



**Entrepreneurship
Development
Institute of India
Ahmedabad**

**26th
Batch**

DREAM • DARE • DELIVER

STUDENT MANUAL

2023-2025

**Post Graduate Diploma in
Management-Entrepreneurship (PGDM-E)**



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 - Entrepreneurship (PGDM-E), duly approved by All India Council of Technical Education (AICTE), Ministry of Human Resource Development, Government of India.

The manual provides 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. It is the responsibility of the students to familiarise themselves and comply with all rules and regulations.

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.

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.



DEPARTMENT OF ENTREPRENEURSHIP EDUCATION PGDM - ENTREPRENEURSHIP

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.

Mission

- Imparting entrepreneurship skills to the students to establish and nurture enterprise and create jobs.
- To shape the emerging entrepreneurs through strong functional knowledge, research and training and to impart appropriate skills and attitudes so that they can face challenges for establishing new and growing existing entrepreneurial initiatives principally in the MSME sector.
- To facilitate development of an academic ecosystem that nurtures and supports entrepreneurial culture.

Program Educational Objectives (PEOs)

- Impart comprehensive knowledge of an entrepreneurial and managerial ecosystem.
- Develop first generation entrepreneurs by building necessary skills, imparting appropriate skills and enhancing attitudes for initiating and growing an enterprise / start-up.
- Enable family business successors as change agent to augment competitiveness and growth of business.
- Build sustainable social impact ventures.
- Nurture intrapreneurial aspirations and compatible capabilities.

Program Outcomes (POs)

PO1: Domain Knowledge: Develop essential domain knowledge of theories, models, techniques, and practices in entrepreneurship and major business disciplines.

PO2: Critical Thinking: Build critical thinking by analysing situations and selecting viable solutions for problems.

PO3: Ethically & Socially Responsive: Impart knowledge of business ethics and social responsiveness impacting business organizations.

PO4: Dynamic Global Business: Evaluate opportunities and challenges of global business environment.

PO5: Effective Communication: Ability to communicate and work effectively in a team.

PO6: Enterprise Creation and Management: Understanding the process of establishment of new enterprise or social enterprise or managing family-owned business.



PROGRAM ELIGIBILITY & DOCUMENT REQUIREMENTS

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

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-E. Non-fulfillment of mandatory requirements will lead to cancellation of admission to PGDM-E 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, 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 from students & parents.



1.0 REGISTRATION

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

- The academic term for 2023-2025 batch of PGDM-E begins on Thursday, 20th July 2023. All newly admitted students of the batch are required to report and register for the program on the said date.
- 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.

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 PGP Secretariat before leaving for the summer internship and also at the end of the second year. (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-ENTREPRENEURSHIP (PGDM-E)

The importance of entrepreneurship has been widely acknowledged in recent years for its critical role in fueling innovation, employment generation, and economic growth. The process of developing entrepreneurship through a rigorous academic program assumes criticality as it leads to enabling a potential entrepreneur to set up / grow a viable and sustainable business consequent to acquiring sound conceptual underpinnings in entrepreneurial and managerial processes and developing capabilities for the same.

2.1 Objective

The objectives of the course are to:

- Impart comprehensive knowledge of an entrepreneurial and managerial ecosystem
- Develop first generation entrepreneur by building necessary skills, imparting needed knowledge,



and enhancing attitudes for initiating and growing an enterprise / start-up

- Enable family business successor as change agent to augment competitiveness and growth of business
- Build sustainable social impact ventures
- Nurture intrapreneurial aspirations and compatible capabilities

2.2 Curriculum

The PGDM-E program duration is of two academic years, each year spread across three trimesters, with the academic year commencing in August and ending in June. As part of the program, students are required to complete a Summer Internship at the end of their first academic year but before commencement of their second academic year.

Generally, one credit consists of 10 hours of classroom interactions. Most of the courses (subjects) comprise of 24 classroom sessions of 75 minutes each. In case of courses aimed at experiential learning through workshops, assignments, project work, etc., the learning would include classroom sessions, field work, mentoring, presentations, etc. as per the requirements of the course.

However, each such course will demand from the students, on an average, at least three times more hours of dedicated learning, excluding classroom interaction for better outcome through this program.

2.3 Major Areas of Focus

As business ventures demand a strong foundation in key entrepreneurial and managerial functions, the curriculum of the program focuses on critical areas like Entrepreneurship, New Venture and Incubation, Family Business & Succession, Enterprise Management, International Business and Social Entrepreneurship along with functional management inputs.

2.4 Learning Outcome

The PGDM-E will provide cutting-edge knowledge, skills and attitude on how to develop products and services successfully, leading to enterprise creation and growth. These can be applied in both, new ventures as well as in established ventures.

Knowledge

- Conceptual understanding on ‘entrepreneurship’ and ‘management’
- Understanding about business environment and its connect with enterprise management
- Entrepreneurial and managerial practices in decision making
- Social entrepreneurship and impact business



Skills

- Whole gamut of skills required to implement the knowledge acquired on entrepreneurship and management; e.g.
 - Sensing the business opportunities across various industry verticals
 - Assess the viability of business opportunity and creation of new venture
 - Plan, organize, and execute a project for new venture or family owned existing business
 - develop and deploy innovative solutions to solve the problems faced by the communities
 - Assessment and mitigation of risk in selected business
 - Acquiring and deploying managerial action for effective and efficient decision making

Attitude

- Seed and nurture entrepreneurial behavior for pursuing effective entrepreneurial aspiration and handle set-backs, if any
- Improve orientation towards adherence to higher standards of governance highlighting on business ethics

Students' amelioration through this course will be judged based on following intended outcome:

- Domain knowledge of theories and models, techniques and practices in entrepreneurship and major business disciplines
- Understanding the process of establishment of new enterprise or social enterprise or managing family owned business
- Develop critical thinking by analyzing situations and selecting viable solutions for problems
- Knowledge of business ethics and social responsiveness impacting business organizations
- Dealing with the opportunities and challenges of global business
- Ability to communicate and work effectively in a team

2.5 Program Architecture

The program comprises:

- a. Core courses
- b. Stream specialization
- c. Functional electives
- d. Experiential learnings
- e. Industry verticals
- f. Milestone based learnings
- g. Summer internship
- h. Mentoring and handholding through various stages of creating & growth of business



a) Core Courses:

The program curriculum provides a strong foundation in entrepreneurial and managerial fundamentals while highlighting the strategic role of an entrepreneur/manager in enhancing business performance and creating sustainable competitive advantage.

For this, the Institute has developed some core courses that are compulsory in nature and are offered during the first year of the program.

b) Stream Specialization:

During second year, students have an option of Stream Specializations (New Enterprise Creation or NEC, Family Business Management or FBM and Social Entrepreneurship or SE), under which several courses are offered during the fourth and fifth trimesters. Students can choose a mix of courses (course package). Students have to choose courses worth 18.0 credits for stream specializations. However, a minimum credit of 12.0 (out of 18.0) from a particular stream will earn them the specific stream specialization. Students will have to indicate their stream specialization and course choices, latest by the end of their second trimester.

(i) *New Enterprise Creation (NEC):*

The objective of this specialization is to prepare students in identifying, initiating, managing and growing a business enterprise. Students opting for this specialization are expected to develop a Project Feasibility and Viability Report (Detailed Project Report or DPR) on the business ideas identified by them for which an intense mentoring support will be provided.

(ii) *Family Business Management (FBM):*

The objective of this specialization is to develop wards as enterprising, knowledgeable successors/ owners of their family businesses for competitive and sustainable growth. Established principles and practices of managing and growing family businesses are dealt in-depth. Students opting for this specialization are expected to develop a Five Years Perspective Plan or FYPP of their respective family firms for which an intense mentoring support will be provided.

(iii) *Social Entrepreneurship (SE):*

The objective of this specialization is to provide students with a new orientation and way of thinking to organize and lead sustainable development through social innovation and entrepreneurship. The course aims at developing entrepreneurial skills and thinking frames for students who will lead sustainable economic, social and environmental projects in their future professions. Students opting for this specialization are expected to develop a Detailed Project Report or DPR on their chosen Course of Independent Studies.



c) Functional Electives:

Any learning in 'Entrepreneurship' is incomplete without the in-depth understanding upon systems, structures, processes and tools. The curriculum therefore offers a rich blend of electives in critical functions like Finance, Marketing, International Business, Human Resource Management, Start-up, Business Analytics & Information Systems and Social Enterprise Management. The specialization is offered during the fifth and sixth trimesters and these courses can be taken in any combination totaling to 21.0 credits.

For Stream Specialization and Functional Elective, courses would be offered only if at least 25% of the students from the batch opt for the same. It is the responsibility of the students to check the credit of the subjects chosen ensuring that they fulfil 18.0 credits for stream specialization and functional electives and to attend classes / examinations accordingly.

d) Experiential Learnings:

Experiential learning opportunity allows students to work in teams to understand certain business processes through practical. Such pedagogy engages students in active, hands-on learning, integrating practical and consequential real-life experiences.

e) Industry Verticals:

The Program offers a wide choice of industry verticals, during the second and third trimesters, with enriching inputs and insights from industry experts and consultants. Industry Verticals are designed to provide an in-depth understanding of various sectors of students' interest. Students will be required to choose any two areas for industry verticals before their mid-term examination of the first trimester.

The Industry Verticals in any specific area would be offered only if, at least 25% students of the batch opt for the same.

f) Milestone Based Learning:

Milestone based learning is introduced for PGDM-E students to enable them to achieve the stated milestones which will act as stepping stones in their entrepreneurial journey. These milestones will provide students a momentum to get involved in various aspects of their family business or new enterprise creation by taking small steps forward consistently to achieve their goals. List of 26 entrepreneurial milestones are identified and shared with students. Based on learnings during the program, they are required to achieve few milestones in first year of the program and many of them in the second year. It is desirable for students to achieve minimum 5 bonus points in 1st year and minimum 7 bonus points in 2nd year of the program. It is compulsory to achieve minimum of 12 points at the end of 2nd year to be eligible for Certificate of Appreciation under Milestone Based Learning activity. At the end of 2nd year, top 10 scorers of the batch (in terms of bonus points earned) will be awarded Merit Certificates. **(List of Milestones attached as APPENDIX VI.)**



g) Summer Internship:

The summer internship program provides students an opportunity to work as an Intern in a chosen organization. At the end of the first year, through the Summer Internship Projects, students are exposed to the applied aspects of starting and managing an enterprise. For a period of 8-10 weeks, students are encouraged to work in Small and Medium Enterprises (SMEs), Start-ups, Developmental Organisations, Corporate Houses and other projects useful for providing learning opportunities, as per their areas of interest. All such efforts will be guided by the availability of opportunities, performance of the student, willingness of prospective organizations to accept the student as an intern, and the adherence of the student to Institute's rules and regulations as prescribed.

Summer Internship Projects will include any or a mix of the following, as per prior approval of the faculty-in-charge of Institution-Industry Interface:

- i. Organizational Internship
- ii. Family Business Internship
- iii. Developmental Organisations
- iv. Business Opportunity Assessment and Industry Analysis
- v. Approved External Training Program
- vi. International Summer Internship
- vii. Start-up/Social Impact Ventures

To facilitate proper interaction, coordination, and monitoring, groups of students will be assigned to faculty guides prior to the internship. More details regarding registration, options, and reporting will be made available before the start of the internship.

At the end of internship, students are required to submit a final report of the work done to the PGP Secretariat by the date announced in academic calendar. The evaluation on Summer Internship will be based on the report submitted and viva-voce examination conducted.

It is mandatory for all students of the program to undergo Summer Internship. However, if on account of some exigencies, a student is unable to pursue internship, PGP Secretariat on approval of Director General can assign him/her a project whose grade will then be assigned towards Summer Internship.

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

h) Mentoring & Handholding

Understanding the importance of mentoring and handholding, budding entrepreneurs are provided support, guidance, inspirational networking throughout the program, until they reach a level where they are not only self-sufficient, but in turn are able to do business on their own.



Program facilitate connecting with mentors, experts, industry and business service providers. It also provides access to literature, library, faculty resources, networking and facilities available at EDII for startup, innovation and growth.

In addition, Institute also offers opportunity / learning space to students through:

a) Industry Visits:

With the active support of collaborative enterprises, Institute will schedule exploratory visits to industries located in and around Ahmedabad. A 'No-Objection Certificate' from the parents is compulsory for participating in industry visits, as per the norms of regulatory bodies.

b) Guest Lectures:

The Institute organizes guest lectures/interactions with distinguished entrepreneurs, professionals, alumni, etc. from time to time. The attendance of students during such interactions is mandatory. The students may also suggest names of prospective speakers for such interactions.

c) Empresario Startup Summit, Sports & Cultural Activities:

Empresario Startup Summit is the annual flagship event of the Institute. It is an exclusive platform for Startups, new age entrepreneurs, industry mentors, investors, and the student community to come up at one place and share their entrepreneurial experiences, gain new insights, and commit to become an invaluable part of the ever-flourishing startup ecosystem in India. Since its inception in 2012, Empresario has evolved into one of the largest entrepreneurship fests celebrated in India. The fest witness startups from all sectors and participants from every part of the country. This is organized on 16th January (Start-up Day).

Institute also organizes inter and intra annual sports activities (EQUIPO) and cultural fest (ECSTASY) to promote sports and cultural activities, with active participation of students.

d) Co-working Space @CrAdLE:

Centre for Advancing & Launching Enterprises (CrAdLE), a Technology Business Incubator, located on campus, is catalysed and supported by the National Science and Technology Entrepreneurship Development Board, DST, Govt. of India. Eligible students can work on their business ideas individually or in a team in the co-working space at CrAdLE and interact with various industry experts and government officials, bank and financial agencies, etc. to convert their ideas into a viable venture.

e) Start-up Support:

EDII is a nodal institution as a part of Industries & Mines Department, Government of Gujarat promoted Start-up Policy. It has been granted support through Student Start-up Innovation Policy (SSIP) through Education Department, Government of Gujarat. It is also a part of Institutions'



Innovation Council (IIC) promoted by MHRD Innovation Cell. Students working on their startup ideas would be supported through the following policy initiatives of Government of India and Government of Gujarat:

- Start-up India Seed Fund
- MSME Fund
- IFCI Venture Funds for Backward Classes
- Other Investors

f) **Unnat Bharat Abhiyan (UBA)**

The Mission of Unnat Bharat Abhiyan by MHRD, Govt. of India is to enable higher educational institutions to work with the people of rural India in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth. It also aims to create a virtuous cycle between society and an inclusive academic system by providing knowledge and practices for emerging professions and to upgrade the capabilities of both the public and the private sectors in responding to the development needs of rural India. EDII is a participating institution of Unnat Bharat Abhiyan. The students will be actively involved in the UBA related activities by identifying and solving problems in the rural areas by innovative solutions.

g) **Ek Bharat Shrestha Bharat (EBSB)**

With a view to foster national integration by a coordinated mutual engagement process between States, Union Territories, Central Ministries, Educational Institutions and general public through linguistic, literary, cultural, sports, tourism and other forms of people-to-people exchanges, the Government of India has launched an initiative Ek Bharat Shrestha Bharat (EBSB). Students are required to actively participate in the various activities along with our Partner Institute under this initiative.

2.6 Academic Calendar

The tentative **Academic Calendar** for the first trimester of the PGDM-E 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), 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 completion of the course, for eligible students, after deducting dues, if any.
- All dues towards fee, electricity charges, etc. should be cleared before the sixth trimester 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	2,26,350*	2,71,350**
Second	11 September 2023	1,84,000	2,09,000
Third	11 December 2023	1,84,650	2,04,650
TOTAL		5,95,000	6,85,000

* 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	15 April 2024	2,27,375	2,62,375
Fifth	11 September 2024	2,25,875	2,50,875
Sixth	11 December 2024	1,61,750	1,71,750
TOTAL		6,15,000	6,85,000

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 on-



going trimester.

- 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.

3.4 Financial Aids

3.4.1 Project Start-up Facilitation Grant

EDII provides small financial assistance for enabling deserving students in initiating/starting own ventures. Such support will be given to students who have feasible, viable, and impactful projects and who have progressed in implementing the project besides fulfilling other eligibility criteria. Preference will be given to women students and first-generation entrepreneurs.

Applications will be invited from students willing to avail the above fund. Students who submit applications will be required to present their proposals before the designated committee.

The disbursement of the Grant to the selected awardees will be subject to observance of terms and conditions.

Refer APPENDIX VII for Application Form and APPENDIX VII (a) for the Terms & Conditions for Project Start-up Facilitation Grant.

3.4.2 Fellowship

In an endeavor to help meritorious students *pursue the course* despite financial constraints, the Institute has made provision for offering limited fellowship support.

- The fellowship to the students is awarded on merit-cum-means basis. The Institute shall invite applications (**refer APPENDIX VIII Fellowship Application Form**) for the same in due course which will be followed by a personal interview before the designated committee so as to judge the suitability and extent of fellowship support.
- No fellowship would exceed 75% of the amount of the tuition fees.
- Fellowship support would not be automatic and may actually be denied or withdrawn from a student at any time, if his/her academic performances, attendance and /or conduct are not found satisfactory.
- All students will be required to make payment of fees on due dates as specified in the program fee payment schedule, irrespective of the status of their application for fellowship.
- The Institute will retain 10% amount of the sanctioned amount of fellowship which would be released only after the student completes the program and fulfills the following conditions:
 - i. Completing all examinations in the first attempt.
 - ii. Securing minimum Cumulative Grade Point Average of 2.5.
 - iii. Not violating any academic and administrative rules during the program.



4.0 ATTENDANCE AND DISCIPLINE

4.1 Attendance

- All students must maintain regularity and punctuality.
- 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 trimester. 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 trimester 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-E 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 industry visits, 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 academic term 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 XIV 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 online 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 sessions, if required. Students should not share the online session link



(whenever applicable) with anyone who is not registered for the class.

5.0 ASSESSMENT

EDII follows a system of continuous evaluation through multiple assessment methods for the midterm, end-term, and continuous assessments, the contributions are, respectively, 30%, 50%, 10% and 10%. 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 trimester.
- 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 IX 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 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 X.)
 - 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-E 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 trimester 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-E

At the end of the second academic year, **Post Graduate Diploma in Management-Entrepreneurship** 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 Dahyabhai Chhotalal Charity Foundation (Remik), Ahmedabad, sponsored gold and silver medals for scholastic performance are awarded to the top-ranking students of each stream. The criteria for short listing and selecting students for awarding the medals are as follows:

- Toppers in each stream specialization and having cleared all their PGDM-E 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 trimester.
- The student should not have attracted any disciplinary action.

If the number of students in a particular stream specialization (or the batch size) is less than 15, only one medal will be considered for scholastic performance in that stream.

11.0 INSTITUTION-INDUSTRY CELL

The Institution-Industry Cell is a student body under the guidance of a group of faculties, which manages all engagements between the Institute and various enterprises and entrepreneurs. Through its year-long activities, the cell aims to supplement classroom learning by driving student interactions with some of the leading startups, entrepreneurs, and achievers across all sectors. To give students hands-on-experience with some of the recent developments in the industry, the cell facilitates on-campus workshops and live projects that students can undertake during their stay on campus. This will have great bearing on the curriculum and subsequent summer placement /



internship of budding entrepreneurs across various industries.

The Institute believes that entrepreneurs have a responsibility of creating employment opportunities for others. However, those students who wish to gain some industry experience before setting up their own ventures will be facilitated by the Institution-Industry Cell. This Cell would facilitate placement process limited to interaction with prospective employers in such a manner that all candidates get fair/equal opportunities. However, it would not be possible for EDII to guarantee job offer, geographical location, industry/sector of choice, or compensation package. It would be up to the student and the company visiting the campus to decide the compensation package, the place of posting, and terms and conditions of the employment. The students should interact with the Institution-Industry Cell for details of eligibility and other requirements.

12.0 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 / Director, Dept. of Entrepreneurship Education 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 term 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.

13.0 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 XI**.

14.0 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 40 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 communications 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 150 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 are 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 XII**.



15.0 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 Trimester III and Trimester VI.
- While proceeding for summer internship/ vacation at the end of the third trimester, 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 sixth trimester 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 third trimester. 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 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 trimester. A student who wishes to change to the non-resident status should submit a 'no-dues clearance' certificate from the hostel administration to PGP Secretariat 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 should confirm with the estate office the initial meter reading of their respective room while taking possession of the room.
- 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 XIII Undertaking by Students for Abiding the Hostel Rules.]

16.0 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.

17.0 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.

18.0 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.

19.0 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.

20.0 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-E program:

Academic Coordination

Academic Coordinator offers mentoring, support, and help for the requisite day-to-day needs of the academic program, throughout its two years duration.



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.

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 XIV 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



21.0 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, _____ (full name), 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/GMAT) for the admission towards Post Graduate Diploma in Management-Entrepreneurship (PGDM-E) 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/GMAT, as the case may be

If I fail to submit the above required documents for admission in EDII PGDM-E, 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-ENTREPRENEURSHIP, 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 - Entrepreneurship (PGDM-E).

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-E 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-E
- (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				

(Signature of the Student)

Date:



APPENDIX – IV

**POST GRADUATE DIPLOMA IN MANAGEMENT- ENTREPRENEURSHIP
(2023-2025)
SUGGESTED PROGRAMME ARCHITECTURE**

First Year

Induction Module

Sr. No.	Course Name
1.	Entrepreneur Interactions and Learning, Entrepreneurial Career and Aspirations
2.	Optional Preparatory Courses: Business Communication / Business Basics / Computer Basics
3.	Universal Human Values/Special Lectures

**Trimester I
(August-October)**

S.No.	Course Name	Credits
1.	Entrepreneurship Theory & Practice	3.0
2.	Financial Reporting, Statement & Analysis	3.0
3.	Business Economics	3.0
4.	Management Concepts and Organization Behavior	3.0
5.	Marketing: A Primer for Entrepreneurs	3.0
6.	Business Communication	3.0
7.	Business Statistics & Analytics for Decision Making	1.5
8.	<u>Experiential Learning</u> Opportunity Sensing	1.5
	Total	21.0

Language Lab: The Language Laboratory will be used for language tutorials for those who voluntarily opt for Remedial English classes. The Language Laboratory sessions also include word games, quizzes, extemporary speaking, debates, skits etc.



Trimester II
(October-January)

S.No.	Course Name	Credits
1.	Financial Management	3.0
2.	Human Resource Management	3.0
3.	Quantitative Techniques for Market Research	3.0
4.	Costing for Decision Making	3.0
5.	Indian Economy and Policy	1.5
6.	Effective Entrepreneurship	1.5
7.	Industry Verticals	1.5
8.	Experiential Learning 1. Design Thinking Studio 2. Customer Discovery in Entrepreneurial Ventures	1.5
	Total	18.0

Industry Verticals
Trimester II & III
(October-April)

Course Name	Credit
Industry Verticals (Students may choose any two which will be offered during Trimesters II and III): <ol style="list-style-type: none"> 1. Health and Wellness 2. Agri and Food Processing 3. Tourism and Hospitality 4. Logistics and Supply Chain 5. Plastics and Chemicals 6. Textiles and Garments 7. Energy and Clean Tech 8. Materials and Manufacturing 9. Electrical Machinery and Electronics 10. Automobiles and Ancillaries 11. Real Estate and Construction 12. Arts Crafts and Ethnicity 13. Pharma and Biotech 14. Education and Training 15. IT and BPM 16. Media and Entertainment 17. Sports 18. Fintech (Minimum 25% students of the batch size are required for each sector to be offered)	3.0

Trimester III
(January-April)



S.No.	Course Name	Credits
1.	Strategic Management	3.0
2.	Basics of International Business	3.0
3.	Legal Aspects of Business	3.0
4.	Strategic Communication	1.5
5.	Understanding Family Business	1.5
6.	Indian Financial System and Markets	1.5
7.	Operations Management	1.5
8.	Industry Verticals	1.5
9.	Experiential Learning 1. New Product Development 2. Market Segmentation & Pricing	1.5
	Total	18.0

Summer Internship

Summer Internship:

3.0 Credits

Second Year

**Trimester IV
(July-October)**

Sr. No.	Course Name	Credits
1.	Stream Electives – to be selected from the list of Electives	13.5
2.	Business Taxation	3.0
3.	Preliminary Project Work	1.5
	Total	18.0



Stream 1: New Enterprise Creation		
Sr. No.	Course Name	Credits
1.	Launching and Managing an Enterprise*	3.0
2.	Project Formulation and Feasibility Analysis*	3.0
3.	New Enterprise Financing & Appraisal*	3.0
4.	Buying an Existing Business	3.0
5.	Strategic Management of Intellectual Property Rights	3.0
6.	Technology Commercialization & Entrepreneurial Innovation	3.0
7.	Doing Business with Government & Public Sector	1.5
8.	Project Management	1.5
9.	Opportunities in Emerging Markets	1.5
10.	Identifying Starting and Growing a Social Venture	1.5
11.	Business Simulation (Capstone Course)	1.5
12.	Designing and Configuring Business Model	1.5

Stream 2: Family Business Management		
Sr. No.	Course Name	Credits
1.	Family Business Dynamics*	3.0
2.	Growth Plan Formulation*	3.0
3.	Building Lasting Family Business - Synergy in Vision, Values & Strategy*	3.0
4.	Business Risk Management	3.0
5.	Turnaround Strategies in SMEs	3.0
6.	Strategic Cost Management	3.0
7.	Strategic Leadership in Family Business	1.5
8.	Managing Finance and Liquidity	1.5
9.	Quality Management System	1.5
10.	Corporate Entrepreneurship	1.5
11.	Communicate Corporate Identity	1.5
12.	Organizational & Persuasive Communication	1.5



Stream 3: Social Entrepreneurship		
Sr. No.	Course Name	Credits
1.	Venture Entry: Positioning the Firm for Social & Strategic Advantage*	3.0
2.	Project Formulation & Feasibility Analysis*	3.0
3.	Social Business Model*	3.0
4.	Understanding Participatory Development with Participatory Rural Appraisal	3.0
5.	Stakeholder Management & Social Audit	3.0
6.	Poverty, Gender & Equity	3.0
7.	Legal Framework for Social Ventures	1.5
8.	Research Design for Social Impact Assessment	1.5
9.	Advocacy & Networking	1.5
10.	Development Communication including Mass Communication	1.5
11.	India & International Development Strategies & Institutions	1.5
12.	Informal Sector Economy & Local Economic Development	1.5

* Compulsory courses for respective stream specialisation

**Trimester V
(October-January)**

Sr. No.	Course Name	Credits
1.	Project Work (Detailed Project Report / Five Year Perspective Growth Plan)	3.0
2.	Stream Electives – to be selected from the list of Electives	4.5
3.	Functional Electives – to be selected from the list of Electives	10.5
	Total	18.0

Elective 1: Marketing		
Sr. No.	Course Name	Credits
1.	Integrated Marketing Communications	3.0
2.	Sales and Distribution Management	3.0
3.	Marketing to Base of Pyramid Consumer	3.0
4.	Supply Chain and Logistics Management	3.0
5.	Business to Business Marketing	3.0
6.	Creating Service Offerings and Managing Service Enterprise	3.0
7.	Designing Value Proposition Using Marketing and Consumer Insights	1.5
8.	Customer Acquisition, Retention and Growth	1.5
9.	Retail Management	1.5



Elective 2: Finance		
Sr. No.	Course Name	Credits
1.	Investment Analysis & Portfolio Management	3.0
2.	Financial Derivatives	3.0
3.	Strategic Financial Management / Valuation	3.0
4.	Business Analysis Using Financial Statements	3.0
5.	Business Tax Planning	3.0
6.	Computer Aided Accounts and Decisions	3.0
7.	Retail Banking	1.5
8.	Economic and Financial Regulations	1.5
9.	Private Equity and Venture Capital	1.5

Elective 3: International Business		
Sr. No.	Course Name	Credits
1.	International Marketing Management	3.0
2.	Doing Business in Emerging Markets	3.0
3.	Getting into International Business: Documentation, Subsidies and Incentives	3.0
4.	Business Language (Chinese / French)	3.0
5.	International Trade Laws	1.5
6.	International Financial Management	1.5

Elective 4: Human Resource Management		
Sr. No.	Course Name	Credits
1.	Organizational Change and Development	3.0
2.	Human Resource Planning	3.0
3.	Team Dynamics	3.0
4.	Industrial Relations & Labour Laws	1.5
5.	Strategic HRM & Negotiation	1.5
6.	Corporate Social Responsibility & Sustainability	1.5

Elective 5: Start-Up		
Sr. No.	Course Name	Credits
1.	Digital Marketing for Startups	3.0
2.	Startup Garage: Managing the Early Growth of a Firm	3.0
3.	Lean Sales Strategy for Startup	3.0
4.	Scaling Excellence through Innovation & Incubation	3.0
5.	Talent Management: From Startup to Scale up	1.5
6.	Technology Licensing and Commercialization	1.5



Elective 6: Business Analytics & Information Systems		
Sr. No.	Course Name	Credits
1.	Data Visualization and Data Mining	3.0
2.	Spreadsheet Skills and Business Analysis	3.0
3.	Enterprise Resource Planning	3.0
4.	Web Designing and E Commerce	3.0
5.	Marketing Metrics and Analytics	1.5
6.	Managing Digital Innovation and Transformation	1.5

**Trimester VI
(January-April)**

Sr. No.	Course Name	Credits
1.	Pitching and Venture Funding / Family Business Clinic	1.5
2.	Functional Electives – to be selected from the list of Electives	7.5
	Total	9.0

* *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

Academic Calendar – I Year (Tentative)

Trimester – I
(7th August – 28th October 2023)

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



Trimester – II
(30th October 2023 – 27th January 2024)

Day	Oct' 23		Nov' 23		Dec' 23		Jan' 24	
Sunday	1							
Monday	2						1	* New Year
Tuesday	3						2	
Wednesday	4		1				3	
Thursday	5		2				4	
Friday	6		3		1		5	
Saturday	7		4		2		6	
Sunday	8		5		3		7	
Monday	9		6		4		8	
Tuesday	10		7		5	International Volunteer Day for Economic & Social Development	9	
Wednesday	11		8		6		10	
Thursday	12		9		7		11	
Friday	13		10		8		12	
Saturday	14		11		9		13	
Sunday	15		12		10		14	
Monday	16		13	Diwali Break	11	Mid Term Exams	15	
Tuesday	17		14		12		16	
Wednesday	18		15		13		17	
Thursday	19		16		14		18	
Friday	20		17		15		19	
Saturday	21		18		16		20	
Sunday	22		19		17		21	
Monday	23		20		18		22	Term End Exams
Tuesday	24		21		19		23	
Wednesday	25		22		20		24	
Thursday	26		23		21		25	
Friday	27		24		22		26	*Republic Day
Saturday	28		25		23		27	Term End Exams
Sunday	29		26	Constitution Day	24	Winter Break	28	
Monday	30	Trimester II Begins	27		25		29	
Tuesday	31		28		26		30	
Wednesday			29		27		31	
Thursday			30		28			
Friday					29			
Saturday					30			
Sunday					31			
Monday								



Trimester – III
(29th January – 19th April 2024)

Day	Jan' 24		Feb' 24		Mar' 24		April' 24	
Saturday								
Sunday								
Monday	1						1	
Tuesday	2						2	
Wednesday	3						3	
Thursday	4		1				4	
Friday	5		2		1		5	
Saturday	6		3		2		6	
Sunday	7		4		3		7	
Monday	8		5		4	Mid Term Exams	8	
Tuesday	9		6		5		9	
Wednesday	10		7		6		10	
Thursday	11		8		7		11	
Friday	12		9		8	(International Women's Day)	12	SIP workshop
Saturday	13		10		9		13	
Sunday	14		11		10		14	
Monday	15		12		11		15	Term End Exams
Tuesday	16		13		12		16	
Wednesday	17		14		13		17	
Thursday	18		15		14		18	
Friday	19		16		15		19	
Saturday	20		17		16		20	
Sunday	21		18		17		21	
Monday	22		19		18		22	
Tuesday	23		20		19		23	
Wednesday	24		21		20		24	
Thursday	25		22		21		25	
Friday	26		23		22		26	
Saturday	27		24		23		27	
Sunday	28		25		24		28	
Monday	29	Trimester III Begins	26		25		29	
Tuesday	30		27		26		30	
Wednesday	31		28		27			
Thursday			29		28			
Friday					29			
Saturday					30			
Sunday					31			
Monday								



APPENDIX – VI

PGDM-E, 2023-2025: LIST OF MILESTONES

S.No.	Proposed Milestones	Year of achievement	Bonus Points	Remarks
1	Write Statement of Purpose or Professional Profile	1	1	<i>Focus on entrepreneurial interest and aspirations.</i>
2	Conduct market survey and report with analysis	1	3	<i>Minimum sample size for face to face survey = 50 and online survey = 1000.</i>
3	Obtain a quotation for major machinery or proof of payment towards machinery	2	3	<i>Copy of quotation on vendor's letter head or payment receipt.</i>
4	Open a new Current Account of proposed venture	2	3	<i>Relevant document with account opening date is required.</i>
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	<i>Self-attested Photocopy of the agreement to be submitted. Only one agreement can be submitted.</i>
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	<i>Fee receipt / Entry pass to be submitted. The event shall be relevant to the student's entrepreneurial interest.</i>
7	Produce marketing / promotional material (print/electronic version, including new functional website)	2	2	<i>Functional website should be of minimum 10 pages.</i>
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	<i>Self-attested Photocopy of the document to be submitted.</i>
9	Submit recording of Elevator Pitch of a new business model or growth plan of family business	2	2	<i>Recorded elevator pitch shall be of max 60 seconds and not more than 200 words in writing.</i>



S.No.	Proposed Milestones	Year of achievement	Bonus Points	Remarks
10	License/Approvals like Food Product License, Health License, Factory License, Import/Export Code, Drugs & Cosmetics etc.	2	2 each	<i>Maximum 2 shall be accepted; Self attested Photocopy of the document to be submitted.</i>
11	Develop & demonstrate a Product prototype	2	3 to 5, depending on complexity of the product	<i>Websites and products from family business are not acceptable; Evaluation based on (a) ability to understand customer needs and budget (b) scalability (c) innovation.</i>
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	<i>Sufficient documentary evidence required.</i>
13	Finalize building plan for proposed venture with plans duly signed by an Architect	2	3	<i>Sufficient documentary evidence required.</i>
14	Achieve first sale of new product or service (minimum sale value Rs.5,000)	2	2	<i>First sale should be duly supported by documentary evidence including payment collection.</i>
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	<i>Self-attested Photocopy of the document to be submitted.</i>
16	Documented innovation in a functional area of existing own/family business	2	2	<i>Sufficient documentary evidence required.</i>
17	Application for registration as a Vendor with any Government or large private sector organization	2	1	<i>Online portals will not be considered.</i>
18	Obtain a Quality Certification from recognized agency like ISO, ISI, Agmark, etc.	2	3	<i>Self-attested Photocopy of the document to be submitted.</i>



S.No.	Proposed Milestones	Year of achievement	Bonus Points	Remarks
19	Apply for Patent or Trade Mark or Copyright	2	Patent=3, Others=2	<i>Self-attested Photocopy of the document to be submitted.</i>
20	Obtain Patent or Trade Mark or Copyright	2	Patent=5, Others=3	<i>Self-attested Photocopy of the document to be submitted.</i>
21	Lead a business delegation	2	3	<i>Leading as an office bearer of a trade body will only be considered.</i>
22	Write an article in a reputed magazine or professional journal	2	3	<i>Hard copy of the published article to be submitted.</i>
23	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	<i>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.</i>
24	Write a full proposal for ERP implementation in family business	2	2	<i>Copy of proposal with related documents.</i>
25	Organizing approved events/seminars on campus on the broader theme of entrepreneurship, individually or in group	1	1 per event (max for two events)	<i>Participation letter/certificate to be obtained from concerned faculty coordinator.</i>
Notes:	<p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p>			

APPENDIX VII



POST GRADUATE DIPLOMA IN MANAGEMENT – ENTREPRENEURSHIP

**FELLOWSHIP APPLICATION FORM FOR PROJECT START-UP
FACILITATION GRANT**

1. Name: _____ Batch: _____

2. Name of the Proposed Enterprise: _____

Brief Description of the Business Idea: _____

3. Proposed Date for Establishment: _____

4. Proposed Date for Commencement of Operations: _____

5. Constitution [please *tick* (✓)]:

Individual ☐ Proprietary ☐ Partnership ☐ Pvt. Ltd. ☐ LLP ☐ Others ☐

6. Details of Proprietors / Partners / Directors:

S.No.	Name	Academic Qualifications	Address with Mobile #	Experience in the Line of Activities	Responsibilities in the Proposed Enterprise

7. Estimated Cost of the Project: _____

Estimated Means of Financing: _____

Is the Project Viable: YES / NO



8. Fellowship Support Sought:

Amount (in Rupees)	Purpose for which required

9. Status Regarding Statutory Obligation:

Statutory Obligation	Yes / No	Remarks
Registration under Shops and Establishment Act		
Registration under MSME		
Requisite License		
Latest Income Tax Returns		
Any other statutory documents regarding establishment		

10. Progress made in establishing the enterprise: _____

11. Progress made in tying up proposed means of finance: _____

12. Why are you looking for the support of seed capital? _____

13. What if you fail to start your enterprise: _____

14. Details of Income / Property*:

	Parents	Self
Parents' income as assessed during the last financial year		
Total Value of Assets held (certified by a valuer)		
- Liquid		
- Fixed		

*Attach copy of IT Return and proof of asset



15. Performance at EDII:

	Trimester					
	I	II	III	IV	V	VI
Attendance (%)						
GPA						
Milestones Achieved						

16. Referee: Give the name and address of two persons who is not a family member or close relative.

Name, Address & Mobile No.	1)	2)
In what capacity the referee knows you		

I, the undersigned, give an undertaking that the information provided above is true and if found false EDII is authorized to withdraw the fellowship amount.

Place:

Date:

Signature:

PS: Candidates are required to submit their (1) detailed business plan and (2) attested copies of requisite documents for fellowship; failing which the fellowship applications will not be taken up for consideration.



APPENDIX VII (a)

PROJECT START-UP FACILITATION GRANT: TERMS & CONDITIONS

- Immediately after sanction, the final estimated Cost of Project and Means of Finance of the project should be submitted before the given deadline. No major change subsequently in the above will be accepted.
- The Grantee will have to submit CA certified documentary evidences for company formation/ registration of the company, asset creation, sources of funds and other similar progress on project implementation while claiming disbursement of the Grant.
- The Grant will be disbursed *pari passu* only after the Grantee raises their portion of own capital as per point 1 above. The Grant will be transferred only to the bank account of the company. The disbursement will be made in maximum three installments. In case the vendor/supplier has remained unpaid, then EDII can directly pay to the vendor/supplier also; wherein the Institute will release the grant by paying directly to unpaid vendor and/or unpaid suppliers on receipt of an authorized (by a CA) certification that the capital goods/services are actually procured by the company on which the sanction has been given.
- The ownership of the company should be disclosed before disbursement of the Grant. No change in the same would be encouraged.
- If the Grantee fails to initiate his/her venture/project within one year of the date of notification, the support will automatically cease to exist. However, the institute may review the same at its sole discretion.
- The Grantee shall properly acknowledge EDII's support on his/her websites.
- The Grantee must comply with all the terms and conditions as would be laid down in the seed capital grant sanction letter.
- The Grantee will have to give an undertaking that he/she will never be involved or engaged with any act or activity that causes harm to the institute. The Institute reserves the right to take suitable punitive action against the Grantee if it finds that this commitment is violated.



APPENDIX VIII

**POST GRADUATE DIPLOMA IN MANAGEMENT –ENTREPRENEURSHIP
FELLOWSHIP APPLICATION FORM**

1. Name _____
2. Father's Occupation _____
3. Mother's Occupation _____
4. Details of Income / Property*

	Parents	Self
Parent's income as assessed during the last financial year		
Total Value of Assets held (certified by a valuer)		

*Attach IT Return form and proof of asset

5. Give two reasons why fellowship should be given to you:
A. _____
B. _____
6. Number of Dependents on the Earning Member: _____
7. Amount of fellowship applied for _____

I, the undersigned, give an undertaking that the information provided is true and if found false EDII is authorized to withdraw the fellowship amount and I may be disqualified from the PGDM-E Course.

Place:

Signature:

Candidates are required to submit attested copies of requisite documents for fellowship, failing which the fellowship applications will be rejected



APPENDIX IX

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.
- Students should not write anything other than the answers in the answer sheets provided.
- **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 X

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 XI

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 XII

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 the Institute
 - 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 the 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 any 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 etc.
- For the users of Laptops, it is mandatory to keep their system virus free so that other systems will not be 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 deciding 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 XIII

UNDERTAKING BY STUDENTS FOR ABIDING THE HOSTEL RULES

I, _____, admitted in PGDM-E, 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 XIV

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 XIV 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. 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 raggers.
 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 XV 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 XV

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
- Dr. Rajeev Sharma
- 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
- Shri 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 Samir Jain
- Shri Alok Prasad (Convener)
- Shri Sunil Kumar
- Shri Purav Dholakia

17. Unnat Bharat Abhiyan

- Shri PN Srivastava
- Shri Sivan A.
- Shri Bishnu Panda
- Shri Shree Kant Kumar



18. Institute Innovation Council (IIC)

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

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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for Architecture 1992



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AICTE Lilavati Award 2020 on
Women Empowerment
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