

FACULTY HANDBOOK



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INDIA**

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Faculty Handbook 2010–Summary Sheet

1	i. Course Material	- Course material of each course should be whetted by the concerned area irrespective of whether it is a new or an old course. - For a new course a prior approval of the faculty council is required. - Institute provides reading material / cases and / or text book to students, subject to irrespective of course credit.		
	ii. Course Outline	The course outline may be developed as follows - Title of the course - Name of the instructor, office address, phone No. - Course Objectives / Competencies* - Detailed course content – a session –by – session plan is to be given with suggested readings / cases etc. - Pedagogical Methods - Evaluation Criteria with their Weightages - Mention if open book or close book exam (for Mid term and End term exam) - Duration of exams (both Mid term and End term exam) - Time and place where you could be available for guidance - A list of Reference Book(s) and Suggested Readings may also be included. - Special instructions if any The course outline, in hard and soft copy format, should reach the Programme Chairperson’s office at least 30 days before the start of term to enable the GP office to make arrangements for its distribution amongst students (format attached).		
	iii. Evaluation	For 4.5 credit minimum 4 components of evaluations comprising of mid–term, end–term, 6 quizzes and one of the either components – CP, Assignment, Project, Case, etc.	For 3 credit minimum 4 components of evaluations comprising of mid–term, end–term, 4 quizzes and one of the components – CP, Assignment, Project, Case, etc.	For 1.5 credit minimum 3 components of evaluations comprising of end–term, 2 quizzes and one of the components – CP, Assignment, Project, Case, etc.
	Credits (as per international standards)			
iv. Weightage	- Weightage for end–term exam must be between 30% and 40% - Weightage for mid–term exam must be between 20% and 30% - No component of evaluation should have a weightage exceeding 40%. - Duration for Mid–term and End–term examinations should not be less than 2 hours. (Please indicate the duration of Mid term and End term exam in course outline)			
2	Sessions			
i. Number of Sessions	20 sessions of 90 minutes each (3 credit) 10 sessions of 90 minutes each (1.5 credit) 20 sessions of 90 minutes each (3 credit) 30 sessions of 90 minutes each (4.5 credit) 10 sessions of 90 minutes each (1.5 credit)		} First year } Second year	
ii. Scheduling of classes	No re–scheduling / cancellation / postponement / delay of classes shall be done by teaching faculty.			
iii. Class timing	2 sessions on alternate days per week per section for first year (as per the time–table).			
iv. Attendance	- All teaching faculty members need to submit the number of absences of each student to GP Office on the last day of Mid term classes and submit the complete attendance record on the last day of End term classes. - If the total absence of a student is found to be more than 3 classes (for 3 / 4.5			

		credit course) and 2 for 1.50 credit course, grade dock will be done. No change in attendance record, under any circumstances, is allowed once it is submitted to GP Office
	v. Teaching aids available	- Multimedia Projector - Pentium (with multimedia) computer - VCP and cordless mikes with amplifier / speakers - Slide Projector and OHPs for any other assistance, GP Office may kindly be advised well in advance.
3	Course of Independent Study (CIS)	- The faculty on request from its area chair has to guide student pursuing CIS. The CIS course option, to the students is allowed only during term IV and V. - The area chair will assign three faculty members (including CIS guide) as an expert panel that will be available during presentation by the student. On satisfactory completion of the CIS, the faculty guide will submit 'Certificate of approval' to GP Office.
4	Guest Speakers	20% of the total number of sessions from relevant industry sectors with experience subject to maximum of 4 sessions. (for 3 credit course).
	Remuneration to VF / GF	As per HR Policy as applicable from time to time
5	Examinations	- Mid-Term / End-Term examinations shall be scheduled as indicated in the Academic Calendar. - Mid-Term and End-Term examinations are compulsory. - In case of a 1.5 credit course, the End-Term examination is held with the Mid-Term schedule if the course is held pre Mid-Term. - Faculty should be present during the examinations. - Faculty should conduct online quizzes. GP Office will provide administrative support. - At least two quizzes are to be held before Mid-Term and two quizzes after Mid-Term and before End-Term should be conducted. - The Teaching faculty is advised to enter the marks in OLT within 21 days of the exam and submit it to G P Office along with answer sheet. In case of any change / correction it should be incorporated within three days. No change thereafter will be made to the grades. - Question paper duly typed (hard copy only) for the Mid-Term / End-Term examinations be sent to G P Office five days before the start of examinations in a sealed cover to make copies for distribution to the students. - Care must be taken that the past question papers should not be repeated. - Duration of Mid-Term and End-Term examinations should be between 2 and 3 hours. - Following details are to be indicated in the Question papers: - PGP Batch - Term - Name of the Faculty - Name of the Course - Duration - Total Marks - Weightage - Open / Closed Book Exam - GP Office should be informed at least 2 hours in advance about the conduct of surprise quiz to make necessary arrangements. - Visiting Faculty may check with the GP Office.
6	On Line Submission of	On-line submission of marks (component-wise along with the Weightages) on assessment software within 21 days of the mid- term and end-term exam.

	Marks / Grades	All quizzes and evaluated answer sheets, quiz papers / assignments etc. within 21 days, except for VIth Term. The VIth term grades to be submitted within a week of receipt of answer sheets. All teaching faculty must compulsorily attend result finalization meeting. Grades once decided during finalization by the Result Finalization Committee shall be final and will not be changed.																																							
7	Student Groups	- Student Groups for first year are made by the GP Office. These groups are changed every term. - The groups are based on Gender, Work–experience, Educational Qualification and CGPA. - Students form their own groups in different courses in the second year. However, the concerned course faculty has the final discretion.																																							
8	Grading System	The grading system that will be used is a 10–point scale. Following is a description of these grades. <table border="1"> <thead> <tr> <th>Letter Grade</th><th>Grade Point</th><th>Description</th></tr> </thead> <tbody> <tr><td>A+</td><td>10</td><td>Exceptional</td></tr> <tr><td>A</td><td>9</td><td>Excellent</td></tr> <tr><td>A–</td><td>8</td><td>Proficient</td></tr> <tr><td>B+</td><td>7</td><td>Very Good</td></tr> <tr><td>B</td><td>6</td><td>Good</td></tr> <tr><td>B–</td><td>5</td><td>Fair</td></tr> <tr><td>C+</td><td>4</td><td>Satisfactory</td></tr> <tr><td>C</td><td>3</td><td>Unsatisfactory</td></tr> <tr><td>C–</td><td>2</td><td>Poor</td></tr> <tr><td>D</td><td>1</td><td>Very Poor</td></tr> <tr><td>F</td><td>0</td><td>Fail</td></tr> <tr><td>I</td><td>–</td><td>Incomplete</td></tr> </tbody> </table> - If the student is awarded 'I' Grade in any subject during the two years, s/he would not be awarded the PGPM diploma, until s/he has attended that particular course in the next year and successfully completed the same. Detailed grading policy is available in the Students' Handbook. - The highest grade that can be awarded clearing 'I' will be grade 'B'.	Letter Grade	Grade Point	Description	A+	10	Exceptional	A	9	Excellent	A–	8	Proficient	B+	7	Very Good	B	6	Good	B–	5	Fair	C+	4	Satisfactory	C	3	Unsatisfactory	C–	2	Poor	D	1	Very Poor	F	0	Fail	I	–	Incomplete
Letter Grade	Grade Point	Description																																							
A+	10	Exceptional																																							
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B	6	Good																																							
B–	5	Fair																																							
C+	4	Satisfactory																																							
C	3	Unsatisfactory																																							
C–	2	Poor																																							
D	1	Very Poor																																							
F	0	Fail																																							
I	–	Incomplete																																							
9	Students Counseling Cell And Students affairs Cell	- MDI has a counseling cell which takes care of students' need of advice during the turmoil they might face because of performance pressure or personal problems. The cell gives them fully confidential space to vent out their stress causing concern(s) and if the need arises they are advised for the corrective and / or preventive actions. - Student Affairs Cell at MDI aims to facilitate the students in carrying out various activities for their overall development and ensuring synergies to build MDI brand. Student Affairs Cell works closely with the elected student council. Refer to the students' handbook for more details.																																							
10	Academic Integrity and Anti Plagiarism Discipline	- MDI Campus is a no Smoking campus. Rules applicable to students are applicable to Faculty. The Campus displays notices at various places and faculty are advised to read and abide by these. - 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 / assignment given by concerned faculty. In this connection, it may be noted that any kind of copying / plagiarism is not allowed. The reports submitted by the students like Summer Project Reports / CIS reports / case study report or any other report will go through the Anti Plagiarism Software. 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 extend even to expulsion from the Programme. The anti–plagiarism software is applied to all publications / reports of faculty																																							

		members. All Research / consultancy reports / working papers / monologues / cases chapters in books / book reviews / research papers / Dissertations will be put through the anti-plagiarism software.
11	Teaching Load	- MDI endeavours to give space and empowerment to faculty members and to encourage faculty not only to teach but also to pursue training, research & consultancy in their performance portfolio. - For Graduate Programmes core courses where more than 1 faculty is teaching the course, the course outline may be discussed in the Area of the concerned faculty and faculty must try for maximum convergence in the course outline across all sections. - A common text book must be prescribed for all the sections. However handouts / cases may be distributed separately. For Evaluation components like Mid-Term & End-Term exam uniformity needs to be maintained across all sections. - Faculty may teach minimum 3 courses (9 credits)* and maximum 6 courses (18 credits)* across all Graduate Programmes. In case of shortage of permanent faculty members, with prior approval of Director, faculty may teach maximum up to 8 courses (24 credits). - Faculty members may guide maximum up to three dissertations per academic Programme.

** For details or clarification, you may please contact concerned Programme Chairperson / Dean..*

1. Course Credit and Sessions requirement

In Graduate Programmes, courses have been categorized as core and elective courses. Core courses are to be taken by all the students and electives are offered to students to choose for specialization in their specific area of interest for specialization. Each full course has a weightage of 3 credits and comprises of 20 sessions for core and electives of 90 minutes each. This is specified in the table 1.0 below:

Table 1.0 Number of sessions for courses is proportioned as per following table:

	Core and Elective courses
4.5 credit	30 sessions
3.0 credit	20 sessions
1.5 credit	10 sessions

In each 3 credit course Teaching faculty / Instructor may invite Guest speakers for not more than 4 sessions. If Guest Speaker is essential beyond 4 sessions, the Teaching Faculty / Instructor should discuss the same with Programme Chairperson before proceeding further. Work units of teaching faculty will be adjusted to accommodate more than 4 industry guest lectures in a course. The payment to Guest speaker will be made as per prevailing rates. To give space and empowerment to faculty members and to encourage faculty to not only teach but also to pursue training, research & consultancy, faculty may teach minimum 3 courses (9 credits)* and maximum 6 courses (18 credits)* across all Graduate Programmes. In case of shortage of permanent faculty members, with prior approval of Director, faculty may teach maximum up to 8 courses (24 credits).

2. Course Design

The Course Design should be contemporary and in line with industry expectations. The course faculty should finalize the course design on the above rationale, in consultation with the area to avoid overlap in the content of two or more courses.

For a new course proposed to be offered, the faculty concerned should present the new course to the Area members, discuss the same within the area and seek formal approval of all Area members in an Area meeting. Thereafter, faculty concerned has to make presentation before the Faculty Council for its final approval for offering it to the students.

Course design should be such that it encourages students to consult the library, pursue group exercises & industry based live projects, write term papers & case based assignments etc., to supplement class based study material.

3. Course outline

The idea of having course outline and circulating the same to students is to enable the students to prepare before attending the class. The course outline should clearly specify:

- (a) Title of the course
- (b) Name of course faculty / Instructor
- (c) Course objectives / competencies*
- (d) Detailed course content with session by session plan
- (e) Pedagogical Methods
- (f) Evaluation Criteria with their Weightages
- (g) Time and place where Course Faculty / Instructor will be available for students' guidance.
- (h) A list of Reference Book (s) and suggested reading

** Behavioral / Functional competencies addressed by a course have to be included for PGP–HR*

The course outline should take into account that each full course requires approximately 100 hours of work, both in and outside the classroom.

The course outline, in hard and soft copy format, should reach the Programme Chairperson's office at least thirty days before the start of the term to enable the GP office to make arrangements for its distribution amongst students. For Graduate Programmes core courses where there is more than one faculty teaching the course, the course outline may be discussed in the Area of the concerned faculty and the course outline should be the same across all sections. A common text book must be prescribed for all the sections. However handouts/cases may be distributed separately. For evaluation components like Mid–Term & End–Term exam uniformity needs to be maintained.

3.1. Evaluation / Assessment Criterion as per Credits taught

To ensure a rigorous learning environment MDI follows a continuous evaluation mode and therefore evaluation process should have combination of quizzes, assignments, field work, high level of class participation, term assessments (Mid–Term and End–Term) etc. The course faculty / Instructor may include as many components of evaluation as they deem suitable. **However, there are certain minimum requirements as per details given below in Table 3.1:**

Table 3.1: Evaluation / Assessment criterion as per credits taught

Credits	Essential evaluation components
4.5 credit	Minimum four components comprising of mid–term, end–term, 6 quizzes

	and one of the components from Class Participation / Assignments / Projects / Cases etc.
3.0 credit	Minimum four components comprising of mid-term, end-term, 4 quizzes and one of the components from Class Participation / Assignments / Projects / Cases etc.
1.5 credit	Minimum three components comprising of end-term, 2 quizzes and one of the components from Class Participation / Assignments / Projects / Cases etc.

3.2. Weightage

- (a) No component of evaluations should have weightage of more than 40%.
- (b) Mid-Term examinations should have weightage of 20% to 30%.
- (c) End-Term examinations should have weightage of 30% to 40%.
- (d) Group assignments should be given low weightage as all group members do not put in the same effort.

3.3. Mid-Term and End-Term Examinations

- (a) Mid-Term and End-Term Examinations are scheduled during the period specified in the Academic Calendar.
- (b) Examinations question papers (neatly typed copy in sealed envelope) should be made available to G.P. Office by the Teaching faculty / Instructor at least 5 days before start of examinations to enable the GP office to make preparation of the examinations. The failure in adhering to the above guideline will authorize the Programme Chairperson to cancel the examination and the responsibility for the same will be solely of the Teaching faculty / Instructor.
- (c) Duration of Mid-Term and End-Term examinations should be between two and three hours.
- (d) The Question Paper should specifically mention the name of the Programme, Subject, name of the Teaching faculty / Instructor, name of the component of evaluation, date of examination, duration of examination, total marks, weightage and type (open book / closed book). As regard the open book examination, the Teaching faculty / Instructor should specifically mention on the Question Paper as to what material is allowed for reference. Any ambiguity should be strictly avoided. Teaching faculty / Instructor should also mention any other instructions which are to be given to the students. Faculty is advised to create a bank of question papers. Papers

across the Programmes should not be the same. Care must be taken that the past question papers should not be repeated.

- (e) Mid–Term and End–Term papers should be such which test the ability of students to apply their knowledge and skills to the business situations. The examination that test the conceptual comprehension of the students are encouraged.
- (f) Teaching faculty / Instructor should be available at the time of examination of their subject, to clear any doubts of the students. In exceptional circumstances, if teaching faculty / Instructor is not in a position to be present during the examination, it is the duty of the concerned Teaching faculty / Instructor to depute a person able to substitute the Teaching faculty / Instructor to that extent.
- (g) Immediately after the examination, the G.P. Office will forward all **answer books along with attendance record of students sitting for the examination, one copy of question paper, and comments/ observations, (if any), of the invigilators.** However, copies of those students who were caught in any unfair practice will not be forwarded and they will be subject to strict disciplinary action.
- (h) Teaching faculty / Instructor should assess the answer sheets meticulously and carefully to ensure that no part of the answer sheet remains unassessed. The question wise break up of the marks and total marks should be invariably recorded under signature on the front page of the answer sheet. Faculty is encouraged to provide question – wise remarks / feedback to the students. Teaching faculty / Instructor should avoid any overwriting. Any change in marking should be made after duly canceling earlier writing. Teaching faculty / Instructor should make the entry of marks in the online system, and forward the evaluated answer sheets to the G.P. Office within twenty one days of the examination for distribution amongst students, except in 6th term. The 6th term grades to be submitted within a week of receipt of answer sheets. In exceptional circumstances, like institutional work and any other circumstances beyond the control of the course faculty / Instructor, s/he may forward soft copy of marks in excel sheet to GP office for entering in the assessment system. All teaching faculty must compulsorily attend result finalization meeting. Grades once decided during moderation by the Result Finalization Committee shall be final and will not be changed.
- (i) Marks once awarded will be final. It should not be changed after specified review period and particularly after result finalization. In exceptional circumstances, when the error is apparent which adversely affects the

student, the change can be made with the approval of Programme Chairperson.

3.4. Quizzes

Teaching faculty / Instructor should hold the quizzes at regular interval and taking more than one quiz in a day should be strongly discouraged. Teaching faculty / Instructor are required to furnish tentative schedule (the actual schedule should not have substantial variation from the tentative schedule) of quizzes in their course to G.P. Office to enable to make necessary arrangements. GP Office should be informed at least 2 hours in advance about conduct of surprise quiz to make necessary arrangements.

At least two quizzes are to be held before Mid–Term examination and two quizzes after Mid–Term and before End–Term examination. No quiz component shall be part of End–Term papers. However, if faculty feels that a quiz like component is necessary for conceptual test, they may do so. This would be over and above the four quizzes in their module.

Faculty must conduct online quizzes in their courses. Faculty must prepare a chapter / session wise question bank and submit the full course question bank to GP Office before the start of the term, in which the course is scheduled. Administrative support will be provided by GP Office.

Evaluated quizzes may either be distributed amongst students by Teaching faculty / Instructor directly in the class or may be forwarded to GP office for distribution amongst students. This should be done within a week of the conduct of quizzes. A soft copy of marks of quiz (es) in excel sheet may also be forwarded to GP office.

4. Reading Material

Institute provides reading material / cases and / or text book to students. Teaching faculty / Instructor should provide the name of the text book and / or copy of reading material to G.P. Office at least one month before the start of the term to enable the GP office to make arrangement for its procurement / copying and distribution amongst students. Any delay in providing the name of the text book and / or copy of reading material, resulting in delay in distribution of the same amongst students should be attributable to the Teaching faculty / Instructor.

Teaching faculty / Instructor are also provided with a copy of text book and / or reading material at Institute's cost. Further, every effort will be made to provide Teaching faculty / Instructor with the books and other reference material required for the course through Library. However, Teaching faculty / Instructor should give sufficient notice to the Librarian for the same.

5. Scheduling of Classes

In each course two / three sessions are scheduled on alternate days per week. The scheduling is done as far as possible in consultation with the Teaching faculty / Instructor. GP office must make all the endeavors to accommodate Teaching faculty / Instructor to enable them to attend other institutional duties. However, since much is required to be organized for large number of students in the available time, it is not always possible to accommodate preferences of Teaching faculty / Instructor. In such cases Teaching faculty / Instructor should take classes on slots fixed by GP office in administrative interest of the Institute.

Guest Faculty taking complete course should be such who can devote sufficient time for the course. Capsule module of completing the course in a week or so is not permissible. However, some relaxations can be made for Guest Faculty based on the circumstances, such as the nature of subject and faculty resources for taking the course. In such cases guest faculty should be available to take classes on Saturdays / Sundays. However, not more than two sessions in a day shall be allowed for such a Guest Faculty. The payment to the Guest Faculty taking complete course shall be made as per the prevailing rates.

5.1. Re-Scheduling of classes

Teaching faculty / Instructor should take their classes during scheduled time slots. No re-scheduling / cancellation / postponement / delay of classes shall be done by teaching faculty.

Rescheduling of classes is not allowed except for exceptionally unavoidable circumstances which are either in the interest of the Institute and / or are beyond the control of Teaching faculty / Instructor.

In case rescheduling cannot be avoided due to any of the above mentioned reasons, the Teaching faculty / Instructor should inform the GP office in advance, detailing the reasons for seeking rescheduling and the date and time of rescheduled class (after ascertaining the availability of slot with GP office).

6. Punctuality & Attendance

Punctuality is of prime importance to achieve the objective of disciplined environment and learning rigour. The Course Faculty / Instructor should set the benchmark for students by being punctual in her / his class.

To facilitate class room based discussion and outside classroom assignments student groups for first year are made by the GP Office. The group members are rotated / changed every term. The groups are based on gender, work-experience, educational qualification and CGPA. Students form their own groups in the second year.

Faculty is to maintain the attendance record. However, the concerned faculty has the final discretion about the attendance either on the file made available by the GP office or in on-line

system. Teaching faculty should give preference to on–line attendance over manual. Arrangements for on–line attendance are available in all the class rooms.

The procedure of taking on–line attendance is as follows:

- Click attendance icon on the screen
 - User ID – Teaching Faculty / Instructors ID (same as for assessment)
 - Password (same as for assessment)
 - User type – Faculty
 - Click O.K.
 - Attendance sheet appears on screen
 - Follow instructions given on the right side of the screen
 - After marking attendance, submit and close.
- **Students who have opted for any particular course as an Audit course (the grades of which are not taken into account in the calculation of student’s CGPA) should be treated (for all purposes) just like other students, who have taken the course with credit.**
- **Latecomers should not be given attendance for the day on which they arrive late in the class.**

6.1. Absence

Faculty should submit the attendance record of students to the GP Office on the last day of class of Mid term and End term. This practice would facilitate counseling before the Mid–Term and would also facilitate the student to avoid a grade dock, if possible.

Students are to submit an application as per format given in the student handbook to concerned faculty and Programme Chair detailing reasons for absence from the classroom. If a student is absent with prior permission (medical / attending institutional activity / case presentation / competition etc), the same will be updated by GP office in on–line attendance system or the teaching faculty / Instructor will be informed.

The course faculty may at his/her discretion give substitute tests / assignments only to those students who were absent for convincing reasons supported with proper documents with prior permission. However, this discretion should be exercised with caution under intimation to Programme chairperson through Graduate Programme office as it could affect other courses. **But in no case, student should be allowed to give substitute quiz(es).** Further, for **substitute** mid–term and end–term examinations, GP office should be informed for organizing the same.

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 rule prescribed in Students’ Handbook.

7. Electives

During IV, V and VI terms students of PGDM have to pursue electives which are floated for subscription during the IIIrd term so that students can subscribe them. Prior to that, respective Area is to provide list of electives proposed to be offered. If the list contains any new elective, the course faculty has to make a presentation before faculty council for getting the course approved. Faculty members are required to give presentations of electives offered by them during the IIIrd term to the students. The schedule for presentation is notified by the GP Office. Due to administrative reasons, minimum requirement of number of students in an elective is specified for the academic year from time to time. Those electives in which subscription falls below the stipulated number are not floated and students who have opted for that are asked to opt for another elective. Faculty members may evolve suitable criteria in consultation with the Programme Chairperson to decide admission of students to their elective. Such criterion is normally based on:

- (a) The academic background, aptitude and level of performance of students in related course.
- (b) The number of students that can be permitted to specific courses.

Note: The maximum cap cannot be placed on the courses which are deemed to be essential for specialization in an Area

8. Grading System

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

1. Facilitate teaching faculty to evaluate the progress of learning, comprehension and application of concepts by each student.
2. Encourage a healthy and constructive competition among the students.
3. Try to raise the learning & application bar with every component.

The course faculty will have the discretion to assign weightages to various components of evaluation in a course subject of the broader guidelines mentioned earlier in these guidelines. The components of evaluation and their weightages are communicated to the student in the course outline for each course, these will not undergo any change and are to be abided by the faculty.

The following table may serve as a guide when planning the components in different courses:

Table 8.1: Evaluation Criterion for different credits

Evaluation Criterion for various credits	For 4.5 credit	For 3 credit	For 1.5 credit
	minimum 4 components of evaluations comprising of mid-term exam, end-term exam, 6 quizzes and one of the either	minimum 4 components of evaluations comprising of mid-term exam, end-term exam, 4 quizzes and one of the either	minimum 3 components of evaluations comprising of end-term exam, 2 quizzes and one of the either components

	components – CP, Assignment, Project, Case, etc.	components – CP, Assignment, Project, Case, etc.	– CP, Assignment, Project, Case, etc.
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*Note: - * As per International Standard: One course = 3 credits;
One and a half course = 4.5 credits; half course = 1.5 credits*

- MDI 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 course evaluation will require a student to take Mid–Term examinations and End–Term examinations. In addition, there will be quizzes in class, presentations etc. For the evaluation to be fair to all and reflective of learning, it is important that the examinations and other forms of evaluation are conducted in a fair manner.

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

Table 8.2: Grade Structure

Letter Grade	Grade Point	Description
A+	10	Exceptional
A	9	Excellent
A–	8	Proficient
B+	7	Very Good
B	6	Good
B–	5	Fair
C+	4	Satisfactory
C	3	Low Pass
C–	2	Poor
D	1	Very Poor
F	0	Fail
I	–	Incomplete

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

- A student's attendance is less than 50% in a course

or

- b) A student abstains himself / herself from more than 40% of evaluation components in terms of weightage. In case this absence is upto three weeks and is for genuine reasons (e.g. serious sickness) as approved by Programme Chairperson / Dean(Academics), the student can get substitute assignment / exam etc. (The rationale behind this is that the learning missed during such long absence from classes cannot be replicated / substituted through substitute assignments / examinations)

However, if the student is awarded 'I' Grade in any subject(s) during the two years, s/he would not be awarded the diploma, until he has attended that particular course(s) in the next year and successfully completed the same.

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

For each component of evaluation, the faculty member should communicate the performance of students through marks only. The students can also personally see their marks / grades on Assessment.

At the end of the course, the faculty member should aggregate all the components of evaluation using the weightage he / she has prescribed in the course outline. S/he shall compute the weighted cumulative marks and give the appropriate grade.

MDI follows a system of relative grading. This implies that the grade a student receives for his/her performance is relative to the grades obtained by the class as a 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, s/he may fix 30% marks as minimum marks for obtaining a pass 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 weightages used to compute CGPA are the number of credit hours for a course).

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) Not more than 4–Ds equivalent. For this purpose 1–F would be treated as equivalent to 2 Ds for a full course and 1–D for the half course.
- c) Any student getting more than 4 Ds or equivalent would be informed at that stage itself and is not to attend further classes in the first year.
- d) Completes summer Project successfully as per the 'Guidelines for Summer Project'.

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

- a) A minimum CGPA of 4.5 in the Programme
- b) Not more than 5–Ds equivalent throughout the Programme.
- c) Successful completion of summer project.
- d) No 'I' grade in any course / summer project / CIS
- e) Repeat of not more than one year in the Programme

Students may, after obtaining their answer sheets, seek clarifications (if any) from the faculty. The GP Office will display on-line the grades obtained by all the students in a particular term four weeks after the end of the term. The notice will be displayed for 3 days during which students can verify the accuracy of the grades. After this period the grade sheets are printed and distributed to the students. After the grade sheets are distributed by the GP Office, no request for re-evaluation or change in grade will be entertained.

If a student's attendance falls below the norms, grades will be reduced as per the rule prescribed in Student's Handbook.

9. **Course of Independent Study (CIS)**

MDI offers a course of Independent study for the students as a part of elective courses. CIS courses are exceptional instruments designed for advanced research based learning rather than serving substitutes for regular courses. The academic capability of the student (reflected in CGPA), ability to pursue advanced work (as endorsed by the CIS Guide) and the relevance of the area of study to the career of the student (as demonstrated or organized in the proposal) are the indicative criteria for allowing CIS courses. A CIS must follow the primary subjects on offer. A CIS cannot be taken up on a subject that is going to be covered in the subsequent courses. The CIS comprises an investigation together with a written report and interpretation thereof on a subject accepted and approved by the course area.

CIS is a course that a student **co-designs with faculty and pursues under the guidance of a designated instructor (Faculty member)** to explore an area or subject of knowledge that is not adequately covered through the normal elective courses on offer. By this very logic, a CIS is a privilege and not a right for the intending student, which is made available under exceptional circumstances including the following:

1. The student has demonstrated through his/her past academic performance, a preparedness to pursue an advanced course of investigation in the area of his/her choice.
2. The subject matter of study is relevant for his/her career aspirations within the overall academic objectives of the PGPM.
3. The subject matter is not adequately covered in the choice of elective courses on offer
4. The relevant area approves the offering of the CIS and a faculty member from within the area is willing and available to help with the design, delivery and evaluation of CIS.

CIS courses can be pursued in academic terms IV and V only. Under no circumstances whatsoever, CIS courses can be taken up in any other term.

The student(s) who wish to pursue a CIS are required to indicate such intent, right at the time of exercising his/her choice of elective courses in term III. They will be responsible to make a good case why they should be permitted to pursue a CIS.

Their request for CIS (preliminary proposal) at this stage should include the following:

1. Proposed Title

2. What the student wishes to study and under what area of specialisation does the topic belong (Please note that even where the CIS is cross-functional in nature, it has to belong to one primary area for guidance and evaluation)?
3. Why does the student think it is important for you to undertake this course?
4. Why does the student think it is not covered under any elective(s) even when it is so important?

These preliminary proposals are forwarded to the Area Chairperson for their consideration and discussion at the area level. The Area Chairperson will intimate the approval of CIS proposals together with the name of the faculty guide to the GP office as soon as possible but definitely before the final registrations for term-IV begins. The area Chairperson will also provide to GP office the timeline for the course in terms of stages like submission of final proposal, submission of course report, date of oral defense, panel of area members (3 members including the CIS guide) who would evaluate the course and the evaluation scheme.

The responsibility for getting the CIS going alongside the faculty guide is that of the student. The finalization of proposal and meetings with faculty guide and other course related interactions are also left to the initiative of the student.

Students carrying out CIS should circulate a reading list, duly approved by the guide, to all the Area members (with a CC to GP office) within 7 days from the beginning of the respective term (term 4 or 5).

CIS Report duly signed by the student as well as Faculty guide must be submitted to the GP Office on or before the stipulated date. If any student fails to submit his/her CIS Report on or before the stipulated deadline for submission, no extension will be granted and a grade of 'F' will be awarded. A student is also required to give a formal presentation in presence of an Evaluation Committee on the date specified. This presentation will be open to MDI faculty and students besides faculty members of that area. In case the Evaluation Committee is not satisfied with the CIS Report and presentation, it reserves the right to ask the student to re-write a part or whole of the report. However, in this case, the student will be awarded a maximum grade of B+.

The grade obtained in the CIS is taken into account for calculation of student's CGPA just like any other full credit course. A CIS is equivalent to a one credit course.

The Faculty member agreeing to be a CIS guide may also please note the following provisions:

1. CIS is a one credit Course. A student can take up only one CIS in lieu of an elective.
2. CIS courses can be pursued in term 4 and 5 only. No CIS can be carried out during 6th term.

3. First year students, who wish to take up a CIS in second year, should submit their proposal to the GP office by 10th of March, 2011.
4. The Area, if satisfied with the proposal, will nominate a faculty for the respective CIS keeping into consideration the area of interest expressed by the students and area of expertise of the faculty.
5. The Area may reject the proposal or may propose amendment to the proposal and ask the student concerned to resubmit the proposal.
6. The entire exercise of acceptance of the proposal and nominating faculty for the CIS should be completed and communicated to the GP office by the Area Chairperson by 20th of March, 2011.
7. The students should be informed by the GP office latest by 25th of March, 2011.
8. Students who do not receive any communication by 26th of March should contact the GP office immediately.
9. Students carrying out CIS should circulate a reading list, duly approved by the guide, to all the Area members (with a CC to GP office) within 7 days from the beginning of the respective term (term 4 or 5).
10. Students have to submit the CIS report to the GP office 10 days before the 'End-Term exam' of the respective term in which the student undertakes the CIS.
11. No extension of time for submitting the report will be allowed.
12. On receipt of the report, the GP office will issue notice to student for presentation to faculty panel before the End-Term examination.
13. Presentation once made will be final. No students will be allowed to make presentation more than once.

10. Feedback on Below Average Students' Performance

Some of the students who are not performing should be given all the necessary guidance and support to improve. In case no visible improvement is there, names of such students may be brought to the notice of Programme Chairperson and Chairperson (Students counseling) for further suitable action.

11. Students' Counseling Cell

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

11.1. Student Affairs Cell

Student Affairs Cell at MDI aims to facilitate the students in carrying out various activities for their overall development and ensuring synergies to build MDI brand.

Student Affairs Cell works closely with the elected student council. The activities of the student affairs are –

1. Facilitating the election of the student council
2. Monitoring the working of students' council
3. Ensuring the strict observance of code of conduct
4. Defining the student activities calendar for all the student activities and ensuring efficient management of the events
5. Defining objectives and activities of each club
6. Maintenance of records of student participation through OLT
7. Monitoring the participation of our students in events conducted by other institutes, with an objective of ensuring that they participate in events conducted by institutes at par with the standards of MDI
8. Sharing the success stories of student achievements with corporate communication.
9. Trying to leverage technology for ensuring communication and feedback in a timely and transparent manner
10. Sensitizing the students for contribution to society through compulsory participation in voluntary work
11. Facilitating the linkages with international student bodies and networks.

12. Academic Evaluation and Feedback Guidelines

12.1. Course Feedback

The objective of the feedback is to help the faculty members to know the expectations of students and thereby improve their course contents and pedagogy. All faculty members should be open to feedback and view the same as a vehicle of further improvement and growth. Faculty members are encouraged to take their feedback in the middle of the term.

At the end of the term online feedback is obtained for each course. Course faculty can access the same through assessment after submission of grades.

12.2. Result Finalization Meeting

It is the Teaching Faculty / Instructor who is the best judge of the performance of students in the class. As such their presence is essential at the time of relative grading of students. Teaching Faculty / Instructor should therefore make themselves available on the dates (specified in the Academic Calendar) of result finalization / moderation meetings. Final result for the subject should be duly signed by the course faculty, Programme Chairperson and Dean. This requirement can be relaxed only under the circumstances like Institutional interest or the circumstances beyond the control of

Teaching Faculty / Instructor. In such a case, the result will be finalized by the Programme Chairperson and the Dean and they will sign the same. The faculty member needs to inform the concerned Programme Chairperson and the Dean – GP about his/her absence from the moderation meeting and that the decision of the committee is acceptable to him / her.

12.3. **Academic Discipline**

Teaching Faculty / Instructor should take strict cognizance of any malpractice, including unfair practice outside the classroom for assignments and projects. Such malpractices should be penalized and brought to the notice of G.P. Office for taking further administrative / disciplinary action against the student.

Delay in submission of assignments should be discouraged.

12.4. **Ethics, Academic Integrity and Anti-Plagiarism Discipline**

MDI Campus is a **No Smoking** campus. Rules applicable to students are applicable to Faculty as well. The Campus displays notices at various places and faculty are advised to read and abide by these.

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 / assignment given by concerned faculty. In this connection, it may be noted that any kind of copying / plagiarism by the any student will be subject to disciplinary action under MDI rules. The reports submitted by the students like Summer Project Reports / CIS reports / case study report or any other report will be go through the Anti Plagiarism Software. If any student or group of students is found to be part of in such activity, strict action will be taken against him / her which may extend even to expulsion from the Programme.

The same rule applies to faculty members.

All Research / consultancy reports / working papers / monologues / cases chapters in books / book reviews / research papers / Dissertations will be put through the anti-plagiarism software.

12.5. **Teaching Load**

MDI endeavours to give space and empowerment to faculty members and to encourage faculty not only to teach but also to pursue training, research & consultancy in their performance portfolio. Faculty may teach minimum 3 courses (9 credits)* and maximum 6 courses (18 credits)* across all Graduate Programmes. In case of shortage of permanent faculty members, with prior approval of Director, faculty may teach maximum up to 8 courses (24 credits).

For Graduate Programmes core courses where more than 1 faculty is teaching the course, the course outline may be discussed in the Area of the concerned faculty and

faculty must try for maximum convergence in the course outline across all sections. A common text book must be prescribed for all the sections. However handouts / cases may be distributed separately. For evaluation components like Mid–Term & End–Term exam uniformity needs to be maintained across all sections. Faculty members may guide maximum up to three dissertations per Academic Programme.

PGPM Academic Calendar 2016-17

FROM		UNTIL		ACTIVITY
DAY	DATE	DAY	DATE	
Wednesday	1-Jun-16			Submission of reading material (by faculty) to PGP Office for Term I & IV
Friday	1-Jul-16			Registration (Term-I)
Friday	1-Jul-16			Registration (Term-IV)
Saturday	2-Jul-16	Friday	8-Jul-16	Orientation Term I
Monday	4-Jul-16			Commencement of classes : Term IV
Wednesday	6-Jul-16			Holiday- Idu'l Fitr
Monday	11-Jul-16			Commencement of classes : Term I
Monday	15-Aug-16			Holiday - Independence Day
Wednesday	24-Aug-16	Friday	26-Aug-16	Mid-Term Exam : Term I & IV
Thursday	25-Aug-16			Holiday - Janamashtami
Thursday	1-Sep-16			Submission of reading material (by faculty) to PGP Office for Term II & V
Monday	12-Sep-16			Holiday - Id-ul-Zuha (Bakrid)
Sunday	2-Oct-16			Holiday-Gandhi Jayanti
Monday	3-Oct-16	Thursday	6-Oct-16	End-Term Exam : Term I & IV
Monday	10-Oct-16			Holiday-Dussera(Maha Navami)
Tuesday	11-Oct-16			Holiday-Dussera
Wednesday	12-Oct-16			Holiday-Muharam
Monday	17-Oct-16			Commencement of classes : Term II & V
Friday	21-Oct-16			Result finalisation meeting for Term I & IV
Sunday	30-Oct-16			Holiday-Dipawali
Friday	4-Nov-16			Announcement of Result for Term I & IV
Monday	14-Nov-16			Holiday-Gurunanak Dev birthday
Monday	28-Nov-16	Wednesday	30-Nov-16	Mid-Term Exam : Term II & V
Wednesday	30-Nov-16			Submission of reading material (by faculty) to PGP Office for Term III & VI
Tuesday	13-Dec-16			Holiday-Id E Milad
Sunday	25-Dec-16			Holiday-Christmas
Wednesday	4-Jan-17	Sunday	8-Jan-17	End-Term Exam : Term II & V
Monday	9-Jan-17			Commencement of Term III & VI
Thursday	26-Jan-17			Holiday-RepublicDay
Monday	30-Jan-17			Result finalisation meeting for Term II & V
Monday	6-Feb-17			Announcement of Result for Term II & V
Monday	13-Feb-17	Wednesday	15-Feb-17	Mid-Term Exam : Term III & VI
Monday	13-Mar-17			Holiday-Holi
Monday	24-Mar-17	Friday	31-Mar-17	End-Term Exam : Term III & VI
Monday	10-Apr-17			Result finalisation meeting for Term VI
Wednesday	12-Apr-17			Announcement of Result for Term VI
Friday	21-Apr-17			Result finalisation meeting for Term III
Tuesday	25-Apr-17			Announcement of Result for Term III

7. MDI'S CODE OF ETHICS

The Code of Ethics of an organisation embodies the ethical commitments of that organisation; it tells the world who they are, what they stand for, and what to expect when conducting business with them. The Management Development Institute (MDI), Gurgaon, a leading Indian business school, has established a Code of Ethics to ensure that the Institute is a model of exemplary ethical behaviour as it achieves its academic mission. MDI's students, faculty, and staff are committed to the standards of conduct embodied in the MDI's core values. Students are expected to know and abide by MDI's policies that set forth rules and regulations governing the Code of Conduct for Students.

The MDI community (students, faculty, staff and members of the Board of Governors) aspires to be a model of ethical behaviour and to achieve its vision by educating graduates for their exemplary ethics, character and citizenship. Each member of the community is responsible for conducting him or herself in accordance with this Code of Ethics and all other applicable MDI policies while engaged in MDI activities. This Code of Ethics is merely a codification of existing rights and obligations contained within other MDI documents; it is not intended to create new rights and obligations on the part of faculty, administration, staff, and students of MDI.

7.1 Academic Honesty

The highest standards of academic honesty characterize the learning, research, scholarly and creative activities in which members of the MDI community are engaged. Dishonest activities include, but are not limited to, the following:

1. Fabricating data or citations
2. Collaborating in areas prohibited by the concerned faculty
3. Unauthorized multiple submission of work
4. Sabotage of others' work, including library vandalism or manipulation
5. Plagiarism: presenting any work as one's own that is not one's own
6. The creation of unfair advantage
7. The facilitation of dishonesty
8. Tampering with or falsifying records
9. Cheating on examinations through the use of written materials or giving or receiving help in any form during the examination, including talking, signals, electronic devices, etc.

7.2 Research, Scholarship and Creative Activity

MDI safeguards the rights and welfare of humans who participate in research, including studies using surveys or interviews and any research involving children or others who are vulnerable. The humane use of animals in research is guaranteed by compliance with all applicable Government regulations.

7.3 Hiring and Admissions Practices

MDI takes affirmative steps and makes good faith efforts toward achieving non-discrimination and equality of opportunity in employment and in academic and non-academic programmes. These practices include, for example, student admissions and employee recruitment, compensation and benefits. The employment of relatives within MDI is monitored by the office of the concerned Dean and Registrar & Secretary (R&S) in order to minimize potential conflicts of interest.

7.4 Relationships

The members of the MDI community place a high value on relationships built on reason, mutual trust, respect, dignity and equality. Harassment of any sort is not tolerated, including such behaviours as violence, intimidation, sexual advances, exploitation and derogatory conduct that reflect bias. In relationships where there is unequal power, such as those between faculty and their students, the person in the position of authority is obligated to avoid potential conflicts of interest, abuse of power, sexual or romantic relationships, or exploitation of any type of those they supervise, teach, coach or advise.

7.5 Confidentiality

The work of many at MDI requires knowledge of sensitive, privileged information involving students' academic, psychological or disciplinary records, library borrowing records, salaries of employees and records regarding the MDI's finances or business planning. Confidentiality by those with such knowledge is essential and contributes to the mutual trust and respect that characterize MDI.

7.6 Conflict of Interest and Commitment

Situations may arise that make it difficult for us to act in the best interests of the MDI. All of us are obligated to avoid placing ourselves in any positions or situations in which there may be a conflict, or the appearance thereof, between personal interests and our duty to MDI. Areas of potential conflict include the use of confidential information, official purchases not subject to competitive bids, the acceptance of gifts and, under certain conditions, outside employment.

7.7 Financial Transactions

All financial matters, including cash receipts, contracts, purchase orders and reimbursements for travel and entertainment expenses are transacted according to policies that have been established so that MDI upholds the laws and the principles underlying them. Grants and contracts are subject to MDI review to assure that funds are expended in compliance with all statutory and regulatory requirements. Competitive bidding, for example, is required for all purchases of goods and services over a fixed minimum amount, and costs must meet the basic guidelines of allowability, reasonableness, allocability and be net of all applicable credits.

7.8 Use of MDI Resources

MDI services, staff time, supplies, equipment and travel budgets are used solely for MDI-related business and not for the personal advantage of an individual.

7.9 Impact on the Environment

MDI seeks to protect the natural environment by appropriately using and recycling resources and by avoiding conditions that may result in creating environmental hazards.

7.10 Electronic Communication

Computer-based information systems are used in accordance with all laws and are not used for commercial purposes or non-MDI, personal or solicitous activities. Computer software, electronic mail, voice mail and electronic files are presumed to be private and confidential unless misuse is suspected. Loopholes in security systems should not be used to damage information systems, obtain extra resources or gain access to system without authorisation.

7.11 Implementation of the Code of Ethics

Seeking Clarification

Members of the MDI community value their reputation for behaving ethically and therefore reflect before acting, especially in complex situations. Simple questions such as the following offer guidance in deciding if an act is consistent with the MDI's core values:

- How would my action appear to others at MDI?
- Could it harm MDI's reputation?
- Is it ethical and legal?
- What does my conscience tell me ?
- Should I check before acting?

In instances where policies appear ambiguous or questions arise about personal responsibility in adhering to this Code of Ethics, clarification can be sought from supervisors, director, deans, chairpersons, or the office responsible for the policy in question.

7.12 Reporting an Alleged Violation

All faculty, administrators, staff and students have an obligation to bring suspected violations to the attention of appropriate supervisory personnel in a responsible manner. Generally the first person to be informed should be either one's immediate supervisor in the case of employees, or the director of MDI. In those instances in which the immediate supervisor is involved in the alleged violation, the report should be made to the person at the next highest supervisory level. The process for reporting suspected violations of specific policies, such as conflict of interest in consultancy, is usually explained as part of the policy itself.

The Registrar & Secretary's office should be contacted in instances of financial irregularity. Complaints about financial matters, such as accounting, internal accounting controls and audits, and about other matters relating to the conduct of business, such as relationships with vendors and government officials, may be submitted confidentially and/or anonymously.

The MDI community expects that those who report violations in good faith and in an appropriate manner, whether or not further investigation substantiates the claim, will be free from retaliation in any form. The identity of complainants will be protected, within legal limits, and those who retaliate against them will be disciplined.

7.13 Enforcing Ethical Standards

All reported violations will be investigated promptly in accordance with procedures detailed in the relevant policy identified in the documents listed below. Those accused are not assumed to be responsible for the reported behaviour until the appropriate process has reached a conclusion. Fundamental fairness is accorded to all individuals.

7.14 Refraining from Abuse of This Code

No one will falsely report misconduct of any sort by another individual for the purpose of discrediting or otherwise harming the reputation of that individual. Any complainant guilty of such abuse will be subject to disciplinary action.

7.15 Responsibilities

All members of the MDI community are responsible for conducting MDI-related activities ethically and for making MDI a place known by the excellent character of all associated with it. Faculty, administrators and staff are influential models for MDI students.

Those in supervisory positions have the dual responsibilities of encouraging ethical behaviour as well as dealing appropriately with suspected violations reported to them.

The internal auditors of MDI play a unique role in the financial matters by ensuring that MDI goes beyond complying with the letter of all applicable laws to acting in conformity with the principles underlying them. The members of the audit committee assure the public that MDI conducts its affairs with integrity and merits full trust. Because of the audit committee's fiduciary responsibility for the institution as a whole, they have a special duty to adhere to the highest ethical standards and to ensure that senior administrators disseminate this Code of Ethics to all employees and students.

7.16 Reference Guides to Existing Documents

MDI reserves the right to change and update its policies. The current policies that govern standards of conduct are listed below:

- Research Policy
- HR Policy & Service Rules
- Consultancy Policy
- Faculty Handbook
- Student Handbook
- MDI's E-mail Policy
- Financial Regulations of MDI

8. MDI'S CODE OF CONDUCT

INTRODUCTION

The ability and freedom to teach, learn and develop depends upon appropriate opportunities and conditions in the classroom, in the residence hostel, elsewhere on campus, and in the greater academic community. The MDI has developed procedures and policies to safeguard this process and to maintain an environment conducive to the learning process.

Although no such document can be exhaustive, the purpose of a *code of conduct* is to set out standards of conduct, to give notice of expectations and prohibited behavior, and to identify the procedures MDI may employ to resolve breaches of those standards. These policies and procedures are not meant to address simple differences of opinions or inhibit freedom of expression.

This *Code* applies to all members of the MDI community, as well as all others on MDI premises. Individuals may be accountable to both civil authorities and to MDI for acts that constitute violations of law and of this *Code*. Disciplinary action at MDI will not be subject to challenge or delay on the grounds that criminal or civil charges involving the same incident have been dismissed, reduced or are pending.

Students are asked to assume positions of responsibility in MDI's judicial system in order that they might contribute insights and develop skills in the resolution of disciplinary cases.

All members of MDI community are expected to maintain the highest standards of personal and academic integrity and are also asked to consider seriously their responsibility for shaping prevailing community standards. Everyone is encouraged to confront deviations in community standards or violations of policy in constructive ways, including the appropriate application of this *Code*. They are also encouraged to make reasonable efforts to prevent violations of policy or standards when it can be done in a safe manner.

MDI believes that the procedures, policies, and safeguards described herein are indispensable to maintaining an academic environment appropriate to teaching, learning, and development.

1. Classroom and Field Placement Standards

The individual faculty member has primary responsibility for managing the classroom environment. If a student engages in any behavior that results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class period.

A lecturer may make a request to the Dean (Graduate Programmes, GP) to withdraw a student from a course if the student's behavior continues to disrupt the course. The Dean (GP) will seek to resolve the issue by attempting to find a resolution that is agreeable to both the student and the lecturer concerned. However, the Dean (GP) will inform the Chairperson, Student Affairs in all cases of inappropriate behavior, even if a resolution is implemented, and the Dean (GP) may need to take additional action. If the Dean (GP) is unsuccessful at finding a resolution, the Dean (GP) will then refer the matter to the Director who will proceed in accord with the *Code of Conduct*. The Dean (GP) will make every attempt to resolve the matter quickly, and whenever possible within 7 business days. The student will not be allowed to return to the class until the matter is resolved by the Dean (GP). The Chairperson, Student Affairs will work with the Dean (GP) to arrive at an outcome that preserves the integrity of the classroom, the authority of the professor and the rights of the student.

2. Academic Integrity

Academic integrity occupies the very center of the educational enterprise. MDI encourages academic excellence in an environment that promotes honesty, integrity, and fairness. All members of the MDI community are expected to exercise honesty and integrity in their academic work and interactions with members of the MDI community. Each member of the MDI community shares the responsibility for securing and respecting an environment conducive to academic integrity. Academic dishonesty will

not be tolerated, and persons who breach academic integrity will be sanctioned in accordance with the section entitled *Academic Honesty at MDI*.

3. Identification Cards

Each member of the MDI community is issued a picture identification card or temporary pass, and must carry it with him or her at all times while on MDI premises or at MDI-sponsored activities. Identification cards must be presented upon request of any MDI official or agent in the normal conduct of MDI's business.

Identification cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his or her identification card and will be subject to disciplinary action by the MDI if he or she has aided such fraudulent use. A card will be forfeited if the person to whom it was issued allows any other person to use the card.

If a student is suspended or expelled from MDI, the identification card must be surrendered to the Graduate Programme Office.

4. Visitors and Guests

Visitors, including invitees or licensees, shall conduct themselves, at all times, in a manner which is consistent with the maintenance of order on MDI's premises pursuant to this *Code*; their privileges to remain on MDI property shall terminate upon violation of this *Code*. The MDI reserves the right to withdraw at any time the privileges of invitees or licensees to be on MDI premises. Trespassers have no privileges of any kind on MDI premises, but will be subject to the MDI's regulations governing the maintenance of order. Additionally, students will be held accountable for the acts of misconduct of their guests while on MDI's premises or at MDI-sponsored activities.

5. Graduate Programme Office

The Dean (GP), through the Chairperson, Student Affairs, directs the efforts of students and staff members in matters involving student discipline. In addition, the Chairperson, Student Affairs will provide opportunities for education, ethical development, outreach and assessment in the areas of student conduct, conflict resolution and civility. The responsibilities of the Chairperson, Student Affairs include:

Determining on a case-by-case basis the disciplinary charges that apply pursuant to this *Code*.

Interviewing, advising, and assisting parties involved in disciplinary proceedings and arranging for a balanced presentation at disciplinary conferences or before the MDI Programme Committee.

- Maintaining student disciplinary records.

- Developing procedures for conflict resolution.

- Resolving cases of student misconduct, as specified in this *Code*.

- Creating, revising and maintaining forms necessary to implement this *Code*.

- Developing, disseminating, interpreting, and enforcing campus regulations.

- Maintaining a fair, reasonable and balanced environment when addressing student behavior and in

- processes associated with this *Code* and its proceedings. As such, the Chairperson, Student Affairs

- will be a part of disciplinary conferences and hearings.

Whenever possible, providing learning opportunities for students found responsible for violating standards.

Helping foster students' ethical and personal development.

PARKING/TRAFFIC OFFENSES

6. Parking/Traffic Enforcement

The Administrator Officer (Gen Admn) is responsible for creating and enforcing parking/traffic regulations on campus. All members of the MDI community and their guests are responsible for obeying MDI, local and State parking/traffic regulations. Those who do not are subject to summonses, fines, towing, or immobilizing of their vehicle at the owner's expense. MDI will not be responsible for damages caused by immobilizing or towing.

7. Parking/Traffic Offense Appeal

Those receiving summonses may appeal those summonses. The Registrar & Secretary, or his or her designee, shall serve as the Parking/Traffic Offense Appeal Officer. This Appeal Officer shall hear and decide all appeals of non-disciplinary parking/traffic summonses issued. The decision of the Appeal Officer is final and not subject to further review.

8. Repeat or Serious Violators

Repeated violations of parking/traffic regulations, or those deemed very serious, are subject to disciplinary proceedings as outlined in this *Code*.

DISCIPLINE

9. Prohibited Conduct

All members of the MDI community are prohibited from engaging in conduct resulting in, or leading to, any of the behaviors listed below. The following violations are not listed in any particular order, including seriousness of violation or possible sanction.

9.1A Assault and Physical Violence

Intentionally or recklessly causing physical harm to any person. This section includes but is not limited to physical fights, intentionally or recklessly causing injuries, or any physical acts of aggression.

9.1B Endangerment, Threatening Behavior, or Intimidation

All members of the MDI community, as well as visitors and guests, are required to treat each other with courtesy, consideration, and professionalism. The prohibited behavior includes intentionally or recklessly endangering, threatening, or causing reasonable apprehension of physical or mental harm to any person. This section also includes stalking or harassing behavior that includes, but is not limited to threatening language, physical, verbal, or written intimidation, including cyber harassment. The behavior in question is typically such that, if left unaddressed, the person would be denied the ability to participate in or benefit from some educational or other experience.

9.1C Sexual Misconduct

Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.

9.2 Weapons

Unauthorized use, possession, or storage of any weapon, whether or not a license to possess the weapon has been issued to the possessor. Persons who are licensed and obligated to carry firearms should obtain written permission from the Director or designee to bear such on MDI premises or at MDI-sponsored activities.

9.3 Interference with MDI Operation

Intentionally or recklessly interfering with normal MDI operation or MDI-sponsored activities including, but not limited to, studying, teaching, research, and emergency services.

9.4 Violation of Disciplinary Sanction

Knowingly violating terms of any disciplinary sanction imposed in accordance with this *Code*.

9.5 False Information

Intentionally furnishing false information to the MDI or to MDI officials. This includes providing untrue or misleading information in a disciplinary conference or hearing, pursuant to this *Code*.

9.6A Alcohol

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol anywhere on MDI's campuses or as part of any MDI activity. In addition, possession of alcohol and alcohol containers are further regulated by MDI policy.

9.6B Drugs

The unlawful manufacture, distribution, dispensing, possession or improper use of either illicit or prescription drugs anywhere on MDI's campuses or as part of any MDI activity. This section also includes intoxication, regardless of substance, anywhere on MDI's campuses or at any MDI activities.

9.7 Forgery, Unauthorised Use of Documents

Forgery, unauthorised alteration, or unauthorised use of any MDI document or electronic transmission (or such form or transmission used or relied upon by MDI), or instrument of identification, or academic and non-academic record, signature, seal, or stamp thereof.

9.8 Fire-Safety

Intentionally or recklessly causing a fire. Intentionally or recklessly activating a smoke detector, heat detector or sprinkler system. Tampering with fire equipment. Failing to evacuate in a timely manner during a fire alarm. Knowingly filing a false report or alarm of a fire, explosion or other emergency.

9.9 Theft

Taking property or services, without proper permission.

9.10 Property Damage or Destruction

Intentionally or recklessly destroying, damaging or defacing MDI property or the property of others.

9.11 Compliance with Official Direction

Failure to comply in a timely manner with reasonable written or verbal direction of MDI officials including, but not limited to, campus public safety officers, residence hall staff, and judicial affairs staff acting in performance of their duties.

9.12 Violation of MDI Regulations and Policies

Violating other published MDI regulations or policies. Such regulations or policies may include, but are not limited to, residence hostel agreements and accompanying regulations as well as those regulations relating to entry and use of MDI facilities, campus demonstrations, parking rules and regulations, solicitation and advertising/ posting, regulations governing student organisations, and smoking restriction or prohibition.

9.13 Fireworks

Unauthorised use or possession of fireworks.

9.14 Unauthorised Access to Facilities

Unauthorised access or entry to, or use of, MDI facilities, equipment or restricted areas.

9.15 Unauthorised, Mischievous, Malicious or Inappropriate Use of Computer or Electronic Communication Devices

Unauthorised access to, or unauthorised, mischievous, malicious or inappropriate use of, computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorised access to, and/or use of, off-campus computer equipment. Knowing transmission of computer viruses, and unauthorized or illegal duplication of software or other electronic content, are also prohibited.

9.16 Provoking Others to Misconduct

Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.

9.17 Hazing

Any action or conduct, on or off the campus, with or without consent which recklessly, intentionally, or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury or causes discomfort, embarrassment, harassment, humiliation or ridicule or which willfully destroys or removes public or private property, or causes any misconduct for the purpose of initiation, admission or affiliation with or as a condition for continued membership, in any organization, team or other group whether recognized by the MDI or not.

9.18 Identification Cards

Failure to carry, produce or surrender the identification card upon the request of a MDI official or agent.

9.19 Animals

Bringing or having an animal (including, but not limited to, cats, dogs, and birds) into any MDI building, with the exception of service animals, animals used for authorised laboratory purposes, or animals for which express permission has been granted.

9.20 Demonstrations

Demonstrations exceeding the bounds of free assembly, and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, or that obstruct or interfere with normal MDI operations.

9.21 Harassment

MDI forbids harassment based on race, creed, color, national origin, ethnicity, sex, sexual orientation, disability, genetic predisposition or carrier status, age, religion, marital status, veteran status, or any other basis protected by applicable local, state or national laws. This also includes any sexual behavior that creates an intimidating, hostile, or offensive campus, educational, or working environment for another person.

9.22 Local, State, or National Laws and Ordinances

Violation of a local, state, or national law or ordinance.

9.23 Other Improper Behavior

Any list of prohibited conduct cannot be exhaustive. Therefore, other forms of behavior considered improper through the application of this *Code* but not specifically listed herein are also prohibited and subject to the procedures outlined in this *Code*.

9.24 Off-Campus Conduct

Conduct occurring off MDI premises is ordinarily not subject to MDI discipline. However, MDI may extend the reach of the provisions of this *Code* to conduct that takes place off-campus, if in the MDI's views, such conduct:

- a) seriously affects the interests of MDI or any member of MDI community, or
- b) occurs in close proximity to MDI premises and is connected with offensive conduct on MDI premises or
- c) occurs at MDI-sponsored activities off MDI premises.

10. Enforcement of this Code

11.1 Visitors, Invitees, Licensees, or Trespassers whose behavior violates the maintenance or order within the MDI community will be asked to leave MDI premises. Failure to leave MDI premises promptly upon request will result in the MDI using all reasonable means, including calling for assistance of the police, to effect removal. Additionally, students will be held accountable for the acts of misconduct of their guests while on MDI premises or at MDI-sponsored activities. Students, who are taking only continuing education course or any other non-credit-bearing courses, shall be considered visitors for the purpose of this *Code*.

11.2 Members of the MDI community who are charged with violations of this *Code* are subject to appropriate disciplinary action as follows:

11.3 Faculty: To the extent that there is anything in this *Code* that is inconsistent with the Collective Bargaining Agreement, the Collective Bargaining Agreement controls.

11.4 When Administrators and Staff are charged with violations of this *Code*, the charges are considered and determined administratively in accordance with established practices of MDI and/or collective bargaining agreements, as applicable.

11.5 Students who are charged with violations of this *Code* are subject to disciplinary action pursuant to this *Code*.

12 Sanctions : A student found responsible in accordance with the adjudication procedures of

this *Code* (Sections 17-26) is subject to one or more sanctions as listed below. These sanctions are not listed in order of severity.

12.1 Warning: Written notice to the offender that continuation or repetition of prohibited conduct may be cause for further disciplinary action.

12.2 Censure: A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may result in further disciplinary action.

12.3 Educational Sanction: The required completion of one or more assignment, project, activity, and/or other endeavor, which is determined appropriate to the offense and is designed to provide the student with a better understanding of his or her behavior and that behavior's impact on others.

12.4 Disciplinary Probation: A period of increased scrutiny of a student's behavior. This may include exclusion from participation in privileged or co-curricular activities for a specified period; additional restrictions or conditions may be imposed. Violations of disciplinary probation terms, or any other *Code* violation during the probation period, will normally result in suspension or expulsion from MDI.

12.5 Residence Probation: A period of increased scrutiny of a resident student's behavior to determine if the student should remain in housing. This may also include exclusion from participation in privileged residence hostel activities for a specified period.

12.6 Restitution: Repayment to the MDI or to an affected party for damages resulting from a violation of this *Code*.

12.7 Fines: In certain instances, students may be required to pay a monetary fine if found to have violated certain policies.

12.8 Termination of Employment: Loss of a specific job on-campus, or the privilege of working on-campus in general.

12.9 Removal of Privileges/Restriction from Facilities and Activities: Exclusion from designated privileges, facilities, and/or activities.

12.10 Community Service: Designated service to MDI or to another entity designed to compensate the MDI community for violations of this *Code*.

12.11 Rehabilitation/Counseling: Mandatory completion of a rehabilitation program for drug or alcohol related offenses and/or mandatory completion of a counseling program for anger-related or other violations. The student may be responsible for paying a fee for such a program.

12.12 Suspension: Exclusion from classes and other privileges and activities as set forth in a written notice for a definite period of time, usually not exceeding one year. A suspended student *is persona nongrata* (banned) from all MDI facilities, grounds, buildings, programs and activities. As a condition of suspension, credits earned elsewhere during the period of suspension may not be transferable to MDI and will be determined on a case-by-case basis.

- 12.13 Residence Suspension/Permanent Removal:** Exclusion from residence halls for a specified period, or permanent removal from the residence halls.
- 12.14 Expulsion:** Termination of student status and permanent exclusion from MDI privileges and activities. An expelled student is permanently *persona non grata* (banned) from all University facilities, grounds, buildings, programs and activities.
- 12.15 Other sanctions** as deemed appropriate to the situation.

13. Standards of Fairness in MDI Disciplinary Proceedings

The purpose of a disciplinary proceeding is to provide a fair evaluation of the evidence surrounding a charge of misconduct. Although formal rules of evidence do not apply, procedures shall comport with standards of fundamental fairness and the provisions of appropriate sections of this *Code*. Harmless deviations from the prescribed procedure shall not invalidate a decision or proceeding.

14. Interim Suspension

The Dean (GP) or designee may remove from MDI housing, or suspend a student from MDI for an interim period pending disciplinary proceedings or medical evaluation, which shall be scheduled at the earliest possible time. The interim removal/suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student on campus poses a substantial and immediate threat of harm to himself or herself, to others, or to the stability and continuity of normal MDI functions. The student so removed/suspended may contest the evidence relied upon to make this decision by requesting a conference with the Dean (GP) or designee. Such request does not delay the removal/suspension.

15. Discipline in the Residence Hostels

- 15.1** Students subject to sanctions for acts within the residence halls that would constitute a violation of a residence hall agreement or policy will be referred for a disciplinary conference with the responsible Warden of the Hostel of sanctions affecting a student's status will be made by the responsible administrator conducting the conference. Additionally, determination of sanctions affecting a student's status with the MDI, including suspension and expulsion, will be referred by the Chairperson, Student Affairs for a formal hearing. Students may be subject to both residence hostel disciplinary proceedings and MDI proceedings for the same act of misconduct.
- 15.2** Any sanction emanating from residence hall disciplinary proceedings that involves the loss of housing may be appealed by the student to the Chairperson, Student Affairs who will consider the appeal or refer it to a designee for consideration. A student appealing such sanction must submit a written request for the appeal within 48 hours of receipt of this sanction, including sufficient grounds for the appeal. If sufficient grounds are not presented the appeal will not proceed and the sanction will stand.

ADJUDICATION PROCESS

16. Reporting Violations, Making and Answering Complaints

16.1 Reporting a Violation or Making a Complaint

Any person may report students or student groups or organizations suspected of violating this *Code* to the Chairperson, Student Affairs. Allegations of violations occurring within residence halls should be referred to the Hostel Warden. Those reporting violations are normally expected to serve as complainant and to present relevant evidence in disciplinary hearings or conferences. In extenuating circumstances, an affidavit may be accepted in lieu of a personal appearance.

Typically, the Chairperson, Student Affairs will request that the complainant complete a *Notice of Complaint* form. This form includes a brief statement of the complaint, the nature of the evidence and names of witnesses. The Chairperson, Student Affairs will review this form to ensure that it is timely, pertinent to this *Code*, complete and without error, and with merit. A complete *Notice of Complaint* will then be sent to the respondent within three business days.

16.2 Answering a Complaint

An *Answer to the Complaint* form is then completed by the respondent. If the respondent contests the complaint, he or she provides a brief statement of explanation, including the nature of the evidence and names of witnesses. If the respondent does not contest the complaint, he or she acknowledges that a sanction may then be imposed. Once received by the respondent, the *Answer to the Complaint* must be returned to the Chairperson, Student Affairs within three business days. The completed *Answer to the Complaint* is then forwarded to the complainant within three business days. If the *Answer to the Complaint* is not received within the allotted time, and the student has not requested and received an extension for good cause by the Chairperson, Student Affairs, he/she will proceed with the matter as the case indicates. This usually means that the conference or hearing will be scheduled as called for in this *Code*. Additional charges may be brought against the student pursuant to Section 10.11 of this *Code*.

The respondent will be made aware of the option to consult with a Faculty Judicial Advocate. In serious cases (where the result may be suspension or expulsion): (1) At the meeting when the complaint is presented, the Student Judicial Officer will recommend that the respondent consult with a Faculty Judicial Advocate (FJA), (2) The respondent will be informed that he or she may change his or her mind regarding the use of an FJA, (3) To allow time for reflection, an *Answer to the Complaint* will not be accepted before 24 hours (and the maximum limit of 3 days still applies). See Section 22 for more information on Faculty Judicial Advocates.

16.3 Requests to Appear Regarding Disciplinary Matters

Students will be required to personally appear regarding disciplinary matters. Delivery of such requests to appear will be made to the current address as provided by the student to the MDI. A reasonable attempt to deliver to said address will constitute acceptable notice to the student.

16.4 Timeframe for Reporting Violations and Making Complaints

Reports of violations and/or submissions of complaints should be made as soon as possible, enabling the MDI to take action most quickly and thoroughly. In most cases, complaints made more than thirty (30) days after the complainant becomes aware of the violation will not be considered. Exceptions to this policy will be made with good reason only and will be decided on a case-by-case basis, particularly when dealing with cases involving sexual misconduct (or serious trauma).

16.5 Process for Referring Cases

Once the Chairperson, Student Affairs is aware of an alleged violation of this code by a student, the Chairperson, Student Affairs will investigate as necessary and determine if disciplinary action is warranted. He/she may seek an informal resolution or agreement if

appropriate, or refer the matter for a disciplinary conference or hearing based on the particulars of the case.

16.6 Reporting Violations of Law to Police

Should a complaint made pursuant to this *Code* also be a violation of law, the complainant will normally be advised of his or her legal right to pursue the matter with the police and will be assisted to the MDI's ability should the student wish to contact the police. In certain cases MDI may opt to refer violations of law to appropriate law enforcement agencies. Such referral does not preclude MDI action for the same violations.

17. Hearing Referrals

Students subject to suspension or expulsion from MDI will be referred for a formal hearing. Students subject to any other sanction will be referred for an informal disciplinary conference.

Students referred for a hearing before a hearing board may request instead to have their cases resolved through a disciplinary conference. This option may be selected when completing the *Answer to the Complaint*. Should the respondent decide to seek a hearing waiver subsequent to the submission of this form, he or she may make this request to the Chairperson, Student Affairs for consideration. In cases adjudicated this way, the full range of sanctions may be imposed, including suspension or expulsion from MDI.

In the event a student admits responsibility for the behavior in question, the sanction will be determined through a disciplinary conference, rather than a hearing, and the full range of sanctions may be imposed, including suspension and expulsion.

18. Student Withdrawing Prior to Completion of Proceedings

If a student withdraws from MDI prior to the completion of disciplinary proceedings, proceedings will be scheduled and held as indicated in this *Code*.

19. MDI's Hearing Board

19.1 General Description

A MDI Hearing Board is designated by MDI for formal disciplinary hearings. The board is comprised of three faculty, three administrators and three students. The quorum for a hearing shall be one faculty, one administrator and one student with the following exception. In cases where increased sensitivity and privacy is indicated, such as bias and sexual assault, the Chairperson, Student Affairs may convene a hearing only with board members who, in the Chairperson, Student Affairs' judgment, have a level of training appropriate for such cases.

19.2 Training

In addition to hearing specific cases, the MDI Hearing Board shall be convened for training and other related purposes.

19.3 Appointments

19.3.1 Faculty shall be appointed as follows. Faculty members will serve staggered periods of two years. Each April, the Faculty Senate shall designate members to serve for the following year(s) based on anticipated openings. Appointments will generally be made for two years. In some cases, appointments may be made for one year so openings can be staggered. In the case of unexpected vacancies, the Faculty Council

shall make appointments as the need arises.

19.3.2 Administrators shall be appointed as follows. Administrators shall serve staggered periods of two years. Each April, the Director, in consultation with the Dean (GP), shall appoint administrators based on anticipated openings. The administrators will serve for the following year(s) based on anticipated openings. Appointments will generally be made for two years. In some cases, appointments may be made for one year so openings can be staggered. In the case of unexpected vacancies, appointments shall be made as the need arises.

19.3.3 Students shall be appointed as follows. Students shall serve periods of one year. Each April, the Student Association shall recommend students to serve for the following year. (Students may be recommended to serve a second year.) As student board members are expected to be exemplary members of the campus community, SGA recommendations shall be subject to approval by the Chairperson, Student Affairs. In the case of unexpected vacancies, additional recommendations shall be made as the need arises.

19.3.4 Presiding Person: For each hearing, the Chairperson, Student Affairs shall select a presiding person from the hearing board members who will be present at that hearing.

20. Ad Hoc Hearing Committees

Ad hoc hearing committees may be appointed by the Chairperson, Student Affairs or designee whenever a hearing board is not constituted, is unable to obtain a quorum, or is otherwise unable to hear a case. *Ad hoc* committees may be composed of administrators, faculty and students, or any combination thereof.

21. Advocates and Advisers

MDI makes a Faculty Judicial Advocate (FJA) available, by assignment to students who are respondents or complainants in disciplinary matters. The overarching purpose of the FJA is to guide the student toward a constructive outcome. The FJA is available to students once a judicial charge has been made against a student. Students will be advised of their option to use the services of the FJA. The FJA will be available to the student throughout the process. During the process, he or she may assist in the preparation for a hearing, the hearing itself, or in an attempt at an informal or alternative resolution. Students are expected to speak for themselves at disciplinary hearings. The FJA will make every effort to respect the student's privacy.

In addition, any student may seek out an FJA at any time to discuss any action or circumstance that may potentially violate this *Code*.

Representation is not permitted in MDI disciplinary hearings or conferences. In addition to a FJA (if desired by the student), respondents and complainants may be accompanied by an adviser of their choosing, only in the following circumstances:

- a) The respondent is referred for a formal hearing or
- b) The respondent is assigned to an informal disciplinary conference and criminal charges arising out of the same incident have been filed.

The role of FJAs and advisers shall be limited to private consultation with respondents. Advisers may not address nor question anyone else at a hearing or

conference. An FJA, with the consent of the student, may provide clarification and other relevant information in the course of a proceeding.

A person who will function as a witness in a proceeding may not also act as the student's FJA or adviser.

22. Procedure—Disciplinary Conference

Students accused of offenses that may result in penalties less than expulsion or suspension from the MDI are subject to a disciplinary conference with the Student Judicial Officer. A disciplinary conference is an informal process designed to gather and consider relevant information regarding alleged violations of *the Code* and to determine a sanction, if applicable. Students accused of offenses that may result in suspension or expulsion from MDI will be referred for a formal hearing to the appropriate hearing board. Disciplinary conference proceedings are not tape-recorded. No other party may tape-record, videotape or make any reproduction of any kind.

In the event a student admits responsibility for the behavior in question, the sanction will be determined through a disciplinary conference, rather than a hearing, and the full range of sanctions may be imposed, including suspension and expulsion.

A student subject to a disciplinary conference shall receive written notification of the outcome of the conference, including findings of responsibility and sanctions (if found responsible). This notification shall be sent within five business days following the completion of the Student Judicial Officer's deliberations. Notification of the outcome is not usually communicated to the complainant, except as allowed by the Family Educational Rights and Privacy Act (FERPA). Notification will be sent to University personnel who have been determined by the Student Judicial Officer to have a legitimate educational interest.

23. Procedure—Disciplinary Hearing

A disciplinary hearing is a formal process conducted by the MDI Hearing Board or another appropriate hearing officer or body. This formal process is designed to gather and consider relevant information regarding alleged violations of *the Code* and to determine a sanction, if appropriate. Students who are accused of offenses that may result in a penalty of suspension or expulsion from the MDI are subject to a disciplinary hearing. Once a case is referred for a disciplinary hearing, the following procedural guidelines shall be applicable:

23.1 Once the Student Judicial Officer receives the *Answer to the Complaint* from the respondent, a hearing shall be scheduled within ten business days, whenever possible.

23.2 Respondents shall be given notice of the hearing time, date and place and the specific charge(s) against them as well as any witnesses known at that time at least three business days in advance. Additional evidence and witnesses may become available at a later time and be considered by the Student Judicial Officer, or his/her representative. All other parties to the hearing shall also be given prior notice of the time, date and place of the hearing. Delivery will be made to the current address as provided by the student to MDI. A reasonable attempt to deliver to said address will constitute acceptable notice to the student.

23.3 The respondent will have reasonable access to the case file prior to and during the hearing; personal notes of MDI staff members or complainants are not included. The respondent may view, but not take or copy contents of the case file.

This file will be retained by the Student Judicial Officer.

23.4 Respondents and complainants, as well as the hearing board members, may request witnesses to appear at the hearing. The Student Judicial Officer shall summon witnesses. MDI students and employees are expected to comply with such requests, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal MDI activities.

23.5 In the event that the respondent fails to appear after proper notice, the hearing will proceed, as scheduled, in the absence of the respondent. In the event that the complainant and/or witnesses do not appear, the hearing may proceed in their absence, at the hearing board's discretion.

23.6 Hearings will be closed to the public.

23.7 The presiding person shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the respondent, who disrupts a hearing may be excluded by the presiding person.

23.8 Hearings shall be tape-recorded. The recording is to be the sole record of the proceedings and is the property of MDI. Such tapes may not be duplicated and will be destroyed at the end of an appeal or opportunity for same. No other recordings of the proceedings may be made. Deliberations and executive sessions of the hearing board are not recorded.

23.9 Any party may challenge a member of the hearing board on grounds of personal bias at the appropriate time as indicated by the Student Judicial Officer or his/her representative. Ad hoc committee members may be disqualified by the Chairperson, Student Affairs or designee, and hearing board members may be disqualified upon majority vote of the remaining members of the board.

23.10 Witnesses shall be informed that their own testimony must be truthful and they may be subject to charges of intentionally providing false information to MDI, pursuant to Section 10.5 of this *Code*.

23.11 Prospective witnesses, other than the complainant and the respondent, shall be excluded from the hearing during the testimony of other witnesses. All parties shall be excluded during board deliberations with the exception of the Student Judicial Officer who will be present as a non-voting member for the purpose of addressing procedural issues. The hearing board may go into executive session at any time during the proceedings. An executive session is a private, unrecorded meeting of the hearing board, and sometimes other invited individuals, typically used to resolve procedural matters.

23.12 The case may not be discussed by any member of the hearing board outside of the hearing process. All parties to a hearing shall be expected to respect the privacy of other participants in the proceeding.

23.13 Determination of the responsibility of the respondent for the charge(s) against him or her shall be established by a preponderance of the evidence. A preponderance of the evidence means such evidence that, when considered and compared with that opposed to it, is more convincing, creating the belief that what is sought to be shown is more likely true than not true. The hearing board's decision should be based only on information presented at the hearing.

23.14 Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this *Code*. Unduly repetitious or irrelevant evidence may be excluded, as determined by the hearing board with the advice of the Student Judicial Officer, or his/her representative.

23.15 Complainants and respondents may make opening and closing statements, with the complainant proceeding first. Complainants and respondents shall be accorded an opportunity to question those witnesses who speak for any party at the hearing. Hearing board members may question complainants, respondents or witnesses at any time during the hearing.

23.16 Written statements shall be considered by the hearing board only if the Student Judicial Officer determines that: (1) it is not possible for the individual to appear at the hearing and (2) the identity of the person signing the statement can be ascertained. The Student Judicial Officer may require that such a written statement be notarized or signed in his or her presence. Hearing boards should take note that because written statements are not subject to challenge in the same way as live statements, written statements should be evaluated in that light.

23.17 A determination of responsibility shall be followed by a deliberation as to sanction. The past disciplinary record of the respondent will only be supplied to the hearing board for consideration after a determination of responsibility.

23.18 The respondent shall receive written notification of the outcome of the hearing, including findings of responsibility and sanctions (if found responsible). In the event that suspension or expulsion is the sanction, the respondent shall also be notified of the option to appeal. Notification shall be sent within five business days following the completion of deliberations. Notification will be sent to University personnel who have been determined by the Student Judicial Officer to have a legitimate educational interest.

24. Student Groups and Organizations

Student groups and organizations may be charged with violations of this *Code*.

24.1 A student group or organization and its officers may be held collectively and individually responsible when violations of this *Code* by those associated with the group or organization have received the consent or encouragement of the group or organization, or of the group's or organization's leaders or officers, or if the group or organization knew or should have known about behavior and failed to make reasonable efforts to prevent it.

24.2 The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by the Student Judicial Officer to take appropriate action designed to prevent or end violations of this *Code* by the group or organization, or to educate the group or organization. Failure to make reasonable efforts to comply with the Student Judicial Officer's directive shall be considered a violation of Section 10.11 of this *Code*, both by the officers, leaders, or spokesperson for the group or organization and by the group or organization itself.

24.3 The officers or leaders of a student group or organization in violation of this *Code* will be subject to a disciplinary conference or hearing with the Student Judicial Officer.

- 24.4** Sanctions for group or organization misconduct may include revocation or denial of MDI recognition, as well as other appropriate sanctions, pursuant to Section 13 of this *Code*.

25. Appeals

25.1 Who Can Appeal

Appeals of decisions arising out of a disciplinary hearing or conference are limited to those decisions that include suspension or expulsion from the University.

A disciplinary determination may be appealed only by a respondent as outlined below, except for residence hall violations, as governed by Section 16 of this *Code*.

25.2 Student Status Pending an Appeal

Should a student properly appeal a decision as outlined in this section, sanctions that were imposed shall be held in abeyance pending the conclusion of the appeal process, with the following exceptions:

- a) Student was suspended on an interim/emergency basis.
- b) Student is determined to be a threat to himself or herself, others, or to the stability and continuance of normal MDI functions, per Section 15.

25.3 Appeal Process

Requests for appeals of decisions arising out of a disciplinary hearing or conference must be submitted in writing to the Director or designee within three business days of receipt of the letter notifying the respondent of the original decision. Failure to appeal within the allotted time will render the original decision final.

The Director will consider the appeal. If the Director determines that the appeal has established allowable grounds for a review of the matter (as set forth below), an appeal hearing will ensue. If appropriate grounds have not been established, the Director may deny the appeal without any further proceedings, or may request clarification of one or more parts of the appeal, and then determine whether appropriate grounds have been established. If the Director determines that an appeal hearing will ensue, a three member board will be convened, comprised of the Director, the Chairperson of the Faculty Senate and the Chairperson of the Committee on the Judiciary of the Faculty (or their designees). In the event that either of the faculty mentioned above (or their designees) are not available for a particular appeal, the Provost or designee will appoint faculty to sit on the appeal board for that particular appeal. This appeal hearing will normally be convened within five business days.

Participants in a hearing include the respondent, his or her Faculty Judicial Advocate (if used), the Student Judicial Officer, and any other persons requested at the discretion of the appeal board. Participants shall be notified of the time, date and place at least three business days prior to the appeal hearing.

The respondent shall be allowed access to the documents and tape-recording from the original hearing, but shall not remove nor copy any of the documents or tape-recording.

The scope of the hearing is limited to the allowable grounds specified by the respondent. New testimony is not heard on appeal and only verbatim audio records

and other records that were presented or recorded at the initial hearing or conference can be considered. No tape recording is to be made during the appeal hearing.

The appeal board shall recognize that the hearing board or Student Judicial Officer is better able to determine responsibility and to assign appropriate sanctions. Determination of credibility is solely the obligation of the person(s) who found the facts at the hearing or conference, and who heard the witnesses and observed their demeanor.

25.4 Grounds for Appeal

The appeal board will not conduct a re-hearing of the case, but will consider an appeal based only on the respondent's substantiated claim of one or more of the following:

- a) An unfair hearing regarding conformity to standards established in this *Code*. Such impropriety of process must substantially affect the outcome of the case; harmless deviations shall not invalidate the proceedings. This ground may include the substantiated claim that insufficient facts were presented to lead to a finding of responsibility.
- b) The presence of relevant new information, not available at the time of the conference or hearing.
- c) A sanction clearly not appropriate for the violation.

25.5 Appeal Outcome

The appeal board may find that:

- a) The appeal does not have sufficient merit as to the grounds listed above. In this case, the finding of responsibility stands, as does the sanction.
- b) The process in the original hearing or conference contained improprieties that substantially affected the outcome of the case. In this case, the matter will normally be returned to the original hearing body or person to reopen the hearing with instructions for further proceedings. In unusual cases, the appeal board may require a new hearing or conference.
- c) There is relevant new information that was not available at the time of the original hearing or conference. In this case, the matter will normally be returned to the original hearing body or person for consideration.
- d) The sanction is clearly too severe. In this case it may, at its discretion, refer the matter back to the original hearing body or person, or reduce the sanction.

The outcome of the appeal shall be communicated in writing to the appealing party, usually within five business days after the appeal board concludes its deliberations. If the appeal board finds that it requires additional information, it may convene additional proceedings.

Upon conclusion of the appeal (or the permissible time for filing an appeal, if none has been filed), the tape-recording (if any) of the original hearing shall be destroyed.

MISCELLANEOUS

26. Delivery of Documents to Complainants, Respondents, and Witnesses

Notice of hearing, and notification of outcome, as called for in this *Code*, will be made to complainants, respondents and witnesses by a means that allows for documentation of

delivery. This includes, but is not limited to, hand delivery, overnight delivery and certified mail.

Delivery will be made to the current address (local or permanent) as provided by the student to MDI. A reasonable attempt to deliver to said address will constitute acceptable notice to the student.

27. Transcript Notations and Release

Permanent notation of disciplinary action is made on the transcript whenever a student is expelled. If a student who is suspended or withdraws from MDI fails to comply with a disciplinary sanction, that student's transcript shall not be released until the Office of the Registrar is authorized in writing by the Student Judicial Officer.

28. Disciplinary Files and Records

Disciplinary files and records are maintained by the Student Judicial Officer. A student's disciplinary records are routinely maintained for seven years after the student's graduation or after seven years of academic inactivity. In the event of suspension or expulsion, records are maintained indefinitely. Additionally, in the event of expulsion, a disciplinary notation will be included in the permanent student record maintained by the Office of the Registrar.

29. Tuition and Fees Refunds

Students who are suspended, expelled, or removed from MDI housing pursuant to disciplinary action are not entitled to a refund for tuition, fees or room charges for the semester in which the sanction is imposed. Meal plan refunds are made in accordance with the schedule in effect at the time such a sanction is imposed.

30. Review/Amendment of this Code

The Director shall conduct a regular review of the *Code of Conduct*. Appropriate committees of the Student Government Association (SGA) and Faculty Senate shall meet with the Dean of Student Affairs and other appropriate administrators for this review. This regular review shall take place approximately every 3 years.

The SGA, Faculty Senate or the administration may make recommendations for change of the *Code* at any time.

Changes recommended through the regular review process or the process just described, shall be considered by a committee consisting of representatives from the SGA, Faculty Senate and administration. Recommendations of this joint committee shall then be brought before the Faculty Council and SGA for approval. The Director (and the Board of Trustees, if it so requests) will also need to approve changes.

Alumni Meet

The committee organizes the Annual National Meet and Regional Meets. The Regional Meets are held in 6 cities across the country whereas the National Meet takes place on the Campus. The regional gatherings take place in the month of May and the National Meet takes place around November end. The focus of these gatherings is to bring together the Alumni of the Institute from the various courses, faculty and the current students of the Institute. The committee works in collaboration with the other

student committees on Campus to keep the Alumni informed and involved with all the activities taking place on Campus.

Communication

Regular communication in the form of e-mail exchanges and regular phone calls are made by the Alumni Committee. The committee responds to any queries received from the Alumni and provides the information asked for. The Alumni are a member of a common group and personal information of all Alumni is maintained, which is used for the above communication. The Campus events are also communicated and the Alumni invited by the committee for the same through mails and calls made.

Database Management

The database has contact details of the Alumni which is regularly updated using the information from the mail, e-mail and calls made. Requests are sent by the committee for changes in contact details in case of moves. Also, further contacts are initiated through the information gathered from the faculty and other Alumnus.

The other activities of the committee are:

1. Alumni Interact
2. Alumni Shoppe
3. Newsletter and Magazine

Alumni Interact

Talks by the Alumnus are organized frequently to encourage interaction between the current batches and the Alumni. The topics comprise both formal experience and learning and interaction on an informal level. The purpose of this activity is to enable sharing of experiences and knowledge gained by the Alumni with the current batch and address the enquiries made by them.

Alumni Shoppe

The committee manages the Alumni memorabilia and undertakes the activity of Alumni Shoppe which provides Alumni with the MDI Shirts, Sweatshirts etc.

Newsletter and Magazine

A Quarterly Newsletter and Annual Magazine are published by the committee. The newsletter focuses on giving detailed write-ups on the events of the Institute, important happenings, faculty changes, alumni in news etc. The magazine, presented during the time of the National Meet is a collection of thoughts and ideas of the current and past batches.

8.7 Alumni Website

There is a dedicated website for the MDI Alumnus. The link to the alumni site is: http://mdi.ac.in/alumni/alumni_home.asp. The alumnus can log into the site and update their contact details. The site also has various features which include discussion boards, sending birthday cards to other alumnus, etc.

8.8 Road Ahead

The main focus for the road ahead is on formation of Alumni society. This will create a formal structure for the Alumni Committee and also help in strengthening the Alumni activities in various cities.

It is also aiming at putting into effect the CRM to enable efficient management of the database and create a more comprehensive account of any communication made with the Alumni.

The future focus would be on all activities which would help in strengthening Alumni Network and create a more robust database for initiating further contacts.

Template for course specifications

Faculty:

Department:

Course Specifications

Programmes(s) on which the course is given:

Major or Minor element of Programmes:

Department offering the Programme:

Department offering the course:

Academic Year / level:

Date of specification approval:

A - Basic Information

Title:

Code:

Lecture:	Tutorial:	Practical	Total:
(hour/week)			

B - Professional Information

1 - Overall Aims of the course

2 - Intended Learning Outcomes of Course (ILOs)

a - Knowledge & understanding

a1 -

a2-

a3-

b - Intellectual Skills

b1-

b2-

b3-

c-Professional & Practical Skills

c1-

c2-

c3-

d -General & Transferable Skills

d1-

d2-

d3-

3 - Contents

Topic	No. of hours	Lecture	Tutorial/Practical

4 - Teaching & Learning Methods

4.1-

4.2-

4.3-

4.4-

5- Student Assessment Methods

5.1 - to assess

5.2 - to assess

5.3 - to assess

5.4 - to assess

5.5 - to assess

Assessment Schedule

Assessment 1 week

Assessment 2 week

Assessment 3 week

Assessment 4 week

Assessment 5 week

Weighting of Assessments

Mid-Term Examinations

Final-Term Examinations

Oral Examination

Practical Examination

Semester Work

Other types of assessment

Total 100%

Any formative only assessments

6 - List of references

6.1 - Course Notes

6.2 - Essential Books (Text Books)

6.3 - Recommended Books

6.4 - Periodicals, Websites, etc.

7 - Facilities required for Teaching & Learning

Course Coordinator:

Head of Department:

MDI reserves the right to change these guidelines or make any other suitable modification, should the Institute deem it necessary in the interest of the students, the profession or the Institute. On all matters, the decision of Director is final.

