

DPU

Dr. D. Y. PATIL VIDYAPEETH, PUNE
(Deemed to be University)

(Re-accredited by NAAC with a CGPA of 3.62 on a four point scale at 'A' Grade)
20th rank in Medical Category and 46th rank in University Category in India (NIRF-2019)
(Declared as Category - I University by UGC Under Graded Autonomy Regulations, 2018)
(An ISO 9001 : 2015 and 14001 : 2015 Certified University)

GLOBAL BUSINESS SCHOOL & RESEARCH CENTRE

Tathawade, Pune - 411033

STUDENT HANDBOOK 2019-2020





Dr. P.D. Patil
Chancellor

Dear Students,

It gives me immense pleasure to interact with you through this Brochure. In today's competitive world, good education is not only a must but also an opportunity to excel in different spheres of life. In my belief, education along with a sharp mind capable of understanding and possessing a sense of being a responsible individual is an antidote to ignorance.

Keeping with these objectives, Dr. D. Y. Patil Vidyapeeth, Pune offers a range of professional programmes in an environment that is conducive to the all round development of youth. The institute possesses state-of-the-art infrastructure, highly qualified and dedicated faculty. We ensure high quality of education relevant to the needs of society. As a result of this, the Vidyapeeth has been Re-accredited by NAAC with a CGPA of 3.62 on a four point scale at 'A' Grade.

I have travelled all over the globe, visited a number of institutes imparting professional education, including Management Institutes, Business Schools and I am happy to say that we, at the Global Business School & Research Centre, have adopted excellent educational practices and teaching methodologies, which are comparable to the best available in those places. The ambience at the Institute is student-friendly and our students have always been my first priority. I believe that you will enjoy your stay at our institution and leave fully empowered for a successful professional career, with confidence about the future. I welcome you to our world class Business School and wish you the best of luck for your education and career in the vastly expanding management arena.



Dr.N.J.Pawar
Vice-Chancellor

Dear Students,

I am extremely happy to interact with you through this brochure. Dr. D. Y. Patil Vidyapeeth has been recognized as an institution that has been delivering a very high quality education with emphasis on interactive teaching methods and focused research in diverse fields. DPU is known for Academic Heritage, World Class Faculty, State-of-the Art Infrastructure, International Teaching Pedagogies, Excellent Learning Environment, Dynamic Research Culture and Emphasis on Overall Personality Development.

Our curriculum innovations, include enhancement of integrated modules, case based & rapid cycle learning methods, inclusion of patient safety & health care quality concepts at all levels, to name a few. Academic excellence has been the keyword of the institute since its inception, with all its results setting new records and receiving both national and international acclaim. Closely supervised study in an intellectually and culturally stimulating environment together with an emphasis on student welfare and close contact between faculty and students ensures that individual student gets maximum support. It is also backed by a system which ensures that quality is constantly monitored and standards are reviewed and maintained. I assure all parents & students that we shall continue to strive hard to provide quality education to the youth and live through the processes and systems that are of global standards. Lastly, I congratulate you for having chosen this institute to pursue and attain your future dreams and professional objectives in the area of management sciences and wish to extend my heartiest welcome on behalf of the entire Vidyapeeth fraternity.



Dr. Somnath Patil
Secretary

Dear Students,

It is my great pleasure to welcome you to Global Business School & Research Centre (GBSRC) of Dr. D. Y. Patil Vidyapeeth, Tathwade, Pune. GBSRC started offering management education from the year 2006 and in a span of twelve years it has established a strong foothold amongst the elite Management Institutes in India. The sprawling campus, in-house canteen, hostel accommodation and wireless network with a speed of 45 mbps is a home to students from every nook and corner of our country. The security at the campus is vigilant which offers a sense of safety and comfort.

The sentiment of a 'home away from home' is what GBSRC thrives for to enable students complete two years of higher education. I am happy to endorse that GBSRC has state of art infrastructure, erudite and experienced faculty members who are experts in their respective fields of specialization. The alumni of GBSRC have been steadily climbing the ladder of hierarchy and many of them are occupying responsible positions in the corporate world. GBSRC is guided by a focused mission and vision which dwells upon holistic development. Our objective is to nurture the students and help them acquire knowledge, skills and attitude which are prerequisites to have competitive edge in the global business environment. The managerial skill enhancement in students is an ongoing process right from the first day in the Institute. I wish you all the best and look forward to meeting you in the campus.



Dr. Chetan Chaudhari
Dy. Director

Dear Students,

Welcome to Global Business School & Research Centre (GBSRC), of Dr. D. Y. Patil Vidyapeeth, Pune. GBSRC is known for its focus on real world skills and excellence in management education. GBSRC started offering graduation degree programme in management education from the year 2018. The MBA Program of GBSRC attracts students from all over the country due to its reputation for developing professionals with the right set of knowledge, skills and attitude that readily meet the requirements of the corporate world. Faculty at GBSRC is a blend of reputed academicians

and industry experts which add to the richness of our students' learning experience. We have grown as an institution of higher learning year after year. Our track record of consistently matching up to the demands of the industry makes us very competitive to equip students pursuing MBA education with a comprehensive knowledge of varied management concepts and practices, while building on the past positive experiences of our students. The students of the program will get much more than basic business knowledge as they benefit from the multiple-perspectives provided by the richness of experience that GBSRC faculty members and the peer group provides. The curricula at GBSRC are industry-oriented and end-user driven. GBSRC and the best business schools globally adopt case-based learning approach in their education, as well-written and administered cases in the classroom are one of the best tools for participative education in the field of management. In fact, this combination of rich and up-to-date curricula, a proven case pedagogical approach, high industry recognition and accreditations by national and international institutions/organizations is what makes a unique proposition for our students as well as to our several foreign collaborators. We are confident that this MBA program will help to make an even more significant difference to the corporate world in specific and to the field of management education in general.

Best Wishes!

Vision

“To provide global standard educational opportunities for ethical and competitive professional management & to provide an unparalleled range of expertise across the field of business education and related sciences.”

Mission

“To develop global knowledge leaders in the field of management through high quality Business Education programmes.”

Vision 2025

“To develop a knowledge centre which will be recognised for its academic pursue not only in India but also globally”

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The Prelude

‘Management Education’ to aspiring leaders of tomorrow.

This handbook gives students of GBSRC guidelines for academic and personal conduct. The Institute strives towards an overall development of the budding managers of tomorrow through their curriculum and resources. The Institute expect students to imbibe value based conduct, emotional stability, maturity of thought, and spiritual sensitivity. We aim that students will strive to achieve the objectives of the Institute, abide by the rules and conduct themselves in such a manner as to bring laurels for themselves and prestige to the Institute. This Student's handbook contains information for students about available services, administrative policies and procedures, academic regulations, conduct, standards and regulations, and governance structure incorporated at GBSRC. The goal of the handbook is to make the students abreast of the environment and facilities at GBSRC and help them take advantage of available opportunities. The handbook's rules/guidelines are effective for the 2019-2020 academic year, beginning August, 2019. Changes could be made in this Student's Handbook by the management whenever necessary, and shall be effective as on the date on which they are formally notified, or as per the date specified in the change.

About GBSRC

Global Business School & Research Centre (GBSRC) situated at Tathawade, Pune is the flagship Institute of Dr. D Y Patil Vidyapeeth, Pune. It was established in 2006. In a span of 12 years, the Institute has carved a name for itself amongst the top business schools of the country.

The idea of setting up this Institute is to offer ‘Management Education’ to aspiring leaders of tomorrow. Business Management is considered to be the most glamorized and versatile careers of the modern times. It has evolved through a dynamic process of innovation and experimentation. It is influenced by diverse factors ranging from socio economic, political, technological and human psychology. From this Institute, students can pursue their graduate, under graduate and Ph.D programs in management.

The main mission of DPU is to groom students who can turn into intelligent leaders. After they pass out of the Institute, they in turn will be able to source information from diverse resources and administer it for the benefit of business and society at large.

The curriculum for the MBA Program is designed by experienced academicians and industry experts. The course curriculum is updated as per the industry requirements! In the MBA Program, there are eleven different specializations on offer which are in tandem with the demands of the industry. Students can avail dual specialization with special emphasis on Marketing Management. The duration of the course is two years.

Also, on offer are value added courses like Excel Training, Personality Development Lab, GD / PI sessions, Business Communication Workshops etc. Students also get the opportunity to interact with qualified and experienced resource persons from Industry. Mentors from industry regularly visit the campus to interact with the students. Students are also provided with mentoring care, career counseling and special courses on communication skills, behavioral skill personality development programs etc.

Besides regular full time MBA programs, GBSRC also offers BBA (Bachelor of Business Administration) and PhD (Doctor of Philosophy) programs in Faculty of Management.

Realizing the need for quality under graduate program, GBSRC has started the 3 year full time BBA program from 2018. Students have the flexibility to choose their specialization from a bouquet of 9 specializations. The Program is designed to give the students exposure into the field of Management and develop leadership traits which are the pre requisites of leaders of tomorrow.

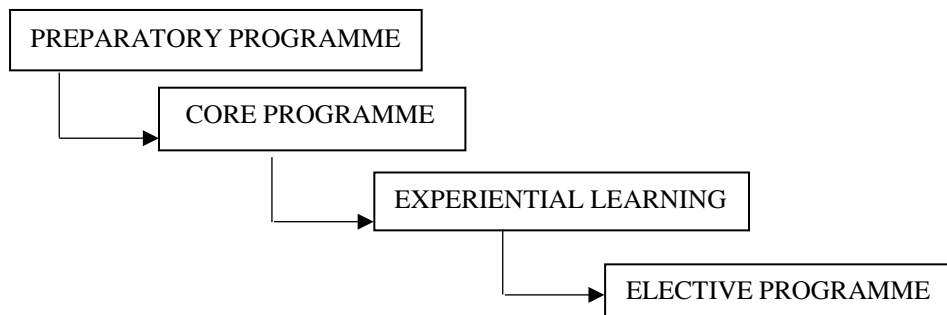
The Ph.D. Research Centre was established in the year 2010. The Centre provides the platform to academicians, corporate personnel and students alike to engage in cutting edge research activities. The aim of research is to provide a base for scholarly investigation which makes practical application of knowledge possible. At the Centre, faculty student collaborative research is strongly encouraged. Faculty members and students are also allowed to pursue funded project/research work.

Salient Features of the Institute

- Serene Ambience
- State-of-the-art Infrastructure
- Spacious Lecture Halls
- Air-conditioned Seminar Hall
- Cafeteria
- In campus Hostel for Girls
- Well-stocked Library with Reading Hall
- Facilities for Games and Sports
- Advanced Curriculum prepared in consultation with Industry experts
- Inclusion of special courses on Communication Skills
- Outdoor Programmes
- Well Qualified and Experienced Faculty
- Career Counseling and Guidance
- Personality Development Programmes
- Seminars, Workshop and Conferences by Industry experts
- Annual Management Events viz. Parakram, Urja
- Industry Visits
- International Exposure through events like 'IndoUS Education Conclave'
- Placement Cell for assistance in SIP and Final Placements
- Parent-Teacher Interaction
- Wi-Fi connectivity in the campus
- Mentorship Programme
- Study Tours
- National Business Plan Competition
- Club Activities

Programme Structure

The MBA Programme offered by GBSRC is spread over two years. It is offered in four distinct, but integrative packages as under:



Preparatory Programme: The preparatory programme is designed to provide basic skills that are essential to pursue the main Programme on the following modules:

- Management Orientation
- Goal Settings
- Industry Expectations
- Specialization & Linked Employment Opportunities
- Employability enhancement & careers orientation
- Case Study Analysis
- Industry Visit
- Briefing on Academics & Examination
- Personality Development
- Communication Skills

The Programme is organized for 21 days.

Core Programme: The Core Programme consists of three segments: the Foundation Segment, the Integrative Segment, and the Business Segment. The Foundation Segment consists of courses designed to provide basic knowledge of concepts, tools, and techniques in management. These foundation courses are offered in two semesters spread over the first year of the Programme. In all the functional areas, global dimensions will also be emphasized. The Integrative Segment consists of elective courses designed to provide a frame work within which all foundation courses are blended into integrated management know-how. These courses are offered third and fourth semesters in the second year of the Programme. The Business Segment consists of courses designed to provide knowledge in Business that a manager operating in the dynamic global context should be equipped with for becoming effective and successful. These courses are spread from first through four semesters in the Programme.

Experiential Learning Programme: The Experiential Learning Programme is designed to provide hands-on experience of learning in the field. After completing first year of course-work, the student will get an opportunity to carry a Summer Internship Programme in a company for 2 months. During this period, the student will have the opportunity to apply the concepts learnt in the first and second semesters and apply them to the actual problems in the field.

Dual Specialization: The Institute offers dual specialization option to students to enhance the learning and employment opportunities. Marketing Management is a compulsory Specialization.

Specialization: An Elective is designed to provide an in- depth knowledge to augment skills in the areas of student's choice. The eleven electives offered for this batch include courses in Marketing, HRM, Financial Management, International Business Management, IT & Systems Management, Hospital & Healthcare Management, Pharmaceutical Management, Biotech & Bioinformatics Management, Operations & Supply Chain Management, Business Analytics and Agri-Business Management

Choice of Specialization: It is strongly advised that the student should select the electives keeping in view his/her career interest.

The Institute would adopt the following rules while offering the electives to the students:

- i) The student has to choose two specialization out of which one specialization 'Marketing' is common to all students.

- ii) The student can choose their second specialization as per their interest from among the specializations offered subject to a minimum requirement of ten students.
- iii) They are advised to choose the elective after deliberate thinking as no any change in elective shall be allowed.

Mentoring System at GBSRC

A mentoring system is in place at GBSRC. This is designed to facilitate the student to seek advice from the Mentor (Faculty) for his/her professional and personal growth. The faculty, to whom the student is assigned as a mentee, will continue to be his/her mentor throughout the two-year programme.

I. Academic Information

1. Course Structure

SEMESTER: I

Subject Code	Subject Title	Marks		Total	Credits	No. of Sessions			Total Sessions (hrs)
		Internal	External			L	T	P	
MB 101	Principles And Practices of Management	40	60	100	3	40	5	-	45
MB 102	Organizational Behavior	40	60	100	3	40	5	-	45
MB 103	Accounting for Business Decisions	40	60	100	3	40	5	-	45
MB 104	Managerial Economics	40	60	100	3	40	5	-	45
MB 105	Basics of Marketing	40	60	100	3	40	5	-	45
MB 106	Business Law	40	60	100	3	40	5	-	45
MB 107	Statistics and Quantitative Techniques	40	60	100	3	40	5	-	45
MB 108	Business Communication	40	60	100	3	40	5	-	45
MB 109	Domain Elective -I (Only 1)								
i	Introduction to Agribusiness Management								
ii	Introduction to Finance								
iii	Personnel Administration and Documentation								
iv	Introduction to Pharmaceutical Business Environment								
v	Introduction to Life Sciences, Biotechnology and Bioinformatics	40	60	100	2	20	5	-	30
vi	Introduction to IT								
vii	Introduction to International Business								
viii	Healthcare and Hospital Management								
ix	Introduction to Operations and								

	Supply Chain Management								
x	Introduction to Business Analytics								
MB 110	Disaster Management	-	-	-	1	10	3	2	15
	Total			900	27				

SEMESTER: II

Subject Code	Subject Title	Marks		Total	Credits	No. of Sessions			Total Sessions (hrs)
		Internal	External			L	T	P	
MB 201	Marketing Management	40	60	100	3	40	5	-	45
MB 202	Financial Management	40	60	100	3	40	5	-	45
MB 203	Human Resource Management	40	60	100	3	40	5	-	45
MB 204	Operation Management	40	60	100	3	40	5	-	45
MB 205	Research Methodology for Managers	40	60	100	3	40	5	-	45
MB 206	Data Analytics	40	60	100	3	40	5	-	45
MB 207	Emotional and Spiritual Intelligence for Managerial Effectiveness	40	60	100	3	40	5	-	45
MB 208	Entrepreneurship Development and Project Management	40	60	100	3	40	5	-	45
MB208A	Entrepreneurship Development in Agri sector (Only for ABM Specialization instead of MB 208)	40	60	100	3	40	5	-	45
MB 209	Domain Elective -II (Only 1)								
i	Management of Agriculture and Allied sciences	40	60	100	2	20	5	-	30
ii	Financial Markets and Services								
iii	Training and Development								
iv	Pharmaceutical Management								
v	Application and Methodology of Biotechnology								
vi	IT in Business Management								
vii	Export and Import Management								
viii	Hospital Administrations								
ix	Production and Operations Management								
x	Applications of Business Analytics								
MB 210	Industry Sectoral Analysis	-	-	-	1	10	3	2	15
	Total			900	27				

SEMESTER: III

Subject Code	Subject Title	Marks		Marks	Credits	No. of Sessions			Total Sessions (hrs)
		Internal	External			L	T	P	
MB 301	Strategic Management	40	60	100	3	40	5	-	45
MB 302	Start Up and New Venture Management	40	60	100	3	40	5	-	45
MB 303	Specialization- I, Paper - 1(A)	40	60	100	3	40	5	-	45
MB 304	Specialization- I, Paper - 2(A)	40	60	100	3	40	5	-	45
MB 305	Specialization- I, Paper - 3(A)	40	60	100	3	40	5	-	45
MB 306	Specialization- II, Paper – 1 (B/C/D/E/F/G/H/I/J/K)	40	60	100	3	40	5	-	45
MB 307	Specialization- II, Paper – 2 (B/C/D/E/F/G/H/I/J/K)	40	60	100	3	40	5	-	45
MB 308	Specialization- II, Paper – 3 (B/C/D/E/F/G/H/I/J/K)	40	60	100	3	40	5	-	45
MB 309	Project Viva for SIP	40	60	100	6	-	-	-	60 Days
MB 310	Introduction to Cyber Security	-	-	-	1	10	3	2	15
	Total			900	31				

SEMESTER: IV

Subject Code	Subject Title	Marks		Total	Credits	No. of Sessions			Total Sessions (hrs)
		Internal	External			L	T	P	
MB 401	Specialization- I, Paper - 4(A)	40	60	100	3	40	5	-	50
MB 402	Specialization- I, Paper - 5(A)	40	60	100	3	40	5	-	50
MB 403	Specialization- I, Paper - 6(A)	40	60	100	3	40	5	-	50
MB 404	Specialization- II, Paper – 4 (B/C/D/E/F/G/H/I/J/K)	40	60	100	3	40	5	-	50
MB 405	Specialization- II, Paper – 5 (B/C/D/E/F/G/H/I/J/K)	40	60	100	3	40	5	-	50
MB 406	Specialization- II, Paper – 6 (B/C/D/E/F/G/H/I/J/K)	40	60	100	3	40	5	-	50
MB407	Business Ethics	-	-	-	1	10	3	2	15
	Total			600	19				

2. List of Specializations offered

Specializations (Student can choose any specialization subjected to the minimum strength of 10 students)

- Specialization - 1. Marketing Management
- Specialization - 2. Agri-Business Management
- Specialization - 3. Financial management
- Specialization - 4. Human Resource Management
- Specialization - 5. Pharmaceutical Management
- Specialization - 6. Biotech & Bioinformatics Management
- Specialization - 7. Information Technology & Systems Management
- Specialization - 8. International Business Management
- Specialization- 9. Hospital & Healthcare management
- Specialization- 10. Operations and Supply Chain Management
- Specialization –11. Business Analytics

3. Papers in Specialization

I. Marketing Management

- MB 303A- Sales and Distribution Management
- MB 304A- Digital Marketing
- MB 305A- Product and Brand Management
- MB 401A- Retail Management
- MB 402A- Services Marketing
- MB 403A- B 2 B Marketing

III. Financial Management

- MB 306C- Taxation
- MB 307C- Security Analysis and Portfolio Management
- MB 308C- Analysis of Financial Statements
- MB 404C- Financial Modelling
- MB 405C- Insurance & Risk Management
- MB 406C- Strategic Financial Management

V. Pharmaceutical Management

- MB 306E- Pharma Product and Brand Management
- MB 307E- Pharma Sales, Distribution and Retail Management
- MB 308E- Pharmaceutical Manufacturing and Regulatory Affairs
- MB 404E- Intellectual Property Rights and Legal Aspects in Pharmaceutical

II. Agri-Business Management

- MB 306B- Marketing of Agri- Inputs and Outputs
- MB 307B- Post-Harvest Technology and Management
- MB 308B- Agri Import and Export Management
- MB 404B- Rural Credit and Urban Finance for Agriculture
- MB 405B- Procurement and Warehouse Management
- MB 406B- Management of Agri Cooperatives

IV. Human Resource Management

- MB 306D- Performance Compensation Management
- MB 307D- Labour Laws
- MB 308D- Strategic HRM
- MB 404D- Organizational Change and Development
- MB 405D- International HRM
- MB 406D- Talent Retention and Employee Engagement

VI. Biotech & Bioinformatics Management

- MB 306F- Food Technology and Fundamentals of Production Planning
- MB 307F- Ethics, Biosafety and Hazard Management In Biotechnology
- MB 308F- Environmental Biotechnology and Environment Management
- MB 404F- Fermentation Technology and Industrial Biotechnology

Industry
MB 405E- Pharmaceutical Export Management
MB 406E- Marketing Strategy and Product
Launch Dynamics

MB 405F- Advances in Biotechnology and
Bioinformatics
MB 406F- Agricultural Biotechnology

VII. Information Technology & System Management

MB 306G- Commerce and Social Media
Marketing
MB 307G- Database Management System
MB 308G- Supply Chain Management
Information Systems
MB 404G- Innovation And Technology
Management
MB 405G- Marketing of Information
Technology
MB 406G- Knowledge Management System

VIII. International Business Management

MB 306H- International Trade, WTO and Trade
Policy Issues
MB 307H- Intellectual Property Rights
MB 308H- International Banking
MB 404H- International Marketing
MB 405H- International Finance and Forex
Management
MB 406H- International Business Strategy

IX. Hospital & Healthcare Management

MB 306I- Community Health Management
MB 307I- Laws Related to Hospital and
Medical Services
MB 308I- Management of Hospital Information
System
MB 404I- Management of Corporate Hospital
MB 405I- Hospital Waste and Hygiene
Management
MB 406I- Marketing of Hospital And
Healthcare Services

X. Operation and supply chain management

MB 306J- Operations Research and Management
MB 307J- Logistics Management
MB 308J- Supply Chain Management
MB 404J- Management Of Manufacturing System
MB 405J- Project Management
MB 406J- Innovation And R & D Management

XI. Business Analytics

MB 306K- Analytics for Business Functions
MB 307K- Performing Analytics with Python
MB 308K- Machine Learning with R
Programming
MB 404K- Data Visualization for Managers
MB 405K- Security and Master Data
Management
MB 406K- Internet of Things

4. Academic calendar

Academic calendar from August 2019 to May 2020

MBA Semester I

Activity	Date	Month	Working Days	Sunday	Public Holidays	Vacation	Total
Commencement of Ist Semester	1 st August 2019	Aug	-	-	-	-	-
Induction Program	1 st -21 st August 2019	Aug	15	03	03	-	21
Teaching Sessions	22 st August – 23 rd Sept 2019	Aug	09	01	-	-	10
		Sept	17	04	02	-	23
Mid Term (Internal)	24 th Sept-3 rd Oct 2019	Sept	06	01	-	-	07
		Oct	02	-	01	-	03
Teaching Sessions	4 th Oct-23 rd Oct 2019	Oct	16	03	01	-	20
Diwali Vacation	24 rd Oct-30 th Oct 2019	Oct	-	-	-	07	07
Teaching Sessions	31 st Oct-24 th Nov 2019	Oct	01	-	-	-	01
		Nov	19	03	01	-	24
Syllabus Completion	24 th Nov 2019	Nov	-	01	-	-	01
Term End (Internal)	25 th Nov- 3 rd Dec 2019	Nov	06	-	-	-	06
		Dec	02	01	-	-	03
Backlog University Examination (External)	4 th Dec-16 th Dec 2019	Dec	11	02	-	-	13
Regular University Examination (External)	17 th Dec-27 th Dec 2019	Dec	09	01	01	-	11
Winter Vacation	28 th Dec-4 th Jan 2020	Dec	-	01	-	03	04
		Jan	-	-	-	04	04
Total			113	21	09	14	157
Total Instructional Days (Excluding Examinations)			96	21	09	14	140

MBA Semester-II

Activity	Date	Month	Working Days	Sunday	Public Holidays	Vacation	Total
Commencement of II nd Semester	6 th Jan 2020	Jan	-	-	-	-	-
Teaching Sessions	6 th Jan- 26 th Jan 2020	Jan	17	03	01	-	21
Mid Test (Internal)	27 th Jan – 4 th Feb 2020	Jan	05	-	-	-	05
		Feb	03	01	-	-	04
Teaching Sessions	5 th Feb – 31 st Mar 2020	Feb	21	03	01	-	25
		March	24	05	02	-	31
Syllabus Completion	31 st March 2020	March	-	-	-	-	-
Term End (Internal)	1 st April- 14 th April 2020	April	08	02	04	-	14
Backlog University Examination (External)	15 th April- 26 th April 2020	April	10	02	-	-	12
Regular University Examination (External)	27 th April- 9 th May 2020	April	04	-			04
		May	08	01			09
Summer Internship Programme	11 th May -15 th July 2020	May	17	04	01	-	22
		June	26	04	-	-	30
		July	11	02	02	-	15
Summer Vacation	16 th July 2020-22 nd July 2020	July	-	01	-	07	08
Total			154	28	11	07	204
Total Instructional Days (Excluding Examinations)			124	28	11	07	170

MBA Semester III

Activity	Date	Month	Working Days	Sunday	Public Holidays	Vacation	Total
Commencement of III rd Semester	22 nd July 2019	July	-	-	-	-	-
Teaching Sessions	23 rd July– 23 rd Sept. 2019	July	08	01	-	-	09
		Aug	24	04	03	-	31
		Sept	17	04	02	-	23
Mid Test (Internal)	24 th Sept-3 rd Oct 2019	Sept	06	01	-	-	07
		Oct	02	-	01	-	03
Teaching Sessions	4 th Oct-23 rd Oct 2019	Oct	16	03	01	-	20
Diwali Vacation	24 rd Oct-30 th Oct 2019	Oct	-	-	-	07	07
Teaching Sessions	31 st Oct-24 th Nov 2019	Oct	01	-	-	-	01
		Nov	19	03	01	-	23
Syllabus Completion	24 th Nov 2019	Nov	-	01	-	-	01
Term End (Internal)	25 th Nov- 3 rd Dec 2019	Nov	06	-	-	-	06
		Dec	02	01	-	-	03
Backlog University Examination (External)	4 th Dec-16 th Dec 2019	Dec	11	02	-	-	13
Regular University Examination (External)	17 th Dec-27 th Dec 2019	Dec	09	01	01	-	11
Winter Vacation	28 th Dec-4 th Jan 2020	Dec	-	01	-	03	04
		Jan	-	-	-	04	04
Total			121	22	09	14	166
Total Instructional Days (Excluding Examinations)			93	22	09	14	138

MBA Semester- IV

Activity	Date	Month	Working Days	Sunday	Public Holidays	Vacation	Total
Commencement of III rd Semester	4 th Jan 2020						
Teaching Sessions	4 th Jan- 26 th Jan 2020	Jan	19	03	01	-	23
Mid Test (Internal)	27 th Jan – 1 st Feb 2020	Jan	05	-	-	-	05
		Feb	01	-	-	-	01
Teaching Sessions	2 nd Feb – 31 st Mar 2020	Feb	23	04	01	-	28
		March	24	05	02	-	31
Syllabus Completion	31 st March 2020	March	-	-	-	-	-
Term End (Internal)	1 st April- 14 th April 2020	April	08	02	04	-	14
Backlog University Examination (External)	15 th April- 26 th April 2020	April	10	02	-	-	12
Regular University Examination (External)	27 th April-9 th May 2020	April	04	-	-	-	04
		May	08	01	-	-	09
Total			100	17	08	-	127
Total Instructional Days (Excluding Examinations)			90	17	08	-	114

5. DPU List of Holidays

Sr.No.	Holiday	Day	Date
1	Republic Day	Saturday	26 th January, 2019
2	Chhatrapati Shivaji Maharaj Jayanti	Tuesday	19 th February, 2019
3	Mahashivratri	Monday	4 th March, 2019
4	Dhulivandan (Holi 2 nd Day)	Thursday	21 st March, 2019
5	Gudi Padwa	Saturday	6 th April, 2019
6	Ram Navmi	Saturday	13 th April, 2019
7	Mahavir Jayanti	Wednesday	17 th April, 2019
8	Good Friday	Friday	19 th April, 2019
9	Maharashtra Din	Wednesday	1 st May, 2019
10	Bhuddha Pournima	Saturday	18 th May, 2019
11	Ramzan ID(ld-ul-Fitar)	Wednesday	5 th June, 2019
12	Bakri ID(ID-ul-Juha)	Monday	12 th August, 2019
13	Independence Day	Thursday	15 th August, 2019
14	Parsi New Year	Saturday	17 th August, 2019
15	Ganesh Chaturthi	Monday	2 nd September, 2019

16	Muharrum	Tuesday	10 th September, 2019
17	Anant Chaturdashi	Thursday	12 th September, 2019
18	Mahatma Gandhi Jayanti	Wednesday	2 nd October, 2019
19	Dasara	Tuesday	8 th October, 2019
20	Diwali (Balipratipada)	Monday	28 th October, 2019
21	Diwali (Bhaubeej)	Tuesday	29 th October, 2019
22	Guru Nanak Jayanti	Tuesday	12 th November, 2019
23	Christmas	Wednesday	25 th December, 2019

6. Registration and Fees

All students selected for admission must register on the day of Registration for the Programme. The details for the payment of fee for the programme are given below:

Course Fee*

Year/Month	Last Date
<i>1st year fee</i>	<i>31-08-2019</i>
<i>University affiliation fee</i>	<i>30-10-2019</i>
<i>2nd year fee</i>	<i>31-08-2020</i>
<i>Examination fee</i>	<i>At the times of filling the semester examination form.</i>

The prescribed fee is payable by Account Payee Demand Draft drawn in favor of the “The Director, Global Business School & Research Centre, payable at Pune or online to the Institute account.

Refund of Fee: As per the rules of the University. For more details please refer to the rules of cancellation mentioned on the website.

7. Payment of Tuition and Other Fees

1. On admission of candidates to the first year of the course of study, all the fees mentioned in the letter of admission, viz., annual tuition fee, registration and eligibility fee, health insurance, caution deposit, hostel and mess fee, etc., as applicable, should be paid on or before the prescribed date without fail. Any delay will attract payment of penalty as specified. If any candidate fails to remit tuition fee and other fees within the last date as notified, he/she will forfeit his/her admission to the course concerned.
2. In respect of subsequent year(s) of study, tuition fee and other specified fees shall be paid on or before the date as notified to the parents/students and on the Notice Board of the Institution /College concerned. Late payment, if any, will attract penalty as specified.
3. Similarly, examination fee, as prescribed and notified from time to time, shall be paid on or before the due date. If there is any delay, it will attract penalty as specified. If any student fails to remit the examination fee even after lapse of the period specified for payment with penalty, such student will not be issued Hall Ticket for the Vidyapeeth examination(s)/debarred from appearing for the Vidyapeeth examination(s).
4. All fees, once paid to the Vidyapeeth account, will not be refunded or adjusted for any other purpose under any circumstance.

II. Examination

1. Evaluation and Grading

The evaluation of student's performance and progress will be a continuous process. The Semester-wise evaluation may be through three or more of the following: (a) attendance (b) class participation (c) assignments (d) presentations and final examination at the end of each semester. For each course 60 percent of the total marks will be allotted to the end Semester examination and the remaining 40 per cent for assessment as in (a) to (d) above. A student unable to appear in internal examinations of (a) to (d) due to extraordinary reasons, and subject to the acceptance of their absence by the respective course instructor, shall be allowed to re-appear for the same, at a later date, but before the end-term examination.

2. System of Internal Evaluation

The following guidelines will be followed for the purpose of internal evaluation:

[1] The faculty member of the course would propose a scheme of evaluation along with the course outline and discuss the same with the student so on the first day of the class.

[2] Any change in the scheme of evaluation proposed and discussed with the students would be communicated through the Director.

[3] The answer scripts of internal examinations (only) would be shown to the students immediately after evaluation. If a student has any queries on the evaluation, the Course Instructor would re-evaluate wherever necessary, and finalize the score.

2.1 Passing Percentage

Every student must secure minimum 40% marks in both external evaluation and internal evaluation independently. In case of internal subjects a student must secure minimum 40% marks in each of the sections.

3. System of External Evaluation

3.1 Marks

Core subjects will have 100 Marks each, 60, marks for external and 40 for internal. Marks for external examination will be on the basis of written exam conducted by the University at the end of the Semester.

3.2 Double Evaluation System

The answer sheets for external examination for any given subject are evaluated by two examiners appointed by the University. Hence there is no provision for reevaluation.

3.3 Grace Marks

Grace Marks up to a maximum 1% of the total marks could be used for giving grace marks in different subjects, subject to a maximum up to 5 marks on one subject. The grace marks will be given only if the student clears all the subjects.

4. Grading System

For every course taken by a student is given a grade based on the combined performance for the semester for that course.

There will be grades described O, A+, A, B+, B, C+, C, D+, D, F this will indicate a qualitative assessment.

Percentage	Grade	Grade Point
>80	O	8
75 to 79	A+	7.5
70 to 74	A	7
65 to 69	B+	6.5
60 to 64	B	6
55 to 59	C+	5.5
51 to 54	C	5
45 to 50	D+	4.5
40 to 44	D	4
< 40 (Fail)	F	F

I. Calculation of Grade Point Average (GPA):-

Total of Subject Value

$$\frac{\text{Total of Subject Value}}{\text{No. Of Subjects*average Credit}} = \text{GPA (Grade point Average)}$$

$$\frac{107}{5*3} = 7.1$$

II. CGPA (Cumulative Grade Point Average) will be the average GPA of all semesters.

Subjects	Credit	Grade	Grade point	Subject Value
I	4	O	8	32
II	3	A	7	21
III	3	A+	7.5	22.5
IV	2	B	6	12
V	3	B+	6.5	19.5
Total				107.0

III. Award of Class

At the end of each semester the grade report will reflect the performance of the student in that subject. An up to date assessment of the overall performance of a student, from the time he/she entered the Institute, is obtained by calculating a number called CGPA. The CGPA is weighted average of the grade points obtained in all the courses registered by the student since he entered the Institute. Class will be awarded on the basis of CGPA score of the students.

Grade Point	Class
> = 70	Distinction
> = 60	I Class
> = 50	Higher II Class
> = 40	II Class
< 40	Fail

IV. Eligibility criteria for the award of Degree

A student will be eligible for award of the Degree only if the following criteria are met at the end of the fourth semester.

- Qualifying in all the courses of the programme
- Securing overall CGPA

V. Award of Gold Medals

With a view to rewarding academic excellence, the DPU President's Gold Medal for best overall performance for best academic performance is awarded during convocation.

5. Discipline

[1] The Institute attaches utmost importance to integrity of students in conducting themselves in a manner befitting responsible student managers.

[2] Disciplinary action shall include imposition of fine/declaring disqualified for award of medals, prizes and scholarships/ deprivation of placement opportunities/expulsion from the Programme/ any other action which the Institute may deem fit.

[3]The use of cell-phones in the class room/ examination halls is strictly prohibited. In case a student violates this rule, a fine of Rs. 2,000 will be imposed and the Cellphone will be confiscated till the end of the course including sim card. The fine amount would go to Students' Activities.

[4]Students will not be allowed to enter examination hall after 15 minutes of the commencement of the examination.

[5] Vehicles should be parked only in the given parking area.

[6] The dress code of the Institute as specified from time to time shall be strictly adhered to.

[7] Any student who wants to go outside Pune needs to take prior written permission from the Institute, and warden of the concerned hostel.

[8] In case of rude behavior/ violence and involvement in the act of ragging on the part of the student, he/ she shall be expelled from the programme.

[9] All the students need to carry their Identity Cards within on and off the campus and mandatory for all examinations.

[10] All the students need to come in formal dress provided by the Institute on all the days of functions, seminars, guest lectures, presentations, etc.

6. Malpractice in Examinations

Students shall not resort to malpractice in examinations. In case of suspected malpractice, on receiving the report from the concerned invigilator, the Committee formulated by the university would look into the matter. Once the malpractice is established by the Committee, the student's hall be declared to have failed in that examination or as per the committee decision.

7. Attendance

[1] Regular and punctual attendance in all academic and other activities organized for the students is an essential requirement.

[2] Attendance of the students is mandatory in the events organized by the Institute.

[3] A student is expected to maintain a minimum of 75% attendance in each course in the semester to be eligible to take the semester-end examinations.

[4] Students, whose attendance falls short of 75% and above 60% may be allowed to write the examination of that particular subject (s) subject to medical or genuine cases subjected to faculty council decision.

[5] Student shall not be absent for any of the end-term examinations conducted by the Institute. However, in exceptional cases, on application, the Institute will decide the merits of the application on case to case basis and allows for re-examination.

III. Policy and Rules for Final Placement and Summer Training/Summer Internship

The placement activity of the Institute is organized by a Placement Committee. The Committee explores all possibilities to give the best support to place the students. The students will be governed by the following rules for placement. The Placement Committee will announce amendments from time to time.

1. Placement Assistance

1. Students are informed that actual placements would depend upon the general economic and industry scenario, the academic and non-academic competencies including good communication and soft skills developed by each student, cultural and medical fitness of each student, as determined by the recruiters.
2. While every effort will be made to enable each student to compete effectively for positions offered by companies, the actual conversion of the opportunity into a concrete placement is the sole responsibility of the student. The Institute, therefore, does not guarantee that a particular student shall be placed for final or summer internship irrespective of the student's performance parameters.

Note: Students should study the job description (JD) conveyed by companies thoroughly and prepare accordingly.

3. The major components of the placement (summer or final) process are written/online test, group discussion, personal interview, personality profiling etc. Apart from thorough domain knowledge, recruiters expect students to be totally updated on current national, economic and political world developments. Needless to add that a good CGPA and proficiency in some extracurricular activities and participation in corporate sponsored competitions will be very valuable add-ons for the student. Students should try to upgrade themselves through extensive reading, especially financial and general newspapers besides studying course curriculum. The student would also be well advised to take advantage of free online extra certifications from Coursera, edX, etc to strengthen their CVs.

4. GBSRC will encourage and assist all students to emerge as credible brands in their own right, who are sought after by the corporates.

2. Policy, Rules and Code of Conduct

1. Students must have passed in all the courses up to the 2nd Semester with at least 60 percent aggregate marks.
2. Students must have a consistent attendance percentage of 75% in all courses till 2nd Semester.
3. Students must mention their preference for the area of Specialization and once finalized it cannot be changed.
4. Transparency, fairness and equal opportunity for all students (subject to the specific requirements of the recruiter) is the policy of GBSRC
5. Whenever a company proposes a visit to the GBSRC campus, placement team sends an e-mail confirming the date of process, as well as display it on the notice board with the details related to JD /written test/GD/interview. Students then give their names to the placement team for attending.
6. Once a student gets shortlisted by the corporate for their recruitment process of GD, Written Test etc, he/ she cannot, on any account, withdraw from the process of that Company. Violators may have to pay fine and /or face debarment from any subsequent placement process. Hence prior to expressing interest, student should make his/her mind.
7. It will be the responsibility of the students to be extra careful in maintaining the basic decorum, discipline and decency at the time when the company representatives are on the campus for placement-related activities or when they participate in the processes at the Company's premises. Any student found willfully violating these instructions will be liable for punitive measures.
8. Students found improperly dressed or groomed during the campus selection process for final or summer internship may be disallowed from participating in placement process.
9. All communication with the recruiters will be done by the placement team. Students are not allowed to directly communicate with the recruiters.
10. Students appearing for placement are expected to report on time for the process and come well prepared by going through relevant literature such as the company website, company's publicity material etc. They should be well groomed in formals, which would be:
 - For Gentlemen: Shaven/full beard, neat and ironed clothes, well- groomed appearance. Full sleeves shirt and formal pants (Jeans & Khaki not allowed), leather shoes, belt and a tie.
 - For Ladies: Neat and ironed clothes, well-groomed appearance. Sari/business suit/salwar-kameez, leather sandals /shoes.
11. To facilitate placement, every student should preferably achieve minimum 6.2 CGPA i.e. 60%.
12. Students are advised not to do anything directly or indirectly which may create a poor impression about the Institute. Any student found disregarding any of the norms would be liable for disciplinary action.
13. Non-compliance by students of any activity organized by the Institute in the interest of placements will be considered as an act of misconduct. Students found involved in such activities may be debarred from placement assistance.
14. Students are advised to abide by the final short-listing done by the company according to their requirements and criteria which shall not be called into question by any student either individually or by raising questions about this in the PrePlacement Talk (PPT). Violation

of this rule will lead to the debarment of the student from the process. The PPT queries from students should be aimed at clarifying job profile, compensation, etc.

15. Recruiters frequent visit to GBSRC Campus is because of their faith that students once selected (after the student agrees to the selection by accepting the offer at the end of the process) will take up the assignment on the stipulated date. Hence, students are obliged to act as per their commitment to take up the position for which they have been selected for. This provision is applicable for Final Placement as well as Summer Internship. If a student violates this principle, he/she will have to face appropriate disciplinary action.

3. Summer Internship

1. Objective of Summer Internship: Internships are important to enhancing credentials, testing new situations and positioning MBAs for the next step. With persistence, passion and creativity, a summer internship is within reach. It offers important opportunity to work closely with professionals in your field and to develop knowledge, competencies, and experience related directly to your career goals. Recruiters attach great significance to the Summer Internship Project report in the final placement interview and in depth questions on it can be expected. Hence, the Project Report should be perceived as an important course which signals a student's potential to the recruiters. GBSRC expects every student to take this activity seriously and turn it in an excellent deliverables at the end of his/her internship in terms of a project report / credentials, knowledge, competencies & experience.
2. Summer Internship briefing session : An interactive session will be held in the campus usually in the month of April to give detailed guidelines and a roadmap to students on the nitty gritty of summer projects, the do's and don'ts etc. They will be informed as to what is expected of them during their internship, the needs of the industry etc.
3. Duration: The duration of the Summer Internship project will be two months between May to July. After completion of Summer Internship, students will undergo Summer Internship Viva Voce.
4. Faculty Allocation, Reporting & Supervision
 - The academic mentor shall be allotted based on their specialization and expertise in the field. The internee shall submit a fortnightly report on the progress of work relating to internship to the academic mentor, failing which the academic mentor can deduct marks for not meeting the timelines.
 - The academic mentor would be making call/ visit to the workplace of the student for a meeting with the industry mentor to review the progress made by the student and also to build a long term relationship between GBSRC and the company/organization.

4. Summer Internship Guidelines

1. Every student will be required to provide his/her short CV to the placement office in a prescribed format by end of September (First semester).
2. The Institute will arrange to get summer internship project through its sources in the chosen functional area of student as far as possible. Those students having specific area of focus may try their summer internship project on their own.
3. Students are also advised to mobilize their efforts for internship projects through their own contacts/ Alumni etc.
4. Students who wish to try on their own for Summer Internship Projects will have to inform the Placement Office / Director by Mid-January (2nd Semester); otherwise they will have to take the Summer Internship Project allotted by the Institute.

5. No change in internship will be allowed to any student once an organization is allotted to him/her by the Institute.
6. Two or more students working on the same Summer Project is not permitted.
7. In case the student is not able to complete the Summer Project due to extraordinary circumstances, the student has to complete the project after the 4th Semester before receiving the degree with prior permission of the Institute.

4.1 Avoiding Plagiarism

In preparing Summer Internship Project report students will need to do independent work. If any ideas of others are used they should be acknowledged and should not infringe copyrights. Students are encouraged to read widely and acknowledge any ideas that are not their own by including citations in a list at the end of every assignment. It is the responsibility of every student to know how to reference correctly.

IV. Library Rules

1. General Rules & Regulations for Library

Library Timings: Library remains open from Monday to Saturday except on Sundays & holidays.

Days	Timings
Monday – Saturday	9:30 AM TO 5:30 PM
During Examinations	8:00 AM TO 8:00 PM

2. Eligibility: GBSRC library is primarily meant for the faculty, full time students of all the courses, administrative staff, visiting faculty and research scholars.

3. Library Membership Procedure: Each student member will have to submit one passport size photograph at the library counter while Institutional, External & Honorable members have to fill a membership form and have to submit two passport size photographs.

4. Circulation Rules

- Borrowing facility is given only to the members of the library.
- Circulation will be done only through the circulation counter, after the member produces his/her identity card to the person at the counter.
- Students will not be allowed to take the periodicals, newspapers outside the library.
- Students can get photocopies of the required article in the periodical from the Reprography Centre.

5. Borrowing Rules

The duration of borrowing for members will be as follows:-

Patron Category	Item Type	Current checkouts allowed	Loan period in days	Fine amount per day
Faculty	Books	10	90	0.00
Ph.D. Scholars	Books	05	60	0.00
Student	Books	02	14	5.00

1. The student will be provided with one recommended text book per subject in all important subjects. He / She can keep these books till the semester end examinations. On the submission of all these books, next semester books will be issued in the same way.
2. New arrival of books are displayed in a separate shelf in New Arrivals section. These books will be subsequently available for circulation.
3. In addition to the above, the students can draw 2 text books from library and should return in 7 days' time from the date of issue. If the student wants to keep the text book for more than 7 days they need to re-issue the same. The books need to be renewed otherwise a fine of Rs. 5 per day will be levied after 7 days , Rs. 10 per day will be levied after 14 days and if it is kept more than 15 days the borrower will have to pay the cost of the book.
4. The students are expected to submit the books back in good condition. Failing which, they need to pay two times of the book cost. Library committee is the final authority in this connection.
5. If the student does not return the books given to them immediately after the concerned semester end examinations, no further books will be issued.
6. Loss of books should be reported immediately in writing to the Librarian, GBSRC Library. Replacement charge and fine must be paid immediately.
7. It is mandatory to all the students and staff to enter the details in the library movement register on every visit to Library.
8. Books will be issued/returned from 9.30 to 1.00 P.M. and 2.00 P.M. to 5:30 P.M. on all working days.
9. Lunch break is from 1.00 P.M. to 2:00 P.M. (for lending section)
10. Strict silence is required inside the library as it is necessary for quiet study.
11. Smoking in the library is prohibited.
12. Sleeping in the library is prohibited.
13. Eatables, beverage and cellphones in the library is prohibited.
14. If the help of the library staff is required, they may be approached, but in a polite manner.
15. Students are informed not to throw the chocolate and bubblegum and wrappers in the library and reading room.
16. Students are advised not to misplace the books/journals/Newspapers/Magazines from its original position.
17. Production of "NO DUES CERTIFICATE" from the library is essential for obtaining the hall ticket for appearing examination.

V. Rules for Computer Lab

The Computer Center of GBSRC has the required infrastructure to cater to the needs of the Students and Faculty. The Computer Center has been equipped with computer systems, printers, UPS systems and is fully air-conditioned.

The students have to maintain silence and discipline in the computer centre.

Do's

1. After entering the Computer Lab, students should approach the System Administrator/Lab In-charge. A logbook of machine usage will be maintained and it is the duty of each user to complete all columns (their name, roll no., login time and the purpose) in it while entering the Computer Lab.
2. Students should mark and sign when they log out and leave the lab.
3. System Administrator will have full authority to enforce discipline.

4. Keep the Computer Centre clean.
5. Ensure that the computers are started in the proper way and also shut down correctly.
6. Burn all your files into CDs in order to avoid any loss of data.

Don'ts

1. Do not erase or change the names of the system files.
2. Do not shift any item of the computer. If there is any problem in the functioning of a particular computer, get in touch with the programmer of the computer center.
3. Do not bring your friends inside the Computer Center.
4. Do not bring any personal hardware into the Computer Center.
5. Do not try to repair any item of the computer yourself.
6. Eatables, tea, coffee, etc. should not be brought inside the Computer Center.
7. Smoking is strictly prohibited
8. Laptop or mobile charging inside the lab is not allowed.
9. Don't use facebook, Google-Chat, Yahoo messengers inside a lab.
10. Don't play games.
11. Don't use virus-infected storage devices.
12. Bags are not allowed into the Computer Center.
13. In case of any damage or missing computer component, the student who last used the computer will have to bear the necessary costs.

VI. Internet Service Rules

The Institute provides internet services as a privilege to students for their academic purposes. It is the responsibility of every student to have an email ID and submit the same to the person In-charge of the Computer Center. Important communications from time to time will be sent to students through email/Academic Information System (AIS).

The Internet Service offered in the Institute is subject to the following conditions:

[1] Staff looking after Internet browsing activities is not responsible for the loss of student internet hours due to such reasons like Power Failure, Link Failure, and Holidays and when closed because of the priority of Management tasks and also for any student's personal problems.

[2] The Internet usage is purely for academic purpose.

Those who abuse the facility will be fined up to Rs.2, 000/- and may even be debarred from use of computer facility. Serious computer crimes may lead to the concerned user being expelled from the Institute.

VII. Rules for Hostel Students

All inmates of the Hostel shall observe the following rules for the smooth and efficient running of the hostel and for their comfortable stay:-

1. Only bonafide students of Vidyapeeth are eligible for admission to the hostels.
2. Students who fail to remit the Hostel fee when they fall due, even after a reminder in writing, shall vacate the hostel room allotted to them, forthwith.
3. No posters or pictures should be stuck inside and outside the room or anywhere around the premises of the hostel or College. Hostlers should avoid sticking bills and posters on the windows, doors and walls (except name strips on the room door). In case the room is found not in order, fine will be levied on the erring student.
4. Inmates should switch off fans and lights before leaving their rooms.
5. The inmates are advised to close the taps after use in order to avoid wastage of water.

6. Dining services will be provided only in the mess and there will be no room service.
7. Whenever any hosteller falls sick the same should be reported by his/her to the warden who will provide all necessary assistance to get appropriate treatment or medicines.
8. While going out of hostel the students should enter their name in the register & sign the same by mentioning proper reason.
9. To leave the hostel premises, permission of the Chief Warden is absolutely necessary. Students who want to stay overnight to visit their parents or guardians should approach the Chief Warden for permission. Permission will be granted only after obtaining written request from the parent/guardian duly signed by them, which will be duly entered in a register maintained in each block by the Warden.
10. All rooms, corridors, toilets etc. must be kept clean and any student who violates the rule shall be expelled from the hostel.
11. Hostel facility is provided with a view to help the student to pursue his/her studies in good environment and to facilitate/ promote his/her academic progress. A student who fails to keep up the congenial atmosphere and environment in the Hostel or to perform well and maintain academic progress shall not be allowed to use the hostel facility and shall vacate his/her room immediately on intimation from the Chief Warden/ Dean/Principal/Director of Faculties.

VIII. Hostel Wardens

Ms. Suchita Pathak	Hostel Warden – Girls Hostel
Dr. Arvind Goja	Hostel Warden – Boys Hostel

IX. GBSRC Emails

Director

E-mail: director.gbs@dpu.edu.in

Admissions

Mobile: +919860650707

E-mail: gbsrc.admissions@dpu.edu.in

X. Public Utility Services

1. D.Y. Patil hospital- 020 - 27805100 / 27805900 / 27805101
2. D.Y.Patil Ambulance- 020-27423690/27423693
1. Aditya Birla hospital-020-30717610, 17 / 40707610, 17
2. Wakad Police station- 020-22934100/22934110
3. Railway Enquiry- 020-26126575/26105117
4. IDBI Bank- 020- 2027476978
5. Ginger Hotel- 020- 6677 3333

INTELLECTUAL RESOURCE @ GBSRC

DIRECTOR

Title	First Name	Last name	Contact No.
Dr.	Chetan	Chaudhari	9922914535

PROFESSORS

Sr. No	Title	First Name	Last name	Contact No.
1	Dr.	Hansraj	Thorat	9822214776
3	Dr.	Vidya	Nakhate	9766314576

ASSOCIATE PROFESSORS

Sr. No	Title	First Name	Last name	Contact No.
1	Dr.	Snehal	Maheshkar	9828493736
2	Dr.	Leena	Dam	9096988000
4	Dr.	Babasaheb	Jadhav	9049127053
5	Dr.	Sripadh	Joshi	9850728403
6	Dr.	Aparajita	Singh	9819977564

ASSISTANT PROFESSORS

Sr. No.	Title	First Name	Last name	Contact No.
1	Prof.	Priya	Vasagadekar	9890689772
2	Dr.	Sharmishthadevi	Deshmukh	8975016907
3	Dr.	Snehal	Tare	8668960393
	Dr.	Mukesh	Agarwal	9689926954
4	Prof.	Anu	Alex	9922991485
5	Prof.	Vatsala	Manjunath	7588764824
6	Prof.	Smarjeet	Das	8308833889
7	Dr.	Priyanka	Bobade	9762261588
8	Prof.	Dhanashree	Hawale	7387060861
9	Dr.	Deepali	Garge	9766308997
10	Prof.	Nikita	Shetye	9545985875
11	Prof.	Rajabhau	Dhande	9579902472
12	Prof.	Abhijit	Vhatkar	9970836707

ADMINISTRATIVE STAFF @ GBSRC

Sr. No.	Name of the staff	Position	Contact No.
1	Mr. Prakash Patil	Office Superintendent	7721979995
2	Mr. Rushikesh Kadam	Head Clerk	9561674327
3	Mr. Ganesh Bhokare	Jr. Clerk	9960311183
4	Mr. Popat Kotkar	Accountant	9921648988
5	Mr. Virendra Salunkhe	Asst.Librarian	9923496389
6	Mr. Swapnil Patil	Junior Clerk	9657810784
7	Ms. Nilofer Shaikh	Tele calling executive	9850372876
8	Mr. Ankush Hage	Lab-In-Charge	9665997613

LIFE @ GBSRC

1. Industrial Visit

Global Business School and Research Centre offers opportunities for all the students to interact with industries on consistent basis by way of visits to many renowned companies across the country. Industrial visit is considered as the most practical way of learning. The main reason behind this – it lets students to know things practically through interaction, working methods and employment practices. Moreover, it gives exposure from academic point of view.

2. Communication Workshop

Effective Communication has become the keyword these days. Hence, the Institute organizes a lot of workshops on communication skills to make the students fully aware of effective public speaking, presentation skills, writing skills, debates, and group discussions.

3. Industry Interface

The Institute remains in continuous touch with the industry for overall development of the management students. The students are made to interact with the corporate world at frequent intervals so that they can imbibe corporate culture and norms followed over there.

4. Annual InterManagement Fest “Parakram”

GBSRC takes pride in organizing its prestigious annual management event “Parakram”. It is an opportunity for the management students from various Institutes across country to show their talent. There are seminars, sports, debates, quiz competitions & cultural programmes during this event.

5. General Awareness

To keep students abreast with the current affairs, market news, and world economy business newspapers are made available to them. Important news items are analysed in class and doubts resolved. Students are encouraged to read the newspaper daily and make notes of major happenings round the world.

6. Sports

Sports are an integral part of life at GBSRC, whether as a part of the Institute curriculum or its extensive co-curricular programme. Students develop a willingness to improve and to perform to the best of their ability in an enjoyable atmosphere. This inevitably leads to students growing in

confidence and they often pursue their chosen sports during co-curricular time, representing the Institute in the many teams. The sporting aim of GBSRC is to provide an opportunity with wide range of experience in an environment in which all the students have an opportunity to reach their potential whilst striving for excellence.

7. Counseling services

It provides professional counseling and psychological boost to the students at need and also includes evaluation and therapy for a wide variety of personal situations. It is rendered by the concerned faculty advisors and dean.

8. Students' Club

GBSRC has a strong tradition of student clubs that works on the motto – “Of the students, by the students, for the students”. There are different clubs that gives an opportunity to the students to dabble in the activities of their interest.

Clubs & Faculty Coordinators

Book Review Club	:	Dr.Shikha Kaushik & Dr.Sharmishtha Deshmukh
Movie Club	:	Dr.Babasaheb Jadhav & Prof. Vatsala Manjunath
Cultural Club	:	Dr.Priyanka Bobade & Prof. Anu Alex
Sports Club	:	Dr.Mukesh Agarwal & Prof. Smarjeet Das
Startup & innovation cell	:	Dr.Leena Dam, Dr.Sharmishtha Deshmukh & Prof. Vatsala Manjunath

9. Intercollegiate events

GBSRC encourages students to take part in various intercollegiate events organized by different Institutes in Pune. The participation and achievement is recognized and appreciated.

FACILITIES @ GBSRC

1. Computer Centre

GBSRC aspires to keep up with changing times. State -of -the- art computer Laboratory is well installed with latest hardware and software packages with high- end PC Network and 24 hours broadband & Wi-Fi Internet connectivity.



2. Library

A full-fledged library houses a large collection of books and periodicals including the latest publications in Management, International Business, Information Technology, E-Commerce and other topics of help to the students to regularly upgrade themselves.



3. Seminar Room

The Institute has a well-equipped Air- conditioned seminar hall. Acoustically and aesthetically designed, this seminar hall is equipped with in-built Audio, LCD and Video Systems conducive for effective learning. It is ideally suited for seminars, symposia, guest lectures, etc.



4. Spacious Lecture Rooms

A classroom is the first leap of a student towards the vast competitive world and the Institute has seen to it that the students are comfortable with it. The Institute boast of rendering the students with spacious, well illuminated, ventilated, and elegantly designed lecture halls. The lecture rooms are well equipped to render education through the most modern ways.



5. Cafeteria

The Institute has a hygienic Canteen with Nutritious food.



XI. DISCIPLINED CONDUCT OF STUDENT

Carefully read and comprehend the rules and regulations governing your conduct and behaviour in and outside the Institute while you are a student of GBSRC. Failure or negligence in complying with the same may result in disciplinary action, fines etc. including termination of admission to the Institute.

The Students should strictly obey the instructions given by the Director through notices, personal meetings and class discussions from time to time.

1. Identity Card

The student should carry identity card with them regularly and the identity card should be produced when demanded by the authorized persons of the Institute.

2. Mobile Phones

The students should switch off the mobile phones while in the classrooms, library, laboratory etc.as per the notification.

3. Dress Code

We believe in inculcating a sense of discipline and belongingness in the students by observing a dress code. Students are expected to wear formal dress (Shirt & Trouser for gents; Salwar Kameez /Western formals for ladies) throughout the week. The students are required to come to the Institute in the prescribed uniform on special occasions, which are notified from time to time.

4. Notices

The Student should read the notices displayed on the notice boards regularly and the Institute will not be responsible for the loss or any disadvantage due to non-reading of notices on the part of student.

5. Damages

The student should not cause any damage to the Institute property. Compensation for the damage caused shall be recovered from the student immediately.

6. Poor Performance in academics

If student is found weak in certain subjects he/she will have to attend extra classes as notified and make the required progress to come at par with the other students.

The above rules of discipline are always subject to change, modification, addition, omission or alteration as and when the Director feels it fit and proper. The decision of the Director shall be final in all matters related to Discipline.

7. Expected Behavior in the Campus

1. Students shall maintain calmness and cleanliness at all times.
2. Students shall not loiter in the campus during class hours.
3. Students shall take due care in personal and community hygiene.

4. Students shall not indulge in any activity which will or is likely to cause structural or operative damage to any property within the Institute premises.
5. Littering, spitting, listening to walkman, radio, smoking and chewing are not allowed inside the campus.
6. Students shall not indulge in any act of violence directly or indirectly and they shall not incite any one to do so.
7. Use of mobile phone during class hours, examinations and in library is not allowed. All such equipment must be switched off.
8. Conducting of any meeting inside or outside the campus by the students shall only be with prior written permission from the designated authority.
9. Ragging or harassing other student in any manner either inside or outside the Institute premises is strictly prohibited.
10. Students found guilty of insubordination or disobedience to any lawful or reasonable orders of the faculty and staff of the Institute will face disciplinary action as per the standing rules of the Institute.
11. In addition to the above rules, all students should abide by the other rules and regulations of the Institute issued from time to time.

8. Conduct outside the Campus

GBSRC even in its initial stages has acquired a healthy image and an enviable reputation. It is therefore the duty of all the students to behave in such a way outside the campus that the image of GBSRC keeps shining at all the time. This is particularly applicable for their conduct in their towns, any area of the Institute and even while traveling in trains. A student must be discernible from others in a crowd through his/her good conduct, pleasing manners and a dignified demeanor.

9. Instructions for Conduct of Students on Special Occasions during centrally organized Lectures/Seminars

1. Students will wear uniform.
2. All students must be seated 15 minutes before the start of function.
3. Students must not talk/disturb the proceedings in any manner.
4. No students shall leave the venue before the dignitaries leave.
5. Attendance of those nominated to attend must be 100%.
6. Failure to attend will be dealt with by imposing a fine, the amount of which will be decided by the Director.

10. Intra Institute Functions

Rowdy and uncivil behavior must be avoided during any functions and competitions. However, healthy competition must be encouraged and be visible. Remarks and comments made in poor taste must be totally avoided in public.

11. Student-to-Student Relationship

Relationship with Senior Student-Junior students are expected to be respectful towards senior students and look up to them for guidance and advice.

Relationships with Junior Student-Under no circumstances shall the junior students be utilized for running errands for senior students or for doing any personal work for them. It is the duty of senior

students to motivate, help and guide their juniors. Senior students must not however assume the task of policemen or lawmakers in trying to reform or punish their juniors.

12. Student-To-Staff Relationship

Students are expected to extend respect and courtesy to staff members at all times. They must however refrain from socializing with staff members, whether inside or outside the campus.

Visiting Staff Quarters-Students are not permitted to visit residential quarters of staff members unless it is for unavoidable and urgent work or when the staff member concerned has invited them. Staff members are not expected to visit students in their hostel room even if invited by the students. Staff-Student get-togethers-All Institutional get-togethers of staff members and students will require prior approval of the Director/Management. Such get-togethers will be organized at central places like the auditorium, cafeterias or common rooms. They will not be held inside the hostel or the residences of staff members.

Ragging

“Ragging” in any form is a crime and punishable under the law with imprisonment and therefore is strictly prohibited. Because in general, the process starts with introduction and may turn into unpleasant act of “Ragging”.

The students found to be involved in ragging will immediately be suspended and may also be handed over to police. If the charges of ragging are proved, the student shall be discharged from the Institute. Fee deposited with the Institute will also be forfeited.

Complaint Procedure

Any student who wishes to submit any suggestion/complaint against the working of any system/campus or against any employee/persons working on contract with the Institute must do so in writing to the Director or can put his complaint in complaint- suggestion box kept in Library. The students having individual problems can approach Director directly. Common problems should be represented to the Director.

COMPLAINT REDRESSAL COMMITTEES @ GBSRC

Complaint Redressal System is in place at GBSRC and students can lodge their complaints to below mentioned committees. It enables the students to put their grievances and suggestions for quick consideration and redressal.

Anti-Ragging Committee

Sr. No	Name of the Member	Designation
1	Dr. Chetan Chaudhari	Chairman, Dy. Director – GBSRC
2	Mr. Shivajirao Kamble	Ex-MP (Member of Civil)
3	Mr. Fad	Police Administration (PSI Maharashtra police)
4	Mr. Mayur Kemse	Local Media (Lokmat)
5	Dr. Mrs. Jyoti D. Ingole	NGO
6	Dr. Vidya Nakhate	Secretary, Professor –GBSRC
7	Shri. Sahebrao Bhadane	Parent
8	Mr. Stephan Tambe	Student Representative
9	Ms. Rose Niranjani	Student Representative
10	Mr. Prakash D.Patil	Sr.Clerk Non-teaching staff – GBSRC

Anti-Ragging Squad

Sr. No	Name of the Member	Member Details
1	Dr. Hansraj Thorat	Professor, GBSRC
2	Dr. Babasaheb Jadhav	Associate Professor, GBSRC
3	Dr. Snehal Maheshkar	Associate Professor, GBSRC
4	Mrs. Dhanashri Hawale	Assistant Professor, GBSRC
5	Ms. Suchita Phatak	Hostel Warden - Girls Hostel
6	Dr. Arvind Goja	Hostel Warden - Boys Hostel
7	Mr. Jeevan Rathod	Rector –Boys Hostel

Grievance Redressal Committee

Sr. No	Name of the Member	Designation	Member Details
1	Dr. Chetan Chaudhari	Chairman	Dy. Director, Global Business School & Research Centre, Pune
2	Dr. Snehal Maheshkar	Secretary (Nodal Officer)	Associate Professor, Global Business School & Research Centre, Pune
3	Dr. Hansraj Thorat	Member	Professor, Global Business School & Research Centre, Pune
4	Dr. Leena Dam	Member	Associate Professor, Global Business School & Research Centre, Pune
5	Ms. Mishel Baheti	Member (Student Representative)	Student Representative, Global Business School & Research Centre, Pune
6	Mr.Prince Singh	Member (Student Representative)	Student Representative, Global Business School & Research Centre, Pune

FORM OF UNDERTAKING

I Mr./MS/ _____ Son/Daughter of
Mr./Mrs _____ of
Address _____ at present pursuing
MBA programme in the institute of _____ do undertake that

- (I) I will abide by the rules and regulations of the institute completely.
- (II) I will never involve in any activity detrimental to the reputation of the institute.
- (III) I will put-forth my grievances to the appropriate authority individually and absolutely refrain from initiating group action to solve any problem.
- (IV) I will immediately respond to the queries/orders of the authorities at any point of time.
- (V) I will be responsible for consequences if any arising out of propagation of rumor by me.
- (VI) I will be debarred from appearing in examinations/class promotion if I do not attend classes regularly and secure the required percentage.
- (VII) I will report to the faculty advisor/tutor –mentor periodically as decided and notified by the authority from time to time.
- (VIII) I will Maintain the study hours, reading room hours of library as notified by the authority from time to time.
- (IX) I will completely refrain from using a motor cycle/car, smoking consumption of alcohol and drug in the hostel and campus of the institute.
- (X) I will never involve in any sort of harassment to the student of the institute either individually or in group.
- (XI) I will forfeit my campus placement opportunity if the situation so warrants.
- (XII) I do not have any objection if the authorities expel me from the institute or debar me from any facilities if situation so warrants.
- (XIV) I will convey my genuine grievances individually in writing and give the authority at least 15 days time for redressal of grievances.

Certified that I have gone through the provisions of the undertakings thoroughly and I do not have any objection to any of the provision of the undertaking. I am signing this undertaking without any fear and compulsion.

Signed in the presence of

(Father/Mother/Local Guardian of Student)

Signed on _____ (Date) of _____ (Month) of _____ (Year) _____

(Signature of the student furnishing undertaking)

(_____)

Signature of the university Authority with Seal

UNDERTAKING BY THE STUDENT

TO TAKE PART IN TECHNICAL TOUR

I Mr./Miss ----- Son/Daughter/Ward of
Sri _____ declare that I am continuing in _____ year

Degree MBA _____ Specilization of Global Business School And Research centre,
Dr. D. Y Patil university. I am interested to go to _____ for technical tour to be held
on _____ further I declare that while taking part in this technical tour/picnic, I will be held
responsible for any injury to me in person or property and death. Neither the institution nor any of its employees
will be held responsible for the same in any form or in any civil or criminal proceedings. I also declare that at the
time of my participation in Tour I will adhere to the strict discipline and abide by the instructions given be the
faculty Member accompanying for the Picnic.

Countersigned by

Signature of the Student _____

Signature of the _____ Father/Mother/Guardian

Date _____

Personal Information

Name

Programme

Registration

No.Batch:

Permanent Address

Mob

ile

E-

mail

Blood Group

Height

WeightBank A/c No.

Insurance A/c No.

Contact No. In case of Emergency:

Local/Guardian Address

UGC 24X7 ANTI RAGGING HELPLINE
Toll Free No.: 1800-180-5522

RAGGING IS A CRIMINAL OFFENCE &
IS STRICTLY PROHIBITED

E-mail: helpline@antiragging.net
helpline@dpu.edu.in

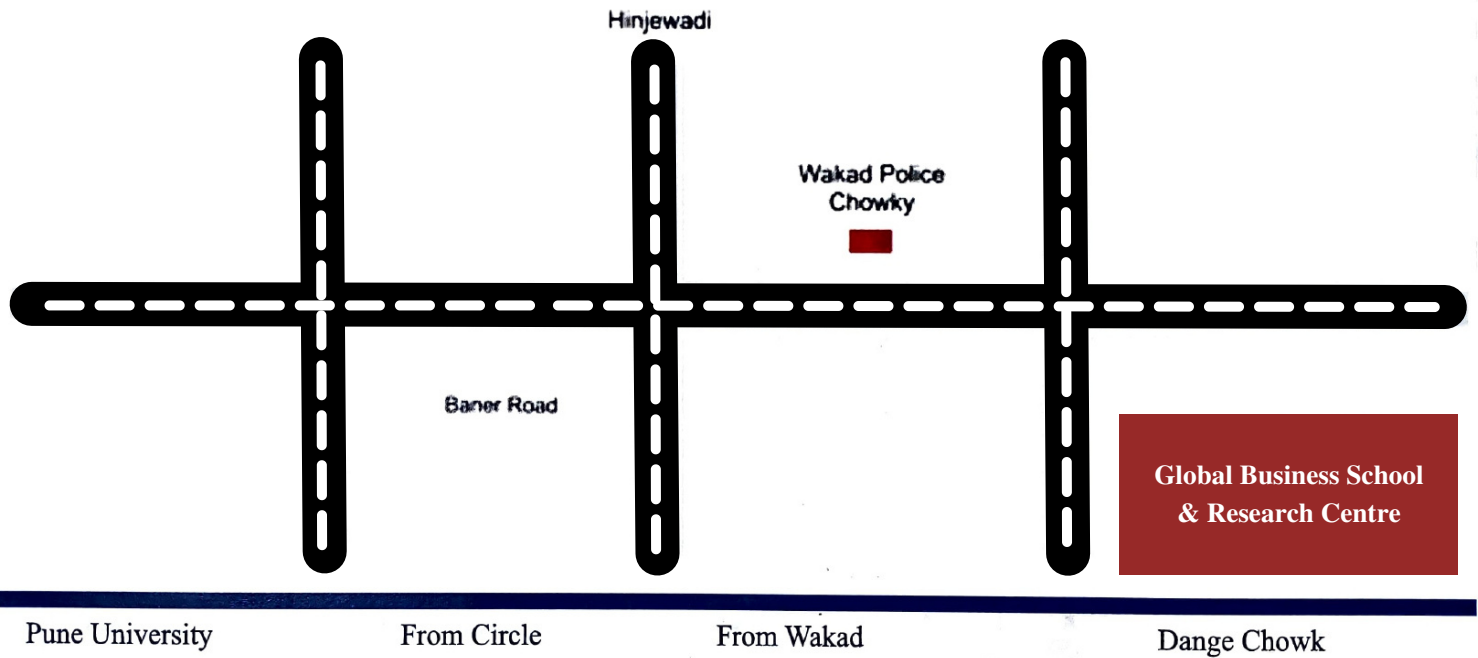


Dr. D. Y. Patil Vidyapeeth, Pune
**GLOBAL BUSINESS SCHOOL &
RESEARCH CENTRE**

A journey of a thousand miles begins with a single step!!

"Coming together is a beginning. Keeping together is progress. Working together is success."

--Henry Ford



DPU

**Dr. D. Y. Patil Vidyapeeth, Pune
(Deemed to be University)**

Global Business School & Research Centre

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