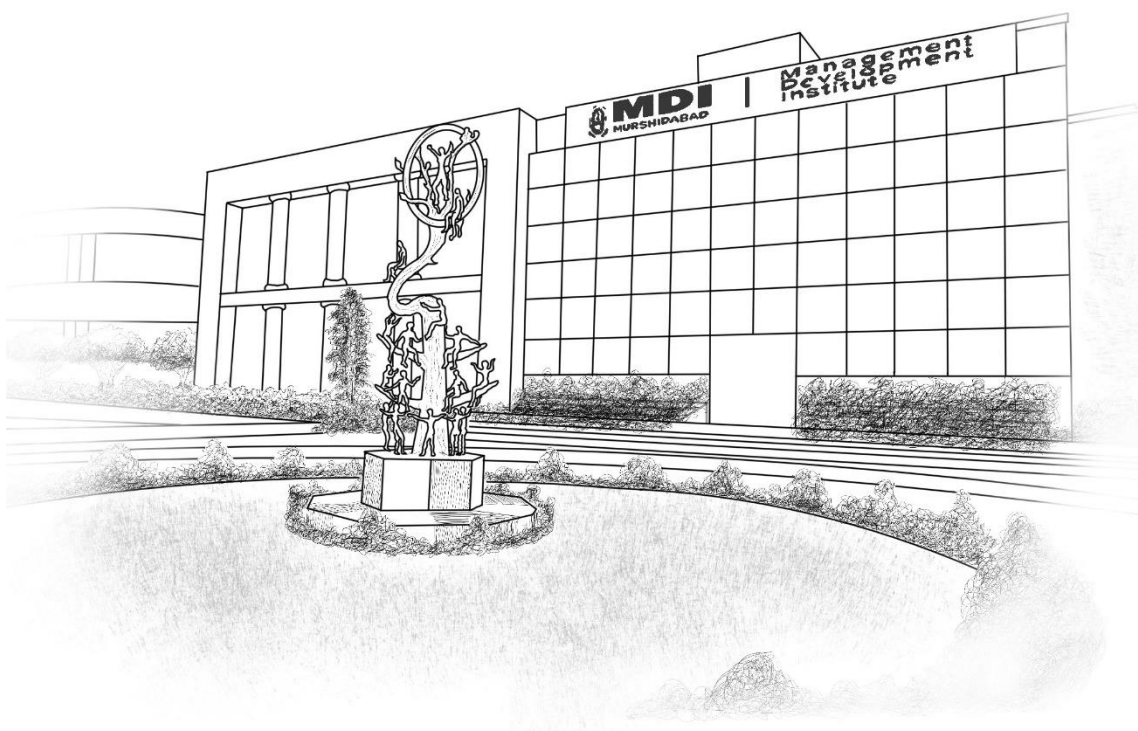


STUDENT HANDBOOK

(2024-2025)

Post Graduate Diploma in Management



Management Development Institute Murshidabad

Management Development Institute Murshidabad (MDIM) and also referred to as 'The Institute' in these rules reserves the right to change, alter, add, delete and/or modify any of the rules & regulations contained herein.

Any rule that is changed / altered / added / deleted / modified will be informed to students through Notice Board display or through a mail or through a web posting. Students must take note of the change in these rules.

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Management Development Institut Murshidabad
Kulori, Uttar Ramna, Raghunathganj, Murshidabad, West Bengal-742235



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1. ABOUT MDI MURSHIDABAD:

Management Development Institute (MDI) was set up as an autonomous body in 1973 in collaboration with KFW, West Germany, and with the active support of the Industrial Finance Corporation of India (IFCI). With an intention to impart management education, nurture local talent, and groom them to become global leaders, Management Development Institute (MDI), launched its Murshidabad campus in 2014. The foundation stone was laid on the 31st of October, 2010 at Jangipur, Murshidabad, West Bengal by the then Honorable Union Minister of Finance, Govt. of India, Shri Pranab Mukherjee. In 2014, MDI Murshidabad (MDIM) launched its Post Graduate Diploma in Management (PGDM). It was commemorated in the presence of the honorable President of India Shri Pranab Mukherjee, by an inspiring address by him to our first batch of PGDM students on the 24th August, 2014. The was followed by a deliberation made by Shri Arun Jaitley, Hon'ble Minister of Finance, Defense & Corporate Affairs, Govt. of India. PGDM offered by MDIM is recognized and accredited by the All India Council for Technical Education (AICTE), New Delhi. **The PGDM programme has been accredited by NBA (National Board of Accreditation) for 3 years 2024-25 to 2026-27.** The Murshidabad campus is a part of MDI's vision to nurture and promote local talent and enterprise. The campus of MDI Murshidabad is located in the northern part of the State of West Bengal, India. MDIM prides itself in not only providing Management Education but also developing ethical corporate citizens for tomorrow's India.

1.1 CORE VALUES:

MDI inculcates core values that direct its vision and mission to attain excellence and sustain innovation.

Accountability: MDI shall ensure accountability to all its stakeholders rooted in internal management and external adherence to law and society norms.

Transparency: MDI shall operationalize transparency as the ability of individuals in the organization to be responsive, productive, and innovative.

Trust: MDI shall seek to earn inter-personal trust by adopting governance practices reinforced with policy and process-based decision making.

Inclusion: MDI shall promote non-discrimination practices for all sections of society that advance cohesion and diversity as affirmative action.

Empathy: MDI shall foster a culture of care and co-create skills for everyone to move towards their professional goals.

1.2 VISION

“MDI aims to be a globally recognized management school through academic excellence and continuous innovation to nurture responsible leaders for creating sustainable alternatives.”

1.3 MISSION

1. Become a globally recognized management school with international and national recognition through knowledge development.
2. Enhance academic excellence in research, consulting, training, and teaching with cutting edge resources.
3. Encourage continuous innovation.
4. Create and nurture socially responsible leaders.
5. Promote sustainable alternatives in decision making.

1.4 Activities

The broad activities of MDI can be classified into the following areas:

1.4.1 Management Education Programme

1.4.1.1 Post Graduate Diploma in Management (PGDM)

1.4.2 Consulting

1.4.2.1 Consulting Projects

1.4.2.2 Consultancy

1.4.2.3 Individual Consultancy Work of Faculty

1.4.2.4 In-house Consultancy Skills Development in the Public Utilities

1.4.3 Research

1.4.3.1 Sponsored Research Projects

1.4.3.2 Collaborative Research

1.4.3.3 Academic Research

1.4.3.4 Case Development

1.4.3.5 Industry Studies

1.4.3.6 Development of Study Material

2. POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM):

PGDM at MDIM aims at preparing future business leaders and organization builders and who succeed in globally competitive and dynamic scenario.

2.1 Learning Goals (LGs)

LG1: Value Based Education

LO1. Be able to identify and describe issues (challenges/opportunities/concerns) relating to business value and ethics.

LO2. Be able to analyze the impact of identified issues (related to business value and ethics) on stakeholders and overall business using methods/models learnt over the course.

LG2: Global Management Perspective

LO1. Be able to identify and describe global management issues related to policies, culture, cross border trade, competition, customer, suppliers, global markets, etc.

LO2. Be able to analyze the impact of global management issues (as opposed to the domestic environment) and their impact on management decisions.

LG3: Team Building and Communication

LO1. Be able to identify and communicate issues/views at an individual/ group levels through oral/written/non-verbal modes in a management context.

LO2. Be able to analyze the group member's views in management context, leverage differing opinions of the group members for effective synergy and achieving the group objectives.

LG4: Functional Competencies

LO1. Be able to understand and explain fundamental framework/concepts/competencies of the functional area and their application in overall management decision making.

LO2. Be able to analyze and relate functional knowledge with the other functional areas.

LG5: Analytical and Integrative Thinking

LO1. Be able to identify symptoms and key factors of the business problem. Clearly define a business problem using key facts.

LO2. Be able to critically analyze defined business problem using widely used analytical techniques, models, or frameworks in order to integrate different aspects of business

LO3. Be able to propose potential alternative solution, evaluate them and recommend an appropriate solution.

The Programme envisages grooming and building well-rounded managers with:

- Global mindset and sensitivity;
- Holistic business perspective;
- Capability to manage uncertainty and complexity;
- Capability to lead change;
- Capability to create wealth; and
- Capability to manage diversity

3. CURRICULUM:

3.1 PGDM

The academic curriculum is spread over six terms. The bulk of core courses are covered in first year (during the first three terms) and few core courses are also spread over four and five terms. The core courses enhance the ability to communicate, analyze situations and take decisions using quantitative and qualitative factors, develop a holistic view of the different functional areas, and the business environment.

During the first year, PGDM students opt for modules/courses in general management and major functional areas, such as Human Resource, Finance, Marketing, Supply Chain, Economics, Quantitative Technique, Strategy and Information Management. The no of core courses will cover in the PGDM first year are 24 and the total credits for these courses are 67.5 and rest will be covered in four and five term.

After three terms, students are required to undergo Summer (Industry) Internship with organizations. The internship is usually spread over an 8 weeks' period. This exposure is a mandatory requirement for the completion of the Programme and is designed to enhance exposure to organizations, develop an understanding of their realities and apply management knowledge. This Summer Internship carries 3 credits.

During the fourth, fifth and sixth terms (which makes up the second year) students choose from a set of optional electives courses depending on the area(s) of specialization, they would like to specialize in. These areas are **Human Resource, Finance, Marketing and Supply Chain**. To specialize in a given area, the student must complete at least five elective courses (15 Credits) from that area. A student can choose to take a minimum of 14 (42 credits) and maximum of 17 (51 credits) elective courses. If a student takes more than 14 elective courses, the grades of best 14 elective courses (42 Credits) will be considered for calculation of the CGPA. In all over the two-year duration of the Programme, students will have to complete a credit load of at least 118.5.

The curriculum is updated keeping in mind the changes in business and organizational practice and the environment and developments in management education field. Faculty, industry, alumni and students play an important and constructive role in the design and delivery of the Post Graduate Diploma in Management.

3.2 PROGRAMME STRUCTURE with COURSE CURRICULUM:

POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM)

Management Development Institute Murshidabad

Course Curriculum

First Year

Term	Course Code	Course Name	Core / Elective	Credit
Term-I	C101	HUMAN BEHAVIOUR IN ORGANIZATIONS	Core	3
	C102	LEGAL ASPECTS OF BUSINESS	Core	3
	C103	MANAGEMENT ACCOUNTING-I	Core	3
	C104	MARKETING PLANNING	Core	3
	C105	MANAGERIAL COMMUNICATION-I	Core	3
	C106	MICROECONOMICS	Core	3
	C107	STATISTICS FOR MANAGEMENT	Core	3
Term-II	C201	BUSINESS ANALYTICS-I	Core	3
	C202	HUMAN RESOURCE MANAGEMENT	Core	3
	C203	CORPORATE FINANCE-I	Core	3
	C204	ECONOMIC ENVIRONMENT AND POLICY -I	Core	3
	C205	MANAGEMENT ACCOUNTING-II	Core	3
	C206	MANAGEMENT SCIENCE MODELS	Core	3
	C207	MANAGERIAL COMMUNICATION-II	Core	1.5
	C208	MARKETING PRACTICES AND IMPLEMENTATION	Core	3
	C209	OPERATIONS MANAGEMENT	Core	3
Term-III	C301	BUSINESS ETHICS AND CORPORATE SOCIAL RESPONSIBILITY	Core	1.5
	C302	ECONOMIC ENVIRONMENT AND POLICY-II	Core	3
	C303	MANAGEMENT INFORMATION SYSTEMS	Core	3
	C304	RURAL MARKETING & MANAGEMENT	Core	3
	C305	CORPORATE FINANCE-II	Core	3
	C306	STRATEGIC MANAGEMENT-I	Core	3
	C307	ENTREPRENEURSHIP AND NEW VENTURE CREATION	Core	1.5
	C308	RESEARCH METHODS IN BUSINESS	Core	3

Second Year

Term IV: Summer Internship (3 Credits), Core Course: Strategic Management-II (3 Credits), Business Analytics-II (3 Credits), Electives (Multiple courses offered. Students choose to study 4 to 5 courses)

Term V: Electives (Multiple courses offered. Students choose to study 5 to 6 courses)

Term VI: Electives (Multiple courses offered. Students can choose the electives to complete a minimum 42 credits of electives)

List of Electives (Offered in Term IV, V and VI)

Course Code	Human Resource	Credit	Course Code	Finance	Credit
E401	INDUSTRIAL RELATIONS & LABOR LAWS-I	3	E405	CORPORATE RESTRUCTURING AND BUSINESS VALUATION	3
E402	TALENT, MINDSET AND MANAGERIAL COMPETENCY	3	E406	DERIVATIVES AND RISK MANAGEMENT	3
E403	PERFORMANCE MANAGEMENT		E407	INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT	3
E404	HR ANALYTICS	3	E408	TRADING STRATEGIES	3
E501	INDUSTRIAL RELATIONS & LABOR LAWS - II	3	E504	FIXED INCOME SECURITIES	3
E502	LEARNING AND DEVELOPMENT	3	E505	FINANCIAL MODELING	3
E503	STRATEGIC AND SUSTAINABLE HRM	3	E506	PROJECT APPRAISAL & FINANCE	3
E602	POWER OF NEGOTIATION	3	E507	INTERNATIONAL CORPORATE FINANCE	3
Course Code	Marketing	Credit	E604	RISK MANAGEMENT FOR BANKS AND FINANCIAL INSTITUTIONS	3
E409	MARKETING OF SERVICES	3	E605	STRUCTURED FINANCE	3
E410	SALES AND DISTRIBUTION MANAGEMENT	3	E606	SUPPLY CHAIN FINANCE	3
E411	CONSUMER BEHAVIOUR	3	Course Code	Supply Chain	Credit
E412	MARKETING ANALYTICS	3	E413	BUSINESS TECHNOLOGY CONSULTING STRATEGIES	3
E508	BRAND MANAGEMENT	3	E414	PROJECT MANAGEMENT	3
E509	PRODUCT MANAGEMENT	3	E415	SUPPLY CHAIN MANAGEMENT	3
E510	RETAILING AND FRANCHISING	3	E512	SERVICE OPERATIONS MANAGEMENT	3
E516	INTERNATIONAL MARKETING	3	E513	STRATEGIC SOURCING AND SUPPLIER MANAGEMENT	3
E607	ADVERTISING MANAGEMENT	3	E514	MANAGEMENT OF QUALITY	3
E608	BUSINESS TO BUSINESS MARKETING	3	E610	ARTIFICIAL INTELLIGENCE & MACHINE LEARNING (AIML)	3
E609	CUSTOMER RELATIONSHIP MANAGEMENT	3	E611	OPERATIONS STRATEGY	3
Course Code	Economics	Credit	E606	SUPPLY CHAIN FINANCE	3
E416	APPLIED ECONOMETRICS TOOLS FOR MANAGER	3	E614	SUSTAINABLE OPERATIONS AND SUPPLY CHAIN	3
E615	INTERNATIONAL ECONOMICS	3	Course Code	Information Management	Credit
Course Code	General Management	Credit	E515	E COMMERCE AND E BUSINESS	3
E613	ENTREPRENEURIAL FINANCE, SALES AND MARKETING	3	E517	BUSINESS ANALYTICS-III	3
			E612	BUSINESS INTELLIGENCE	3

Note: The above list of electives is tentative and not binding on the Institute. Actual offerings will depend on the size of the group, which shows interest in a course. The Institute also will consider new electives in line with recent developments and availability of expertise to offer the same.

4. REGISTRATION:

4.1 Term I

All newly admitted students are required to register themselves online for the programme and submit their required documents to support their academic and other related qualifications. Only those students whose mark-sheet and certificate have not been issued by the University till their joining date at MDIM may submit them not later than the 30th October 2024. Failure to submit the mark-sheet & certificate by the stipulated date would automatically invalidate the person's admission. *The eligibility criterion of minimum 50% marks is compulsory. Default on this lead to expulsion from the Institute.*

4.2 Term IV

Students will be required to register just immediate before the first class of Term-IV as specified in the Academic Calendar unless permitted under special circumstances by the Programme Chairperson / Dean-Academic to register on a later date. A student, who fails to register on the specified day of the Term-IV would be allowed to register only after he or she has obtained special permission from the Chairperson- PGDM / Dean-Academic with late registration fee which in no case will be less than Rs.500/-.

4.3 Registration for Second Year

Registration for second year will be done before the commencement of Term-IV. Attendance in all courses is valid only after the date of registration.

4.4 Registration of Electives

The selection of electives is important because it helps students to prioritize his career goals.

Faculty Members may evolve suitable criteria in conjunction with the Chairperson-PGDM and Dean-Academic to decide on the admission of students to their elective courses. Such criteria will normally may be based on:

1. The academic background, aptitude and level of performance of the students in related courses;
2. The number of students that can be permitted to specific elective courses.

An elective may be dropped if it attracts inadequate registration as specified by the PGP Office for the Academic year. Students registered for such elective courses will be asked to register for alternative courses.

Attendance for the second year in all courses shall be valid only after the student has registered for the second year. The date of registration for the second year shall be decided and communicated to the student in the due course of time.

Area faculty will give the presentation about the electives to the students in a sufficient time gap as they able to choose their elective with the sufficient knowledge/information about the elective.

The registration of Electives process will be done in the Month of February every year for PGDM students. The students will accordingly be informed by the PGPOffice.

Change of elective courses will not be permitted after the start of an academic term.

The workflow for the change of elective during permissible time will be as follows:

- A. Student will apply for withdrawal from and participation in the respective elective course/s to the concerned Faculty member.
- B. The Faculty member will forward the endorsed application from the student to the Chairperson-PGDM for consent.
- C. Chairperson-PGDM will forward the application endorsed by him to the Dean- Academic for consent.
- D. Dean-Academic will send the application back to Chairperson-PGDM.

5. CLASS TIMINGS:

Session I	:	08:30 AM to 10:00 AM
Session II	:	10:15 AM to 11:45 AM
Session III	:	12:00 Noon to 01:30 PM
Session IV	:	03:00 PM to 04:30 PM
Morning/Evening Session	:	As may be announced

Students are advised to note that they can be asked to attend class(es) at any time during day and evening.

6. STUDENT WORKLOAD:

Each course is associated with 3 or 1.5 credits. A credit is an indication of the amount of classroom contact hours as well as class preparation hours required for the course. A three-credit core course requires 20 sessions of 90 minutes each or a total of 30 class contact hours per term. Much of the teaching methodology is student-oriented, one hour of classroom time required about a 2 hours of preparation time. This includes the study of texts, readings, cases, case discussions in-groups, solution of exercises, hands-on-exercises on computers etc. In addition, there is time for projects, continuous evaluation and examinations to account for. A three-credit course demands 100 hours of in-class and outside class time.

7. TEACHING METHODOLOGY:

Teaching methods include lectures, case discussions, seminars, group discussion, business games, role-plays, simulation exercises, structured and unstructured group work and field/industry-based projects. The emphasis is on involving participants, to make learning students centered and help them to relate concepts and theory to practical business and industry requirements. Consistent with advances in teaching technology, the programme integrates the use and applications of computers/information technology in learning the basic principles in different functional areas of management.

8. SEATING PLAN IN THE CLASS ROOM:

Students are required to sit in the classrooms as per seating plan announced by the PGP Office. A copy of the students seating plan is displayed on the Notice Board and is given to the teaching faculty for easy identification of students in the class.

9. READING MATERIAL:

A set of reading material or textbook for each course will be supplied to students enrolled in course. The onus of collecting the material/text book from the PGP Office lies with the students and they are advised to collect the same before the start of the course. No additional copy of the reading material will be supplied to any student. Every course has a course outline indicating the course objectives, pedagogy, courses contents, evaluation pattern and a reading list. The course outline will mention the reference text to be followed and additional reading material. One copy each of all reference text may be placed in the reference section in the Library.

10. SUMMER INTERNSHIP:

The Summer Internship period for the PGDM batch of 2024-26 would begin from the early of April 2025. All students are required to submit their Summer Internship Report by the second week of June 2025 to the Placement Office along with a Certificate of Completion of Summer Project from the organization in which the project was undertaken. All students are required to give a formal presentation of their respective Summer Training Project, within the scheduled date and time. This report will be evaluated by a Committee of Faculty members. The grade awarded for the Summer Project will be added in computing the CGPA. All students have to undergo a Summer Internship Project for 8 weeks. In the event any students undertake Internship for a period more than 8 weeks, the same would be at the responsibility of the students for academic related activities including forfeiture of attendance, loss of quiz marks, etc. For this purpose, undertaking will be taken from students.

A detailed Guideline on Summer Internship report will be given to all the students by the Placement Office. Attendance for summer project presentation is compulsory for all students on all days of presentations.

The students are advised to follow the guidelines given strictly. Non adherence to such guidelines may incur penalty measures. All Summer Projects will be examined for plagiarism having not more than 15 % Similarity as per the AICTE guidelines. Plagiarism cases will be dealt with severe disciplinary action and can lead to expulsion from the Programme (surely in case of repetition).

Students not completing their summer internship will not be eligible for the award of the PG Diploma.

Students will be considered not to have completed the summer internship if the certificate from the Industry / Organizational guide is not received in time or if the Institute finds that the summer internship project carried out by the student has not been done satisfactorily.

11. EXAMINATIONS:

Academic Integrity and Plagiarism

Students are required to submit projects/assignments under various courses. It may be noted that students should strictly adhere to the time schedule for submission of reports/assignments. In this connection, it may be noted that any kind of copying / plagiarism is not allowed. If any student or group of students is found to be part of such activity, strict action will be taken against him/her which may even result in expulsion from the Programme.

Summer Project Reports / case study report or any other report submitted by the students will be screened under the Anti-Plagiarism Software. Faculty members may check any assignment for plagiarism and may decide to penalize the student accordingly.

The course evaluation will require a student to take mid-term examinations and end-term examinations. In addition, there will be quizzes, presentations, role-plays, simulations etc. The purpose of this continuous evaluation is to help students keep abreast of the course and gauge their level of learning. For the evaluation to be fair to all and reflective of learning/comprehension and application, it is important that the examinations and other forms of evaluation are conducted in a fair manner. The following guidelines are to be adhered to:

1. Students are required to carry their identity cards to the examination hall. Students without ID Cards are prohibited to enter in the examination hall.
2. Late comers will NOT be allowed in for the examinations. Late comers will have to submit an application to Chairperson concerned through PGP Office giving reasons thereof. They may be allowed to write the exam only after obtaining prior written permission of Chairperson- PGDM/Dean-Academic.
3. **MOBILE PHONES/TABS/LAPTOPS are not permitted in the Examination Halls or during Quizzes.** In case any student carry / found with above electronic devices during the examination, those will be seized by PGP Office staff / Invigilator.
4. No student is allowed to enter the examination hall unless online course feedback is submitted.

Please note that feedback given by you is anonymous.

5. The PGP Office will announce a seating plan for the examinations.
6. Students are required to bring their own stationery items such as pen, pencil, ruler, calculator, etc. to the examination. Borrowing or lending of such articles from fellow students will not be allowed during the examination.
7. Papers, books or notes should not be taken into the examination hall, unless otherwise the test has been declared as "Open Book". In an Open Book Examination, students can bring their own authorized reading material, books, notes, etc. Exchange of any material with fellow students will not be allowed during the examination and shall be construed as cheating. Reference to any previous years' answer sheets etc. during Open Book exam shall be treated as unfair means and suitably dealt with.
8. Students are required to note their name and registration number on the question paper immediately on receipt. Further, they should not write anything, whatsoever, on the question paper. If anything is found written on the question paper, it will amount to use of unfair practice and suitable disciplinary action will be taken.
9. A student cannot leave the examination hall before submitting the answer papers to the invigilator. In case a student leaves the examination hall without submitting the answer sheet, his answer sheet will not be accepted and the student will be awarded Grade "F" in that component of the subject.
10. A visit to the washroom is not allowed for two hours' examination. However, in case of more than two hours of examination it is allowed for maximum 3 minutes after two hours of the start of the examination. Students are not allowed to go to the washroom during last 15 minutes of the exam.
11. Exchange of any remarks, notes or gestures, or glances at any other student's paper may be treated as an attempt to cheat.
12. Students are supposed to be in their seat (as per seating plan announced) 5 minutes before the start of the exam. You will not be permitted to enter the examination hall once the examination has been started.
13. A student violating the above rules/found using the Unfair means may be asked to leave the examination hall and his/her answer sheet will not be sent to the course instructor for evaluation and he/she may be awarded ZERO marks in mid-term/end-term exam which may extend to "F" grade in that course. If the violation of the rule is severe, in that case the student may also be debarred from placements. Without prejudice to the forgoing provisions, the Institute reserves the right to take any disciplinary action against the student found indulging in any kind of malpractice during the examination which may extend up to the expulsion from the Institute.

Absence from an examination is not permitted. A written permission from the Chairperson-PGDM/Dean-Academic is required for absence in an examination due to unavoidable reasons beyond the control of the student. In such as an exceptional case, the student may be allowed to appear for substitute examination on the date and time scheduled by Post Graduate Programme Office. However, under no circumstances, substitute quizzes will be allowed. A student absenting himself from an examination without prior written permission as above will get an "F" grade in the course.

12. GRADING SYSTEM:

The Evaluation system in the PGDM has been designed to achieve the following:

1. Help Faculty evaluate the progress of learning of each student.
2. Prescribe and promote certain acceptable and uniform standards of comprehension of grades.
3. Encourage healthy and constructive competition among students.
4. The course faculty will have the discretion to assign weightages to various components of the evaluation in a course. The components of evaluation and their weightages will be communicated to the student in the course outline for each course.

MDIM follows a system of continuous evaluation. Throughout the term, the student will be tested on his/her ability to understand concepts, learn techniques and apply them to problems in the real world.

The grading system that will be used is a 10-point scale. Following is a description of these grades:

Letter Grade	Grade Point	Description	% equivalence
A+	10	Exceptional	100
A	9	Excellent	90
A-	8	Proficient	80
B+	7	Very Good	70
B	6	Good	60
B-	5	Fair	50
C+	4	Satisfactory	40
C	3	Unsatisfactory	30
C-	2	Poor	20
D	1	Very Poor	10
F	0	Fail	
I	-	Incomplete	

For each component of evaluation, the faculty member will communicate the performance of students through marks only. At the end of the course, the faculty member will aggregate on all the components of evaluation using the weights he/she has prescribed in the course outline. He/she shall compute the weighted cumulative marks and give the appropriate grade.

- MDIM follows a system of relative grading. This implies that the grade you receive for your performance is relative the grades obtained by the class as whole. It is therefore not uncommon to find a case where a student obtains a grade of B for obtaining 75% marks; since, the class average was around 73% marks. However, faculty members may prescribe some absolute limits to award grades as well. For example, he/she may fix 40% marks as minimum marks for obtaining a passing grade. Such absolute limits are usually set for awarding grades at the extreme ends of the scale.
- In each course, a student is thus awarded a letter grade only. The weighted average for all courses taken by a student in the Programme is called the Cumulative Grade Point Average (Please note that the weights used to compute CGPA are the number of credit hours for a course).

Grade 'I' signifies **Incomplete**, which would be awarded if:

- a. A student's attendance is less than 50% in a course.
Or
 - b. A student abstains himself/herself from more than 40% evaluation components in terms of weightage.
- If the student is awarded 'I' grade in any course he/she would not be promoted to the next term/year and would be required to leave the Institute. However, the student may request for a

chance to repeat the entire year subject to the completion of PGDM in total of three years (as per AICTE Guidelines).

The highest grade that can be awarded on clearing 'I' will be grade 'B'

- In case the absence is up to three weeks (21 days) and is for genuine reasons (e.g. serious sickness resulting in hospitalization) as authenticated by the Institute Doctor and approved by Chairperson-PGDM/Dean-Academic, the student may be considered for substitute assignments/exam etc. However, in such a case of Hospitalization, a student, through his/her family members would be required to intimate about the hospitalization with the detail of Hospital, Doctor attending to the student, treatment etc. to Chairperson-PGDM/Dean-Academic within 24 hours of hospitalization.
- **It may be noted that hospitalization beyond 21 days will lead to disqualification of the student from the programme. The student may repeat the entire year subject to the completion of PGDM in total of three years (as per AICTE Guidelines).**

A student must satisfy the following conditions at the end of the third term of the first year to be eligible for promotion to second year:

- a) A minimum CGPA of 4.0
- b) No "I" grade in any course/ summer project
- c) Not more than 4-Ds/2 Fs or 1F & 2Ds etc. For this purpose, 1-F would be treated as equivalent to 2 Ds for full course (3 credits) and 1-D for a half course (1.5 credits)
- d) Any student getting more than 4 Ds equivalents would be informed at that stage itself and will not be allowed to attend further classes in the first year.
- e) Besides he/she should also have completed summer Project successfully as per "Guidelines for Summer Project".

A student not satisfying any one or more of the above criteria in the first year will be asked to leave the Programme. However, in exceptional cases, based on the circumstances thereof, the student may be allowed to repeat the first year (on payment of full fee as applicable to the following batch). However, in case of point 'e' above, the student will have to complete the summer internship before he/ she is promoted to 2nd year (in the next year). The decision of the competent authority in this regard will be final.

For award of the PGDM Diploma a student must satisfy the following conditions:

- a) A minimum CGPA of 4.5 in the Programme (all six terms + summer project)
- b) Not more than 5-Ds equivalent throughout the Programme. For this purpose, 1-F would be treated as equivalent to 2 Ds for full course (3 credits) and 1-D for half course. (1.5 credits)
- c) Successful completion of summer project.
- d) No "I" grade in any course/ summer project
- e) Must not have a Repeat of more than one year in the Programme.

12.1 Provision for Correction of Errors in Evaluation

All the examination answer books relating to midterm and end term examinations, quizzes, projects report etc. are shown to the students after evaluation. If there is any error in calculation or evaluation, it may be brought to the notice of the concerned course instructor within three days. The course faculty then carries out the necessary modifications and inform the PGP office. After approval from Chairperson-PGDM / Dean-Academic, necessary modifications are finally done.

13. AWARD OF DIPLOMA:

The Institute awards the Post Graduate Diploma in Management/all successful candidates. This Diploma is recognized by the All India Council for Technical Education (AICTE).

14. AWARD OF MEDALS

The following medals have been instituted to award meritorious performance in the Post Graduate Diploma in Management.

The students will be placed on First, Second and Third position in order of Merit according to the overall CGPA. Institute will award medals for First position only. **In case of tie in CGPA, the raw scores obtained by the students will be the criteria for deciding the medal/merit/position. However, the decision of the competent authority in this regard, will be final.**

Following Gold Medals are awarded to students of PGDM Programme:

Medal / Awards	Requirement
<i>Gold Medal The Best All-Round performance</i>	<i>Highest CGPA which implies that the students will obtain overall highest score in the courses of two years Post Graduate Diploma in Management</i>
<i>Director's Gold Medal For Best Scholastic Performance in the Area of Human Resource</i>	<i>Highest GPA in best five electives (with 15 credits) of the Human Resource Management area courses at the end of second year</i>
<i>Gold Medal For Best Scholastic Performance in the Area of Finance</i>	<i>Highest GPA in best five electives (with 15 credits) of Finance area courses at the end of second year</i>
<i>Chairman's Gold Medal For Best Scholastic Performance in the Area of Marketing</i>	<i>Highest GPA in best five electives (with 15 credits) of Marketing area courses at the end of second year</i>
<i>Gold Medal For Best Scholastic Performance in the Area of Supply Chain</i>	<i>Highest GPA in best five electives (with 15 credits) of the Supply Chain Management area courses at the end of second year</i>

15. ATTENDANCE:

The Institute insists on punctual and regular attendance in all classes. The learning process is student centric and the students learn not only through the faculty lectures but also through the participation of their colleagues. Discussions, presentations, etc. that take place in class cannot be entirely replicated outside the classroom or substituted later. Learning would not be complete if a student is not a part of this classroom process. The Institute, therefore, insists on regular and punctual attendance. **Late comers will not be given attendance for the day on which they arrive late in the class.**

Irrespective of whether absence is with prior permission or not, the final course grade given by the course faculty will be adjusted for attendance using the following rule:

(A) In case of 3 Credit Course (20 Sessions):

Attendance	Grade Drop	Remarks
If attendance is greater than and equal to 85% (absent for less than or equal to 3 sessions)	<i>No Grade Drop</i>	--
If attendance is less than 85% but greater than and equal to 70% (4 to 5 absents in 3 credits course course)	<i>One lower grade</i>	e.g. : A+ to A

Attendance	Grade Drop	Remarks
If attendance is less than 70% but greater than and equal to 60% (6 to 8 absents in 3 credits course)	<i>Two letter grades</i>	<i>e.g. : A+ to A-</i>
If attendance is less than 60% but greater than and equal to 50% (9 to 10 absents in 3 credits course)	<i>Three letter grades</i>	<i>e.g. : A+ to B+</i>
If attendance is less than 50% (11 or more absents in 3 credits course)	'I' Grade in the Course	If the student is awarded 'I' grade in any course s/he would not be promoted to the next term/year and would be required to leave the Institute. However, the student may request for a chance to repeat the entire year subject to the completion of PGDM in total of three years (as per AICTE Guidelines)

(B) In case of 1.5 Credit Course (10 Sessions):

Attendance	Grade Drop	Remarks
If attendance is greater than and equal to 85% (absent for less than or equal to 1 sessions)	<i>No Grade Drop</i>	--
If attendance is less than 85% but greater than and equal to 70% (2 absents in 1.5 credits course course)	<i>One letter grade</i>	<i>e.g. : A- to B+</i>
If attendance is less than 70% but greater than and equal to 60% (3 to 4 absents in 1.5 credits course)	<i>Two letter grades</i>	<i>e.g. : A- to B</i>
If attendance is less than 60% but greater than and equal to 50% (5 absents in 1.5 credits course)	<i>Three letter grades</i>	<i>e.g. : A- to B-</i>
If attendance is less than 50% (6 or more absents in 1.5 credits course)	'I' Grade in the Course	If the student is awarded 'I' grade in any course s/he would not be promoted to the next term/year and would be required to leave the Institute. However, the student may request for a chance to repeat the entire year subject to the completion of PGDM in total of three years (as per AICTE Guidelines)

A student will get “I” (Incomplete) if his/her attendance is less than 50% in a course.

Important: Students should note that three absences (which are not reckoned for grade docking) should not be taken as a matter of right. The student is required to obtain prior permission of Chairperson-PGDM/ Dean-Academic. Where this is not possible due to circumstances, he/she is required to submit application supported by relevant documents on the day he/she resumes classes. This has to be endorsed by respective hostel wardens. Late submission of application may subject student to disciplinary action. Leave application on medical ground has to be certified by the doctor at MDIM. The students must note that beyond these three permitted absences no leave whatsoever shall be granted on account of sickness, marriage in the family, etc.

Absence without prior permission of the Chairperson-PGDM/ Dean-Academic and the course faculty will be considered a serious breach of discipline. The PGP Office or the course faculty will not be responsible for the student losing any segment of evaluation because of absence without prior permission. The course faculty may give substitute assignments only to those students who were absent with prior permission for convincing reasons supported with proper documents. However, it is to the discretion of the concerned faculty to consider such request or not. But in no case, student will be allowed to give substitute quiz (es). The instructor will be free to adopt any measure to regulate attendance, penalize absence, and ensure smooth and undisturbed learning in his/her class.

The absence for the purpose of grade docking may be condoned as a special case based on the facts and supporting documents, by the respective Chairperson-PGDM/Dean-Academic under the following circumstances.

Serious illness requiring hospitalization provided that the leave application is duly supported by relevant medical records and the same is duly certified by the doctor of MDIM, and provided further that the duration of absence does not render a candidate liable to be awarded with “I” grade. However, approved hospitalization cases of beyond 21 days, shall require the student to repeat the year subject to him/her finishing the course within AICTE stipulated timeframe.

Absence due to participation in maximum two Competitions/Conferences per year, organized by reputed institutions like IIMs or equivalent is allowed and necessary attendance will be arranged for. Total absence for participation in the events should not exceed four days per academic year (excluding travel days by the shortest route) with prior permission from Chairperson-Student Affairs and Chairperson-PGDM. The student will be allowed to attend a third Competition if he has been a winner in any of the previous Competitions attended. In the Institute’s events, attendance of students is compulsory. Chairperson-PGDM / Dean-Academic may waive attendance for participation in such event. However, the application for regularization of absence due to above reason is to be duly supported by relevant documents.

The following penalties for students who do not participate or show indiscipline in the various student’s activities are mentioned below:

- Written warning/fine of Rs. 1000
- Meeting with parents/debarring from the awards
- Expulsion from Hostel by Hostel-Warden
- Case to be reported to the Disciplinary Committee.

For sending the entries to other institutions, students have to obtain specific prior approval of Chairperson-Student Affairs, Chairperson-PGDM & Dean-Academic. However, Dean-Academic/Chairperson-PGDM is authorized to take final decision regarding absenteeism.

16. WITHDRAWAL FROM THE INSTITUTE:

A student wishing to leave the Institute on his/her own should submit an application, duly counter signed by his/her parents/guardian. He /She also should obtain “No Dues Certificate” from Accounts, Library, Hostel, Computer Centre and PGP Office, and submit it to the PGP Office for setting his/her accounts. No Dues Certificate from all the above offices will be required for a student leaving the Institute also in case a student’s is asked to leave the Institute.

17. REFUND OF FEES:

All fees paid by a student, other than Security Deposit, are not refundable, once a student has been admitted to the Institute. The Security Deposit will be refunded at the end of the Programme, after receipts of “No Dues Certificate” from the PGP Office.

18. HOSTEL ACCOMMODATION:

The PGDM course needs rigorous study and preparatory work in small groups beyond the classroom sessions. All students are required to stay on campus and would be provided with accommodation. The Institute does not provide hostel accommodation during the summer internship. The hostel accommodation will have to be vacated by the students as soon as the III/VI terms are over. However, those students who want hostel accommodation during summer internship will need to secure specific permission from the Hostel Warden and Chairperson-PGDM /Dean-Academic. The students will be required to pay room rent, as applicable, for the stay during summer training.

The residents are expected to maintain discipline and follow the rules/instructions issued to them by the Institute from time to time. Failure to do so may lead to penal action as per MDIM rules.

19. FACULTY MENTORS:

The Institute encourages students to come in close contact with the faculty members. There is a system of faculty mentors for students. The role of the faculty mentor is a role model who provides support and is also a local guardian. Students are welcome to approach faculty mentors individually with any personal or academic problems that they may be facing during their stay at MDIM. Students may also seek the faculty mentor’s advice on the choice of specialization and choice of electives, career counseling, etc., or any other issue, which they may like to share with their friend, philosopher and guide: the MDIM-faculty mentor.

20. PLACEMENT:

Placement activities are managed by the Placement Committee of MDI Murshidabad. It organizes the placement processes for Summer Internships and Final placement. The Placement cell consists of Chairperson- Placements/Coordinator-Placements and Student Placement Committees and is supported by the Placement Office. Activities of the cell are primarily student managed, with guidance and support from Administrative staff and Faculty.

As a matter of policy, the academic work of the students has precedence over placement activity, and in no case, it is subordinate to placement. There is no obligation on the part of the institute to find placement for any student. Placement is an assistance and support to the students and it’s not a Job guarantee.

The following paragraphs detail the placement activities over an academic year. This is only indicative and is subject to change by the placement cell as and when the need be. The various dates and time periods vis-à-vis placements at MDI Murshidabad shall be decided by the Placement office and shall be communicated to the concerned, after final approval by Chairperson- Placements/Coordinator-Placements.

20.1 DRESS CODE

All students need to come well-groomed for the Recruitment Drive. Each and every student needs to dress up as follows: All students compulsorily maintain 100% attendance in all placement preparatory sessions

GIRLS

- Should ensure that they wear dark colored (blue/black) trousers that are well fitted, teamed up with a lighter colored formal shirt.

- Hair should be neatly combed, pinned up and tied

BOYS

- Should ensure that they are well groomed (clean shaved with a professional hair style)
- Should ensure that they wear dark colored (blue/black) trousers that are well fitted teamed up with a lighter colored formal shirt.
- Should wear trousers which will match the color of the blazer, should wear Black/ Dark Blue tie
- Should wear well-polished formal black shoes

(The Placement Office reserves the right to send back any student to change into proper formal attire if he/she is found not to be following any one of the above mentioned parameters in this scenario, the student is expected to make the requisite changes and return back to the process – premises before the Placement Presentation begins.)

20.2 Summer Internships

A mandatory 8 weeks of summer internship is part of the academic curriculum for all students at the end of the first year. The summer internship carries a weightage of 3 credits. The evaluation may be facilitated by means of a Faculty visit to the company and taking informal feedback from the company. Students receiving adverse feedback may be asked to explain the reasons for his/her poor performance and in exceptional cases may be debarred from the final placement process apart from the disciplinary action.

Placements for Summer Projects will be routed through the Placement Office.

20.3 Final Placements

A separate placement process will be carried out for the second year students in accordance with the guidelines set by the Placement Committee and subject to final ratification by the Placement Office and Chairperson- Placements/Coordinator-Placements.

20.4 Beyond Placements

20.4.1 Live Projects

The Placement office invites students to apply for live projects available with companies. Students are also permitted to arrange live projects independently, but they need to inform the Placement Office. It is necessary for the students to submit the details of the projects undertaken in the following format to the Placement Office: It is mandatory for all fresher's to complete at least one Live project to become eligible to sit for Institute's Final Placement Process

- Name of the company
- Title of the project
- Names of the Groups of students/individual
- Date of Commencement of the project
- Date of Completion of the project
- Duration of the project
- Name of the faculty guide
- Name of the industry mentor & Organization with full contact details including mobile no. and email address

Further the student undertaking such a project must choose an MDIM faculty, who would act as a Guide/Mentor for the students and would facilitate successful execution of the project. Students are also

required to submit a certificate of completion issued by the industry mentor. Please note that the live project will not be accepted in the CV unless all the above steps are followed. Also, projects that are a part of the academic curriculum will not be considered as live projects.

Moreover, under no circumstances can any live project take precedence over academic and classroom activities. As such, students have to follow classroom norms and guidelines and only after fulfillment of these norms should undertake live projects. In this context, students should also note that to do live projects, no relaxation in attendance from the class is permitted.

20.4.2 Business Thought Leadership (BTL) & Synapse

As a part of the lecture series, the Placement Committee may invite industry representatives from senior management (for BTL) and middle management (for Synapse) to share their knowledge and expertise through a mutually beneficial forum for the exchange of ideas.

20.5 Miscellaneous (Placement)

It is the endeavor of the Placement Committee that all graduating students find suitable jobs. The Committee would facilitate and regulate the placement process. However, the committee is neither responsible nor obliged to find jobs for all students.

- a) The placement norms have been structured to ensure equality and fairness of opportunity to all the students. The students are required to abide by these norms. In case of breach of these norms by any student, the Placement Committee will take a serious view of the matter and take action against the student, as it may deem fit. Student placement Committee will give weekly reports of the work in progress to administrative office
- b) The students should not try to gain unauthorized access to communications relating to placements from the Institute's administrative system.
- c) Students are forbidden from directly or indirectly communicating with organizations regarding job opportunities announced by the Placement Committee. If a student does so without prior permission of the Chairperson-Placements, he/she may be denied further placement assistance.
- d) The placement Committee reserves the right of modifying any or all of the above norms and/or stipulating additional norms for final placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.

20.6 Violation of Rules (Placement)

Violation of the above given norms, or any behavior considered unbecoming of an MDIM student, will involve penalties such as the levying of fines, docking of grades, and/or any other action that the Placement committee deems necessary in keeping with the gravity of the violation. Such action may include complete withdrawal of placement assistance.

The Chairperson-PGDM may, on the specific recommendation of Chairperson Placements/ Coordinator, Placement condone the absence of students belonging to the Placement Committee in lieu of placement related activities. Such absence shall not be reckoned for the purpose of grade docking. If a student has to miss a class because of a placement activity, he/she must submit a leave application specifying date and time (verified by Chairperson-Placements/ Coordinator Placement) to the PGP office on priory basis. In case of a sudden call for attendance, the student shall have to produce the leave application he/she had submitted earlier to the PGP office, within two days of absence. The decision of the concerned authority in this regard will be final.

21. STUDENTS DISCIPLINARY AND STUDENT COMMITTEE:

MDIM has a counseling committee, which takes care of students' need of advice/support during the turmoil they might face because of performance pressure or personal problems. The cell gives them space to vent out their stress, anxiety concern(s) and if the need arises, they are advised for the corrective and /or preventive actions.

22. ONLINE STUDENTS GRIEVANCE REDRESSAL PORTAL:

An Online Students Grievance Redressal Portal of MDIM has been established, the link for which has been provided at the Institute website. <http://www.mdim.edugrievance.com>

Student Grievance Redressal Committee headed by Chairperson-Student Grievance Redressal. The students of MDIM may register their complaints, if any, through the said portal only.

23. RAGGING:

Ragging is a Human Rights' abuse as embodied under the constitution of India as well as other Constructions of the World. MDIM has a no tolerance policy for ragging, whether inside or outside the premises of the institute. In case of any incident of ragging it should be immediately brought to the notice of the Dean-Academic who will take up the matter with Institute's Anti Ragging Committee. The Institute also has an Anti-ragging task force which conducts surprise checks on the campus from time to time, at any place. The Institute will verify the authenticity of the case and if any individual(s) are found guilty, they would immediately be expelled from their programme and asked to leave the Institute.

This would be as per the AICTE notification "Prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education of AICTE" dated 01.07.2009.

24. SEXUAL HARASSMENT:

Sexual Harassment is considered a human rights abuse by the Constitution of India. This includes unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature. Any act of sexual harassment should be immediately brought to the notice of the Presiding Officer-Internal Complaint Committee on Sexual Harassment. The Institute will verify the authenticity of the case and if any individual (s) is/are found guilty, they would immediately be expelled from their programme and will have to leave the Institute.

25. STUDENT AFFAIRS:

Student Affairs Committee at Management Development Institute Murshidabad (MDIM) aims to facilitate the students in carrying out various activities for their overall development and ensuring synergies to build the MDIM brand. It is headed by the Chairperson-Student Affairs. The activities of Student Affairs Cell are –

Facilitating the selection of the Secretaries, Class Representatives, and Members of Clubs/Committees.

1. Ensuring the strict observance of code of conduct of student members who are part of the Clubs and Committees of the institute.
2. Defining the student activities calendar for all the student activities and ensuring efficient management of the events.
3. Defining objectives and activities of every Club and Committee.
4. Maintenance of records of student participation in events.
5. Monitoring the participation of our students in events conducted by other institutes, with an objective of ensuring that they participate in events conducted by the Institutes of Repute.
6. Sharing the success stories of student achievements with the PR media and the Web Committee.
7. Sensitizing the students for contribution to society through participation in voluntary work.

MDIM Student Affairs is divided into 4 verticals: Student Council, Clubs, Committees, and Interest Groups.

A STUDENT COUNCIL

A1 Secretaries (S)

A2 Class Representatives (CR)

B CLUBS

a) Academic

Ba1 Marketing Club (MarKrone)

Ba2 Finance Club (Finartha)

Ba3 HR Club (HR Udbhav)

Ba4 Operations and Supply Chain Club (Opcellence)

Ba5 Economics Club (Ecomind)

Ba6 Analytics Club (Analytica)

Ba7 Strategy Club (Neeti)

b) Activity

Bb1 Yoga

Bb2 Theater

Bb3 Compete up

Bb4 Photography

c) Event

Bc1 Fest (Campxotica)

Bc2 Vicarana (Corporate connection annual event)

C COMMITTEES

C1 Corporate Communications Committee

C2 Alumni Relation Committee

C3 CSR Committee

C3 Hostel & Mess Committee

D INTEREST GROUPS

D1 Art

D2 Research

D3 Speakon

D4 Sustainability

D5 Toastmasters

Ba CLUBS

Ba1 Marketing Club (MarKrone)

An amalgamation of theory and practice, the perfect blend of rigor and recreation, the Marketing Club at MDIM stands for all this and more.

Objectives:

- To provide a platform for interactive discussions, industry insights, competitions, and networking events, both casual and formal.
- To venture into both, social and print media to keep our fellow mates, academic professionals,

and industry veterans informed about our various activities. Through our media presence, we share valuable information, success stories, and upcoming events to inspire and engage marketing enthusiasts.

- To keep the members abreast with the latest on marketing while integrating the vast experience of its members across functions and industries such as advertising, research, sales, branding communication and digital marketing to name a few.

Vision: To grooming marketing talent within the campus and providing a platform to the marketing enthusiasts to showcase their skills

Mission: To equip students with the tools and insights needed to excel in the dynamic world of marketing, while fostering creativity, innovation, and strategic thinking.

The club undertook the following activities, initiatives and events in the year 2022-2023:

- Markonnnect: It is a monthly marketing newsletter that provides valuable insights on current market scenarios, trends, and in-depth overviews, aiming to upskill students in the field of marketing.
- Social media: The marketing club maintains an active presence on LinkedIn and Instagram, sharing daily updates on the latest marketing trends and happenings worldwide.
- Neuralytics: India's first neuromarketing event aims to create awareness about the transformative potential of neuromarketing in the marketing industry.
- Synaptix: A national-level event, witnessed participation from diverse B-schools based on marketing analytics acumen.
- Marketing Labyrinth: Event based on unique perspectives, fostering creativity and problem-solving skills.
- Kroneversation: Our flagship event, brought together industry experts to share valuable insights, industry trends, and their experiences. The event focused on crucial topics such as digital transformation in marketing and the revolutionary impact of AI on the marketing industry.
- Renaissance: A remarkable event, witnessed the presence of an industry expert. Also featured personalized one-on-one counselling sessions.

Ba2 Finance Club (Finartha)

Finartha, the Finance Club of Management Development Institute Murshidabad formed with the ambitions of bridging the gap between the academic and professional worlds. As a student-run organization, the club brings together students with a shared interest in Finance to enjoy presentations from industry professionals, competitions, quizzes, finance-related discussions, casual and formal networking events as well as a variety of social events. It provides the platform for interactive discussions and orients oneself towards the world of business and commerce. The club plans to get into media through social as well as print media to update the students, academic professionals and industry veterans about its various activities. It thrives on providing the students with additional resources needed to develop themselves into strong candidates for the prospective job market. If one is zealous enough for the activities which go into finance and its substrates, then 'Finartha' is the platform to quench that zeal.

Objectives:

- Aims to keep acquainted with the current developments in the field of finance and focuses on research in areas such as financial markets, instruments, regulations, etc.
- Creates opportunities and provides a platform for simulation of real-world scenarios so that each and every student is equipped with right kind of financial acumen.
- Organizes events where in the participants self-assess their financial quotient.

Vision: To stimulate the knowledge to the extreme limit of understanding of ourselves, our followers, our colleagues and all our stakeholders

Mission- To inculcate interest among the students in the field of Finance. Finartha helps students in strengthening the concepts of Finance. It also provides a platform to learn from experts and gain hands-on experience in markets. It is committed to creating an environment of learning and collaboration.

The club undertook the following activities, initiatives and events in the year 2022-2023:

- **Fin-o-Date:** It is a financial gazette of MDI, Murshidabad. It is released weekly. It covered the latest IPO, global & national financial awareness, and emerging trends in finance and economics.
- **Social Media:** The club is active on LinkedIn and Instagram. Twisty Tuesday and Factly Friday are the two initiatives of the club on Instagram to engage with the audience. The weekly article was shared on LinkedIn as well.
- **Smart β:** An intra-college competition with several rounds of quiz enhancing the financial knowledge of the students.
- **VITTGYAN:** A series of seminars and webinars with esteemed speakers discussing investment analysis and financial planning.
- **VITTYUDH:** A national-level competition where students from premier B-Schools compete in numerous rounds to establish their financial acumen.
- **FINGYAN:** It is the flagship event. Panel discussions are held to enhance the students with knowledge of different financial topics.
- **Live projects:** Finartha in collaboration with Finlatics brought two projects, Financial Analyst investment banking & Financial Analyst equity markets.

Ba3 HR Club (HR Udbhav)

HR Udbhav the HR Club at MDIM aims to provide a platform for students to learn basic concepts and applications in the field of human resources through various effective tools such as Role Play, Management Games, and Guest Lectures by professionals held on a regular basis.

Objectives:

- To update students about the current trends in HR.
- To notify students about the applications in the corporate world.
- To provide students with an insight into the best practices existing in HR domain.
- To provide knowledge repositories through an array of captivating avenues.
- To engage in exhilarating fun activities that ignite your passion for HR.
- To experience the pinnacle of HR events with our flagship extravaganzas, where innovation and creativity converge to inspire the HR leaders of tomorrow.

Vision: To develop of all the basic HR skills not only for the people in the field of HR but for all the stakeholders

Mission: To weave together the practical wisdom of HR practitioners with the cutting-edge theories of academicians, creating a powerful tapestry of knowledge and innovation in human resource development.

The club undertook the following activities, initiatives and events in the year 2022-2023:

- HrUdbhav club organises an annual Conclave with panel discussions, competitions, and sessions.
- HR Conclaves focusing on different Human Resource aspects from top industry experts.
- Case Study Competitions, Quizzes and Student Development Programs.
- Live projects from reputed companies are provided to HR students.
- Annual compendiums and newsletters aid in placements and provide HR insights.
- Regular social media posts keep students updated on industry trends and practices.

Ba4 Operations and Supply Chain Club (Opcellence)

Opcellence, the Operations and Supply Chain Management Club of MDIM is a student-run organization that connects and introduces students interested in Operations Management, supply chain, or logistics. The club serves as a gateway to industry job options and utilizes various communities to support relationship-building and technical development targeted to students' requirements.

Objective:

To contribute to the development of innovative solutions and sustainable practices in these domains, making a positive impact on organizations and society as a whole

Vision: To be recognized as a leading student-run organization that empowers and inspires individuals to become future leaders in operations management, supply chain management, and logistics.

Mission: Opcellence's mission is to create a platform that connects students interested in operations management, supply chain management, and logistics, bridging the gap between theoretical knowledge and practical application. Through various activities and collaborations, we strive to provide industry exposure, enhance skills, and foster a passion for excellence in the field.

The club undertook the following activities, initiatives and events in the year 2022-2023:

- Opcellence strives to bridge the gap between classroom teaching and practical application by encouraging learning through competitions, quizzes, case studies, conclaves, live projects, Industrial Visits, and compendiums throughout the year.
- OPs Summit: The Annual Operations Conclave: Opcellence organized a panel discussion on Supply Chain Sustainability and Resilience as part of their event.
- OPs-Talk: Opcellence also hosted, a speaker session designed to raise awareness of the most recent developments and happenings in the field of operations and supply chain.
- Vision Quest 2023: A treasure hunt game based activity on operations and supply chain management was organised in National level on Unstop.

Ba5 Economics Club (Ecominds)

Ecominds is the esteemed Economics Club of MDIM, recognizing the significant role economics plays in shaping the lives of individuals, societies, and modern nations worldwide.

Objectives:

- To impart a delightful and effortless understanding of economics, emphasizing insights and

common sense rather than solely relying on mathematical equations and less intuitive theories.

- Engaging in market theory-based games, competitions, thought-provoking articles, lively discussions, and enlightening guest lectures are key activities organized by the club.
- Moreover, Ecominds encourages active participation in staying abreast of global and domestic affairs, facilitating regular sharing of relevant information among its members.
- Furthermore, the club provides a platform for stimulating debates and discussions on prevailing policy issues that governing institutions continue to grapple with.

Vision: Our vision is to establish a dynamic platform that empowers students to actively apply economic concepts and knowledge through engaging debates, competitions, and discussions.

Mission: The mission of our club is to foster a broadened perspective of the world for students, equipping them to become adept decision-makers as they embark on their professional journeys. We strive to cultivate a joyous and effortless understanding of economics, while also periodically hosting discussions on entrepreneurship. By encapsulating the collective efforts of our students, our club serves as an exemplary showcase of entrepreneurial spirit at its finest.

The club undertook the following activities, initiatives and events in the year 2022-2023:

- Budget Express: Annual event comprising a national B-School competition where student analyse the Union Budget along with corporate panel discussion centered around the Union budget.
- Ecography: a national-level competition, tests participants; economic knowledge through tasks, case studies, and debates, fostering intellectual growth and networking opportunities.
- Social Media: Ecominds also maintains an active online presence, sharing informative posts on social media three times a week. Meme Monday brings humor to economics, while Wisdom Wednesday offers insightful quotes and Static Saturday presents visually engaging content.
- Quot & Biznomics: The Business Economics Compendium; a biweekly publication exploring the dynamic intersection of business and economics. Biznomics provides in-depth analysis, perspectives, and trends, empowering readers with a comprehensive understanding of the business landscape.

Ba6 Analytics Club (Analytica)

Analytica, the Analytics Club of Management Development Institute Murshidabad, was established to bridge the gap between the academic and professional realms of the analytics field. As a student-run organization, the club brings together students who share a keen interest in analytics to explore presentations by industry experts and engage in competitions, quizzes, data-driven discussions, and casual and formal networking events.

Objectives:

- To empower students by strengthening their understanding of analytics concepts and providing them with a platform to learn from experts and gain practical experience in working with data.
- The club envisions venturing into various media platforms, including social and print media, to keep students, academic professionals, and industry veterans updated about its diverse range of activities.
- Analytica thrives on providing students with additional resources required to develop into strong candidates for the competitive job market, with a focus on data-driven decision-making and advanced analytical skills.

- The club is dedicated to creating an environment of continuous learning and collaboration, fostering a data-driven mindset, and promoting the use of analytics to drive informed decision-making.
- By leveraging various media channels, Analytica aims to disseminate knowledge, share insights, and engage with the wider academic and professional community.

Vision: To cultivate interest among students in the field of analytics.

The club undertook the following activities, initiatives and events in the year 2022-2023:

- Synaptix: Synaptix is an annual analytics symposium aims to bring together industry experts, academicians, and students on a common platform to discuss the latest trends, advancements, and challenges in the analytics domain.
- Havish Analytics Workshop: In collaboration with Havish Analytics, Analytica proposes to
- conduct a hands-on workshop focused on practical applications of analytics tools and techniques.
- MDI Super League: This competition encouraged the students to apply their analytical skills in a competitive environment in the form of an auction.
- MDI Cricket League (in collaboration with Sports Committee): To promote a healthy work-life
- balance and foster camaraderie among students, Analytica proposes collaborating with the Sports
- Committee to organize the MDI Cricket League
- Visualizeal: Visualizeal is an inter-college initiative aimed at enhancing students' data visualization
- skills.

Ba7 Strategic Club (Neeti)

Objective:

Every company needs to have a strategy in place. Therefore, it is crucial for aspiring managers to understand both the academic and practical complexities and intricacies of strategy. Regardless of whether you are an expert in marketing, finance, or entrepreneurship, you need to unleash your inner strategist.

The club's main focus is on getting students to think strategically through engaging case studies and in-person conversations. The most interesting aspect of the club is that it makes every effort to discuss case study prospects with the protagonist themselves or another member of the same league. We believe in exploring all options to leverage and address the strategic needs for local businesses in addition to focusing on leveraging case studies or major corporate issues.

Vision: To be the most valuable club in MDIM so that it can foster creativity, teamwork, and professional growth.

Mission: The goal of Strategy Club is to create a community of strategic thinkers and give them a place to advance their understanding and capabilities in strategic management.

Bb ACTIVITY

Bb1 Yoga

The Yoga Club of MDIM focuses on improving physical health and mental calmness through yoga

and meditation, as well as organizing specific events for entertainingly disseminating the knowledge of yoga. It also aims to highlight India's rich cultural legacy.

Objectives:

- Promote physical well-being.
- Enhance mental health.
- Foster a sense of community.
- Raise awareness about holistic wellness.
- Provide a platform for personal growth.
- Promote a healthy work-life balance.
- Provide a sense of coping mechanism of stress.

Vision: Our vision is to create an environment where an individual can observe physical fitness, mental calmness, personal growth and spiritual truth by the medium of rich cultural heritage of Yoga.

Mission: Our mission is to promote yoga and meditation as a mean of keeping ourselves physically fit and mentally strong. Guiding students and providing them with all possible assistance to adopt & avail the benefits of yoga.

The club undertook the following activities and events in the year 2022-2023:

- Grace It: - Grace It, a D2C yoga competition which was organized on 21st June on the occasion of International yoga day.
- Weekly Yoga Session: - Weekly yoga sessions are organized for the students to get them motivated for both physical and mental fitness.
- Yog- क्रीडा: - This yoga competition was organized in the form of games which showcased yoga is all about fun and frolic in the most natural way.

Bb2 Theater

DARPAN- The Theatre and Dramatics Club of MDIM aims to develop creative thinking, public speaking, teamwork and confidence among the students using theatre as a medium.

Objectives:

To provide an opportunity for everyone to express themselves as well as self- exploration. Drama stimulates the imagination and creativity; it develops the better understanding of human behaviour and empathy with situation.

Events planning for Academic year 2023-24

- Nukkad Natak Competition- Intra college Street play competition.
- Short Films- Short films regarding various social issues.
- Dramas on various occasions such as Independence Day, Swami Vivekananda Jayanti
- Theatre Workshops- With Eminent Professionals in the field of Theatre regarding personality development.
- Poetry and Literature comps

Bb3 Compete up

Compete up, the Competition Club at MDIM is a dynamic and prestigious club within our esteemed business school. With a strong commitment to fostering a competitive spirit among students, the club aims to create an environment that nurtures and sharpens their skills in various domains.

Vision: The vision of Compete up, the Competition Club at MDIM is to empower students to thrive

in a highly competitive business environment by nurturing their strategic thinking, problem-solving abilities, and decision-making skills.

Mission: - The mission of Compete up, the Competition Club at MDIM is to empower students to excel in a competitive business landscape by fostering holistic development, providing practical learning experiences, and creating a collaborative community.

The club undertook the following activities, initiatives and events in the year 2022-23:

- Collaborated with clubs from various business schools to bring together a diverse range of competitions and foster healthy competition.
- Successfully hosted a lot of national-level competitions, showcasing the skills and talents of students from different institutions.
- Established partnerships with renowned business schools to exchange ideas, knowledge, and resources.
- Became the representative face of MDI Murshidabad at the national level, raising the profile of the institution.
- Organized a captivating and enjoyable event on Christmas “Carnival”, blending fun and competition seamlessly.
- Strengthened the bonds between MDI Murshidabad and other business schools, fostering collaboration and camaraderie in the competitive arena.

Bb4 Photography

The Photography Club acts as a sanctuary for individuals who are deeply passionate about photography. By nurturing a love for this art form, supporting skill enhancement, fostering a collaborative environment, arranging expeditions and competitions, and encouraging community involvement, the club empowers photographers to unleash their creativity, enhance their technical prowess, and make meaningful contributions through visual storytelling. Whether novice or experienced, the club provides a nurturing platform where members can connect, learn, and grow as photographers, immortalizing moments that inspire and deeply touch others.

C COMMITTEES

C1 Cultural Committee (Aakriti)

AAKRITI, the Cultural Committee at MDIM, is a vibrant and dynamic platform that celebrates the essence of art, music, dance, drama, and creativity. This committee is based on 4 verticals: art, music, dance and drama. It serves as the melting pot of diverse talents, bringing together students from various backgrounds to showcase their artistic flair and nurture their passion for culture. We believe that cultural activities are not just a means of entertainment but a powerful medium for self-expression, fostering personal growth, and promoting a sense of belonging among students. Our committee strives to create an inclusive and engaging environment, encouraging every student to explore their artistic abilities and discover their hidden talents.

Objectives:

- TO CREATE an environment which cherishes the life of the campus.
- TO PROMOTE the hidden talents inside the population of the campus.
- TO TAKE an active interest in the cultural welfare of the college.
- TO UNITE the population in bonds of friendship, good fellowship and mutual

understanding.

- TO PROVIDE a platform for everyone to cherish life and interacting with each other.
- TO ENCOURAGE tech-savvy minded people to get involved into cultural activities and set their emotions free.

Vision: To foster a vibrant community of artists and create a center for exploration, collaboration and cultural fusion within the performing, visual and media arts as well as their connection with the life inside the campus.

Mission: Aakritians, the Cultural Committee of MDIM works to preserve the various cultures found in every corner of the world reflected in music, art, dance, history and natural arts. The principal goal is the investigation, compilation, documentation, preservation and dissemination of traditional as well as modern culture of the world through arts, history and ecology.

The committee undertook the following activities, initiatives and events in the year 2022-23:

- Freshers Party
- Independence Day
- Ganesh Chaturthi
- Janmashtami
- Garba Night
- Diwali
- Impression 5.0
- Chuckles & Cheers: Therapy for the Soul
- Christmas and New Year Party
- Lohri
- Makar Sankranti
- Maha Shivratri
- Farewell Party
- Holi

C2 Sports Committee (Sportscomm)

Welcome to SPORTSCOMM, the dynamic sports committee that brings the thrill and excitement of various sports events to the student community! We are delighted to introduce ourselves and share our passion for sports with all the new students joining this prestigious institution. Get ready to join us on an incredible journey filled with competition, camaraderie, and unforgettable memories.

Objective:

To promote a culture of sports and physical well-being among the student body. Our aim is to create an inclusive environment that encourages participation, teamwork, and healthy competition, fostering personal growth and holistic development.

Vision: Our vision is to become the driving force behind the sports landscape in our institution, inspiring students to embrace an active lifestyle and realize their athletic aspirations.

Mission:

• **Organizing Engaging Sports Events:** We organize a wide range of sports events, including our grand extravaganza, BURNOUT, where students can showcase their talents and compete at the highest level. These events foster healthy competition, team spirit, and a sense of accomplishment.

- **Promoting Sports Culture:** We work tirelessly to promote the importance of sports and physical fitness by organizing various events. We believe in educating students about the numerous benefits of sports, including physical fitness, mental well-being, and character building.
- **Ensuring Inclusivity:** We strive to create an inclusive environment where every student feels welcome and encouraged to participate, regardless of their skill level or background.
- **Developing Sportsmanship:** We emphasize the values of fair play, respect, and sportsmanship among our participants. Through our events and initiatives, we aim to instill qualities like discipline, perseverance, and teamwork, which are essential not only in sports but also in life.

The committee undertook the following activities, initiatives and events in the year 2022-23:

- AZADI SPORTSIFY (Marathon and Tug of War)
- INDIA VS PAKISTAN MATCH SCREENING (Match Screening Was Held at Campus)
- CHATURANGA (Chess Competition)
- FIFA SCREENING (Screening of Fifa Semi-Finals and Final)
- BURNOUT (Flagship event)
- STRIKE IT (Carrom Competition)
- FUTSAL (Auction for The Teams and Football Tournament)
- REPUBLIC DAY MATCH (Cricket Match Between Staff and Students)
- SPIKE IT (Volleyball Tournament)
- SLING SHOT (Throwball Tournament)
- PRO CRICKET CHAMPIONSHIP (Auction for The Teams and Cricket Tournament)
- SMASH IT (Badminton Tournament)

C3 Hostel & Mess Committee

The Hostel and Mess Committee of Management Development Institute Murshidabad committed to ensuring a comfortable and enjoyable living experience for all the students residing in our esteemed institute is the hostel.

Objectives:

- To create a welcoming and nurturing environment that fosters a sense of community and belonging. We understand that living away from home can be a challenging transition, and that is why we strive to make our hostel feel like a home away from home.
- To provide a supportive and inclusive space where students can thrive academically, socially, and personally.
- To maintain high standards of cleanliness and hygiene within the hostel premises. We believe that a clean and well-maintained environment is essential for promoting a healthy and conducive living space. Our diligent staff works tirelessly to ensure that the hostel facilities are well-kept and that hygiene practices are strictly adhered to.
- The Hostel and Mess Committee is responsible for overseeing the mess services provided to the students.
- To ensure hygiene, quality, variety and balanced healthy food in canteens and cafeterias

The committee is planning to take initiatives in the year 2023-24:

Food Fest: This Food Fest promises to be a grand affair, offering an array of delectable cuisines from different parts of the country. The event will be a celebration of diverse flavors, bringing together the culinary delights of various regions under one roof.

D INTEREST GROUPS

D1 Art:

We believe that art should be a powerful catalyst for change. This particular interest group is

committed to exploring the depth of imagination, pushing boundaries, and challenging traditional norms. The mission is to create art that resonates with the people provokes thought, sparks conversation, and pushes the limit of creativity. The group organizes workshops, artist talks, and interactive exhibitions to involve and inspire individuals of all ages and backgrounds.

D2 Research:

The group is dedicated to pushing the boundaries of knowledge and addressing complex challenges. Through the collaboration of other clubs and committees, this group brings live and research projects. The group cultivates an environment that nurtures creativity, fosters critical thinking, and promotes collaborative research across disciplines.

D3 Speak on:

In today's complex and fast-paced world, the ability to engage in thoughtful and persuasive discourse is more important than ever. This particular interest group provides students with a platform to develop essential skills that are crucial for success in today's world. This group is committed to developing the art of public speaking and debating in students.

D4 Sustainability:

This group is a powerful vehicle for fostering environmental consciousness, promoting responsible behaviors, and driving positive change. This group offers a platform for students to integrate sustainability into their academic pursuits.

D5 Toastmasters:

The group is recognized for carrying out events like Group Discussions, Ice-Breaking speeches by the members, Table-Topics, Debate Competition and more to mold the students of the institute to confidently present themselves in front of their peers, thereby help substantially in their careers.

26. CENTRE FOR ENTREPRENEURSHIP AND START-UPS:

Centre for Entrepreneurship and Start-ups aim at invoking a spirit of entrepreneurship among the new generation, a stepping-stone towards the better future of our Nation and the growing economy. We believe in providing a platform to guide the creative minds through effective interaction between the students and successful entrepreneurs, investors, venture capitalists etc. thus helping their ideas transform into entrepreneurial ventures.

E-Cell of MDIM aims at nurturing the entrepreneurial spirit among the leaders of the future generation. It keeps budding managers and future leaders motivated in true spirit to become social entrepreneurs.

Objectives

1. To train the youth to use their skills to turn opportunities into reality.
2. To increase the awareness of entrepreneurship as a career option.
3. To provide inputs for entrepreneurship awareness, business creation and small business development.
4. To promote entrepreneurship and educate start-ups in different business related aspects.
5. To train the youth to develop entrepreneurial skills to take up self-employment.

The Centre for Entrepreneurship is the creative hub that nurtures entrepreneurial endeavors. The Centre is interested in assisting students in every stage of the lifecycle of an enterprise— right from inspiration, ideation and initiation, to incubation for both mainstream innovations as well as ventures around social innovation and sustainability.

Mission

- Creating a strong foundation of academic learning in the field of entrepreneurship not only to acquaint students with concepts but also with the application of the same.

- Inculcating a culture of innovation and an entrepreneurial spirit on the campus, through various activities and campaigns.
- Serving as a catalyst for entrepreneurship by supporting and incubating entrepreneurial ideas

26A. List of events (2023-24):

AURORA (Marathon and Amusement Gala) (March 1st, 2024): Hult Organising Committee organized a marathon at 6:30 AM. The event witnessed an enthusiastic turnout, not only from the spirited students of MDIM but also from the young students of neighbouring schools and even our unsung heroes—the cleantech, security, and mess staff. The winners were awarded with medals. A lively carnival took over the campus as the evening arrived. The football ground lit up with colourful lights, hosting fun activities like body zorbing and virtual reality games. Students collided with oversized balloons and explored virtual worlds. The laser tag game stole the show, with teams battling it out while Domino's served delicious treats, adding to the excitement.

Hult Prize (January 24th, 2024): The E-Cell of MDI-M and the HULT Organizing Committee joined forces to present the HULT Prize, a thrilling international event. We were honored to host this business idea pitching competition at our institute, attracting participation from over 15 teams. It was a special privilege to have a diverse audience for the on-campus round of the HULT Prize, where everyone actively engaged in idea curation and pitching to industry experts. The event witnessed a significant turnout, and participants had the opportunity to interact with some of the finest mentors.

YOU-VALUATE (January 12, 2024): The entrepreneurship cell of MDIM, Vyavsay, hosted the YOUvaluate Competition aiming to offer students hands-on learning in finance, entrepreneurship, and market analysis. Teams that aced the quiz round showcased their creativity in presenting their business ideas.

Online Entrepreneurship Workshop (22nd December 2023): Entrepreneurship is a symphony of innovation, dedication, and the courage to redefine what is possible in the business landscape. 'Vyavsay', the Entrepreneurship Cell of MDI Murshidabad, presented a dynamic 'Online Entrepreneurship Workshop featuring Hitesh Sharma, the visionary founder of Sahayata Global Assistance.

Titans of Trade (24-25 August 2023): At MDI Murshidabad, we the members of Vyavsay, Entrepreneurship-Cell, orchestrated an exciting selling competition called "Titans of Trade." The event went beyond just sales; it became a valuable learning experience. Each pitch and negotiation added to the canvas of experience.

27. CENTRE FOR AGRI BUSINESS & FOOD PROCESSING:

Vision

Making Agribusiness sustainable by breakthrough contribution with a motive of economic development of the country where as no agro produce is wasted and no one starves of food.

Objectives of the Center

To conduct action oriented research in agribusiness area.
Focus on preparing plans and policies to help the government.
Dissemination of business knowledge to agricultural sector.

To impart education and training to individuals for developing managerial skills in the area of agri-business.

To offer training courses for policy makers, executives and those in charge of various agribusiness plans.

To run agribusiness incubation center.

Proposed Activities of the Center

The center intends to have membership from Small and Medium Enterprises (SMEs) as well as large corporate houses. The center will conduct the following activities, which will be beneficial to its various stakeholders including its members.

Action oriented Research

Conducting Conference/Seminar

Workshop/ Training Program for farmers

Executive/Management Development Program

Entrepreneurship Development Program

Publication of Newsletter

Project Consulting

28. CENTRE FOR ARTIFICIAL INTELLIGENCE & MACHINE LEARNING

Need for the Center

Research the Cutting Edge

Businesses are optimistic about how work will improve when digital technologies are applied to customer experiences and back office work. A vast majority (87%) expect personal productivity to increase, and most anticipate improvements in over a dozen job aspects, including efficiency, collaboration, creativity, innovation, customer service, job satisfaction and work skills.

The incredible changes in the work ahead are, to a large extent, the result of the growing ubiquity and power of the new machines, which blend artificial intelligence, algorithms, automation and big data/analytics to drive business forward.

The objective of the center is to research the blend of artificial intelligence, algorithms, automation and big data/analytics to drive business forward.

Stakeholder Connect

The CoE will be a MDIM (MDI Murshidabad) driven convergence platform through which the inclusive stakeholder community (Academia, Industry, Institute) will be connected.

Enabler

The CoE will be a go-to destination for Academia and Industry for technical know-how, knowledge, development of unique business models and application areas.

Vision of the CoE

Leveraging the latest tools, nurturing collaborative culture and disseminating customer oriented innovations in relevant areas of business.

Objectives of the CoE

Establish an AI-ML CoE to provide cutting edge AI-ML based business solutions to Industry to carry out research on state of the art AI ML based business-technology orientation

Create differentiation for MDIM

Position MDIM as the go-to Institute for Industry and Academia

File for Patents

Major Activities of the CoE

Research on state of the art AI ML based business-technology orientation

File for Patents

Development of unique business models

Consulting

Conducting Conferences / Seminars

Management Development Programs

Publication of Newsletters

29. LIBRARY (CHAITANYA): MDI Murshidabad:

Library Overview:

MDIM's Library is automated with RFID enabled through Koha (Integrated Library Management Software) over a collection of around 15040 books predominantly related to management and related disciplines. The Library holds a rich collection of printed as well as electronic resources, which include books, journals, databases, audiovisual materials, e-journals, etc. The Library with its modern collection of knowledge resources and innovative information services plays an essential role for the academic community in their intellectual pursuits. MDIM's Library is state-of-the-art with cutting age technological applications. The entire Library collection, including the online databases, is made available real time through the Institute's network. Users can access the online catalogue and discover availability of library resources from their user interface. The Library offers a range of information services set to the highest professional standards.

29.1 Collection:

29.1.1 Books: The Library has a highly selective collection of around 15040 books in the area of management and related disciplines.

29.1.2 E-Books: The Library has more than 21965 E-books collection

29.1.3 E-Database: The Library subscribes three Industrial & two Journal databases i.e., CMIE (Industry Outlook), CMIE (Prowess IQ) CMIE Economic Outlook, Emerald Management Collection.

29.1.4 Bloomberg Terminal: The libraries have obtained 4 Bloomberg Terminals

29.1.5 Journals: The Library subscribes to around 12 print journals and 21 print magazines specific to the academic and research needs of the MDI community. Besides, there are around 224 e-journals available in full-text through the online databases subscribed by the library.

29.1.6 Audio & Video Resources

Around 200 educational videos are available for consultation within the library.

29.2 Library Working Hours:

Library Timing			
Days	Issue / Return Hours		Reading Room Hours
Monday to Saturday	9:30 AM	05:30 PM	“O” O Clock
Sunday and National Holidays	NA		

***The Library will remain closed on Republic Day (January 26), Independence Day (August 15), Gandhi Jayanti (October 2), Holi and Diwali.

29.3 Lending Rules:

S.N.	Member Category	Entitled (Number of Books)	Loan Duration
1.	PGDM Students	08	15 Days
2.	Faculty Members	15	90 Days
3.	Staff Members	06	30 Days

Note: For issue/return books through Check in /Check Out Kiosk

When necessary, the Chairperson-Library may recall a book at any time before the due date.

Chairperson-Library may also deny lending any material if in his/her judgment such material is necessary for larger interest.

For issue (Check out) book(s), borrower have to present along with his/her Library I-Card to self-checkout kiosk. For return (Check in) & renewal user have to present along with his/her book (s). Users will received email from report.library@mdim.ac.in after check in or check out of books.

Although the library takes all possible care against the misuse of membership cards, members are responsible for any loss to the library due to the misuse of their membership cards. If the cards are misused by other members for borrowing books or any materials, the owner of the card will be responsible for return of the books or materials to the library failing which he/she will have to pay the cost of the books or any other materials and overdue charges, if any. Members should return all materials borrowed from the library before proceeding on any kind of long leave. Any member going out of the campus for more than a week will ensure that the library has access to the books on loan with him/her.

29.3.1 Overdue charges

An amount of Re 1/- per day will be charged if books are not returned within the stipulated period. [User will receive advance notification for book renewal or check in (return) through automated email from report.library@mdm.ac.in]

29.4 Admission to the Library

All members are required to deposit their personal belongings at the property counter at their own risk. The library is not responsible for any loss or damage to the same. Taking a briefcase or bag inside the library is strictly forbidden. Security personnel will check personal belongings of users such as books, files, etc. before they leave the library premises. Student should carry Library Card to get access to the Library. User have to give their library attendance for entering library through PTC (People Traffic Counter) situated at security desk in library.

29.5 Care of Library Materials

Library resources such as books, journals, and electronic materials, etc. are expensive and are often rare. They are for the benefit of not only the present but also for the future members of the library. Therefore, one should not write upon, damage, torn down the leaves or mark on any library material. Tracing or copying of any material is prohibited by copyright policy and users will be solely responsible for any violations. Before leaving the issue counter, members should satisfy themselves as to whether the library material lent to them is in sound condition. If not, they should immediately bring the matter to the knowledge of the library staff at the circulation section; otherwise, they are liable to be held responsible for replacing the material or paying such compensation as fixed by the Chairperson-Library.

29.6 Electronic Library

The electronic library is accessible across the campus network through OPAC connection. Major databases available in the electronic library include:

29.6.1 Online Resources:

Online Journals	Database	Cases
EMERALD Journal Collection Sage Collection	Bloomberg Database CMIE Prowess IQ CMIE Industry Outlook CMIE Economic Outlook	1.HBS 2. IVEY 3. Emerald

29.6.2 Remote Access to e-Library

The institute obtained membership of INFEED, through which the stack holders of MDIM can access the library's subscribed resource remotely.

29.6.3: Institutional Membership

1. National digital library NDLI of India
2. DELNET (Developing Library Network) New Delhi

29.7. Library Membership Cards

Identity cum Library Membership Card will be issued to the students by the Library. Students are advised to carry the Card with them, which should be produced for inspection by MDIM authorities as and when required. Entry to the Library will not be allowed without the Card. In case of a loss of Identity Cards, duplicate card will be issued on payment of Rs.300.

To know more about the library collection, services, rules, regulations, etc. please visit at <https://library.mdim.ac.in/>

29.8 General Instructions

- 1) Keep mobile phones in silent mode.
- 2) No refreshments or food stuff of any kind shall be consumed anywhere inside the library.
- 3) Keeping in mind that the library is a place of individual study and research, members should maintain an atmosphere of tranquility, peace and silence within the library premises.
- 4) Members should keep the library informed of any change of address and contact details during the period of their membership.
- 5) If necessary, the librarian can cancel the membership and refuse admission to anyone who violates the rules and regulations of the library or indulges in any other type of misconduct.
- 6) Members should return all materials borrowed from the library before proceeding on any kind of long leave. Any member going out of the campus for more than a fortnight will ensure that the library has access to the books loaned to him/her. Members on deputation or study leave going out of campus should return all borrowed materials.
- 7) Members should not sub-lend the materials borrowed from the library.
- 8) Materials that are issued should be produced for the security to check.
- 9) Library materials should be handled with utmost care. Nobody should write, damage and make any mark on any kind of library materials.
- 10) Library membership card is non-transferable.
- 11) The borrower is fully responsible for the books borrowed in his/her membership card.
- 12) Absence and illness are not acceptable excuses for exemption from paying an overdue charge.
- 13) The Librarian may recall a book at any time before its due date.
- 14) If the borrower has not returned the books within a reasonable time of its due date as indicated in the recall notice or in the book card, as the case may be, the borrower is liable to pay the cost of the book plus the prescribed overdue charge.
- 15) If a book belonging to a set is lost, the borrower will replace the entire set at his/her own cost and take the remaining books of the set from the library. (Additionally, he/she have to pay Rs 100 per book as fine to the Library.)
- 16) Mutilations, markings or removal of pages will be considered as "damage". Such documents, as also the lost ones, will have to be replaced or paid for at the current price. In case of rare and out-of-print books, price assessment made by the Librarian will be final and binding.
- 17) Library's computing facilities and database access is meant for MDIM faculty members, students, staff and registered library members only.
- 18) No-dues Certificate: While leaving the institute after completion of the course, all students are required to obtain a "No-dues certificate" from the Library in order to ensure that they owe no dues to the Library.

29.9 Reprographic Facility

29.9.1 Photocopy Facility: Photocopying service is one of important services offered by the library. Photocopying services to faculty and staff provided for official uses. For students it is on payment basis on emergency cases only. Students can avail this service only for photocopying the reference materials like periodicals, reference books and bound volumes, etc., which are available for reference purpose only.

29.9.2 Scanning Facility: Scanning facility is also available on request. Scanning service was provided to users on request for reference materials like periodicals, reference books and bound volumes etc., which are available for reference purpose only.

30. BLOOMBERG FINANCE LAB:

MDI Murshidabad has set up a state-of-the-art Bloomberg Finance Lab powered by four Bloomberg Terminals.

The vision of the Finance Lab at MDIM is to enhance the MDIM vision of developing thought leaders and change masters through incorporating next generation tools into institutional learning processes. Developing an insight into Global Financial System through Bloomberg Labs allows for a comprehensive and strategic positioning of MDIM in the academic space, the finance sector, and industry through robust research, market surveillance and analysis.

The Finance Lab aims to support advanced applied research in financial markets and equip finance students and managers with the mathematical and conceptual theories and best practices in financial markets that go into the creation and management of innovative financial products. With this facility, students can deepen both their research and classwork, through real time data access. Learning how to analyses financial markets, assess economic scenarios, and interpret the key new developments that impact the global economy is key for developing a cutting edge skillset. The skills that students acquire from this experience provide them with the confidence and competitive advantage they that need for surviving in a global marketplace of talent.

31. ARYABHATTA (Computer Centre):

MDIM has a state of art computing facility consisting of PC nodes/laptops servers, connected on a high speed Gigabit Ethernet Fiber Optic/UTP based network in a distributed Windows and Linux environment.

31.1 Computer Lab: MDIM has two Computer Lab equipped with the 142 numbers of state of the art computing facilities along with LCD projectors are installed in the lab which are being used by students and MDP participants.

31.2 Classrooms: All the classrooms are equipped with projection systems with computer/laptop internet connectivity.

31.3 Data Center: MDIM data center has two servers and one storage stack connected on high speed Gigabit Ethernet Fiber Optic/UTP based network in a distributed Windows and Linux environment as per details given below:

- **Firewall:** The Campus Network is protected using Sophos Firewall. Virus protection is provided through Kaspersky End Point Security for Business – Advance. The MDI Murshidabad implements a very strict security policy to ensure the highest levels of network health and safety.
- **E-mail system:** The Google based email system which is widely used and is very user-friendly which allows users to access emails, both from inside the campus and outside.

31.4 Internet Connectivity: MDI Murshidabad has dedicated Internet Leased Line (ILL) which offers high speed and uninterrupted Internet connectivity from anywhere on the campus, through the campus network.

31.5 Wi-Fi Facility: To provide flexibility and convenient access to network facilities, Wi-Fi equipment have been installed at various places in campus like Library, Boys' Hostel, Girls' Hostel, Board Room & Director's Office, Executive Hostel, Cafeteria and other outdoor locations of the campus etc.

31.6 Video Conferencing Facility: MDIM has an internet based Video Conferencing Facility

setup. This facility is used for placement interviews, corporate talks, virtual student seminars and classes of various subjects etc.

31.7 Hostel Room's Facilities: Internet connectivity being provided in the students' hostels and executive hostel through Wi-Fi.

31.8 Software Packages:

31.8.1 Application Software

- SPSS
- AMOS
- EViews
- Stata
- Microsoft Visual Studio Professional
- Acrobat Professional
- Adobe Photoshop
- Adobe PageMaker
- Win Zip
- Whats'Best Commercial
- MS Open Value Subscription Education Solutions (VLSC)
- Kaspersky Endpoint Security for Business - Advance Anti-Virus
- MS SQL Server
- OLT Academic Module
- MOODLE
- MS PROJECT
- NVivo

31.8.2 System Software: Microsoft Windows Server 2019, Windows 10 Pro, Windows Home 10, Windows Vista Starter (preinstalled with pcs/laptops bought for academic use)

31.8.3 Open Source Software: Koha, Moodle, Oracle, Tableau Public, Python, Aris Express

31.8.4 Facility Management Service (FMS) for Software Support Software for Plagiarism Prevention: Turnitin Plagiarism Software

Please observe the following procedures and polices inside the Computer Centre:

1. Computer Centre timings are from 9.30 A.M to 3.00 A.M
2. Users are requested to make entry in the LOGBOOK kept at Security desk.
3. Observe silence.
4. Don't play internet/ computer games.
5. Data limit for every student is 6 (six) GB per day. No request will be entertained for extend the data limit.
6. Two devices are allowed for every student to access internet.
7. Don't set password on computer/ machine
8. Students are requested to produce the identity card whenever asked by the Security personnel available in the Computer Centre.
9. Do not bring any eatables inside the Computer Centre.
10. Carry bags and hand bags are not allowed in the Computer Centre.
11. Please shutdown your machine whenever you leave.
12. Always keep your data files and email back up in your own device to avoid any loss of data. Computer Centre is not responsible for any loss of data.
13. Remove your old files from the computer
14. Do not move the computer from one table to another.
15. Put your waste papers on any such waste material in the waste paper basket only.
16. Stationary will not be provided to any student.
17. Request for installation of any new software, if it is available, will be entertained only request is made at least 24 hours before the use.
18. Audio visuals like radio, stereo, Walkman etc. are not allowed in the computer Centre.
19. Students are allowed to bring Personal Laptop/Computer System.

32. DISCIPLINARY & HOSTEL RULES:

The following rules shall apply to both MALE and FEMALE students residing in the hostels. Violation of any rule will make the inmate liable to disciplinary action including expulsion from the hostels and also from institution. The hostel is the home of the student on the campus and therefore, he/she should behave himself/herself on the campus as well as outside in such a manner so as to bring credit to him/her and to the institution.

MAINTENANCE OF DISCIPLINE AMONGST THE STUDENTS OF THE MDIM:

1. ACT OF INDISCIPLINE:

No student of the MDIM shall indulge in an Act of indiscipline which includes:

- (a) Misconduct;
- (b) An act violating the rule of discipline;
- (c) An act punishable under any law for the time being in force;
- (d) An act violating the Institute rules or regulations framed from time to time;
- (e) An act in breach of any undertaking;
- (f) Refusal to obey the direction of the Faculty, Hostel Wardens, Hostel Superintendents, Officers or any other authority of the Institute;
- (g) An act involving physical violence or use of abusive language or destruction of Institute property.;
- (h) Participation in any activity which disturbs the peace in the campus or administrative or academic atmosphere of the Institute;
- (i) An act which brings the Institute into disrepute;
- (j) An act of ragging;
- (k) An act affecting adversely the modesty of any female student or lady staff;
- (l) An act of unbecoming an MDIM student.

2. DISCIPLINARY ACTION:

The MDIM authority may take one or more of the following actions:

- (a) Issuance of warning to a student;
- (b) Imposition of monetary fine;
- (c) Reduction in Academic Grade Points;
- (d) Withholding/withdrawing free-ship /scholarship and other benefits.
- (e) Debarring from representing various students' committees/clubs etc.
- (f) Debarring from representing the institution in any regional, national or international meet, tournament, competition, youth festival, etc.
- (g) Suspension/expulsion from the hostel.
- (h) Suspension from attending classes and academic privileges.
- (i) Rustication from the Institution for a specified period or for all time to come.

Note:

- 1. An FIR may be filed with the local police station against student indulged in any act of ragging.
- 2. In case of ragging involving loss of property of the victim or the Institution; the concerned student shall also be liable to compensate the loss to the property. In such cases the disciplinary authority may impose a fine in order to compensate for the loss so caused.
- 3. In case the student involved in ragging or abetting ragging is not identified, the disciplinary authority may impose collective punishment and/or fine.
- 4. An appeal against the order of punishment shall lie to the competent authority of the Institution.

32.3 PROCEDURE:

- (a) A duly constituted Students Disciplinary Committee or any other Committee constituted with the approval of competent authority will deal with all indiscipline cases and

disciplinary action as stated in clause 2 above shall be taken with the approval of the competent authority.

(b) No student shall be subjected to any disciplinary action unless the concerned student is given the opportunity to represent his/her case.

32.4 HOSTEL RULES

The hostel is the home of the student on the campus and therefore, he/she should behave himself/herself on the campus as well as outside in such a manner as to bring credit to him/her and to the institution.

- (a) Possession or consumption of tobacco, alcoholic drinks, drugs and banned substances (other than prescribed medicine) within the campus is strictly prohibited. Coming to the campus in an intoxicated/inebriated condition is also strictly prohibited. Strict and exemplary disciplinary action will be taken against students indulging in such activities, which may also lead to expulsion from the Institute.
- (b) No person, either guest or otherwise will be permitted to stay overnight in any part of the hostel. In exceptional cases, if the guest/s (parents only) desire/s to stay overnight in the hostel, he/she is required to take permission from the Registrar's office/warden.
- (c) Students are responsible for the safekeeping of their valuables. Students shall keep the rooms locked while leaving the room and bolt the door from inside when sleeping in the rooms. Any loss or theft will not be the responsibility of MDIM.
- (d) Ragging is strictly prohibited in any form; if someone is found guilty, severe action will be taken.
- (e) Students will mandatorily be back in the campus by 8.30 P.M. If any student wishes to be away, should take prior permission from the hostel wardens / hostel superintendents with appropriate reasons. Girls are not allowed to enter between 11 P.M. to 7 A.M at boy's hostel. Boys are not allowed to enter the girl's hostel. No club, or society, shall be formed and arrange any group religious activities in their room.
- (f) Parties including birthday parties or entertainments shall not be held in the hostel premises without the prior written permission of the hostel wardens' / hostel superintendents.
- (g) Shouting, whistling in the corridors will be considered as misconduct and the offenders shall be penalized.
- (h) Pasting of Banners/Posters in the corridors is strictly prohibited.
- (i) Students should handle hostel equipment, furniture and mess property carefully and not abuse or tamper with it. If so, then an applicable fine will be imposed in addition to the disciplinary action as per the merit of the case.
- (j) Students are prohibited from throwing empty coffee mugs and waste paper in the lawns of the Institute as well as passages of the hostel. Cooperation of students is important to keep the Campus clean so that visitors to MDIM Campus take back a good impression of MDI Murshidabad.
- (k) Students indulging in use of abusive and threatening language, physical fights, use of force to get an unfair act accomplished, etc. will be punished. Further, they may be liable for expulsion from the Institute.
- (l) Students should not participate in any anti-national, anti-social or undesirable activity in or outside the campus.
- (m) The jurisdiction of MDIM is confined to its campus. If our students create law and order problems outside the campus, they are answerable to the police.
- (n) Playing music/record player/radio etc. loud enough to cause disturbance to his/her neighbor(s) is prohibited. Offenders will be punished.
- (o) Students are strictly forbidden to keep/store, lathi, rod, knives, bolder, crackers or fire arms either in their rooms or anywhere in the campus. Strict disciplinary action shall be taken against the erring students if noticed or found during the visit of the wardens, superintendents or any other authorities of the Institute.
- (p) Students may, with the prior approval of the Chairperson – Student Welfare activity and the Warden, organize sports, games, programmes and competitions for the healthy promotion of their academic, cultural, athletic and social welfare activities.
- (q) Students are advised to give information about any chronic ailments, medical history, blood

group, etc. to the Institute Health Centre which could be useful from the medical point of view.

- (r) Students should keep their room spic and span before leaving the room. Fans and lights in the rooms must be switched off. Room lights must be switched off when they go to bed. Offenders reported by the security guards will be penalized suitably by the Institute.
- (s) Any misuse is likely to be penalized and in case of frequent occurrence of misuse the facility may be discontinued.
- (t) Students are not allowed to keep any vehicles on the campus.
- (u) Furniture and other articles from the common room shall not be removed under any circumstances.
- (v) Notices for the guidance of the students shall be displayed on the notice boards. Students are advised in their own interest to read the notices regularly. Ignorance of regulations and instructions shall not be an excuse for non-compliance.
- (w) Playing with dry/wet colors, and also with plain water, using crackers/ fire extinguisher gas cylinders inside hostels are not allowed.
- (x) No dogs or other pets are permitted to be kept in the rooms. The students shall keep their rooms clean and tidy. Cleanliness must also be observed in bathrooms, common rooms and dining rooms.
- (y) The glass panels of the main doors of the Dining Hall, Executive Hostel, Hostels, and Academic Building will not be used for pasting any notices. Writing slogans, or any writings, obscene drawings, pasting banners/posters on the hostel walls, doors & windows are strictly prohibited. Students are advised to use the notice board for their purpose. Any notice found on the glass panels will be removed immediately and offenders will be liable to disciplinary action.
- (z) Students must not play on the corridors/rooftop of the hostels. Anybody found playing in these areas will be penalized suitably by the Institute.
- (aa) Students must not leave their belongings such as lecture notes, reading material, etc. in the Dining Hall and in the Common Rooms. The housekeeping staff have been instructed to clear all such belongings. The Institute will not be responsible for the loss of such items.
- (bb) Students will not litter waste papers, napkins, etc. in the corridors.
- (cc) Any damage to MDIM property may be treated as damage to your personal property and will be replaced /repaired accordingly at your cost.
- (dd) Students are not allowed to keep any vehicles in the campus.
- (ee) Students should keep the room spic and span before leaving the room. Fans and lights in the rooms must be switched off. Room light must be switched off when they go to bed. Offenders reported by the Hostel Superintendent will be penalized suitably by the Institute. Any misuse is likely to be penalized and in case of frequent occurrence of misuse the facility may be discontinued.

32.5 BOARDING ARRANGEMENTS:

- a) As per Institute's policy, the boarding arrangements are given to the Catering Contractor, who works in consultation with the hostel wardens, hostel superintendents and the Mess Committee.
- b) Mess timings for breakfast, lunch & dinner are to be strictly adhered to. No change is allowed without written permission from the hostel wardens.

Breakfast	-	07:30 a.m. to 10:00 a.m.
Lunch	-	12:30 p.m. to 3:00 p.m.
Evening Snacks	-	05:30 p.m. to 7:00 p.m.
Dinner	-	08:00 p.m. to 10:00 p.m.

- c) All meals are to be taken in dining halls only and not outside. No crockery items will be taken outside the Dining Hall, either to the rooms, stairs at the entrance or the academic block. Offenders reported by the hostel superintendents will be penalized suitably by the Institute.
- d) Proper discipline, etiquette and manner of the Dining Table shall be maintained. Discussion in high pitch over Dinning Tables should be avoided.
- e) Misbehavior with Catering Manager/ Waiters/ Security Guards/ Housekeeping Staff or any other official of the hostel will be treated as an act of indiscipline.

Note: All the students are to note that electrical/carpentry /plumbing complaints should be written in the complaint register available with the hostel security guards.

The above guidelines may be revised by the Institute from time to time and will be duly communicated to you accordingly. However, as an MDIM student, you are expected to maintain dignity and decorum at the highest level.

32.6 Facilities for Hostel Residents at MDIM

32.6.1 Mail Students can receive/send letters/parcels, etc. through the Institute Reception in the Academic Block.

32.6.2 Medical Facilities: Medical facilities are available to students on the Campus in the Academic Block Health Centre. In case of emergency, students can contact Hostel Superintendents /Institute Reception. A first aid kit is also available with the hostel Security Guards/Main Gate/Reception.

Students are advised to give information about any chronic ailments, medical history, blood group, etc. to the Institute Health Centre.

32.6.3 Recreational Facilities

A number of recreational facilities are available on the campus, details of which are available on the Institute website (www.mdim.ac.in).

33. USE OF PRESCRIBED FORMS:

Students are instructed to use prescribed forms for different activities, such as, Out-Pass, Vehicle Requisition, Registration, No-Dues Form, for attending Event/Conference/Contest and Leave Application etc.

Note: Sample forms annexed herewith.

34. DRESS:

Students are advised to be appropriately dressed while attending classes / pre-placement talks or at the time of visiting library, computer center, faculty/office blocks. Students dressed in shorts/walking shorts/cycling shorts/mini-skirt/ripped, torn or ragged clothing/see-through clothing/spaghetti straps/etc. or any unbecoming attire are not allowed to come to the main building, Computer Centre, Library, Faculty Blocks, PGDM Academic Block and PGDM Office. This will result in strict disciplinary action and may lead to heavy fines.

35 UNDERTAKING:

MDIM campus had started taking an undertaking from 1st Term from all students in a specified format highlighting that “consumption or possession of substance (tobacco, alcoholic drinks, drugs and banned substances) and abuse thereof is not only an act of indiscipline, it is also serious offence. I am aware that in case I am found involved in either consuming or possessing such substances when I am a student of MDIM, I will be liable for appropriate action against me which may include rustication from the Institute.”

This undertaking is duly signed by the student and counter signed by their Fee Paying Parent/Guardian.

36 ALUMNI:

The primary activities of the Committee are:

- a. Organizing the Alumni Gathering
- b. Communicating with the Alumni through e-mail and phone
- c. Maintaining and updating the database of the Alumni

37 FEE STRUCTURE:

37.1 Fees and other Expenses for PGDM 2024-26

Particulars	1st Year Amount in INR. (₹)	2nd Year Amount in INR. (₹)
Tuition Fees	5,84,710	5,84,710
Lodging Fees	67,410	67,410
Boarding Fees	59,900	59,900
Study Material Fees	27,820	28,000
Student Welfare Activities Fees	10,000	10,000
Library Fees	11,770	11,770
Alumni Fees	5,000	-
Medical Insurance Premium	1,500	1,600
Security Deposit	20,000	-
Total	7,88,110	7,63,390
	₹15,51,500 (for two years)	

37.2 Schedule of payments

Installment	Amount INR.	Due Date (Last Date)
Installment – I	₹ 2,65,000	At the time of Admission
Installment – II	₹ 2,65,000	16th October 2024
Installment – III	₹ 2,58,110	15th January 2025
Installment – IV	₹ 2,55,000	15th July 2025
Installment – V	₹ 2,55,000	15th October 2025
Installment – VI	₹ 2,53,390	13th January 2026

37.3 Fees to be paid by the any of the following options

(A) SBI Collect : <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=497719>

(B) NEFT/RTGS:

Beneficiary Name : MANAGEMENTDEVELOPMENTINSTITUTE SOCIETY
Account Number : 33987582978 (Current Account)
IFSC Code : SBIN0012355
Branch Code : 12355
MICR Code : 742002221
Bank and Branch : STATE BANK OF INDIA
Omarpur Branch, Murshidabad District, West Bengal

Important Note:

- Kindly mention the student's name when transferring fees in NEFT/RTGS/SBI Collect mode.

Other Points of Fee:

1. Kindly confirm your transaction within three days from the date of the transaction with the Accounts Dept. by filling out the following GOOGLE FORM Link: <https://forms.gle/52YHCvyRQ1V979nCA>
2. Account department will not be able to trace your name and payment details unless we receive them through the Google Form Link, and the payment will not be considered.

3. Fees must be paid on or before the stipulated date. In case of a delay in payment of fees for unavoidable reasons, the concerned student should immediately explain the reason to the Chairperson PGDM / Dean – Academic and obtain their written permission for such delay in payment of fees.
4. A late fine of Rs.500/-for every week of delay (maximum of up to 4 weeks, including delay permitted by Chairperson-PGDM/Dean-Academic) will be charged. Those students who fail to pay the fees even after four weeks before the stipulated date will be expelled from the program.
5. Students will be required to submit a “No dues Certificate” to the PGP Office from Accounts, Library, Hostel, Computer Centre, Canteen, etc., before leaving the campus after completion of PGDM. Based on this “No Dues Certificate, Security Deposit (Rs. 20,000) will be refunded to the students. The names of students shall not be cleared for the Convocation, and they will not receive the Diploma if all the dues pending against them are not cleared.
6. Student council members for different students’ activities must settle the accounts for activities under their charge within 10 days after such activities, failing which suitable disciplinary action will be taken.

40. ACADEMIC CALENDAR:



ACADEMIC CALENDAR: 2024-25

FIRST YEAR (PGDM 2024-26 Batch)

FROM DAY	FROM DATE	UNTIL DAY	UNTIL DATE	ACTIVITY
Friday	June 21, 2024	Saturday	June 22, 2024	Registration for the PGDM Programme
Monday	June 24, 2024	Friday	June 28, 2024	Orientation Programme
Term-I				
Monday	July 01, 2024	TERM-I COMMENCES (July 01, 2024 – September 13, 2024)		
Wednesday	July 17, 2024	Holiday - Muharram (No Classes)		
Tuesday	July 30, 2024	Friday	August 02, 2024	Mid Term Examination of Term-I
Monday	August 05, 2024	Term-I resumes after Mid Term Examination		
Thursday	August 15, 2024	Holiday - Independence Day (No Classes)		
Friday	August 16, 2024	Last Date for Submission of Mid-Term marks of Term-I*		
Tuesday	September 10, 2024	Friday	September 13, 2024	End Term Examination of Term-I
Monday	September 16, 2024	Holiday - Milad-Un-Nabi or Id-e-Milad (No Classes)		
Term-II				
Tuesday	September 17, 2024	TERM-II COMMENCES (September 17, 2024 – December 24, 2024)		
Friday	September 27, 2024	Last Date for Submission of Complete Marks of Term-I by Faculty Members*		
Wednesday	October 02, 2024	Holiday - Mahatma Gandhi's Birthday (No classes)		
Friday	October 04, 2024	Result finalization meeting for Term-I (Moderation)		
Monday to Friday	October 07-11, 2024	Holiday - Durgapuja (No Classes)		
Friday	October 18, 2024	Announcement of Result for Term-I		
Thursday & Friday	October 31 & November 01, 2024	Holiday - Diwali (Deepavali) (No Classes)		
Tuesday	November 05, 2024	Saturday	November 9, 2024	Mid Term Examination of Term-II
Monday	November 11, 2024	Term-II resumes after Mid Term Examination		
Friday	November 15, 2024	Holiday - Guru Nanak's Birthday (No Classes)		
Monday	November 25, 2024	Last Date for Submission of Mid-Term marks of Term-II*		
Wednesday	December 18, 2024	Tuesday	December 24, 2024	End Term Examination of Term-II
Wednesday	December 25, 2024	Holiday - Christmas Day (No classes)		
Term-III				
Thursday	December 26, 2024	TERM-III COMMENCES (December 26, 2024 – March 28, 2025)		
Tuesday	January 07, 2025	Last Date for Submission of Complete Marks of Term-II by Faculty Members*		
Announcement of Electives / New Electives by the Area to PGDM students during second to third week of January 2025				
Tuesday	January 14, 2025	Result finalization meeting for Term-II (Moderation)		
Tuesday	January 21, 2025	Announcement of Result for Term-II		
Sunday	January 26, 2025	Holiday - Republic Day (No classes)		
Tuesday	February 04, 2025	Friday	February 07, 2025	Mid Term Examination of Term-III
Monday	February 10, 2025	Term-III resumes after the Mid-Term Examination		
Presentations of elective for second year by areas to students during February 2025				
Monday	February 24, 2025	Last Date for Submission of Mid-Term marks of Term-III*		
Friday	March 14, 2025	Holiday - Holi (No classes)		
Tuesday	March 25, 2025	Friday	March 28, 2025	End Term Examination of Term-III
Monday	March 31, 2025	Holiday - Id-UI-Fitr		
Monday	April 14, 2025	Last Date for Submission of Complete Marks of Term-III by Faculty Members*		
Monday	April 21, 2025	Result finalization meeting for Term-III (Moderation)		
Monday	April 28, 2025	Announcement of Result for Term-III		
	June 2025	TERM-IV COMMENCES (Tentative)		

* Students may get in touch with the concerned Faculty Member regarding their marks after the last date mentioned.

P.N.: The above calendar is based on the latest notification received from AICTE. This is subject to change, if any fresh notification is received from AICTE in the interim.

41 EMAIL POLICY:

E-mail policy of Management Development Institute Murshidabad Version 1.0

41.1 Policy

41.1.1 Introduction

Electronic mail (Email) is pervasively used and is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy and security risks, thus it's important for users to understand the appropriate use of Email.

This Email Policy has been developed in response to the acknowledged need for guidelines describing the acceptable use of the MDIM's Email and related services and facilities. The Policy is maintained and regulated by the Computer Center under the overall responsibility of Competent Authority.

The Policy will be distributed to users of the Email and related services and facilities. There will also be periodic re-issue of the Policy, supported by sign-up acceptance by users of the facilities. The Policy will be reviewed and, if necessary, amended from time-to-time, with particular regard to the expected developments in the operational use of the Email system, and by reference to the development of recognized best practice.

41.1.2 Purpose of the Email Policy

The Email Policy provides guidance about acceptable use, for the purpose of sending or receiving Email messages and attachments. The Policy also describes the standards that users are expected to observe when using these facilities for Email, and ensures that users are aware of the legal consequences attached to inappropriate use of the facilities.

The purpose of this Policy is to ensure that:

- ✓ The MDIM community is informed about the applicability of policies and laws with regard to Email;
- ✓ Email services are used in compliance with those policies and laws;
- ✓ Users of Email services are informed about how concepts of privacy and security apply to Email; and
- ✓ Disruptions to MDIM's Email and other services and activities are minimized.

41.1.3 Policy Scope and Applicability

This Policy applies to all Email services provided by MDIM and to all users of such services; and to all MDIM records in the form of Email in the possession of MDIM employees.

MDIM provides an Email account to every student of MDIM for the purposes of teaching and learning, research, administration and community service. The directives contained in this policy must be followed by all of them with no exceptions.

This Email policy and guidelines are applicable when the Emails are accessed over mobile devices as well.

Any other policies, guidelines or instructions on e-mail previously issued shall be superseded by this policy.

41.2 Use of Email Services

The purpose of this policy is to ensure secure access and usage of MDIM Email services by its users. Users have the responsibility to use this resource in an efficient, effective, lawful, and ethical manner. Use of MDIM's Email service amounts to the user's agreement to be governed by this policy.

The Email address supplied by MDIM is considered to be the official Email contact point for MDIM faculty, staff and students, and official MDIM Email correspondence may be delivered to this address.

Only the e-mail services provided by MDIM, shall be used for official communications. The

Email services provided by other service providers shall not be used for any official communication.

MDIM permits this account to be used for limited incidental personal purposes. However, it is most concerned to ensure that the account is used as effectively as possible in support of the above purposes and to facilitate the work of MDIM. An MDIM Email account may not be used for engaging in non-MDIM business or for personal gain, except if permitted by other MDIM policies.

Official Email id provided by MDIM can be used to communicate with any other user, whether private or public. However, the user must exercise due discretion on the contents that are being sent as part of the e-mail.

As far as possible, the format of the Email should include first name. registration no and Email accounts should be standardized.

Email accounts may also be used for the submission and return of student assignments and other specific uses, but only where the relevant faculty or administrative Unit has specifically authorized this, and where the guidelines and conditions for such submission/return, which have been specified by that Faculty or Unit, have been fully complied with.

The sender of Email will be considered responsible for the content of the message. Consequently, the sender will be responsible for any cause of damage, loss of goodwill, or loss of monetary terms if the message that has caused it originates from “MDIMm.ac.in” domain or any other official domain, and MDIM would not be responsible for it.

Examples of inappropriate use of the e-mail service

- i. Creation and exchange of e-mails that could be categorized as harassing, obscene or threatening.
- ii. Unauthorized exchange of proprietary information or any other privileged, confidential or sensitive information.
- iii. Unauthorized access of the services. This includes the distribution of e-mails anonymously, use of other person's user ids or using a false identity.
- iv. Creation and exchange of advertisements, solicitations, chain letters and other unofficial, unsolicited e-mail.
- v. Creation and exchange of information in violation of any laws, including copyright laws.
- vi. Willful transmission of an e-mail containing a computer virus.
- vii. Misrepresentation of the identity of the sender of an Email.
- viii. Use or attempt to use the accounts of others without their permission.
- ix. Transmission of e-mails involving language derogatory to religion, caste, ethnicity, sending personal e-mails to a broadcast list, sending e-mails with obscene material, etc.

Any case of inappropriate use of e-mail accounts shall be considered a violation of the policy and may result in deactivation of the account. The users will have to face consequences as decided by the investigation committee (appointed by the Director, MDIM) depending on the nature of violation.

41.2.1 Roles specified for implementation of the Policy The following roles are specified for using the MDIM e-mail service. The official identified for the task shall be responsible for the management of the entire user base configured under that respective domain.

41.2.2 Competent Authority: Director, Dean-Academic and Registrar

Competent Authority of the user organization shall ensure that training and awareness programs on e-mail security are organized at regular intervals. Computer Center shall provide the required support.

Competent authority shall introduce a process to ensure that e-mail id is either deactivated/deleted/password changed, prior to giving “no dues” to a user.

The Computer Center shall ensure that the latest operating system, anti-virus and application patches are available on all the devices, in coordination with the User.

The Computer Center shall be responsible for maintaining an updated list of Email users.

As far as possible, the format of the Email should include "first name. registration no" and standardization of Email should be done.

The Computer Center shall provide the e-mail services based on the Service Level Agreement (SLA) with E-mail service provide.

41.2.3 Forgot Password: In order to empower a user to reset his/her password, the Computer Center shall provide the “Forgot password” service. This service allows a user to reset the password without the intervention of Computer Center support.

39.2.3.1 User’s Role

- a) The User is responsible for any data/e-mail that is transmitted using the MDIM e-mail system. All e-mails/data sent through the mail server are the sole responsibility of the user owning the account.
- b) Use of Secure Passwords: All users accessing the e-mail services must use strong passwords for security of their e-mail accounts.
- c) The user should change passwords on a periodic basis or as per the password policy. More details about the password policy are available in “Password Policy” of MDIM.
- d) Sharing of passwords is prohibited. Users must ensure that information regarding their password or any other personal information is not shared with anyone.
- e) Auto-save of password in the MDIM e-mail service shall not be permitted due to security reasons.
- f) The users shall be responsible for the activities carried out on their client systems, using the accounts assigned to them.
- g) The ‘reply all’ and the use of ‘distribution lists’ should be used with caution to reduce the risk of sending e-mails to wrong people.
- h) Back up of important files/ individual e-mails stored in the folders shall be taken by the user at regular intervals. The Computer Center shall not be responsible for any accidental deletion of e-mails by the user.
- i) Computer Center is not responsible for the retention of the Email messages. Users are responsible for taking periodic backup and archival of their respective Emails.

39.2.3.2 Regular accessing of Emails

It is important for members of faculty, staff and students to access and read Email messages sent to their MDIM Email account on a timely basis, and they will be presumed to do so for the purposes of the types of Emails specified in section 2.1.

39.2.3.3 MDIM property

MDIM Email services are MDIM facilities; all MDIM Email addresses are owned by MDIM; and all Email which is in support of MDIM business, whether or not the equipment, software, or facilities used to create or store the Email record are owned by MDIM, are MDIM records.

MDIM reserves the right to install and operate filtering equipment, software or procedures to prevent the entry into MDIM of Email traffic that is contrary to law or which is incompatible with the objectives of MDIM.

39.2.3.4 MDIM records

Emails that are sent or received using a non-MDIM address but which relate to official MDIM business constitute official MDIM records. In these cases, normal record keeping requirements must be observed.

39.2.3.5 Restrictions on Email use

MDIM Email services may not be used for: unlawful activities; commercial purposes not under the auspices of MDIM; personal financial gain; or uses that violate other MDIM policies or guidelines.

39.2.3.6 Representation

Email users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the MDIM or any of its units unless appropriately authorized (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer shall be included unless it is clear from the context that the author is not representing MDIM. An appropriate disclaimer, for example, could be: “These statements are my own, not those of the MDIM”.

39.2.3.7 Interference

MDIM Email services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities, or unwarranted or unsolicited interference with others' use of Email or Email systems. Such uses include, but are not limited to, the use of Email services to: (i) send or forward Email chain letters; (ii) "spam", that is, to exploit list servers or similar broadcast systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited Email; and (iii) "letter-bomb", that is, to resend the same Email repeatedly to one or more recipients to interfere with the recipient's use of Email.

39.3 Group Email Policy

Group Email is an efficient way to communicate MDI-related information to a group of students, faculty and/or staff. However, when used improperly, the group Email system becomes an ineffective and unwelcome communication tool. This group Email policy has been implemented to improve the effectiveness of Email communications to students, faculty and staff and to ensure group Email communication is professional, clear and relevant. This policy applies to all Email users within the "mdim.ac.in" or any other official mdim domain, including students, faculty and staff.

Users should send Emails on their own behalf, and the content of a group Email sent is the responsibility of the owner of the address in the "From:" address line. Faculty and staff should not send group Emails on a student's behalf, nor should students send Group Emails for faculty and staff.

Relevance: Group Email should be used to communicate with students, faculty, and staff about MDIM's educational services and business and administrative matters. Information sent must be related to the group being mailed.

In this context it has been noticed that the group mails are often misused by sending Emails which are not relevant to the entire faculty or all the staff. It is suggested that the group mails should be used only by the activity heads. Any Email targeted for all faculty and/ or all staff but not originating from activity head should be routed through the respective activity head so as to avoid possibility of misuse of the group-address.

Reply to group Email: Do not "Forward" or "Reply to All" with group Emails. If a response is requested, reply directly to the sender only.

39.4 Security and Confidentiality

MDIM attempts to provide secure and reliable Email services. Computer Centre operations and support staff looking after Email services are expected to follow sound professional practices in providing for the security of Email records, data, application and system programs under their jurisdiction. Since such professional practices and protections are not foolproof, however, the security and confidentiality of Email cannot be guaranteed. Furthermore, operators of Email services have no control over the security of Email that has been downloaded to a user's computer. As a deterrent to potential intruders and to misuse of Email, Email users should employ whatever protections (such as passwords) are available to them.

The confidentiality of Email cannot be assured. Such confidentiality may be compromised by unintended redistribution, or because of inadequacy of current technologies to protect against unauthorized access. Users of MDIM Email services, therefore, should exercise extreme caution in using Email to communicate confidential or sensitive information.

Updation of current mobile numbers under the personal profile of users is mandatory for security reasons. The number would be used only for alerts and information regarding security sent by the Computer Center. Updation of personal e-mail id (preferably from a service provider within India), in addition to the mobile number, shall also be mandatory in order to reach the user through an alternate means for sending alerts.

Reset/ Change of Password: An authorized person under the Computer Center can create/delete/change the password of user ids under the MDIM domain, if required. Where required such requests need to be forwarded with complete details.

User addresses and passwords of Email accounts, which are not used for more than 3 months,

shall be suspended.

If any faculty or staff member goes on long-term leave from MDIM, their Email accounts will be kept active during the leave duration. However, their Email account will be removed from any group Email address lists.

If any faculty member resigns from the services of MDIM, his/her Email address will be immediately removed from any group lists.

Graduating student accounts will be deleted 30 days after their convocation.

It is recommended for faculty users to use VPN for secure authentication as deemed appropriate by the competent authority when using MDIM Email facility from outside MDIM premises.

- **Scrutiny of Emails/Release of logs**

Notwithstanding anything in the clauses above, the disclosure of logs/e-mails to law enforcement agencies and other organizations by the Computer Center would be done only as per the IT Act 2000 and other applicable laws.

The Computer Center will maintain logs for a period of one year.

- **Security Incident Management Process**

A security incident is defined as any adverse event that can impact the availability, integrity, confidentiality and authority of Government data. Security incidents can be due to factors like malware, phishing, loss of a device, compromise of an e-mail id etc.

Any security incident, noticed or identified by a user must immediately be brought to the notice of the Chairperson-Student Affairs.

In case a compromise of an e-mail id is detected by the Computer Center, an SMS alert shall be sent to the user on the registered mobile number. In case an “attempt” to compromise the password of an account is detected, an e-mail alert shall be sent. Both the e-mail and the SMS shall contain details of the action to be taken by the user. In case a user does not take the required action even after five such alerts (indicating a compromise), the Computer Center reserves the right to reset the password of that particular e-mail id under intimation to the Coordinator, Computer Center.

In case of a situation when a compromise of a user id impacts a large user base or the data security at MDIM, the Computer Center shall reset the password of that user id. This action shall be taken on an immediate basis, and the information shall be provided to the user and the designated officer subsequently. SMS shall be one of the prime channels to contact a user; hence all users should ensure that their mobile numbers are updated.

It shall be within the right of the Computer Center to deactivate or remove any feature of the e-mail service if it is deemed as a threat and can lead to a compromise of the service.

39.5 Audit of Email Services

The security audit of MDIM Email services shall be conducted annually.

39.6 Policy Dissemination

Competent Authority should ensure dissemination of the Email policy.

Orientation programs for new faculty, staff, and students shall include a session on the e-mail policy by the designated officer.

39.7 Review

Future changes in this Policy, as deemed necessary, shall be made in consultation with stakeholders after due approval of competent authority.

39.8 Definitions

Email services: Information technologies used to create, send, forward, receive, store, or print Email.

MDIM record (in the form of Email): Any Email that is in support of MDIM business, whether or not the equipment, software, or facilities used to create, or store the Email record are owned by MDIM.

Use of Email services: To create, send, forward, reply, copy, store, print, or possess Email messages.

For the purpose of this Policy, receipt of Email is excluded from this definition to the extent that the Email user does not have control over the Email received.

Email address/ Email account: The officially recognized MDIM Email address as allocated by Computer Center on registering as a student or joining MDIM as faculty or staff.

39.9 Best practices

MDIM considers email as an important means of communication and recognizes the importance of proper email content in conveying a professional image. Users should take the same care in drafting an email as they would for any other communication. Therefore, MDIM wishes users to adhere to the following email guidelines:

39.10 Writing emails

Write well-structured emails and use short, descriptive subjects.

This means that sentences can be short and to the point. You can start your email with ‘Hi’, or ‘Dear’, and the name of the person. Messages can be ended with ‘Best Regards’. The use of Internet abbreviations and characters such as smileys however, is not encouraged.

- Signatures must include your name, designation and MDIM name. A disclaimer will be added underneath your signature (see Disclaimer below)
- Users must spell check all mails prior to transmission.
- Do not send unnecessary attachments. Compress attachments larger than 5 MB before sending them.
- If you need to send files of over 10 MB, do not send these via email; contact your Administrator to find alternate methods for sending the files.
- Do not write emails in capitals.
- Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email, using other means of communication, or protecting information by using a password (see confidential).
- Only mark emails as important if they really are important.

Maintenance

Delete any email messages that you do not need to have a copy of, and set your email client to automatically empty your ‘deleted items’ on closing.

Questions

If you have any questions or comments about this Email Policy, please contact the Competent Authority. If you do not have any questions, MDIM presumes that you understand and are aware of the rules and guidelines in this Email Policy and will adhere to them.

DECLARATION

I have read, understand and acknowledge receipt of the Email Policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary or legal action.

Signature:

Date:

40. PASSWORD POLICY

Password Policy of Management Development Institute Murshidabad Version 1.0

40.1 Policy

40.1.1 Introduction

User passwords are sensitive, confidential to organizational networks, systems or information and must not be shared with others. Passwords are the first line of protection against threats, whether threats originate internally or externally.

The Password Policy has been developed in response to the acknowledged need for guidelines describing the acceptable use of the MDI's Email and related services and facilities. The Policy is maintained and regulated by the Computer Center.

The Policy will be distributed to users of the Email and related services and facilities. There will also be a periodic re-issue of the Policy, supported by sign-up acceptance by users of the facilities. The Policy will be reviewed and, if necessary, amended from time-to-time, with particular regard to the expected developments in the operational use of the systems, and by reference to the development of recognized best practice.

40.1.2 Purpose of the Password Policy

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change of the passwords.

40.1.3 Policy Scope and Applicability

The scope of this policy includes all end-users and personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system/service in the MDIM domain. These include users (every faculty, staff member and student of MDIM) with their designated laptop/desktop systems.

The directives contained in this policy must be followed by all of them with no exceptions.

Any other policies, guidelines or instructions on e-mail previously issued shall be superseded by this policy.

40.2 Policy

For users having accounts for accessing systems/services

- a) Users shall be responsible for all activity performed with their personal user IDs. Users shall not permit others to perform any activity with their user IDs or perform any activity with IDs belonging to other users.
- b) Use of Secure Passwords: All users accessing the e-mail services must use strong passwords for security of their e-mail accounts.
- c) The user should change passwords on a periodic basis (at least once every three months). Users shall not reuse previous passwords.
- d) Password shall be enforced to be of a minimum length and comprising of mix of alphabets, numbers and characters.
- e) Passwords shall not be stored in readable form on computer without access control, or in any other location where unauthorized persons might discover or use them.
- f) Sharing of passwords is prohibited. Users must ensure that information regarding their password or any other personal information is not shared with anyone (including friends and family members). These shall be treated as sensitive, confidential information.
- g) Auto-save of password in the MDIM e-mail service shall not be permitted due to security reasons.
- h) Passwords must not be communicated through email messages or other forms of electronic communication such as phone to anyone.

- i) The users should change 'default (first time login to system/ services)' administrator password immediately after they take charge of the system.
- j) If the password is shared with support personnel from Computer Center for resolving problems relating to any service, it shall be changed immediately after the support session.
- k) If an administrator requires that your login to a machine or service, use precautions so that password(s) are not witnessed.
- l) The password shall be changed immediately if the password is suspected of being disclosed, or known to have been disclosed to an unauthorized party.
- m) If accounts or passwords have been compromised, report the incident to Computer Center immediately.

Policy for constructing a password

MDI recommends using the “strong password” complexity guidelines below. This helps ensure that all systems, intellectual property, and other sensitive data are afforded a proven level of protection.

- a) The password shall contain more than eight characters.
- b) The password shall not be a word found in a dictionary (English or foreign).
- c) The password shall not be a derivative of the user ID, e.g. <username>123.
- d) The password shall not be a common usage word such as names of family, pets, friends, co-workers, fantasy characters, etc.
- e) The password shall not be based on birthdays and other personal information such as addresses and phone numbers.
- f) The password shall not be a word or number pattern like aaabbb, qwerty, zyxwvuts, 123321, etc. or any of the above spelled backwards.
- g) The password shall be a combination of upper and lower case characters (e.g. a-z, A-Z), digits (e.g. 0-9) and punctuation characters as well and other characters (e.g., !@# \$%^&*()_+|~-=\`{}[]:;'\<>?,./).

Suggestions for choosing passwords

- a) Passwords may be chosen such that they are difficult-to-guess yet easy-to-remember. Methods such as the following may be employed:
- b) String together several words to form a pass-phrase as a password.
- c) Transform a regular word according to a specific method e.g. making every other letter a number reflecting its position in the word.
- d) Combine punctuation and/or numbers with a regular word.
- e) Create acronyms from words in a song, a poem, or any other known sequence of words.
- f) Shift a word up, down, left or right one row on the keyboard.

40.2.1 Roles specified for implementation of the Policy

The following roles are specified for using the Password Policy.

40.2.1.1 Competent Authority: Director, Dean-Academic & Registrar

Competent Authority of the user organization shall ensure that training and awareness programs on password security are organized at regular intervals. Computer Center shall provide the required support. **Forgot Password:** In order to empower a user to reset his/her password, the Computer Center shall provide the “Forgot password” service. This service allows a user to reset the password without the intervention of Computer Center support.

Forgot Password: In order to empower a user to reset his/her password, the Computer Center shall provide the “Forgot password” service. This service allows a user to reset the password without the intervention of Computer Center support.

Reset/ Change of Password: An authorized person under the Computer Center can create/delete/change the password of user ids under the MDIM domain, if required. Where required such requests need to be forwarded with complete details to the concerned team.

40.3 Policy Dissemination

- a) Competent Authority should ensure dissemination of the Password policy.
- b) Orientation programs for new faculty, staff, and students shall include a session on the password policy by the designated officer.

40.4 Review

Future changes in this Policy, as deemed necessary, shall be made in consultation with stakeholders after due approval of competent authority.

QUESTIONS

If you have any questions or comments about this Password Policy, please contact the Competent Authority.

If you do not have any questions, MDIM presumes that you understand and are aware of the rules and guidelines in this Password Policy and will adhere to them.

DECLARATION

I have read, understand and acknowledge receipt of the Password Policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary or legal action.

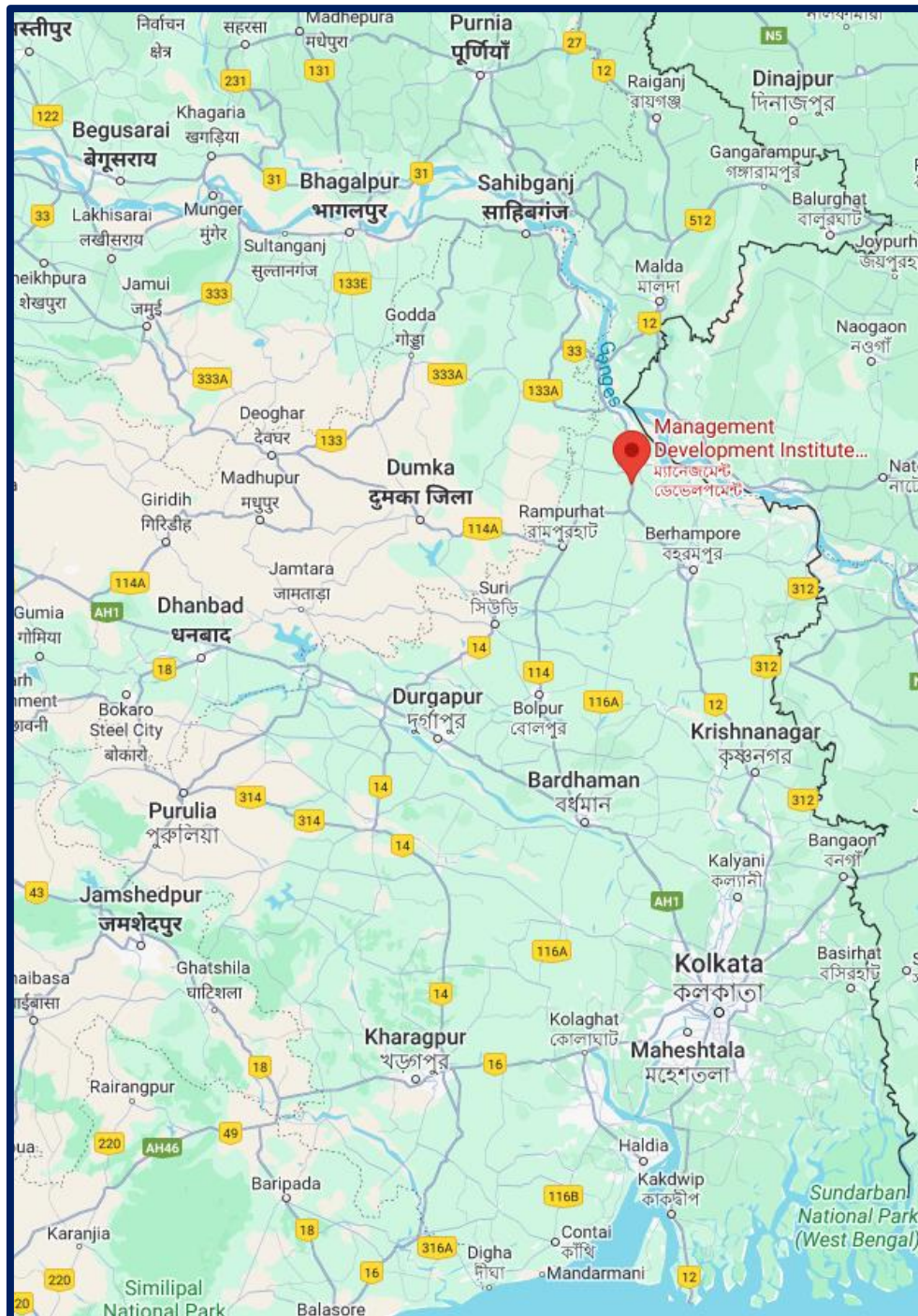
Signature: Date:

41 HOW TO REACH US

41.1 Connectivity to Murshidabad Campus

The location is well suited for MDIM campus in the eastern part of the country close to Murshidabad which had served as the capital of Bengal for many centuries and had deep historical association worthy of MDI's foray into the eastern part of the country. The Padma River flows through the entire eastern boundary, separating the district Malda (India) and Rajshahi (Bangladesh). Burdwan and Nadia districts are at the Southern side and Birbhum and Pakur (Jharkhand) are on the western side.

Located on NH-12 in Katnai and Kulori Mouzas, in Raghunathganj Block of Jangipur Sub-division under Raghunathganj Police Station in Murshidabad District and is only 15 Km from Morgram Junction on NH-12.



41.1.1 Accessibility by Road

- From Kolkata via NH-12: Distance 240 km
- From Burdwan via NH-2 » NH-60 (from Panagarh) » NH-12 (from Morgram): Distance 200 km
- From Siliguri via NH-12: Distance 340 km
- From Farakka via NH-12: Distance 50 km
- From Baharampore via NH-12: Distance 45 km

41.1.2 Accessibility via Railways

The site is linked by a robust railway network –Important trains from: Howrah / Sealdah / Kolkata Stations:

<i>Train No.</i>	<i>Name</i>	<i>From</i>	<i>Departure Time</i>	<i>To</i>	<i>Arrival Time</i>
13017	Ganadevta Express	Howrah	06:05	Morgram	10:46
13175	Kanchanjanga Express	Sealdah	06:50	Mururai	11:11
13113	Hazarduari Express	Kolkata	06:50	Berhampore Court	10:05
13053	Kulik Express	Howrah	08:55	New Farakka Jn.	14:38
03183	SDAH LGL PGR	Sealdah	12:40	Berhampore Court	17:05
13161	KOAA BLGT EXP	Kolkata	12:55	Mururai	16:44
12041	Shatabdi Express	Howrah	14:25	New Farakka Jn.	18:41
13141	Teesta Torsha Express	Sealdah	15:00	Jangipur Road	20:16
13465	Intercity Express	Howrah	15:15	Jangipur Road	19:46
13011	HWH MLDT INTERCITY EX	Howrah	15:25	Mururai	20:11
12345	Saraighat Express	Howrah	16:05	New Farakka Jn.	20:41
13117	KOAA LGL Express	Kolkata	16:10	Berhampore Court	19:35
13103	Bhagirathi Express	Sealdah	18:20	Berhampore Court	21:43
15959	Kamrup Express	Howrah	18:30	Jangipur Road	23:22
13145	KOAA RDP EXPRES	Kolkata	19:50	Jangipur Road	00:40
13169	Hate Bazare Express	Sealdah	21:15	Jangipur Road	02:38
13071	HWH JMP EXPRESS	Howrah	21:40	Mururai	01:11
13153	Gour Express	Sealdah	22:15	Mururai	03:42
13189	SDAH BLGT EXP	Sealdah	22:30	Jangipur Road	03:41
13027	Kavi Guru Express	Howrah	22:40	Morgram	03:01
03191	SDAH LGL PGR.	Sealdah	23:30	Berhampore Court	03:54
13033	HWH KIR EXP	Howrah	23:35	Jangipur Road	04:43

**Time Table of Train schedule may be changed Time to Time as per Indian Railway Information.*

41.1.3 Accessibility by Air

Nearby Airports

- Kolkata – Netaji Subhas Chandra Bose International Airport (230 km)
- Durgapur (Andal) – Kazi Nazrul Islam Airport (185 km)
- Siliguri – Bagdogra Airport (330 km)

Second Year Registration Form:**Management Development Institute Murshidabad**

Post Graduate Diploma in Management

Second Year Registration Form for Term – IV

Name _____ Reg.No. _____

CGPA in the 1st Year _____ No. of 'D's' _____ No. of 'F's' _____Fees deposited up to Term-IV : Yes ☐ No ☐**SUMMER INTERNSHIP DETAILS**

Title _____

Organization: _____

Name of Organizational Guide _____

Date of Joining Summer Internship: _____

Date of Completion: _____

Total number of weeks: _____

I understand that registration in second year of PGDM is subject to satisfactory completion of summer internship project and other academic requirements of first year PGPM.

I verify that the above information is true, and that any incorrect information is liable to cause my disqualification from the PGDM of MDIM.

Place: _____

Date: _____

Mobile:

Email (Other than MDIM)

Signature of the Student

For office use:**Placement Office**Summer Project requirements met Yes ☐ No ☐

(Signature of Placement Office)

PGP OfficeAcademic requirements met Yes ☐ No ☐

(Signature of PGP Office)

Remarks: _____

Chairperson-PGDM

Representing MDIM at Competition /Event:

**Management Development Institute Murshidabad
Post Graduate Programme Office**

Date:

The Chairperson-PGDM
Management Development Institute Murshidabad

Through: - Chairperson-Student Affairs

Dear Sir,

Representing MDIM at Competition /Event

I would like to:
Participate in -
Organized by -
From _____ To _____

This is to inform you that this is a national or international events /competition/conference/convention.
I may please be granted leave for attending the same,
From _____ to _____ (including travel days)

Relevant documents in support of my application are enclosed for kind reference.

Thanking you
Yours sincerely

Signature _____
Name _____
Registration No _____

Chairperson-Student Affairs

Chairperson-PGDM

Dean- Academic



Management Development Institute Murshidabad

No Dues Certificate (PGDM 2024-26)

Name of the Student:			Registration No.:
Mobile No		E mail ID (Personal)	
Land Line / Alternate Mob No		Bank A/C of the Student	
Name of the Bank & Branch		IFSC Code (Capital Letter)	
Sl. No.	Department / Section	Signature of the Concerned / In Charge	Signature of the Head / In charge
1	Mess / Cafeteria		
2	Laundry		
3	Students Corner		
4	Sports / Music / Gym		
5	Library		
6	Reprography Centre		
7	Computer Lab / IT		
8	Store		
9	Transport		
10	Placement		
11	Admin		
12	Finance		
13	PGP Office		
14	Hostel		

Notes (If any):

.....
Full Signature of the Student (with date)

FOR OFFICE USE ONLY

Chairperson-PGDM / Dean-Academic

Registrar

Leave application Form:**Leave Application Form:**

**Management Development Institute, Murshidabad
Post Graduate Programme Office
Leave Application Form (only in case of Hospitalization)**

Date:.....

Name:			Registration No.	
PGDM Term:			Room No. Mobile No.	
Date of absence	From (Date)	To (Date)	No. of Days	No. of classes missed per subject (With Dates)
Reason for Leave				

Encl: - (Medical Certificate & Fitness Certificate and proof of your prior intimation of hospitalization to PGP Office)

(Signature of the student)

Hostel Office (Hostel Superintendent)

.....
(Signature).....
(Date of receiving the application)

Has the student informed about the Absence
due to medical reasons in advance, If yes

_____ Date of information with proof

Warden (Boys / Girls-Hostel)
(with recommendations)

.....
(Signature).....
(Date)

Post Graduate Programme Office

.....
(Signature).....
(Date)

Chairperson-PGDM

.....
(Signature).....
(Date)

Out-Pass Form and Vehicle Requisition (For Student)**Management Development Institute Murshidabad
Post Graduate Diploma
Out – Pass (Student)**

Name:	Date:	Time:
PGDM Batch:	Registration No.:	
	Room No.	
Seeking permission to leave the hostel:	From..... hrs. On.....	
	To..... hrs. On.....	
Reason for permission to leave hostel:		
Contact number:		

Declaration:

I (.....), going out of MDIM campus at my own risk and in case anything happens to me the Institute will not be liable.

.....
Signature of the student.....
Hostel Office (Signature of Hostel Superintendent).....
Signature of Warden — Hostel

Student vehicle Requisition (Drop)

Name of the Student:			
Registration No:			
Mobile No:			
Drop Details:			
Date	Train Time	Train Name	Station Name
Signature (Hostel Warden/ superintendent)			

Student vehicle Requisition (Pick Up)

Name of the Student:			
Registration No:			
Mobile No:			
Pick up Details:			
Date	Train Time	Train Name	Station Name
Signature (Hostel Warden/ superintendent)			

Committees:**A. Under Dean Academic**

Sl No	Name of Committee	Chairperson	Members
1	Graduate Program (PGDM) & Examination	Dr. Amrita Sengupta	Dr. Chetan G.K. Dr. Souvik Banerjee Ms. Dayawanti Tarmali (Coordinator)
2	Admissions	Dr. Pinku Paul	Dr. Biranchi Narayan Swar Dr. Sunil Giri Dr. Paroma Mitra Dr. Neeraj Singhal Mr Debasis Gupta Mr Joydeep Mukherjee
4	Students Affairs (also includes Corporate Communications, Alumni Relations, CSR and Hostel & Mess Committees)	Dr. Chetan G.K.	Dr. Shivani Saini Mr. Debasis Gupta Mr. Partha Choudhury (Coordinator) Mr. Shashanka Goswami
5	Wardens	Dr. Debaditya Mohanti, (Boys) Dr. Neeraj Singhal, (Boys) Dr. Yogita Abichandani, (Girls) Dr. Amrita Sengupta, (Girls)	Hostel Superintendents: Mr. Partha Choudhury Mr. G.G.P. Singh Mr. Suvojit Chowdhury Ms. Dayawanti Tarmali Ms. Pali Biswas
6	Library	Dr. Souvik Banerjee	Dr. Debaditya Mohanti Dr. Bikramjit Pal Dr. Abhijit Pandit Mr. Jogen Sharma (Coordinator)
7	Global Engagement		Dr. Yogita Abichandani (Coordinator) Mr. Sayantan Sinha

B. Under Dean Continuing Education

Sl No	Name of Committee	Chairperson	Members
1	Continuing Education	Dr. Niharika Gaan	Dr. Shivani Saini Dr. Abhijit Pandit Mr. Debasis Gupta Mr. Joydeep Mukherjee, Coordinator Mr. Jogen Sharma
2	Placement	Dr. Debaditya Mohanti	Advisory Committee Dr. Biranchi Narayan Swar Dr. Chetan G.K. Dr. Amrita Sengupta Dr. Debaditya Mohanti
3	MDIM Journal	Dr. Souvik Banerjee, (Editor)	Dr. Suddhachit Mitra (Associate Editor) Dr. Abhijit Pandit (Associate Editor)
4	Research	Dr. Souvik Banerjee	Dr. Niharika Gaan Dr. Debaditya Mohanti Dr. Neeraj Singhal Dr. Vineet Gupta Mr. Subhankar Samanta (Coordinator)
5	Digital Infrastructure	Dr. Bikramjit Pal	Dr. Paroma Mitra Dr. Vineet Gupta Mr. Debasis Gupta Mr. Sayantan Sinha Mr. Joydeep Mukherjee Mr. Md. Golam Mortoza Mr. Avirup Das (Coordinator)

C. Other Committees

Sl No	Name of Committee	Chairperson	Members
1	Accreditation and Ranking	Dr. Sunil Giri	Dr. Biranchi Narayan Swar, Dean – Academic Dr. Pinku Paul Dr. Chetan G.K. Dr. Debaditya Mohanti Dr. Neeraj Singhal Mr. Debasis Gupta Mr. Sayantan Sinha Mr. Subhankar Samanta (Coordinator)
2	Students Disciplinary & Student Counselling	Dr. Neeraj Singhal	Dr. Yogita Abichandani Dr. Niharika Gaan Dr. Amrita Sengupta Dr. Debaditya Mohanti Dr. Vineet Gupta Mr. Partha Choudhury Mr. G.G.P. Singh (Coordinator) Mr. Jogen Sharma · One student representative from 2nd Year (to be nominated by Committee). · One student representative from 1st Year (to be nominated by Committee).

Sl No	Name of Committee	Chairperson	Members
3	Anti-Ragging	Dr. Debasis Chanda, Acting Director	Dr. Biranchi Narayan Swar Dr. Chetan G.K. Dr. Niharika Gaan Dr. Shivani Saini Mr. Debasis Gupta (Coordinator) Mr. Sayantan Sinha Mr. Joydeep Mukherjee One student representatives from 1 st Year (to be nominated by Chairperson) One student coordinator from 2 nd Year (to be nominated by Committee)
4	Student Grievance Redressal	Dr. Paroma Mitra	Dr. Neeraj Singhal Dr. Shivani Saini Dr. Vineet Gupta Mr. Partha Choudhury (Coordinator)
5	Anti-Ragging Squad	Dr. Paroma Mitra	Mr. Sayantan Sinha (Coordinator) Mr. Partha Choudhury Mr. Joydeep Mukherjee Mr. G.G.P. Singh Ms. Dayawanti Tarmali Mr. Suvojit Chowdhury Mr. Jogen Sharma Ms. Pali Biswas
6	Employee Counselling & Grievance Redressal	Dr. Biranchi Narayan Swar	Dr. Chetan G.K. Dr. Paroma Mitra Dr. Amrita Sengupta Dr. Debaditya Mohanti Dr. Bikramjit Pal Mr. Joydeep Mukherjee (Coordinator)
7	Internal Complaints (Sexual harassment of women in workplace)	Dr. Pinku Paul	Dr. Paroma Mitra Mr. Sayantan Sinha Mr. Partha Choudhury Ms. Dali Karmakar, External Member (NGO SEWA, Raghunathganj)
8	Internal Quality Assurance Cell	Dr. Biranchi Narayan Swar, Dean Academic	Dr. Amrita Sengupta, Chairperson PGDM All Area Chairpersons Industry Expert (1) Academician (1)
9	ERP Implementation	Dr. Bikramjit Pal	Mr. Debasis Gupta Mr. Partha Choudhury Mr. Joydeep Mukherjee (Coordinator) Mr. Md. Golam Mortoza Mr. Avirup Das Mr. K.L. Prasad
10	Capital Purchase & Campus Construction, Development and Maintenance	Dr. Yogita Abichandani	Dr. Paroma Mitra Dr. Bikramjit Pal Dr. Neeraj Singhal Mr. Sayantan Sinha (Coordinator) Mr. Joydeep Mukherjee Mr. Subhankar Samanta Mr. Anupam Karmakar Mr. K.L. Prasad

Sl No	Name of Committee	Chairperson	Members
11	MDIM Budget & Investment	Dr. Chetan G.K.	Dr. Biranchi Narayan Swar Dr. Pinku Paul Dr. Niharika Gaan Dr. Amrita Sengupta Dr. Souvik Banerjee Dr. Debaditya Mohanti Mr. Debasis Gupta Mr. Joydeep Mukherjee (Coordinator) Mr. Md Golam Mortoza
12	Programme Assessment Committee (PAC)	Dr. Amrita Sengupta, Chairperson PGDM & Examination Committee	All Area Chairpersons Mr Sayantan Sinha (Coordinator)
13	Progression Committee (PC)	Dr. Biranchi Narayan Swar, Dean-Academic	Dr. Debaditya Mohanti Dr. Amrita Sengupta Dr. Neeraj Singhal Mr. Partha Choudhury (Coordinator)
14	Academic Council	Dr. Debasis Chanda, Acting Director	Prof. Biranchi Narayan Swar, Dean- Academic (Convener) Dr. Yogita Abichandani Dr. Pinku Paul Dr. Chetan G.K. Dr. Niharika Gaan Dr. Amrita Sengupta Dr. Debaditya Mohanti Dr. Souvik Banerjee Extenal Members: Mr. Manas Bose, Executive Director (IA), Steel Authority of India Ltd. Prof. Alope Kumar Sen, Former Professor, MDI Gurgaon
15	Agency Renewal (Security, Housekeeping, Catering, Pest Control Services)	Dr. Biranchi Narayan Swar, Convener	Dr. Sunil Giri Dr. Chetan G. K. Mr. Debasis Gupta Mr. Sayantan Sinha Mr. Partha Choudhury (Coordinator) Mr. Md Golam Mortoza
16	Centre for AI and ML	Dr. Bikramjit Pal	Dr. Abhijit Pandit Mr. Shashanka Goswami (Coordinator) A Distinguished Academician An Industry Practitioner
17	Centre for Entrepreneurship and Start-ups	Dr. Amrita Sengupta	Dr. Abhijit Pandit Mr. Saheb Sk. (Coordinator) A Distinguished Academician An Entrepreneur/Industry Practitioner
18	Centre for Agri-Business & Food Processing	Dr. Sunil Giri	Dr. Suddhachit Mitra Ms. Pali Biswas (Coordinator) A Distinguished Academician An Industry Practitioner
19	MDIM Case Research Centre (MDIMCRC) Includes MDIM Cognos (Research Seminar Series)	Dr. Souvik Banerjee	Dr. Bikramjit Pal Dr. Suddhachit Mitra Dr. Vineet Gupta Mr. Jogen Sharma (Coordinator)

AICTE Feedback Portal:



Subhankar Samanta <subhankar@mdim.ac.in>

AICTE Feedback Portal

1 message

Debasis Gupta <registrar@mdim.ac.in>

Sat, Mar 10, 2018 at 5:05 PM

To: facultyall@mdim.ac.in, 16pgpm@mdim.ac.in, 17pgpm@mdim.ac.in

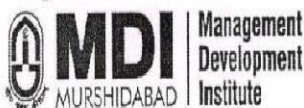
Cc: Subhankar Samanta <subhankar@mdim.ac.in>, Pratyush Banerjee <pbanerjee@mdim.ac.in>, Avirup Das <avirupdas@mdim.ac.in>

Dear All,

This is for your kind information that AICTE has launched a feedback portal wherein Students and Faculty members can submit their valuable feedback to AICTE. The link is available in our institute website under quick links. <https://www.aicte-india.org/feedback/index.php>

Regards,
Debasis Gupta
Registrar

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Debasis Gupta
Registrar




Registrar
MDI Murshidabad

MOOCS Courses with SWAYAM



Subhankar Samanta <subhankar@mdim.ac.in>

Watch MOOCS courses through Swayam

Registrar - MDI Murshidabad <registrar@mdim.ac.in>

Sat, Aug 8, 2020 at 4:33 PM

To: 19pgpm@mdim.ac.in

Cc: facultyall <facultyall@mdim.ac.in>, nonfacultyall@mdim.ac.in

Dear Students,

Sub: Massive Online Open Courses (MOOCs) through Swayam

Massive Online Open Courses (MOOCs) are freely accessible and open-licensed short courses. SWAYAM is an initiative of the Ministry of HRD, Govt. of India, through which courses taught in the classroom from class 9 till post-graduation are easily available free of cost through an indigenously developed IT platform. The courses hosted on SWAYAM will be in 4 quadrants – (1) video lecture, (2) specially prepared reading material that can be downloaded/printed (3) self-assessment tests through tests and quizzes and (4) an online discussion forum for clearing the doubts. MOOCs are available at SWAYAM website: www.swayam.gov.in

Various management courses are available at the above portal. The students are requested to register themselves at the above-mentioned website by creating their SWAYAM account, for which they need to provide some basic personal data. Alternatively, they may log in using their social accounts (Facebook, Google, Microsoft).

The SWAYAM portal has a rich collection on all management topics and the students are invited to take full advantage of the same to expand their knowledge horizons.

Regards,

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Thanks & Regards,

Debasis Gupta | Registrar



Management
Development
Institute

National Digital Library of India (NDLI)

8/13/2020

Management Development Institute Murshidabad Mail - Registration with National Digital Library (NDL)



Subhankar Samanta <subhankar@mdim.ac.in>

Registration with National Digital Library (NDL)**Registrar - MDI Murshidabad** <registrar@mdim.ac.in>

Sat, Aug 8, 2020 at 4:42 PM

To: 19pgpm@mdim.ac.in, facultyall <facultyall@mdim.ac.in>, nonfacultyall@mdim.ac.in

Dear All,

Ministry of Human Resource Development (MHRD) under its National Mission on Education through Information and Communication Technology (NMEICT) has initiated the National Digital Library of India (NDLI) project to develop a framework of virtual repository of learning resources with a single-window search facility. Filtered and federated searching is employed to facilitate focused searching so that learners can find out the right resource with least effort and in minimum time. NDLI is designed to hold content of any language and provides interface support for leading vernacular languages, (currently Hindi, Bengali and several other languages are available). It is designed to provide support for all academic levels including researchers and life-long learners, all disciplines, all popular forms of access devices and differently-abled learners. It is being developed to help students to prepare for entrance and competitive examinations, to enable people to learn and prepare from best practices from all over the world and to facilitate researchers to perform inter-linked exploration from multiple sources. It is being developed at Indian Institute of Technology Kharagpur.

MDI Murshidabad has been registered with National Digital Library (NDL) of India.

All students, faculty and non-faculty staff of MDI Murshidabad is requested to register themselves with the NDL website for access to a large repository of knowledge base on diverse contents. You may register yourself on the NDL portal at <https://ndl.iitkgp.ac.in/> by providing your e-mail ID and some personal data. Thereafter, you may access the digital library using your e-mail ID for access to books of your choice.

Regards,
Debasis Gupta

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Thanks & Regards,

Debasis Gupta | Registrar

Management
Development
Institute

M: 8436418622 | **E :** registrar@mdim.ac.in | **W:** www.mdim.ac.in

A: Kulori, Post-Uttar Ramna P.S. Raghunathganj, Dist. Murshidabad, West Bengal, 742235, INDIA