



**Entrepreneurship
Development
Institute of India
Ahmedabad**

STUDENT MANUAL

2023-2025

**Post Graduate Diploma in
Management-Innovation,
Entrepreneurship & Venture Development
(PGDM-IEV)**

DESIGN > DEVELOP > DISRUPT



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

RECOGNIZED AS THE
**CENTRE OF
EXCELLENCE**
BY THE
**MINISTRY OF
SKILL DEVELOPMENT &
ENTREPRENEURSHIP**
GOVT. OF INDIA

**NIRF India
Rankings 2023**

POSITIONED IN THE
BAND OF 11-50
(INNOVATION CATEGORY)
BY THE
MINISTRY OF EDUCATION
GOVT. OF INDIA



PROGRAM VISION

Nurturing students through educational endeavors ably supported by practicum for enabling them to create sustainable ventures and develop successors for ensuring continuity and growth of family owned businesses.



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INTRODUCTION

This manual contains necessary guidelines to pursue its full-time academic program leading to the award of Post Graduate Diploma in Management – Innovation, Entrepreneurship & Venture Development (PGDM-IEV), duly approved by All India Council of Technical Education (AICTE).

The manual offers important information about registration, curriculum, grading system, academic standards, academic discipline, library, computer lab and hostel rules, the program fee payment schedule and the likes. All students are required to read the manual thoroughly because it is necessary that the students abide by these rules and regulations and at all times conduct themselves in a manner so as to bring repute to the Institute. The Post Graduate Program (PGP) Secretariat may be contacted for any clarification on rules and regulations within fifteen days of registration to clear ambiguity or doubt, if any. *However, note that on all matters of the program, the decision of the Institute shall be final.*

The Institute reserves the right to amend and implement the rules and regulations as mentioned in this manual without any prior notice during the course of the program. *However, note that on all matters of the program, the decision of the Institute shall be final.*

IMPORTANT NOTICE

Ragging in any form is strictly prohibited within and outside the Campus.

Possession and use of alcoholic drinks and narcotics within the campus is strictly prohibited. This is in accordance with the legal requirements of the State. Any breach of this clause will be dealt with severely, according to the law.

The Institute reserves the right to take any penal action if a student is found to be violating these rules.



PROGRAM ELIGIBILITY & DOCUMENT REQUIREMENTS

Following are the mandatory requirements towards confirmed admission to PGDM-IEV:

1. The student must submit a copy of valid score sheet of a national level management examination (viz. CAT / MAT/ XAT/ ATMA/ CMAT/GMAT).
2. The student must have completed all examinations related to the qualifying (graduate) degree with a minimum of overall 50% marks (45% in case of candidates belonging to reserved category) awarded by any of the Universities incorporated by an act of the Central or State legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under Section 3 of the UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India.

In case where Grades/CGPA is awarded instead of marks, the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by the university/ institution from where the student has obtained the bachelor's degree. If the university/institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing CGPA by the maximum possible CGPA and multiplying the result with 100.

3. Students admitted under the vacant seats will be selected based on the merit in the qualifying UG exams.

It is the student's responsibility to ensure the fulfillment of minimum eligibility criteria towards admission to PGDM-IEV. Non-fulfillment of mandatory requirements will lead to cancellation of admission to PGDM-IEV and the Institute will not be held responsible for any actual or notional loss or any such damages in such a case. Refund of fee, if any, would be made as per the norms of the Institute.

Students have to submit the following documents **individually**:

1. Qualifying degree mark sheet/s and provisional / degree certificate, mark sheets of X and XII standards (original along with a self-attested photocopy)
2. Score card of CAT/MAT/XAT/ATMA/CMAT/GMAT/GUJCET, as the case may be
3. Documentary evidence / caste certificate, issued by authorized officer / signatory, wherever applicable
4. Documentary evidence of participation in extra-curricular activities, sports, etc., if any
5. Proof of Medical insurance policy, if already covered. In absence thereof, the student will have to take such policy through self / EDII
6. Anti-ragging affidavit duly signed by the student and his/her parent
7. No-Objection Certificate pertaining to industry visits or any similar visits.



1.0 REGISTRATION

1.1 Registration for First Year Students (2023-2025 Batch)

- The academic term for 2023-2025 batch of PGDM-IEV begins on August 7th August 2023. All newly admitted students of the batch are required to report and register for the program on the said date online. Students will be provided necessary guidelines for the online registration before the commencement of the academic term.
- Any student provisionally admitted thereafter shall register for the program immediately after admission unless specifically permitted by the PGP Secretariat to register on a later date.
- Each student shall fill up the prescribed **Registration Form** (refer **APPENDIX II**) and submit it to the PGP Secretariat online.

1.2 Registration for Second Year (2024-2025)

- A **NO-DUES CLEARANCE CERTIFICATE** from all departments (Accounts, Administration, Estate, Library, etc.) should be submitted to the PG Office before leaving for the summer internship and also at the end of the second year, before convocation. (No-Dues Clearance Certificate format is provided in **APPENDIX III**.)
- Only those students who meet the academic passing standards (**refer to clause 8.0 ACADEMIC / PASSING STANDARDS**) and who have cleared all financial dues with the Institute latest by the date specified by the Institute, will be considered qualified to register for the second year and only such students will be eligible to get hostel rooms (**refer to clause 3.0 PAYMENT OF FEE**).
- All such students are required to fill up registration forms before commencement of their classes, unless late registration is permitted by the PGP Secretariat. Late registration will entail a late fee payment of **Rs. 250/- per day**.
- A student who fails to register on the specified date will be deemed to have left the program and shall be allowed to register only after s/he has obtained written permission from the PGP Secretariat.

2.0 THE POST-GRADUATE DIPLOMA IN MANAGEMENT- INNOVATION, ENTREPRENEURSHIP & VENTURE DEVELOPMENT (PGDM-IEV)

Course Curriculum

PGDM in Innovation, Entrepreneurship & Venture Development program comprises of core and elective courses (Entrepreneurship, Venture Fundamentals, Start-up & Innovation), capstone projects and action learning segments. Objective of the program is to connect theory of innovation and entrepreneurship with practice. This will facilitate learning on management of innovation, entrepreneurship and venture development from foundation to advanced stages and simultaneously enable students to apply their entrepreneurial skills in real life situations, validate ideas, build innovations, test market and build a successful venture out of it.

It will be offered in semester basis where the first semester will be focused on the basic ideation process and the business foundation process. The second semester will aid in the process of the business model development. The aspirant will be well verse in the concepts of basics of the new



venture development by means of concept-based action learning modules. Further, the introduction of Start-up Garage (Capstone Project) will help gain practical experience within the first year. The second year will mostly focus on functional electives and project work.

Learning Outcomes:

By the end of the programme, students will have a knowledge and understanding of:

- Key concepts of entrepreneurship, innovation and new venture development
- How to take an idea, build a prototype and launch to early customers in the market
- Demonstrate how to Market and Idea/Prototype to early customers
- Knowledge of scale up
- Knowledge of venture growth strategies
- Knowledge of Business Models and Fund Raising
- Knowledge of Hiring and Talent Management
- Knowledge of National / International Start-up Ecosystem

Course Framework: This course has three core Modules and three Action Learning Segments and six Capstone Projects to enable students to learn to recognize, create and shape a business opportunity, develop leadership and build a start-up team, construct business models, and assess market feasibility for launching new start-ups.

Start-up Internship:

It will involve activities pertaining to either working on own start-up/ idea or working in association with an emerging start-up. The objective of internship is to experience the challenges of a new firm in the initial phase and apply their class room knowledge to solve the problems of a new venture and facilitate growth of the venture.

For details on the courses, please refer the suggested **Program Architecture** at **APPENDIX IV**.

Academic Calendar

The tentative **Academic Calendar** for the first semester of the PGDM-IEV program is attached as **APPENDIX V**.

3.0 PAYMENT OF FEES

3.1 Fee Details

- As per the advice issued by All India Council for Technical Education (AICTE), M.H.R.D., GoI, all payments to EDII should be done through digital mode (internet banking) only.
- All students are required to pay the prescribed fees on or before the specified dates, unless permitted to pay at a later date in writing by PGP Secretariat.
- A student who fails to pay the fees and dues within the specified date will be charged a late fee at the rate of 0.05% per day of delay (the charge will be rounded up to the nearest rupee). *In exceptional cases, the PGP Secretariat may grant extension of time for making payments.*



- Late fees, once levied, will not be condoned.
- The Institute reserves the right to impose any penalty on the students, as it finds appropriate in cases of any default of payment due to the Institute. The penalty will include, among others, debarment from appearing in examinations, withholding of results, suspension and/or termination of studentship, as the Institute deems fit.
- All dues, including late fee and cost of damage to Institute's property, etc. will be deducted from the caution money deposit, if not settled on time. The Institute reserves the right to increase the caution money appropriately in case of defaulting students.
- First year students who fail to clear all their dues (including late fee) by the due date specified by the Institute will not be permitted to register for the second year. In exceptional cases, the Director General may relax the conditions on merit on a case-to-case basis.
- The caution money deposit shall not carry any interest and will be refunded within three months of Convocation, after deducting dues, if any.
- All dues towards fee, electricity charges, etc. should be cleared before the fourth semester examinations.
- The fee structure is subject to change without prior notice.
- The fee installment structure for the year 2023-2025 is as under:

I Year

Instalment	Due Date	Amount (Rs.)	
		Non-Residential	Residential
First	Upon Enrolment	88,740*	1,33,740**
Second	11 September 2023	70,950	95,950
Third	12 December 2022	63,630	83,630
TOTAL		2,23,320	3,13,320

* Includes Rs. 10,000/- towards caution money deposit

** Includes Rs. 10,000/- towards caution money deposit and Rs. 20,000/- towards security deposit for hostel and electricity charges

II Year

Instalment	Due Date	Amount (Rs.)	
		Non-Residential	Residential
Fourth	10 April 2023	79,370	1,14,370
Fifth	11 September 2023	79,760	1,04,760
Sixth	11 December 2023	57,550	67,550
TOTAL		2,16,680	2,86,680

3.2 Hostel Fee

- Hostel charges are Rs. 70,000/- per academic year for double occupancy a/c accommodation.
- Students will have to pay electricity charges on monthly basis, for which necessary details may have to be collected by them from the hostel administration.
- Students opting for residential facility are required to pay an amount of Rs. 20,000/- towards security deposit for hostel (including electricity charges), which will be refunded once the hostel is vacated satisfactorily and on time.



- In case of cancellation of hostel admission, the hostel charges paid may be refunded (after adjusting other unpaid dues, if any) on a pro-rata basis, rounded to the completion of the ongoing semester.
- The mess charges, as applicable, will have to be paid separately.

3.3 Fee Refund Policy (Other than Hostel Fee)

Fee refund will be as per the AICTE guidelines.

4.0 ATTENDANCE AND DISCIPLINE

4.1 Attendance

- All students must maintain regularity and punctuality. They are required to register attendance at the beginning and/or end of each session.
- EDII attaches utmost importance for students attending classes regularly throughout the program. Seeking leaves on reasons not justifiable will be strictly discouraged by way of restricting such students from appearing in the regular examinations. Such students who are restricted from appearing in the end-term examinations will get only one chance to appear in the supplementary examinations, the marks of which will be considered final.
For justifiable reasons, EDII expects the students to seek prior approval for leave, the number of which shall under no circumstances exceed 10% of a particular semester. In case of medical leaves, the student or student's guardians should report to PGP Secretariat on the cause of leave and expected days for leaves duly supported by a verifiable medical certificate.
- Absence without leave approval will be considered a serious breach of discipline. A student may avail leave of absence with a prior permission. Leave is generally not granted for more than three consecutive teaching days except for sickness and for such a case the PGP Secretariat will insist upon verifiable medical certificate and other documents, as deemed necessary.
- Students are required to attend the classes attentively and not disturb the class by resorting to any activity that could disturb the faculty and other students. No student can leave the class half way without taking permission from the teaching faculty, who is empowered to mark absence of such student for the session if deemed fit.
- The attendance record of each semester will be shared with parents/guardians.
- The leave application form should be submitted online with attachments (like medical certificates, etc.), if any.
- Before submitting a leave application, the student is strongly advised to contact his/her respective course faculty/instructor to ensure that he/she does not miss any quizzes or assessment during the leave period. EDII and/or faculty/instructor will not be responsible for any student losing any segment of evaluation on account of his/her leave.
- PGP Secretariat has the sole right to approve /disapprove leave applications. The approval will be intimated to the student within three days of application.
- The Faculty/ Instructors are authorized to take any measures to maintain discipline in the class.
- As PGDM-IEV is a full-time program, classes may be scheduled during any class slot including late/early hours, at times on Saturdays/Sundays as well. Therefore, on campus/online presence of all students is desirable throughout the day.
- Attendance during special lectures, interactions or events of similar nature organized by EDII, is mandatory, and absence will be viewed seriously.



- In case the attendance is to be taken on paper sheets, students are required to mark their full signature wherever required. Mere initialing will not be permitted. Proxy attendance will be dealt with seriously.
- It is the responsibility of students to regularly monitor and verify their attendance records. In case of any discrepancy/error, they should contact the PGP Secretariat immediately (within three days maximum), failing which no such request shall be entertained.
- Exceptional cases of lesser attendance would be referred to the PGP Executive Committee whose decision shall be final.
- EDII's decision shall be final in all matters pertaining to students' attendance.
- Attendance record of those students who found to be irregular / less than 90% by the mid-term will be shared with the parents/guardians.
- At the end of every semester, the attendance records of the students will be shared with the parents/guardians.

4.2 Academic Discipline

EDII practices a policy of equality and does not discriminate on the basis of caste, class, religion, gender or nationality. It attaches utmost importance to proper ethical behavior and honesty in all segments of academic work, violation of which can result in severe punitive action/s including suspension/ dismissal of the student from the Institute.

The following are strictly forbidden:

- **Ragging of any kind and magnitude either inside or outside the Institute campus.**
- *[For all ragging related details including information, rules, and empowered bodies, students should refer **APPENDIX XI INSTITUTE'S ANTI-RAGGING MECHANISM.**]*
- Use of laptop / tablets or any other electronic devices during on campus classroom sessions unless specifically instructed/permitted by the faculty/instructor.
- Unauthorized Chatting, web-surfing, viewing of movies/pictures/ videos/songs or anything of such nature in the classroom on LCD projector, laptop, mobile phone or any other gadgets in the classroom or at any teaching venue.
- Attention diverting activities and impolite, rude, in disciplined, noisy, and disturbing behaviour that causes inconvenience to the faculty and/or learning process of other students within/outside the classroom.
- Tampering with any of the contents or misuse of the Institute / library identity cards.
- Malpractice such as cheating, bribing, gambling or offences of similar nature.
- Giving false declarations, spreading rumors, making unfounded accusations or issuing unauthorized notices or writing, printing, distributing or displaying the same through hard or soft copies, internet, mobile, social media networks or any other method/s, either within the campus or anywhere else.
- Causing damage to the Institute's property in any manner.
- Disclosing the confidentiality of the data obtained for educational purposes from various sources.

Indulging in any of the above may lead to any degree of punishment, including suspension and expulsion from the Institute, as recommended by the PGP Executive Committee/Proctorial Board/PGP Secretariat and approved by the Director General depending on the nature and gravity of the issue.



4.3 Learning Management System (LMS)

Learning Management System is a vast repository where can store and track information. Students with the login and password can access these training resources. Institute is currently using Quiklrn app. Institute may introduce newer online platform / ERP for LMS. This app (Quiklrn) will also be used for online/offline sessions. Students should not share the online session link with anyone who is not registered for the class.

5.0 ASSESSMENT

EDII follows a system of continuous evaluation through multiple assessment methods to monitor students' academic performance. The aim of the assessment exercise is to measure enhancement in student's knowledge, skills, and application ability, identified as the intended learning outcomes. As illustrated and discussed in their respective courses, the course faculty / instructors assess students' understanding of concepts, theories, business practices, applications and decision-making abilities.

Submission of continuous assessment using the LMS (Quiklrn) is mandatory, unless communicated by the faculty, otherwise.

Assessment Components

Students are normally assessed through the following components:

- Quizzes/Tests/Exercises/Class Assignments
- Case Study Analyses
- Library/Web Assignments
- Field Projects / Project Reports
- Attendance / Class Participation
- Presentation and Viva Voce
- Mid-term Examination
- End-term Examination
- Any other parameter/s for assessment advised by the faculty

6.0 EXAMINATION

6.1 Mid-term and End-term Examinations

- The assessment would consist of continuous and term-end examination. The continuous components would be designed and evaluated by concerned faculty, while end term examinations will be designed and evaluated by external examiners / concerned faculty.
- For all 3.0 credit courses, mid-term and end-term examinations will be conducted and will be administered by PGP Examination Committee.
- The examinations could be either closed or open book exam(s).
- If a student misses or is likely to miss end-term examination due to reasons beyond his/her control, he/she must inform PGP Secretariat prior to the scheduled examination and submit a written application for supplementary examination with necessary supporting documents.
- An undertaking prior to the examinations has to be submitted by the students to the effect that they will not be involved in any malpractice/misconduct during the examinations.



6.2 Supplementary Examinations

- EDII discourages students for supplementary examination, except on genuine grounds, based on which permission may be granted for one such attempt for a course as announced by the PGP Secretariat.
- The supplementary examination for internal components including mid-term examinations may be considered by the respective faculty.
- Students who fail to secure minimum qualifying marks in a course may, if allowed, clear the same in supplementary examinations in the external (end-term) component to be conducted later on.
- The supplementary examinations will be conducted as per the dates announced by the PGP Secretariat from time to time. **It is the responsibility of the students seeking supplementary examination to remain in touch with the PGP Secretariat for the scheduled dates of such examinations.**
- The students, except for those whose leave of absence was approved by the Institute for not taking up the required examinations (for participating in academic/co-curricular events), will have to appear for the supplementary examination on payment of Rs. 1500/- per course irrespective of the credit weightage.
- The PGP Executive Committee may adopt any measure to restrict the provision of supplementary examination, including limiting the number of courses in which the student is permitted to appear for supplementary examination.
- **The number of attempts for passing a course satisfactorily would be shown in the final grade sheet.**

6.3 Penalties for Misconduct / Malpractice during Examinations:

Penalties could be one or more of the following:

- A written warning
- Cancellation of the result of (i) the concerned examination; or (ii) all the components of the concerned course; or (iii) all courses of the concerned semester.
- Any other punishment, including suspension and expulsion from the Institute, as recommended by the Examination/PGP Executive Committees and approved by the Director General depending on the nature and gravity of the malpractice.

Refer APPENDIX VI Examination Rules & Regulations.

7.0 GRADING SYSTEM

The evaluation of students' performance in each course consists of internal, mid-term as well as end-term components.

The respective Faculty/Instructor of the course will inform students of the evaluation pattern before the beginning of each course.



a) Grades are based on a five-point scale as follows:

A	=	Excellent
B	=	Good
C	=	Satisfactory
D	=	Low Pass
F	=	Fail
I	=	Incomplete

In addition, plus (+) and minus (-) signs against A, B, C and D is added to indicate different shades of the student's performance.

All segments are evaluated in letter grades. These letter grades in different segments are converted separately into grade points up to two decimal places using numerical values as given below:

A+ = 4 ^{1/3}	B+ = 3 ^{1/3}	C+ = 2 ^{1/3}	D+ = 1 ^{1/3}	F = 0
A = 4	B = 3	C = 2	D = 1	I = 0
A- = 3 ^{2/3}	B- = 2 ^{2/3}	C- = 1 ^{2/3}	D- = ^{2/3}	

b) If a student has not fulfilled the academic requirements of a course, he/she may be assigned "I" (Incomplete) grade temporarily, representing non-completion of the academic requirements for the course. When awarding an "I", the instructor should specify how the "I" has to be removed. (The methods include extra quizzes or assignments, make-up examinations, and repetition of the course). The faculty shall not withhold the final grade of any student.

First year students are expected to complete their entire first year course work before they join the second year. In exceptional circumstances, where a student is unable to remove "I" before the commencement of the second year, the PGP Executive Committee will decide whether he/she may register for the second-year courses.

In the case of a second-year student, such incomplete course work should be completed latest by the end of the academic year. If for any reason the student fails to complete the course, then his / her "I" grade would be automatically converted into an "F" grade.

However, if in the opinion of the course faculty (Instructor), a student's failure to complete the course (and thus remove his/her "I" grade) stemmed from an act of indiscipline, the concerned faculty would refer such a case to the PGP Executive Committee. In such cases, the PGP Executive Committee, in consultation with the concerned faculty, will decide whether or not the student should return in the next academic year for removing his/her "I" grade.

No student will be allowed to graduate with an "I" grade in any course.



- c) The final grade of a student would be determined as follows:
- i. A numerical value will be assigned to each segment of evaluation based on the letter grade awarded to that segment. (Refer the Grade Conversion Table attached as APPENDIX VII.)
 - ii. The weighted average score is then computed on the basis of weights for different segments of evaluation for the course. This score is divided by three (in case of a 3.0 credit course) to obtain the numerical score for the course. The resulting score is then converted into a letter grade for the course using the following scheme:

> 3.550	=	A
< 3.550 and > 2.550	=	B
< 2.550 and > 1.550	=	C
< 1.550 and > 0.550	=	D
< 0.550	=	F
- d) The respective Faculty/Instructor will specify the grading criterion for different evaluation segments of a course and communicate the same to students at the beginning of the course.

8.0 ACADEMIC / PASSING STANDARDS

- a) To qualify for promotion to the second year, the Grade Point Average (GPA) of a student must not be less than 2.0 in the first year courses. In addition, a student should fulfill the following conditions with respect to their first year courses:
1. He/she should not obtain more than one “F”.
 2. If he/she has obtained one “F”, he/she should not obtain more than three “D”s.
 3. If he/she has obtained no “F”, he/she should not obtain more than five “D”s.
- b) To qualify for the Post Graduate Diploma [PG Diploma] award, the grade point average of a student must not be less than 2.0 in the second year courses. In addition, a student should fulfill the following conditions with respect to second year courses:
1. He/she should not obtain more than one “F”.
 2. If he/she has obtained one “F”, he/she should not obtain more than two “D”s.
 3. If he/she has obtained no “F”, he/she should not obtain more than three “D”s.
- c) **A student failing in the first year may be asked to leave the Institute or repeat the first year by re-registering and paying the full fees as applicable, in the respective batch in which re-registration is sought.**
- d) Students, who passed the first year in first attempt but failed in the second year, may get one more year to complete the program as per the following criteria:
- A student not having an ‘I’ (Incomplete) grade but failing in some course(s) may apply to the PGP Secretariat for seeking permission to appear for the examination(s) in required course(s) during the next academic year. In such a case, the student will have to pay the full amount of annual examination fees (irrespective of number of courses) as applicable for the respective year.



- A student having one or more 'I' (Incomplete) grade may apply to the PGP Secretariat for seeking permission to attend the classes for the course(s) required to be completed during the following academic year. Granting such permission will be at the discretion of the Institute. When permitted, such student will have to pay all the fees in proportion to the number of course(s).
- e) The PGDM-IEV program must be completed within three years from the date of the first induction.

9.0 COMMUNICATION OF GRADES

- The Faculty will communicate to the students the grades of their internal components of evaluation, normally within 15 working days of conducting the test / examination.
- EDII will communicate to the students their final letter grades in various courses along with the cumulative grade points, normally within three weeks after the examination. At the end of each semester as well as the year, students will be issued official transcript(s) of their performance, duplicate copies of which may be obtained on payment of Rs. 500/- per transcript.
- Except for parents, sponsors, prospective investors for the student's project and prospective recruiters, the grade of a student is not communicated to any outside person or organization without consent of the concerned student.

Feedback and Fairness

- Students should seek periodic feedback on their performance from the respective faculty.
- Feedback on the performance of students may be shared with the guardian suggested by the students, if needed.
- The grades assigned by a faculty on any segment of evaluation will be final. A student who may need clarification on his/her grades may discuss the same with the concerned faculty within a week after receiving the grades.
- Re-evaluation of examination papers shall not be undertaken. However, in exceptional cases, a student may request for rechecking of marks / grades for computational accuracy only. Such a request, accompanied by a fee of Rs. 100/- per course, should be submitted to the PGP Secretariat **within one week of receiving the grade.**
- Likewise, reevaluation of project reports shall not be undertaken. However, in exceptional cases, a student may request for reassessment duly justifying the request. Such a request accompanied by a fee of Rs. 500/- should be submitted to the PGP Secretariat **within one week of receiving the grade.**
- Decision of the Institute will be final and no further request for re-checking will be entertained.

10.0 ACADEMIC HONOURS

10.1 Award of PGDM-IEV

At the end of the second academic year, **Post Graduate Diploma in Management - Innovation, Entrepreneurship & Venture Development (PGDM-IEV)** will be awarded to those students, who, as per the judgement of the Institute, have fulfilled all conditions and requirements for receiving the



award at the Institute's annual convocation ceremony. The Institute will also upload the certificates of students who have qualified for the PG Diploma, on National Academic Depository (NAD).

The Institute may debar any student from participating in the convocation and getting the PG Diploma on account of i) disciplinary reasons ii) pending dues, among others.

10.2 Award of Medals for Scholastic Performance

The EDII sponsored gold and silver medals for scholastic performance are awarded to the top-ranking students of the programme. The criteria for short listing and selecting students for awarding the medals are as follows:

- Toppers and having cleared all their PGDM-IEV examinations in the first attempt.
- For the gold medal, the GPA for the first and second year should be minimum 3.0 respectively and the CGPA should be minimum 3.1.
- For the silver medal, ignoring the GPA for the first and second year, the CGPA should be minimum 3.0.
- Student attendance records in each semester.
- The student should not have attracted any disciplinary action.

If the number of students in the programme is less than 15, only one medal will be considered for scholastic performance.

11.0 GENERAL CONDUCT

- The admission to the program is offered on basis of information and documents provided by the students. If at any point of time these are found to be incorrect or suppression of a material fact is discovered, admission of that student shall stand cancelled. *No refund of fees or any other claim/compensation will be admissible under such circumstances.*
- The Institute may ask a student to withdraw from the program at any time if the academic progress or attendance of the student is extremely dissatisfactory or conduct is detrimental to the mission, goals, and interests of the Institute. *No refund of fees will be considered in such cases.*
- If a student is found guilty of any kind of disciplinary activities (viz. malpractices during examinations, using false / abusive language about the institute/staff/faculty/fellow students, etc. in the social media, etc.), her/his name along with the act and punishment will be uploaded on the website of EDII. Even after passing out from EDII, if anyone is found involved in propagating any kind of wrong perception to further her/his agenda through social media or otherwise, individually or in group, EDII will be entitled to undertake any suitable action under Cyber Crime / Cyber Law and name of such students will be kept on our website. Name of such students may also be circulated to all government agencies including police depending on the merits of the case. Subsequently, no reference / conduct / recommendation letters will be issued to such students. However, if any constructive suggestion the student has, s/he is welcome to share and discuss with PGP Secretariat / PGP Chairperson individually and in person.
- Students are not permitted to enter into any commercial or financial dealings with any faculty/fellow students/program participants or staff members of the Institute. Complaints, if any, regarding workings/ behavior of employees should be reported to the concerned administrative heads.



- Canvassing for grades/ scholastic medals or any type of such favors is strictly prohibited. Such actions will invite penalty as decided by the faculty/ the PGP Secretariat and in grave cases, can also lead to non-recognition of the semester or expulsion from the Institute.
- Students shall be charged individually or collectively for damages to the Institute property including furniture, fixtures electronic/electrical gadgets in the class, etc.
- No eatables /drinking items are allowed in the classrooms.
- Unless otherwise specified, the students must desist from any collaborative effort while working for academic assignments, violation of which will be viewed seriously.
- Any material copied from any sources or downloaded from internet and presented by the students in any assignment must be duly acknowledged by appropriately citing the references. Claiming the credit for such copied material will be viewed seriously.

12.0 EDII LIBRARY AND INFORMATION CENTRE (EDILIC)

All admitted students automatically become members of EDII LIC, a state-of-the art information Centre enriched with updated information sources in the field of entrepreneurship and related subjects and equipped with Wi-Fi connectivity. The EDII LIC is under CCTV surveillance. The EDII LIC is supported by rapidly growing books and other collection focusing the curricula of PG Programs. Besides, EDII LIC subscribes online resources viz., EBSCO Entrepreneurial Studies Source, Indiastat, CMIE's Prowess and Capex databases, MICA Indian Marketing Intelligence (MIMI), Turnitin (Plagiarism software), CRISIL Research Services and other online journals, in addition to national and international journals and periodicals on various sectors/areas. Another special feature of EDII LIC is the product profiles on various sectors. The library resources help students in accessing the latest and relevant information and other literature to supplement their education at EDII. Online journals/databases and Web OPAC can be accessed through <http://library.ediindia.ac.in>.

EDII LIC remains open from 0800 hours to 2400 hours on all seven days and closes during holidays observed by the Institute. Please refer **Library Rules** given under **APPENDIX VIII**.

13.0 IT & COMMUNICATION FACILITIES AT EDII CAMPUS

A state-of-the-art computer network with more than 120 nodes connects all members of the Institute community. This network has fiber optics / CAT6 cable backbone with one or more fiber segments reaching every building of the campus. In addition to the computer labs, a Language Lab is also available to learn different languages. There are more than 30 high end manageable network switches which handle the internal data traffic. Every workplace on the campus including student rooms, faculty offices, classrooms, Library, computer labs have network connectivity.

The Institute has put a wireless layer (Wi-Fi) on top of this highly dense network with high level of security. A firewall is also placed to provide higher security with individual user name and password.

The campus network is supported by high speed servers, running on MS Windows platforms. For every workgroup (faculty, students, staff, other program participants, etc.), there is a set of dedicated servers which provide a core layer of services like Internet access, and file/print services.



Each student will be provided with an Institute email id (*@ediindia.org) which is managed through Google Gmail interface. Students will have to adhere to the following code of conduct for using institute email id:

- The Institute facilitates students to use Institute E-mail Id for academic communication only. However, any misuse of this email id including sending abusive/indecent/inappropriate emails to students, faculty, participants, etc. will be considered as serious breach of discipline and the email id will be discontinued immediately without any notice.
- The Institute Email id will be discontinued once the course is completed successfully. Therefore, it is suggested to move important content, if any, to your personal email id or other devices/platforms. Students must not use group id for sending emails for personal/individual issues.
- It is the moral responsibility of every student to use the Institute's E-mail Id for academic purpose only.
- Furthermore, e-mail facility must not be used for anti-institutional activities, to cause harm or abuse to student/staff/faculty in any form/manner and/or to spread wrong information among co-students. The Institute monitors activities that are inappropriate or polluting the overall environment. Such activities will be stopped immediately and the E-mail id will be suspended or withdrawn, without any notice. In addition, violation of such etiquette will result in disciplinary action by the Institute and/or prosecution under existing cyber laws.
- The student should not attempt to access computer systems, data or e-mail, which s/he is not authorized to access. They must not attempt to circumvent normal computer access mechanisms in any way, nor intentionally degrade the system performance.
- The Institute's E-mail Id will be suspended in the following circumstances:
 - a) Breach of guidelines set by the Institute in any form.
 - b) Any misconduct/crime is recorded/prosecuted against the student
 - c) Discontinuity from the course

The Institute's network is linked to the Internet via a set of dedicated leased lines enabling round-the-clock Internet connectivity on the campus. The Institute has 185 MBPS (Raw) Internet bandwidth through fiber connectivity. Every classroom is equipped with a projector, a PC with a multi-media and internet access. A classroom for on-line computer-based training is also available.

While EDII allows participation on social media sites, use of these platforms is not permitted during class timings. Online loading/posting of any content on social media site(s) abusing the Institute, Faculty, Staff, Students or Affiliates is strictly prohibited. Online posting that disrespects privacy and/or hurts the feelings of others is viewed seriously and disciplinary action will be initiated by the Institute.

The detailed Code of Conduct for Using Computing Facilities is provided under **APPENDIX IX**.

14.0 HOSTEL

The following are the hostel facilities and rules. Non-adherence to these rules will attract severe penalty including suspension from the hostel/program.

- Hostel facility will be provided only on double occupancy basis as per the academic calendar. The



students shall not change the rooms allocated to them without being permitted by the Warden / Designated Officer.

- Students will have to vacate the hostel by the end of Semester II and Semester IV.
- While proceeding for summer internship / vacation at the end of the second semester, students will have to mandatorily vacate the hostel. Fresh allotment of the accommodation will be made only when they report for their second year and are registered duly.
- Students will have to vacate the hostel within seven days of completion of their fourth semester examinations. For any extension (not exceeding five days), desirous students will have to take written permission from the Warden / Designated Officer. Institute reserves the right to take possession of the room after the above period, if permitted otherwise.
- For the Convocation / Awarding of Certificate function, the students will have to take written permission from the Warden / Designated Officer for accommodation in the hostel. It may be considered based on merit and room availability (not exceeding three days).
- Outstation students who would be doing their summer internship in and around Ahmedabad and would like to stay back on campus must take permission of the PGP Secretariat before the term-end examinations of the second semester. Accommodation for such students could be provided on campus subject to availability. However, they will have to necessarily vacate the regular hostel prior to commencing the summer internship and occupy alternate accommodation. Charges of electricity would be additional as per norms.
- A student vacating the hostel accommodation shall pay all dues and get a clearance certificate from the Warden/ Designated Officer before leaving the hostel.
- If a non-resident student wants to stay on campus, he/she should apply to the Warden in advance. The same would be permitted subject to availability of rooms, on payment of Rs. 250/- per day per student. Such stay should not be for more than four days.
- For effective utilization of hostel facilities, students may be required to change their rooms at any time during the academic year, as per the decision of the Institute.
- Every student is responsible for taking care of the hostel property. Students shall be charged individually or collectively for damages to the hostel property, including furniture, cupboard, etc. provided in the hostel room.
- Students are requested not to paint, write, or paste any material on the walls and doors, etc. It is expected of the students to maintain cleanliness in the rooms, hostel, and campus.
- The hostel community as a family cherishes its belongings and expects all to treat them with care. Therefore, students are requested to close the doors and windows gently and not bang them. Students should avoid littering and help the maintenance staff in keeping the hostel and the campus clean and beautiful.
- Casual wear is allowed only in the hostel premises.
- Students are encouraged to offer suggestions for any improvement regarding the residential facilities to their respective Warden.
- If a student is sick continuously for three days, he/she should keep the Warden or the Designated Officer informed of his/her health condition.
- Any incidence of infectious disease (e.g. Chicken Pox, Jaundice, etc.) must be reported immediately to the Warden or the Designated Officer and all necessary precautions should be taken to prevent the spreading of the infection/disease.
- Students are advised not to keep large sums of cash / valuables in their rooms. Each room is furnished with a cupboard. Students are advised to keep their valuables such as mobiles, cameras, laptops, calculators, jewelry, wrist watches, etc. in the cupboard and lock it whenever they go out.



It is the responsibility of the students to take care of their personal belongings. EDII management will not be held responsible for any theft or loss.

- Students may open their Bank Account with IDBI Bank, Gandhinagar, which is close to the campus. IDBI Bank ATM is also operational on the Institute campus.
- Changing the status from residential to non-residential or vice-versa may be allowed only once during the academic year. In such a situation, payment will have to be done for the ongoing semester. A student who wishes to change to the non-resident status should submit a 'no-dues clearance' certificate from the hostel administration to PGP Office before changing the status.
- No student is permitted to engage any person for service of any kind, personal or otherwise, without prior approval of the Warden.
- No pet animals/birds are allowed in the hostel rooms.
- Cooking in residential rooms is not permitted. Induction cookers provided on each floor can be used for boiling water, milk etc.
- Washing machine is provided in the hostel.
- Parents/relatives of students will have to stay separately in the guestrooms only. Accommodation is provided on chargeable basis, on prior written request for short duration, and depending on the availability of rooms.
- Parents accompanying the students during the time of admissions or invited by the Institute during occasions like Convocation, etc. would be offered 30% discount on standard accommodation charges subject to availability of rooms and on condition that the stay should not exceed two days.
- Students are not permitted to have visitors/guests in their rooms. They may meet the visitors/guests only in the reception area.
- Students are required to keep their identity cards at the time of going out or coming in, without which the security person manning the gate may not allow them to move out or enter the campus.
- A Biometric System is installed at the main gate of the Institute wherein students going out or coming in between 10.00 p.m. and 8.00 a.m. will have to register, the data of which will be collected by the Hostel administration. This record will be shared with parents / guardian, if necessary.
- Students must wear helmets while driving two wheelers including the pillion rider. The Institute will not be responsible for any mishap that may occur if the students leave the campus without wearing helmet.
- Campus timings: All residential students are expected to be on campus during the time between 12.00 am (after midnight) and 6.00 am except Fridays and Saturdays, unless permitted by the Warden (in writing). During Fridays and Saturdays, they are expected to be on campus between 1.00 am and 6.00 am. All residential students are expected to be retiring to their respective rooms latest by 1.00 am every day, unless permitted by the warden / designated officer, in writing.
- Day scholars are not allowed to stay back on campus after 10.00 p.m., unless permitted by the PGP Secretariat/Warden/Estate.
- Night out: Resident students may avail the facility of night out with an explicit written permission of the Warden and with due information to the Warden/Designated Officer. For this, students should fill and submit the night out passes that are available with the respective Warden Office / the Estate Office during office hours. Students must ensure that their parents / local guardians know about their night out.
- Details of local guardians should be duly certified by parents.
- Students are required to handover the list of inventories to hostel administration before leaving the hostel room.



- **Male students are not permitted in the hostel meant for female students / program participants/guests and vice versa.**
- **Possession and use of alcoholic drinks and narcotics within the campus is strictly prohibited. This is in accordance with the legal requirements of the State and any breach of this clause under State Laws, will be dealt with severely, according to the law. The Institute reserves the right to take any penal action if a student is found to be violating this rule.**
- **Consumption of any form of tobacco/gutka/pan masala, spitting/littering is strictly prohibited within the campus.**
- Wardens / designated officer(s) are authorized to visit / surprise check rooms, if required, to ensure adherence to the statutory regulations / norms and disciplinary requirements (safety, security etc. as per the guidelines of the government law & narcotics bureau) without prior notice. During such events, the hostel residents are advised to cooperate with wardens / designated officer. Failure on the above would be viewed seriously.
- Resident students may dry their wet clothes in a systematic/decent way, on hangers provided to them. They may avail the washer-man's facilities only through the person commissioned by their Warden/Designated Officer. For this they may seek help of their Warden/ Designated Officer.
- The actual bill of electricity consumption will be issued latest by 10th of every month, and must be cleared within 5 days of the receipt of the bill. It is the responsibility of the students to collect the bill from administration and make the payment on time. A penalty of Rs. 10/- per day would be charged if the amount towards electricity charges is not paid by the due date. If not paid within the stipulated period, the administration may take necessary action. Sr. Manager (Estate) may be contacted for any clarifications/disputes, etc. regarding electricity charges. In cases where overdue electricity charges exceed 50% of the caution money, the defaulting students may be asked to vacate the hostel immediately.
- Students will park their vehicles only in the stipulated students' parking area.
- The Dining Hall has a self-service system and it is open during the designated hours for service. Students are instructed to follow the timings strictly.
- A cafeteria on payment basis is provided to the students during limited timings.
- Food only from Food Safety and Standards Authority of India (FSSAI) certified outside vendors is allowed inside the campus. Such delivery of food will be allowed only till 11.00 pm.
- Without the permission of the Warden/Designated Officer, meals will not be served during any other time slot/s.
- Students are expected to avail the mess facilities in the 'AAHAAR' Dining Hall. Except for sick students, food and other items are not to be taken out of the dining hall.
- Payment for guests and additional mess facilities are to be made directly to the caterer.
- Celebration of festivals is strictly restricted to the hostel premises and should not have any impact/bearing on the Institute and its functioning. Students will need to seek permission of the Warden to conduct festive celebrations in the hostel premises at least 10 days prior to the event, so that necessary approvals are granted, if allowed, and support is provided.
- Collection of donations for any purpose (religious/ otherwise) is strictly prohibited.
- Celebrating birthday parties inside hostel rooms is strictly prohibited.
- A student who violates the hostel rules and discipline is liable for disciplinary action, and the action thus taken will appear in the student's academic record. This may result in the withdrawal of hostel facilities, suspension/expulsion from the Institute.
- Major parts of the hostel premises (except rooms) are under **CCTV surveillance**.
- Over and above, the wardens may provide additional rules. All students are expected to follow the same and can clarify with them, if required.



Residential students are required to submit a duly filled Hostel Declaration to the PGP Secretariat.
[Refer APPENDIX X Undertaking by Students for Abiding the Hostel Rules.]

15.0 MEDICAL FACILITIES

- In order to provide medical advice and consultancy to students our resident doctor will be available in Medical Room at EDII (Near CrAdLE) from Monday to Saturday from 9.30 am to 10.30 am and from 6 pm to 7 pm. Those who want to consult the doctor in the campus are requested to meet as per the above timings. After office hours or other than consulting time or in emergency, please contact the Estate Officer on duty/Warden and he/she will connect to the doctor.
- A student requiring medical support may contact the Institute's Medical Officer [Doctor] on the campus at designated timings. In case of non-availability of the Medical Officer, students may contact the Warden or the Designated Officer for necessary transport for seeking medical aid or consultation. Transport support to the nearest medical facility is available free of cost. Transport for any other medical facility may be provided based on availability and at appropriate charges.
- Students are advised to go for medical checkup with the Medical Officer who may issue a medical card for keeping record of their health. All medical expenses incurred on the recommendation of the Medical Officer are to be borne by the students.
- It is mandatory for all students to have a Mediclaim Policy. They are required to submit relevant documents of the policy to the administration department at the time of induction. In case required, we may facilitate the process of getting mediclaim policy for which actual cost will have to be borne by the students. All such students are advised to contact the PGP Secretariat for details and complete necessary formalities within 15 days of the program induction. Approximate expense for obtaining Mediclaim policy for a coverage of Rs. 1,00,000 may cost around Rs. 1600/- per year. The Mediclaim policy is covered for Covid-19 as well, which will be effective after 30 days of issuance of the policy. However, this does not apply to those who are already covered under similar scheme. Responsibility of ensuring Mediclaim coverage lies with the students.

16.0 EXTRA AND CO-CURRICULAR ACTIVITIES

- Students are encouraged to participate in academic, co-curricular as well as extra-curricular activities like sports and cultural events, etc., on campus and also at other prestigious institutions, without disturbing their academic activities, and after taking due approval from the PGP Secretariat. The approval shall be subject to conditions deemed as appropriate.
- Proposals for participation in outside events must accompany cost benefit analysis submitted at least one month in advance. Students participating in approved events shall be treated on leave of absence.
- Facilities for sports like table tennis, badminton, volley ball, basket-ball, football and cricket are available on campus. Students are encouraged to organize one or two sports events on campus, which should be properly planned and approved by the faculty-in-charge.
- The Student Committee should prepare and submit a budget for organizing any such Sports (Equipo) / Cultural (Ecstasy) / Entrepreneurial (Empresario) events to the Student Affairs Committee, well in advance. Once approved, the Committee can organize the events. All



approved payments will be released by EDII against submission of relevant documents. Students must desist from giving any commitment for any such expenses which is not approved in advance in writing by the institute. Such expenses if incurred will not be considered for payment / reimbursement.

- The group email id pertaining to the above events will be given to the approved student committee members of the respective group. It could be accessed only by the concerned members and only information regarding the respective programmes should be shared through these emails. It is the responsibility of the respective members of the committee to see to that no unnecessary emails are sent from these ids.
- All the necessary permissions should be taken before organizing any events on the campus.
- Representation of the committee members should be there for finalizing any prize/award.
- Students are advised to take care of the facilities provided.

17.0 PGP SECRETARIAT

All matters pertaining to the PG academic administration and day-to-day management of the course are looked after by the PGP Secretariat in consultation with faculty coordinators. Students can approach this office selectively and individually as and when required.

All students are required to make a note of the following:

- Students are required to produce their Identity Card whenever demanded.
- Transport could be provided to students during emergency. Such matters, if any, during working hours, should be communicated to the PGP Secretariat. Requests for transport during off hours, particularly for health reasons, should be dealt with the Warden or Designated Officer.
- No stationery items will be issued to the students.
- Students will not operate any equipment set up in the classroom, unless authorized/instructed.
- Students should not leave their personal belongings in the classroom.
- Practices/behaviour like throwing of wastepaper, writing on chairs in the classroom, celebrating social events/ parties without permission from the program office, etc. are not allowed.
- It is the responsibility of the students to check their e-mails (official) regularly as all the announcements/notices would be sent through e-mails. The Institute will not be responsible in cases where a student misses any deadlines, or events/activities which were announced by the above mode of communication.
- Any communication from the students should be sent only to the PGP Secretariat (pgp@ediindia.org) or to the Director, Dept. of Entrepreneurship Education (satya@ediindia.org) and to no one else.
- The class schedules for the subsequent week will be released by the PGP Secretariat mostly on every Friday.
- Teaching aids such as LCD Projector, Audio Video Systems, DVD Players, Wi-Fi, etc. are available. In case it is found that damage to any equipment is caused by students' action, all students will be held collectively responsible.
- An E-Book Reader will be provided to the students. This should be used for reading various titles and will also be used for conducting quizzes, taking feedback, attendance, etc. It is the responsibility of the students to take care of the instrument and use it effectively for the academic purpose.
- We welcome feedback on subjects we offer during each trimester. However, the feedback of



students who have at least 75% attendance in that particular subject will be considered by the PGP Secretariat.

- The classrooms are under CCTV surveillance.

18.0 ALUMNI ASSOCIATION

An Alumni Association has been formed by the alumni of the PG Programs. All students will become members of this Association on successful completion of the program.

19.0 COMMITTEES

Students should be aware of the different committees formed for the smooth functioning of the program.

In addition to the PGP Executive Committee, the following committees have also been constituted for smooth and effective administration of the PGDM-IEV program:

Academic Coordination & Institution-Industry Interface

Academic Coordinator offers mentoring, support, and help for the requisite day-to-day needs of the academic program, throughout its two years duration. Institution-Industry Interface Committee facilitates all interactions with enterprises, start-ups, entrepreneurs, mentors, etc.

Examination Committee

Comprising of faculty members – both internal and external – and staff members, this committee will look into satisfactory conduction of all the processes of examinations, announcement of results, etc.

Student Affairs Committee

Student Affairs Committee comprises of faculty and students to organize various activities like cultural events, sports activities, alumni related activities, various social and environmental activities, etc.

Proctorial Board

The Proctorial Board is set up with a view to reinstate discipline among students. Matters of serious nature pertaining to students' indiscipline will be referred to the Proctorial Board for further action and recommendation.

EDII Internal Complaints Committee

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 with regard to Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) of the Entrepreneurship Development Institute of India (EDII) has



been constituted as under, to address complaints relating to sexual harassment at the work place.

On receipt of a complaint, the ICC shall conduct a preliminary enquiry to ascertain the truth behind the allegations by collecting documentary evidence as well as recording statements of witnesses including the complainant.

ICC shall then submit the preliminary enquiry report to Director General, EDII, along with all the original documents adduced during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, the ICC may refer such complaints to the Grievance Redressal Cell or to the Director General, EDII.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

The ICC shall comply with the procedures prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for enquiring into the complaint in a time bound manner.

If the ICC concludes that the allegations made were false or malicious, or the complaint was made knowing it to be untrue or forged, or if misleading information is found to be provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

The Member Secretary, ICC shall receive the written complaints of sexual harassment, if any, on behalf of ICC and shall coordinate the deliberations of the ICC on the complaints received.

Who can Approach ICC for Help?

Any female faculty member, student or non-teaching staff member of the EDII can seek redressal from the ICC.

Definition of Sexual Harassment:

"Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- a) Physical contact and advances
- b) A demand or request for sexual favours
- c) Making sexually coloured remarks (including jokes)
- d) Showing pornography (books, photographs, paintings, films, pamphlets, packages, etc. containing 'indecent representation of women')
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Under the Act, the following also count as sexual harassment:
 - a) Implied or explicit promise of preferential treatment in her employment.
 - b) Implied or explicit threat of detrimental treatment in her employment
 - c) Implied or explicit threat about her present or future employment status
 - d) Interference with her work or creating an intimidating or offensive work environment for her
 - e) Humiliating treatment likely to affect her health or safety.



What are the possible actions that can be taken against the accused if found guilty?



Depending upon the severity of the case, punitive action may take any of the following forms

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

If you think you are being harassed, what should you do?

- Send an email to icc@ediindia.org
- You may also refer to <http://www.shebox.nic.in/>

Your complaint will be kept CONFIDENTIAL.

Inquiry process:

- The inquiry shall be completed within a period of 90 days from the date of the complaint.
- The ICC shall provide a report of its findings to the Director General within a period of 10 days from the date of completion of the inquiry and such report shall be made available to the concerned parties.
- If the allegation against the respondent is proved, the ICC shall recommend punitive action(s) to be taken against the respondent.
- The Director General shall act upon the recommendation within 60 days of receiving it.

Caveat

All female faculty members, non-teaching staff and students must bear in mind that such complaints are of an extremely serious nature and should, on no account, be made in a frivolous manner. This platform should not be misused to settle personal scores, or for any other non- genuine reason

In compliance with the applicability of SEXUAL HARASSMENT OF WOMEN AT WORK PLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013, to provide protection against sexual harassment of women at workplace and for prevention and redressal of complaints of sexual harassment and for all related matters, an Internal Complaints Committee (ICC) has been constituted.

Note: ICC will be reconstituted in compliance of AICTE (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016.



SC-ST Committee

The Institute believes in an equitable society and looks after the interest and welfare of weaker and marginalized sections of the society. In view of this, the Institute has constituted an SC-ST Committee to protect the interests and promote welfare of SC/ST students.

Ragging Related Committees / Squad / Professional Counsellors

Details of ragging related committees / squad / professional counsellors are provided under APPENDIX XI INSTITUTE'S ANTI-RAGGING MECHANISM.

On-Line Grievance Redressal Mechanism

The Institute has constituted a **Grievance Redressal Committee** so as to offer a mechanism to students for redressal of their grievances, if any. All students, parents/guardians, may report and seek redressal of their grievance(s), if any, at <http://ediindia.edugrievance.com>. All grievances will be redressed by EDII's Grievance Redressal Committee.

In case they are not satisfied with the decision of the GRC, they may approach to the Ombudsperson appointed by AICTE.

Dr. Devi Singh
Former Director, IIM Lucknow
C/o Public Grievance Redressal Cell
All India Council for Technical Education
Nelson Mandela Marg, New Delhi- 110070

20.0 CHANGE OF RULES AND REGULATIONS & INTERPRETATIONS

The Institute reserves the right to make amendments, addition, deletion and modification in this Manual from time to time, including even during the year. Students will be informed immediately about all effected changes. On all matters of the program, interpretation and decision of the Institute will be final.

[STUDENTS SHOULD REFER ALL ATTACHED APPENDICES]

..... ALL THE BEST



APPENDIX – I
AFFIDAVIT: FORMAT

(To be notarized on Rs. 100/- stamp paper)

I, _____ (fullname), son/daughter of _____, address _____ do solemnly affirm and state as under:

That I have appeared for the qualifying degree / graduation examinations and the National Management Examination (CAT/MAT/XAT/CMAT/ATMA) for the admission towards Post Graduate Diploma in Management-Innovation, Entrepreneurship & Venture Development (PGDM-IEV) conducted by Entrepreneurship Development Institute of India and I will submit the following documentary proof:

- a. Qualifying degree / graduation mark sheet and provisional/degree certificate
- b. Score card of CAT/MAT/XAT/CMAT/ATMA, as the case may be

If I fail to submit the above required documents for admission in EDII PGDM-IEV, 2023-2025 and non-fulfilment of the mandatory requirements, the EDII has a right to cancel my admission and I will only be responsible for that. In such a case, EDII can refund the fees as per the norms of the Institute. I will not file any litigation in the Law of Court against cancellation of my admission due to failure from my side in providing the above documents.

Date:

Signature of the Student



APPENDIX – II

ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA

PGDM-INNOVATION, ENTREPRENEURSHIP & VENTURE DEVELOPMENT, 2023-2025

REGISTRATION FORM

I, _____ (write your name in **BLOCK LETTERS** as you want it in the final certificate) am proud of being registered to the two-year program leading to Post-Graduate Diploma in Management – Innovation, Entrepreneurship & Venture Development (PGDM-IEV).

I declare that I have completed all necessary requirements of the award of graduate degree prior to this date. I understand that failure to submit the proof of the claim that the graduate degree has been completed prior to joining the PGDM-IEV will amount to forfeiture of the admission.

I have read the Student Manual and I am aware of all the ‘Rules and Regulations’ and promise that I will abide by the same stipulated by the Institute. Having understood that, I hereby make a promise in letter and spirit to maintain regular attendance in the course as stipulated in Student Manual. I am ready to face any disciplinary action on breach of the same.

I also declare that in the event of any sickness, accident or any other mishap during my stay at EDII, I shall not hold EDII responsible in any way and would bear all costs/damages arising out of any such eventuality.

I am also hereby furnishing my contact details as required by the Institute:

Name & Permanent Address	Mobile No. & Email id
Parents:	
Guardian: (Please mention the relationship)	

Blood Group: _____

Aadhar #: _____

Date:

Signature:



APPENDIX – III

NO DUES CLEARANCE CERTIFICATE: FORMAT

- (1) Name of the Student :
(2) Program : PGDM-IEV
(3) Batch : 2023-2025
(4) Roll No. :
(5) National Academic Depository (NAD) ID :

Sr. No.	Department	No Dues	Details of Dues, if any	Amount Due (Rs.)	Name & Signature of the Dealing Officer
1	Library				
2	I.T.				
3	Accounts				
4	Hostel				
5	Admn / Estate / Canteen				
6	PG Secretariat				

Date:

(Signature of the Student)



APPENDIX – IV

PGDM-INNOVATION, ENTREPRENEURSHIP & VENTURE DEVELOPMENT,
2023-2025

SUGGESTED PROGRAM ARCHITECTURE

I YEAR

SEMESTER – I

S.No.	Course Name	Course Mode		Propose Credit
1	Principles of Management	Classroom	Core	3.0
2	Entrepreneurial Marketing	Classroom	Core	3.0
3	Entrepreneurial Accounting for Startup	Classroom	Core	3.0
4	Business Economics	Classroom	Core	3.0
5	Elective -1 (to be selected from the list)	Classroom	Elective	3.0
6	Elective -2 (to be selected from the list)	Classroom	Elective	3.0
7	Business Communication/Outbound Skill Training - 1(to be selected from the list)	Classroom/ Online	Skill	3.0
8	Startup Garage: 1 <ul style="list-style-type: none"> • Opportunity Mapping • Proof of Concept • Prototyping 	Capstone Project		3.0
9	Ecosystem Engagement-1 (Ideation to Proof of Concept)	Action Learning		3.0
	Total			27.0

**SEMESTER – II**

S.No.	Course Name	Course Mode		Proposed Credit
1	Finance for Startup	Classroom	Core	3.0
2	Quantitative Techniques for Business	Classroom	Core	3.0
3	Managerial Accounting for Startup	Classroom	Core	3.0
4	Elective -3 (to be selected from the list)	Classroom	Elective	3.0
5	Electives 1– to be selected from the list of Swayam Course	MOOC-Swayam	Elective	3.0
6	Electives 2 – to be selected from the list of Swayam Course	MOOC-Swayam	Elective	3.0
7	Outbound Skill Training -2 (to be selected from the list)	Online	Skill	3.0
8	Startup Garage: 2 <ul style="list-style-type: none">• Value Proposition Canvas• Business Model Canvas• Business Case Presentation	Capstone Project		3.0
9	Ecosystem Engagement-2 (Students work on their project, attend webinars and seminars related to their project and submit a report on it)	Action learning		3.0
	Total			27.0

Summer Internship

Start-up Internship:

3.0 Credits



II YEAR

SEMESTER – III

S.No.	Course Name	Course Mode		Proposed Credit
1	Design-Driven Startup Creation	Classroom	Core	3.0
2	New Enterprise /Startup Financing & Appraisal	Classroom	Core	3.0
3	Startup law, Ethics and Environment	Classroom	Core	3.0
4	Elective - 5 (to be selected from the list)	Classroom	Elective	3.0
5	Digital Marketing for Startups	MOOC/Swayam	Online	3.0
6	Outbound Skill training - 3 (to be selected from the list)	Online	Skill	3.0
7	Startup Garage 3: Project Work and Incubation – Milestone Achievement & Journal	Action Learning		6.0
	Total			24.0

SEMESTER – IV

S.No.	Course Name	Course Mode		Proposed Credit
1	Venture Growth Planning	Class Room	Core	3.0
2	Quality Management Systems	Classroom	Core	3.0
3	Elective -6 (to be selected from the list)	Classroom	Elective	3.0
4	Elective -7 (to be selected from the list)	Classroom	Elective	3.0
5	Entrepreneurship and IP Strategy	Swayam	Online	3.0
6	Project Management	Swayam	Online	3.0
7	Startup Garage 4: Project Work and Incubation – Milestone Achievement & Journal	Action Learning		6.0
	Total			24.0



List of Elective Subjects		
S.No.	Course Name	Credits
1	Entrepreneurial Mindset & Methods	3.0
2	Business Model Innovation	3.0
3	Design Thinking and Innovation Management	3.0
4	Incubation, Innovation & Startup Landscape	3.0
5	Entrepreneurial Leadership and Team Building	3.0
6	Manpower Planning, Recruitment, and Selection	3.0
7	Integrated Marketing Communications	3.0
8	Sales and Distribution Management	3.0
9	Business-to-Business Marketing	3.0
10	Business Valuation for Startup	3.0
11	Business Analysis Using Financial Statements	3.0
12	Investment Analysis and Portfolio Management	3.0

MOOC/Swayam 1: Block Chain Technology		
S.No.	Course Name	Credits
1.	Block Chain and Distributed Ledger Technology	3.0
2.	Design and Development of Blockchain Applications	3.0
3.	Cryptography and Information Security	3.0
MOOC/Swayam 2: Data Science		
S.No.	Course Name	Credits
1.	Data Science for Engineers	3.0
2.	Python for Data Science	3.0
3.	Big Data Computing	3.0
MOOC/Swayam 3: Data Analytics		
S.No.	Course Name	Credits
1.	Business Analytics and Text Mining Modelling	3.0
2.	Advanced Business Decision Support System	3.0
3.	Business Analytics for Management Decision	3.0
MOOC/Swayam 4: Automation		
S.No.	Course Name	Credits
1.	Automation in Manufacturing	3.0
2.	Automation in Production System and Management	3.0
3.	Industry Automation and Control	3.0
MOOC/Swayam 5: Business Analytics & Information Systems		
S.No.	Course Name	Credits
1.	Enterprise Resource Planning	3.0
2.	Web Designing and E-Commerce	3.0
3.	Marketing Metrics and Analytics	3.0



MOOC/Swayam 6: Artificial Intelligence		
S.No.	Course Name	Credits
1	Fundamentals of Artificial Intelligence	3.0
2	Artificial Intelligence: Search Methods for Problem-Solving	3.0
3	Applied Accelerated Artificial Intelligence	3.0

List of Outbound Skill Training*		
S.No.	Course Name	Credits
1	Startup India Learning Program	1.0
2	Digital Transformation in Practice	1.0
3	Inbound Marketing	1.0
4	Professional Soft Skill	1.0
5	Understanding Design Thinking	1.0
6	Enhancing Soft skill and Personality	1.0
7	Consumer Behaviour	1.0
8	Enterprise Risk Management for Startup	1.0
9	Business Analysis	1.0
10	Business Intelligence Fundamentals	1.0

<https://www.startupindia.gov.in/content/sih/en/reources/online-courses.html>

Summary of Credit Distribution

Semester (Proposed)	Proposed Credits
I	27.0
II	27.0
Total I Year	54.0
Summer Internship	3.0
III	24.0
IV	24.0
Total II Year	51.0
Total	105.0

* *The EDII reserves the right to make amendments, additions, deletions and modification to this course architecture*



MOOCs THROUGH SWAYAM PORTAL

AICTE desires to encourage students to opt for Massive Open Online Course (MOOCs) on SWAYAM portal. Detailed information pertaining to the same and the credit weightage may be accessed on <https://swayam.gov.in>. For any clarification, students are advised to contact PGP Secretariat before registering on the portal.



APPENDIX – V
PGDM-IEV, 2023-2025
Academic Calendar - I Year (Tentative)
Semester – I (7th Aug – 10th Dec 2023)

Day	July' 23		Aug' 23		Sep'23		Oct'23		Nov'23		Dec'23			
Saturday	1													
Sunday	2						1							
Monday	3						2	Week 9	*Gandhi Jayanti					
Tuesday	4		1				3							
Wednesday	5		2				4		1					
Thursday	6		3				5		2					
Friday	7		4		1		6		3			1		
Saturday	8		5		2		7		4			2		
Sunday	9		6		3		8		5			3		
Monday	10		7	Week 1	Semester I begins	4	Week 5		9	Week 10	6	Week 14	4	Week 18
Tuesday	11		8			5			10		7		5	Term End Exams
Wednesday	12		9			6			11		8		6	
Thursday	13		10			7			12		9		7	
Friday	14		11			8			13		10		8	
Saturday	15		12			9			14		11		9	
Sunday	16		13			10			15		12		10	
Monday	17		14	Week 2		11	Week 6		16	Week 11	13	Week 15	11	
Tuesday	18		15		*Independence Day	12			17		14		12	
Wednesday	19		16			13			18		15		13	
Thursday	20	Week 1	Induction Begins	17		14			19		16		14	Diwali Break
Friday	21			18		15			20		17		15	
Saturday	22			19		16			21		18		16	
Sunday	23			20		17			22		19		17	
Monday	24	Week 2		21	Week 3	18	Week 7		23	Week 12	20	Week 16	18	
Tuesday	25			22		19			24	*Dussehra	21		19	
Wednesday	26			23		20			25		22		20	
Thursday	27			24		21			26		23		21	
Friday	28			25		22			27		24		22	
Saturday	29			26		23			28		25		23	
Sunday	30			27		24			29		26		24	
Monday	31	Week 3		28	Week 4	25	Week 8		30	Week 13	27	Week 17	25	Mid Term Exams
Tuesday				29		26			31		28		26	
Wednesday				30		*Raksha Bandhan	27				29		27	
Thursday				31			28				30		28	
Friday							29						29	
Saturday							30						30	
													31	



APPENDIX – VI
PGDM-IEV, 2023-2025: LIST OF MILESTONES

Sr. No.	Proposed Milestones	Year of achievement	Bonus Points	Remarks
1	Write Statement of Purpose or Professional Profile	1	1	Focus on entrepreneurial interest and aspirations.
2	Conduct market survey and report with analysis	1	3	Minimum sample size for face to face survey = 50 and online survey = 1000.
3	Obtain a quotation for major machinery or proof of payment towards machinery	2	3	Copy of quotation on vendor's letter head or payment receipt.
4	Open a new Current Account of proposed venture	2	3	Relevant document will account opening date is required.
5	Enter into an Agreement (Partnership, Lease, sale, Franchise, Manufacturing, Marketing, Distribution or any other)	1 or 2	For each: Simple=1, Notarized=2, Registered=3	Self attested Photocopy of the agreement to be submitted. Only one agreement can be submitted.
6	(i) Attend or participate in a Trade Exhibition (ii) Become member of a Trade Body (iii) Become office bearer of a trade body	1 or 2	Attend = 1, Participate = 5, Membership = 3, office bearer=4	Fee receipt / Entry pass to be submitted. The event shall be relevant to the student's entrepreneurial interest.
7	Produce marketing / promotional material (print/electronic version, including new functional website)	2	2	Functional website should be of minimum 10 pages.
8	Register a business like Shops & Establishment, Professional Tax, Company Formation, Domain name registration, Partnership or LLP formation etc (any two shall be accepted at the most)	2	Domain=1, Others=2	Self attested Photocopy of the document to be submitted.
9	Submit recording of Elevator Pitch of a new business model or growth plan of family business	2	2	Recorded elevator pitch shall be of max 60 seconds and not more than 200 words in writing.
10	Licence/Approvals like Food Product Licence, Health Licence, Factory Licence, Import/Export Code, Drugs & Cosmetics etc.	2	2 each	Maximum 2 shall be accepted; Self attested Photocopy of the document to be submitted.
11	Develop & demonstrate a Product prototype	2	3 to 5, depending on complexity of the product	Websites and products from family business are not acceptable; Evaluation based on (a) ability to understand customer needs and budget (b) scalability (c) innovation.
12	Submit Loan application to banks/funding institutions - for Loans or Equity Funding - New Limits or for Enhancement of existing facilities	2	For borrowings below 10 lakhs: 2; between 10-50 lakhs: 3 and above 50 lakhs: 5	Sufficient documentary evidence required.
13	Finalize building plan for proposed venture with plans duly signed by an Architect	2	3	Sufficient documentary evidence required.
14	Achieve first sale of new product or service (minimum sale value Rs.5,000)	2	2	First sale should be duly supported by documentary evidence including payment collection.
15	(1) Obtain PAN (2) File personal Income tax return (3) Obtain Central Excise registration (4) Obtain VAT registration or TAN registration or Service Tax registration	1 or 2	PAN=1, Return=2, Centex/VAT /TAN=3	Self attested Photocopy of the document to be submitted.
16	Documented innovation in a functional area of existing own/family business	2	2	Sufficient documentary evidence required.
17	Application for registration as a Vendor with any Government or large private sector organization	2	1	Online portals will not be considered.
18	Get Registration as a Vendor with any Government or large private sector organization	2	4	Online portals will not be considered.
19	Obtain a Quality Certification from recognized agency like ISO, ISI, Agmark etc	2	3	Self attested Photocopy of the document to be submitted.
20	Apply for Patent or Trade Mark or Copy right	2	Patent=3, Others=2	Self attested Photocopy of the document to be submitted.
21	Obtain Patent or Trade Mark or Copy right	2	Patent=5, Others=3	Self attested Photocopy of the document to be submitted.
22	Lead a business delegation	2	3	Leading as an office bearer of a trade body will only be considered.
23	Write an article in a reputed magazine or professional journal	2	3	Hard copy of the published article to be submitted.
24	Knowledge sharing -(i) Deliver a lecture/Participate in a debate on any academic, technical or professional topic (ii) Business simulation/B-plan competition	2	State level: 2; National:3; International: 4	Must be professional teaching and not just experience sharing; Participation in national and international events will be considered provided the student has gone outside Gujarat State for the same.
25	Write a full proposal for ERP implementation in family business	2	2	Copy of proposal with related documents.
26	Organizing approved events/seminars on campus on broader theme of entrepreneurship, individually or in group	1	1 per event (max for two events)	Participation letter/certificate to be obtained from concerned faculty coordinator.
Notes:	1. Milestones can be achieved in respective year only. If 1st year milestones are achieved in 2nd year then these shall qualify for 60% of bonus points.			
	2. It is mandatory for students to achieve minimum 5 bonus points in 1st year and minimum 7 bonus points in 2nd year. Hence, achievement of 12 bonus points at the end of 2nd year is desirable for getting Certificate of Appreciation provided he has achieved the minimum points criteria in 1st and 2nd year respectively.			
	3. Certificate of Merit shall be given to the top 10 scorers in a batch at the end of 2nd year provided they don't have any F grade.			
	4. No additional time shall be allotted out of academic calendar for achievement of these milestones. Students must try to achieve as many milestones as possible during their spare time.			
	5. In milestone no. 24, only one milestone in each category will be considered and within each category if the student has more than one achievement, highest of all will be the considered for bonus points.			



APPENDIX VII

EXAMINATION RULES AND REGULATIONS

- Students are required to reach the examination hall at least 10 minutes prior to the commencement of the examination and occupy the allotted seat.
- Students are not allowed to go out of the examination hall except in an emergency. They must take the invigilator's permission to go out and return **in two or three minutes**. A longer delay without adequate justification can attract penalty. Signing in the Movement Chart is necessary when going out and return. Not more than one student can leave the examination hall at a given time.
- Students are expected to carry the material they require in writing the exam such as calculator, pencil, eraser etc. Exchange of any material with other students or consultation with any other student/s will not be allowed.
- Students are not allowed to refer any book, paper or other notes unless advised otherwise. In an open book examination, students are allowed to use only the books/notes as specified by the faculty.
- **USE OF WRIST WATCH IS NOT ALLOWED DURING THE EXAMINATIONS.**
- Possession / use of mobile in any manner / mode in the examination hall is strictly prohibited. **UNDER NO CIRCUMSTANCES, THE MOBILE PHONES OR ANY OTHER ELECTRONIC GADGETS, IF CONFISCATED FROM STUDENT DURING EXAMINATION, WILL BE RETURNED.**
- Use of calculators/ laptops/any other gadgets during examination is prohibited, unless specifically allowed.
- Passing, receiving, seeing or showing papers from/to others during the examination is strictly prohibited. One who gives assistance will be considered as guilty as he/she who receives it.
- At the close of the examination, the invigilator would collect the answer books from the desk of the student and therefore students should stay back until their answer books are collected. However, those who complete the examinations at least fifteen minutes prior to the close of the examination could be allowed to leave the hall earlier after handing in the answer books to the invigilator. Such students are not allowed to hang around the examination hall or talk to students who have not yet submitted their answer books. In case found guilty, both students involved would attract severe penalty.
- Under no circumstances, can the answer books be taken out of the examination hall. It is the responsibility of the students to hand over the answer books at the end of the examination, failing which they will be treated as absent. No make-up examination will be conducted under such circumstances.
- In the examination hall, discussion of any sort is not allowed.
- Penalty for the breach of examination rules and regulations may amount to suspension or expulsion from the Institute.



APPENDIX VIII
GRADE CONVERSION TABLE

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



APPENDIX IX

LIBRARY RULES

- Each student can borrow up to 4 books and other materials (except periodicals/journals) for a period of 15 days per book.
- Circulation transactions will be closed half-an-hour before the library closing hour.
- It is compulsory to sign in the student's register while entering/leaving the library.
- Personal books and belongings are not allowed into the library.
- All students are requested to sign on the yellow card at the time of borrowing the book.
- If there is no reservation, requests for the books issued to a student that can be renewed.
- The Librarian may recall any book at any time.
- To ensure the availability of library materials to the users, students will have to pay overdue charges, if they fail to return the library documents on or before the due date. **The overdue charges are Rs. 10/- per day per book.**
- If the library book is lost, the student can replace the book either with the same edition or latest edition, or the library will collect three times of the cost of lost book, besides Rs. 100/- as processing charges.
- If the library ticket is lost, students should immediately inform the Librarian. However, Rs. 50/- will be charged to issue a duplicate card.
- For photocopies, students will have to fill in the request form and hand-over the same along with the document to be photocopied to the library counter. The photocopying charges are Rs. 1 per exposure for A4 size and Rs. 2 for bigger size. The photocopies may be collected next working day.
- EDII program reports/documentation/materials could be photocopied only with permission from the concerned Program Director.
- Putting any pencil/pen mark on a library resource is treated seriously and calls for penalty, as suitably decided by the Librarian.
- If a student damages any library book / periodical / videocassette / CD / equipment or any other material, he/she will have to replace the same at his/her own cost.
- While using the library, students will have to strictly follow the library rules and also should maintain absolute silence in the library premises.
- Mobiles should be kept on silent mode whenever students are in the library.
- Making noise, watching movies on laptop, browsing YouTube, engaging in discussions, bringing eatable items, or doing anything else which may disturb other readers or which may be against the discipline of the library, is strictly prohibited.
- Students are advised to observe proper dress code in the library.



APPENDIX X

CODE OF CONDUCT FOR USING COMPUTING SYSTEMS

Computing systems at EDII are intended to support the academic activities and the administrative functions of the Institute. The code of conduct for users of Computing Systems (CS) is given below.

User shall:

- a) be responsible for using CS in an ethical and lawful manner
 - b) access only those facilities for which they are authorized
 - c) comply with security norms required for safety of network, data and software
 - d) not resort to inappropriate use of CS
 - e) access the systems using credentials provided by EDII
 - f) refrain from electronic downloading software, videos, songs and other copyrighted / licensed material/s.
- Student will be given Institute's e-mail id (e.g. name@ediindia.org) upon joining the program which will be discontinued after the period of study at EDII.
 - It is the moral responsibility of every student to make use of the Institute's E-mail for academic purpose only.
 - For security reasons, credentials should not be shared with anyone. Students should change the password/s at certain intervals to avoid misuse of the account. In case a student forgets the password, s/he should contact the IT department using the personal e-mail and make a request for change of password.
 - Furthermore, e-mail/social media facility must not be used for anti-institutional activities, harm or abuse to student/staff/faculty in any form/manner and/or to spread wrong information among co-students. The Institute monitors activities that are inappropriate or pollute the overall environment. Such activities will be stopped immediately and the E-mail id will be suspended, without any notice. Violation of such etiquette will result in disciplinary action by the Institute and/or prosecution by legal authorities.
 - Fraudulent, harassing, obscene and other inappropriate messages or uses of computers and networks must not be created, downloaded or transmitted. This includes messages that might harass individuals or groups because of their age, race, sex, religious beliefs, sexual orientation, physical attributes, etc.
 - The student should not attempt to access computer systems, data or e-mail, which s/he is not authorized to access. You must not attempt to circumvent normal computer access mechanisms in any way, nor intentionally degrade the system performance.
 - Computer technology must not be used to enable plagiarism.
 - Making or distributing unauthorized and/or illegal copies of software is against the law and may result in disciplinary action by the Institute and/or criminal/civil prosecution.



- The Institute's e-mail id will be suspended in the following circumstances:
 - a) Breach of guidelines set by the Institute in any form.
 - b) Crime is recorded/prosecuted
 - c) Any misconduct against the student/faculty/staff of the Institute
 - d) Left the course midway
 - e) Management of the Institute will reserve the right to suspend any e-mail account with/without notice

Other Clarifications:

- Printing facility is extended only for the final project to be submitted (one copy) at the end of the course.
- Students can use the computer labs as per the prevailing corona related guidelines of the Government such as wear mask, keep social distance, sanitize your hands etc.
- Discussions / meetings and eatables are not allowed in computer lab.
- Music systems, i-pods, mobile etc. are not allowed in the computer lab. Laptops can only be used at the designated computer lab tables.
- General lab timings would be 09.00 a.m. to 09.00 p.m. for Monday – Friday and 10.00 am - 05.00 pm for Saturday – Sunday. Timings can be extended on request, if required.
- It is the responsibility of the student to take back-up of his/her data regularly. The lab-in-charge will not be responsible for loss of data due to system/ mechanical failure.
- As an additional safety measure, students are advised to keep a copy of important files related to assignments/projects on their mail account(s) like Yahoo, Gmail and on the Google Drive etc.
- For users of Laptops, it is mandatory to keep their system virus free so that other systems are not infected by virus.
- Students are advised to enter into a maintenance contract with a reliable vendor for technical support and repairing of computer/laptop owned by them.
- Institute will not be responsible for making arrangements of software for personal computers/laptops owned by the students.
- Students have to follow the lab rules and the instructions given by the Lab-in-Charge, from time to time, and maintain discipline.
- If a student damages any equipment in the lab, he/she will have to replace/repair the same at his/her own cost.
- Students may be provided an e-book reader device with learning management software and e-books for their academic purposes. This device should be used only for academic and administrative purposes during the period of their study and they should be fully responsible for the allotted devices. Students will have to bear the repair/replacement cost of the instrument, in case of any physical damages.
- The only devices permitted on the Wi-Fi network are computers, laptops and notebooks. Please do not ask for access to Wi-Fi network through cell phones and security passkey.
- Eatables / drinks are not allowed in the computer lab.
- Don't leave your valuables in the computer Lab.

Should you need any assistance? Please contact the IT department (Server Room).



APPENDIX XI

UNDERTAKING BY STUDENTS FOR ABIDING THE HOSTEL RULES

I, _____, admitted in PGDM-IEV, 2023-2025 at the EDII, hereby declare and undertake that I am fully aware of the hostel rules, the copy of which has been given to me, and Institute's approach towards gambling, possession and usage of alcoholic drinks and narcotics anywhere in the hostel premises / campus as given in the Student Manual and in accordance with the State Laws and punishment to which I shall be liable, if found guilty or violating the hostel rules. I also undertake that I will not change the room allotted to me without intimation to the warden / designated officer.

I also undertake that I have no objection in case of the Warden / designated officer from EDII conducting surprise visits / checking / inspection of my hostel room any time.

I also undertake that below given is the address of my Local Guardian:

Signature of Student: _____ Date: _____

Place: _____

Hostel Room #: _____

Note: Please return a copy of the inventory of furniture & fixtures of your room, attached herewith, duly filled-in and signed to the Warden / Designated Officer within one week of occupying the hostel room.



APPENDIX XII

INSTITUTE'S ANTI-RAGGING MECHANISM

As per AICTE (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009, F.No.37-3/Legal/AICTE/2009, with an aim of curbing /addressing ragging issues at / outside its campus, the Institute has developed an *Anti-Ragging Mechanism*, under which it has constituted an **Anti- Ragging Committee** as well as an **Anti-ragging Squad** and also offers its students services of **Professional Counsellors, Faculty Mentors and Student Mentors**.

Anti-Ragging Committee: It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also, to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the Institute.

Anti-ragging Squad: It shall be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.

Professional Counsellors: They are responsible for counseling 'freshers' (first year students) in order to prepare them for their life ahead, particularly for adjusting to the life in hostels. For any counseling needs, students can seek guidance / support of Institute's Professional Counsellors.

Faculty Mentors: Each student will be assigned a Faculty Mentor. Student can approach the respective faculty mentor for seeking help / guidance for any problems / difficulties faced during the program.

Student Mentors: Each student will be assigned a senior student mentor (second year). One student mentor will be assigned for a group of six freshers. Student Mentors will mentor freshers and will offer all required guidance, help and support, to facilitate their smooth transition from 'freshers' to 'first year EDII students'. Student Mentors will be responsible for ensuring that 'freshers' enjoy a ragging free healthy campus experience throughout the academic program.

[Students should **Refer APPENDIX XII COMMITTEES** for names of Institute's Anti-Ragging Committee members, Anti-Ragging Squad members and Professional Counsellors. Constitution of some of the Committees will be intimated later. (Faculty mentors and Student Mentors shall be nominated & announced after commencement of the program.)



Institute's ragging related rules are as follows:

- The Institute has a zero-tolerance policy towards 'Ragging and Sexual Harassment'. Students should ensure that they keep away from any such practice/s that constitutes ragging / sexual harassment, either at or outside the Campus.
- It is *mandatory for all students to carefully read and comply with AICTE (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009, F.No.37-3/Legal/AICTE/2009, (available under <http://ediindia.ac.in/Anti-Ragging.asp>)*.
- Students should note that as per the Institute's *Anti-Ragging Mechanism*, it is **the responsibility of students to have complete clarity** about 'What constitutes ragging' and 'Actions to be taken against students for indulging and abetting ragging in technical institutions', as stated below:

What Constitutes Ragging: - Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.



Actions to be taken against students for indulging and abetting ragging in technical institutions, Universities including Deemed to be University imparting technical education: -

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
 2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
 3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
 4. a) Depending upon the nature and gravity of the offence as established, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following: -
 - i. Cancellation of admission
 - ii. Suspension from attending classes
 - iii. Withholding/withdrawing scholarship/fellowship and other benefits
 - iv. Debarring from appearing in any test/examination or other evaluation process
 - v. Withholding results
 - vi. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vii. Suspension/expulsion from the hostel
 - viii. Rustication from the institution for period ranging from 1 to 4 semesters
 - ix. Expulsion from the institution and consequent debarring from admission to any other institution.
 - x. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.b) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
 - i. In case of an order of an institution, affiliated to or constituent part, of
 - ii. the University, to the Vice-Chancellor of the University;
 - iii. In case of an order of a University, to its Chancellor.
 - iv. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
 5. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council from time to time.
[For any clarification in this regard, students may contact the PGP Secretariat.]
- Students should note that as bonafide students of the Institute they have a *right to resist any attempt of being victimized by ragging* and they should desist from doing anything (that constitutes ragging) against their will, even if ordered by their seniors. Students have nothing to fear as the Institute cares for them and shall not tolerate any atrocities against them.
 - Students in distress owing to any ragging related incidents have following options:
 - i. **Immediately contact** the Estate Officer on duty at 079-69104990 or wardens, Mr. Alok Prasad at 9586733666 (Mob.) / Mrs. Bindu Haridas at 9825929120. In addition, students can directly contact the Director, Dept. of Entrepreneurship Education OR/AND can



- immediately approach any of the members of the Institute's Anti-ragging Squad on the contact details provided under **APPENDIX XIII Committees**.
- ii. Lodge a formal complaint for ragging with the respective Warden in person, either through an e-mail or a signed letter.
 - iii. Access the Toll Free Helpline 1800-180-5522 or contact Ed. CIL (India) Limited, Ed. CIL House, 18A, Sector-16A, Noida-201 301, UP.



APPENDIX XIII

COMMITTEES

1. **PGP Executive Committee**

- Shri Mayank Upadhyay
- Dr. Saswata Narayan Biswas
- Dr. Rupesh Vasani
- Director, DEE (Convener)
- Special Invitee(s)

2. **Institution-Industry Cell**

- Shri Bhasker Jani
- Dr. Baishali Mitra
- Shri Gopal Roy
- Student Representatives

3. **Placement Cell**

- Shri Bhasker Jani
- Ms. Nikita Anand
- Dr. Lalit Arora

4. **Student Affairs (Student Activity Cell- Empresario, Ecstasy, Alumni & Clubs)**

- Shri JB Patel
- Ms. Nikita Anand
- Shri Alok Prasad
- Shri Brijesh Dave
- Shri Jasmin Shah
- Student Representatives

5. **Proctorial Board**

- Shri JB Patel
- Dr. Satya Ranjan Acharya
- Mr. Sunil Kumar (Convener)
- Shri Brijesh Dave
- Mrs. Bindu Haridas
- Special Invitees

6. **Admission Committee**

- Dr. Satya Ranjan Acharya
- Dr. Amit Dwivedi
- Dr. Prashant Saxena

7. **Examination Committee**

- Shri Mayank Upadhyay
- Dr. Pankaj Bharti
- Dr. Lalit Arora



8. Internal Complaints Committee (ICC)

- Dr. Rajesh Gupta
- Mrs. Meena Bilgi
- Mrs. Julie Shah (Convener)
- Dr. Baishali Mitra
- Shri Sunil Kumar
- Mrs. Bindu Haridas
- Ms. Kumkum Mehta, Student Member
- Ms. Radhika Singh, Student Member
- Ms. Anushree Bardia, Student Member

9. Anti-Ragging Committee

- Dr. Sunil Shukla
- Dr. Satya Ranjan Acharya
- NGO Representative (Ms. Krutika G. Patel)
- Dr. Niyati Mistry
- Shri Alok Prasad
- Warden - Boys' & Girls'
- Mrs. Bindu Haridas (Coordinator)
- PI, Adalaj Police Station, Dist. Gandhinagar
- Media Representative
- Student Representatives
- Parent Representatives

10. Anti-Ragging Squad

- Shri Arun Kumar Dubey
- Shri Zahoor Paray
- Wardens

11. Professional Counselors (As per AICTE Anti-ragging Regulation)

- Dr. Pankaj Bharti
- Dr. Baishali Mitra
- Shri Arun Kumar Dubey

12. Students' Grievance Redressal Committee

- Dr. Amit Dwivedi
- Shri Raman Jee
- Shri Samir Jain
- Mrs. Bindu Haridas

13. SC / ST Committee

- Dr. Pankaj Bharti
- Dr. Prakash Solanki
- Shri Purav Dholakia
- Shri B. Ganapathi (Convener)
- Representative DICCI



14. PGP Secretariat

- Dr. Dinesh Jain (Coordinator, PGDM II Year)
- Dr. Lalit Arora (Coordinator, PGDM I Year)
- Dr. Prashant Saxena (Coordinator, PGDM Online)
- Ms. Nikita Anand (Coordinator, PGDM- IEV)
- Mrs. Bindu Haridas

15. Wardens

- Shri Alok Prasad - Sr. Warden
- Shri Arun Kumar Dubey - Male
- Mrs. Bindu Haridas - Female

16. Estate, Security & Statutory Compliances (including Food)

- Shri JB Patel
- Shri Purav Dholakia
- Shri Samir Jain
- Shri Alok Prasad (Convener)
- Shri Sunil Kumar

17. Unnat Bharat Abhiyan

- a. Shri PN Srivastava
- b. Shri Sivan A.
- c. Shri Bishnu Panda
- d. Shri Shree Kant Kumar

18. Institute Innovation Council (IIC)

- Dr. Satya Ranjan Acharya
- Ms. Nikita Anand
- Dr. Dinesh Jain
- CEO, CrAdLE

19. National Innovation & Startup Policy (NISP)

- Dr. Satya Ranjan Acharya
- Shri Rahul Bhagchandani, CEO, GUSEC
- Shri Hiranmay Mahanta, CEO, I Hub
- CEO, CrAdLE Incubation Centre
- CEO, ICreate
- Ms. Nikita Anand
- Shri Vinod Agrawal, Director, Arunya Organics Pvt. Ltd. (Alumnus, EDII)

AWARDS



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