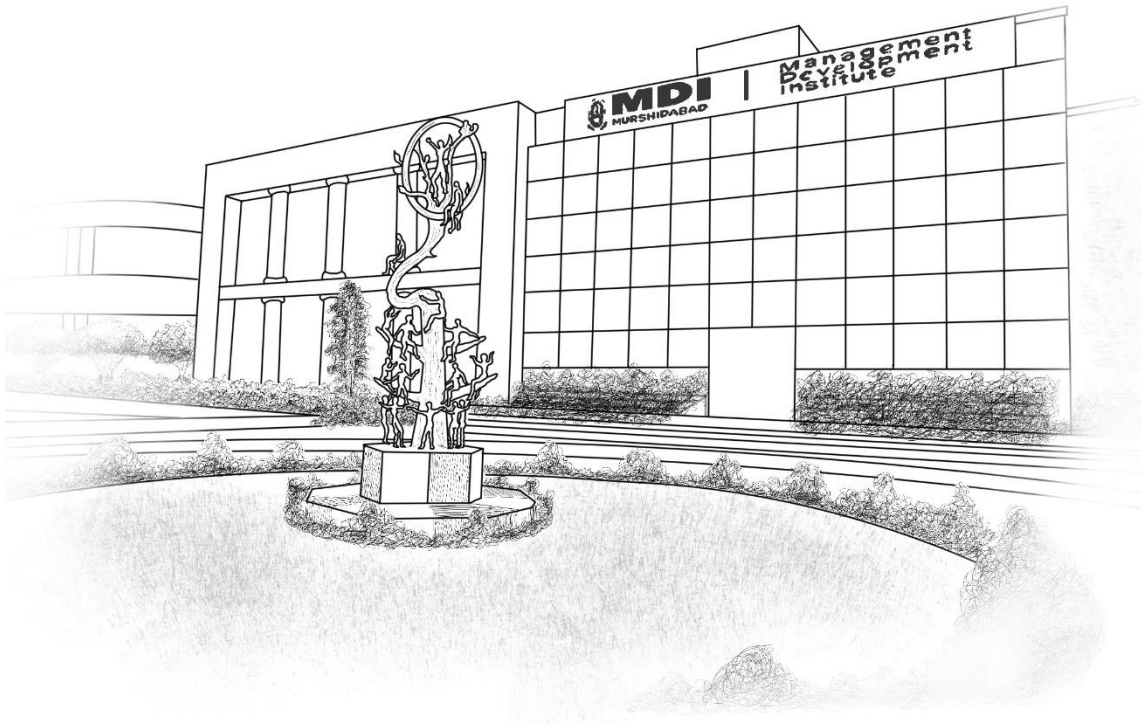


STUDENT HANDBOOK

(2025-2027)

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
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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 Association of Indian Universities (AIU), New Delhi has granted our flagship Post Graduate Diploma in Management (PGDM) Programme equivalent to the Two-Year Full-Time MBA degree of an Indian University.** 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 **Accounting and Finance, Business Communication, Economics, Information Management and Business Analytics, Marketing, Operations Management, Organizational Behaviour and Human Resource Management, Quantitative Techniques, Strategic Management and International Business**. The no of core courses will cover in the PGDM first year are 25 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, Supply Chain, Strategic Management and International Business, Information Management and Business Analytics**. 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 117.

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	ORGANIZATIONAL BEHAVIOR	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
	C208	MARKETING PRACTICES AND IMPLEMENTATION	Core	3
	C209	OPERATIONS MANAGEMENT	Core	3
	C210	INDIAN THOUGHT & MANAGEMENT	Core	1.5
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
	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
	C309	LEADERSHIP AND EMOTIONAL INTELLIGENCE	Core	1.5
	C310	RURAL IMMERSION	Core	1.5

Second Year

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

Term V: Core Course: Dissertation (1.5 Credits)

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	Organizational Behaviour and Human Resource Management	Credit
E401	INDUSTRIAL RELATIONS & LABOR LAWS-I	3
E403	PERFORMANCE MANAGEMENT SYSTEM	3
E404	HR ANALYTICS	3
E501	INDUSTRIAL RELATIONS & LABOR LAWS - II	3
E502	LEARNING AND DEVELOPMENT	3
E519	LEADERSHIP ORGANIZATION TRANSFORMATION	3
E503	STRATEGIC AND SUSTAINABLE HRM	3
E601	APPLIED PSYCHOLOGY IN MANAGEMENT	3
E602	POWER OF NEGOTIATION	3
E619	TALENT, MINDSET AND COMPETENCY MANAGEMENT	3
Course Code	Accounting and Finance	Credit
E405	CORPORATE RESTRUCTURING AND BUSINESS VALUATION	3
E406	DERIVATIVES AND RISK MANAGEMENT	3
E407	INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT	3
E408	TRADING STRATEGIES	3
E504	FIXED INCOME SECURITIES	3
E505	FINANCIAL MODELING	3
E506	PROJECT APPRAISAL & FINANCE	3
E507	INTERNATIONAL CORPORATE FINANCE	3
E604	RISK MANAGEMENT FOR BANKS AND FINANCIAL INSTITUTIONS	3
E605	STRUCTURED FINANCE	3
E606	SUPPLY CHAIN FINANCE	3
Course Code	Marketing	Credit
E409	MARKETING OF SERVICES	3
E410	SALES AND DISTRIBUTION MANAGEMENT	3
E411	CONSUMER BEHAVIOUR	3
E412	MARKETING ANALYTICS	3
E508	BRAND MANAGEMENT	3
E509	PRODUCT MANAGEMENT	3
E510	RETAILING AND FRANCHISING	3
E516	INTERNATIONAL MARKETING	3
E607	ADVERTISING MANAGEMENT	3
E608	BUSINESS TO BUSINESS MARKETING	3
E609	CUSTOMER RELATIONSHIP MANAGEMENT	3

Course Code	Operations Management	Credit
E414	PROJECT MANAGEMENT	3
E415	SUPPLY CHAIN MANAGEMENT	3
E413	BUSINESS TECHNOLOGY CONSULTING STRATEGIES	3
E512	SERVICE OPERATIONS MANAGEMENT	3
E513	STRATEGIC SOURCING AND SUPPLIER MANAGEMENT	3
E514	MANAGEMENT OF QUALITY	3
E610	ARTIFICIAL INTELLIGENCE & MACHINE LEARNING (AIML)	3
E611	OPERATIONS STRATEGY	3
E606	SUPPLY CHAIN FINANCE	3
E614	SUSTAINABLE OPERATIONS AND SUPPLY CHAIN	3
Course Code	Strategic Management and International Business	Credit
E418	INNOVATION STRATEGY	3
E419	MERGER & ACQUISITIONS	3
E520	INTERNATIONAL BUSINESS	3
E521	STRATEGY AND SUSTAINABILITY	3
E613	ENTREPRENEURIAL FINANCE, SALES AND MARKETING	3
E620	BUSINESS SIMULATION	3
E621	GLOBAL BUSINESS STRATEGY	3
Course Code	Information Management and Business Analytics	Credit
C402	BUSINESS ANALYTICS-II	3
E417	DATABASE MANAGEMENT	3
E515	E COMMERCE AND E BUSINESS	3
E518	BUSINESS TRANSFORMATION METHODOLOGIES	3
E617	CYBER SECURITY AND DIGITAL FORENSIC	3
E618	BLOCKCHAIN TECHNOLOGY	3
Course Code	Economics	Credit
E416	DEMAND FORECASTING WITH ECONOMETRICS TOOLS	3
E616	INDUSTRIAL ORGANIZATION AND PRICING STRATEGY	3
E615	INTERNATIONAL ECONOMICS	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 1st October 2025. 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 before the commencement of Term-IV, 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:

<i>Session I</i>	:	<i>08:30 AM to 10:00 AM</i>
<i>Session II</i>	:	<i>10:15 AM to 11:45 AM</i>
<i>Session III</i>	:	<i>12:00 Noon to 01:30 PM</i>
<i>Session IV</i>	:	<i>02:30 PM to 04:00 PM</i>
<i>Session V</i>	:	<i>04:15 PM to 05:45 PM</i>
<i>Morning/Evening Session</i>	:	<i>As may be announced</i>

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 Library 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 2025-27 would begin from the early of April 2026. All students are required to submit their Summer Internship Report by the second week of June 2026 to the Placement Office along with a Certificate of Completion of Summer Internship Project from the organization in which the project was undertaken. All students are required to give a formal presentation of their respective Summer Internship Project (SIP), within the scheduled date and time. This report will be evaluated by a Committee of Faculty members. The grade awarded for the Summer Internship Project will be added in computing the CGPA. All students have to undergo a SIP 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 SIP 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 who are 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) 10 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.
14. The following **consequences/penalties** are applicable to students found engaging in **unfair practices**:
 - (a) **In case any unauthorized material such as print out/handwritten paper/etc. is found with any student in the examination hall**
 1. First time offence: One grade drop
 2. Second time offence: Awarded zero marks, one grade drop and warning letter will be shared with your parents, informing them of this misconduct
 3. Third time offence: Awarded zero marks, two grade drop and warning letter will be shared with your parents, informing them of this misconduct
 4. Fourth time Offence: More severe penalties, such as exclusion from the placement process, may be imposed.
 - (b) **In case any electronic gadgets found with any student in the examination hall**
 1. First time offence: Awarded zero marks, one grade drop and warning letter will be issued for their parents
 2. Second time offence: More severe penalties, such as exclusion from the placement process, may be imposed.

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:

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

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:

<i>Medal / Awards</i>	<i>Requirement</i>
<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 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 area courses at the end of second year</i>
<i>Gold Medal For Best Scholastic Performance in the Area of Strategic Management and International Business</i>	<i>Highest GPA in best five electives (with 15 credits) of the Strategic Management and International Business area courses at the end of second year</i>
<i>Gold Medal For Best Scholastic Performance in the Area of Information Management and Business Analytics</i>	<i>Highest GPA in best five electives (with 15 credits) of the Information Management and Business Analytics 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>	--

Attendance	Grade Drop	Remarks
If attendance is less than 85% but greater than and equal to 70% (4 to 5 absents in 3 credits course)	One lower grade	e.g. : A+ to A
If attendance is less than 70% but greater than and equal to 60% (6 to 8 absents in 3 credits course)	Two letter grades	e.g. : A+ to A-
If attendance is less than 60% but greater than and equal to 50% (9 to 10 absents in 3 credits course)	Three letter grades	e.g. : A+ to B+
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)	No Grade Drop	--
If attendance is less than 85% but greater than and equal to 70% (2 absents in 1.5 credits course)	One letter grade	e.g. : A- to B+
If attendance is less than 70% but greater than and equal to 60% (3 to 4 absents in 1.5 credits course)	Two letter grades	e.g. : A- to B
If attendance is less than 60% but greater than and equal to 50% (5 absents in 1.5 credits course)	Three letter grades	e.g. : A- to B-

If attendance is less than 50% (6 or more absents in 1.5 credits course)	'T' Grade in the Course	If the student is awarded 'T' 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)
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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, research work 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 Cell of MDI Murshidabad. It organizes the placement processes for Summer Internships and Final placement. The Placement cell consists of Chairperson-Placement/Coordinator-Placement, Training and Placement Officer, and Student Placement Committee, and is supported by the Placement Office. Activities of the cell are primarily student managed, with guidance and support from Administrative staff and Faculty members. The Placement Cell acts solely as a facilitator.

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-Placement/Coordinator- Placement.

20.1 DRESS CODE

All students need to come well-groomed for the Recruitment Drive. Each 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.
- Should wear trousers which will match the color of the blazer.
- Should wear well-polished formal black shoes.

BOYS

- Should ensure that they are well-groomed (clean-shaven with a professional hairstyle)
- 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 a 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 Internship 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-Placement/Coordinator-Placement.

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 freshers to complete at least one live project to become eligible to sit for the Institute's Final Placement Process

- Name of the Company
- Title of the Project

- Names of 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 the 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-Placement, 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.
- e) Each student must abide by the rules and conditions specified in the Placement Poli

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 Cell 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 the Chairperson Placement/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-Placement/ Coordinator-Placement) to the PGP office on a priority basis. In case of a sudden call for attendance, the student shall have to produce the leave application he/she 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. <https://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.

To Second-Year Students

- *You are requested to make the first-year students feel welcome to the MDI system.*
- *You are strictly advised not to engage in any activity with a first-year student that he/she is uncomfortable with.*
- *Please do not be a mute witness to any incident that makes a first-year student feel uncomfortable or any activity that forces a first-year student to do/say things that he/she may not do under normal circumstances.*
- *Strict measures will be taken in case anyone is found involved in raging.*
- *As an MDI Murshidabad student, you are expected to treat all individuals with dignity and respect.*

To First-Year Students

- *As your seniors are going to be your friends and guides, it is important and desirable that you get to know them and interact with them. However, the interaction must happen in a mutually friendly and respectful manner.*
- *If you do not like the manner of the interaction, please "be firm" in expressing your denial without fear or hesitation. No one can force you to do anything against your wishes.*
- *You are advised to report any activity that undermines/demeans you. No part of an interaction with a senior should be unacceptable to you.*
- *Seniors can encourage you to participate in various club and student activities. However, your participation in these activities is entirely voluntary. You cannot be forced to participate. If you are forced, report the matter.*
- *Do not feel that you are alone and helpless. You can always reach out to the Hostel Wardens/ Hostel Superintendents/Anti-Ragging Committee members/Anti-Ragging Squad members/ Student Counselling Committee members at any time if you are being ragged. The complainants' details are kept entirely confidential.*
- *Anybody can report an incident of raging. It does not have to be only the victim. If you notice any ragging incidents, you must inform, and it is your duty to do so.*
- *As an MDI Murshidabad student, you are expected to treat all individuals with dignity and respect.*

Some points to remember about Ragging:

- *Ragging is an act of aggression committed by an individual or a group of individuals over another individual or a group of individuals where the first group, by virtue of their being senior to the second group, somehow gets the authority and audacity to commit the act and the second group, by virtue of their being new to the institution, are automatic victims. Any interaction that is aggressive and asymmetric (not on equal footing) is ragging.*
- *Ragging is not harmless fun. In an institution like MDI Murshidabad, students come from diverse social and cultural backgrounds, and what may be harmless fun for some may turn out to be grave indignity for others. There are always a few cases where Ragging (or interaction) is intolerable, and the fresher suffers a loss of self-esteem. Nation-wide, there have been many ragging deaths and suicides. It is often the case that seniors, being young students themselves, do not realize where to draw the line and when to back off – the risk is simply not worth it.*
- *Ragging does not increase smartness or make a fresher bold. Quite to the contrary, it forces an individual to accept subjugation and confirm; perhaps even rationalize it later (with the drinks and samosas at the end of the interaction period). This loss of individuality suppresses talent and reduces self-worth. In turn, the forced homogeneity precludes the free flow of new ideas, creativity, and the spirit of inquiry. Also, the attempt of the seniors to break the self-esteem of a newcomer and revel in their shame and fear engenders feelings of bitterness and revengefulness, which is often taken out on juniors next year.*
- *Ragging does not help bring people out of their shells and bring out their talents. Talent in human beings is varied and multi-faceted. Identifying and recognizing talent is tricky business and one person cannot unilaterally decide that another needs "bringing out". It is also regressive to make some people feel that they are talentless or that they lack social skills.*
- *The courses in MDI Murshidabad are designed so that for every credit registered for, an average student requires to put in an hour of study/work. Denying the freshers the time to put in this work often results in poor academic performance.*
- *MDI Murshidabad provides many opportunities for newcomers to excel in academics and extracurricular activities. Forcing a fresher to accept a predetermined set of ideas diminishes his/her chances of self-discovery.*
- *It is a matter of shame that a "Google search" on "ragging" returns most of the top few items related to ragging in India. Ragging, in most other countries, has become a thing of the past, and this has in no way reduced the sense of belonging to their institutions.*
- *It is neither possible nor desirable to use high-handed discipline and punishments to stop ragging. If this social evil has to be eradicated, it must happen through the understanding and efforts of the student body. Not only should they not rag others, but they should actually prevent ragging from happening. We earnestly request all students to play an active role in stopping Ragging.*

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 (MarKrone)

Ba2 Finance & Economics (Finartha)

Ba3 HR & Strategy (HR Udbhav)

Ba4 Operations & Analytics (Opcellence)

b) Activities

Yoga, Meditation & Wellbeing, Theatre & Drama, Art, Photography, Research, Compete-up, Speakon, Social responsibility, Sustainability, Toastmasters, CSR committee will now be under the activity club, and it includes social responsibility and sustainability.

c) Event

Bc1 Samvaad – 2025-26

Bc2 National Alumni Meet – 2026

Bc3 Any other General Event that would be proposed by the student committees.

C. COMMITTEES

C1 Sports & Cultural Committee

C2 Hostel & Mess Committee

C3 Corporate Communications & Placements Committee

C4 PRMEDIA Committee

C5 Alumni Relation Committee

C6 Global Exchange Student Committee (GESC)

Ba. CLUBS

Ba1. Marketing Club (MarKrone)

An amalgamation of theory and practice, blending academic rigor with engaging activities, the Marketing Club at MDIM embodies innovation, insight, and inspiration. It is a dynamic platform for aspiring marketers to explore, learn, and lead in the ever-evolving world of marketing.

Objectives:

- To foster an interactive environment through discussions, industry interactions, competitions, and networking events—both formal and informal.
- To build a strong presence on social and print media, keeping peers, faculty, and industry professionals updated on the club's initiatives. Through these channels, we share insights, achievements, and event highlights to inform and inspire marketing enthusiasts.
- To keep members updated with the latest trends and developments in marketing, while drawing from the diverse experience of members in areas such as advertising, research, sales, branding, communication, and digital marketing.

Vision:

To nurture and develop marketing talent on campus by providing a vibrant platform for students to showcase their skills and creativity.

Mission:

To empower students with the knowledge, tools, and strategic insights needed to thrive in the dynamic marketing landscape, while promoting creativity, innovation, and analytical thinking.

Key Activities and Initiatives (2024–2025):

- Markconnect: A monthly newsletter that delivers insights into current market trends, industry overviews, and marketing developments, helping students enhance their domain knowledge.
- Social Media Presence: Active engagement on LinkedIn and Instagram with regular updates on global marketing trends, innovations, and relevant news.
- Neuralytics: India's first neuromarketing event, designed to raise awareness about the revolutionary potential of neuromarketing in reshaping consumer engagement and brand strategies.
- Synaptix: A national-level competition focused on marketing analytics, drawing participation from top B-schools across the country.
- Marketing Labyrinth: An event aimed at nurturing creative thinking and problem-solving skills through innovative marketing challenges.
- Kroneversation: The club's flagship event, featuring industry leaders who shared insights on digital transformation, AI-driven marketing, and evolving consumer behaviors.
- Renaissance: A distinguished event that featured an industry expert and offered personalized one-on-one mentoring sessions to participants.

Ba2. Finance & Economics Club (Finartha)

Finance and Economics Club of MDI Murshidabad, is a dynamic student-led initiative committed to bridging the gap between academic learning and real-world application in the fields of finance and economics. This club brings together passionate individuals who aspire to deepen their understanding of financial systems and economic principles while honing practical skills through engaging activities, competitions, and industry interactions.

By fostering an environment of analytical thinking, creative problem-solving, and strategic decision-making, FinEcom equips students with the knowledge and exposure required to excel in today's dynamic business landscape. Whether it's about understanding the nuances of financial markets or debating the economic impact of global policies, FinEcom is the go-to platform for holistic development in these crucial domains.

Vision:

To develop a vibrant and intellectually stimulating platform that empowers students to actively apply

finance and economics concepts through competitions, discussions, and real-time learning opportunities—thereby shaping them into confident, well-informed professionals.

Mission:

To nurture interest in finance and economics among students by providing avenues for hands-on learning, expert engagement, and analytical exploration. FinEcom seeks to make the learning process both enjoyable and insightful, enabling students to broaden their worldviews and emerge as competent decision-makers in their professional careers.

Objectives:

- To stay abreast of the latest trends, developments, and policy issues in finance and economics at both national and global levels.
 - To offer a balanced approach to understanding concepts—focusing not only on technical depth but also on intuitive clarity through real-world examples, competitions, and storytelling.
 - To simulate real-life scenarios through quizzes, case studies, games, and market simulations, thereby enhancing students' problem-solving and analytical capabilities.
 - To promote meaningful discussions and debates on financial and economic matters, including entrepreneurial thinking and regulatory frameworks.
 - To maintain an engaging social and print media presence, sharing key takeaways, insights, and updates from the worlds of finance and economics.
-

Key Activities and Initiatives (2024–2025):

Finance-Focused Initiatives:

- **Fin-o-Date:** A weekly financial gazette featuring IPO updates, national and global financial developments, and emerging trends in economics and finance.
- **Smart β:** An intra-college multi-round quiz competition designed to boost financial knowledge and awareness.
- **VITTGYAN:** A series of seminars and webinars where seasoned professionals share perspectives on investment analysis and financial planning.
- **VITTYUDH:** A high-stakes national competition involving multiple rounds to assess participants' financial acumen and strategic thinking.
- **FINGYAN:** The club's flagship finance event featuring expert panel discussions on trending financial topics.
- **Live Projects (in collaboration with Finlatics):** Practical exposure through live roles like *Financial Analyst: Investment Banking* and *Financial Analyst: Equity Markets*.

Economics-Focused Initiatives:

- **Budget Express:** A premier national event where students analyze the Union Budget and engage with industry panels discussing its implications.
- **Ecography:** A national-level competition involving tasks, debates, and case studies to assess and expand participants' economic understanding.
- **Quot & Biznomics:** A biweekly publication exploring the intersection of business and economics through insightful articles, analysis, and industry trends.

Social Media and Engagement:

- **Instagram & LinkedIn Presence:** The club remains actively engaged on social media with campaigns like:
 - *Twisty Tuesday* – Fun finance riddles and facts.
 - *Factly Friday* – Weekly financial facts and trivia.
 - *Meme Monday* – A humorous take on economic concepts.
 - *Wisdom Wednesday* – Quotes and thought-provoking insights.
 - *Static Saturday* – Visually compelling infographics and updates.
-

The club represents a perfect blend of theoretical depth and practical exposure in finance and economics. It fosters collaboration, sparks intellectual curiosity, and provides the ideal launchpad for

students aspiring to make a mark in the world of business, policy, markets, and analytics.

Ba3. HR & Strategy Club (HR Udbhav)

Human Resource and Strategy Club of MDI Murshidabad, is a dynamic platform designed to cultivate essential people management skills while enhancing strategic thinking capabilities among students. The club embodies the belief that success in any organization hinges on the seamless integration of human potential with robust strategic foresight.

The club fosters intellectual curiosity, collaborative learning, and professional development by engaging students through role plays, simulations, panel discussions, management games, live projects, and curated case studies. It bridges the gap between classroom theories and real-world applications, empowering future managers to think holistically and act decisively—regardless of their specialization.

Vision:

To become the most impactful club at MDI Murshidabad by fostering creativity, teamwork, strategic insight, and professional excellence—developing future-ready leaders equipped with both HR competencies and strategic acumen.

Mission:

To weave together the practical wisdom of HR practitioners and strategic thinkers with the latest academic research—creating a dynamic, collaborative space for students to explore, apply, and innovate in the domains of human resources and strategy.

Objectives:

- To keep students updated on current trends, practices, and innovations in the fields of Human Resource Management and Strategic Management.
- To promote understanding of corporate applications and the significance of HR and strategy in driving organizational success.
- To provide a platform for live projects, panel discussions, and interactive sessions with industry professionals and subject matter experts.
- To encourage students across all domains to think strategically and develop HR sensibilities, fostering inclusive leadership.
- To create knowledge repositories and stimulate learning through engaging activities such as quizzes, case competitions, newsletters, and games.
- To provide hands-on exposure to the strategic needs of businesses—whether large corporates or local enterprises—by analyzing real-world cases and interacting with case protagonists.

Key Initiatives and Activities (2024–2025):

- **HR & Strategy Conclave:** An annual flagship event featuring panel discussions with senior industry leaders, covering pressing topics in strategic human resource management, organizational change, and leadership development.
- **Live Projects:** Collaborative engagements with reputed companies offering real-time exposure to HR practices, strategic planning, and people operations.
- **Case Study Competitions:** National-level events where students tackle contemporary strategic and HR challenges, often judged by corporate professionals.
- **Student Development Programs (SDPs):** Interactive workshops and training sessions on strategic thinking, design thinking, HR analytics, and talent management.
- **Annual Compendiums & Newsletters:** Comprehensive resources highlighting HR insights, strategic frameworks, and industry updates—especially useful for placements and internships.
- **Social Media Initiatives:** Regular posts on platforms like LinkedIn and Instagram provide updates on trends, events, and quick HR- and strategy-based content to keep the student community engaged and informed.

Ba4. Operations & Analytica Club (Opcellence)

The Operations and Analytics Club of MDI Murshidabad

The Operations and Analytics Club of MDI Murshidabad, is a student-driven initiative that brings together future leaders with a passion for operations management, supply chain, logistics, and business analytics. The club serves as a synergistic platform that merges the precision of operational efficiency with the power of data-driven decision-making.

In today's rapidly evolving business landscape, where agility and insight define success, the club empowers students to bridge theory and practice through hands-on experiences, thought leadership events, competitions, and live projects. The club fosters a culture of continuous learning and collaboration—essential for building future-ready professionals equipped to solve real-world challenges using both strategic operations and analytical intelligence.

Vision:

To be recognized as a pioneering student-led initiative that cultivates future-ready leaders by blending excellence in operations and supply chain management with analytical thinking and data-driven decision-making.

Mission:

Mission is to build a robust platform that fosters skill enhancement, industry engagement, and experiential learning in operations and analytics. By organizing high-impact events, workshops, simulations, and speaker sessions, the club aims to nurture practical competencies and strategic perspectives among students to thrive in the competitive business world.

Objectives:

- To develop technical proficiency in operations, logistics, and supply chain management, alongside analytical tools and frameworks.
- To bridge the gap between classroom learning and industry practices through live projects, case studies, conclaves, and expert interactions.
- To promote innovative and sustainable approaches in solving real-world operational and analytical challenges.
- To cultivate a data-driven mindset that empowers students to make informed, strategic decisions.
- To actively contribute to students' career readiness by fostering critical thinking, collaboration, and exposure to emerging trends in both fields.
- To create knowledge-sharing avenues via digital content, compendiums, and interactive social media campaigns.

Key Initiatives and Activities (2024–2025):

Annual Conclaves & Knowledge Series:

- **OPS Summit** – A flagship conclave on *Supply Chain Sustainability and Resilience*, featuring panel discussions with leading industry experts.
- **OPS-Talk** – Speaker sessions on contemporary topics in operations and logistics.
- **Synaptix** – Analytics symposium bringing together academicians, professionals, and students to discuss the future of analytics.

Competitions & Case Challenges:

- **Vision Quest** – A national-level operations-themed treasure hunt conducted on Unstop to promote experiential learning in SCM and logistics.
- **MDI Super League** – A simulation-based competition where students applied data analytics and strategic thinking to design an auction-based business scenario.
- **Visualizeal** – An inter-college event focused on enhancing data visualization skills through creative dashboards and storytelling with data.

Workshops & Live Projects:

- **Havish Analytics Workshop** – Hands-on training on analytics tools and their practical applications in business contexts.
- **Live Industry Projects** – Collaborative opportunities with companies offering practical exposure in operations and data analytics.

Social Media & Engagement:

- Weekly informative posts on operational strategies, supply chain trends, data insights, and visualization best practices via LinkedIn and Instagram.
- Creation of compendiums and newsletters sharing curated content and thought leadership in operations and analytics.

Collaborative Events:

- **MDI Cricket League** – Co-organized with the Sports Committee to foster teamwork and work-life balance among the student community.

Bb. ACTIVITY

The **Activities** at MDI Murshidabad is an inclusive and dynamic umbrella organization that brings together a diverse array of student-led interest groups focused on holistic development, personal well-being, creative expression, intellectual rigor, and social responsibility. The club serves as a vibrant platform that encourages students to explore passions beyond academics while contributing meaningfully to the community and environment.

Yoga, Meditation & Well-being

This activity champions the principles of physical health, mental calmness, and spiritual growth. Rooted in India's rich cultural heritage, the club promotes yoga and meditation as essential tools for stress management, personal development, and a healthy work-life balance. Through regular sessions and awareness programs, it encourages holistic wellness among students.

Theatre & Drama

This activity uses the transformative power of performance to foster creativity, teamwork, empathy, and public speaking. It offers students a platform for self-expression and self-exploration, developing a nuanced understanding of human behavior through the art of drama.

Art

Art believes that creativity is a catalyst for change. Committed to pushing imaginative boundaries and challenging societal norms, it organizes interactive exhibitions, artist talks, and workshops to provoke thought, inspire conversation, and make art accessible to all.

Photography

This activity serves as a haven for visual storytellers. It nurtures talent by supporting technical skill enhancement and organizing expeditions, exhibitions, and contests. The club fosters community engagement through the lens, capturing moments that evoke emotion and preserve memories.

Research

This activity is dedicated to cultivating intellectual curiosity and addressing complex real-world challenges through collaborative research. By working with other clubs and committees, it brings live projects and interdisciplinary studies that foster critical thinking, innovation, and creativity.

Compete-Up

This activity, instills a spirit of excellence by preparing students to face the challenges of a competitive business environment. Through practical learning, simulations, and cross-domain contests, it nurtures decision-making skills, strategic thinking, and leadership capabilities.

Speakon

This activity enhances the art of public speaking and debating. It provides students with a structured platform to express their ideas clearly and persuasively—skills essential for academic success, leadership, and professional excellence.

Toastmasters

This activity develops confident and articulate communicators through events such as ice-breaking speeches, table topics, and debate sessions. It focuses on refining presentation and interpersonal skills, crucial for thriving in personal and professional spheres.

CSR

The Sustainability & Social Responsibility activity at MDI Murshidabad serves as a cornerstone of the institute's commitment to holistic development and ethical leadership. This integrated group champions both environmental stewardship and societal well-being through a wide array of impactful initiatives.

Rooted in the values of conscious living and inclusive growth, the group undertakes diverse projects and campaigns that span across sustainability, education, public health, hygiene, and community development. By organizing awareness drives, workshops, and outreach programs, the group fosters a deep sense of responsibility among students—towards both the planet and the people.

Whether it's promoting eco-friendly practices on campus or engaging with local communities to uplift lives, the group encourages students to become proactive changemakers. It seamlessly integrates sustainability into academic and social life, ensuring that future business leaders are equipped not just with knowledge, but with empathy, ethical grounding, and a sense of purpose.

The Activities at MDI Murshidabad represents the institute's vibrant extra-curricular ecosystem, brought to life through its diverse and dynamic sub-groups. It stands as a testament to MDIM's commitment to developing well-rounded individuals by fostering creativity, compassion, and competence. Through meaningful engagement beyond the classroom, the club empowers students not only to excel professionally but also to become socially responsible citizens and changemakers in an ever-evolving world.

C. COMMITTEES

C1. Sports & Cultural Committee (Aakriti Unite)

Overview

AAKRITI UNITE is the newly formed, dynamic student committee at MDI Murshidabad that seamlessly blends the vibrant essence of art, music, dance, drama, and sports. This integrated platform celebrates creativity, physical fitness, and community spirit, uniting students from diverse backgrounds to explore their talents, foster personal growth, and build lasting bonds. By merging the cultural flair of AAKRITI with the competitive energy of Sportscomm, AAKRITI UNITE aims to create a holistic environment where students can express themselves, stay active, and thrive as a community.

Objectives

- **Foster a Vibrant Campus Culture:** Create an inclusive environment that cherishes creativity, physical well-being, and campus camaraderie.
- **Promote Diverse Talents:** Encourage students to discover and showcase their artistic and athletic abilities, nurturing both hidden and evident talents.
- **Enhance Holistic Development:** Promote personal growth through cultural expression, sportsmanship, and teamwork, fostering qualities like discipline, resilience, and mutual respect.
- **Unite the Community:** Strengthen bonds of friendship, collaboration, and mutual understanding through shared cultural and sporting experiences.
- **Encourage Inclusivity:** Provide platforms for all students, regardless of skill level or background, to participate in cultural and sports activities.
- **Integrate Technology and Innovation:** Engage tech-savvy students by incorporating digital and

creative elements into events, blending modern and traditional expressions.

Vision

To be the heartbeat of MDI Murshidabad, fostering a vibrant community where cultural arts and sports converge to inspire creativity, physical vitality, and collective pride, creating a dynamic hub for exploration, collaboration, and holistic growth.

Mission

AAKRITI UNITE is dedicated to:

- Preserving and Promoting Culture: Celebrate global and local cultures through music, art, dance, drama, and history, while integrating modern creative expressions.
- Championing Physical Well-Being: Organize engaging sports events that promote fitness, teamwork, and healthy competition, inspiring an active lifestyle.
- Creating Memorable Experiences: Curate innovative events that blend cultural and athletic elements, fostering a sense of belonging and campus pride.
- Instilling Core Values: Promote sportsmanship, respect, and collaboration through inclusive activities that resonate with students' passions.
- Leveraging Technology: Incorporate digital platforms and media arts to enhance event experiences, documentation, and outreach, connecting traditional and modern expressions.

Structure

AAKRITI UNITE operates under five core verticals:

1. Art: Encourages visual and media arts, including painting, photography, and digital design.
2. Music: Promotes vocal and instrumental performances, blending traditional and contemporary styles.
3. Dance: Showcases diverse dance forms, from classical to modern, fostering cultural fusion.
4. Drama: Supports theatrical performances and storytelling, encouraging emotional expression.
5. Sports: Organizes competitive and recreational sports events, promoting fitness and teamwork.

Planned Activities and Events for 2025-26

To reflect the integrated spirit of AAKRITI UNITE, events combine cultural and sports elements, creating unique experiences that engage the entire student community. Below is a proposed calendar of events, building on the successful activities of 2022-23:

1. VIBRANT WELCOME: Freshers' Fest (August)
 - A blend of cultural performances (dance, music, drama) and fun sports challenges (mini-marathon, team relays) to welcome new students.
2. AZADI FIESTA (August 15)
 - Combines Independence Day celebrations with patriotic performances (music and drama) and a sports marathon or tug-of-war event.
3. FESTIVAL FUSION (September-October)
 - A series of cultural events celebrating Ganesh Chaturthi, Janmashtami, and Garba Night, paired with sports activities like futsal or volleyball tournaments inspired by festive themes.
4. DIWALI DYNAMICS (November)
 - Features traditional Diwali celebrations with rangoli art, music, and dance, alongside a "Diwali Dash" fun run and team-based sports challenges.
5. IMPRESSION 6.0: Culture Meets Competition (December)
 - The flagship event, combining cultural showcases (art exhibitions, dance-offs, drama competitions) with sports tournaments (badminton, chess, carrom) under one grand festival.
6. CHUCKLES & CHEERS: Wellness Week (January)
 - A wellness-focused event with comedy skits, music therapy sessions, and sports activities like yoga and throwball to promote mental and physical health.
7. WINTER CARNIVAL: Christmas & New Year Bash (December-January)
 - A festive celebration with carol singing, skits, and a sports carnival featuring cricket and futsal matches.

8. LOHRI & MAKAR SANKRANTI SPARK (January)
 - Cultural events with folk music, dance, and bonfire gatherings, paired with kite-flying competitions and a friendly cricket match.
9. REPUBLIC DAY RALLY (January 26)
 - Patriotic performances and a staff-student cricket match to celebrate national pride.
10. MAHA SHIVRATRI MYSTIQUE (February)
 - Spiritual performances (devotional music and dance) alongside a meditative sports activity like a group yoga session.
11. BURNOUT UNLEASHED (March)
 - The ultimate sports and cultural extravaganza, featuring high-energy tournaments (cricket, volleyball, futsal) and cultural showcases (music, dance, drama) with live streaming and digital art displays.
12. HOLI HUSTLE (March)
 - A vibrant Holi celebration with color runs, dance performances, and music events, fostering community spirit.
13. FAREWELL FIESTA (April)
 - A heartfelt send-off with cultural performances and a sports day featuring friendly matches and team challenges.

Unique Initiatives

- Culture-Sports Synergy Challenges: Events like “Art in Motion” (where students create art inspired by sports) or “Rhythm & Run” (a dance and relay race combo) to blend creativity and athleticism.
- Digital Showcase Platform: A dedicated online portal or app to stream events, display art, and document performances, making activities accessible to a wider audience.
- Inclusivity Workshops: Sessions to teach cultural arts (e.g., folk dance, painting) and sports skills (e.g., basic badminton, chess strategies) to beginners, ensuring everyone can participate.
- Eco-Cultural Projects: Initiatives like eco-friendly art installations or sports events with sustainability themes, aligning with the committee’s mission to preserve culture and ecology.

C2. 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 the initiative in the year 2025-26:

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.

C3. Global Exchange

The Global Exchange Student Committee (GESC) is dedicated to fostering the institute's global presence and enhancing cultural engagement through impactful initiatives. By building connections with distinguished international institutions and fostering robust global networks, the GESC aims to provide students with unparalleled opportunities to expand their horizons and adopt diverse global perspectives.

The relevance of the committee for each and every stakeholder is outlined below:

- Global Recognition: Establishing international partnerships to enhance the institute's global presence.
- Global Perspectives: Integrating international insights into academic programs and research.
- Cross-Cultural Engagement: Organizing cultural exchanges and fostering mutual understanding.
- International Mentoring: Connecting students with global industry experts for mentoring and guidance.
- Competitions and Live Projects: Developing global competitions and sourcing live projects to meet the needs of management students.

Vision

Facilitation of a multi-cultural environment for exemplary global education leading to the holistic development of thought leaders and change masters.

Contact Us

The GE office welcomes your queries or comments. Please write to us at ir@mdim.ac.in.

26. CENTRE OF EXCELLENCE

26.1. 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

- a. To train the youth to use their skills to turn opportunities into reality.
- b. To increase the awareness of entrepreneurship as a career option.
- c. To provide inputs for entrepreneurship awareness, business creation and small business development.
- d. To promote entrepreneurship and educate start-ups in different business related aspects.
- e. 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.

26.2 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

26.3 CENTRE FOR INDIAN WISDOM AND MANAGEMENT

About the Initiative

The Centre for Indian Wisdom and Management at MDI Murshidabad is dedicated to promoting genuine indigenous research rooted in a Bharatiya mindset. Recognizing that much of Indian management education follows the North American model, the Centre emphasizes a process of decolonization to cultivate scholars with original ideas rather than mere followers of Western scientific paradigms. In line with National Education Policy 2020, the centre through carefully designed programs, workshops, and seminars facilitates inquiry based on ancient Indian wisdom and places moral soundness at the core of management practice.

Meaning of Indian Wisdom

Indian wisdom draws on a vast repository of generative knowledge, ranging from the Vedas, Puranas, Ramayana, Mahabharata, Tattvarthsutra in Jainism, Tripitakas in Buddhism, the Guru Granth Sahib in Sikhism, and various systems of Indian philosophy, Arthashastra, Tirukkural, Nitishatkam, and more. These texts, rooted in Prakrit, Sanskrit, Pali and other classical Indian languages, offer significant insights into governance, leadership, motivation, economics, ethics, work-excellence, decision making, planning, and social responsibility. Indian wisdom emphasizes the means rather than merely the ends, implying that refining processes naturally leads to excellence in outcomes.

The Centre's Objectives

1. **Promote Indigenous Perspectives:** Develop and disseminate theories of management and related disciplines based on India's intellectual traditions.
2. **Encourage Decolonized Scholarship:** Lead research that challenges dominant paradigms, ensuring the Bharatiya mindset informs curricular design and pedagogical methods.
3. **Ethical and Sustainable Frameworks:** Embed moral considerations into business and management practices, in line with Indian philosophical teachings.
4. **Interdisciplinary Exchange:** Facilitate interactions with fields such as Indian psychology, sociology, anthropology, and economics to enrich management scholarship

Key Activities

- **Research Programs:** Support doctoral and faculty research rooted in Indian texts and philosophies, ensuring that indigenous frameworks gain prominence.
- **Workshops and Seminars:** Offer regular sessions on classical Indian wisdom, management models, and cultural insights to shape well-rounded professionals and scholars.
- **Publications:** Generate case studies, working papers, and research articles highlighting Indian management principles.
- **Collaborations and Dialogues:** Collaborate with experts and institutions to expand the understanding of Indian wisdom and its applications to modern challenges.

Activities and Research Output

- **Case Studies on Indian Management:** Document and analyse success stories from Indian enterprises to illustrate culturally specific strategies.
- **Curriculum Development:** Integrate Indian principles into MBA and executive education, bridging gaps between theory and practice.
- **Multidisciplinary Research Projects:** Encourage researchers to draw upon Indian philosophy, psychology, and social sciences to formulate new theories.
- **Conference Proceedings and Journals:** Publish insights and findings that arise from the Centre's work, adding to the broader discourse on ethical and sustainable management.

Mentors, Speakers, and Members

The Centre collaborates with a diverse pool of scholars, thought leaders, and practitioners who share a passion for Bharatiya perspectives. These mentors and speakers come from academia, industry, and various cultural backgrounds. Their combined expertise guides the Centre's research agenda and ensures a holistic approach to understanding and applying Indian wisdom in contemporary management. Through its focus on decolonization and promotion of authentic indigenous scholarship, the Centre for Indian Wisdom and Management at MDI Murshidabad aims to shape a new generation of researchers, educators, and managers who stand firmly on Bharatiya foundations while addressing global challenges.

Strategic Alignment

The centre will facilitate in the implementation of new education policy 2020 that promotes indigenous models in the field of human behaviour, management, finance, economics etc. The National Education Policy (NEP) 2020 places a significant emphasis on incorporating "Indian Wisdom" or "Indian Knowledge Systems" (IKS) into the curriculum, aiming to integrate traditional Indian wisdom and practices into modern education while fostering a sense of cultural identity and pride within students; this includes elements like philosophy, arts, sciences, and social practices developed within India's rich heritage.

Consulting and Training Assignments

The centre will make efforts provide training programs to the corporate world drawn from traditional Indian wisdom and will provide solution to several managerial problems rooted in Indian scriptures.

26.4 MDIM Case Research Centre (MDIMCRC)

Business schools worldwide use business cases to simulate real life business scenarios in classrooms. Case based teaching first observed in law schools in the modern times. Later case based pedagogy was adopted by B-Schools.

MDI a pioneer in management education in India has a long tradition of case teaching and research.

MDIM Case Research Centre (MDIMCRC) is launched to further strengthen MDI's commitment to case teaching and research.

MDIM Case Research Centre (MDIMCRC) intends to become a repository of cases across multiple disciplines by providing necessary infrastructure and encouragement to the MDIM's faculty members for case writing as well as use case method as an effective pedagogical tool.

MDIMCRC is affiliate to All India Management Association (AIMA) promoted India Case Research Centre (ICRC).

MDIMCRC intends to become a large repository of India focussed business cases.

26.5 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

27 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 pays 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.

27.1 Collection:

27.1.1 Books: The Library has a highly selective collection of around 16000+ books in the area of management and related disciplines.

27.1.2 E-Books: The Library has more than 284 E-books collection

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

27.1.4 Bloomberg Terminal: The libraries have obtained 4 Bloomberg Terminals

27.1.5 Journals: The Library subscribes to around 12 print journals and 13 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.

27.1.6 Audio & Video Resources

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

27.2 Library Working Hours:

Library Timing			
Days	Issue / Return Hours		Reading Room Hours
Monday to Saturday	9:30 AM	10:30 PM	“0” 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.

27.3 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	04	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.

27.3.1 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]

27.4 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.

27.5 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:

27.6.1 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

27.6.2 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.

27.6.3 Institutional Membership

30.1 National digital library NDLI of India

30.2 DELNET (Developing Library Network New Delhi)

27.7 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/>

27.8 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.

27.9 Reprographic Facility

27.9.1 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.

27.9.2 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.

28. 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 analyse 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 need for surviving in a global marketplace of talent.

29. 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.

29.1 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.

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

29.3 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.

29.4 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.

29.5 Wi-Fi Facility: To provide flexibility and convenient access to network facilities, Wi-Fi equipment has 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.

29.6 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 in various subjects etc.

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

29.8 Software Packages:

29.8.1 Application Software

- SPSS
- AMOS
- EViews
- Stata
- Acrobat Professional
- 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
- Microsoft Visual Studio Professional
- Adobe Photoshop
- Adobe PageMaker
- Win Zip
- Whats'Best Commercial

29.8.2 System Software: Microsoft Windows Server 2019, Windows 11 Pro, Windows 10 Pro, Windows Home 10, Windows Vista Starter (preinstalled with pcs/laptops bought for academic use)

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

29.8.4 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.

30. 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.

Keeping the mobile phone in the class room is restricted. If any student found with the mobile phone in class room appropriate disciplinary action will be taken.

MAINTENANCE OF DISCIPLINE AMONGST THE STUDENTS OF THE MDIM:

30.1 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.

30.2 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.

30.3 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.

30.4 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.

GUIDELINES FOR DEALING WITH STUDENT INDISCIPLINE AND MISCONDUCT CASES

There is an increased trend of indiscipline cases reported in the campus mainly involving smoking, drinking and other acts of misconduct like arguments, damaging institute property, anti-institute activity etc. The High Power Committee along with the hostel wardens deliberated on this issue and came out with standard guidelines to be used in MDI-M for students to eradicate and educate on ill effects of alcohol, tobacco, banned substance and other misconducts in campus. Perfect standardization may not be feasible in discipline related matters as the nature of the cases differ, intensity of involvement may differ from student to student in same or similar cases. It takes a lot of effort on the part of the Disciplinary Committee to clearly identify the involvement of each student in a given case of indiscipline. However, it is observed that wherever clear identification of involvement of a student in a specific case of indiscipline gets established, an approach to rectification and / or punishment as suggested below can be adopted.

Sl. No.	Offense / Misconduct	Action First time	Action Second time	Action Third time
1.	Late coming to campus in the evening (after 8:30 pm)	Warning letter	Fine of Rs. 500/-	Fine of Rs. 1,000/-
2.	Smoking inside the campus	Warning + Fine Rs. 500/-	Fine Rs. 1,000/-	Fine Rs. 3,000/- + Counseling + Undertaking from parents
3.	Consuming alcohol / Carrying alcohol/ found in drunken state inside campus/ entering the campus in intoxicated / inebriated condition	Warning + Fine Rs. 5,000/-+ Informing parents + deburring from membership of any club and Committees and from the election for any post of the Student Council	Fine Rs. 7,000/- + Expulsion from the hostel for a week + undertaking from parents + Counseling	Expulsion from the programme and the institute
4.	Consuming / Possessing banned substances inside the campus	Warning + Fine 50,000 + undertaking parents + Counseling + deburring from membership of any club and Committees and from the election for any post of the Student Council	Expulsion from the programme and the institute	

Sl. No.	Offense / Misconduct	Action First time	Action Second time	Action Third time
5.	Thefts from hostel / institute	Warning + Fine Rs. 5,000/- + Amount equivalent to replacement of the theft item	Fine Rs. 20,000/- + Amount equivalent to replacement of the theft item + undertaking from parents + Counseling	Expulsion from the hostel for a month + undertaking from parents + Amount equivalent to replacement of the theft item
6.	Damage to Peers and / or Institute property	Warning + Fine Rs. 5000/- + Amount equivalent to replacement cost for damaged property	Fine Rs. 20,000/- + Amount equivalent to replacement cost for damaged property + undertaking from parents + Counseling	Expulsion from the hostel for a month + undertaking from parents + Amount equivalent to replacement cost for damaged property
7.	Entry to Girl's/Boy's hostel against rule	Warning + Fine Rs. 2,000/- + deburring from membership of any club and Committees and from the election for any post of the Student Council	Warning + Fine Rs. 5,000/-	Expulsion from the hostel for a month + undertaking from parents
8.	Misuse of cyberspace for malicious activities such as hacking others account, harassing other people or posting of objectionable content and tampering with institute server	Warning + Fine Rs. 50,000/-+ deburring from membership of any club and Committees and from the election for any post of the Student Council	Expulsion from the hostel for a month + undertaking from parents	Expulsion from the programme and the institute
9.	Fighting / any kind of physical violence/using abusive & threatening language	Warning + Fine Rs. 10,000/- + deburring from membership of any club and Committees and from the election for any post of the Student Council	Warning + Rs. 25,000/- + undertaking from parents	Expulsion from the hostel for a month + undertaking from parents

Sl. No.	Offense / Misconduct	Action First time	Action Second time	Action Third time
10.	Causing embarrassment / unsolicited compliments regarding an individual's figure, dressing, make up/sending sexually tainted jokes, rumors & comments/ sending, posting love letters & notes/ spreading false rumors with a view to tarnishing other's reputation	Warning + Fine Rs. 5,000/- + deburring from membership of any club and Committees and from the election for any post of the Student Council	Expulsion from the hostel for a month + information/intimation to the parents	Expulsion from the programme and the institute
11.	Misbehaving with Faculty & Staff/provoking to other students of the institute/Illegal entry into faculty chamber/any other acts of unbecoming of a MDIM student/group of students	Warning + Fine Rs. 50,000/- + deburring from membership of any club and Committees and from the election for any post of the Student Council	Expulsion from the hostel for a month + undertaking from parents	Expulsion from the programme and the institute

Note:

- The Student's Discipline Committee is authorized to take appropriate action or impose any suitable penalty in other offense /misconduct cases, not mentioned above.
- Ragging cases will be dealt strictly as per the undertaking taken from each student as per Government guidelines.
- Sexual harassment cases will be dealt strictly by the Internal Complaints Committee on Sexual Harassment as per Government guidelines.

30.5 BOARDING ARRANGEMENTS:

- 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.
- Mess timings for breakfast, lunch & dinner are to be strictly adhered to. No change is allowed without written permission from the hostel wardens.

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

- 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.
- Proper discipline, etiquette and manner of the Dining Table shall be maintained. Discussion in high pitch over Dining Tables should be avoided.
- 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.

30.6 Facilities for Hostel Residents at MDIM

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

30.6.2 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.

30.6.3 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).

31. 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.

32. 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.

33. 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.

34. 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

35. FEE STRUCTURE:

35.1 Fees and other Expenses for PGDM 2025-27

Fee Component	1st Year (in ₹)	2nd Year (in ₹)
Tuition Fees	5,97,000	6,00,000
Study Material Fee	28,000	28,000
Student Welfare Activities	10,000	10,000
Library Fees	12,000	14,000
Boarding Charges	60,000	60,000
Lodging Charges	75,000	75,000
Medical Insurance	2,000	2,000
Alumni Fees (one-time)	5,000	-
Security Deposit (one-time)	20,000	-
Total	8,09,000	7,89,000
	15,98,000 (for two years)	

35.2 Schedule of payments

Fee Component	Amount (₹)	Due Date
Installment – I	2,65,000	At the time of admission
Installment – II	2,72,000	16 th October 2025
Installment – III	2,72,000	15 th January 2026
Installment – IV	2,63,000	15 th July 2026
Installment – V	2,63,000	15 th October 2026
Installment – VI	2,63,000	13 th January 2027

Note:

- MDIM reserves the right to enhance fee and other charges at any point of time during the Academic Year. Due notice would be given, while making such changes.
- Same fees will also be applicable for Foreign / OCI / PIO / Children of Indian Workers in Gulf Countries applicants.

35.3 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 :MANAGEMENT DEVELOPMENT INSTITUTE 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 Notice: Fee Payment Instructions & Guidelines

Note:

When transferring fees via NEFT/RTGS/SBI Collect, please ensure the student's name mentioned in the transaction details.

Additional Guidelines Regarding Fee Payment:

1. Transaction Confirmation:

All students must **confirm their transaction within three (3) days** of making the payment by filling out the Google Form at the following link:

☞ <https://forms.gle/52YHCvyRQ1V979nCA>

2. Untraceable Transactions:

The **Accounts Department will not be able to trace your payment** unless the above form is duly submitted. If unconfirmed, the payment **will not be considered valid**.

3. **Timely Fee Payment:**

Fees must be paid **on or before the stipulated deadline**. If a delay is unavoidable, the student must seek **written permission** from the **Chairperson - PGDM / Dean – Academic / Registrar** explaining the reason for the delay.

4. **Late Payment Fine:**

A late fine of **Rs. 500/- per week** or part thereof will be levied for delayed payments (up to a maximum of **4 weeks**). This includes delays permitted by the concerned authorities. **Failure to pay fees beyond 4 weeks will result in expulsion from the program.**

5. **No Dues Certificate & Security Refund:**

Upon completion of the PGDM program, students must submit a “**No Dues Certificate**” from all relevant departments (Accounts, Library, Hostel, Computer Centre, Canteen, etc.) to the PGP Office. Only after submitting this certificate will the **Security Deposit (Rs. 20,000/-)** be refunded. Students with pending dues will **not be allowed to attend the Convocation** and will **not receive the Diploma** until all dues are cleared.

6. **Settlement of Student Activity Accounts:**

Members of student clubs and committees must **settle all accounts within 10 days** after any activity/event. Failure to do so will result in **disciplinary action**.

36. ACADEMIC CALENDAR: 2025-26

FIRST YEAR (PGDM 2025-27 Batch)

FROM DAY	FROM DATE	UNTIL DAY	UNTIL DATE	ACTIVITY
Friday	June 20, 2025	Saturday	June 21, 2025	Registration for the PGDM Programme
Monday	June 23, 2025	Sunday	June 29, 2025	Orientation Programme
Term-I				
Monday	June 30, 2025	TERM-I COMMENCES (June 30, 2025– September 19, 2025)		
Saturday	July 05, 2025	Sunday	August 03, 2025	** All Clubs/ Committee/ SIG activities. Please refer to Students Affairs Activity Calendar
Tuesday	August 05, 2025	Friday	August 08, 2025	Mid Term Examination of Term-I
Monday	August 11, 2025	Term-I resumes after Mid Term Examination		
Friday	August 15, 2025	Independence Day		
Monday	August 18, 2025	Last Date for Submission of Mid-Term marks of Term-I*		
Friday	September 05, 2025	Milad-Un-Nabi or Id-e-Milad		
Saturday	August 09, 2025	Sunday	September 14, 2025	** All Clubs/ Committee/ SIG activities. Please refer to Students Affairs Activity Calendar
Tuesday	September 16, 2025	Friday	September 19, 2025	End Term Examination of Term-I
Term-II				
Monday	September 22, 2025	TERM-II COMMENCES (September 22, 2025 – December 24, 2025)		
Saturday & Sunday	September 27-28, 2025	PGP session will be there		
Monday to Wednesday	September 29-30, 2025 October 01, 2025	Durgapuja		
Thursday	October 02, 2025	Mahatma Gandhi's Birthday & Dussehra		
Friday	October 03, 2025	Additional Day for Dussehra		
Friday	October 10, 2025	Last Date for Submission of Complete Marks of Term-I by Faculty Members*		
Friday	October 17, 2025	Result finalization meeting for Term-I (Moderation)		
Monday	October 20, 2025	Diwali (Deepavali)		
Friday	October 24, 2025	Announcement of Result for Term-I		
Wednesday	November 05, 2025	Guru Nanak's Birthday		
Saturday	September 20, 2025	Sunday	November 02, 2025	** All Clubs/ Committee/ SIG activities. Please refer to Students Affairs Activity Calendar
Thursday	November 06, 2025	Wednesday	November 12, 2025	Mid Term Examination of Term-II
Thursday	November 13, 2025	Term-II resumes after Mid Term Examination		
Wednesday	November 26, 2025	Last Date for Submission of Mid-Term marks of Term-II*		
Saturday	November 15, 2025	Sunday	December 14, 2025	** All Clubs/ Committee/ SIG activities. Please refer to Students Affairs Activity Calendar
Thursday	December 18, 2025	Wednesday	December 24, 2025	End Term Examination of Term-II
Thursday	December 25, 2025	Christmas Day		
Term-III				
Friday	December 26, 2025	TERM-III COMMENCES (December 26, 2025 – March 20, 2026)		
Thursday	January 08, 2026	Last Date for Submission of Complete Marks of Term-II by Faculty Members*		
Thursday	January 15, 2026	Result finalization meeting for Term-II (Moderation)		
Announcement of Electives / New Electives by the Area to PGDM students during second to third week of January 2026				
Thursday	January 22, 2026	Announcement of Result for Term-II		
Monday	January 26, 2026	Republic Day		
Saturday	December 27, 2025	Sunday	February 01, 2026	** All Clubs/ Committee/ SIG activities. Please refer to Students Affairs Activity Calendar
Tuesday	February 03, 2026	Friday	February 06, 2026	Mid Term Examination of Term-III
Monday	February 09, 2026	Term-III resumes after the Mid-Term Examination		
Presentations of elective for second year by areas to students during February 2026				
Monday	February 23, 2026	Last Date for Submission of Mid-Term marks of Term-III*		
Wednesday	March 04, 2026	Holi		
Saturday	February 07, 2026	Sunday	March 15, 2026	** All Clubs/ Committee/ SIG activities. Please refer to Students Affairs Activity Calendar
Tuesday	March 17, 2026	Friday	March 20, 2026	End Term Examination of Term-III
Saturday	March 21, 2026	Id-Ul-Fitr		
Monday	April 06, 2026	Last Date for Submission of Complete Marks of Term-III by Faculty Members*		
Monday	April 13, 2026	Result finalization meeting for Term-III (Moderation)		
Monday	April 20, 2026	Announcement of Result for Term-III		
Monday	June 15, 2026	TERM-IV COMMENCES Tentative		

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

** All clubs/ Committee/ SIG have to Plan their 2-3 activities on Saturday/ Sunday during AY 2025-26.

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

37. EMAIL POLICY:

E-mail policy of Management Development Institute Murshidabad Version 1.0

38.1 Policy

38.1.1 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.

38.1.2 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.

38.1.3 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.

38.2 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.

38.2.1 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.

38.2.2 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.

38.2.3 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.

37.2.3.1 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.

37.2.3.2 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.

37.2.3.3 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.

37.2.3.4 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.

37.2.3.5 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.

37.2.3.6 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”.

37.2.3.7 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.

37.3 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.

37.4 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.

37.5 Audit of Email Services

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

37.6 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.

37.7 Review

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

37.8 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.

37.9 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:

37.10 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:

38 PASSWORD POLICY

Password Policy of Management Development Institute Murshidabad Version 1.0

38.1 Policy

38.1.1 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.

38.1.2 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.

38.1.3 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.

38.2 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.

38.2.1 Roles specified for implementation of the Policy

The following roles are specified for using the Password Policy.

38.2.1.1 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.

38.3 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.

38.4 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.

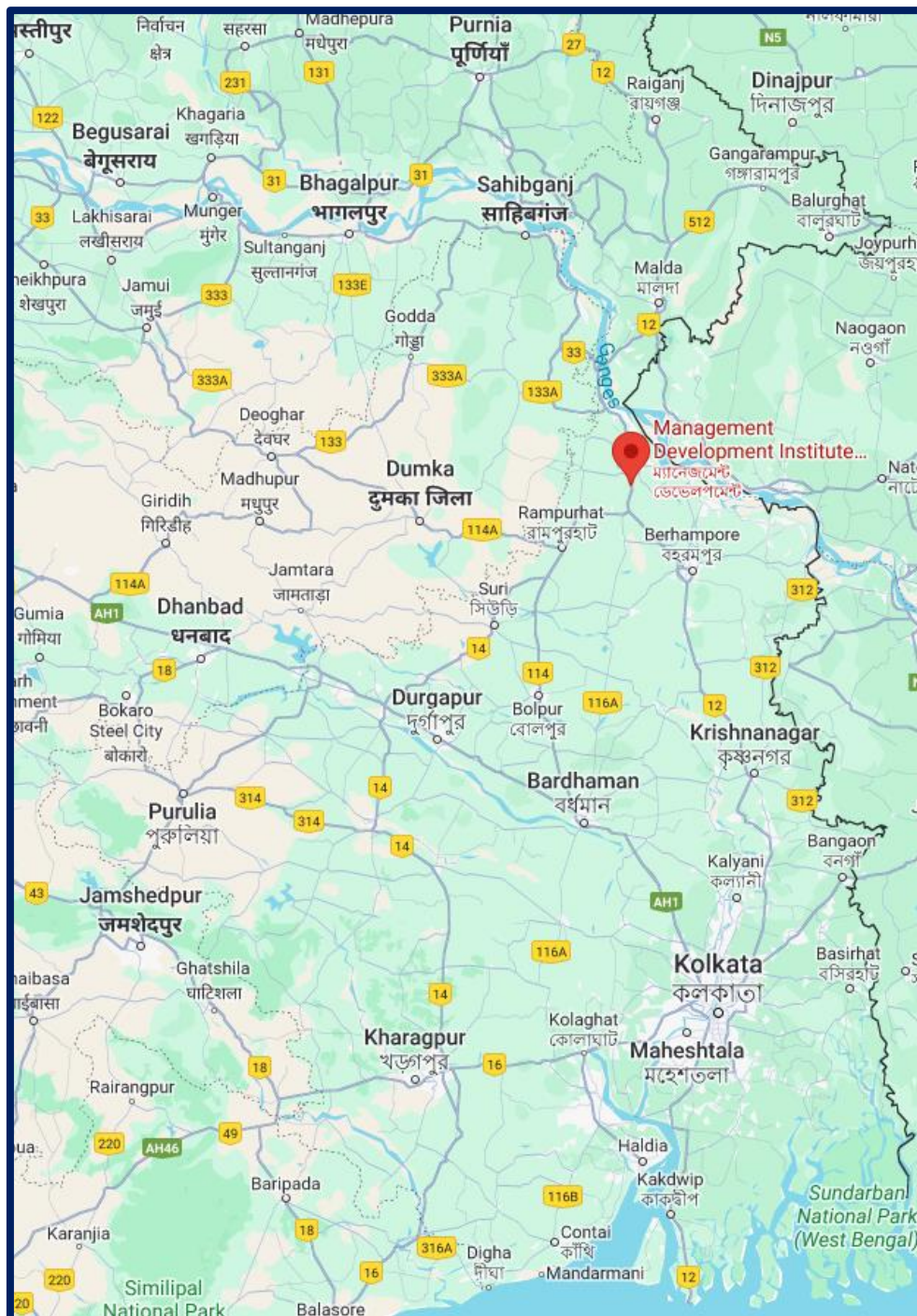
Signature: Date:

39 HOW TO REACH US

39.1 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.



39.1.1 Accessibility by Road

- From Kolkata via NH-12: Distance 250 km
- From Burdwan via NH-2 » NH-60 (from Panagarh) » NH-12 (from Morgram): Distance 200 km
- From Siliguri via NH-12: Distance 320 km
- From Farakka via NH-12: Distance 50 km
- From Baharampore via NH-12: Distance 45 km

39.1.2 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	10:32
13175	Kanchanjanga Express	Sealdah	06:50	Mururai	10:50
13113	Hazarduari Express	Kolkata	06:50	Berhampore Court	10:05
13053	Kulik Express	Howrah	08:55	New Farakka Jn.	14:17
03183	SDAH LGL PGR	Sealdah	12:40	Berhampore Court	17:05
13161	KOAA BLGT EXP	Kolkata	12:55	Mururai	16:37
12041	Shatabdi Express	Howrah	14:25	New Farakka Jn.	18:28
13141	Teesta Torsha Express	Sealdah	15:00	Jangipur Road	20:04
13465	Intercity Express	Howrah	14:00	Jangipur Road	18:27
13011	HWH MLDT INTERCITY EX	Howrah	15:25	Mururai	19:58
12345	Saraighat Express	Howrah	16:05	New Farakka Jn.	20:31
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	23:12
13145	KOAA RDP EXPRES	Kolkata	20:40	Jangipur Road	01:16
13169	Hate Bazare Express	Sealdah	21:15	Jangipur Road	02:03
13071	HWH JMP EXPRESS	Howrah	21:30	Mururai	01:01
13153	Gour Express	Sealdah	22:05	Mururai	03:32
13189	SDAH BLGT EXP	Sealdah	22:30	Jangipur Road	03:28
13027	Kavi Guru Express	Howrah	22:40	Morgram	02:25
03191	SDAH LGL PGR.	Sealdah	23:30	Berhampore Court	03:54
13033	HWH KIR EXP	Howrah	23:35	Jangipur Road	04:33
13063	HWH BLGT EXPRES	Howrah	07:50	New Farakka Jn.	14:03
13115	SDAH JPE HUMSAFA	Sealdah	23:40	Jangipur Road	03:56
13125	KOL SAIRANG EXP	Kolkata	12:25	Jangipur Road	16:41

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

39.1.3 Accessibility by Air

Nearby Airports

- Kolkata – Netaji Subhas Chandra Bose International Airport (240 km)
- Durgapur (Andal) – Kazi Nazrul Islam Airport (160 km)
- Siliguri – Bagdogra Airport (310 km)

Second Year Registration Form:

Management Development Institute Murshidabad Post Graduate Diploma in Management Second Year Registration Form Term - IV		
Name _____	Reg.No. _____	
CGPA in the 1 st 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: _____		
Domain Name: _____		
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 PGDM. 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: _____	Full Signature of the Student	
Mobile No: _____		
Email (Other than MDIM): _____		
<i>For office use</i>		
Placement Office		
Summer Project requirements met	Yes ☐	No ☐
(Signature of Placement Office)		
PGP Office		
Academic 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

No Dues Form:

Management Development Institute Murshidabad

No Dues Certificate (PGDM 2025-27)

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

PGP Office

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:**Annexure - V**

Management Development Institute Murshidabad Post Graduate Programme Out-Pass (Student)		
Name:	Date:	Time:
PGDM Batch:	Registration No. Room No.	
Seeking permission to leave the hostel	From:hrs. on..... To:hrs. on.....	
Reasons for permission to leave the 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

.....
PGP Office (Signature of staff)

.....
Student Affairs Office (Signature of staff)

.....
Hostel Office (Signature of Hostel Superintendent)

.....
Hostel Office (Signature of Hostel Warden)

Student vehicle Requisition Form:**Annexure - VI**

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

Committees:**A. Under Dean Academic**

Sl No	Name of Committee	Chairperson & Coordinator	Members
1	Graduate Program (PGDM) & Examination	Dr. Paroma Mitra (Chairperson) Dr. Neeraj Singhal (Coordinator)	Chairperson- Admissions Chairperson- Placement Chairperson- Student Affairs Chairperson- Student Disciplinary and Student Counselling Mr. Subhankar Samanta Ms. Dayawanti Tarmali
2	Admissions	Dr. Pinku Paul (Chairperson)	Dean-CE & New Programmes Chairperson PGDM & Examination Chairperson Online PGDM Chairperson FPM Programme Chairperson BBA Programme Mr. Arindom Chatterjee
3.	Placement	Dr. Sunil Giri (Chairperson) Dr. Shivani Saini (Coordinator)	Chairperson PGDM & Examination Chairperson- Admissions Chairperson- Student Affairs Chairperson-Student Grievance Redressal Training & Placement Officer Mr. G.G.P. Singh
4.	Student Affairs (also includes Corporate Communications & Website Monitoring, Alumni Relations, CSR and Hostel & Mess Committees)	Dr. Chetan G.K. (Chairperson) Dr. Amrita Sengupta (Coordinator)	Dr. Paroma Mitra Dr. Neeraj Singhal Dr. Shivani Saini Mr. Partha Choudhury Mr. Shashanka Goswami
5.	Wardens	Dr. Chetan G.K. (Boys) Dr. Neeraj Singhal (Boys) Dr. Yogita Abichandani, (Girls) Dr. Amrita Sengupta, (Girls)	Hostel Superintendents: Mr. Partha Choudhury (Boys) Mr. G.G.P. Singh(Boys) Mr. Suvojit Chowdhury(Boys) Ms. Dayawanti Tarmali(Girls)
6.	Library & MDIM Journal	Dr. Souvik Banerjee (Chairperson & Editor) Dr. Abhijit Pandit (Associate Editor)	Dr. Niharika Gaan Dr. Bikramjit Pal Mr. Santosh Kumar Jaiswal Mr. Jogen Sharma Mr. Shashanka Goswami
7.	Global Engagement	Dr. Yogita Abichandani (Chairperson)	Dr. Niharika Gaan Dr. Vineet Gupta Mr. Sayantan Sinha

B. Under Dean Continuing Education

Sl No	Name of Committee	Chairperson & Coordinator	Members
1.	Continuing Education	Dr. Amrita Sengupta (Chairperson)	Dr. Chetan G.K. Dr. Niharika Gaan Dr. Neeraj Singhal Dr. Abhijit Pandit Mr. Joydeep Mukherjee Mr. Jogen Sharma
2.	Online PGDM	Dr. Sunil Giri (Chairperson)	Dr. Yogita Abichandani Dr. Pinku Paul Dr. Neeraj Singhal Dr. Shivani Saini Mr. Subhankar Samanta Mr. Joydeep Mukherjee
3.	BBA	Dr. Bikramjit Pal (Chairperson)	Dr. Paroma Mitra Dr. Amrita Sengupta Dr. Abhijit Pandit Dr. Vineet Gupta Mr. G.G.P. Singh Mr. Suvojit Chowdhury
4.	FPM	Dr. Souvik Banerjee (Chairperson)	Dr. Debasis Chanda Dr. Chetan G.K. Dr. Niharika Gaan Dr. Dr. Pinku Paul Mr. Partha Choudhury
5.	Digital Infrastructure (including ERP)	Dr. Bikramjit Pal (Chairperson)	Dr. Debasis Chanda Dr. Sunil Giri Dr. Yogita Abichandani Mr. Debasis Gupta Mr. Sayantan Sinha Mr. Joydeep Mukherjee Mr. Md. Golam Mortoza Mr. Avirup Das

C. Other Committees

Sl No	Name of Committee	Chairperson & Coordinator	Members
1	Student Disciplinary & Student Counselling	Dr. Neeraj Singhal (Chairperson)	Dr. Yogita Abichandani Dr. Chetan G.K. Dr. Amrita Sengupta Mr. Partha Choudhury Ms. Dayawanti Tarmali · One student representative from 2nd Year (to be nominated by Committee). · One student representative from 1st Year (to be nominated by Committee).
2	Capital Purchase & Campus Construction, Development and Maintenance	Dr. Yogita Abichandani (Chairperson)	Dr. Pinku Paul Dr. Paroma Mitra Dr. Bikramjit Pal Dr. Neeraj Singhal Mr. Sayantan Sinha Mr. Chinmoy Das Mr. Subhankar Samanta Mr. Suvojit Chowdhury Mr. K.L. Prasad

3	MDIM Budget & Investment	Dr. Chetan G.K. (Chairperson)	Dr. Pinku Paul Dr. Niharika Gaan Dr. Amrita Sengupta Dr. Souvik Banerjee Mr. Debasis Gupta Mr. Joydeep Mukherjee Mr. Md Golam Mortoza
4.	Agency Management (Security, Housekeeping, Catering, Pest Control Services, Outsource Manpower Agency and Others)	Dr. Biranchi Narayan Swar (Chairperson)	Dr. Sunil Giri Dr. Yogita Abichandani Dr. Chetan G. K. Mr. Debasis Gupta Mr. Sayantan Sinha Mr. Partha Choudhury Mr. Md Golam Mortoza

Sub: Reconstitution of Internal Quality Assurance Cell (IQAC)

In superseding earlier Circulars, the **Internal Quality Assurance Cell (IQAC)** has been reconstituted as under with immediate effect. The IQAC will be responsible for the development and implementation of quality assurance policies, monitoring of academic and administrative processes and facilitating the accreditation and ranking processes. The cell will also focus on the enhancement of teaching, learning, research, and overall institutional performance.

- | | |
|--|---------------|
| 1. Dr. Sunil Giri | - Chairperson |
| 2. Chairperson- Admissions | - Member |
| 3. Chairperson- Placement | - Member |
| 4. Chairperson- PGDM | - Member |
| 5. Chairperson- Student Affairs | - Member |
| 6. Chairperson- Student Discipline and Student Counselling | - Member |
| 7. Chairperson- Online PGDM | - Member |
| 8. Chairperson- FPM | - Member |
| 9. Chairperson- BBA | - Member |
| 10. Chairperson- Continuing Education | - Member |
| 11. Chairperson- Digital Infrastructure | - Member |
| 12. Registrar | - Member |
| 13. Mr. Subhankar Samanta | - Member |

As a result of the formation of the IQAC, the existing **Accreditation and Ranking Committee**, **Programme Assessment Committee (PAC)**, and **Progression Committee (PC)** will now be integrated under the purview of IQAC. Therefore, these committees are hereby dissolved.

Sub: Reconstitution of Anti Ragging Committee

In superseding earlier Circulars, the Anti Ragging Committee of MDI Murshidabad is hereby reconstituted with the following members with immediate effect:

(A) Internal Members

1. Director	Chairperson
2. Dean-Academic	Member
3. Chairperson-PGDM	Member
4. Chairperson-Admissions	Member
5. Chairperson-Placement	Member
6. Chairperson- Students Affairs	Member
7. Wardens- Hostel (Girls)	Member
8. Wardens- Hostel (Boys)	Member
9. Administrative Officer	Coordinator
10. Student representatives of 1st year	Member
11. Student representatives of 2nd year	Member

(B) External Members

As per AICTE guidelines

As per All India Council for Technical Education notification for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009, the Committee will ensure compliance with the provisions of the Anti Ragging regulations as well as the provisions of any law for the time being in force concerning ragging.

The Committee will also monitor and supervise the functioning and effectiveness of the Anti-Ragging Squad to ensure a safe and ragging-free environment within the institution.

Sub: Reconstitution of Anti Ragging Squad

In superseding earlier Circulars, the Anti Ragging Squad of MDI Murshidabad is hereby reconstituted with the following members with immediate effect:

1. Dr. Neeraj Singhal, Coordinator-PGDM	Chairperson
2. Mr. Sayantan Sinha, Administrative Officer	Coordinator
3. Mr. Partha Choudhury, Deputy Administrative Officer	Member
4. Mr. Joydeep Mukherjee, Deputy Administrative Officer	Member
5. Mr. G.G.P. Singh, Administrative Assistant	Member
6. Ms Dayawanti Tarmali, Administrative Assistant	Member
7. Mr. Suvojit Chowdhury, Jr. Administrative Assistant	Member
8. Mr. Jogen Sharma, Jr. Assistant (Library)	Member
9. Ms Gitoshree Poddar	Member

The Anti-Ragging Squad shall be responsible for maintaining constant vigilance, surveillance, and patrolling within the institution. The Squad is required to remain mobile, alert and active at all times to effectively deter and prevent any incidents of ragging. It is empowered to inspect areas identified as potential sites for ragging and to conduct surprise checks, including raids in hostels and other vulnerable locations.

In the event of any reported or suspected ragging incident, the Squad shall investigate incidents of ragging and make recommendations to the Anti Ragging Committee and shall work under the overall supervision and guidance of the Anti Ragging Committee

Committee for SC/ ST

Superseding earlier circulars, the SC/ST Committee is hereby reconstituted with the following members, with immediate effect, in compliance with the AICTE statutory requirement for the establishment of an SC/ST Committee.

- | | | |
|----|---|-------------|
| 1. | Dr. Niharika Gaan, Assistant Professor | Chairperson |
| 2. | Dr. Paroma Mitra, Assistant Professor | Member |
| 3. | Mr. Sayantan Sinha, Administrative Officer | Coordinator |
| 4. | Mr. Partha Choudhury, Deputy Administrative Officer | Member |
| 5. | Mr. K.L. Prasad, Administrative Assistant | Member |

The committee is responsible for preventing atrocities against SC/ST students, offering support and guidance, ensuring equal opportunities, and promoting a discrimination-free environment.

Internal Complaints Committee (ICC)/ Internal Committee (IC)

Superseding earlier circulars, the Internal Complaints Committee (ICC)/ Internal Committee (IC) is hereby reconstituted with the following members, with immediate effect, in compliance with the AICTE statutory requirement as per Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions (All India Council for Technical Education Regulations, 2016).

- | | | |
|-----|--|-----------------|
| 1. | Dr. Neha Jain, Associate Professor | Chairperson |
| 2. | Dr. Pinku Paul, Associate Professor | Member |
| 3. | Dr. Paroma Mitra, Assistant Professor | Member |
| 4. | Ms Dali Karmakar, NGO, SEWA Bharat, Raghunathganj | External Member |
| 5. | Mr. Subhankar Samanta, Sr. Administrative Assistant | Member |
| 6. | Ms Dayawanti Tarmali, Administrative Assistant | Member |
| 7. | One Class Representative (CR) of 1 st Year (Female) | Member |
| 8. | One Class Representative (CR) of 1 st Year (Male) | Member |
| 9. | One Class Representative (CR) of 2 nd Year (Female) | Member |
| 10. | One Class Representative (CR) of 2 nd Year (Male) | Member |

Student Grievance Redressal Committee (SGRC)

Superseding earlier circulars, the Student Grievance Redressal Committee (SGRC) is hereby reconstituted with the following members, with immediate effect, in compliance with the AICTE statutory requirement for the establishment of Student Grievance Redressal Committee to provide opportunities for redressal of certain grievances of students enrolled in the Institution.

1.	Director	Chairperson
2.	Dean-Academic	Member
3.	Dean-CE & NP	Member
4.	Dr. Sunil Giri, Associate Professor	Member
5.	Dr. Neha Jain, Associate Professor	Member
6.	Dr. Niharika Gaan, Assistant Professor	Member
7.	Dr. Neeraj Singhal, Assistant Professor	Member
8.	Mr. Partha Choudhury, Deputy Administrative Officer	Coordinator
9.	Two Class Representatives (CRs) of 1 st Year	Special Invitee
10.	Two Class Representatives (CRs) of 2 nd Year	Special Invitee

AICTE Feedback Portal:

AICTE has launched a feedback portal wherein Students and Faculty members can submit their valuable feedback for AICTE. The link is available in our institute website quick link:

<https://www.aicte-india.org/feedback/>
<https://css.aicte.gov.in/login>

Annexure – IX

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.

National Digital Library of India (NDLI)

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.