STUDENT HAND BOOK (2023-24)

PART II

GREAT LAKES INSTITUTE OF MANAGEMENT, GURGAON

Postgraduate Certificate in Management 2023-24
Tentative Academic Calendar

Term 1 (Core courses)		
Term 1	Class Begins	27 June 2023 (Tuesday)
	Class Ends	31 July - 6 August 2023
	End Term Examination	7 August-13 August 2023
	Term Ends	13 August 2023 (Sunday)

Term 2 (Core courses)		
Events in Term 2: Independence Day (15 Aug), Teachers Day (5 Sep), Sapience (13,14 Sep), Gandhi Jayanti (2 Oct)		
Term 2	Class Begins	14 August 2023 (Monday)
	Class End	24 September 2023 (Sunday)
	End Term Examination	3 October- 8 October 2023(Sunday)
	Term Ends	8 October 2023 (Sunday)

Term 3 (Core courses)		
Events in Term 3: Vijayadashami(24 Oct), Haryana Day(1 Nov), Diwali(13 Nov)		
Term 3	Class Begins	9 October 2023 (Monday)
	Class End	19 November 2023 (Sunday)
	End Term Examination	20 November - 26 November 2023
	Term Ends	26 November 2023(Sunday)

Term 4 (Core + Elective courses)		
Events in Term 4: Crest (5-6 Dec), Christmas (25 Dec)		
Term 4	Term Registration	27 November 2023 (Monday)
	Class Begins	27 November 2023 (Monday)
	Class End	7 January 2024 (Sunday)
	End Term Examination[#]	8 January - 14 January 2024
	Term Ends	14 January 2024 (Sunday)

Term 5 (Elective courses)		
Term 5	Term Registration	15 January 2024 (Monday)
	Class Begins	15 January 2024 (Monday)
	Class End	18 February 2024 (Sunday)
	End Term Examination[#]	19 February - 25 February 2024
	Term Ends	25 February 2024 (Sunday)

Term 6 (Elective courses)		
Events in Term 6: Foundation Day (2 Mar)		
Term 6	Term Registration	26 February 2024 (Monday)
	Class Begins	26 February 2024 (Monday)
	Class End	31 March 2024 (Sunday)
	End Term Examination[#]	1 April - 7 April 2024
	Term Ends	7 April 2024 (Sunday)

Term 7 (Elective courses)		
Term 7	Term Registration	8 April 2024 (Monday)
	Class Begins	8 April 2024 (Monday)
	Class End	12 May 2024 (Sunday)
	End Term Examination[#]	13 May - 19 May 2024
	Term Ends	19 May 2024 (Sunday)

Re-exam*: 28 June & 29 June (Fri & Sat)
*Tentative. Subject to minor modification
[#]*Term 4 onwards, end-term examinations might be conducted as and when courses get*

GREAT LAKES INSTITUTE OF MANAGEMENT

Term 4		
Events in Term 4: Teachers Day (05 Sep), Sapience (13-14 Sep)		
SIP Presenations (26th June onwards)		
Term 4	Class Begins	03 July (Mon)
	Class Ends	17 Sep (Sun)
	End Term Examination	18 - 24 Sep
	Term Ends	15 Oct (Sun)
Events in Term 5: Crest (5-6 Dec)		
Term 5		
Term 5	Term Registration	16 Oct (Mon)
	Class Begins	16Oct (Mon)
	Class End	31 Dec (Sun)
	End Term Examination	01 - 07 Jan
	Term Ends	07 Jan (Sun)
Events in Term 6: Foundation Day (02 Mar)		
Term 6		
Term 6	Term Registration	08 Jan (Mon)
	Class Begins	08 Jan (Mon)
	Class End	24 March (Sun)
	End Term Examination	25-31 Mar
	Term Ends	31 Mar (Sun)
Re-exam*: 17-18 May (Fri-Sat) 2024		
*Tentative. Subject to minor modification		

Postgraduate Diploma in Management 2023-25
Tentative Academic Calendar

Term 1		
Orientation: 18-23 July, 24		
Events in Term 1: Teachers Day (5 Sep)		
Term 1	Class Begins	24 Jul (Mon)
	Mid Term Examination	4 - 10 Sep
	Class Ends	6 Oct (Fri)
	End Term Examination	09 - 15 Oct
	Term Ends	15 Oct (Sun)
Term 2		
Events in Term 2: 13-14 Sep (Sapience), Crest (05-06 Dec)		
Term 2	Term Registration	16 Oct (Mon)
	Class Begins	16 Oct (Mon)
	Mid Term Examination	27 Nov - 03 Dec
	Class End	05 Jan (Fri)
	End Term Examination	08 - 14 Jan
	Term Ends	14 Jan (Sun)
Term 3		
Term 3	Term Registration	15 Jan (Mon)
	Class Begins	15 Jan (Mon)
	Mid Term Examination	19-25 Feb
	Class End	31 Mar (Sun)
	End Term Examination	01 - 07 Apr
	Term Ends	07 Apr (Sun)
Re-exam*: 30-31 May 2025		
Term 4 start: To be Decided		
*Tentative. Subject to minor modification		

1. **Academic Guidelines**

The assessment tools for any course would comprise of internal assessment and external assessment totaling to 100% as follows:

1.1 **Internal assessment:**

1.1.1 Class-participation / Individual presentation in class

1.1.2 Quizzes / Class test / Surprise test (announced/unannounced)

1.1.3 Individual assignment/ Group assignments/ presentations/ Decision sheets

1.1.4 Term papers and project reports

1.2 **External Assessment**

1.2.1 Mid-term examination (Optional for the PGCM Program)

1.2.2 End-term examination (This is a compulsory component unless special permission is granted by the Program Director)

1.3 **Assessment Breakup**

1.3.1 It is necessary for every course to have at least 3 assessment tools in the case of PGCM and 4 assessment tools for PGDM out of the options mentioned above.

1.3.2 Half-credit courses are to have at least two assessment tools in the case of PGCM and three for PGDM; however, 4 assessment tools are ideal and desirable. This will not be applicable for courses conducted in the workshop / Project mode.

1.3.3 The three or four assessment tools have to be exclusive of each other. For example, if three assessment tools need to be selected, they cannot be Assignment 1, Assignment 2 and End-term examination.

1.3.4 The mode of the End-term Examination will depend on the course learning objectives.

1.3.5 End-term examination is a compulsory assessment tool for both PGCM and PGDM. Mid-term examination is compulsory in the PGDM program. However, it is optional to have Mid-Term Examinations for Half-credit / Electives / PGCM program. For applicable courses, concerned faculty will have the discretion to exclude End term examination after prior approval from Program Director.

1.4 **The total marks for each course** (with maximum that can be assigned)

will be divided across various assessment tools which may include the following:

1.4.1 Review (books/reports/articles) (not more than 20 marks weightage).

1.4.2 Class-participation marks will not be over 10 marks if purely based on attendance.

1.4.3 Quizzes / Class-test / Assignments (not more than 30 marks weightage)

1.4.4 Group assignments / presentations/ project (not more than 35 points weightage).

1.4.5 Max weightage of all group components together cannot exceed 35 points.

1.4.6 Mid-term examination (not more than 20 marks weightage).

1.4.7 End-term Examination (not more than 40 points weightage and not less than 35 points weightage)

1.4.8 The assessment tools for a course will be exclusive of each other. For example, four assessment tools will not be Assignment 1, Assignment 2, Mid-term and End-term.

1.4.9 Deviation, if any, from above mentioned evaluation schemes will be communicated separately after prior approval of Program Director/ Director.

1.5 **Duration of on-campus examination**

1.5.1 Indicative duration of Mid –Term Examinations: 60 minutes

1.5.2 Indicative duration of End-Term Examinations: 120 minutes

1.5.3 Examination duration can also be more than the above specified time as the case may be. Generally, it will correspond to the weightage of the assessment tool. For example, if the mid-term examination has a 20% weightage and the duration is 60 minutes, the end-term exam of 40% weightage will be around 120 minutes.

1.6 **Other Guidelines**

1.6.1 Mid-term and End-term examinations will not carry any objective/multiple-choice questions, unless a detailed working is required before the right answer can be arrived at.

1.6.2 No part of the course outline, including the assessment tools, will be altered once released to the students.

1.6.3 A review window shall be organised for all mid-term and end-term examinations before the grades are released to the students. Once grades are released, no requests will be entertained.

2. **Unfair Means**

2.1.1 Candidates who resort to unfair means during examinations may be given a straight zero for the component. Same applies to assignment submissions too. Details of action for unfair means is given in Part I of the Student Rule Book.

3. **Academic Integrity**

Students and graduates (alumni) are expected to uphold the highest standards of academic integrity. This means that material created by students as part of assignments, projects, case analysis, case notes should not be transmitted in any form to other students, either during or after the Program, as it is part of the School's IPR. This also applies to uploading any such material on public or private forums on the internet or mass

communication platforms or P2P sharing platforms. Breach of the above guideline might result in punitive action against the individual.

4. Evaluation Guidelines

4.1 Grading System:

4.1.1 Grades
The institute would follow the following 'letter grades' and corresponding 'grade points' system:

Letter Grades	Interpretation	Grade Points
A	Outstanding	4
A-	Excellent	3.67
B+	Very Good	3.33
B	Good	3
B-	Just above average	2.67
C+	Average	2.33
C	Just below average	2
C-	Satisfactory	1.67
D+	Adequate enough to pass	1.33
D	Less than passing quality	1
D-	Much less than passing quality	0.67
F	Credit not earned/ Fail	0

4.1.2 Grading will be done after considering the marks (i.e. aggregate of internal continuous assessment and end-term examination marks) obtained by each student of the entire batch for the course, by fitting such marks into normal distribution curve.

4.1.3 For the purpose of assigning grades, the following table would be used.

Letter Grade	% of class
Grade A	20 percent of enrolled students
Grade B	60 percent of enrolled students
Grade C, D & F	20 percent of enrolled students
Grade F	Where non-normalized aggregate mark is less than 50

4.1.4 Method of Calculation of TGPA:
Grade Point Average for a term will be computed by dividing the sum of product of grade point of each course and credits assigned, to each respective course by the sum of credits assigned to all the courses for the related term.

$$TGPA = \frac{CG}{C}$$

4.1.5 Method of Calculation of CGPA:
Cumulative Grade Point Average upto and including a term will be computed by dividing the sum of product of grade point of each course and credits assigned to each respective course by the sum of credits assigned to all the courses upto and including the related term.
Here:
C = Credit value assigned to a course
G = Grade points assigned for course corresponding to the letter grade (refer table given)
TGPA: Grade Point Average shall be calculated for Individual terms.
CGPA: Cumulative Grade Point Average shall be calculated up to and including each term till date

5. Passing Standards
The following will be qualification criteria for the successful completion of the programme and award of the certificate for the student concerned:

5.1.1 A student can carry a maximum of one 'F' grade and one 'D' grade (D+/D/D-) or three 'D' grades (D+/D/D-), cumulatively.

5.1.2 To be eligible to be promoted to the second year (in the case of the PGDM Programme):

A student should have a CGPA of at least 2.5 at the end of the first year

and

5.1.3 He should clear all first-year credit courses (subject to 3.2.1 above)

5.1.4 In order to graduate, the student's total cumulative grade point average (CGPA) should not be less than 2.5 at the end of the program and should not carry more than one F grade and one D grade as defined in 3.2.1 above.

6. Rexam

6.1.1 The written re-examination for all the students who have obtained 'D' or 'F' grade (as per rules of passing standards) and/or 'C' and 'C- 'grades in cases where CGPA is below 2.50, will take place after the related academic year ends but before the commencement of the next academic year. The maximum grade that a student can get in such a case will be C + or actual, whichever is lower. The result of the re-examination will be treated as final and binding on the students.

6.1.2 Any student who has been awarded maximum up to 3 D grades or 1F and 1 D Grade, has an option to remove the D/F grades, in case he/she wishes to. The norms of removing the same will be as given in (3.3.1) above. The highest grade that a student can obtain in such a case will be C+ or actual whichever is lower.

6.1.3 A student who is unable to obtain a minimum CGPA of 2.50 at the end of one academic year, and has been awarded 'C's has an option to improve his/her GPA. Such a student is eligible to remove a maximum of three 'C's. The norms of removing the same will be as given in (3.3.1) above. The highest grade that a student can obtain in such a case will be C+ or actual whichever is lower.

6.1.4 Students appearing for the re-exams (as per the rules of passing standards) will be given provisional admission to the next year of the programme, in the case of PGDM. His/ her admission will be confirmed only after declaration of the results of the re-exams.

6.1.5 Students who obtain more than one 'F' in aggregate of terms at any time during the academic year will not be allowed to appear for re-exam and shall be removed from the program and they would have to take re-admission as per the rules of the institute, if so desired.

6.1.6 Students obtaining more than 3 'D's in aggregate of terms at any during the academic year will not be allowed to appear for re-exam and shall be removed from the program and would have to take re-admission as per the rules of the institute, if so desired.

6.1.7 Students obtaining 2 'D's and 1 'F' in aggregate of terms at any time during the academic year will not be allowed to appear for re-exam and have to take re-admission as per the rules of the institute, if so desired.

6.1.8 Students falling in category 3.2.5, 3.2.6 or 3.2.7 above, will be required to seek readmission in the next academic year, as a regular student for the concerned programme for that year of the programme in which he/ she has been declared failed. He/ she shall also be required to pay all the necessary prescribed fees/charges at the time of seeking re-admission in the concerned programme as per the rules prescribed by the institute for the same from time to time.

6.1.9 A second year PGDM student cannot apply for re-exam for a first year course.

6.1.10 The maximum number of re-exams a student can apply is three, subject to not more than two courses from a term.

6.1.11 A student who has been downgraded due to attendance, and appears for reexam, the so obtained grade after re-examination would also be downgraded as per the attendance rules.

6.1.12 **A student who gets a 'D' or 'F' grade in a course/s due to plagiarism or as a consequence of an Unfair Means Committee judgement, is not eligible to appear for re-examinations.,**

6.1.13 Re-examination for all graduating year students will take place after the release of the last term's grades, and before the convocation.

6.1.14 Grade obtained as a result of the re-exam will be final even in the event that it is lower than the original grade (before the re-exam).

6.1.15 Improvement in the internal marks will not be allowed for re-examination purpose.

6.1.16 Students submitting re-examination form will be awarded F grade if he/she remains absent without prior approval of the Program Director.

7. Re – Examination Fee:

7.1.1 The Re-examination fee is Rs. 2000/- per examination.

7.1.2 A student absent for the mid-term/end-term examination, provided prior permission from the Program Director has been obtained for missing the examination may apply to appear for re-examination on payment of the re-examination fee.

8. Summer Internship:
Summer Internship Project

8.1.1 Summer Internship applies only to PGDM students. Final Projects and Class Projects apply to all course/s programmes and faculty concerned can assign project work to be undertaken.

8.1.2   Students are required to submit their final project report as per the deadlines announced. The concerned faculty/ Program Director's approval will be required to submit the project report after the announced deadline.

8.1.3   Students of PGDM are compulsorily required to take eight-ten weeks of summer training in any company as per dates announced on the notice board/ academic calendar.

8.1.4   Students are advised not to rely on the institute's placement process for provision of Summer Internship activities, but to look for such assignments on their own initiative. The institute's placement cell makes all efforts possible to provide Summer Internship opportunities to as many students as possible.

8.1.5   The Summer Internships required to culminate in the submission of a Summer Project Report within deadlines as indicated. This submission is a compulsory part of the course requirements.

8.1.6   A Faculty guide will be assigned to each student based on the type/area of internship. It is mandatory for the students to meet their respective faculty guides before proceeding for internship and continue to remain in touch with them for regular updates and guidance throughout the internship. Students can take the initiative of establishing communication protocols with their faculty guides to enable easy contact during the summer internship. Any issues should be immediately brought to the notice of the faculty guide.

8.1.7   The Summer Internship Project is subject to a review by the company guide assigned. It is the student's role to ensure that the guide sends this review to the faculty coordinator within the deadline given. The student has to waive the rights to see the review.

8.1.8   Summer Internship is a compulsory credit course, equivalent to two full courses i.e. 6 credits

8.1.9   For all submissions, students have to submit soft copies of their reports and assignments. Hard copies also have to be submitted wherever asked by the faculty. You are expected to follow project guidelines for proper referencing system.

8.1.10   The program office will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of the institute policies and will be dealt with as per rules of Great Lakes Institute of Management, Gurgaon.

8.1.11   Grades for the Summer Internship will be considered in term 4 for calculation of CGPA.
The Summer Internship Policy detailing the process of obtaining the Internship will be circulated separately.

9.   **Value Added Compulsory Workshops/ Activities**

9.1 **Outbound Training (OBT)**
Extensively used by the Corporate and Academic World in India and **overseas, the Outbound Training Method enables learning and experiencing** challenges in an unfamiliar terrain. Creative activities, nature trails, interactive exercises are woven together to enhance team building, inculcate leadership and delegation abilities as well as learn about the latent facets of one's own personality. The Outbound Training Programme works on the principles of experiential learning, and challenges one to take risks and operate out of one's comfort zone, thereby providing enough data for self as well as group development and leadership. The debriefing sessions are included to provide feedback to the students by the facilitators and complete the learning experience.

9.2 **Guest Lectures**
Speakers from Academia / Industry / Alumni are called to deliver guest lectures to full time students. Attendance for these sessions is mandatory. Fines, as per the below table, will be levied for non-compliance. Punishment for non-compliance may be in any other form that the Director deems fit.

Session Missed	Penalty
1st session	INR 1000/-
2nd session	INR 2000/-
3rd session	INR 3000/-
4th session	INR 4000/-
5th session	Student will be referred to the Disciplinary Action Committee (DAC) and recommendation would be made for the highest punishment

10.   Awards and Recognition

10.1   Recognition of outstanding students

The Institute uses the Cumulative Grade Point Average (CGPA) criteria to identify candidates with academic excellence upon graduation. The following awards will be given:

Award	CGPA Criteria
Summa cum Laude	3.75 and above
Magna cum Laude	Between and including 3.25 and 3.74
Cum Laude	Between and including 3.01 and 3.24

Summa Cum Laude, Magna Cum Laude and Cum Laude are Latin awards adopted from the American education system, and can be translated as with Highest Distinction (direct translation: "with highest praise"), with High Distinction (direct translation: "with great praise"), and with Distinction (direct translation: "with praise"), respectively. These awards will be noted on the student's transcript. The students will also be awarded a certificate in recognition of their scholastic achievement.

10.2   **Gold Medal for Academic Excellence** given to the top performer in Academics

10.3   **Dr Bala V Balachandran's Medal** for the Best Outgoing Student given to the student who is among the top 10% of the class academically and has exhibited excellence in other non-academic activities.

10.4   **Medal for Domain Toppers** in all the specialization areas given to the top scorers in academics in the specialization areas.

10.5   Recognition for outstanding contribution to be given to students who have distinguished themselves in their respective student committee/club bodies.

10.6   **Other   Awards:**

Each year there are several student awards announced for different Programs of the Institute.
Students are also advised to keep a good performance track record if they wish to be eligible for these awards. Students obtaining an F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.

10.6.1   **Chairman's list / Meritorious students:**

- Students with the top five TGPAs of batch for every term will be under the Chairman's List and will get a certificate at the end of the program.
- Students obtaining D grades/ F grades/ appearing in the re-exams in the current academic year will be ineligible to be listed in the Chairman's List of the current academic year as well as in the Chairman's list of the next year(s).

10.6.2   **Cruising Conquistador:**

The trophy for top winners of External competitions is for students who win maximum number of external events.

10.7   **These awards are subject to the student not being named in any Disciplinary/Unfair Means Case.**

11. Course Structures

Great Lakes Institute of Management, Gurgaon
Postgraduate Certificate in Management PGCM 2023-24
Course Structure

Term 1	Credits	Term 2	Credits	Term 3	Credits
• Financial Accounting	3	• Business Analytics	2	• Business Consulting	2
• Marketing Management I	2	• Macro Economics	2	• Business Intelligence	2
• Micro Economics	2	• Managerial Accounting	2	• Financial Management	3
• Organisational Behaviour I	2	• Marketing Management II	2	• Human Resource Management	2
• Statistical Methods in Decision Making	3	• Written Communication	2	• Marketing Research	2
• Oral Communication	2	• Organisational Behaviour II	2	• Quantitative Methods	2
Total Credits	14	• Operations Management	3	• Live/Empirical Project (starts)	4
		Total Credits	15	Total Credits	17

Term 4	Credits	Term 5	Credits	Term 6	Credits
• Strategic Management	2	• Elective -5	2	• Elective -9	2
• Elective -1	2	• Elective -6	2	• Elective -10	2
• Elective -2	2	• Elective -7	2	• Elective -11	2
• Elective -3	2	• Elective -8	2	• Elective -12	2
• Elective -4	2	Total Credits	8	Total Credits	8
• Karma Yoga	1				
Total Credits	11				

Term 7	Credits		
• Elective -13	2	Total Cumpulsary Courses(21)	45
• Elective -14	2	Total Electives Courses(14)	28
Total Credits	4	Live Project /Empirical study	4
		Total Credits	77
		Taught teaching hours	730

* In the terms 4,5,6 & 7 a student have flexibility to vary the number of electives in each term, provided they take a total of 14 electives across the four terms

Electives List would be informed later

Great Lakes Institute of Management, Gurgaon
Postgraduate Diploma in Management (PGDM): 2023-25
Course Structure

TERM-1	Credit	TERM-2	Credit	TERM-3	Credit
Financial Accounting & Decision Making	3	Cost and Management Accounting	3	Strategic Management (15 hours)	1.5
Microeconomics	3	Macroeconomics	3	Business Research Methods	3
Marketing Management I	3	Marketing Management II	3	Financial Management (40 hours)	4
Individuals in Organization (OB I)	3	Production and Operations Management	3	Optimization Techniques for Decision Making	3
Statistical Methods in Decision Making (SMDM)	3	Business Ethics and Corporate Governance	3	Business Analytics	3
Oral Communication	3	Written Communications	3	Business Law	3
Karma Yoga	1	Groups in Organization (OB II)	3	Design Thinking (15 hours)	1.5
				HRM	3
Total Credits	**19**	**Total Credits**	**21**	**Total Credits**	**22**

TERM 4*	Credit	TERM 5*	Credit	TERM 6*	Credit
Strategic Management II	3	Elective -6	3	Elective - 9	3
Financial Modelling	3	Elective -7	3	Elective - 10	3
Elective - 1	3	Elective -8	3	Elective - 11	3
Elective - 2	3				
Elective - 3	3				
Elective - 4	3				
Elective - 5	3				
Total Credits	**21**	**Total Credits**	**9**	**Total Credits**	**9**

Total Credits - Compulsory Courses (24)	**68**
Total Credits - Elective Courses (11)	**33**
Summer Internship Credits	**6**
Total Credits (35 taught courses + Summer Internship**)**	**107**
Total Taught hours	**1010**

Elective Courses on offer

MARKETING ELECTIVES		FINANCE ELECTIVES		OPERATIONS ELECTIVES	
Title	**Term**	**Title**	**Term**	**Title**	**Term**
Digital Marketing	4	Financial Statement Analysis & Valuation	4	Enterprise Resources Planning	4
Product & Brand Management	4	Wealth Management	4	Service Operations	4
Sales & Distribution Management	4	Security Analysis & Portfolio Management	4	Project Management	4
Marketing & Retail Analytics * (M)(A)	4	Fintech* (F) (A)	4	Supply Chain Management	5
B2B Marketing	5	Finl. Mgt. for Developing Mktg. Strategy	5	Internet Business	5
Consumer Behaviour	5	Mergers & Acquisitions	5	Business Excellence for Competitive Advantage	6
Web and Social Media Analytics* (M)(A)	5	Derivatives & Finl. Risk Mgt.	5	Demand Planning & Forecasting (O)(A)*	6
Customer Relationship Management	6	Banking Management	6		
Services Marketing	6	Behavioural Economics and Finance	6		
Integrated Marketing Communication	6	Project Finance	6		

HR ELECTIVES		ANALYTICS ELECTIVES		OPEN ELECTIVES	
Title	**Term**	**Title**	**Term**	**Title**	**Term**
Talent Acquisition	4	Business Intelligence	4	Contemporary Pricing Strategies	6
Performance Management	4	Machine Learning**	4	Game Theory and Public Policy	6
Negotiation and Bargaining	5	Marketing & Retail Analytics * (M)(A)	4	Managing Businesses in a Multicultural Context	6
Leadership	5	Fintech* (A) (F)	4		
Compensation Management	6	Deep Learning & Natural Language Processing	5		
HR Analytics* (H) (A)	6	Web and Social Media Analytics* (M)(A)	5		
		Financial Risk Analytics	5		
		Big Data & Cloud Analytics for Managers	6		
		Demand Planning & Forecasting (O)(A)*	6		
		HR Analytics* (A) (H)	6	**ML is a pre-requisite for Deep Learning and NLP*	

12. **Student Handbook**

12.1 This document of the Institute is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of Institute in the event of any dispute, the Students Rule Book will prevail.

12.2 The Institute has the right to change the guidelines anytime to meet the institutional objectives and the decision of the management will be binding on the students.

12.3 The Institute has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines or any other matter etc. In case of any dispute or differences about the program, the decision of the Director of the Institute will be final and binding on all the students.

12.4 All disputes are subject to Gurgaon jurisdiction only.

End of Part II