorum should be maintained in all functions-Seminars, Workshops, Convocation, Sports Events etc.

14.5   Misbehavior with students/staff will not be tolerated and will be seriously dealt with.

Violation of the discipline shall include the following:

14.6   Disruption in spheres of teaching or conduct during students' examinations, research or administrative work and while participation in extra-curricular activities.

14.7   Damaging or defacing Institute property or the property of members of the Institute or any other such property inside or outside the Institute campus.

14.8   Use of abusive and derogatory slogans or intimidating language or incitement of feelings of hatred and violence or any act committed to further the same.

14.9   Eve-teasing or disrespectful behavior towards women or girl students.

14.10   Assault upon or intimidation of /or exhibiting insulting behavior towards a teacher, officer, employee, student or any other person.

14.11   Committing forgery, tampering with or misusing of the Institute documents or records, identification cards etc.

14.12   Furnishing false certificate or false information to any office bearer of the Institute.

14.13   Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the Institute premises.

14.14   Indulging in acts of gambling in the Institute premises.

14.15   Possessing or using any weapons such as knives, lathis, iron chains, iron rods, sticks, explosives and fire arms in the Institute premises.

14.16   Arousing communal or regional feelings and creating disharmony among students.

14.17   Tearing of pages, defacing, burning and destroying of books belonging to the library or published for seminars.

14.18   Any offence under law.

14.19   Improper behavior while on academic trips.

14.20   Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings.

Students shall not:

14.21   Attempt to access or circumvent passwords or other security-related information of students or employees and neither should they be found uploading or creating computer viruses.

14.22   Attempt to alter, destroy, or disable computer equipment, data, the data of others, or other network(s) connected to the system.

14.23   Usage of the Internet or other means of electronic communications to threaten students, employees, or volunteers.

14.24   Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

14.25   Use of e-mail or Web sites to encourage illegal behavior.

Nature of Penalties

14.26   The following penalties may, for act of indiscipline or misconduct or for sufficient reasons, be imposed on a student, namely:

14.27   Written warning and information to the parents/guardians.

14.28   Fine of Rs.500/- or more depending upon the gravity of offence.

14.29   Suspension from the Institute or debarring from availing of any other facility.

14.30   Suspension or cancellation of Scholarships, Fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency.

14.31   Recovery of pecuniary loss caused to Institute property.

14.32   Disqualifying from holding any representative position in the Class/ Institute/ Sports / Clubs and similar bodies.

14.33   Debarring from appearing in an examination.

14.34   Rustication

Dress Code

15. Examination Policy 2022-24

Evaluation of an academic programme is an essential component. The examination policy of Lloyd Business School is drafted for laying down rules and regulations to be followed by the stakeholders of the course. The policy is designed by rigorous brainstorming in examination committee meetings.

The stakeholders of the programme shall follow the examination guidelines. In case of any discrepancy or issue faced by any of the stakeholder, the same shall be brought under the notice of the director through e-mail by mailing at director@lloydbusinessschool.edu.in or through a letter posted at Director, Lloyd Business School, Knowledge Park 2, Greater Noida, 201306.

The director shall be proceeding/not proceeding the issue depending on feasibility and reasoning to put it forward for discussion in examination committee meeting. The final outcome shall be incorporated in next year's examination policy.

15.1   The Programme

AICTE and Ministry of HRD approved programme. The program comprises of six trimesters of 3 – 4 months each and 6 – 8 weeks of Summer Internship Programme (SIP). The credits of the programme vary with respect to the Major Specializations. Following table describes the total credit hours and total marks

A student enrolled in the PGDM program is required to complete a minimum of 121 credits in the span of two years spread over 6 trimesters. This can be achieved through a combination of core course, compulsory elective courses, open electives, summer internship project report and On the Job report/Final project report.

Trimester 1st, 2nd & 3rd offers a mix of 61.5 Core credit Courses and 15 Compulsory elective credit courses which makes it a total of 76.5 credits. From Trimester 3 onwards in the First Year, students are required to undertake Elective courses. Trimester 4th, 5th & 6th offers a mix of 9 Core credit Courses and 19.5 Compulsory elective credit courses which makes it a total of 28.5 credits. A student also need to complete an 8-10 weeks of summer internship worth of 3 credits and shall submit a summer internship project report in 4th trimester. Also for the purpose of field experience the students are given an option to take up On the Job training in 6th trimester, those opting out of OJT shall prepare a final report project worth of 3 credits.

Starting from Trimester 3rd the program offers a student an option to opt elective course to enhance their knowledge in other domains apart from their specialization. The program allows a student to choose from various open electives a Minimum of 9 credits and a Maximum of 20 credits between trimester 3rd and 6th.

15.2 Evaluation

The evaluation of PGDM program is divided in to internal and external component in 40:60 ratio for each subject. The internal assessment of 40 marks in each subject will be awarded by teaching faculty of the particular course during the delivery of the course. There are seven components of internal assessment. A teaching faculty shall choose at-least three components for internal assessment. In case, Group/ Individual Project is selected as an internal assessment component; two components including project can be used for internal assessment. However, the weightage of each selected component shall be decided and communicated in advance to the students and course coordinator. In case of any change in the internal assessment evaluation components during the course, the approval shall be taken from director's office. In case of mismatch of selected internal assessment component in the beginning of the course and component used for actual assessment; the assessment of particular component will stand void. The seven internal assessment components are;

15.2.1. Case Study Analysis

15.2.2. Quiz

15.2.3. Assignment (Group/Individual)

15.2.4. Presentation (Group/Individual)

15.2.5. Mid-term

15.2.6. Project (Group/Individual)

15.2.7. Class Test / Projective Techniques/ Role Plays

End-term evaluation of the particular subject will be the responsibility of examination department. The teaching faculties may be asked to prepare one or two sets of question paper/s. The questions papers shall be able to test (i) ability to recall, (ii) ability to understand, (iii) ability to apply, (iv) ability to analyze, (v) ability to evaluate and, (vi) ability to create, in the particular course of the students. All the levels of evaluations are drawn from Bloom's Taxonomy.

The collective assessment (internal and external) shall map all (Course Outcomes) CO's collectively. Faculty shall be in a position to specify that which assessment is mapping which course outcome/s.

The evaluation Summer Internship Programme (SIP) shall be ensured by examination department on completion of 6 – 8 weeks SIP training. The weightage for SIP evaluation shall remain 50:50 for project report (to be evaluated by allotted faculty mentor) and viva-voce. The viva-voce shall be conducted by examination department for each student individually with following guidelines.

15.2.8. Each student has to appear in front of a panel of two evaluators for viva-voce.

15.2.9. A panel taking viva-voce shall contain at-least two evaluators.

15.2.10. One of the panel members shall preferably be external (from outside the institute).

15.2.11.   The external panelist shall be approved by director.

15.2.12.   Both panelists shall award 50 marks each on following internship rubrics

15.2.12.1.   Quality of Work (10 marks)

15.2.12.2.   Learning and value add (10 marks)

15.2.12.3.   Initiative and Creativity (10 marks)

15.2.12.4.   Organizational Fit (10 marks)

15.2.12.5.   Response to the Supervision (10 marks)

15.2.13.   The panelists' awarded marks shall be averaged at the end.

15.2.14.   A student failing to clear Summer Internship Programme shall re-submit the report.

15.3   Award of Diploma

A student shall be awarded the diploma on the day of convocation (not necessarily to be held annually) under the fulfillment of following criteria.

15.3.1.   A student has secured minimum 4.0 or above CGPA.

15.3.2.   A student has cleared all papers with minimum 40% marks within four years from the date of commencement of the course.

15.3.3.   A student in addition shall score minimum 40% marks in end-term examination.

15.3.4.   A student has no dues on the institute

15.3.5.   A student is not undergoing any suspension from the institute

15.3.6.   A student is not undergoing in legal dispute with the institute

15.3.7.   A student is not having non-awarding diploma recommendation from a faculty.

A student can be given with on demand provisional diploma before convocation.

15.4   General Guidelines

15.4.1.   A student shall clear all his dues till date to write the examinations.

15.4.2.   A student should not appear in the debarred list provided by the HOD.

15.4.3.   A student should carry the necessary ID's during the examination.

15.4.4.   A student shall not practice unfair means during the examination.

15.4.5.   A student's result shall be withheld in case of use of unfair means or under disciplinary action.

15.4.6.   A student shall reach to examination hall 15 minutes before time of start of examination.

15.4.7.   A student shall not be allowed to leave the examination hall before 1 hour of starting of examination.

15.5   Compartment / Improvement Examinations and rechecking

15.5.1   A student shall fill the compartment form to appear in compartment examination along with fee of compartment (Rs. 500 each paper).

15.5.2.   The compartment examinations will be conduced along-with end-term examination of next term.

15.5.3.   There will be two special examinations during one academic year for providing students chance to clear their pending examinations.

15.5.4.   A student shall pass all his/her examinations within four years from date of enrollment in the course.

15.5.5.   A student can write compartment examination for a particular subject twice. More chances to write compartment examination in the particular can be written with special permission of director of the institution.

15.5.6. A student can apply for rechecking of answer-sheet only once by paying a fee of Rs. 500 per answer sheet. The revaluated marks (more or less then previous score) will be considered as final marks in the particular subject.

15.5.7. A student seeking improvement in grades can write the improvement examination (by paying a fee of Rs. 500 per subject) in any number of subjects within four years from the date of enrollment in the course. In case of improvement examination, the higher marks out of pre-improvement and post-improvement shall be considered as final score. However, there is no separate datasheet will be provided for the improvement examinations and the student shall be given the chance to write improvement examinations during the conduct of special examinations only. The syllabus for improvement exam for particular subject shall remain same as read by the student during the commencement of the course.

15.5.8. The grading and CGPA system for academic year is as follows;

Grade	Qualitative Value	Corresponding Grade Point
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Above Average	6
C	Average	5
P	Pass	4
F	Fail	Less than 4

$$(C)GPA = \frac{C_1 G_1 + C_2 G_2 + \cdots + C_n G_n}{C_1 + C_2 + \cdots + C_n} = \frac{\sum_{i=1}^{n} C_i G_i}{\sum_{i=1}^{n} C_i}$$

Where $C_1, C_2, \ldots$ are credit points of the particular subjects and $G_1, G_2 \ldots$ are the grade points of the respective subjects

15.6 Award of Grace Marks

15.6.1 In total 8 grace marks may be awarded during moderation of result to a student per trimester.

15.6.2 The maximum grace marks can be distributed in maximum two subjects or to the total marks obtained.

15.6.3 Grace marks doesn't fall under the claimable right of the student, it is completely on the discretion of examination committee.

16. Grievance Redressal Cell

The Grievances Redressal Cell (GRC) is responsible to settle any type of grievances raised by the students, teachers and non-teaching staff of the college. The committee is also authorized to initiate suo moto proceedings. It sometimes functions in tandem with the Discipline Committee and the Internal Complaints Cell, depending on the nature of the complaint, and membership of these three might overlap.

Members	Position	Status
Dr. Kriti Swarup	Director & Professor	Convenor
Dr. Krity Gulati	Professor	Member
Dr. Ruchi Garg	Associate Professor	Member
Mr. Pradeep Kumar Barthwal	Assistant Professor	Member
Prof. Vandana Arora Sethi	Group Director	External Member
Mr. Manohar Thairani	President, Lloyd	Adjudication Authority

Scope

The Grievance Redressal Committee shall consider only individual grievances of specific nature of staff and students of the Institute raised individually by the concerned aggrieved employee/ student of the Institute.

The Grievance Redressal Committee shall not consider any grievance of general applicability or of collective nature of raised collectively by more than one employee/ student.

After receiving any application, the Committee will decide on the merit of the case regarding scope of further discussion.

Procedure of submitting grievance

The aggrieved member shall submit his/her petition to the Convenor, Grievance Redressal Committee in a sealed envelope marked "confidential", along with supporting documents.

The same can be submitted online through the Grievance Redressal link given on the Institute's website.

17. Important Note

All admissions are subject to authentication of all documents and are liable to be cancelled at any point by university or college in case any information/ document is found to be false.

All the Notices and circulars will be notified via display on college notice board (Ground floor) & no call or message will be done to individual student or their family for any reason.

Kindly stay updated with information via notice board for your convenience.

Facebook page: https://www.facebook.com/lloydbusinessschool

Please like this (official) page of Lloyd Business School to receive updates about upcoming campus events and activities.

LLOYD BUSINESS SCHOOL

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