



Lloyd Business School

Ladder Of Success

PGDM Student's Handbook (2024-26)

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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. Lloyd insure delivery of quality and upgrading the educational standards along with the focus of minimizing industry-academia gap by continuously associating with the group like NSE, Celebal Technologies, LSC, Manpower Group, upGrad and many more. Additionally we have also set up a Finance Lab to support students's comprehensive learning in Finance and related fields.

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, Counseling and guidance, business simulations in collaboration with AIMA BizLab, certifications from Harvard Business Publishing among many others. 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.



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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 Business Analytics & Artificial Intelligence (BA & AI), Banking, Financial Services and Insurance(BFSI), Human Resource Management(HR), Advanced Marketing Management (in collaboration with upGrad), Entrepreneurship and Supply Chain Management(SCM). 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
Chief Strategy Officer & Head of Growth,
Lloyd Group of Institutions

Message from Director



Dear Students,

Welcome to the PGDM program at Lloyd Business School. Your PGDM journey is not just an academic endeavor but a transformative experience designed to foster holistic development.

Our curriculum is meticulously crafted to ensure a well-rounded education. We emphasize practical learning through state-of-the-art facilities like the IBM Lab, AIMA BizLab, Finance Lab, Communication and Excel Skills Labs, providing you with hands-on practice and real-world experience through case based teaching methodology.

We prioritize quality learning and offer certifications from esteemed institutions like Harvard Business Publishing, enhancing your credentials and broadening your knowledge base. Additionally, our value-added courses are designed to give you a competitive edge in the business world.

As you are ready to onboard this transformative journey, know that you are supported by a dedicated faculty committed to your success. We are excited to witness your growth and achievements over the coming years.

Warm regards,

Dr. Satish Kr. Matta

Director
Lloyd Business School

Message from Dean



Welcome to Lloyd Business School, where your journey towards a transformative and impactful career begins. As the Dean of Lloyd Business School, I am thrilled to introduce you to our vibrant academic community dedicated to excellence, innovation, and leadership in the field of Business Management.

At Lloyd Business School, we believe in the limitless potential of our students. You are here because you have demonstrated the ability to succeed, the curiosity to explore, and the determination to overcome challenges. Our role is to provide you with the tools, support, and environment you need to thrive.

Education is not just about acquiring knowledge; it is about developing the skills, mindset, and values that will guide you throughout your life. Embrace the learning process, take risks, and don't be afraid to step out of your comfort zone. Every challenge you face is an opportunity to grow stronger, wiser, and more resilient.

Our faculty and staff are committed to your success. They are here to inspire you, to challenge you, and to support you every step of the way. Engage actively in your classes, seek out new experiences, and build relationships with your peers and mentors. These connections will be invaluable as you navigate your academic journey and beyond.

Remember, the path to success is rarely a straight line. There will be obstacles and setbacks, but it is your perseverance, adaptability, and positive attitude that will define your journey. Believe in yourself, stay focused on your goals, and never lose sight of your passion.

I wish you a rewarding and fulfilling academic year. Embrace the opportunities ahead, challenge yourself, and make the most of your time at LBS. Together, we can achieve greatness.

Warm regards,

Dr Ripudaman Gaur

Dean (PGDM)
Lloyd Business School

VISION & MISSION



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.

1. 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

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.

2. 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 instill 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.

The major specializations start from trimester I and minor are to be selected in trimester IV onward. 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 major management related Seminars and Conferences; undergo Summer Internship in India or abroad, Industrial Visits, Group Discussions, Role plays in addition to undertaking a Research Project in fifth and/or Final trimester.



3. Program Structure and Evaluation Scheme

PGDM

Specializations: BA & AI / BFSI / SCM / HRM / AMM / Entrepreneurship

Total Credits: 126

Total Marks: 4700 / 4500

Trimester I			
Paper Code	Paper Title	Marks	Credits
PCP01	Management Concepts and Indian Value System	100	3
PCP02	Managerial Economics	100	3
PCP03	Human Resource Management	100	3
PCP04	Marketing Management	100	3
PCP05	Statistics for Decision Making-I	100	3
PCP06	Financial Accounting for Managers	100	3
PCP07	Business Communication*	50	1.5
PCP08	IT Applications in Management	50	1.5
	ELECTIVE-I	50	1.5
	Total	750	22.5
Trimester II			
Paper Code	Paper Title	Marks	Credits
PCP21	Legal Aspects of Business	50	1.5
PCP22	Macro Economics & Global Business Environment	100	3
PCP23	Organisational Behaviour	100	3
PCP24	Marketing Dynamics and Trends	100	3
PCP25	Statistics for Decision Making-II	100	3
PCP26	Financial Management	100	3
PCP27	Production and Operations Management	100	3
PCP28	Corporate Skills I (Soft Skills and Excel)	50	1.5
	ELECTIVE-II	100	3
	ELECTIVE-III	100	3
	Total	900	27
Trimester III			
Paper Code	Paper Title	Marks	Credits
PCP31	Entrepreneurship & New Venture*	50	1.5
PCP32	Cost and Management Accounting	100	3
PCP33	Digital Marketing	100	3
PCP34	Strategic Management	100	3
PCP35	Research Methodology for Management	100	3
PCP36	Operations Research	100	3
PCP37	Corporate Skills II (Soft Skills and Excel)	50	1.5
	ELECTIVE-IV	100	3
	ELECTIVE-V	100	3
	ELECTIVE-VI	50	1.5
	Total (For BA/BFSI/AMM)	850	25.5
	Minor Specialization (For SCM/HR/Entrepreneurship)	100	3
	Minor Specialization (For SCM/HR/Entrepreneurship)	100	3
	Total with Minor (For SCM/HR/Entrepreneurship)	1050	31.5

Trimester IV			
Paper Code	Paper Title	Marks	Credits
PCP41	Universal Human Values & Professional Ethics	100	3
PCP42	Summer Internship Report & Viva	200	3
PCP43	MOOC Course	100	3
	ELECTIVE-VII	100	3
	ELECTIVE-VIII	100	3
	ELECTIVE-IX	100	3
	ELECTIVE-X	100	3
	Minor Specialization (For All)	100	3
	Minor Specialization (For All)	100	3
	Total	1000	27
Trimester V			
For BA/BFSI/AMM			
Paper Code	Paper Title	Marks	Credits
PCP51	Corporate Governance,Ethics & Sustainability	100	3
PCP52	MOOC Course	100	3
	ELECTIVE-XI	100	3
	ELECTIVE-XII	50	1.5
	ELECTIVE-XIII	50	1.5
	Minor Specialization	100	3
	Minor Specialization	100	3
	Total	600	18
For SCM/HR/Entrepreneurship Specialisation			
Paper Code	Paper Title	Marks	Credits
PCP51	Corporate Governance,Ethics & Sustainability	100	3
PCP52	MOOC Course	100	3
POJT51	OJT Report I	400	6
	Total	600	12
Trimester VI			
Paper Code	Paper Title	Marks	Credits
PCP61/ POJT61	Final Project & Viva / OJT Report II	400	6
	Total	400	6



4. Compulsory Electives

Electives: Business Analytics and Artificial Intelligence (BA&AI)					
Elective	Tri- mester	Paper Code	Paper Title	Marks	Credits
ELECTIVE-I	I	PBAAI01	Foundations in Business Analytics	50	1.5
ELECTIVE-II	II	PBAAI21	Descriptive Analytics	100	3
ELECTIVE-III	II	PBAAI22	Data Base & Query Language	100	3
ELECTIVE-IV	III	PBAAI31	Data Analysis and Visualization with Python	100	3
ELECTIVE-V	III	PBAAI31	Data Visualization using Power BI	100	3
ELECTIVE-VI	III	PBAAI33	Introduction to AI through Predictive Analytics	50	1.5
ELECTIVE-VII	IV	PBAAI41	Introduction to AI: Machine Learning	100	3
ELECTIVE-VIII	IV	PBAAI41	Introduction to prompt Engineering	100	3
ELECTIVE-IX	IV	PBAAI43	Advance Statistics and Research Methodology for Analytics	100	3
ELECTIVE-X	IV	PBAAI44	Cloud Computing	100	3
ELECTIVE-XI	V	PBAAI51	Prompt Engineering & Generative AI	100	3
ELECTIVE-XII	V	PBAAI52	Project Management	50	1.5
ELECTIVE-XIII	V	PBAAI53	Deep Dive Neural Networks	50	1.5
Electives: Banking, Financial Services & Insurance (BFSI)					
Elective	Tri- mester	Paper Code	Paper Title	Marks	Credits
ELECTIVE-I	I	PBFSI01	Financial Services	50	1.5
ELECTIVE-II	II	PBFSI21	Securities Market Foundations (NISM SERIES-XII)	100	3
ELECTIVE-III	II	PBFSI22	Mutual fund Distribution (NISM SERIES-V-A)	100	3
ELECTIVE-IV	III	PBFSI31	Financial Modeling	100	3
ELECTIVE-V	III	PBFSI32	Equity Derivatives (NISM SERIES-VIII)	100	3
ELECTIVE-VI	III	PBFSI33	Research Analyst (NISM SERIES-XV)	50	1.5
ELECTIVE-VII	IV	PBFSI41	Commodity Derivatives (NISM SERIES-XVI)	100	3
ELECTIVE-VIII	IV	PBFSI42	Financial Analytics using R	100	3
ELECTIVE-IX	IV	PBFSI43	Investment Advisor Level 1 (NISM SERIES X-A)	100	3
ELECTIVE-X	IV	PBFSI44	Behavioural Finance	100	3
ELECTIVE-XI	V	PBFSI51	Taxation in Securities Markets (NISM SERIES XX)	100	3
ELECTIVE-XII	V	PBFSI52	Credit Appraisal and Risk Management	50	1.5
ELECTIVE-XIII	V	PBFSI53	Banking & Insurance	50	1.5
Electives: Supply Chain Management (SCM)					
Elective	Tri- mester	Paper Code	Paper Title	Marks	Credits
ELECTIVE-I	I	PSCM01	Strategic Supply Chain Management	50	1.5
ELECTIVE-II	II	PSCM21	Logistics Management & Information Systems	100	3
ELECTIVE-III	II	PSCM22	Procurement & Vendor Management	100	3
ELECTIVE-IV	III	PSCM31	Capacity Planning & Aggregate Planning in Supply Chain	100	3
ELECTIVE-V	III	PSCM32	Supply Chain Performance Metrics & Modelling	100	3
ELECTIVE-VI	III	PSCM33	CII Certification / Lean & six sigma	50	1.5
ELECTIVE-VII	IV	PSCM41	Global Supply Chains & Import/Export logistics	100	3
ELECTIVE-VIII	IV	PSCM42	Supply Chain Innovations & trends – LARG Model & Industry Versions	100	3
ELECTIVE-IX	IV	PSCM43	Liner Shipping Business	100	3
ELECTIVE-X	IV	PSCM44	Warehouse Management	100	3
OJT Report I	V	POJT51	OJT Report I	400	6
OJT Report II	VI	POJT52	OJT Report II	400	6

Electives: Human Resource Management (HRM)

Elective	Tri-mester	Paper Code	Paper Title	Marks	Credits
ELECTIVE-I	I	PHRM01	Talent Management	50	1.5
ELECTIVE-II	II	PHRM21	HR Analytics	100	3
ELECTIVE-III	II	PHRM22	Learning & Development	100	3
ELECTIVE-IV	III	PHRM31	Competency Mapping & Performance Management	100	3
ELECTIVE-V	III	PHRM32	Compensation & Reward Management	100	3
ELECTIVE-VI	III	PHRM33	Managing Diversity, Equity & Inclusion	50	1.5
ELECTIVE-VII	IV	PHRM41	Organisational Development & Change	100	3
ELECTIVE-VIII	IV	PHRM42	Industrial Relations & Labour Laws	100	3
ELECTIVE-IX	IV	PHRM43	Cross Culture & International HRM	100	3
ELECTIVE-X	IV	PHRM44	Leadership, Power & Politics	100	3
Project Tri V	V	POJT51	OJT Report I	400	6
Project Tri VI	VI	POJT52	OJT Report II	400	6

Electives: Advanced Marketing Management (AMM)

Elective	Tri-mester	Paper Code	Paper Title	Marks	Credits
ELECTIVE-I	I	PAMM01	Fundamentals of Digital Marketing and Branding	50	1.5
ELECTIVE-II	II	PAMM21	Communications in the Digital era and Website Design	100	3
ELECTIVE-III	II	PAMM22	Brand Management	100	3
ELECTIVE-IV	III	PAMM31	SEO, SEM and Display Marketing	100	3
ELECTIVE-V	III	PAMM32	Social Media and Influencer Marketing	100	3
ELECTIVE-VI	III	PAMM33	AI in Marketing	50	1.5
ELECTIVE-VII	IV	PAMM41	Customer Lifecycle Management and User Nurturing	150	4.5
ELECTIVE-VIII	IV	PAMM42	Content Marketing Strategy	150	4.5
ELECTIVE-IX	IV	PAMM43	Consumer Behaviour & IMC	100	3
ELECTIVE X	IV	-----	-----	-----	-----
ELECTIVE-XI	V	PAMM51	Digital Marketing Analytics in Practice	100	3
ELECTIVE-XII	V	PAMM52	Integrated and 360 marketing	100	3
ELECTIVE-XIII	V	PAMM53	MOOC Course/ Live Projects -Digital Exposure	100	3

Electives: PGDM (Entrepreneurship)

Elective	Tri-mester	Paper Code	Paper Title	Marks	Credits
ELECTIVE-I	I	PEM01	Entrepreneurship Fundamentals - Leadership Essentials, People, Team Building and Management	50	1.5
ELECTIVE-II	II	PEM21	Entrepreneurial , Sustainable Finance and Accounting for Entrepreneurs	100	3
ELECTIVE-III	II	PEM22	Incubation, Innovation & Start-Up Landscape, Opportunities and Practices in India & Emerging Economies	100	3
ELECTIVE-IV	III	PEM31	Convincing Markets and Investors - Fundraising, Pitching & Crowdfunding	100	3
ELECTIVE-V	III	PEM32	Creating and leading SMEs and Family Businesses	100	3
ELECTIVE-VI	III	PEM33	Ideation and Design Thinking for Problem-Solution Fit	50	1.5
ELECTIVE-VII	IV	PEM41	Personal Branding, Digital Marketing & Analytics	100	3
ELECTIVE-VIII	IV	PEM42	Economic Innovation & Sustainable Entrepreneurship	100	3
ELECTIVE-IX	IV	PEM43	Intellectual Property Rights (IPR) Management Strategies	100	3
ELECTIVE X	IV	PEM44	Innovation Development Process & Readiness Levels (Technology, Market & Investment)	100	3
Project Tri V	V	POJT51	OJT Report I	400	6
Project Tri VI	VI	POJT52	OJT Report II	400	6

6. PGDM Specialization Electives (Minor/Open)

MARKETING			
Paper Code	Paper Title	Marks	Credits
PEM01	Consumer Behaviour & IMC	100	3
PEM02	Marketing Analytics	100	3
PEM03	Sales & Distribution Management	100	3
PEM04	Brand Management	100	3
PEM05	Service & Retail Marketing	100	3
PEM06	Rural Marketing	100	3
FINANCE			
Paper Code	Paper Title	Marks	Credits
PEF01	Securities Market Foundations (NISM SERIES-XII)	100	3
PEF02	Financial Modeling	100	3
PEF03	Mutual Fund distribution(NISM Series V-A)	100	3
PEF04	Research Analyst (NISM Series-XV)	100	3
PEF05	Corporate Banking and Credit Analysis	100	3
PEF06	Equity Derivatives (NISM Series VIII)	100	3
Human Resource Management			
Paper Code	Paper Title	Marks	Credits
PEH01	Industrial Relations & Labour Laws	100	3
PEH02	International HRM	100	3
PEH03	Organisational Development & Change	100	3
PEH04	HR Analytics	100	3
PEH05	Compensation & Payroll Management	100	3
PEH06	Learning and Development	100	3



DATA ANALYTICS

Paper Code	Paper Title	Marks	Credits
PED01	Foundation of Data Analytics	100	3
PED02	Cognitive Analytics	100	3
PED03	Predictive Analytics	100	3
PED04	Social & Web Media Analytics	100	3
PED05	Artificial Intelligence	100	3
PED06	Optimization Analytics	100	3

OPERATIONS

Paper Code	Paper Title	Marks	Credits
PEO01	Supply Chain Innovations & trends – LARG Model & Industry Versions	100	3
PEO02	Procurement and E-sourcing	100	3
PEO03	Warehousing and Inventory Management	100	3
PEO04	TQM and Six Sigma	100	3
PEO05	Statistical Quality Control	100	3
PEO06	Optimization Techniques	100	3

ENTREPRENEURSHIP

Paper Code	Paper Title	Marks	Credits
PEE01	Culture, Society and Entrepreneurship in India	100	3
PEE02	Urban Innovation Technologies, Practices and Policies for Smart City Development	100	3
PEE03	Gender and Entrepreneurship	100	3
PEE04	Science, Education, Technology, Innovation - StartUp Policies in India	100	3
PEE05	Product Planning, Resource and Quality Management	100	3
PEE06	Social Innovation and Social Enterprise Development	100	3

INTERNATIONAL BUSINESS

Paper Code	Paper Title	Marks	Credits
PEI01	Export & Import Documentations	100	3
PEI02	International Business Law	100	3
PEI03	Cross Cultural Management	100	3
PEI04	Information Security in International Business	100	3
PEI05	International Financial Management	100	3
PEI06	Emerging Economies and Markets	100	3



7. Academic & Event Calendar 2024-25

JULY		
*DATE	DAY	EVENTS
12 - 25 June, 2024	--	Pre-Induction- Pathway Program
1 - 5 July, 2024	--	Diksharambh-Orientation Program
8 July 2024	Monday	Commencement of Trimester I
15 -19 July 2024	--	English Language Immersion Pathway (Daily Activity - With Classroom Sessions)
25 July 2024	Friday	AI in Policing and Legal Decision Making

AUGUST		
*DATE	DAY	EVENTS
7 August 2024	Friday	Green Generation Campaign
9 August 2024	Friday	Diksharambh 2.0
14 August 2024	Wednesday	Tarang-Voice of Patriotism : Talent Round
23 August 2024	Friday	Intra-Batch Sports Event
30 August 2024	Friday	Margdarshan- The Alumni Talk Series
August 2024	Saturday	Industrial Visit/PHDCCI Event/Corporate Visit

SEPTEMBER		
*DATE	DAY	EVENTS
5 September 2024	Thursday	Teacher's Day Celebration
13 September 2024	Friday	Drishtikon - The Expert Talk Series
16 - 20 September 2024	--	International Immersion Program
27 September 2024	Friday	Brand Wordle - Marketing Activity
27 September 2024	Friday	Margdarshan- The Alumni Talk Series
September 2024	Saturday	Fresher's Party

OCTOBER		
*DATE	DAY	EVENTS
4 October 2024	Friday	Personal Branding through LinkedIn
18 October 2024	Friday	Design Thinking 5.0
19 October 2024	Saturday	"Anusmaran"- Convocation and Alumni Meet
25 October 2024	Friday	Diwali Carnival
26 October 2024	Saturday	Last Teaching day of Trimester I

NOVEMBER		
*DATE	DAY	EVENTS
4 November 2024	Monday	End Term Examination of Trimester I
18 November 2024	Monday	Commencement of Trimester II
19 November 2024	Tuesday	Session on World Women Entrepreneurship Day
22 November 2024	Friday	Expert Talk on Power Dressing
29 November 2024	Friday	Margdarshan- The Alumni Talk Series
30 November 2024	Saturday	Entrepreneurship Summit
November 2024	Saturday	Industrial Visit/PHDCCI Event/Corporate Visit

DECEMBER

*DATE	DAY	EVENTS
2 December, 2024	Monday	National Pollution Control Day- Awareness Camp- Nukkad Natak
6 December, 2024	Friday	HR Club Activity: Tickle your Grey Cells
13 December, 2024	Friday	Drishtikon - The Expert Talk Series
20 December, 2024	Friday	Workshop on Entrepreneurship-I by MSME/NIESBUD
24 December, 2024	Tuesday	Christmas Carnival
27 December, 2024	Friday	Result Declaration- Trimester I
27 December 2024	Friday	Margdarshan- The Alumni Talk Series
December 2024	Saturday	Industrial Visit/PHDCCI Event

JANUARY

*DATE	DAY	EVENTS
3 January, 2025	Friday	Abhivyakti - The Debate Competition
10 January, 2025	Friday	Drishtikon - The Expert Talk Series
17 January, 2025	Friday	FinMemes and Reels
24 January, 2025	Friday	Workshop on Entrepreneurship- II by MSME/NIESBUD
31 January, 2025	Friday	Margdarshan- The Alumni Talk Series
31 January, 2025	Friday	Launch of Lloyd Business Review - Vol III (1)
January 2025	Saturday	Industrial Visit/PHDCCI Event
January 2025	Saturday	Foreign Language Certification Commencement: German Language

FEBRUARY

*DATE	DAY	EVENTS
1 February, 2025	Saturday	Budget Screening
8 February, 2025	Saturday	Last Teaching day of Trimester II
8 February, 2025	Saturday	HR Conclave
10 February, 2025	Monday	End Term Examination of Trimester II
24 February, 2025	Monday	Commencement of Trimester III
26 February, 2025	Wednesday	Commencement of Certification from Harvard
28 February, 2025	Friday	Inter-College Sports Event

MARCH

*DATE	DAY	EVENTS
1 March, 2025	Saturday	International Conference by Research Cell
7 March, 2025	Friday	Drishtikon - The Expert Talk Series
12 March, 2025	Wednesday	Workshop on Simulation
18 March, 2025	Tuesday	Life@ Lloyd by Topliners(Reels & Memes)
18 March, 2025	Tuesday	Summer Internship Workshop by CTLD
21 March, 2025	Friday	Annual Fest- Celebrity Night
27 March, 2025	Thursday	Experiential Learning: Collaborative Leadership Program

A P R I L

*DATE	DAY	EVENTS
4 April, 2025	Friday	Result Declaration- Trimester II
4 April, 2025	Friday	E-waste Donation Drive
11 April, 2025	Friday	Drishtikon - The Expert Talk Series
12 April, 2025	Saturday	Niyukti - The Job Fest
17 April, 2025	Thursday	Brand Canvassing
25 April, 2025	Friday	Margdarshan- The Alumni Talk Series
25 April, 2025	Friday	"Bazm-e-Kalam"

M A Y

*DATE	DAY	EVENTS
2 May, 2025	Friday	Last Teaching day of Trimester III & Trimester VI
5 May, 2025	Monday	End Term Examination of Trimester III & Trimester VI
26 May, 2025	Monday	Corporate Mentorship Program: Mentoring of Students by Industry Expert
May-July	xx	Summer Internship

J U N E

*DATE	DAY	EVENTS
June 2025	xx	Summer Internship
June 2025	xx	Mentorship of Summer Internship
21 June, 2025	Saturday	International Yoga Day

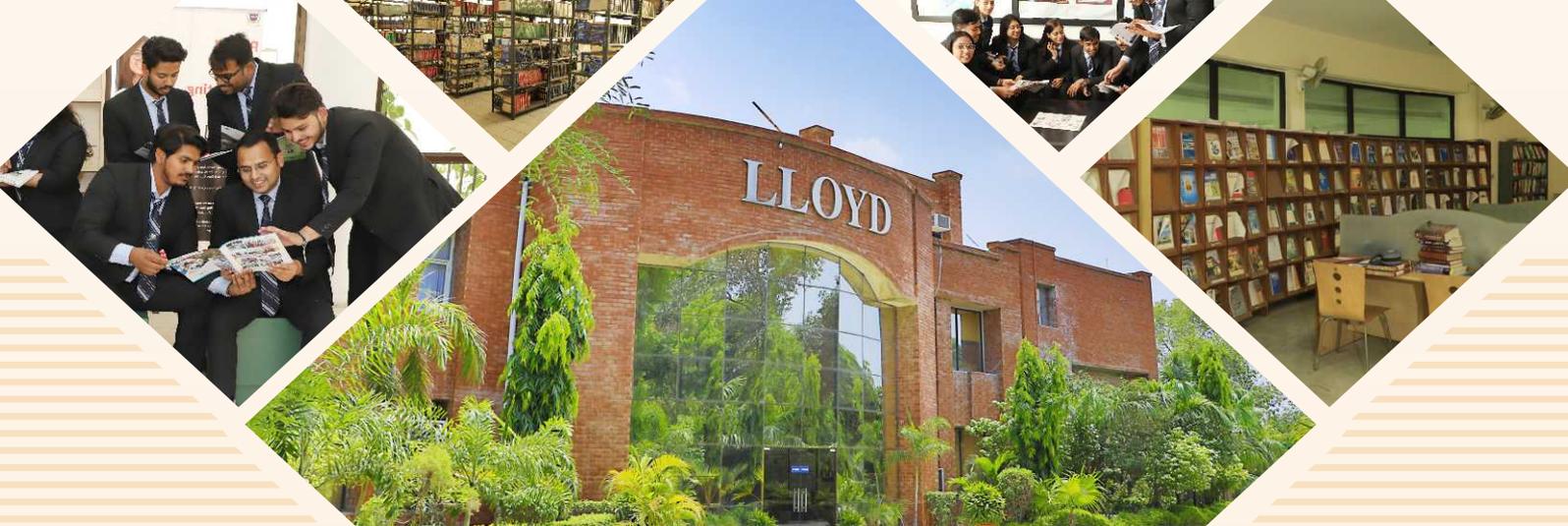
J U L Y

*DATE	DAY	EVENTS
18 July, 2025	Friday	Result Declaration- Trimester III & Trimester VI
11 July, 2025	Friday	Launch of Lloyd Business Review - Vol III (2)
26 July, 2025	Saturday	Farewell
31 July, 2025	Thursday	Launch of Lloyd Chronical

* Dates are proposed and are subject to change as per the requirements during academic session

MOCK Interviews Every Saturday from 1 December, 2024 till May, 2025





8. Campus Facilities @LBS

- Data Science Lab (IBM established)
- Finance Lab
- AIMA BizLab
- 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 (Celebal Technologies Ltd.)
- Lloyd Technology & Business Incubator

9. Library

- 9.1 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.
- 9.2 Once duly completed forms are submitted, Library cards are issued by the Head Librarian.
- 9.3 The members shall have direct access to the stack and have freedom to browse through the books during specified hours.
- 9.4 Each time a book is borrowed the Library cards, Identity cards, Membership cards are to be shown at the Library counter.
- 9.5 Same books will not be re-issued to the same person.
- 9.6 First year students shall issue the books on the presentation of their identity cards or on fee receipt basis.
- 9.7 Reference Books will not be issued.
- 9.8 A member is expected to return the books on or before the due date.
- 9.9 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.
- 9.10 Library cards are nontransferable. Persons to whom these cards are issued will be held responsible for any misuse.
- 9.11 Loss of books or cards must be reported in writing to the Librarian immediately.
- 9.12 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.
- 9.13 Borrowers will have to pay for or replace the books list or returned in damaged condition.

NDL:

User ID: mtiwari@lloydinstitute.org

Password: manishtiwari123

DELNET:

User ID: uplbsgn

Password: lbs9639

10. 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.

- 10.1 Mentor is a guardian who observes all activities of a student.
- 10.2 The basic aim of such monitoring is to foster all round development of the mentee.
- 10.3 A mentee may encounter a host of problems ranging from behavioral and attitudinal to academics and professional performance.
- 10.4 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:

- 10.5 A mentor will meet at least once a week with the mentee.
- 10.6 Do not hesitate to share your problem with the Mentor.
- 10.7 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.
- 10.8 Mentor will submit a feedback report to the Director.

11. 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 (CMP) 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

12. 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.



13. Training & Placement Assistance



About the Corporate Resource Centre (CRC)

The Corporate Resource Centre (CRC) at Lloyd Business School connects students with corporate and industrial entities, aiding their readiness for job placements and career success. Renowned firms actively recruit from Lloyd due to its valued students. The CRC expands corporate networks and enhances placement opportunities year-round through a student-focused approach.



Vision:

- Equip students with essential professional skills.
- Guide students in career path choices.
- Meet corporate expectations.
- Facilitate effective student recruitment.
- Align student career goals with industry standards for holistic development.

Mission:

Committed to providing top-tier education and nurturing talent, the CRC focuses on intellectual growth and personal development. It aims to deliver a transformative educational experience emphasizing:

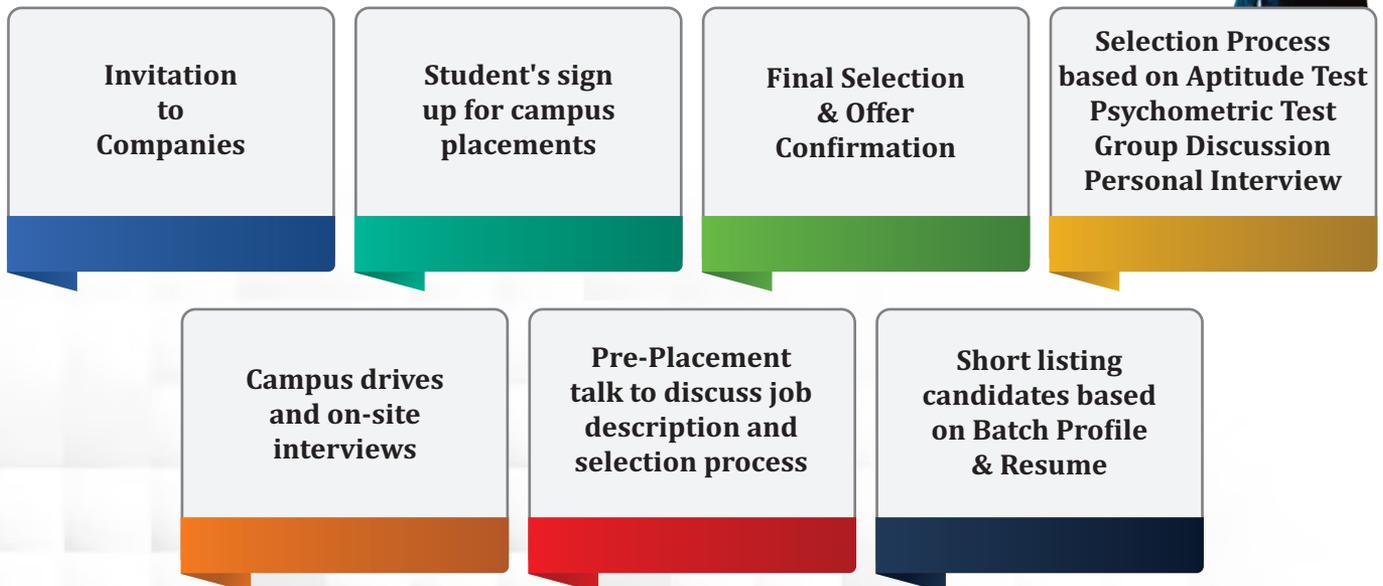
- Deep knowledge in disciplines.
- Problem-solving abilities.
- Leadership.
- Communication skills.
- Ethical behaviour.

Scope of Work:

- Interface between academia and industry.
- Facilitate domestic and international student placements.
- Arrange internships and practical projects.
- Conduct industry visits and guest lectures.
- Foster industry collaborations for mutual benefits.
- Provide career counselling for decision-making support.



Placement Process



Responsibilities in the Placement Process

Corporate Resource Centre (CRC) Responsibilities:

- » **Career Counselling:** Invite industry experts, conduct mock interviews, and organize skill development sessions.
- » **Job Trends Research:** Identify employer-desired skills and credentials by analysing academic programs and industry needs.
- » **Career Services:** Assist students in resume creation, job applications, and provide mock interview practice.
- » **Employer Networking:** Forge partnerships with local employers to secure internships and job shadowing opportunities.
- » **Hiring Events:** Plan and execute campus job fairs and hiring events to connect students with employers.
- » **Candidate Screening:** Work with employers to screen students for internships, ensuring they meet educational and company-specific criteria.
- » **Procedure Support:** Implement and uphold placement policies effectively.
- » **Company Engagement:** Invite companies for student placements and internships.
- » **Collaboration:** Coordinate with academic and administrative units to enforce placement policies.
- » **Contact Management:** Keep an updated contact list of involved faculty, staff, and students.
- » **Communication:** Facilitate clear communication among all parties in placement activities.
- » **Policy Review:** Conduct regular reviews and updates of placement policies as needed.

Student Responsibilities:

- » **Policy Adherence:** Understand and follow the CRC placement policies.
- » **Information Provision:** Supply necessary information to CRC promptly.
- » **Professional Conduct:** Uphold high standards of conduct, reflecting positively on CRC, the institute, and recruiters.
- » **Session Attendance:** Attend mandatory skill enhancement and placement briefing sessions organized by CRC.
- » **Company Engagement:** Participate in mandatory sessions by companies offering placements and internships.

This structure ensures seamless operation and effective coordination between CRC, students, and recruiting companies.

Corporate Resource Centre Placement Policy and Procedure

The CRC Placement Policy defines the roles, responsibilities, and processes to facilitate student placements through campus recruitment, aiming to maximize placement success.

Placement Procedure

- » **Company Invitations:** Companies are contacted via email with job details.
- » **Annexure Submission:** Companies return a filled annexure to the CRC.
- » **Job Descriptions to Students:** CRC emails job details to students.
- » **Pre-Placement Talks (PPT):** Dates are coordinated between companies and CRC.
- » **Notification of PPT Dates:** Students are informed about the PPT schedule.
- » **Company Campus Visit:** Companies conduct PPTs at the campus.
- » **Company Ranking and Scheduling:** Placement dates are set based on job profile, salary, past recruitment, and student feedback.
- » **Resume Submission:** Companies receive resumes of interested students for shortlisting.
- » **Shortlisting:** Companies provide a list of shortlisted students to CRC.
- » **Campus Selection:** Companies conduct tests, group discussions, and interviews on the scheduled date.
- » **Final Selection List:** Companies promptly provide the list of selected students to CRC.

Placement Policies

- » **CRC Role:** CRC facilitates placements but does not guarantee jobs.
- » **Communication:** Students must communicate through CRC for placement-related activities.
- » **Conduct and Punctuality:** Students must maintain decorum and punctuality during company interactions.
- » **Disqualification:** Misbehaviour with CRC staff or withdrawal after shortlisting can lead to disqualification.
- » **Resume Preparation:** Students should have multiple resume copies ready.
- » **Negotiations:** Salary and job location negotiations are managed by CRC.
- » **Offer Announcements:** Offers are announced through CRC at the end of the selection process.
- » **Application Process:** Students apply based on job descriptions shared by CRC.
- » **CV Submission:** Updated CVs must be submitted to CRC before placements start.
- » **Disclosure of Previous Applications:** Students must inform CRC of prior applications to the same company or profile.
- » **Final Authority:** Placement Committee decisions are final in disputes.

This streamlined process ensures efficient coordination between students, the CRC, and recruiting companies, aligning student capabilities with corporate expectations.

Say **NO** to
ragging



14. 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:

- 14.1 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.
- 14.2 Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- 14.3 Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- 14.4 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.
- 14.5 Any act that affects the mental health and self- confidence of a fresher or any other student

Anti Ragging Committee

S. No.	Name	Designation	Position in the committee	Ph. No.	Mail ID
1.	Dr. Satish Kumar Matta	Director & Professor	Coordinator	9811288869	skmatta@lloydcollege.in
2.	Dr. Ripu Daman Gaur	Professor	Member	9811218414	ripudaman.gaur@lloydbusinessschool.edu.in
3.	Dr. Kriti Gulati	Professor	Member	9990760551	kriti.gulati@lloydbusinessschool.edu.in
4.	Dr. Vandana Pareek	Associate Professor	Member	9711777422	vandana_pareek@lloydbusinessschool.edu.in
5.	Mr. Anup Nautiyal	Assistant Professor	Member	9910359173	anup.nautiyal@lloydbusinessschool.edu.in
6.	Mr. Sachin Sinha	Assistant Professor	Member	9540062524	sachin.sinha@lloydbusinessschool.edu.in
7.	Ms. Nishtha Kapoor	Assistant Professor	Member	9718004776	nishtha.kapoor@lloydbusinessschool.edu.in
8.	Mr. Pradeep Barthwal	Admin	Member	9821485615	pbarthwal@lloydcollege.in
9.	Ms. Deepanshi Vaishya	Student	Member	9455416554	vaishyadeepanshi@gmail.com
10.	Mr. Divyansh Mohanty	Student	Member	7850077852	mohantydivyansh001@gmail.com

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. 5000/- 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 & filing of police complaint.

15. Fee Schedule

- 15.1 Fee shall be collected as per the schedule shared at the time of admission
- 15.2 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.

- 15.3 Fee can be deposited at Accounts Department in administrative building beside Reception.
- 15.4 Any student who has not cleared all the dues may be detained from appearing in exams.
- 15.5 Fee will be collected only through Demand Draft, cash or online transaction.
- 15.6 Demand Draft should be made in favor of "Lloyd Business School" payable at Greater Noida.
- 15.7 Fees may also be transferred electronically through net banking to the following account:

Beneficiary: Lloyd Business School **Bank:** ICICI

Account No: 218305000035 **IFSC Code:** ICIC0002183

Branch Name: Omega-1, Greater Noida

- 15.8 If you pay the fees using net-banking, inform your respective mentor with transaction ID, Bank name and date of transaction.
- 15.9 Any delay in clearing the fees or other dues will be penalized with a fine.



Payment QR Code

16. Attendance

- 16.1 It is mandatory for all the students to be regular and punctual in all the classes.
- 16.2 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.
- 16.3 Attendance percentage calculation is based on the total number of classroom sessions held.
- 16.4 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.
- 16.5 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.

- 16.6 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.

16.7 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.

16.8 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.

Undertaking from the Students Regarding 75% Attendance

I.....S/D/o.....student of Lloyd Business School, in..... Trimester of PGDM program bearing Roll No..... mentored bydo hereby declare that I am aware of the ATTENDANCE NORMS as stipulated by Lloyd Business School.

I am aware of the fact that in case I fail to maintain minimum percentage of attendance as prescribed by the Institution, I will not be eligible for appearing in the End Trimester Examination. I also understand that if I do not meet the class attendance norms as stipulated; my name may be struck off from other opportunities extended by institution.

I am aware that mass bunk is an indisciplinary act punishable in the form of deduction in sessional marks and imposition of fine. I undertake to refrain myself from any involvement in any such acts.

Name of Student.....

Signature.....

Phone No. of Student.....

Name of Father.....

Phone No. of Father.....

Mentor's Signature.....

Lloyd Group of Institutions Student Code of Conduct: Respectful Language Policy

At Lloyd Group of Institutions, we strive to maintain a respectful and inclusive environment for all students, faculty, and staff. The use of foul, obscene, or offensive language on campus premises is strictly prohibited and will not be tolerated.

Definition of Foul Language:

Foul language includes, but is not limited to, the use of profanity, obscenities, racial slurs, derogatory remarks, or any other language that is considered offensive, discriminatory, or disrespectful towards individuals or groups based on their race, ethnicity, religion, gender, sexual orientation, disability, or any other protected characteristic.

Guidelines for Students:

1. Students are expected to use respectful and appropriate language at all times while on campus, during classes, events, or any other university-related activities.
2. The use of foul language, whether verbal or written, is strictly prohibited in classrooms, laboratories, libraries, common areas, and any other campus facilities.
3. Students should refrain from using foul language in their interactions with faculty members, staff, and fellow students, as it may create an uncomfortable or hostile environment.
4. The use of foul language in written assignments, presentations, or any other academic work is unacceptable and may result in academic penalties.

Consequences for Violating the Policy:

If a student is found using foul language on campus, the following actions may be taken:

1. **Verbal Warning:** For a first-time offense, the student will receive a verbal warning from the faculty member, staff, or appropriate authority, and will be reminded of the university's policy on respectful language.
2. **Written Warning:** If the inappropriate language persists after the initial verbal warning, the student will receive a written warning, which will be documented in their student record.
3. **Disciplinary Probation:** Repeated violations of the policy may result in disciplinary probation, during which the student's behavior will be closely monitored, and further infractions may lead to more severe consequences.
4. **Suspension or Expulsion:** In cases of severe or repeated violations of the policy, the student may face suspension from the university for a specified period or, in extreme cases, expulsion from the institution.
5. **Additional Consequences:** Depending on the severity of the offense, additional consequences may be imposed, such as community service, mandatory counseling, or other appropriate measures as determined by the university's disciplinary committee.

All members of the Lloyd Group of Institutions community are expected to uphold the values of respect, integrity, and inclusivity. By adhering to this policy, we can create a positive and conducive learning environment for everyone.

Please note that this policy is subject to review and may be updated periodically to reflect the evolving needs and expectations of our institution.

17. Examination Policy 2024-26

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.

17.1 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.

17.2 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;

17.2.1. Case Study Analysis

17.2.2. Quiz

17.2.3. Assignment (Group/Individual)

17.2.4. Presentation (Group/Individual)

17.2.5. Mid-term

17.2.6. Project (Group/Individual)

17.2.7. 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.

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

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

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

17.2.11. The external panelist shall be approved by director.

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

17.2.12.1. Quality of Work (10 marks)

17.2.12.2. Learning and value add (10 marks)

17.2.12.3. Initiative and Creativity (10 marks)

17.2.12.4. Organizational Fit (10 marks)

17.2.12.5. Response to the Supervision (10 marks)

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

17.2.14. 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.

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

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

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

17.3.4. A student has no dues on the institute

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

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

17.3.7. A student is not having non-awarding diploma recommendation from a faculty. A student can be given with on demand provisional diploma before convocation.

17.4 General Guidelines

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

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

- 17.4.3. A student should carry the necessary ID's during the examination.
- 17.4.4. A student shall not practice unfair means during the examination.
- 17.4.5. A student's result shall be withheld in case of use of unfair means or under disciplinary action.
- 17.4.6. A student shall reach to examination hall 15 minutes before time of start of examination.
- 17.4.7. A student shall not be allowed to leave the examination hall before 1 hour of starting of examination.

17.5 Compartment/ Improvement Examinations and rechecking

- 17.5.1 A student shall fill the compartment form to appear in compartment examination along with fee of compartment (Rs. 500 each paper).
- 17.5.2. The compartment examinations will be conducted along-with end-term examination of next term.
- 17.5.3. There will be two special examinations during one academic year for providing students chance to clear their pending examinations.
- 17.5.4. A student shall pass all his/her examinations within four years from date of enrollment in the course.
- 17.5.5. 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.
- 17.5.6. A student can apply for rechecking of answer-sheet only once by paying a fee of Rs. 500 per answer sheet. The reevaluated marks (more or less then previous score) will be considered as final marks in the particular subject.
- 17.5.7. 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.
- 17.5.8. 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

$$(C)GPA = \frac{C_1G_1 + C_2G_2 + \dots + C_nG_n}{C_1 + C_2 + \dots + C_n} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where C₁,C₂,... are credit points of the particular subjects and G₁,G₂...are the grade points of the respective subjects

17.6 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 or more 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.

17.7 Use of Unfair Means

Unfair Means Rules

S.No.	UFM Details	Punishment
1.	<ul style="list-style-type: none"> Disregards instructions provided by the Invigilator or Central Examination Committee. Engages in communication with another examinee or attempts to share information despite being cautioned by the invigilator or any competent authority. Write anything other than the Roll No. in the designated space on the question paper. Possesses exam-related materials in proximity or underneath the seat, even if there is no evidence of direct copying as confirmed by the Invigilator. Utilizes indecent or abusive language in the answer book. Makes oral attempts to communicate with another examinee during the examination. Displays indecent behavior within the examination hall. 	Warning will be issued to the candidate not to repeat in future. If repeated, CONCERNED PAPER will be awarded ZERO marks or "F" grade.
2.	<ul style="list-style-type: none"> If the examinee is found in possession notes, chits, answer book of any other examinee, etc. however he/she has not written from the said material in his/her answer book Possess any sort of exam relevant material in the examination hall or even outside the examination hall like toilet, lobby etc. or tries to contact any unauthorized person during the exam timings Bring any electronic gadgets (except memory less scientific calculators if permitted in that paper) in the examination hall. Any sort of writing on the question paper regarding solution of the questions. 	Cancellation of result of CONCERNED PAPER and will be awarded ZERO marks or "F" grade in that paper.
3.	<ul style="list-style-type: none"> Examinee has copied from the subject exam relevant material, Scribble on chits, compass box, calculator, pad, cloth, handkerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone. Examinee has indulged in exchange of answer booklet with other examinee. Examinee has copied from another examinee or deliberately allows other examinee to copy from his own answer book or pass on the exam relevant material or literature in any form to another examinee in the exam hall. If the examiner finds some written/printed papers etc. of exam related material from the answer book of an examinee. Attempts to get rid of or to destroy any kind of exam relevant prohibited material with which he is caught or helps others in such an act. Examinee is found to throw away his answer book, supplementary, question paper, practical job or part thereof. If the examinee is found to have torn the answer book, question paper, any other exam related material or part thereof his/her own or other examinee. If the examiner reports that in the examinee's answer book is written with more than one type of handwriting. If the examiner reports about missing pages or additional pages in the answer book of examinee If the examinee obstructs the process of conducting the examination in any way. 	Cancellation of result of the CONCERNED PAPER and two other paper in which the candidate has secured the minimum marks percentage among the rest of the papers except the paper in which candidate has UFM. That is total three papers will be awarded ZERO marks or "F" grades.

S.No.	UFM Details	Punishment
	<ul style="list-style-type: none"> • If the examinee tries to destroy the evidence by chewing the chit or in any other manner, which was found in his possession during examination • If the examinee attempt to bribe by way of Keeping currency notes in his/her answer book • If the examination committee is satisfied from the report of the examiner that the candidate has copied from one another or from any other sources or is involved in mass copying during the examination. • Possess any sort of exam relevant material written/printed compass box, calculator, pad, cloth, handkerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone in the examination hall or even outside the examination hall like lobby etc. 	
4.	<ul style="list-style-type: none"> • If the examinee obstructs/threatens orally or assaults the invigilator or any competent authority on exam duty. • Tries to bring duly written answer book or supplementary from outside. • If the examinee is found with bulk material like book, notebook, and short notes etc. related with the concerned paper. 	Cancellation of result of the all the theory papers in that semester (all the theory papers in that semester will be awarded ZERO marks or "F" grades).
5.	<ul style="list-style-type: none"> • If a person impersonates an examinee and if this is detected during or after the examination. • If the examinee carries away an answer book, supplementary or practical job or part thereof outside the exam hall. • Leaves the examination hall without submitting his answer book or tries to destroy it. • If the examinee is not appearing in that particular examination but who is a candidate of another examination of the College behaves in an indiscipline manner during the particular examination or helps other examinee in using unfair means. 	Cancellation of result of the all the theory papers and practical examinations in that semester will be canceled. (All the theory and practical papers will be awarded ZERO marks or "F" grades in that semester).
6.	<ul style="list-style-type: none"> • Possesses Gun, Revolver, Knife or any other prohibited weapon in or around exam hall. • Physically assaulting invigilator or any competent authority on exam duty. 	Cancellation of result of the all the theory papers and practical examinations (i.e. the papers and practical examination will be awarded ZERO marks or "F" grades) in that YEAR and the candidate has to repeat that session.
7.	<ul style="list-style-type: none"> • If during the examination or afterwards any examinee is found to have indulged in unfair means other than specified in 1 to 6 as above and which has been bearing on the examination or result of the examinee and/or any other examinee. 	The examination committee shall decide the penalty depending upon the nature and complexity of involvement of the examinee is concerned on case to case basis.



18. 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	Designation	Status
Dr. S K Matta	Director & Professor	Convener
Dr. Ripudaman Gaur	Dean	Member
Dr. Kriti Gulati	Head-Academics & Professor	Member
Dr. Nakshatresh Kaushik	Dean, Student Welfare & Associate Professor	Member
Ms. Snigdha Chowdhary	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.

19. 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.

All fees have to be deposited as per the Admission letter. Late fee fine will be applicable on a per day basis.

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

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

Instagram: <https://instagram.com/lloydmanagementgroup/>

Linked in: <https://in.linkedin.com/school/lloyd-business-school/>

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



Lloyd Business School

Ladder Of Success

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