



**Entrepreneurship
Development
Institute of India
Ahmedabad**

STUDENT MANUAL

**POST GRADUATE DIPLOMA IN MANAGEMENT -
INNOVATION, ENTREPRENEURSHIP &
VENTURE DEVELOPMENT
PGDM-IEV**

EDII Governing Board

as on May 18, 2026



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Goa



Dr. Sunil Shukla
Director General
Entrepreneurship Development
Institute of India (EDII)
Ahmedabad



Message from **DIRECTOR GENERAL**

Dear Students

I extend a warm welcome to you all on behalf of the faculty and staff of the Entrepreneurship Development Institute of India, Ahmedabad.

The most exciting and significant part of your life and career has begun. I urge you all to ideate, think innovatively and use these two years as your business launch pad. But, for that you will have to be completely driven by the curiosity to learn and the passion to excel. This is a powerful platform where you will be well nurtured and mentored so that you emerge as a knowledgeable entrepreneur who reaches distinctive landmarks.

Entrepreneurship is more than just launching or diversifying a business. It is a mindset rooted in strategic leadership skills, critical thinking, problem-solving, and the ability to bounce back with more rigour, every time there is a roadblock. The markets today are complex and to succeed, it is important to understand the dynamics and match steps with the contemporary ways of doing business. I am sure you all will do very well, develop the resilience to push yourself against odds, navigate complex market structures and translate your ideas into distinguishing, viable enterprises.

So, make the best use of your time, so that by the end of two years you surprise yourself with your progress and milestones.

Welcome to the world of entrepreneurship!!!

Best Wishes!!!

Sunil Shukla





MANUAL





About This Manual

This Student Manual provides academic, administrative, and conduct-related guidelines for students admitted to the Post Graduate Diploma in Management – Innovation, Entrepreneurship & Venture Development, PGDM-IEV, Batch 2026-2028, offered by the Entrepreneurship Development Institute of India, Ahmedabad.

The manual explains the programme structure, registration process, academic requirements, curriculum framework, attendance rules, assessment and examination system, grading norms, student conduct expectations, hostel rules, institutional facilities, student support systems, and other important provisions.

Students are expected to read the manual carefully and comply with all rules, procedures, and timelines notified by the Institute from time to time. In case of any ambiguity, students should seek clarification from the PGP Secretariat within the notified period.

The provisions in this manual are to be read in conjunction with official notices, circulars, academic calendars, course outlines, examination instructions, hostel notifications, fee-related communications, and any other directions issued by the Institute from time to time. In case of any clarification, students should contact the PGP Secretariat or the concerned authorised office of the Institute.

EDII reserves the right to amend, modify, interpret, or implement the rules and provisions contained in this manual. On all academic, administrative, disciplinary and other programme related matters, the decision of the Institute shall be final.

IMPORTANT NOTICE

Ragging in any form, whether within or outside the campus, is strictly prohibited. Any student found involved in ragging, directly or indirectly, shall be subject to disciplinary action in accordance with the applicable rules and regulations.

Possession, consumption, distribution, or use of alcoholic drinks, narcotics, psychotropic substances, or any prohibited substance within the campus is strictly prohibited. This is in accordance with the legal requirements of the State. Any violation shall be treated as a serious disciplinary matter and may also attract action under applicable law.

Students are expected to conduct themselves responsibly and uphold the dignity, values, and reputation of the Institute at all times. The Institute reserves the right to initiate disciplinary or penal action against any student found violating institutional rules, hostel rules, academic norms, or applicable legal provisions.



How to Use the Manual

Students are advised to read this manual in totality at the beginning of the programme. For quick reference, the following sections are especially important:

Student Requirements	Relevant Sections
Joining, registration, and eligibility	Programme Eligibility, Document Requirements and Registration
Programme structure and courses	Programme Architecture and Curriculum Framework
Attendance and leave rules	Attendance and Discipline
Internal assessment and examinations	Assessment, Examination, and Grading
Promotion and award of diploma	Academic and Passing Standards
Internship, Detailed Project Report (DPR), Five Year Perspective Plan (FYPP) and projects	Experiential Learning and Capstone Projects
Hostel and campus rules	Hostel, General Conduct, and Campus Facilities
Academic misconduct, plagiarism and AI use	Academic Integrity
Grievances and student support	Student Support and Institutional Committees
Forms and detailed formats	Appendices

Students should also check official emails, notices, LMS updates and communications from the PGP Secretariat regularly. Any update officially communicated by the Institute shall be considered binding

ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA

VISION

To retain global leadership in fostering and developing entrepreneurship

MISSION

- Become a leading resource centre of knowledge management, pertaining to various aspects of entrepreneurship.
- Promote entrepreneurship through education, training, applied research and institution-building.
- Augment the pool of entrepreneurs in different sectors and constituencies in accordance with national priorities and programmes.
- Help existing SMEs and family managed businesses improve their entrepreneurial competencies and develop cadres of trainers in entrepreneurship.
- Facilitate interface with policymakers and foster networks with Central and State Governments, Entrepreneurship Development Institutions, Industry and other stakeholders.
- Assist in capacity building, training and institution-building in the field of entrepreneurship with focus on innovation, incubation and digitalisation at national & international levels.



DEPARTMENT OF ENTREPRENEURSHIP EDUCATION

VISION

Nurturing students through educational endeavours ably supported by practicum for enabling them to create sustainable ventures and develop successors for ensuring continuity and growth of family-owned businesses

MISSION

- Imparting entrepreneurship skills to the students to establish and nurture enterprise and create jobs.
- Shaping the emerging entrepreneurs through strong functional knowledge, research and training and to impart appropriate skills and attitudes so that they can face challenges for establishing new and growing existing entrepreneurial initiatives principally in the MSME sector.
- Facilitating development of an academic ecosystem that nurtures and supports entrepreneurial culture.

PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)

- PE01: Apply entrepreneurial and innovation knowledge to create and manage ventures.
 PE02: Demonstrate critical thinking to develop, validate, and scale business ideas.
 PE03: Practice ethical and socially responsible entrepreneurship.
 PE04: Adapt to dynamic global start-up ecosystems and market trends.
 PE05: Communicate, pitch, and lead ventures effectively.

PROGRAMME OUTCOMES (POs)

- PO1: Domain Knowledge: Understand entrepreneurship, innovation, business models, and venture development.
 PO2: Critical Thinking: Analyse ideas, develop prototypes, and make informed business decisions.
 PO3: Ethically Responsive: Apply ethical practices in entrepreneurial and business activities.
 PO4: Dynamic Global Business: Understand global start-up ecosystems and market dynamics.
 PO5: Effective Communication: Communicate and market ideas effectively to stakeholders.
 PO6: Enterprise Creation and Management: Create, launch, and manage entrepreneurial ventures.



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A. PROGRAMME AND ACADEMIC STRUCTURE

- Introduction to PGDM-IEV
- Programme Eligibility and Document Requirements
- Registration and Enrolment
- Programme Purpose and Learning Outcomes
- Programme Architecture and Curriculum Framework





Introduction to PGDM-IEV

The PGDM - Innovation, Entrepreneurship and Venture Development (IEV) is a two-year, postgraduate management programme designed to develop innovative leaders, entrepreneurs, and venture professionals capable of transforming ideas into sustainable enterprises. The programme integrates management education with innovation, entrepreneurship, and venture creation through an outcome-based, action-oriented, and experiential learning approach.

The programme is intended for students with an entrepreneurial mindset, innovative ideas, and a passion for solving real-world problems. It provides access to the Institute's pre-incubation and incubation ecosystem, enabling students to develop ideas into validated business models, create prototypes, test market opportunities, and build scalable ventures as an integral part of the academic curriculum.

The curriculum combines core management courses, electives, skill certification modules, Action Learning Segments (ALSs), internships, enterprise projects, and a capstone project. Learning is delivered through lectures, case studies, design thinking workshops, innovation labs, mentoring, industry interactions, field assignments, and venture development activities. Students gain knowledge in marketing, finance, operations, strategy, business analytics, innovation management, entrepreneurship, venture financing, technology commercialisation, family business management, and enterprise growth.

A distinctive feature of the programme is its strong integration with the Institute's innovation and incubation ecosystem. Students receive continuous guidance from faculty, entrepreneurs, industry experts, mentors, investors, and incubation professionals to support idea validation, prototype development, business planning, venture creation, and enterprise scaling.

The programme is approved by the All India Council for Technical Education (AICTE) and follows the applicable academic regulations and guidelines prescribed by the competent authorities. Students are advised to refer to official communications issued by the Institute for updated information on approvals, equivalence, accreditation, academic requirements, and other programme-related matters.

Students are advised to follow all official communications issued by the Institute from time to time, as these shall form part of the academic and administrative requirements of the PGDM-IEV programme.



Programme Eligibility & Document Requirements

Admission to the PGDM-IEV programme shall be subject to fulfilment of the eligibility criteria prescribed by the Institute and the applicable regulatory authorities from time to time. A student's admission shall be treated as confirmed only after verification of eligibility, submission of required documents, payment of applicable fees, and completion of all admission and registration formalities.

Following are the mandatory requirements towards confirmed admission to PGDM-IEV:

1. The student must have completed a bachelor's degree or an equivalent qualification recognised by the competent authority, with a minimum of 50% marks in aggregate. In the case of candidates belonging to reserved categories, the minimum requirement shall be 45% marks in aggregate, or as prescribed by the applicable regulatory provisions. Where grades or CGPA are awarded instead of marks, conversion into percentage shall be based on the formula or certificate issued by the university or institution from which the student has obtained the qualifying degree. If the university or institution does not prescribe a conversion formula, the equivalence may be calculated by dividing the CGPA obtained by the maximum possible CGPA and multiplying the result by 100, subject to acceptance by the Institute.
2. The student must submit a valid score card of a national level management admission test (viz. CAT / MAT/ XAT/ ATMA/ CMAT/GMAT/CUET).

It is the student's responsibility to ensure the fulfillment of minimum eligibility criteria towards admission to PGDM-IEV.

Non-fulfillment of mandatory requirements will lead to cancellation of admission to PGDM-IEV and the Institute will not be held responsible for any actual or notional loss or any such damages in such a case.

Refund of fee, if any, shall be governed by the applicable refund rules of the Institute and relevant regulatory provisions.

Students are required to submit the following documents, in original for verification and with self-attested copies for Institute records:

1. Qualifying degree mark sheet/s and provisional / degree certificate, mark sheets of X and XII standards
2. Valid scorecard of CAT/MAT/XAT/ATMA/CMAT/GMAT/CUET, as the case may be
3. Caste/category certificate or other documentary evidence, wherever applicable
4. Documentary evidence of participation in sports, extracurricular activities, entrepreneurship-related initiatives, or other achievements, wherever submitted as part of the admission process
5. No-Objection Certificate pertaining to industry visits or any similar visits from students & parent/guardian
6. Any other document prescribed by the Institute at the time of admission or registration



REGISTRATION & ENROLMENT

Registration for First Year (2026-2027)

- The academic term for the 2026-2028 batch of PGDM-IEV begins on Thursday, 2nd July 2026, online and from 16th July 2026, on campus. All newly admitted students of the batch are required to report and register for the programme on campus on 16th July 2026.
- A student shall be considered formally registered for the programme only after completing all admission and registration formalities, submitting the required documents, paying the applicable fees, and fulfilling any other requirement prescribed by the Institute.
- Any student who is provisionally admitted thereafter shall complete the registration process for the programme immediately after admission, unless specifically permitted by the PGP Secretariat to register on a later date.
- Each student shall fill out the prescribed Registration Form (refer to **APPENDIX I**) and submit it to the PGP Secretariat along with the required documents and undertakings.

Provisional Registration

The Institute may allow provisional registration in cases where a student is awaiting final documentation, verification, or completion of any specific admission-related requirement. Such provisional registration shall not be treated as confirmation of eligibility or admission.

A student admitted provisionally shall be required to submit the pending documents or complete the pending requirements within the timeline prescribed by the Institute. Failure to do so may result in cancellation of admission or any other action deemed appropriate by the Institute.

Registration for the Second Year (2027-2028)

- Only those students who meet the academic passing standards (**refer to section 8.0 ACADEMIC / PASSING STANDARDS**) and who have cleared all financial dues with the Institute latest by the date specified by the Institute, will be considered qualified to register for the second year and only such students will be eligible to get hostel rooms (**refer to clause 3.0 PAYMENT OF FEE**).
- A **NO-DUES CLEARANCE CERTIFICATE** from all departments (Accounts, Administration, Estate, Library, etc.) should be submitted to the PGP Secretariat before leaving for the summer internship and also at the end of the second year. (No-Dues Clearance Certificate format is provided in **APPENDIX II**.)
- All such students are required to fill out registration forms before commencement of their classes, unless late registration is permitted by the PGP Secretariat. Late registration will entail a late fee payment of **Rs. 250/- per day** or such amount as may be prescribed by the Institute from time to time.
- A student who fails to register on the specified date, without approval from the PGP Secretariat, may be treated as having discontinued from the programme. Such a student shall be allowed to register only after obtaining written permission from the competent authority of the Institute.

Responsibility of the Student

It is each student's responsibility to complete registration and related formalities within the prescribed timelines. Students must also ensure that their personal details, contact information, parent/guardian details, emergency contact details, academic records, fee payment details, and required undertakings are accurate and up to date with the PGP Secretariat.

Any change in address, mobile number, email ID, parent/guardian contact, medical information, or emergency contact must be communicated to the PGP Secretariat immediately.



Programme Purpose & Learning Outcomes

The importance of entrepreneurship has been widely acknowledged in recent years for its critical role in fuelling innovation, employment generation, and economic growth. The process of developing entrepreneurship through a rigorous academic programme assumes criticality as it leads to enabling a potential entrepreneur who can identify opportunities, assess feasibility, mobilise resources, and create sustainable enterprise outcomes. The programme aims to combine entrepreneurial thinking with managerial competence so that students are prepared to initiate, manage, grow, or transform enterprises in different sectors.

In its pursuit of academic excellence and continuous quality enhancement, EDII has developed a strategic roadmap to attain Programme-level and Institutional-level. Simultaneously, EDII is actively strengthening its standing in the National Institutional Ranking Framework (NIRF) and benchmarking its practices against top national and global institutions – focusing on excellence in academic delivery, research, innovation, and its contribution to entrepreneurship development and employment generation.

Furthermore, EDII is actively engaged in international benchmarking (AACSB member) by adopting global best practices in institutional governance, curriculum design, industry-academia collaboration, and student-centric initiatives. These efforts are not only enhancing EDII's institutional brand but are also reinforcing its stature as a leading Centre of Excellence in Skill Development, Innovation, and Entrepreneurship Education and Policy Advocacy.

Objective

The objectives of the programme are to:

- ◆ Apply entrepreneurial and innovation knowledge to create and manage ventures
- ◆ Demonstrate critical thinking to develop, validate, and scale business ideas
- ◆ Practice ethical and socially responsible entrepreneurship
- ◆ Adapt to dynamic global start-up ecosystems and market trends
- ◆ Communicate, pitch, and lead ventures effectively



Learning Outcome

The PGDM - Innovation, Entrepreneurship and Venture Development (PGDM-IEV) is a two-year, outcome-based postgraduate management programme comprising core and elective courses, skill certification modules, Action Learning Segments (ALSs), internships, enterprise projects, and a capstone project. The curriculum integrates management education with innovation and entrepreneurship through an experiential learning approach, enabling students to bridge theory with practice and develop an entrepreneurial mindset.

The programme is delivered in a phased manner, progressing from foundational concepts to advanced applications in innovation, entrepreneurship, and venture development. Through classroom learning, experiential activities, mentoring, and industry engagement, students develop competencies in opportunity identification, innovation management, business model development, venture planning, market validation, enterprise growth, and strategic decision-making.

Upon successful completion of the programme, graduates will be equipped to create and manage sustainable ventures, lead innovation and intrapreneurial initiatives, strengthen family and social enterprises, and contribute effectively to innovation-driven organisations. The programme also fosters leadership, critical thinking, ethical decision-making, communication, collaboration, and problem-solving skills, preparing graduates to succeed in diverse entrepreneurial and managerial roles.

On successful completion of PGDM-IEV Programme, students will be able to:

PS01: Develop an entrepreneurial mindset and innovation-oriented thinking.

PS02: Build skills for venture creation, development, and growth.

PS03: Apply innovation and entrepreneurship concepts through experiential learning.

PS04: Prepare students to lead start-ups, family businesses, and social enterprises.

PS05: Develop competencies in venture financing, incubation, and innovation ecosystem management.



Programme Architecture & Curriculum Framework

The PGDM-IEV programme is spread over two academic years. Each academic year is divided into two semesters, with the academic year generally commencing in July and ending in April. Students are also required to complete Summer Internship of minimum eight weeks at the end of the first academic year and before the commencement of the second academic year. The Summer Internship is a mandatory academic component and shall be governed by the guidelines, timelines, reporting requirements, and evaluation process notified by the Institute.

The programme is structured on a credit-based system, wherein one credit is defined as comprising 15 hours of direct classroom instruction and 15 hours of notional learning. Student performance is assessed through multiple evaluation components, as specified in the course structure. Compliance with these evaluation requirements is mandatory for all students, as they form an integral part of the overall assessment and academic progression within the programme.

For the Experiential Learnings, one credit is equivalent to 45 hours of student engagement. This includes structured components such as Summer Internship and Project Work, which constitute the primary elements of experiential learning within the programme. In addition, activities such as field visits, industrial visits, and similar exposure-based learning initiatives are also categorized under experiential learning; however, these carry comparatively lower weightage in the overall evaluation framework.

Accordingly, a student will complete about 1200 hours of classroom learning in one year.

The curriculum is designed to provide a strong foundation in entrepreneurship and management during the first year, followed by specialised and application-oriented learning in the second year. The first year focuses on foundational courses, managerial tools, entrepreneurial orientation, communication, analytical ability, and exposure to enterprise contexts. The second year allows students to pursue specialised learning through stream courses, functional electives, internships, projects, mentoring, and enterprise-related work.

The programme is strategically designed in alignment with the NEP 2020, the National Credit Framework, and the National development agenda of *Viksit Bharat@2047*.

Adopting the Outcome-Based Education (OBE) model, it embeds Programme Outcomes (POs), Course Outcomes (COs), and Programme-Specific Outcomes (PSOs) into curriculum design, delivery, and assessment. The academic framework emphasises interdisciplinary learning, 21st-century skills, and an entrepreneurial mindset, while equipping students with the capabilities to address dynamic challenges and develop customer-centric, socially responsive, and industry-relevant solutions.

The broad components of the programme are as follows:

- a) Core Courses
- b) Electives Courses
- c) Experiential Learning
- d) Action Learning: Summer Internship
- e) Milestone-Based Learning
- f) Capstone Projects
- g) MOOCs through approved platforms
- h) Universal Human Values



i) Co-curricular and enterprise-related learning activities

a) Core Courses:

Core courses are compulsory courses offered primarily during the first year of the programme. These courses provide students with a foundation in entrepreneurship, management, analytical thinking, communication, and major functional areas of business. Core courses are intended to prepare students for specialised learning, field-based assignments, internship, project work, and enterprise-related decision-making.

b) Elective Courses

Any learning in 'Entrepreneurship' is incomplete without an in-depth understanding of systems, structures, processes, and tools. The curriculum, therefore, offers a rich blend of electives in critical functions such as Finance, Marketing, International Business, Human Resource Management, Start-up, Business Analytics & Information Systems.

c) Experiential Learning:

Experiential learning opportunity allows students to work in teams on real-world business processes. Students are expected to apply classroom learning through assignments, fieldwork, live projects, simulations, case analysis, industry interaction, venture-related work, and other practice-based activities. Such pedagogy engages students in active, hands-on learning, integrating practical and consequential real-life experiences.

d) Action Learning: Summer Internship

The summer internship programme provides students with the opportunity to intern at a chosen organization. At the end of the first year, through the Summer Internship Projects, students are exposed to the applied aspects of starting and managing an enterprise. For a period of 8 to 10 weeks, students are encouraged to work in Small and Medium Enterprises (SMEs), Start-ups, Corporate, Developmental Organizations, Business Houses and other projects useful for providing learning opportunities, as per their areas of interest. The detailed rules, options, reporting requirements, faculty guidance process, report submission, and evaluation procedure for the Summer Internship shall be provided in the Summer Internship Programme in Section C of this manual and through official guidelines issued by the Institute.

e) Milestone-Based Learning:

Milestone-based learning is introduced for PGDM-IEV students to enable them to achieve the stated milestones, which will act as stepping stones in their entrepreneurial journey. These milestones will provide students with the momentum to get involved in various aspects of their family business or new enterprise creation by taking small steps forward consistently to achieve their goals. A list of about 30 entrepreneurial milestones is identified and shared with students. Based on learnings during the programme, they are required to achieve a few milestones in the first year of the programme and many of them in the second year. It is desirable for students to achieve a minimum of 5 bonus points in 1st year and a minimum of 7 bonus points in 2nd year of the programme. It is compulsory to achieve a minimum of 12 points at the end of the 2nd year to be eligible for the Certificate of Appreciation under the Milestone-Based Learning activity. At the end of 2nd year, top 10 scorers of the batch (in terms of bonus points earned) will be awarded Merit Certificates. (List of Milestones attached as APPENDIX VI.)



f) Detailed Project Report (DPR)

As part of the Capstone Project, students are required to undertake an in-depth field-based or data-driven project depending on their area of specialization:

- **New Enterprise Creation (NEC):** Students are expected to prepare a *Detailed Project Report (DPR)* focusing on the feasibility and viability of a new business idea. This involves comprehensive market research and secondary data analysis.
- **Family Business Management (FBM):** Students are required to develop a *Five-Year Perspective Plan (FYPP)* for the growth and strategic development of their respective family businesses.
- **Social Entrepreneurship (SE):** Students must prepare a *Detailed Project Report (DPR)* based on their selected Course of Independent Study, exploring a social enterprise model or initiative.
- **Tech Start Up (TS):** Students are required to develop a Technical Prototype and Scalability Roadmap (TPSR).

Throughout the project duration, students will receive continuous mentoring and guidance from faculty members and industry experts.

At the end of the project work, students must submit a comprehensive business plan - either for launching a new venture or expanding an existing one. The plan should include Market and industry analysis, Financial and organizational structure, Risk assessment, Marketing strategy, etc. The final project report will be evaluated by a panel comprising faculty members, industry professionals, and bankers. This will be followed by a presentation and viva-voce during the fifth and sixth trimesters.

g) MOOCs through SWAYAM or other Portals

Subject to applicable AICTE norms and Institute approval, students may be permitted to opt for approved MOOCs through SWAYAM or other recognised platforms. The students may choose these course(s) in lieu of the course(s) offered by us in the 4th or 5th trimesters. However, it should be noted that the credit weightage of such course(s) must be equivalent to the course offered by us. The students must ensure that the results are submitted in alignment with our calendar. A list of such courses which can be selected is provided as **APPENDIX IV**. Detailed information pertaining to the same and the credit weightage may be accessed on <https://swayam.gov.in>. The students are advised to contact the PGP Secretariat before registering on the portal.

Courses delivered through SWAYAM are available free of cost to the learners, however learners wanting a SWAYAM certificate should register for the final proctored exams that come at a fee and attend in-person at designated centres on specified dates. Eligibility for the certificate will be announced on the course page and learners will get certificates only if this criterion is matched.

In exceptional cases, and subject to prior approval of the PGP Secretariat or competent authority, successful completion of an approved MOOC may be considered as a substitute for a specified elective requirement.



h) Universal Human Values (UHV)

Universal Human Values (UHV) courses may be offered during the induction or as part of the programme. These sessions emphasize value-based education and encourage students to reflect on empathy, integrity, responsibility, ethical conduct, and respect for others.

Attendance, participation, assignments, reflection exercises, or any other requirement related to UHV shall be governed by the instructions issued by the Institute.

i) Programme Architecture

The detailed semester-wise course structure, credit distribution, stream courses, electives, internship requirements, capstone project requirements, and other academic components is provided in the appendix. The Institute may revise the course structure, course titles, credits, sequencing, electives, and other academic components as per academic, regulatory, and institutional requirements. For details on the courses, please refer the suggested Programme Architecture at APPENDIX III.

Year	Trimester	Academic Focus	Major Components
Year I	Semester I	Foundation in management and entrepreneurship	Induction, Core courses, Skill-building, MOOC (Swayam), Capstone Project
Year I	Semester II	Experiential Learning on Innovation and Start-up Environment	Core courses, Elective Courses MOOC (Swayam), Capstone Project
Summer	Between Year I and II	Experiential learning	Summer Internship
Year II	Semester III	Entrepreneurial Skills, Actions and Enterprise Planning	Core Courses, Electives Courses, MOOC (Swayam), Ecosystem Engagement (DPR Progress)
Year II	Semester IV	Entrepreneurial Practices & Value Creation Action	Elective Courses, Ecosystem Engagement (DPR progress review)

Academic Calendar

The tentative **Academic Calendar** for the first year of the PGDM-IEV programme is attached as **APPENDIX V**.



B. ACADEMIC RULES & STUDENT PROGRESSION

- Attendance and Leave Rules
- Academic Discipline and Classroom Conduct
- Assessment System
- Examination Rules
- Supplementary Examinations
- Academic Integrity, Plagiarism and Use of AI
- Grading System
- Academic and Passing Standards
- Communication of Grades, Feedback and Rechecking
- Academic Honours and Award of Diploma





This part of the manual explains the academic rules, attendance requirements, assessment system, examination procedures, grading norms, academic progression standards, and requirements for award of the PGDM-IEV. Students are expected to understand these provisions carefully, as they directly affect their eligibility to appear in examinations, progress to the next academic year, receive grades, qualify for academic honours, and be awarded the diploma.

Students are also expected to follow the academic discipline, integrity standards, and conduct expectations prescribed by the Institute. Any failure to comply with academic rules, examination norms, attendance requirements, or integrity standards may lead to academic penalties, disciplinary action, withholding of results, restriction from examinations, non-promotion, or any other action deemed appropriate by the Institute.

1. Attendance and Leave Rules

General Attendance Requirement

Regular attendance and punctuality are essential requirements of the PGDM-IEV programme. Students are expected to attend all classes, tutorials, workshops, mentoring sessions, presentations, examinations, guest lectures, industry interactions, field visits, institutional events, and other academic or co-curricular activities notified by the Institute.

The PGDM-IEV is a full-time programme. Classes and other academic activities may be scheduled during regular class hours, early or late hours, and, where required, on Saturdays, Sundays, or holidays. Students are expected to remain available for academic and institutional activities as notified by the Institute.

Minimum Attendance Requirement

Students are required to maintain a minimum of 90% overall attendance and at least 80% attendance in each course/subject in every trimester to be eligible to appear in the end-term examinations. The faculty may use multiple methods of taking attendance (paper, QR code, LMS etc).

In the second year, students are expected to work on their project along with regular academic sessions. For project-related absence approved in advance by the respective project mentor and the PGP Secretariat, students shall be required to maintain at least 75% overall and subject-wise attendance to remain eligible for the end-term examinations. This relaxation shall apply only to approved project-related work and shall not be treated as a general relaxation in attendance.

Exceptional cases of lower attendance may be referred to the PGP Executive Committee or the competent authority of the Institute. The decision of the Institute in all attendance-related matters shall be final.

Leave Approval

For justifiable reasons, a student may seek prior approval for leave. A total of 5 leaves in a trimester will be considered for condonement, unless specifically approved by the competent authority in exceptional circumstances.



Leave applications must be submitted through the prescribed online or official process, along with supporting documents wherever required. Students are advised to submit leave requests well in advance, except in cases of medical emergency or other unavoidable circumstances.

The PGP Secretariat shall have the authority to approve or reject leave applications. The decision shall be communicated to the student within three days of application.

Medical Leave

In case of illness or medical emergency, the student or the student's parent/guardian should inform the PGP Secretariat at the earliest, stating the reason for absence and the expected period of leave. The student shall be required to submit a verifiable medical certificate and any other supporting document prescribed by the Institute.

Medical leave shall not automatically exempt a student from attendance requirements, assessments, examinations, presentations, or submission deadlines. The Institute may consider such cases on merit, subject to academic and examination rules, and with the approval of the competent authority.

Responsibility Before Applying for Leave

Before applying for leave, students are advised to check whether any class, quiz, test, presentation, assignment submission, project review, viva, workshop, guest lecture, industry visit, or other evaluation component is scheduled during the proposed leave period.

It is the student's responsibility to consult the relevant course faculty/instructor and understand the academic implications of absence. EDII or the faculty shall not be responsible for loss of marks, non-submission, missed assessment, missed presentation, missed quiz, or any other academic consequence arising from the student's absence.

Absence Without Approval

Absence without prior approval shall be treated as a serious breach of academic discipline. A student who remains absent without approval may be marked absent, denied academic consideration, restricted from examinations, or subjected to disciplinary or academic action as deemed appropriate by the Institute.

Attendance in Special Sessions and Institutional Activities

Attendance shall be mandatory for guest lectures, industry visits, field visits, institutional interactions, mentoring sessions, workshops, special lectures, orientation sessions, induction activities, seminars, conferences, and any other academic or institutional activity notified by the Institute.

Absence from such activities without approval may be viewed seriously and may affect the student's academic record, attendance, assessment, participation record, or eligibility for specific academic or institutional benefits.



Proxy Attendance and Attendance Records

Proxy attendance is strictly prohibited. If attendance is recorded manually, students must sign in the prescribed manner. Signing on behalf of another student, marking proxy attendance, manipulating attendance records, or assisting another student in doing so shall be treated as a serious act of misconduct.

Students are responsible for regularly monitoring and verifying their attendance records in LMS. In case of any discrepancy or error, the student must report the matter to the PGP Secretariat within three working days of the attendance record being made available. Requests made after this period may not be entertained.

Parent or Guardian Intimation

Attendance records of students found to be irregular or below 90% by the mid-term examination may be shared with their parents or guardians.

At the end of every academic term, students' attendance records may also be shared with their parents or guardians.

Consequences of Attendance Shortage

A student who fails to meet the prescribed attendance requirement may be restricted from appearing in regular examinations. Such a student may be permitted to appear in supplementary examinations only once, the marks of which will be considered final.

Attendance shortage may also affect academic progression, eligibility for academic honours, eligibility for hostel accommodation, participation in institutional activities, and any other academic or administrative matter as decided by the Institute.

2. Academic Discipline & Classroom Conduct

Academic Discipline

EDII expects all students to maintain high standards of academic discipline, ethical conduct, honesty, responsibility, and respect for others. Students are expected to conduct themselves in a manner that supports learning, the Institute's institutional values, and the Institute's reputation.

EDII follows a policy of equality and inclusivity. The Institute does not discriminate on the basis of caste, class, colour, region, religion, gender, nationality or disability. All students are expected to treat faculty, staff, fellow students, visitors, guests, and institutional representatives with dignity and respect.

Any violation of academic discipline, ethical conduct, or institutional rules may lead to disciplinary action, including warning, penalty, suspension/ dismissal from the programme, or any other action deemed appropriate by the competent authority.



Classroom Conduct

Students are expected to attend all classes attentively and participate responsibly in the learning process. They must not engage in any activity that disturbs the faculty, instructor, guest speaker, or other students.

No student may leave a class midway without the permission of the concerned faculty or instructor. If a student leaves the class without permission, the faculty or instructor may mark the student absent for that session.

The faculty or instructor is authorized to take necessary measures to maintain discipline, seriousness, and order in the classroom or any other teaching-learning setting.

Use of Electronic Devices

Use of laptops, tablets, mobile phones, smart watches, recording devices, or any other electronic device during classroom sessions is not permitted unless specifically allowed by the concerned faculty or instructor.

Students shall not use electronic devices during academic sessions for unauthorized chatting, web browsing, social media use, viewing videos, listening to music, gaming, shopping, messaging, recording, photography, or any other non-academic activity.

Unauthorized display of movies, pictures, videos, songs, online material, or any other content on classroom screens, projectors, laptops, mobile phones, or any other device is strictly prohibited.

Prohibited Conduct

The following acts are strictly prohibited:

1. **Ragging in any kind and magnitude, whether within or outside the Institute campus.**
*[For all ragging-related details, including information, rules, and empowered bodies, students should refer to **APPENDIX XII INSTITUTE'S ANTI-RAGGING MECHANISM.**]*
2. Misuse of electronic devices or digital platforms in violation of Section (Use of Electronic Devices) or any other instruction issued by the faculty, instructor, or Institute.
3. Disruptive, rude, noisy, impolite, disorderly, or attention-diverting behaviour that disturbs the faculty, instructor, guest speaker, staff, fellow students, or the learning process within/outside the classroom.
4. Tampering with, altering, lending, misusing, or damaging Institute identity cards, library cards, hostel cards, access cards, documents, records, or any other official material.
5. Malpractice such as cheating, bribing, gambling, coercion, intimidation, impersonation, or any act of a similar nature.
6. Giving false declarations, submitting false information, withholding material information, or misrepresenting facts to the Institute.
7. Spreading rumours, making unfounded accusations, issuing unauthorised notices, or writing, printing, displaying, forwarding, or circulating such material in hard copy, email, messaging platforms, social media, websites, or any other medium.
8. Causing damage to the Institute's property, facilities, equipment, furniture, fixtures, electrical or electronic systems, library resources, IT infrastructure, hostel property, or any other institutional asset.



9. Disclosing confidential data, documents, information, records, business information, project data, institutional material, or any information obtained for academic, internship, research, fieldwork, or institutional purposes without authorisation.
10. Engaging in any act that brings disrepute to the Institute or adversely affects the safety, dignity, privacy, or rights of others.

Ragging

Ragging in any form and of any magnitude is strictly prohibited within and outside the Institute campus. Students must refer to the Institute's Anti-Ragging Mechanism provided in the **APPENDIX XII** and comply with all anti-ragging rules, undertakings, affidavits, and directions issued by the Institute and competent authorities.

Any student found involved in ragging, directly or indirectly, may face disciplinary action under the Institute's rules and applicable law.

Confidentiality and Responsible Use of Information

Students may, during the programme, access information related to enterprises, family businesses, start-ups, social organizations, field projects, internships, research assignments, institutional records, faculty work, student work, government projects, and other academic or institutional activities.

Such information must be used only for authorised academic or institutional purposes. Students shall not disclose, publish, share, circulate, upload, reproduce, or commercially use such information without prior permission from the concerned authority or organisation.

Consequences of Misconduct

Indulging in any prohibited conduct may lead to disciplinary action depending on the nature, seriousness, frequency, and impact of the violation. Such action may include one or more of the following:

1. Oral or written warning
2. Written apology or undertaking
3. Loss of attendance or academic credit for the concerned activity
4. Cancellation of assessment, assignment, examination, project, report, or presentation
5. Financial penalty or recovery of cost of damage
6. Restriction from classes, hostel, events, facilities, committees, placements, internships, or institutional activities
7. Withholding of grades, results, certificates, transcripts, recommendations, or other institutional documents
8. Suspension from the programme or hostel
9. Expulsion from the Institute

Or

Any other action recommended by the PGP Executive Committee, Proctorial Board, PGP Secretariat, or competent authority and approved by the Director General or authorised authority. The decision of the Institute shall be final in all matters relating to academic discipline and student conduct.



3. Assessment System

Continuous Assessment

EDII follows a system of continuous assessment to evaluate students' academic performance. The aim of the assessment is to evaluate the enhancement in students' conceptual knowledge, skills, application ability, analytical skills, communication, participation, and overall learning progress.

Assessment in each course shall be designed to measure the intended course outcomes of the course. The concerned faculty or instructor shall assess students through appropriate methods depending on the nature, objectives, pedagogy, and credit structure of the course.

Assessment Components

Students may be assessed through one or more of the following components:

1. Quizzes, tests, exercises, or class assignments
2. Case study analysis and discussion
3. Library-based or web-based assignments
4. Field assignments, projects, or project reports
5. Individual or group presentations
6. Viva voce or oral examination
7. Attendance/ class participation
8. Simulation-based exercises or experiential activities
9. Business plans, feasibility reports, sector reports, or enterprise-related assignments
10. Reflective notes, learning journals, or review submissions
11. Mid-term examination
12. End-term examination
13. Any other assessment component prescribed by the course faculty

Course-wise Evaluation Pattern

The evaluation pattern for each course shall be communicated by the concerned faculty or instructor at the beginning of the course in the course outline. This may include the weightage assigned to class participation, assignments, quizzes, projects, presentations, mid-term examination, end-term examination, or any other assessment component.

Students are required to carefully note the assessment structure, submission deadlines, evaluation criteria, attendance requirements, presentation dates, examination schedule, and any other course-specific requirement communicated by the faculty or instructor.

Internal and External Components

Assessment may include internal and external components. Internal components may include assignments, quizzes, class participation, case discussions, fieldwork, presentations, projects, simulations, mid-term examinations, or other course-specific evaluations.

The end-term examination or any other final assessment component may be conducted as per the examination rules notified by the Institute. The design, conduct, and evaluation of such components shall be governed by the rules prescribed by the Institute (please refer to section: Examination Rules).



Individual and Group Work

Assessment may include both individual and group work. In group-based assessment, all members of the group are expected to contribute meaningfully. The faculty or instructor may assess group work collectively or may differentiate marks based on individual contribution, peer feedback, presentation performance, viva voce, written submission, or any other method considered appropriate.

Students must ensure that all work submitted by them, whether individual or group-based, follows the academic integrity requirements of EDII.

Submission of Assignments and Projects

Students are required to submit assignments, reports, projects, presentations, and other assessment components within the deadlines prescribed by the faculty. Late submission may attract penalties, reduction of marks, non-acceptance of submission, or any other action as decided by the faculty.

Missed Assessments

A student who misses a quiz, test, presentation, viva voce, assignment submission, project review, field activity, or any other internal assessment component shall not be entitled to a repeat assessment as a matter of right. Any request for consideration in such cases must be supported by valid reasons and relevant documents. The decision to allow or disallow a make-up assessment, alternative assessment, or any other academic consideration shall rest with the concerned faculty or the competent authority of the Institute.

Academic Integrity in Assessment

Students must maintain honesty and integrity in all forms of assessment. Cheating, plagiarism, fabrication of data, unauthorised collaboration, impersonation, misuse of digital tools, improper use of artificial intelligence tools, copying from online or offline sources without acknowledgement, or submission of work done by others shall be treated as academic misconduct.

Detailed provisions relating to academic integrity, plagiarism, and use of artificial intelligence tools are provided in the relevant sections of this manual.

Assessment & Grades

Marks or grades awarded by the concerned faculty/instructor for any assessment component shall be final, subject only to the rechecking or review provisions specifically permitted under EDII's rules. Students may seek clarification from the concerned faculty within the prescribed timeline, but re-evaluation shall not be claimed as a matter of right.



4. Examination Rules

Examination Framework

The assessment system of the PGDM-IEV programme may include continuous assessment, mid-term examinations, end-term examinations, viva voce, presentations, project evaluations, field-based assessments, and any other evaluation component prescribed by the concerned faculty/instructor.

Mid-term and end-term examinations shall be conducted as per the schedule notified by the PGP Secretariat or the PGP Examination Committee. Students are required to appear for all examinations and assessment components as per the notified schedule.

Mid-term and End-term Examinations

Examinations may be conducted in closed-book, open-book, case-based, application-based, online, offline, written, oral, or any other mode prescribed by the Institute. The mode of examination and permitted material, if any, shall be communicated by the concerned faculty or the Institute.

Continuous assessment components shall normally be designed and evaluated by the concerned faculty or instructor. End-term examinations may be designed and evaluated by the concerned faculty, external examiner, or any other examiner appointed by the Institute.

Student Conduct

Students are required to report to the examination venue at least 10 minutes before the commencement of the examination and occupy the allotted seat.

Students are responsible for carrying their own permitted stationery and material such as pen, pencil, eraser, ruler, calculator, or any other item specifically allowed for the examination.

Students must maintain complete silence and discipline in the examination hall. Exchange of material, borrowing, lending, consultation, or communication with other students during the examination is strictly prohibited. A student who gives assistance shall be treated as seriously as the student who receives it.

Students are not permitted to leave the examination hall except in an emergency and only with the permission of the invigilator. A student permitted to leave must return within the time allowed by the invigilator. The student may be required to sign the movement record while leaving and returning. Not more than one student may leave the examination hall at a time.

Permitted and Prohibited Material

Students shall not refer to any book, paper, notes, written material, digital material, mobile phone, electronic device, or any other source during the examination unless specifically permitted by the concerned faculty or the Institute.

In an open-book examination, students may use only those books, notes, documents, calculators, devices, or other materials that are specifically permitted by the faculty or the Institute. Use of any unauthorised material shall be treated as examination misconduct.



Use of calculators, laptops, tablets, smart watches, mobile phones, electronic gadgets, or digital tools during an examination is prohibited unless specifically allowed.

Mobile Phones, Watches and Electronic Gadgets

Possession or use of mobile phones in any manner or mode in the examination hall is strictly prohibited. Students shall not keep mobile phones, smart watches, wrist watches, earphones, Bluetooth devices, storage devices, or any other electronic gadget with them during the examination unless specifically permitted by EDII.

Use of wrist watch is not allowed during examinations. EDII may prescribe the permitted and prohibited items for each examination, and students must comply with the instructions issued.

Any unauthorised item found in the possession of a student during an examination may be confiscated and may not be returned, as per Institute rules.

Submission of Answer Books

At the close of the examination, students must remain seated until the invigilator collects their answer books or answer sheets. A student who completes the examination may be allowed to leave the examination hall after submitting the answer book to the invigilator, subject to examination instructions.

Students who leave early must not remain near the examination hall, communicate with students who are still writing the examination, or disturb the conduct of the examination in any manner.

Under no circumstances may an answer book, answer sheet, supplementary sheet, question paper, or any examination material be taken out of the examination hall. It is the student's responsibility to hand over the answer book at the end of the examination. Failure to do so may result in the student being treated as absent, and no make-up examination shall ordinarily be conducted in such circumstances.

Absence from Examination

If a student misses, or is likely to miss, an end-term examination due to reasons beyond their control, the student must inform the PGP Secretariat before the scheduled examination, wherever possible, and submit a written application along with necessary supporting documents.

Permission to appear in a supplementary examination shall be governed by the supplementary examination rules prescribed by the Institute. Such an attempt may be treated as a subsequent attempt as per Institute norms, irrespective of the reason for absence.

Examination Misconduct and Malpractice

The following acts shall be treated as examination misconduct or malpractice:

1. Possession or use of unauthorised material, notes, books, papers, devices, or digital tools
2. Copying or attempting to copy from another student or any unauthorised source



3. Passing, receiving, seeing, or showing papers, answer sheets, notes, or other material
4. Communicating or attempting to communicate with another student during the examination
5. Giving or receiving assistance during the examination
6. Impersonation or allowing another person to appear on one's behalf
7. Tampering with answer books, attendance sheets, examination records, or any examination material
8. Taking answer books, answer sheets, supplementary sheets, or examination material out of the examination hall without permission
9. Using unfair means in online, offline, open-book, closed-book, viva, presentation, project, or any other form of examination
10. Violating any instruction issued by the invigilator, faculty, Examination Committee, PGP Secretariat, or the Institute

Students are required to comply with the Examination Rules and Regulations provided in the relevant appendix and with all instructions issued before, during, or after the examination by the Examination Committee, PGP Secretariat, invigilators, course faculty, or any other authorised office of the Institute.

Penalties for Examination Misconduct

Penalties for misconduct, malpractice, or breach of examination rules may include one or more of the following:

1. Written warning
2. Cancellation of the concerned examination
3. Cancellation of all the components of the concerned course
4. Cancellation of all courses of the concerned trimester
5. Award of zero marks or "F" grade in the concerned component or course
6. Debarment from examinations
7. Any other penalty recommended by the Examination Committee, PGP Executive Committee, Proctorial Board, PGP Secretariat, or competent authority and approved by the Director General or authorised authority depending on the nature and gravity of the malpractice.

5. Supplementary Examinations

EDII discourages supplementary examinations except in genuine cases and as permitted under the rules prescribed by the Institute. Permission to appear in a supplementary examination shall not be claimed as a matter of right.

A student may be permitted to appear in a supplementary examination for a course only with the approval of or the competent authority of the Institute and as notified by the PGP Secretariat. The schedule, process, fee, eligibility, and other requirements for supplementary examinations shall be notified by the PGP Secretariat from time to time.

Scope of Supplementary Examinations

Supplementary examinations shall ordinarily be conducted by the PGP Secretariat only for the end-term examination component.

For continuous assessment components, including quizzes, assignments, presentations, projects, class tests, mid-term examinations, or other continuous assessment components,



any make-up or alternative assessment may be considered by the respective faculty or instructor, subject to course requirements and EDII norms.

Guidelines for Supplementary Examination

A student may be considered for supplementary examination in the following cases:

- a. The student is debarred from the end-term examination due to shortage of attendance, subject to the attendance-related limits prescribed by the Institute.
- b. The student is absent from the examination due to a genuine reason.
- c. The student fails to secure the minimum qualifying marks in a course may, if allowed, clear the same in supplementary examinations in the external (end-term) component to be conducted later on.
- d. Any other case approved by the PGP Secretariat or the competent authority.
- e. The supplementary examinations will be conducted as per the dates announced by the PGP Secretariat from time to time. **It is the responsibility of the students seeking supplementary examination to remain in touch with the PGP Secretariat for the scheduled dates of such examinations.**
- f. The students, except for those whose leave of absence was approved by the Institute for not taking up the required examinations (for participating in academic/co-curricular events), will have to appear for the supplementary examination on payment of Rs. 2,000/- per course irrespective of the credit weightage.
- g. The PGP Executive Committee may adopt any measure to restrict the provision of supplementary examination, including limiting the number of courses in which the student is permitted to appear for supplementary examination.

Application and Responsibility of the Student

A student seeking permission to appear in a supplementary examination must submit the application, pay the applicable fee, and provide supporting documents wherever required.

It is the responsibility of the student to remain in contact with the PGP Secretariat regarding the schedule, procedure, fee payment, admit card, and other requirements for supplementary examinations. Failure to appear on the notified date shall not entitle the student to another opportunity.

Limitation on Supplementary Examinations

The above norms will apply exclusively to end-term examinations only. The PGP Executive Committee may adopt any measure to restrict the provision of supplementary examination, including limiting the number of courses in which the student is permitted to appear for supplementary examination.

The PGP Executive Committee may take appropriate decisions in cases involving repeated failure, repeated absence, attendance shortage, academic indiscipline, or misuse of the supplementary examination provision.

Finality of Decision

All decisions relating to eligibility, approval, scheduling, fee, academic consequences, marks, grades, transcript indication, scholastic award eligibility, and other matters connected with



supplementary examinations shall rest with the Institute. The decision of the Institute shall be final and binding.

6. Academic Integrity, Plagiarism and Use of AI

Academic Integrity

Academic integrity is an essential requirement of the PGDM-IEV programme. Students are expected to maintain honesty, originality, responsibility, and ethical conduct in all academic work, including assignments, examinations, quizzes, reports, presentations, projects, fieldwork, summer internship reports, capstone projects, business plans, DPRs, FYPPs, viva voce, and any other academic submission.

Students must ensure that all work submitted by them is their own original work, except where sources, collaborators, data, tools, or external assistance have been properly acknowledged as per the instructions of the concerned faculty or the Institute. Any act that misrepresents another person's work, data, words, ideas, analysis, code, design, presentation, or output as one's own shall be treated as academic misconduct.

Plagiarism

The Institute follows a zero-tolerance policy for plagiarism. Plagiarism includes copying, reproducing, paraphrasing, adapting, or presenting the work, words, ideas, data, tables, figures, images, reports, business plans, presentations, or any other material of another person or source without proper acknowledgement.

All online or other exam answer sheets, reports, assignments, projects, and other submissions will be checked for plagiarism. Beyond the 10% similarity index on the plagiarism report, the answer sheet will go under Scrutiny.

If plagiarism is found, then the student will receive an "F" grade in that submission. Repeated plagiarism or serious cases may attract further academic or disciplinary penalties as decided by the Institute.

Use of Artificial Intelligence Tools

Artificial intelligence tools may support learning when used responsibly and only within the limits permitted by the concerned faculty or the Institute. Such tools may include generative AI platforms, chatbots, writing assistants, grammar tools, coding tools, image generation tools, translation tools, data analysis tools, summarisation tools, and any other AI-enabled system.

The use of AI tools in any course, assignment, project, examination, presentation, report, business plan, internship report, DPR, or capstone work shall be governed by the instructions issued by the concerned faculty. Where no permission has been given, students should not assume that AI use is permitted.

Faculty members may specify whether AI use is fully prohibited, partially permitted, permitted with disclosure, or permitted for limited purposes such as language improvement, brainstorming, formatting, grammar checking, data organisation, or preliminary search support.



Permitted Use of AI, Subject to Faculty Approval

Subject to the instructions of the concerned faculty, students may be permitted to use AI tools for limited academic support such as:

- a. Understanding basic concepts.
- b. Generating preliminary ideas for further independent work.
- c. Improving grammar, clarity, or formatting.
- d. Summarising one's own notes or non-confidential material for personal study.
- e. Organising data, provided the data is not confidential and its use is permitted.
- f. Preparing practice questions or revision notes.
- g. Obtaining coding or analytical assistance where expressly permitted.
- h. Improving presentation structure without outsourcing the substance of the work.
- i. Even where AI use is permitted, students remain fully responsible for the accuracy, originality, quality, citation, ethical use, and final content of the submission.

Prohibited Use of AI

Unless specifically permitted by the concerned faculty or the Institute, the following uses of AI tools are prohibited:

- i. Generating full or substantial portions of assignments, reports, presentations, projects, business plans, internship reports, DPRs, examination answers, or capstone work and submitting them as one's own.
- ii. Using AI tools during quizzes, tests, examinations, viva voce, or any assessment where such use is not expressly permitted.
- iii. Creating false references, fabricated citations, invented data, fake survey responses, or misleading analysis through AI tools.
- iv. Using AI tools to complete individual work where independent effort is required.
- v. Submitting AI-generated output without verification, acknowledgement, or required disclosure.
- vi. Using AI tools to impersonate another person, manipulate images, audio, video, data, or documents, or mislead the Institute, faculty, organisation, respondent, evaluator, or any other stakeholder.

Disclosure of AI Use

Where AI use is permitted, students must disclose such use in the manner prescribed by the concerned faculty or the Institute. The disclosure may include the name of the AI tool used, purpose of use, nature of assistance taken, and the extent to which the output was modified, verified, or incorporated into the final submission.

A suggested disclosure statement may be:

I have used AI tools only for permitted academic support in this submission. The final content, analysis, interpretation, verification, citations, and conclusions are my own responsibility.

Where required, students may also be asked to submit prompts, AI-generated drafts, revision history, data sources, or other supporting material to establish the nature and extent of AI use.



Failure to disclose AI use, where disclosure is required, may be treated as academic misconduct.

Penalties for Academic Misconduct

Depending on the nature, seriousness, frequency, and impact of the misconduct, the Institute may impose one or more of the following penalties:

- a. Warning or written caution.
- b. Requirement to revise or resubmit the work.
- c. Reduction of marks in the concerned component.
- d. Award of zero marks in the concerned component.
- e. Award of "F" grade in the concerned paper, course, project, report, or examination.
- f. Cancellation of the concerned submission, assessment, examination, report, project, presentation, or viva.
- g. Cancellation of all components of the concerned course or all courses of the concerned trimester.
- h. Any other action recommended by the concerned faculty, Examination Committee, PGP Executive Committee, Proctorial Board, or competent authority and approved by the Director General.

All decisions regarding plagiarism, AI use, academic misconduct, authorship, originality, data authenticity, penalties, and related academic or disciplinary consequences shall rest with EDII. EDII's decision shall be final and binding.

7. Grading System

Grading Framework

The performance of students in each course shall be evaluated through the assessment components prescribed for that course. These may include continuous assessment, mid-term examination, end-term examination, assignments, quizzes, projects, presentations, viva voce, class participation, fieldwork, or any other component specified by the respective faculty at the beginning of each course.

Students are expected to understand the weightage assigned to different assessment components and complete all academic requirements within the prescribed timelines.

Letter Grades

Students shall be awarded letter grades based on their performance in each course. The grading system shall follow a five-point scale as indicated below:

A=	Excellent
B=	Good
C=	Satisfactory
D=	Low Pass
F=	Fail
I =	Incomplete

In addition, plus (+) and minus (-) signs against A, B, C and D are added to indicate different levels of the student's performance.



These letter grades in different segments are converted separately into grade points up to two decimal places using numerical values as given below:

A+ = 4 ^{1/3}	B+ = 3 ^{1/3}	C+ = 2 ^{1/3}	D+ = 1 ^{1/3}	F = 0
A = 4	B = 3	C = 2	D = 1	I = 0
A- = 3 ^{2/3}	B- = 2 ^{2/3}	C- = 1 ^{2/3}	D- = ^{2/3}	

Incomplete Grade

If a student has not fulfilled the academic requirements of a course, the student may be awarded "I" (Incomplete) grade temporarily, representing non-completion of the academic requirements for the course.

At the time of awarding an "I" grade, the concerned faculty or instructor shall specify the requirement to be completed by the student for removal of the "I" grade. This may include extra quizzes, assignments, make-up examinations, project work, presentation, viva voce, repetition of the course, or any other academic requirement prescribed by the faculty. The faculty shall not withhold the final grade of any student.

First year students are expected to complete their entire first year course work before they join the second year. In exceptional circumstances, where a student is unable to remove "I" before the commencement of the second year, the PGP Executive Committee will decide whether the student may be allowed to register for the second-year courses.

In the case of second-year students, incomplete course work must be completed latest by the end of the academic year. If for any reason the student fails to complete the course, then the "I" grade would be automatically converted into an "F" grade.

However, if in the opinion of the course faculty/ Instructor, a student's failure to complete the course (and thus remove his/her "I" grade) stemmed from an act of indiscipline, lack of seriousness, non-compliance, or any other unacceptable reason, the concerned faculty would refer such a case to the PGP Executive Committee. In such cases, the PGP Executive Committee, in consultation with the concerned faculty, will decide whether or not the student should return in the next academic year to remove his/her "I" grade.

No student will be allowed to graduate with an "I" grade in any course.

Final Course Grade

The final course grade shall be determined on the basis of the performance of the student in different assessment components of the course. The process shall be as follows::

- i. A numerical value will be assigned to each segment of evaluation based on the letter grade awarded to that segment.
- ii. A weighted average score is then computed on the basis of weights for different segments of evaluation for the course.
- iii. This score is divided by three (in case of a 3.0 credit course) to obtain the numerical score for the course.



- iv. The resulting score is then converted into a letter grade for the course using the following scheme:

> 3.550	=	A
< 3.550 and > 2.550	=	B
< 2.550 and > 1.550	=	C
< 1.550 and > 0.550	=	D
< 0.550	=	F

(Refer the Grade Conversion Table attached as **APPENDIX X.**)

The respective Faculty/Instructor will specify the grading criterion for different evaluation segments of a course and communicate the same to students at the beginning of the course. Grades awarded by the concerned faculty/ instructor shall be final, subject only to the rechecking or review provisions specifically permitted under the EDII rules. Students may seek clarification on their grades within the prescribed timeline.

8. Academic & Passing Standards

General Requirement

Students are required to meet the academic and passing standards prescribed by EDII for promotion to the second year and for the award of the Post Graduate Diploma in Management - Entrepreneurship.

Academic progression shall depend on the student's performance in courses, fulfilment of credit requirements, completion of internship and project requirements, removal of incomplete grades, compliance with attendance norms, clearance of dues, and fulfilment of all other academic and administrative requirements.

Promotion to the Second Year

To qualify for promotion to the second year, the Grade Point Average (GPA) of a student must not be less than 2.0 in the first-year courses.

In addition, a student must fulfil the following conditions with respect to their first-year courses:

1. The student should not obtain more than one "F" grade.
2. If the student has obtained one "F" grade, the student should not obtain more than three "D" grades.
3. If the student has obtained no "F" grade, the student should not obtain more than five "D" grades.

Standards for Award of PGDM-IEV

To qualify for the Post Graduate Diploma [PGDM-IEV] award, the grade point average of a student must not be less than 2.0 in the second-year courses.



In addition, the student must fulfil the following conditions with respect to second-year courses:

1. The student should not obtain more than one “F” grade.
2. If the student has obtained one “F” grade, the student should not obtain more than two “D” grades.
3. If the student has obtained no “F” grades, he/she should not obtain more than three “D” grades.

The student must also complete all prescribed academic requirements, internship requirements, project requirements, credit requirements, no-dues requirements, and any other requirement notified by the Institute.

Failure in the First Year

A student who fails to meet the passing standards prescribed for the first year may be asked to leave the Institute or repeat the first year by re-registering with the appropriate batch.

A student permitted to repeat the first year shall be required to pay the full fees applicable for the respective batch in which re-registration is sought, along with any other applicable charges or requirements.

Failure in the Second Year

Students who passed the first year in the first attempt but failed in the second year may get one more year to complete the programme as per the following criteria:

- i. A student who does not have an “I” grade but has failed in one or more courses may apply to the PGP Secretariat for permission to appear for the required examination or examinations during the next academic year. In such a case, the student shall be required to pay the full amount of annual examination fees applicable for the respective year, irrespective of the number of courses involved.
- ii. A student who has one or more “I” grades may apply to the PGP Secretariat for permission to attend classes or complete the required academic components during the following academic year. Grant of such permission shall be at the discretion of the Institute. If permitted, the student shall be required to pay the applicable fees in proportion to the number of courses or components to be completed, as prescribed by the Institute.

Completion Period

The PGDM-IEV programme must be completed within three years from the date of the first induction.

The Institute may withhold promotion, registration, examination permission, grades, transcripts, certificates, diploma, hostel facility, or any other academic or administrative benefit if a student fails to meet the prescribed academic, attendance, financial, administrative, conduct-related, or other requirements.



The decision of the Institute shall be final in all matters relating to academic progression, passing standards, re-registration, repeat year, completion period, and eligibility for the award of the PGDM-E.

9. Communication of Grades, Feedback & Rechecking

Communication of Internal Grades

The concerned faculty /instructor shall normally communicate the grades or marks of internal/continuous assessment components to students within 15 working days of conducting the test, assignment, presentation, quiz, project review, or other assessment component.

Students are expected to review the grades or marks communicated to them and seek clarification, if required, within the timeline prescribed by the concerned faculty.

Communication of Final Grades

EDII shall normally communicate the final letter grades in various courses, along with cumulative grade points, within three weeks after the examination, subject to completion of evaluation, moderation, approval, and related academic processes.

At the end of each trimester and academic year, students will be issued official transcripts or grade records of their academic performance as per Institute norms. Duplicate copies of transcripts may be obtained on payment of Rs. 500 per transcript, or such fee as may be prescribed by the Institute from time to time.

Confidentiality of Grades

Grades and academic records of a student shall not be communicated to any outside person or organisation without the consent of the concerned student.

However, the Institute may share academic performance or grades with parents, guardians, sponsors, prospective investors for the student's project, prospective recruiters, regulatory authorities, accreditation bodies, statutory authorities, or any other authorised body, where such sharing is considered appropriate or deemed necessary by EDII.

Feedback and Fairness

Students are encouraged to seek periodic feedback from the concerned faculty/ instructor regarding their academic performance, class participation, assessment performance, project work, and overall learning progress.

Feedback on student performance may also be shared with the parent, guardian, sponsor, or authorised contact suggested by the student, if considered necessary.

Clarification on Grades

The grades or marks assigned by the concerned faculty/ instructor for any assessment component shall be final, subject only to the limited rechecking provisions prescribed by the Institute.



A student who requires clarification regarding a grade or mark may discuss the matter with the respective faculty or instructor within one week of receiving the grade or mark.

Rechecking of Examination Marks

Re-evaluation of examination papers shall not ordinarily be undertaken. However, in exceptional cases, a student may request rechecking of marks or grades only for computational accuracy. Such a request must be submitted to the PGP Secretariat within one week of receiving the grade and must be accompanied by a fee of Rs. 100/- per course.

Rechecking shall be limited to verification of totalling, posting, or computational accuracy. It shall not involve re-evaluation of answers, reconsideration of academic judgment, or reassessment of the quality of responses.

Reassessment of Project Reports

Re-evaluation of project reports shall not ordinarily be undertaken. However, in exceptional cases, a student may request reassessment of a project report by submitting a written request with clear justification. Such a request must be submitted to the PGP Secretariat within one week of receiving the grade and must be accompanied by a fee of Rs. 500/-.

The decision to allow or reject reassessment shall rest with the Institute. The process, if allowed, shall be governed by the procedure prescribed by the Institute. The decision of the Institute shall be final in all matters relating to communication of grades, clarification, rechecking, reassessment, transcripts, grade records, and academic feedback. No further request for rechecking, reassessment, or review shall be entertained after the decision.

10. Academic Honours & Award of Diploma

Award of PGDM-IEV

At the end of the second academic year, **the Post Graduate Diploma in Management-Innovation Entrepreneurship & Venture Development will be awarded to those students who, as per the judgment** of the Institute, have fulfilled all conditions and requirements for receiving the award at the Institute's annual convocation ceremony.

The Institute will also upload the certificates of students who have qualified for the PG Diploma to the National Academic Depository (NAD). All the students admitted to institute must have an APAR ID and share it with the PGP Secretariat.

Conditions for Receiving the Diploma

A student may be considered eligible for the award of the PGDM-IEV only after fulfilling all prescribed requirements, including:

1. Successful completion of all courses and required credits.
2. Fulfilment of academic and passing standards.
3. Completion of Summer Internship requirements.
4. Completion and approval of the applicable capstone project, such as DPR, or Social Enterprise Project.
5. Removal of all "I" grades, if any.
6. Clearance of all financial dues.



7. Submission of no-dues clearance, wherever required.
8. Compliance with attendance, examination, academic integrity, conduct, hostel, and other institutional rules.
9. Fulfilment of any other requirement notified by the Institute.

Debarment from Convocation or Award

The Institute may debar a student from participating in the convocation or receiving the diploma on account of disciplinary reasons, academic ineligibility, pending dues, non-submission of required documents, non-clearance of institutional property or facilities, unresolved misconduct cases, or any other reason considered valid by the Institute.

The decision of the Institute in this regard shall be final.

Award of Medals for Scholastic Performance

Academic honours and medals may be awarded to eligible students as per the norms of the Institute.

The Dahyabhai Chhotalal Charity Foundation (Remik), Ahmedabad, sponsored gold and silver medals for scholastic performance are awarded to the top-ranking students of each stream.

The criteria for short listing and selecting students for awarding the medals are as follows:

- The student must be among the toppers in the relevant stream specialisation.
- For the gold medal, the student must have a minimum GPA of 3.0 in the first year and second year respectively and a minimum CGPA of 3.1.
- For the silver medal, ignoring the GPA for the first and second year, the student must have a minimum CGPA of 3.0.
- The student must not have attracted any disciplinary action during the programme.

If the number of students in a particular stream specialization (or the batch size) is less than 15, only one medal will be considered for scholastic performance in that stream. EDII may revise the number of medals, eligibility conditions, selection criteria, or award norms as per institutional requirements, donor conditions, or academic decisions.

All decisions relating to the award of diploma, convocation participation, academic honours, medals, scholastic awards, eligibility, ranking, GPA, CGPA, disciplinary status, and interpretation of award criteria shall rest with the Institute. The decision of the Institute shall be final and binding.

C. EXPERIENTIAL LEARNING AND ENTERPRISE SUPPORT

- Summer Internship Programme
- Experiential Learning, Live Projects and Field Assignments
- Mentoring and Handholding
- Industry Visits, Guest Lectures and International Immersion
- Empresario, Student Events and Co-curricular Enterprise Activities
- CrAdLE, Incubation and Start-up Support





The PGDM-IEV programme places significant emphasis on practice-based learning, field exposure, industry interaction, entrepreneurial action, and enterprise development. Students are expected to apply classroom learning through internships, field assignments, live projects, mentoring, business opportunity assessment, family business work, social enterprise projects, industry interactions, start-up support activities, and other experiential components.

This part of the manual explains the major experiential and enterprise-facing components of the programme. Students are expected to participate seriously in these components and complete all related requirements, including approvals, attendance, documentation, submissions, presentations, reports, and evaluations, as notified by the Institute from time to time.

Summer Internship Programme

The Summer Internship Programme is a mandatory academic component of PGDM-IEV. It provides students an opportunity to apply classroom learning in an organisational, entrepreneurial, family business, Small and Medium Enterprises (SMEs), own idea, start-up, social enterprise, developmental, or other approved setting.

The internship is intended to help students understand real business situations, organisational processes, entrepreneurial challenges, market conditions, operational issues, customer needs, financial considerations, and managerial decision-making. It also enables students to strengthen their professional conduct, analytical ability, communication, problem-solving, reporting, and presentation skills.

Duration and Timing

Students are required to complete the Summer Internship at the end of the first year and before the commencement of the second academic year. The internship shall be for a period of 8 to 10 weeks. The exact dates, reporting requirements, review schedule, submission deadlines, and viva-voce schedule shall be communicated by the PGP Secretariat or the designated faculty-in-charge.

Internship Options

The Summer Internship may include any one or a combination of the following, subject to prior approval of the Institute:

1. Organisational internship
2. Internship with a development organisation
3. Business opportunity assessment and industry analysis
4. Approved external training programme
5. International summer internship
6. Start-up or social impact venture assignment
7. Any other internship or project approved by the Institute

The suitability of the internship shall be decided by the Institute based on academic relevance, learning potential, student interest, availability of opportunities, and compliance with institutional requirements.



Approval and Allocation

Students shall be required to follow the process prescribed by the Institute for internship registration, selection, approval, and allocation.

Internship opportunities may be identified by the faculty members, the Institute, external organisations, alumni, or by students themselves, subject to approval by the Institute. A student shall not proceed for any internship without obtaining the required approval from the designated authority.

Faculty Guidance and Monitoring

To facilitate proper interaction, coordination, and monitoring, groups of students will be assigned to faculty guides prior to the internship. More details regarding registration, options, and reporting will be made available before the start of the internship.

Students are required to remain in regular contact with their faculty guide and submit progress updates, interim reports, data, field notes, or other documents as prescribed. Failure to remain in contact with the faculty guide or failure to submit required updates may affect the student's internship evaluation.

Student Responsibilities During Internship

During the internship, students are expected to:

1. Follow the instructions of the Institute, faculty guide, and host organisation.
2. Maintain punctuality, discipline, and professional conduct.
3. Respect the rules, confidentiality requirements, and work culture of the host organisation.
4. Complete the assigned work sincerely and within the prescribed timeline.
5. Maintain proper records of work done, data collected, meetings attended, and learning gained.
6. Seek guidance from the faculty guide in case of academic, ethical, procedural, or organisational difficulty.
7. Submit all required documents, reports, presentations, certificates, or feedback forms within the deadlines.

Confidentiality and Ethical Conduct

Students may receive access to business information, customer data, financial records, internal documents, employee information, market data, family business records, or other confidential material during the internship.

Such information must be used only for approved academic purposes. Students shall not disclose, publish, circulate, upload, reproduce, or commercially use such information without written permission from the concerned organisation and approval from the Institute, wherever required.



Internship Report

At the end of the internship, students are required to submit a final internship report to the PGP Secretariat by the date notified in the academic calendar or official communication.

The report shall follow the format, structure, word limit, citation style, submission mode, and other requirements prescribed by the Institute. The report must reflect the actual work completed by the student and must comply with academic integrity, plagiarism, and AI-use rules prescribed in this manual.

Evaluation and Viva Voce

The evaluation of the Summer Internship shall be based on the internship report, work completed, faculty guide's assessment, host organisation feedback where applicable, presentation, viva voce, and any other component prescribed by the Institute.

Students are required to appear for the internship presentation and viva voce as scheduled by the Institute. Failure to submit the report or appear for the viva voce may result in academic penalty, incomplete grade, or failure in the internship component.

Exceptional Cases

If, due to exceptional circumstances, a student is unable to pursue the Summer Internship, the PGP Secretariat may, with the approval of the Director General or competent authority, assign an alternative project or academic requirement. The grade awarded for such work may be considered towards the Summer Internship component, subject to the rules prescribed by the Institute.

All decisions relating to internship eligibility, approval, allocation, duration, reporting, faculty guidance, submission, evaluation, viva voce, alternative project, grading, and academic consequences shall rest with the Institute. The decision of the Institute shall be final and binding.

1. *Experiential Learning, Live Projects and Field Assignments*

Experiential learning is an important part of the PGDM-IEV programme. It enables students to apply classroom learning to real business, entrepreneurial, social enterprise, family business, sectoral, and community contexts.

Through live projects, field assignments, simulations, case analysis, market studies, business opportunity assessment, industry analysis, presentations, and other experiential components, students are expected to develop practical understanding, analytical ability, problem-solving skills, communication skills, teamwork, and professional responsibility.

2. *Mentoring & Handholding*

Mentoring and handholding are integral components of the PGDM-IEV programme. The Institute provides academic, entrepreneurial, professional, and developmental guidance to help students connect classroom learning with enterprise creation, family business growth, social enterprise development, career preparation, and personal growth.



Mentoring is intended to help students clarify their goals, identify areas of improvement, strengthen academic performance, develop entrepreneurial thinking, refine business ideas, work on projects, and make effective use of learning opportunities available at the Institute.

Faculty Mentoring

Students may be assigned faculty mentors for academic guidance, enterprise-related guidance, internship support, capstone work, career direction, or overall developmental support. Faculty mentors will guide students on matters such as academic progress, course performance, attendance etc..

Students are expected to remain in regular contact with their faculty mentors and participate in mentoring meetings as scheduled by the Institute.

Mentoring for SIP, DPR and Social Enterprise Projects

Students shall receive guidance for major academic and enterprise-linked components such as Summer Internship, Detailed Project Report, and Social Enterprise Project. Mentoring may include support in identifying project focus, defining objectives, reviewing methodology, refining business or growth plans, evaluating feasibility, improving presentation quality, and preparing for viva voce or review panels. Students must follow the timelines, submission requirements, review schedules, and feedback processes prescribed by their mentors, course faculty, or the Institute.

Institutional Projects and Events

EDII may involve students in institutional projects, government projects, corporate projects, entrepreneurship events, start-up events, conferences, seminars, workshops, research assignments, field activities, or other learning opportunities.

Students may participate in such activities subject to academic schedules, suitability, approval, and institutional requirements. Participation in such activities must not compromise regular classes, assessments, attendance requirements, internship responsibilities, or other academic obligations. Certificates or acknowledgements may be issued to eligible students for such participation, as decided by the Institute.

3. *Industry Visits, Guest Lectures and International Immersion*

Industry visits, guest lectures, expert interactions, and international immersion opportunities are important components of experiential learning in the PGDM-IEV programme. These activities are intended to expose students to real business contexts, entrepreneurial practices, sectoral developments, institutional processes, global markets, and professional expectations.

Such activities help students connect classroom learning with enterprise practice, industry realities, market behaviour, innovation, family business practices, social enterprise models, and the larger entrepreneurial ecosystem.

Industry Visits

The Institute may organise exploratory visits to industries, enterprises, start-ups, MSMEs, family businesses, social enterprises, incubators, government institutions, development



organisations, or other relevant organisations. Industry visits may be organised in and around Ahmedabad or at other locations, depending on academic relevance, availability of organisations, programme requirements, and institutional feasibility.

Students are required to participate in industry visits as notified by the Institute. A No-Objection Certificate from the student and parent/guardian is mandatory for participation in industry visits, field visits, study tours, or similar programme-related activities, as per the norms of regulatory bodies.

During industry visits and external interactions, students shall be regarded as representatives of EDII. They are expected to maintain discipline, punctuality, professional behaviour, and respect for the host organisation. Students must follow all instructions issued by the Institute, faculty coordinators, visit coordinators, and host organisations. Any misconduct during an industry visit may lead to disciplinary action and may affect the student's participation in future visits or institutional activities.

Guest Lectures and Expert Interactions

The Institute may organise guest lectures, expert sessions, workshops, panel discussions, fireside conversations, alumni interactions, entrepreneur talks, investor interactions, policy discussions, and similar academic or professional sessions. Such sessions may involve entrepreneurs, family business leaders, start-up founders, industry professionals, consultants, bankers, investors, government officials, development sector professionals, alumni, academicians, and other experts.

Attendance in guest lectures and expert interactions shall be mandatory when notified by the Institute. Absence without approval may affect attendance, participation record, assessment, or any other academic or institutional requirement.

Students may suggest names of prospective speakers, entrepreneurs, experts, alumni, industry professionals, or institutional representatives for guest sessions and interactions.

International Immersion

EDII, in association with some of the international universities/Institutions, will plan for study visits to selected countries (in Europe, China, Southeast Asia, Africa, etc.), which will help to equip students with the knowledge, skills or network for expanding businesses internationally, understand the intricacies of international markets or enhance business acumen. Participation in international immersion shall be subject to academic suitability, administrative feasibility, student interest, visa and travel requirements, health and safety considerations, partner institution arrangements, payment of applicable charges, and approval by the Institute. All the students planning to undertake the international visit/immersion have to take the prior approval of the competent authority.

Unless specifically stated otherwise by the Institute, all expenses related to international immersion, external study visits, travel, accommodation, food, visa, insurance, local transport, institutional fees, and related costs shall be borne by the participating students.

4. *Empresario, Student Events and Co-Curricular Enterprise Activities*

Student events and co-curricular activities are an important part of the PGDM-IEV learning experience. They provide students opportunities to develop leadership, teamwork, planning,



communication, networking, event management, budgeting, problem-solving, and professional coordination skills.

Such activities also help students engage with entrepreneurs, start-ups, investors, mentors, alumni, industry professionals, students from other institutions, and members of the larger entrepreneurship ecosystem.

Empresario Startup Summit

Empresario Startup Summit is the annual flagship event of the Institute. It is an exclusive platform for Startups, new-age entrepreneurs, industry mentors, investors, and the student community to come up in one place and share their entrepreneurial experiences, gain new insights, and commit to becoming an invaluable part of the ever-flourishing startup ecosystem in India. Since its inception in 2012, Empresario has evolved into one of the largest entrepreneurship fests celebrated in India. The fest witnesses startups from all sectors and participants from every part of the country. This is organised on 16th January (Start-up Day) or any other date as scheduled.

Sports and Cultural Activities

The institute also organises inter and intra-annual sports activities (EQUIPO) and cultural fest (ECSTASY) to promote sports and cultural activities, with active participation of students. Such activities are intended to encourage student participation, peer interaction, team spirit, creativity, leadership, discipline, and campus engagement. Students are encouraged to participate actively, subject to academic schedules, institutional approval, and conduct requirements.

Other Academic and Co-curricular Activities

Students may also participate in academic, co-curricular, entrepreneurial, innovation, cultural, sports, or professional activities organised by the Institute or by other recognised institutions. Participation in outside events shall be subject to prior approval from the PGP Secretariat or the competent authority. Students must ensure that such participation does not adversely affect classes, attendance, assessments, examinations, internship, project work, or other academic responsibilities.

5. CrAdLE, Incubation and Start-up Support

The PGDM–IEV programme encourages students to work on new venture ideas, family business growth initiatives, social enterprise models, innovation-led projects, and enterprise development activities. Students may receive support through mentoring, incubation linkages, co-working facilities, expert guidance, networking opportunities, and other institutional support mechanisms available within the Institute's innovation ecosystem. This support is intended to help students progress from idea identification and opportunity assessment to validation, business planning, launch preparation, and growth-oriented enterprise development.

Centre for Advancing and Launching Enterprises Co-working Space @ CrAdLE

The Centre for Advancing & Launching Enterprises (CrAdLE), a Technology Business Incubator, located on campus, is catalysed and supported by the National Science and Technology Entrepreneurship Development Board, DST, Govt. of India.



Eligible students can work on their business ideas individually or in a team in the co-working space at CrAdLE and interact with various industry experts and government officials, banks and financial agencies, etc., to convert their ideas into a viable venture. CrAdLE also provides support in legal registrations, company incorporation, regulatory compliance, and other necessary approvals required for startups.

Incubation & Start-up Support

EDII extends comprehensive financial and institutional support to startups through a range of grants, schemes, and partnerships with government and private agencies, as per the below details. Such support is intended to help students assess, validate, develop, launch, or scale feasible and viable enterprise ideas. The nature and extent of support shall depend on the student's eligibility, quality of the proposal, progress made, scheme guidelines, availability of funds, approval by the concerned committee, and compliance with applicable rules.

A. EDII Project Start-up Facilitation Grant

EDII offers small financial assistance to deserving students to initiate or scale their ventures. This grant is extended to those with feasible, viable, and impactful projects who have demonstrated measurable progress in implementation. Special consideration may be given to women students, first-generation entrepreneurs, and students working on projects with strong enterprise potential or social impact, subject to the norms prescribed by EDII.

- Applications will be invited from eligible students.
- Refer to Appendix VII for the application form and Appendix VII (a) for terms and conditions.

B. Government-Backed Startup Schemes

Startup Gujarat – Seed Support Assistance

As a Nodal Institution under the *Startup Gujarat Scheme* by the Industries & Mines Department, Government of Gujarat, EDII facilitates:

- Seed funding of up to ₹30 lakhs, 40 lakhs for high impact startups
- Monthly sustenance allowance of ₹25,000 (₹30,000 for women-led startups) for one year
- An additional ₹10 lakhs for startups with high social impact (*Open to Gujarat-based startups across all sectors*)

Please refer to Startup Gujarat/

Student Startup & Innovation Policy (SSIP)

Through the Education Department, Government of Gujarat, EDII facilitates:

- Grant support of up to ₹2 lakhs for developing Proof of Concept (PoC)
- Open to students, early-stage innovators, and startups



Startup India Seed Fund Scheme (SISFS)

Supported by DPIIT, Government of India:

- Up to ₹20 lakhs as a grant for PoC, prototype development, and trials
- Up to ₹50 lakhs for market entry and scaling through convertible instruments
- Disbursed in milestone-based tranches

Startup Srujan

Supported by iHub, Education Department, Government of Gujarat:

- ₹10 lakhs as a grant for developing MVP and validation of the product
- Open to students

MSME Innovative Scheme

Under the Ministry of MSME, Government of India:

- Funding of up to ₹15 lakhs per idea
- Aims to validate innovative concepts and support technology adoption in MSMEs

Ambedkar Social Innovation and Incubation Mission (ASIIM)

Launched by the Ministry of Social Justice & Empowerment:

- Up to ₹30 lakhs over 3 years as equity funding for SC student-led innovations
- Eligible ventures may further access debt funding up to ₹15 crores

Innovation & Incubation Ecosystem Initiatives

Institution's Innovation Council (IIC)

Established under the Ministry of Education's Innovation Cell:

- Encourages ideation, PoC development, IPR awareness, and entrepreneurship
- Engages faculty, students, and staff in structured innovation activities

YUKTI – National Innovation Repository

A Ministry of Education initiative implemented through AICTE:

- A platform to showcase and support academic innovations and startups
- Provides mentoring, funding, and investor connections

Investment Support and IP Protection

Angel & VC Investment Facilitation

Over 10 angel investors and VC firms, including *Gujarat Venture Finance Limited (GVFL)* – a World Bank-supported initiative – are part of EDII's CrAdLE incubation network, helping startups raise external capital.

IPO Support

CrAdLE offers end-to-end support to startups seeking to raise capital via Initial Public Offerings (IPO), including listing on platforms such as NSE Emerge.



MSME Intellectual Property Facilitation Centre (IPFC)

Supported by the Ministry of MSME, this center at EDII provides:

- Assistance in filing patents, trademarks, design registrations, and GIs
- IP protection strategies to safeguard innovation in startups and MSMEs

These financial and infrastructural support mechanisms reflect EDII's commitment to nurturing a dynamic entrepreneurial ecosystem by empowering innovators with the resources and guidance needed to succeed. The above-mentioned Grants / Funding Support will be finalised by the respective scrutiny committees, and their decision will be final and binding.

D. STUDENT LIFE, CONDUCT & SUPPORT

- General Conduct and Institutional Expectations
- The Academic LMS
- IT and Communication Facilities
- EDII Library and Information Centre
- Hostel Rules and Residential Conduct
- Medical Facilities, Safety and Emergency Support
- Yoga, Sports, Cultural and Co-curricular Activities
- PGP Secretariat and Student Communication
- Student Support, Learner Development and Well-being
- Alumni Association and Alumni Engagement
- Committees, Grievance Redressal and Student Protection Mechanisms





This part of the manual explains the rules, facilities, support systems, and institutional expectations that govern student life at EDII. Students are expected to conduct themselves responsibly within and outside the campus and uphold the dignity, values, and reputation of the Institute.

The provisions in this part apply to student behaviour in classrooms, hostels, library, IT facilities, campus spaces, institutional events, field visits, online platforms, social media, alumni interactions, student committees, and all official or unofficial settings where the student is identified with the Institute.

Students are expected to use institutional facilities responsibly, communicate respectfully, follow campus and hostel rules, maintain discipline, protect institutional property, respect fellow students, faculty, staff, visitors and external stakeholders, and seek support through the prescribed institutional channels whenever required.

General Conduct and Institutional Expectations

Students are expected to conduct themselves with dignity, discipline, responsibility, honesty, and respect throughout their association with the Institute. Their conduct should reflect positively on EDII and should be consistent with the values of academic seriousness, entrepreneurial responsibility, ethical behaviour, and respect for others.

The admission of a student to the programme is based on the information, documents, declarations, and credentials submitted by the student during the admission process. If, at any stage, any information, document, declaration, score, certificate, or credential is found to be false, incorrect, incomplete, misleading, suppressed, or inconsistent with eligibility requirements, EDII may cancel the student's admission or take any other action deemed appropriate. *No refund of fees or any other claim/compensation will be admissible under such circumstances.*

Conduct Within and Outside Campus

Students are expected to maintain appropriate conduct within the campus, hostel, classrooms, library, offices, corridors, dining areas, common spaces, sports facilities, incubation spaces, institutional events, field visits, industry visits, online platforms, and any other setting connected with EDII.

Students must also conduct themselves responsibly outside the campus whenever they are participating in institutional activities, representing the Institute, interacting with external stakeholders, attending internships, visiting organisations, participating in events, or using the Institute's name or identity in any manner.

Conduct Affecting the Institute

EDII may take action against a student whose academic progress, attendance, conduct, behaviour, or actions are considered unsatisfactory, harmful to the learning environment, damaging to institutional reputation, or contrary to the mission, goals, values, and interests of the Institute.

The Institute may ask a student to withdraw from the programme at any time if the academic progress or attendance of the student is extremely dissatisfactory or conduct is detrimental to the mission, goals, and interests of the Institute. *No refund of fees will be considered in such cases.*



Social Media and Public Communication

If a student is found guilty of any kind of disciplinary activities (viz. malpractices during examinations, using false/abusive language about the institute/staff/faculty/fellow students, etc. in the social media, etc.), her/his name along with the act and punishment will be uploaded on the website of EDII. Even after passing out from EDII, if anyone is found involved in propagating any kind of wrong perception to further her/his agenda through social media or otherwise, individually or in group, EDII will be entitled to undertake any suitable action under Cyber Crime / Cyber Law and name of such students will be kept on our website. The names of such students may also be circulated to all government agencies, including the police, depending on the merits of the case. Subsequently, no reference/conduct/recommendation letters will be issued to such students. However, if any constructive suggestions the student has, s/he is welcome to share and discuss with the PGP Secretariat / Director, Dept. of Entrepreneurship Education, individually and in person.

Commercial and Financial Dealings

Students are not permitted to enter into any commercial or financial dealings with any faculty/fellow students/programme participants or staff members of the Institute. Complaints, if any, regarding workings/ behavior of employees should be reported to the concerned administrative heads.

Canvassing and Undue Influence

Canvassing for grades, marks, medals, scholarships, awards, internships, placements, institutional benefits, or any other favour is strictly prohibited. Students shall not attempt to influence faculty members, staff members, examiners, committee members, mentors, external evaluators, alumni, recruiters, or institutional authorities through pressure, personal requests, intermediaries, inducements, or any other improper means.

Such conduct may invite academic or disciplinary action, including non-recognition of the concerned term, cancellation of benefit, restriction from institutional processes, or any other action deemed appropriate by the Institute.

Institute Property and Facilities

Students shall use Institute property, facilities, classrooms, library resources, IT infrastructure, hostel rooms, furniture, fixtures, electrical and electronic equipment, sports facilities, incubation spaces, and other resources responsibly. Students shall be liable individually or collectively for damage caused to Institute property, equipment, furniture, fixtures, electrical or electronic systems, library resources, hostel property, or any other institutional asset. The cost of damage may be recovered from the concerned student or group of students, or from the caution money or security deposit, as deemed appropriate by the Institute.

Food and Cleanliness in Academic Spaces

Students shall not bring or consume eatables or drinking items in classrooms, laboratories, library spaces, computer labs, seminar halls, or other academic spaces unless specifically permitted by the Institute. Students are expected to maintain cleanliness, hygiene, and order in all campus spaces and use designated areas for food, beverages, waste disposal, and personal belongings.



All decisions relating to general conduct, student behaviour, institutional discipline, misuse of facilities, financial liability, social media misconduct, reputational harm, and consequences of misconduct shall rest with the Institute. The decision of the Institute shall be final and binding.

The Academic LMS: vmedulife

What You Can Do

- Visit the website ediindia.ac.in for accessing the vmedulife portal to access academic information, notices and events instantly.
- Manage assignments, examinations, attendance and results.
- View fee details, payment history and certificates.

Getting Started

- Download the app from the Google Play Store / Apple App Store using the link shared by the EDII.
- Install and open the app, then log in with the enrollment/registration ID and password provided by the EDII.

1. Admission

Covers: *Application status, document records, enrollment details and admission updates.*

- Tap "Admission" on the main menu to open the module.
- View your enrolled programme details.
- Edit your Profile, Complete Your Profile, Upload and Verify submitted Documents.
- Check Updates regularly for approvals and notices.

2. Academic Planning

Covers: *Curriculum overview, subject details, academic calendar, attendance and course progress.*

- Tap "Academic Planning" and select your semester.
- Review the curriculum: subjects, credits and requirements.
- Check attendance regularly – any query related to attendance can be raised with the PGP Secretariat within 3 days of the issue.
- Open subject details for course outcomes and course faculty.
- Check the Academic Calendar and scheduled lectures, and track course progress accordingly.
- Check applied and availed leave status.

3. Learning Management System (LMS)

Covers: *Course materials, recorded videos, progress tracking and resource library.*

- Tap "LMS" and select your course/subject.
- Open notes, PDFs and presentations shared by faculty.
- Watch recorded video lectures for revision.
- Download study materials for offline use during exams.
- Track completed lessons and your overall progress.

4. Assignment

Covers: *Assignment details, deadline tracking, file submission and status monitoring.*

- Tap "Assignment" and open the relevant task.
- Read instructions and download supporting resources.
- Prepare your work and upload the required file(s).
- Track status: Assigned → Submitted → Graded.



5. Online Examination (Quizzes, Assignments, etc.)

Covers: Exam schedule, secure testing, instructions and result access.

- Tap "Online Examination" and check the schedule.
- Read all instructions before the exam begins.
- Start the exam at the scheduled time.
- Submit responses before the deadline; check results later.

6. Fees Management

Covers: Fee summary, online payments, receipt downloads and payment history.

- Tap "Fees" to view paid and pending amounts.
- Select a payment method and pay securely online.
- Download the receipt for your records.
- Review payment history for past transactions.

Tip: Enable notifications for fee due-date reminders.

7. Online Feedback

Covers: Feedback forms, faculty evaluation, course review and submission status.

- Tap "Feedback" and open an assigned form.
- Answer all questions honestly and constructively.
- Review your responses and submit the form.
- Feedback submission is mandatory for Mid Term and End Term Examinations. Only after submission of the feedback form, a student will be allowed to appear for the exams.

8. Mentoring

Covers: Mentor information, meeting schedule, guidance records and progress tracking.

- Tap "Mentoring" to view your mentor's profile.
- Check the meeting schedule for upcoming sessions.
- Attend scheduled mentoring sessions.

9. Events

Covers: Event listings, details, registration and event updates.

- Students can plan for events as per the Academic Calendar.
- Tap "Events" to browse upcoming activities.
- Open an event for venue, speakers and guidelines.
- Tap "Register" to confirm participation.
- Watch for update notifications, then attend.

10. Certificate

Covers: Digital certificates, downloads, verification and achievement records.

- Tap "Certificate" to browse available certificates.
- Open a certificate to review its details.
- Request a specific certificate from the PGP Department and also apply on the Portal.
- Tap "Download" to save the applied certificate on your device.
- Store downloaded certificates securely.



EDII Library and Information Centre (EDIILIC)

All admitted students automatically become members of EDII LIC. EDII LIC, a state-of-the art information Centre enriched with updated information sources in the field of entrepreneurship and related subjects and equipped with Wi-Fi connectivity. The EDII LIC is under CCTV surveillance. The library resources are intended to support classroom learning, assignments, field projects, summer internship, capstone projects, research, business planning, and independent learning.

Library Resources

The EDII LIC is supported by rapidly growing books and other collections focusing on the curricula of PG Programmes. Besides, EDII LIC subscribes to online resources viz., EBSCO Entrepreneurial Studies Source, Indiastat, CMIE's Prowess and Capex databases, MICA Indian Marketing Intelligence (MIMI), Turnitin (Plagiarism software), CRISIL Research Services and other online journals, in addition to national and international journals and periodicals on various sectors/areas. Another special feature of EDII LIC is the product profiles on various sectors. These library resources help students in accessing the latest and relevant information and other literature to supplement their education at EDII. Online journals/databases and Web OPAC can be accessed through <http://library.ediindia.ac.in>.

Library Timings

EDIILIC shall ordinarily remain open as follows:

Days	Timing
Monday to Friday	9:00 a.m. to 12:00 midnight
Saturday and Sunday	9:00 a.m. to 6:00 p.m.

The library shall remain closed on holidays observed by the Institute or on any other day notified by EDII.

Circulation transactions shall close **half an hour before** the library closing time.

Please refer to the below **Library Rules**:

Borrowing Rules

- Each student can borrow up to 4 books and other materials (except periodicals/journals) for a period of 15 days per book.
- Students must follow the borrowing process prescribed by the library. All students are requested to sign on the yellow card at the time of borrowing the book.
- Books already issued to a student may be renewed if there is no reservation or pending request from another user.
- The Librarian may recall any book or library material at any time.
- If there is no reservation, requests for the books issued to a student that can be renewed.



Entry and Use of Library Space

- It is compulsory to sign in the student's register while entering/leaving the library.
- Personal books and belongings are not allowed into the library.
- Mobiles should be kept on silent mode whenever students are in the library.
- Making noise, watching movies on laptop, browsing YouTube, engaging in discussions, bringing eatable items, or doing anything else which may disturb other readers or which may be against the discipline of the library, is strictly prohibited.
- Students are advised to observe proper dress code in the library.

Overdue Charges

- Students must return library material on or before the due date.
- To ensure the availability of library materials to the users, students will have to pay overdue charges, if they fail to return the library documents on or before the due date. The overdue charges are Rs. 10/- per day per book.

Loss of Library Card, Book or Library Material

- If the library ticket is lost, students should immediately inform the Librarian. However, Rs. 50/- will be charged to issue a duplicate card.
- If the library book is lost, the student can replace the book either with the same edition or latest edition, or the library will collect three times of the cost of lost book, besides Rs. 100/- as processing charges.
- If a student damages any library book / periodical / videocassette / CD / equipment or any other material, he/she will have to replace the same at his/her own cost.

Photocopying Facility

- For photocopies, students will have to fill in the request form and hand-over the same along with the document to be photocopied to the library counter. The photocopying charges are Rs. 1 per exposure for A4 size and Rs. 2 for bigger size. The photocopies may be collected next working day.
- EDII programme reports/documentation/materials could be photocopied only with permission from the concerned Programme Director.

Care of Library Resources

- Students must handle all library resources carefully. Marking, underlining, folding, tearing, defacing, writing, or putting pencil or pen marks on any library resource is strictly prohibited.
- Putting any pencil/pen mark on a library resource is treated seriously and calls for penalty, as suitably decided by the Librarian.

While using the library, students will have to strictly follow the library rules and also should maintain absolute silence in the library premises.



IT & Communication Facilities

IT Infrastructure

EDII provides IT and communication facilities to support academic learning, institutional communication, research, assignments, projects, presentations, online resources, and other approved academic activities.

A state-of-the-art computer network connecting members of the Institute community. This network has a fibre-optics / CAT6 cable backbone with one or more fibre segments reaching every campus building. In addition to the computer labs, a Language Lab is also available to learn different languages.

Campus Network, Wi-Fi & Tech-Enabled Classrooms

The Institute has put a wireless layer (Wi-Fi) on top of this highly dense network with a high level of security. A firewall is also placed to provide higher security with individual user names and passwords. There are more than 40 high-end manageable network switches that handle the internal data traffic. Every workplace on the campus, including student rooms, faculty offices, classrooms, the Library, and computer labs, has network connectivity.

The campus network is supported by high-speed servers running on MS Windows platforms. For every workgroup (faculty, students, staff, other programme participants, etc.), there is a set of dedicated servers that provide a core layer of services.

The Institute's network is linked to the Internet via a set of dedicated leased lines, enabling round-the-clock Internet connectivity on the campus. The Institute has 150 MBPS (Raw) Internet bandwidth through fibre connectivity. Every classroom is equipped with a projector, a PC with multimedia and internet access. A classroom for online computer-based training is also available. Students must use classroom technology only with permission from the concerned faculty, instructor, coordinator, or authorised staff member. Unauthorised use, tampering, damage, or misuse of classroom technology may attract disciplinary action and recovery of cost.

Institute Email ID

Each student will be provided with an Institute email id (*@ediindia.org) managed through the Google Gmail interface. The Institute's e-mail ID provided upon joining the programme will be discontinued after the period of study at EDII.

Code of Conduct for Institute Email ID

Students will have to adhere to the following code of conduct for using the institute email id:

- The Institute facilitates students to use the Institute E-mail ID for academic communications only. However, any misuse of this email ID, including sending abusive/indecent/inappropriate emails to students, faculty, participants, etc., will be considered a serious breach of discipline and the email ID will be discontinued immediately without any notice.
- Students must not use their ID to send emails for personal/individual issues.
- Mass-mailing is strictly prohibited.
- Furthermore, e-mail facility must not be used for anti-institutional activities, to cause harm or abuse to students/staff/faculty in any form/manner and/or to spread wrong



information among co-students. The Institute monitors activities that are inappropriate or pollute the overall environment. Such activities will be stopped immediately, and the email ID will be suspended or withdrawn without any notice. In addition, violation of such etiquette will result in disciplinary action by the Institute and/or prosecution under existing cyber laws.

- The student should not attempt to access computer systems, data or e-mail, which s/he is not authorised to access. They must not attempt to circumvent normal computer access mechanisms in any way, nor intentionally degrade the system performance.
- The Institute's Email Id will be suspended in the following circumstances:
 - a) Breach of guidelines set by the Institute in any form.
 - b) Any misconduct/crime is recorded/prosecuted against the student/faculty/staff of the Institute
 - c) Discontinuity from the course
 - d) Crime is recorded/prosecuted
 - e) Management of the Institute will reserve the right to suspend any e-mail account with/without notice

While EDII allows participation on social media sites, use of these platforms are not permitted during class timings. Online loading/posting of any content on social media site(s) abusing the Institute, Faculty, Staff, Students or Affiliates is strictly prohibited. Online posting that disrespects privacy and/or hurts the feelings of others is viewed seriously and disciplinary action will be initiated by the Institute.

Code of Conduct for Using Computing Facilities

Below is some additional information on the Code of Conduct for Using Computing Facilities:

Computing systems at EDII are intended to support the academic activities and the administrative functions of the Institute. The code of conduct for users of Computing Systems (CS) is given below.

User shall:

- a) be responsible for using Computing Systems in an ethical and lawful manner
 - b) access only those facilities for which they are authorized
 - c) comply with security norms required for the safety of the network, data and software
 - d) not resort to the inappropriate use of Computing Systems
 - e) Access the systems using the credentials provided by the Institute
 - f) refrain from electronic downloading software, videos, songs and other copyrighted/licensed material/s.
- Fraudulent, harassing, obscene and other inappropriate messages or uses of computers and networks must not be created, downloaded or transmitted. This includes messages that might harass individuals or groups because of their age, race, sex, religious beliefs, sexual orientation, physical attributes, etc.
 - The student should not attempt to access computer systems, data or e-mail, which s/he is not authorised to access. You must not attempt to circumvent normal computer access mechanisms in any way, nor intentionally degrade the system performance.
 - Computer technology must not be used to enable plagiarism.
 - Making or distributing unauthorised and/or illegal copies of software is against the law and may result in disciplinary action by the Institute and/or criminal/civil prosecution.



Other Clarifications:

- Discussions/meetings and eatables are not allowed in the computer lab.
- Music systems, i-pods, mobile etc. are not allowed in the computer lab. Laptops can only be used at the designated computer lab tables.
- General lab timings would be 09.00 a.m. to 09.00 p.m. for Monday to Friday and 10.00 am to 05.00 pm for Saturday & Sunday. Timings can be extended on request, if required.
- The student is responsible for taking a backup of his/her data regularly. The lab-in-charge will not be responsible for any data loss due to system/ mechanical failure.
- As an additional safety measure, students are advised to keep a copy of important files related to assignments/projects on their mail account(s) like Yahoo, Gmail etc.
- For the users of Laptops, it is mandatory to keep their systems virus-free so that other systems will not be infected by a virus.
- Students are advised to enter into a maintenance contract with a reliable vendor for technical support and the repair of the computer/laptop owned by them.
- The institute will not be responsible for deciding on software for personal computers/laptops owned by the students.
- Students have to follow the lab rules and the instructions given by the Lab-in-Charge, from time to time, and maintain discipline.
- If a student damages any equipment in the lab, he/she will have to replace/repair the same at his/her own cost.
- Students may be provided an e-book reader device with learning management software and e-books for their academic purposes. This device should be used only for academic and administrative purposes during their study and they should be fully responsible for the allotted devices. Students will have to bear the repair/replacement cost of the instrument in case of any physical damage.
- The only devices permitted on the Wi-Fi network are computers, laptops, and notebooks. Please do not ask for access to the Wi-Fi network through cell phones and the security passkey.
- Don't leave your valuables in the computer Lab.

In case of any assistance required, you may contact the IT department (Server Room).

Hostel Rules and Residential Conduct

Hostel accommodation is provided to eligible students subject to availability, payment of fees and deposits, academic requirements, conduct requirements, and compliance with hostel rules.

Residential students are required to submit a duly filled Hostel Declaration to the PGP Secretariat. [Refer **APPENDIX XI** Undertaking by Students for Abiding by the Hostel Rules.]

Non-adherence to hostel rules may attract disciplinary action, including fine, recovery of cost, withdrawal of hostel facility, suspension from the hostel or programme, expulsion from the Institute, or any other action deemed appropriate by the Institute.

Allotment of Hostel Accommodation

- Hostel accommodation shall be provided only on a double-occupancy basis, for the Academic Year 2026–2027, in accordance with the Institute's Hostel Accommodation



Policy. The hostel session shall commence on July 2026 and conclude on April 2027, as per the approved academic calendar.

- The students shall not change the rooms allocated to them without being permitted by the Warden/ Designated Officer.

For effective utilisation of hostel facilities, students may be required to change their rooms at any time during the academic year as per the decision of EDII.

Change of Residential Status

- Changing the status from residential to non-residential or vice versa may be allowed only once during the academic year. In such a situation, payment will have to be made for the ongoing trimester/semester.
- A student who wishes to change to the non-resident status should submit a 'no-dues clearance' certificate from the hostel administration to the PGP Secretariat before changing the status.

Temporary Stay by Non-resident Students

- If a non-resident student wants to stay on campus, he/she should apply to the Warden in advance.
- The same would be permitted subject to availability of rooms, on payment of Rs. 250/- per day per student. Such a stay should not be for more than four days.

Responsibility for Hostel Property

- For effective utilisation of hostel facilities, students may be required to change their rooms at any time during the academic year, as per the decision of the Institute.
- Every student is responsible for taking care of the hostel property. Students shall be charged individually or collectively for damages to the hostel property, including furniture, cupboards, etc., provided in the hostel room.
- Students are requested not to paint, write, or paste any material on the walls and doors, etc. It is expected of the students to maintain cleanliness in the rooms, hostel, and campus.
- Students shall not stamp or leave shoe marks on hostel walls, doors, or any other Institute property.
- Students shall maintain silence and avoid loud conversations, music, or any activity causing disturbance during Silence Hours from 10:30 p.m. to 6:00 a.m. Repeated violations may invite disciplinary action.

Care of Hostel and Campus Facilities

- The hostel community is expected to treat hostel and campus facilities with care. Students should close doors and windows gently and avoid banging them. They should not litter and are expected to support the maintenance staff in keeping the hostel and campus clean, orderly, and pleasant.
- Students are encouraged to offer suggestions for improvement of residential facilities to their respective Wardens or designated officers.



Personal Belongings and Valuables

- Students are advised not to keep large sums of cash or valuables in their rooms. Each room is furnished with a cupboard, and students should keep valuables such as mobile phones, cameras, laptops, calculators, jewellery, wrist watches, documents, and other personal items locked when they leave their rooms.
- Students are responsible for the safety of their personal belongings. EDII management shall not be held responsible for theft, loss, or damage of personal belongings, cash, valuables, devices, or documents.

Stay During Summer Internship

- Outstation students who would be doing their summer internship in and around Ahmedabad and would like to stay back on campus must take permission from the PGP Secretariat before the term-end examinations of the third trimester. Accommodation for such students could be provided on campus, subject to availability. However, they will have to vacate the regular hostel prior to commencing the summer internship and occupy alternate accommodation. Charges of electricity would be additional as per norms.

Vacating the Hostel, Clearance and Room Handover

- Students shall vacate the hostel at the end of Trimester III / Semester II and Trimester VI / Semester IV, as applicable to their respective admission in the academic programme.
- Before proceeding for the Summer Internship / Summer Vacation at the end of the third trimester, all students must vacate their hostel rooms and complete the prescribed Hostel Exit Formalities. The Institute will lock the vacated rooms until re-allotment.
- In case students wish to store their luggage during the break, a designated room may be provided by the Hostel Administration for the temporary storage of limited luggage, subject to availability during the break.
- Fresh hostel accommodation for the subsequent academic year shall be allotted only after the student reports to the Institute, completes the registration formalities, and receives a fresh room allotment.
- Students shall vacate the hostel within seven (7) days of completion of the Trimester VI / Semester IV examinations. Any extension, not exceeding five (5) days, may be granted only with the prior written approval of the Warden/Designated Officer, subject to genuine reasons and room availability.
- Students must vacate their rooms and hand over the room keys to the Hostel Administration before leaving the campus for vacations or at the time of final checkout. Failure to vacate the room or surrender the keys within the prescribed period may authorize the Institute to open the room and take possession of the accommodation, if considered necessary.
- In such cases, the Institute shall not be responsible for any loss of, theft of, or damage to the student's personal belongings remaining in the room. The Institute reserves the right to remove and store any belongings left behind for a limited period. If such belongings remain unclaimed within the notified period, the Institute may dispose of them in accordance with its procedures without any liability.
- Students overstaying the permitted period without prior written approval shall be liable for disciplinary action, including the recovery of applicable hostel charges, imposition of penalty fees, and/or debarment from hostel accommodation in the subsequent academic session.



- Students returning to the Institute for the Convocation / Award of Certificate Ceremony may apply in writing to the Warden/Designated Officer for temporary hostel accommodation. Such accommodation may be granted on merit, subject to room availability, and shall ordinarily not exceed three (3) days.
- Before vacating the hostel, every student shall clear all outstanding dues and obtain a Hostel Clearance Certificate from the Warden/Designated Officer.
- Students shall hand over the room personally to the Warden/Designated Officer or an authorized hostel representative. The room handover process shall include verification of the room condition, electricity meter reading (where applicable), room inventory, and submission of the room keys.
- Students shall complete and submit the Hostel Room Inventory Form (*Annexure – Hostel Room Inventory*) at the time of occupying the room and again at the time of vacating the hostel. The inventory shall be verified during checkout.
- At the time of vacating the room, students shall return all Institute property, including room keys, furniture, fixtures, electrical fittings, and any other allotted items, in good condition, subject to normal wear and tear.
- Any loss, damage, misuse, or missing hostel property shall be assessed by the Hostel Administration, and the cost of repair or replacement shall be recovered from the concerned student in accordance with the Institute's rules.
- The Hostel Clearance Certificate shall be issued only after successful completion of room inspection, inventory verification, submission of keys, and settlement of all hostel-related dues.

Identity Card, Entry and Exit

- Students will be provided with a Smart Card (student identity card), which will serve as an authorized identity and access card for campus entry and exit movement. Students are required to use the Smart Card for recording their in/out movement from the campus premises.

Campus Timings

- Campus timings: All residential students are expected to be on campus during the time between 12:00 am and 6.00 am, except Fridays and Saturdays, unless permitted by the Warden (in writing). During Fridays and Saturdays, they are expected to be on campus between 1.00 am and 6.00 am.
- All residential students are expected to retire to their respective rooms by 1.00 am every day, unless permitted by the warden / designated officer, in writing.
- Day scholars are not allowed to stay back on campus after 10.00 p.m., unless permitted by the PGP Secretariat/Warden/Estate.

Night Out Permission (permitted by the Hostel administration)

- Students must submit a GATE PASS REQUEST through the student portal-academic ERP –EDII (<https://ediindia.ac.in/>) by following the prescribed procedure during office hours. Night-out permission shall be granted only after approval by the Hostel Warden.
- Students shall apply for a night-out through the prescribed procedure and obtain approval from the Hostel Warden before 2200 hrs (10:00 p.m.) on the day of departure. No student shall leave or stay outside the hostel without prior approval.



Gate Pass Application Procedure

1. Students requiring permission to leave the hostel beyond the prescribed timings or for an overnight stay must submit a Gate Pass Request through the EDII- STUDENT PORTAL before leaving the campus.
2. The student shall provide the following details:
 - Name
 - Enrollment/ERP ID
 - Hostel Name and Room Number
 - Date and Time of Exit
 - Expected Date and Time of Return
 - Reason for Leaving
3. The request will be forwarded electronically to the Hostel Warden for verification and approval.
4. Students shall leave the hostel only after receiving an Approved Gate Pass.
5. The approved gate pass must be produced at the hostel gate/security checkpoint, either in digital or printed form, along with the Institute Identity Card.
6. Security personnel shall verify the student's identity and approved gate pass before permitting exit.
7. The student's exit and re-entry shall be recorded through the Smart Card and maintained in the hostel movement records.

Return to Hostel

1. Students must return within the approved date and time mentioned in the gate pass.
 2. On arrival, students shall report at the hostel security desk and complete the re-entry process through the Smart Card/Biometric System.
 3. Delayed return without prior approval may be treated as a violation of hostel rules and may invite disciplinary action.
- Students must ensure that their parents or local guardians are aware of their night-out. Details of local guardians must be duly certified by the parents.

Late-Hour Hostel Exit/Entry

- Students will be provided with a Smart Card (student identity card), which will serve as an authorized identity and access card for campus entry and exit movement. Students are required to use the Smart Card for recording their in/out movement from the campus premises.
- Students are expected to use this facility responsibly and comply with hostel safety, security, and discipline guidelines.
- The data shall be collected by the hostel administration and may be shared with parents or guardians, if considered necessary by the Institute.

Parents, Relatives, Visitors and Guests

- Parents/relatives of students will have to stay separately in the guestrooms only. Accommodation is provided on a chargeable basis, on prior written request for short duration, and depending on the availability of rooms.
- Parents accompanying the students during the time of admissions or invited by the Institute during occasions like Convocation, etc., would be offered a 30% discount on standard accommodation charges, subject to availability of rooms and on condition that the stay should not exceed two days.



- Students are not permitted to have visitors/guests in their rooms. They may meet the visitors/guests only in the reception area.
- Entry into hostels designated for the opposite gender is strictly prohibited. Any unauthorized entry by students into opposite-gender hostels shall be treated as a serious disciplinary offence and may result in disciplinary action.

Dining Hall and Cafeteria

a. Hostel Mess Facility

The Institute provides a hygienic and nutritious dining facility for all resident students. Three meals are served daily in the hostel mess as per the following schedule:

b. Mess Timings

Meal	Timings
Breakfast	8:00 a.m. – 9:15 a.m.
Lunch	12:45 p.m. – 2:00 p.m.
Evening Snacks (Complimentary)	5:30 p.m. – 6:30 p.m.
Dinner	8:00 p.m. – 9:15 p.m.

c. Mess Committee & Online Meal Menu

- To ensure the smooth functioning and continuous improvement of hostel dining services, the Institute has constituted a Mess Committee comprising representatives from the hostel administration, mess service provider, and student representatives.
- Students can conveniently access the monthly meal menu through the academic ERP. The online portal enables students to:
 - View the daily and monthly meal schedule.
 - Check breakfast, lunch, dinner, and complimentary snack menus.
 - Stay informed about any menu changes or special meals announced by the Institute.
 - The academic ERP serves as the official platform for accessing the latest hostel mess menu and related updates.

d. General Conduct

- Students are expected to maintain discipline, avoid food wastage, and adhere to the mess timings for the smooth functioning of the dining facility.
- The Dining Hall follows a self-service system and shall remain open during designated service hours. Students are required to follow meal timings strictly.
- Students are expected to avail the mess facilities in the AAHAAR Dining Hall. Except in the case of sick students, food and other items shall not be taken out of the dining hall.
- Meals shall not be served outside the notified time slots without permission from the Warden or designated officer.
- A cafeteria on a payment basis may be available to students during limited timings.
- Payment for guests and additional mess facilities shall be made directly to the caterer, wherever applicable.
- *Complimentary evening snacks are provided by the Entrepreneurship Development Institute of India (EDII) for all resident students.*



- The menu and timing of complimentary snacks may be revised by the Institute from time to time.
- Non-residential students may avail themselves of the evening snacks facility on campus by opting for any one of the following plans:
 - Daily Plan: INR 50 per day.
 - Monthly Plan: INR 1,000 per month.

e. Snacks and Coffee Vending Machine

A modern self-service vending facility providing students with easy access to a variety of hygienically packed snacks and beverages at any time. The vending machine offers a quick and convenient solution for satisfying hunger between classes, study sessions, or other activities, ensuring students remain energized throughout the day.

f. Outside Food

- Food from outside vendors shall be allowed inside the campus only if the vendor is certified by the Food Safety and Standards Authority of India (FSSAI).
- Delivery of outside food shall be allowed only till 11:00 p.m., or such time as may be prescribed by the Institute.
- Students must ensure that outside food delivery does not disturb hostel discipline, security, cleanliness, or campus rules.

Personal Services, Pets and Cooking

- No student is permitted to engage any person for service of any kind, personal or otherwise, without prior approval of the Warden.
- Pet animals or birds are not permitted in hostel rooms or hostel premises.
- Cooking in residential rooms is not permitted. Induction cookers provided on each floor may be used only for limited purposes such as boiling water, milk, or similar permitted use. Students must follow safety instructions while using such facilities.

Dress Code in Hostel Areas

- Casual wear is permitted only within hostel premises. Students are expected to dress appropriately in academic areas, administrative offices, library, dining spaces, institutional events, guest interactions, and other formal or semi-formal campus settings, as per EDII norms.

Laundry and Drying of Clothes

- A washing machine is provided in the hostel.
- Resident students may dry wet clothes in a systematic and decent manner, using hangers or designated arrangements provided to them.
- Students may use washerman facilities only through the person authorised or commissioned by the Warden or designated officer. Students may seek assistance from the Warden or designated officer for this purpose.



Festivals, Birthdays and Celebrations

- Celebration of festivals shall be restricted to the hostel premises and shall not affect the Institute's functioning, academic activities, discipline, safety, cleanliness, or property.
- Students must seek permission from the Warden at least 10 days prior to any festival celebration in the hostel premises, so that necessary approvals may be considered and support may be provided, if allowed.
- Birthday parties inside hostel rooms are strictly prohibited. Such celebrations may be held in an open lawn, in the AAHAAR Dining Hall, or at a place suggested by the Estate Department or Warden, subject to permission.
- Holi may be celebrated only outside in the lawns, without damaging walls, corridors, buildings, furniture, fixtures, or any campus property.
- Collection of donations for any purpose (religious/ otherwise) is strictly prohibited.

Prohibited Conduct in Hostel

The following are strictly prohibited in the hostel and campus premises:

1. **Possession, consumption, distribution or use of alcoholic drinks and narcotics on campus are strictly prohibited. This is in accordance with the legal requirements of the State, and any breach of this clause under State Laws will be dealt with severely, according to the law. The Institute reserves the right to take any penal action if a student is found to be violating this rule.**
2. **Consumption of any form of tobacco/gutka/pan masala, spitting/littering is strictly prohibited within the campus.**
3. Gambling, betting, or playing games involving money or stakes.
4. Ragging, bullying, harassment, intimidation, or any act affecting the dignity or safety of others.
5. Physical violence, abusive, threatening, or indecent behaviour.
6. Possession of firearms, explosives, fireworks, or any hazardous or prohibited items.
7. Theft, vandalism, or damage to hostel rooms, furniture, electrical fittings, or any Institute property.
8. Tampering with CCTV cameras, fire safety equipment, electrical systems, biometric devices, or other security installations.
9. Cooking inside hostel rooms using electric stoves, induction cooktops, gas cylinders, heaters, or other unauthorized appliances.
10. Playing loud music, creating noise, or disturbing other residents, especially during notified silence hours.
11. Keeping pets or animals inside the hostel premises without prior permission.
12. Storing flammable, explosive, or hazardous materials in hostel rooms.
13. Misuse of hostel facilities, unauthorized occupation or exchange of rooms, or allowing unauthorized persons to stay in the hostel.
14. Any act that violates Institute rules or is prejudicial to the safety, security, discipline, or reputation of the Institute.

Any violation of the above rules may result in disciplinary action, including fines, suspension, cancellation of hostel accommodation, or other action deemed appropriate by the Institute.



Inspection and Surveillance

- Major parts of the hostel premises, except student rooms, may be under CCTV surveillance.
- Wardens / designated officer(s) are authorised to visit/surprise check rooms, if required, to ensure adherence to the statutory regulations/norms and disciplinary requirements (safety, security, etc., as per the guidelines of the government law & narcotics bureau) without prior notice. During such events, the hostel residents are advised to cooperate with wardens / designated officers. Failure on the above would be viewed seriously.

Vehicle Safety and Parking

- Students must wear helmets while driving two-wheelers, including the pillion rider. The Institute shall not be responsible for any mishap, injury, accident, loss, or consequence arising if students leave the campus without wearing helmets or without following safety requirements.
- Students must also follow campus parking, speed, safety, and movement rules prescribed by the Institute.
- Students shall park their vehicles only in the designated students' parking area. Unauthorised parking, unsafe driving, obstruction of movement, or violation of campus parking rules may invite action as prescribed by EDII.
- Triple riding on two-wheelers within or outside the Institute campus is strictly prohibited.
- Vehicles entering or leaving the Institute campus may be subject to security and safety checks. All students or visitors shall fully cooperate with the Security Guards and other authorized personnel during such inspections.

Electricity Charges

- Electricity charges shall be payable by students on a monthly basis as per actual consumption and Institute norms.
- The electricity bill shall ordinarily be issued latest by the 10th of every month and must be cleared within five days of receipt of the bill. Students should confirm with the estate office the initial meter reading of their respective rooms while taking possession of the room.
- It is the responsibility of the students to ensure the payment is made on time. A penalty of Rs. 50/- per day would be charged if the amount towards electricity charges is not paid by the due date. If not paid within the stipulated period, the administration may take necessary action. In cases where overdue electricity charges exceed 50% of the caution money, the defaulting students may be asked to vacate the hostel immediately. The Estate Office may be contacted for any clarifications/disputes, etc., regarding electricity charges

Maintenance & Other Grievances

- To provide efficient, transparent, and timely support to resident students, the Institute has implemented an online **Maintenance & Grievance Portal** through the academic ERP. Students are encouraged to use this portal to report maintenance issues and submit hostel-related grievances.
- All maintenance-related complaints should be submitted through the academic ERP. The portal may be used to report issues related to:



- Electrical repairs
 - Plumbing and sanitary fixtures
 - Civil and masonry works
 - Carpentry and furniture repairs
 - Air conditioning and ventilation
 - Internet/Wi-Fi connectivity
 - Housekeeping and cleanliness
 - Water supply and drainage
 - Common areas and hostel infrastructure
 - Any other hostel maintenance requirement
- Upon submission, a unique **Ticket Number** is generated for each request, enabling students to monitor its progress.
 - Students can track the status of their maintenance requests and grievances through the academic ERP. The portal displays:
 - Ticket Number
 - Ticket Type
 - Date of Submission
 - Responsible Department
 - Responsible Person
 - Current Status (Open, Assigned, In Progress, Completed, or Closed)
 - Students will receive updates as the request progresses until it is resolved.

Additional Rules by Wardens

Wardens may issue additional hostel rules or instructions from time to time. All resident students are expected to follow such instructions and may seek clarification from the Warden or designated officer, if required.

Consequences of Violation

A student who violates hostel rules or hostel discipline may face disciplinary action. Such action may be recorded in the student's academic record and may result in withdrawal of hostel facility, suspension from the hostel or Institute, expulsion from the Institute, recovery of cost, or any other action deemed appropriate.

Finality of Decision

All decisions relating to hostel allotment, room change, temporary stay, vacation of hostel, extension of stay, electricity charges, damage recovery, inspection, dining hall rules, celebrations, withdrawal of hostel facility, and consequences of violation shall rest with the Institute.

Medical Facilities, Safety and Emergency Support

Health Reporting and Infectious Diseases

- Students who remain unwell for **three (3) consecutive days** must promptly inform the Hostel Warden or the designated Institute official about their health condition.
- Any suspected or confirmed case of an infectious or communicable disease must be reported immediately to the Hostel Warden or the designated officer to enable appropriate medical assistance and preventive measures.



- Students are expected to follow all prescribed health and hygiene practices and take necessary precautions to prevent the spread of infectious diseases within the hostel and campus.
- The Institute may require the student to consult the resident doctor, submit medical documents, isolate temporarily, shift accommodation, inform parents or guardians, or follow any other health-related instruction considered necessary.

Medical Room and Resident Doctor

In order to provide medical advice and consultancy to students, our resident doctor will be available in the Medical Room at EDII (Near CrAdLE) from Monday to Saturday from 9.30 to 10.30 am and from 6.00 to 7.00 pm. Those who want to consult the doctor on campus are requested to meet as per the above timings. A student requiring medical support may contact the Institute's Medical Officer [Doctor] on the campus at designated timings.

Medical Assistance and Emergency Support

- Students requiring medical support may contact the Institute's Medical Officer on campus during the designated consultation hours.
- After office hours, outside consultation timings, or in case of an emergency, students may contact the Estate Officer on duty or the Hostel Warden, who will coordinate with the Medical Officer.
- If the Medical Officer is unavailable, students may contact the Hostel Warden or the designated officer for assistance in arranging transportation and facilitating medical consultation or treatment.
- Transportation to the nearest designated medical facility will be provided free of cost in emergencies. Transportation to any other medical facility may be arranged subject to vehicle availability and payment of the prescribed charges as per Institute policy.

Medical Check-up and Medical Record

- Students are advised to undergo a medical check-up with the Medical Officer. The Medical Officer may issue a medical card or maintain a medical record for the student's health-related information.
- Students are expected to provide accurate medical information to the Medical Officer, Warden, or designated officer wherever required, especially in cases involving chronic illness, allergies, medication, disability, infectious disease, emergency risk, or any other health condition relevant to student safety.
- All medical information shared by students shall be treated with appropriate confidentiality and shall be used only for medical assistance, emergency response, and student welfare in accordance with applicable Institute policies.

Medical Expenses

- All medical expenses incurred on the recommendation of the Medical Officer, or otherwise incurred by the student, shall be borne by the student.
- The Institute's role is facilitative in nature and shall ordinarily be limited to providing on-campus consultation, basic coordination, and transport support as per the provisions stated above.



Mandatory Medclaim Policy

- It is mandatory for all students to have a Medclaim Policy.
- In case required, EDII will facilitate the process of getting a medclaim policy, for which the actual cost will have to be borne by the students.
- Approximate expense for obtaining Medclaim policy for a coverage of Rs. 3,00,000/- may cost around Rs. 5,400/- per year. The Medclaim policy is covered for Covid-19 as well, which will be effective after 30 days of issuance of the policy. However, this does not apply to those who are already covered under similar scheme.

Yoga, Sports, Extra and Co-Curricular Activities

The Institute encourages students to participate in yoga, sports, cultural, academic, co-curricular, extra-curricular, and enterprise-related activities as part of their overall development. Such activities help students develop discipline, teamwork, leadership, communication, creativity, initiative, confidence, and a sense of community.

Participation in such activities should support the student's learning and development and must not adversely affect academic responsibilities, attendance, assessments, examinations, internship, project work, or institutional discipline.

Yoga

Yoga will be conducted as per the schedule on campus. All students are advised to attend these sessions, the gym, or any other outdoor sports, on campus.

Sports Facilities

The Institute provides facilities for sports and games such as:

- a) Table tennis
- b) Badminton
- c) Volleyball
- d) Basketball
- e) Football
- f) Cricket
- g) Any other facility made available by the Institute from time to time

Students are encouraged to organise one or two sports events on campus, subject to proper planning and approval by the faculty-in-charge or competent authority.

Participation in Academic, Co-curricular and Extra-curricular Activities

Students are encouraged to participate in academic, co-curricular, extra-curricular, sports, cultural, entrepreneurial, innovation, and professional activities organised on campus and at other reputed institutions.

Such participation shall be subject to prior approval from the PGP Secretariat or competent authority. Approval may be granted subject to conditions considered appropriate by the Institute.

Students must ensure that participation in such activities does not disturb their academic work, attendance, assessments, examinations, internship, project work, or other programme requirements.



Proposals for participation in outside events must accompany a cost-benefit analysis submitted at least one month in advance. Students participating in approved events shall be treated on leave of absence.

Vendor Registration and Purchase Process

- The Student Committee should prepare and submit a budget for organising any such Sports (Equipo) / Cultural (Ecstasy) / Entrepreneurial (Empresario) events to the Student Affairs Committee, well in advance.
- Once the budget and the date for the event are approved, student members of the Committee should register three vendors for each activity involved. The vendors, thus registered, will be sent to the purchase committee for its approval. Once it is approved, the Administration Dept. will issue the work orders. The students should follow this work order for conducting various activities.
- All approved payments will be released by EDII against the submission of relevant documents. Students must desist from giving any commitment for any such expenses which is not approved in advance in writing by the institute. Such expenses, if incurred, will not be considered for payment/ reimbursement.
- The group email id pertaining to the above events will be given to the approved student committee members of the respective group. It could be accessed only by the concerned members, and only information regarding the respective programmes should be shared through these emails. It is the responsibility of the respective members of the committee to see to it that no unnecessary emails are sent from these IDs.

Licences and Permissions

- All the necessary permissions should be taken before organising any events on the campus. Such permissions may include, but are not limited to, permissions related to music, performance, police, fire, safety, copyright, public performance rights, and other statutory or administrative requirements. This may include licences such as NOVEX, PPL, IPRS, or any other applicable permission.
- No event shall be conducted without the required institutional and statutory approvals.
- Representation of the committee members should be there to finalise any prize/award.

Use and Care of Facilities

- Students are advised to take proper care of the facilities provided by the Institute for sports, cultural, entrepreneurial, and co-curricular activities.
- Any damage to facilities, equipment, furniture, fixtures, grounds, halls, audio-visual systems, sports equipment, or any other institutional property may result in recovery of cost and disciplinary action.

Co-Working Space and Wellness Facilities

At EDII, we are committed to providing a safe, comfortable, and enriching residential environment that supports the overall growth and well-being of students. Along with quality accommodation facilities, the hostels offer various, wellness, and activity-based facilities designed to promote a healthy balance between academic pursuits, personal development, and leisure.



Abhivyakti

This is a dedicated learning space designed to encourage students to utilize their time in a productive and engaging manner. The centre provides facilities for reading, group discussions, collaborative learning, skill development activities, thereby fostering creativity, social interaction, mental well-being, and holistic personality development, mentoring, co-working space.

Booking Process

Eligibility

- Same may be booked only **by** EDII hostel residents, student clubs, or institute-approved groups with the use of smart card (student identity card). Students are required to swipe their Institute Identity Card at the designated access point every time they enter or exit the premises.

Booking Procedure

1. Obtain the **Room Booking Form** from the Hostel Office or submit the request through the designated online portal.
2. Submit the booking request **at least 24 hours in advance**.
3. Provide the following details:
 - Name of the applicant
 - Enrolment Number
 - Hostel Room Number
 - Contact Number
 - Purpose of booking
 - Date and Time required
 - Expected number of participants
4. Approval from the **Hostel Warden** (or authorized official) is mandatory before using the Recreation Room.
5. Bookings will be confirmed on a first-come, first-served basis, subject to availability.

During the Booking

- The booking holder must be present throughout the activity.
- Maximum occupancy shall not exceed the approved capacity of the Recreation Room.
- Only approved educational, or cultural activities are permitted.
- Commercial, political, or unauthorized events are strictly prohibited.

After the Activity

- Ensure the room is clean and all furniture and equipment are returned to their original positions.
- Switch off all electrical equipment before leaving.
- Report any damage or malfunction immediately to the Hostel Office.
- The booking holder will be responsible for any damage caused during the booked period.



Cancellation

- If the booking is no longer required, inform the Hostel Office as early as possible so the slot can be allotted to other students.

Note: *The Hostel Administration reserves the right to cancel or modify any booking due to maintenance, official institute activities, emergencies, or violation of hostel rules.*

Madhuvan Garden

A beautifully landscaped green space offering a tranquil environment for relaxation and rejuvenation. Equipped with walking paths, seating benches, swings, and soothing ambient music, the garden serves as an ideal place for students to unwind, reflect, socialize, or enjoy quiet moments amidst nature, contributing to their physical and emotional well-being.

Gymnasium Facility

A well-equipped gymnasium facility is available for students at the Girls' Narmada Hostel and Boys' Residence Hostel-1, promoting physical fitness, health, and an active lifestyle among residents. The gym is equipped with modern fitness equipment to support strength training, cardio exercises, and overall wellness activities.

PGP Secretariat and Student Communication

All matters pertaining to the PG academic administration and day-to-day management of the course are looked after by the PGP Secretariat in consultation with faculty coordinators. Students can approach this office selectively and individually as and when required.

Students may approach the PGP Secretariat for academic, administrative, procedural, and programme-related matters, as and when required. Students are expected to approach the office responsibly, individually, and through the prescribed process.

All students are required to make a note of the following:

Matters Handled by the PGP Secretariat

The PGP Secretariat may coordinate or facilitate matters relating to:

1. Registration and enrolment.
2. Academic calendar and class schedules.
3. Attendance records and leave applications.
4. Course registration and electives.
5. Examination-related communication.
6. Grade records and academic documents.
7. Summer Internship coordination.
8. DPR, FYPP, project and mentoring-related coordination.
9. No-dues clearance and administrative documentation.
10. Student notices, circulars and official communication.
11. Course Feedback
12. Coordination with faculty, committees, departments and administrative offices.
13. Any other programme-related matter assigned by the Institute.



Student Communication with the PGP Secretariat

- Any communication from the students should be sent only to the PGP Secretariat (pgp@ediindia.org) or to the Director, Dept. of Entrepreneurship Education (satya@ediindia.org) and to no one else.
- It is the responsibility of the students to check their official e-mails regularly, as all the announcements/notices will be sent through e-mail. The Institute will not be responsible in cases where a student misses any deadlines, or events/activities which were announced by the above mode of communication.
- Students are expected to provide complete, accurate and relevant information in all applications, forms, emails, requests, declarations and submissions made to the PGP Secretariat.
- Students should not submit incomplete, informal, misleading, delayed or unsigned requests where formal documentation is required.

Official Notices and Circulars

- Official notices, circulars, schedules, deadlines, examination instructions, fee reminders, internship updates, project-related communication, hostel information, and other programme-related information may be issued by the PGP Secretariat from time to time.
- The class schedules will be accessible through the LMS. However, if in case required, it will be intimated to the students by email.

Leave, Attendance and Academic Requests

- Leave applications, attendance-related clarifications, medical leave documentation, project-related absence requests, and related academic requests shall be routed through the PGP Secretariat as per the prescribed process.
- The PGP Secretariat shall have the authority to approve or reject leave applications, subject to applicable rules and consultation with concerned faculty or competent authority where required. As stated in the attendance rules, leave approval shall ordinarily be communicated within the prescribed timeline.
- Students are responsible for submitting requests on time and following up through official channels.

Student Responsibility

Students are expected to:

1. Follow the processes prescribed by the PGP Secretariat.
2. Submit forms, applications, documents and requests within prescribed timelines.
3. Maintain copies or records of important submissions and approvals.
4. Use official email and institutional communication channels.
5. Respond to official communication promptly.
6. Avoid bypassing established processes without valid reason.
7. Maintain respectful and professional communication with PGP Secretariat staff and other institutional offices.



All decisions relating to academic administration, student communication, submission of forms, leave processing, attendance records, documentation, emergency support, routing of requests, and programme-related administrative matters shall rest with the Institute.

Student Support, Learner Development and Well-Being

EDII recognises that students enter the PGDM-E programme with different academic backgrounds, learning styles, communication abilities, entrepreneurial exposure, work experience, family business exposure, confidence levels, and developmental needs.

Student support and learner development mechanisms are intended to help students strengthen their academic performance, participate meaningfully in the programme, develop professional confidence, and make effective use of the learning opportunities available at the Institute.

Academic Support

Students may seek academic support from course faculty, faculty mentors, programme coordinators, the PGP Secretariat, or any other authorised academic support mechanism prescribed by the Institute.

Academic support may relate to course understanding, assessment expectations, attendance concerns, project direction, internship preparation, presentation skills, communication ability, fieldwork, report writing, business idea development, or other academic requirements. Students are expected to seek help in a timely manner and not wait until examinations, submissions, or deadlines are close.

Slow and Advanced Learners

EDII may identify students who require additional academic support as well as students who are capable of taking up advanced learning opportunities.

Identification of slow and advanced learners may be based on academic performance, classroom participation, attendance, assessment outcomes, faculty observations, mentoring interactions, communication ability, project work, or any other relevant indicator considered appropriate by the Institute.

The purpose of such identification is developmental and not punitive. It is intended to provide appropriate academic support, enrichment, guidance, and learning opportunities.

Support for Slow Learners

Students who require additional support may be guided through one or more of the following mechanisms:

1. Faculty mentoring and academic advising.
2. Remedial sessions, wherever feasible.
3. Additional reading material or practice assignments.
4. Peer learning or group-based academic support.
5. Simplified explanations, review discussions, or concept clarification.
6. Support in communication, presentation, report writing, or analytical skills.
7. Additional guidance for assignments, projects, internship, DPR, FYPP, or other academic work.



8. Any other academic support considered appropriate by the Institute.

Students receiving such support are expected to attend the prescribed sessions, complete assigned work, act on feedback, and take responsibility for improvement.

Enrichment for Advanced Learners

Advanced learners may be encouraged to take up additional academic, entrepreneurial, research, industry-linked, innovation, incubation, leadership, or institutional opportunities.

Such opportunities may include:

1. Advanced projects or live assignments.
2. Research assistance or case development support.
3. Participation in competitions, conferences, seminars, or start-up events.
4. Leadership roles in student committees or institutional activities.
5. Assistance in mentoring peers, subject to faculty approval.
6. Work on venture ideas, family business projects, social enterprise models, or innovation-led initiatives.
7. Interaction with external experts, alumni, entrepreneurs, investors, or ecosystem partners.
8. Any other enrichment opportunity approved by the Institute.

Such opportunities shall depend on suitability, student interest, academic performance, conduct, availability of opportunities, and approval by the Institute.

Well-being and Personal Support

Students facing personal, emotional, health-related, adjustment-related, family-related, hostel-related, or other difficulties are encouraged to seek support through appropriate institutional channels.

Depending on the nature of the concern, students may approach the faculty mentor, PGP Secretariat, Warden, Medical Officer, designated student support personnel, or any other authorised office of the Institute.

Where required, the Institute may advise the student to seek professional counselling, medical consultation, parent or guardian support, or any other appropriate assistance.

Confidentiality and Responsible Disclosure

Student support matters shall be handled with appropriate sensitivity and confidentiality, subject to institutional requirements, safety concerns, legal obligations, and academic or administrative necessity.

Students must not misuse support mechanisms by submitting false information, fabricated documents, misleading medical claims, or inaccurate personal circumstances. Any such misuse may invite academic or disciplinary action.



Student Responsibility

Students seeking support are expected to:

1. Approach the appropriate person or office in a timely manner.
2. Provide complete and accurate information.
3. Submit supporting documents wherever required.
4. Attend support sessions, mentoring meetings, remedial sessions, or reviews as advised.
5. Act on feedback and take responsibility for their own academic progress.
6. Maintain respectful communication with faculty, staff, mentors, and support personnel.
7. Avoid using support requests to evade academic, attendance, examination, hostel, financial, or conduct-related requirements.

Alumni Association and Alumni Engagement

The **Entrepreneurship Development Institute of India Alumni Association (EDIAA)** represents a vibrant and diverse community of alumni who have graduated from the Institute's postgraduate programmes. Formed and managed by EDII's alumni, the Association brings together individuals from across India and abroad, representing a wide spectrum of sectors including manufacturing, services, start-ups, social enterprises, family businesses, and public institutions.

With over four decades of legacy, EDII takes pride in its strong and growing alumni network that spans geographies and industries. These alumni are not only ambassadors of the Institute's values but also active contributors to its growth and relevance.

Purpose of Alumni Engagement

Alumni engagement provides current students an opportunity to learn from the experiences of entrepreneurs, innovators, business owners, social enterprise leaders, family business successors, professionals, and institutional leaders who have studied at EDII and applied their learning in different contexts.

The Institute encourages students to engage meaningfully with alumni for learning, mentoring, networking, entrepreneurial guidance, professional exposure, and institutional connection.

Role of Alumni in Student Learning

Alumni may contribute to student learning and development through:

1. Mentoring current students.
2. Delivering guest lectures and expert sessions.
3. Supporting Summer Internship opportunities.
4. Facilitating industry exposure, enterprise visits, and field learning.
5. Guiding entrepreneurial projects, family business plans, social enterprise ideas, and start-up initiatives.
6. Participating in review panels, juries, committees, and institutional events.
7. Supporting live projects, field assignments, and sector-specific learning.
8. Sharing entrepreneurial journeys, business challenges, market insights, and professional experiences.



9. Supporting student events, alumni interactions, networking sessions, and institutional initiatives.

Students are encouraged to participate actively in alumni activities. Such interactions should be used for learning, professional relationship-building, entrepreneurial guidance, and understanding real enterprise challenges.

Lifelong Membership of EDIAA

All students who successfully complete the PGDM-E programme automatically become lifelong members of the EDIAA. Membership provides access to a global network of entrepreneurs, innovators, and business leaders, as well as opportunities for continued learning, collaboration, and professional advancement.

Alumni Platform

The Association maintains a dedicated online platform <https://www.edialumni.org>, which serves as a repository of updates, success stories, events, and networking opportunities. Students are encouraged to remain connected and actively participate in alumni activities and reunions that further strengthen the EDII community.

Committees, Grievance Redressal and Student Protection Mechanisms

The Institute has constituted various committees and support mechanisms for the smooth administration of the PGDM-E programme, maintenance of academic standards, student support, discipline, grievance redressal, prevention of ragging, prevention of sexual harassment, and protection of student welfare.

Students are expected to use the appropriate institutional channels for academic, administrative, disciplinary, grievance-related, safety-related, and welfare-related matters.

The composition of committees, names of members, contact details, and reporting arrangements are provided in the Appendix XIII or notified separately by the Institute from time to time.

Students should be aware of the different committees formed for the smooth functioning of the programme.

In addition to the PGP Executive Committee, the following committees have also been constituted for the smooth and effective administration of the PGDM-IEV programme:

Academic Coordination

Students may approach the PGP Secretariat or the designated academic coordinator for academic clarifications through the prescribed process.

Examination Committee

The Examination Committee, comprising of faculty members, is responsible for supporting the satisfactory conduct of examination-related processes. This may include examination scheduling, examination administration, coordination with faculty or examiners, result-



related processes, examination discipline, and other matters connected with assessment and examinations.

Student Affairs Committee

Student Affairs Committee comprises of faculty and students to organize various activities like cultural events, sports activities, alumni related activities, clubs, various social and environmental activities, etc.

Proctorial Board

The Proctorial Board is set up with a view to help maintain discipline among students. Matters of serious nature pertaining to students' indiscipline will be referred to the Proctorial Board for further action and recommendation.

EDII Internal Complaints Committee

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 with regard to Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) of the Entrepreneurship Development Institute of India (EDII) has been constituted as under, to address complaints relating to sexual harassment at the work place.

On receipt of a complaint, the ICC shall conduct a preliminary enquiry to ascertain the truth behind the allegations by collecting documentary evidence as well as recording statements of witnesses including the complainant.

ICC shall then submit the preliminary enquiry report to Director General, EDII, along with all the original documents adduced during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, the ICC may refer such complaints to the Grievance Redressal Cell or to the Director General, EDII.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

The ICC shall comply with the procedures prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for enquiring into the complaint in a time bound manner.

If the ICC concludes that the allegations made were false or malicious, or the complaint was made knowing it to be untrue or forged, or if misleading information is found to be provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

The Member Secretary, ICC shall receive the written complaints of sexual harassment, if any, on behalf of ICC and shall coordinate the deliberations of the ICC on the complaints received.



a. Who can Approach ICC for Help?

Any female faculty member, student or non-teaching staff member of the EDII can seek redressal from the ICC.

b. Definition of Sexual Harassment:

"Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- a) Physical contact and advances
- b) A demand or request for sexual favours
- c) Making sexually coloured remarks (including jokes)
- d) Showing pornography (books, photographs, paintings, films, pamphlets, packages, etc., containing 'indecent representation of women')
- e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature. Under the Act, the following also count as sexual harassment:
 - a) Implied or explicit promise of preferential treatment in her employment.
 - b) Implied or explicit threat of detrimental treatment in her employment
 - c) Implied or explicit threat about her present or future employment status
 - d) Interference with her work or creating an intimidating or offensive work environment for her
 - e) Humiliating treatment is likely to affect her health or safety.

c. What are the possible actions that can be taken against the accused if found guilty?

Depending upon the severity of the case, punitive action may take any of the following forms:

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

If you think you are being harassed, what should you do?

- Send an email to icc@ediindia.org
- You may also refer to <http://www.shebox.nic.in/>

Your complaint will be kept CONFIDENTIAL.

d. Inquiry process:

- The inquiry shall be completed within a period of 90 days from the date of the complaint.
- The ICC shall provide a report of its findings to the Director General within a period of 10 days from the date of completion of the inquiry and such report shall be made available to the concerned parties.



- If the allegation against the respondent is proved, the ICC shall recommend punitive action(s) to be taken against the respondent.
 - The Director General shall act upon the recommendation within 60 days of receiving it.
- e. *Caveat*

All female faculty members, non-teaching staff and students must bear in mind that such complaints are of an extremely serious nature and should, on no account, be made in a frivolous manner. This platform should not be misused to settle personal scores, or for any other non-genuine reason.

SC-ST Committee

The Institute believes in an equitable society and looks after the interest and welfare of weaker and marginalized sections of the society. In view of this, the Institute has constituted an SC-ST Committee to protect the interests and promote welfare of SC/ST students.

Ragging Related Committees / Squad / Professional Counsellors

Anti-Ragging Mechanism

Ragging in any form is strictly prohibited within and outside the campus. Students must comply with all anti-ragging rules, affidavits, undertakings, and directions issued by the Institute and competent authorities.

Details of ragging related committees / squad / professional counsellors are provided under APPENDIX XII INSTITUTE'S ANTI-RAGGING MECHANISM.

On-Line Grievance Redressal Mechanism

The Institute has constituted a Grievance Redressal Committee so as to offer a mechanism to students for redressal of their grievances, if any. All students, parents/guardians, may report and seek redressal of their grievance(s), in the online format.

If a student or parent/guardian is not satisfied with the decision of the Grievance Redressal Committee, they may approach the Ombudsperson appointed by AICTE.

Dr. Devi Singh
Former Director, IIM Lucknow
C/o Public Grievance Redressal Cell
All India Council for Technical Education
Nelson Mandela Marg, New Delhi- 110070



E. FEE, CLEARANCE AND ADMINISTRATIVE PROVISIONS

- Payment of Fees
- Hostel Fee and Other Charges
- Fee Refund Policy
- Scholarship and Financial Support
- No-Dues Clearance and Exit Formalities
- Change of Rules, Interpretation and Institutional Authority





This part of the manual explains fee payment rules, hostel charges, refund provisions, scholarship support, no-dues requirements, exit formalities, and institutional provisions relating to amendment and interpretation of rules.

Students are expected to comply with all financial, administrative, documentation, clearance, and communication requirements prescribed by the Institute. Failure to clear dues or complete administrative formalities may affect registration, examination permission, access to facilities, grades, transcripts, certificates, convocation participation, award of diploma, or any other institutional process.

Payment of Fees

Fee Details

- As per the advice issued by the All-India Council for Technical Education (AICTE), all payments to EDII should be made through digital mode (internet banking) only.
- All students are required to pay the prescribed fees on or before the specified dates, unless permitted to pay at a later date in writing by the PGP Secretariat.
- A student who fails to pay the fees and dues within the specified date will be charged a late fee at the rate of 0.05% per day of delay (the charge will be rounded up to the nearest rupee). *In exceptional cases, the PGP Secretariat may grant an extension of time for making payments.*
- Late fees, once levied, will not be condoned.
- The Institute reserves the right to impose any penalty on the students, as it finds appropriate in cases of any default of payment due to the Institute. The penalty will include, among others, debarment from appearing in examinations, withholding of results, suspension and/or termination of studentship, as the Institute deems fit.
- All dues, including late fee and cost of damage to the Institute's property, etc., will be deducted from the caution money deposit if not settled on time. The Institute reserves the right to increase the caution money appropriately in case of defaulting students.
- First-year students who fail to clear all their dues (including late fees) by the due date specified by the Institute will not be permitted to register for the second year. In exceptional cases, the Director General may relax the conditions on merit on a case-by-case basis.
- The caution money deposit shall not carry any interest and will be refunded within three months of completion of the course, for eligible students, after deducting dues, if any.
- All dues towards fees, electricity charges, etc., should be cleared before the sixth trimester examinations.
- The fee structure may be revised as per institutional, regulatory, administrative, or financial requirements.



The fee instalment structure for the year 2026-2028 is as under:

I Year

Instalment	Date of Payment	Non-Residential (Rs.)	Total Fee (Residential - Double Sharing) (Rs.)
I	On Registration	1,34,430*	1,89,430**
II	11-Sep-26	1,34,850	1,64,850
III	13-Dec-26	1,26,720	1,51,710
TOTAL		3,96,000	5,05,990

* Includes Rs. 10,000/- towards caution money deposit.

** Includes Rs. 10,000/- towards caution money deposit and Rs. 20,000/- towards security deposit for hostel and electricity charges.

As per the norms of EDII.

II Year

Instalment	Date of Payment	Non-Residential (Rs.)	Total Fee (Residential - Double Sharing) (Rs.)
IV	16-Apr-27	1,39,720	1,74,720
V	17-Sep-27	1,32,150	1,57,150
VI	17-Dec-27	1,12,130	1,32,140
TOTAL		3,84,000	4,64,010

1. Hostel Fee & Other Charges

- Hostel charges are Rs. 80,000/- per academic year for double occupancy a/c accommodation.
- Students will have to pay electricity charges on a monthly basis as per the details given to them by the deadline given. The students may also enquire with the estate office about the charges and arrange to pay the same on time.
- Students opting for residential facilities are required to pay an amount of Rs. 20,000/- towards a security deposit for the hostel (including electricity charges), which will be refunded once the hostel is vacated satisfactorily and on time.
- In case of cancellation of hostel admission, the hostel charges paid may be refunded (after adjusting other unpaid dues, if any) on a pro-rata basis, rounded to the completion of the ongoing trimester.
- The mess charges, as applicable, will have to be paid separately.

2. Fee Refund Policy (Other than Hostel Fee)

The fee refund will be in accordance with AICTE guidelines.
Scholarship and Financial Support

a. Fellowship Support (for I Year students)

In an endeavor to help meritorious students pursue the course despite financial constraints, the Institute has made provision for offering limited fellowship support.



Merit-Based Scheme

The top 10% students will be awarded fellowship support up to 50% of the tuition fee.

Merit cum Means Scheme

These are awarded to meritorious students belonging to the lower economic strata of society so that they are not compelled to leave their studies due to a lack of money.

Full tuition Fees Waiver (TFW) Scheme

Full Tuition Fee Waiver on merit and means basis, as per EDII's guidelines.

- The fellowship to the students is awarded on merit-cum-means basis. The Institute shall invite applications for the same in due course which will be followed by a personal interview before the designated committee so as to judge the suitability and extent of fellowship support.
- This will be based on their graduation percentage, score in the national management examination and performance in the personal interview conducted by EDII. In the subsequent year, this award will be based on the academic performance (CGPA) obtained (without any supplementary attempts) during the previous year.
- Fellowship support would not be automatic and may actually be denied or withdrawn from a student at any time, if his/her academic performances, attendance and /or conduct are not found satisfactory.
- All students will be required to make payment of fees on due dates as specified in the programme fee payment schedule, irrespective of the status of their application for fellowship.
- The Institute will retain 10% amount of the sanctioned amount of fellowship which would be released only after the student completes the programme and fulfils the following conditions:
 - Completing all examinations in the first attempt.
 - Securing minimum Cumulative Grade Point Average of 2.5.
 - Not violating any academic and administrative rules during the programme.

b. Scholarship Support (for II year students)

The scholarship support will be offered based on the academic performance (CGPA) obtained (without any supplementary attempts) during the previous year.

The Institute shall invite applications for the same in due course which will be followed by a personal interview before the designated committee so as to judge the suitability and extent of scholarship support.



Below are the evaluation criteria, which would be used by the Scrutiny Committee:

- a) Basis of Scholarship (Merit-Based Evaluation):
 - EDII Merit (First Year Result): 60%
 - Previous Academic Achievements: 20%
 - Graduation performance
 - Management entrance examinations
 - Milestone Achievements: 10%
 - Recognised accomplishments as per the scale announced by EDII
 - Participation in Co-curricular Activities: 10%
 - Hackathons
 - B-Plan competitions
 - Other entrepreneurial activities
- b) The scholarship will cover a maximum of up to 50% of the academic fee for two years.
- c) Interested students must formally apply for the scholarship.
- d) A scrutiny committee will evaluate the applications, and its decision will be final.

Interested students should apply for the scholarship in the prescribed format and submit their application form to the PGP office by an announced date. A one to one interaction with the students applied will be scheduled with the Scrutiny Committee, who will then finalise the amount of scholarship.

No-Dues Clearance and Exit Formalities

Students are required to complete no-dues clearance and exit-related formalities at different stages of the programme, as prescribed by EDII.

The purpose of the no-dues process is to ensure that students have cleared all financial, academic, hostel, library, IT, administrative, and other institutional obligations before proceeding for Summer Internship, registering for the second year, completing the programme, receiving academic documents, participating in convocation, or exiting the Institute.

3. CHANGE OF RULES AND REGULATIONS & INTERPRETATIONS

The Institute reserves the right to make amendments, additions, deletions and modifications in this Manual from time to time, including even during the year. Students will be informed immediately about all affected changes. On all matters of the programme, interpretation and decision of the Institute will be final.

[STUDENTS SHOULD REFER ALL ATTACHED APPENDICES]

..... ALL THE BEST

F- Appendices

- I. Registration Form
- II. No-Dues Clearance Form
- III. Programme Architecture
- IV. List of Massive Open Online Courses (MOOCs)
- V. Academic Calendar
- VI. List of Milestones
- VII. Application Form for Project Start-up Facilitation Grant
- VIII. Scholarship Application Form
- IX. Grade Conversion Table
- X. Hostel Undertaking
- XI. Anti-Ragging Mechanism
- XII. Committee Details
- XIII. Key Contacts





APPENDIX – I

ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA

PGDM-IEV, 2026-2028: REGISTRATION FORM

I, _____ (write your name in BLOCK LETTERS as you want it in the final certificate) am proud of being registered to the two- year programme leading to Post-Graduate Diploma in Management – Innovation, Entrepreneurship & Venture Development (PGDM-IEV).

I declare that I have completed all necessary requirements for the award of a graduate degree prior to this date. I understand that failure to submit proof of the claim that the graduate degree has been completed prior to joining the PGDM-IEV will amount to forfeiture of the admission.

I have read the Student Manual and I am aware of all the 'Rules and Regulations' and promise that I will abide by the same stipulated by the Institute. Having understood that, I hereby make a promise in letter and spirit to maintain regular attendance in the course as stipulated in the Student Manual. I am ready to face any disciplinary action for breach of the same.

I also declare that in the event of any sickness, accident or any other mishap during my stay at EDII, I shall not hold EDII responsible in any way and would bear all costs/damages arising out of any such eventuality.

I am also hereby furnishing my contact details as required by the Institute:

Name & Permanent Address	Mobile No. & Email id
Parents:	
Guardian: (Please mention the relationship)	

Blood Group: _____

Aadhar #: _____

Date:

Signature:



APPENDIX – II

NO DUES CLEARANCE CERTIFICATE: FORMAT

- (1) Name of the Student :
- (2) Programme : PGDM-IEV
- (3) Batch : 2026-2028
- (4) Roll No. :
- (5) National Academic Depository (NAD) ID :

Sr. No.	Department	No Dues	Details of Dues, if any	Amount Due (Rs.)	Name & Signature of the Dealing Officer
1	Library				
2	I.T.				
3	Accounts				
4	Hostel				
5	Admn / Estate / Canteen				
6	PG Secretariat				

(Signature of the Student)

Date:

**APPENDIX – III**
**POST GRADUATE DIPLOMA IN MANAGEMENT- INNOVATION, ENTREPRENEURSHIP &
VENTURE DEVELOPMENT
(2026-2028)**
PROGRAMME ARCHITECTURE**SEMESTER – I****(July –November 2026)**

S.No.	Course Name	Course Mode		Credit	Classroom Teaching (@15 hours per credit)	Other Activities (@15 hours per credit)	Total Notional Learning Hours
1	Management Concepts and Organisational Behaviour	Classroom	Core	2	30	30	60
2	Marketing: A Primer for Entrepreneurs	Classroom	Core	2	30	30	60
3	Financial Reporting, Statement & Analysis	Classroom	Core	2	30	30	60
4	Business Economics	Classroom	Core	2	30	30	60
5	Design Thinking and Innovation Management	Classroom	Elective	2	30	30	60
6	Incubation, Innovation & Start-up Landscape	Classroom	Elective	2	30	30	60
7	Elective 1 (to be selected from the list of Swayam Courses)	MOOC-Swayam	Core	2	30	30	60
8	Elective 2 (to be selected from the list of Swayam Courses)	MOOC-Swayam	Core	2	30	30	60
9	Business Communication	Classroom	Skill	2	30	30	60
10	Start-up Garage: 1 Opportunity Mapping - Proof of Concept - Prototyping	Capstone Project		2		60	60
	Total			20	270	330	600


SEMESTER – II
(December -April 2027)

S.No.	Course Name	Course Mode		Credit	Classroom Teaching (@15 hours per credit)	Other Activities (@15 hours per credit)	Total Notional Learning Hours
1	Finance for start-up	Classroom	Core	2	30	30	60
2	Marketing Research	Classroom	Core	2	30	30	60
3	Cost and Management Accounting for start-up	Classroom	Core	2	30	30	60
4	Legal aspect of Business	Classroom	Core	2	30	30	60
5	Human Resource Management	Classroom	Elective	2	30	30	60
6	Elective 2 (to be selected from the list of Swayam Courses)	MOOC-Swayam	Elective	2	30	30	60
7	Elective 3 (to be selected from the list of Swayam Courses)	MOOC-Swayam	Elective	2	30	30	60
8	AI for Entrepreneurs	Online	Skill	2	30	30	60
9	Startup Garage: II - Value Proposition Canvas - Business Model Canvas - Business Case Presentation	Capstone Project		2		60	60
10	Ecosystem Engagement-I (Students work on their project, attend webinars and seminars related to their project and submit a report on it)	Action learning		2		60	60
	Total			20	240	360	600



Milestone for Ecosystem Engagement -I (2 Credits)

Week	Topic	Activities	Check Points
1 st – 2 rd Week	Idea Generation	Write Professional Profile	Submission of at least two business idea with SWOT analysis
3 rd -6 th Week	Idea Validation	Conduct Market Survey for idea validation	Submit market survey report with analysis (sample size 50 offline and 300 online)
7 th -8 th Week	Business Model	Prepare Business Canvas Model	Register Business idea in Yukti portal
9 th – 10 th Week	Elevator Pitch	Prepared video elevator pitch	Submit elevator pitch
11 th – 12 th Week	Business Idea Validation (POC)	Apply for SSIP Grant/Hackathon	Submit feedback received from panel members
13 th -14 th Week	Prototype Development	Develop Prototype	Submit navigation flow or core value proposition
15 th – 16 th Week	Demonstrate a product prototype	Participation in trade exhibition/startup fair	Submit feedback received from the visitors

(May 2027 to June 2027)

Summer Internship: 4.0

**II YEAR****SEMESTER – III****(July - November 2027)**

S.No.	Course Name	Course Mode		Credit	Classroom Teaching (@15 hours per credit)	Other Activities (@15 hours per credit)	Total Notional Learning Hours
1	Design Driven Startup Creation	Classroom	Core	2	30	30	60
2	New Enterprise Financing & Appraisal	Classroom	Core	2	30	30	60
3	Sales & Distribution Management	Classroom	Core	2	30	30	60
4	Elective-4 (to be selected from the list of Elective Subjects)	Classroom	Elective	2	30	30	60
5	Elective-5 (to be selected from the list of Elective Subjects)	Classroom	Elective	2	30	30	60
6	Outbound Skill Training-III (to be selected from the list of Outbound Skill Training Courses)	Online	Skill	2	30	30	60
7	Elective 4 (to be selected from the list of Swayam Courses)	MOOC/ Swayam	Online	2	30	30	60
8	Ecosystem Engagement-II Project Work and Incubation – Milestone Achievement & Journal	Action learning		4		180	180
	Total			20	210	390	600



Milestone for Ecosystem Engagement - II (4 Credits)

Week	Topic	Activities	Check Points
1 st – 3 rd Week	Validate Prototype	Registered Business idea in Yukti portal as a business Prototype	Evaluation based on Unique selling proposition (USP) and Technology Readiness Level (TRL)
4 rd -5 th Week	Legal structure Planning	Find out which legal structure suitable for the start-up	Submit Report with justification or registered start-up
6 th -8 th Week	Technical Analysis	Find out CAPAX requirement and obtain quotation from the supplier	Submit quotation/venter letter with CAPAX Calculation
9 th – 10 th Week	Technical Analysis	Find out Government scheme or policy and mandatory requirement to register for startup	Submit report on Government scheme or Regulatory compliance apply to business idea
11 th – 13 th Week	Product testing	Test the product in the laboratory/ Apply for Patent, Trademarks or Copy Right	Submit feedback or laboratory test report Evaluation based on TRP Level
14 th – 16 th Week	Unit Matrix	Calculate Cost Structure	Submit Unit Matrix
17 th – 18 th Week	Validate MVP	Detail Market Survey to validate MVP and Business Model	Submit Interim Report and Pitch business report in from of panel members for assessment


SEMESTER – IV
(December - June 2028)

S.No.	Course Name	Course Mode		Credit	Classroom Teaching (@15 hours per credit)	Other Activities (@15 hours per credit)	Total Notional Learning Hours
1	Venture Growth Planning	Classroom	Core	2	30	30	60
2	Business to Business Marketing	Classroom	Core	2	30	30	60
3	Quality Management Systems	Classroom	Core	2	30	30	60
4	Elective-6 (to be selected from the list of Elective Subjects)	Classroom	Elective	2	30	30	60
5	Elective-7 (to be selected from the list of Elective Subjects)	Classroom	Elective	2	30	30	60
6	Elective-8 (to be selected from the list of Elective Subjects)	Classroom	Elective	2	30	30	60
7	Outbound Skill training - IV (to be selected from the list of Outbound Skill Training Courses)	Online	Skill	2	30	30	60
8	Ecosystem Engagement-III (Students work on their project, attend webinars and seminars related to their project and submit a report on it)	Action Learning		4		180	180
	Total			18	210	390	600



Milestone for Ecosystem Engagement - III (4 Credits)

Week	Topic	Activities	Check Points
1 st – 2 nd Week	Product Market Fit	Prepare marketing /promotional material and registered domain	Submit promotional material and functional website
3 rd -4 th Week	Product Market Fit	Achieve pre-sale to validate product in the market	Submit first sale related documents and feedback report
5 rd -8 th Week	Validate MVP	Revise MVP after feedback received from Market survey -1 and revalidate again by doing market survey -2	Submit market research report with go to market pricing strategy in detail
9 th -10 th Week	Implementation Plan	Prepared implementation plan, finalized cost of project and means of finance	Review and approve cost of project and means of finance
11 th – 12 th Week	Startup formation	Prepare operational plan, enter into agreement with supplier and other stakeholders	DPIIT registration and other regulatory compliance
13 th – 14 th Week	Financial Project	Finalise 5 years projected financial statements	Review projected financial statements
15 th – 16 th Week	Final business plan submission	Prepare final business plan report	Submit Final Report and Pitch business report in from of panel members for assessment



List of Elective Subjects			
S.No.	Course Code	Course Name	Credits
1	IEV-E-EMM	Entrepreneurial Mindset & Methods	2.0
2	IEV-E-BMI	Business Model Innovation	2.0
3	IEV-E-DTIM	Design Thinking and Innovation Management	2.0
4	IEV-E-IISL	Incubation, Innovation & Startup Landscape	2.0
5	IEV-E-ELTB	Entrepreneurial Leadership and Team Building	2.0
6	IEV-E-MPRS	Manpower Planning, Recruitment, and Selection	2.0
7	IEV-E-IMC	Integrated Marketing Communications	2.0
8	IEV-E-SDM	Sales and Distribution Management	2.0
9	IEV-E-BBM	Business-to-Business Marketing	2.0
10	IEV-E-BVS	Business Valuation for Startup	2.0
11	IEV-E-BAUFS	Business Analysis Using Financial Statements	2.0
12	IEV-E-TC	Technology Commercialisation and Entrepreneurial Innovation	2.0
13	IEV-E-IAPM	Investment Analysis and Portfolio Management	2.0
14	IEV-E-DM	Digital Marketing for Startups	2.0
15	IEV-E-SCLM	Supply Chain & Logistics Management	2.0

Sample List of Outbound Skill Training Courses*		
S.No.	Course Name	Credits
1	Startup India Learning Program	1.0
2	Digital Transformation in Practice	1.0
3	Inbound Marketing	1.0
4	Professional Soft Skill	1.0
5	Understanding Design Thinking	1.0
6	Enhancing Soft skill and Personality	1.0
7	Consumer Behaviour	1.0
8	Enterprise Risk Management for Startup	1.0
9	Business Analysis	1.0
10	Business Intelligence Fundamentals	1.0

- <https://www.startupindia.gov.in/content/sih/en/reources/online-courses.html>
- <https://swayam.gov.in/>

*One credit = 30 hours (15 hours of classroom learning & 15 hours of notional learning hours which would be evaluated)

*The EDII reserves the right to make amendments, additions, deletions, and modifications to this course's architecture.



APPENDIX – IV

LIST OF MASSIVE OPEN ONLINE COURSES (MOOCs)

Course Title	Start date	End date	Host University/Institute	Duration (in weeks)	Recommended Credits	Course Preview URL
ECONOMICS						
Economic Environment and Business Strategy	17-Aug-2026	09-Oct-2026	Indian Institute of Technology, Kanpur	8	3	https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_ec23
Introduction to Alternative Finance	17-Aug-2026	09-Oct-2026	Indian Institute of Technology, Kanpur	8	3	https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_ec22
ENTREPRENEURSHIP						
Innovation, Business Models and Entrepreneurship	17-Aug-2026	09-Oct-2026	Indian Institute of Technology, Roorkee	8	3	https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_mg145
Intellectual Property Rights and Competition Law	17-Aug-2026	09-Oct-2026	Indian Institute of Technology, Kharagpur	8	3	https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_mg156
New Age Business Models	10-Jul-26	31-Oct-26	IIM Bangalore	6	2	https://onlinecourses.swayam2.ac.in//imb26_mg168/preview
Entrepreneurship Foundations: From Idea to Execution	10-Jul-26	31-Oct-26	IIM Bangalore	6	2	https://onlinecourses.swayam2.ac.in//imb26_mg170/preview
Understanding Incubation and Entrepreneurship	20-Jul-2026	09-Oct-26	Indian Institute of Technology, Bombay	12	4	https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_de26
CSR AND SUSTAINABILITY						
From Theory to Practice: Implementing ESG and Sustainability in Business	10-Jul-26	31-Oct-26	IIM Bangalore	12	3	https://onlinecourses.swayam2.ac.in//imb26_mg171/preview
CSR, ESG and Sustainability Programme	10-Jul-26	31-Oct-26	Indian Institute of Corporate Affairs	12	3	https://onlinecourses.swayam2.ac.in//imb26_mg298/preview



FINANCE						
International Financial Management	20-Jul-2026	09-Oct-2026	Indian Institute of Technology, Roorkee	12	4	https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_ec11
Corporate Finance	20-Jul-2026	11-Sep-2026	Indian Institute of Technology, Kharagpur	8	3	https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_mg99
Fundamentals of Cost Accounting	17-Aug-2026	09-Oct-2026	Indian Institute of Technology, Madras	8	3	https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_mg148
Quantitative Investment Management	20-Jul-2026	09-Oct-2026	Indian Institute of Technology, Roorkee	12	4	https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_mg110
Valuation and Creating Sustainable value	10-Jul-26	31-Oct-26	IIM Bangalore	6	3	https://onlinecourses.swayam2.ac.in//imb26_mg182/preview
Understanding Digital Payments in India	10-Jul-26	31-Oct-26	IIM Bangalore	8	3	https://onlinecourses.swayam2.ac.in//imb26_mg183/preview
Securities, Market and Trading	10-Jul-26	31-Oct-26	IIM Bangalore	6	3	https://onlinecourses.swayam2.ac.in//imb26_mg188/preview
HUMAN RESOURCE MANAGEMENT						
HR Analytics	20-Jul-2026	09-Oct-2026	Indian Institute of Technology, Roorkee	12	4	https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_hs188
Performance Management System	10-Jul-26	31-Oct-26	IIM Bangalore	8	3	https://onlinecourses.swayam2.ac.in//imb26_mg190/preview
HRM Strategy Execution	10-Jul-26	31-Oct-26	IIM Ahmedabad	6	3	https://onlinecourses.swayam2.ac.in//imb26_mg207/preview
Labour Welfare and Industrial Relations	20-Jul-2026	09-Oct-2026	Indian Institute of Technology, Guwahati	12	4	https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_mg137
Organization Development and Change in 21st Century	20-Jul-2026	11-Sep-2026	Indian Institute of Technology, Bombay	8	3	https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_mg91



MARKETING MANAGEMENT						
Research for Marketing Decisions	17-Aug-2026	09-Oct-2026	Indian Institute of Technology, Madras	8	3	https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_mg149
Retail Marketing Strategy	20-Aug-2026	11-Sep-2026	Indian Institute of Technology, Roorkee	8	3	https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_mg93
Digital Marketing	10-Jul-2026	31-Oct-2026	IIM Bangalore	6	3	https://onlinecourses.swayam2.ac.in//imb26_mg186/preview
Marketing Management	10-Jul-26	31-Oct-26	IIM Bangalore	8	3	https://onlinecourses.swayam2.ac.in//imb26_mg187/preview
Business Marketing - Technology Focus	17-Aug-2026	09-Oct-2026	Indian Institute of Technology, Kanpur	8	3	https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_mg153
Social Media Marketing: Concepts and Applications	10-Jul-26	31-Oct-26	IIM Bangalore	8	3	https://onlinecourses.swayam2.ac.in//imb26_mg189/preview
OPERATIONS MANAGEMENT						
Advanced Product Quality Planning	10-Jul-26	31-Oct-26	Quality Council of India	6	2	https://onlinecourses.swayam2.ac.in//imb26_mg292/preview
Project Management: Planning, Execution, Evaluation and Control	20-Jul-2026	11-Sep-2026	Indian Institute of Technology, Kharagpur	8	3	https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_mg98
Introduction To Project Management: Principles & Practices	10-Jul-26	31-Oct-26	Quality Council of India	12	3	https://onlinecourses.swayam2.ac.in//imb26_mg293/preview
STRATEGIC MANAGEMENT						
Corporate Strategy: Advanced Concepts and Applications	10-Jul-26	31-Oct-26	IIM Bangalore	6	2	https://onlinecourses.swayam2.ac.in//imb26_mg198/preview
Strategic Management	10-Jul-26	31-Oct-26	IIM Bangalore	6	2	https://onlinecourses.swayam2.ac.in//imb26_mg200/preview



APPENDIX – V
Academic Calendar - I Year
Semester – I
(20 July – 27th Nov 2026)

Day	July' 26		Aug' 26		Sep'26		Oct'26		Nov' 26	
Monday										
Tuesday					1					
Wednesday	1				2					
Thursday	2				3		1	National Voluntary Blood Donation Day		
Friday	3				4		2	Gandhi Jayanti*		
Saturday	4		1		5		3			
Sunday	5		2		6	Dr. V G Patel Memorial Lecture	4		1	
Monday	6		3	Week 3	7	Week 8	5	Week 12	2	Week 16
Tuesday	7		4		8		6		3	
Wednesday	8		5		9		7		4	
Thursday	9		6		10		8		5	
Friday	10		7	National Handloom Day	11		9		6	Week 17 Diwali Break
Saturday	11		8		12		10		7	
Sunday	12		9		13		11		8	
Monday	13		10	Week 4	14	Week 9	12	Week 13	9	
Tuesday	14		11		15		13		10	
Wednesday	15		12	International Youth Day	16		14		11	
Thursday	16		13		17		15		12	
Friday	17		14		18		16	Jhankar	13	
Saturday	18		15	Independence Day*	19		17		14	
Sunday	19		16		20		18		15	
Monday	20	Week 1 Commence ment of Semester -I	17	Week 5	21	Week 10 Mid Term Exam	19	Week 14	16	Week 18
Tuesday	21		18		22		20	Dussehra*	17	
Wednesday	22		19		23		21		18	
Thursday	23		20		24		22		19	Women Entrepreneurs hip Day
Friday	24		21	World Entrepreneurs hip Day Fresher's Event	25		23		20	
Saturday	25		22		26		24		21	
Sunday	26		23		27		25		22	
Monday	27	Week 2	24	Week 6	28	Week 11	26	Week 15	23	Week 19 Term End Exams Constitution Day
Tuesday	28		25		29		27		24	
Wednesday	29		26		30		28		25	
Thursday	30		27				29		26	
Friday	31		28				30		27	
Saturday			29				31		28	
Sunday			30						29	
Monday			31	Week 7					30	

*Holidays



Semester – II

(30th November 2026 – 30th April 2027)

Day	Dec' 26		Jan'27		Feb'27		Mar' 27		April'27	
Monday	30	Week 1					1			
Tuesday	1						2			
Wednesday	2						3			
Thursday	3	International Day of Persons with Disabilities					4		1	
Friday	4		1				5		2	
Saturday	5	International Volunteer Day for Economic & Social Development	2	Winter Break			6		3	
Sunday	6		3				7		4	
Monday	7	Week 2	4	Week 6	1	Week 10 Mid-term Exam	8	Week 14 International Women's Day	5	Week 18
Tuesday	8		5		2		9		6	
Wednesday	9		6		3		10		7	
Thursday	10		7		4		11		8	
Friday	11		8		5		12		9	
Saturday	12		9		6		13		10	
Sunday	13		10		7		14		11	
Monday	14	Week 3	11	Week 7	8	Week 11	15	Week 15	12	Week 19
Tuesday	15		12		9		16		13	
Wednesday	16		13		10		17		14	
Thursday	17		14	Uttarayan*	11		18		15	
Friday	18		15		12		19		16	SIP Workshop
Saturday	19		16	National Start-up Day	13		20		17	
Sunday	20		17		14		21		18	
Monday	21	Week 4	18	Week 8	15	Week 12	22	Week 16 Holi*	19	Week 20 End Term Exam
Tuesday	22		19		16		23		20	EDII Foundation Day
Wednesday	23		20	World Day of Social Justice	17		24		21	
Thursday	24		21		18		25		22	
Friday	25	Christmas*	22		19		26		23	
Saturday	26		23		20		27		24	
Sunday	27		24		21		28		25	
Monday	28	Week 5 Winter Break	25	Week 9 India Tourism Day	22	Week 13	29	Week 17	26	
Tuesday	29		26	Republic Day*	23		30		27	
Wednesday	30		27		24		31		28	
Thursday	31		28		25				29	
Friday			29		26				30	
Saturday			30		27					
Sunday			31		28					
Monday										
Tuesday										
Wednesday										

*Holidays



APPENDIX – VI

PGDM-IEV, 2026-2028: LIST OF MILESTONES

Proposed Milestones	Year of achievement	Stream	Bonus Points	Remarks
Concept validation				
Write Statement of Purpose or Professional Profile	1	ALL	1	<i>Focus on entrepreneurial interest and aspirations.</i>
Conduct market survey to validate idea and submit report with analysis	1	ALL	3	<i>Minimum sample size for face to face survey = 50 and online survey = 300.</i>
Register in Yukti portal as a Business idea and prepare idea canvas	1	ALL	TRL1 =1, TRL2 =2, TRL3 =3	<i>Sufficient documentary evidence required.</i>
Attend or participate in a Exhibition/ Start-up Fair	1 or 2	ALL	Attend = 1, Participate = 5 (Max for 3 Attend)	<i>Fee receipt / Entry pass to be submitted. The event shall be relevant to the student's entrepreneurial interest.</i>
Submit recording of Elevator Pitch of a new business model or growth plan of family business	1 or 2	ALL	2	<i>Recorded elevator pitch shall be of max 60 seconds and not more than 200 words in writing.</i>
Apply for SSIP Grant & Avail SSIP Grant	1 or 2	NEC	Apply = 1, Avail = 3	<i>Sufficient documentary evidence required.</i>
Participated in Hackathon/B Plan Pitching Competition	1 or 2	NEC	State level: 2; National:3; International: 4	<i>Sufficient documentary evidence required.</i>
Organizing approved events/seminars on campus on broader theme of entrepreneurship, individually or in group	1 or 2	ALL	1 per event (max for two events)	<i>Participation letter/ Volunteer card/Certificate to be obtained from concerned faculty coordinator.</i>
Product Testing				<i>Sufficient documentary evidence required.</i>
Develop & demonstrate a Product prototype & Register as a Proof of concept in Yukti Portal	2	NEC	3 to 5, depending on complexity of the product	<i>Products from family business are not acceptable; Evaluation based on (a) ability to understand customer needs and budget (b) scalability (c) innovation and (d) TRL - 4 to 6</i>
Apply for Patent or Trade Mark or Copy right	2	NEC	Patent=3, Others=2	<i>Self-attested Photocopy of the document to be submitted.</i>
Obtain Patent or Trade Mark or Copy right	2	NEC	Patent=5, Others=3	<i>Self-attested Photocopy of the document to be submitted.</i>



Product Market Fit				
Achieve pre-sale to validate new product or service in the market (minimum sale value Rs.5,000)	2	ALL	2	<i>First sale should be duly supported by documentary evidence including payment collection.</i>
Produce marketing / promotional material (print/electronic version, including new functional website), Domain name registration	2	ALL	Domain=1, Others=2	<i>Functional website should be of minimum 10 pages.</i>
Obtain a quotation for major machinery & equipment or proof of payment towards machinery & equipment	2	ALL	2	<i>Copy of quotation on vendor's letter head or payment receipt.</i>
Enter into an Agreement (Partnership, Lease, sale, Franchise, Manufacturing, Marketing, Distribution or any other)	1 or 2	ALL	For each: Simple=1, Notarized=2, Registered=3	<i>Self-attested Photocopy of the agreement to be submitted. Only one agreement can be submitted.</i>
Start-Up/Enterprise Formation				
Register a business-like Company Formation, Registered Partnership or LLP formation etc.	2	NEC	3	<i>Self-attested Photocopy of the document to be submitted.</i>
Open a new Current Account of proposed venture	2	NEC	3	<i>Relevant document will account opening date is required.</i>
(1) Obtain GST registration (2) DPIIT registration (3) MSME Registration (Udyam)	1 or 2	NEC	3 Each	<i>Self-attested Photocopy of the document to be submitted.</i>
License/Approvals like Food Product License, Health License, Factory License, Import/Export Code, Drugs & Cosmetics etc.	2	NEC	2 Each	<i>Self-attested Photocopy of the document to be submitted.</i>
Path towards Scaling				
Register in Yukti Portal as a Start-up	2	NEC	2	<i>Sufficient documentary evidence required.</i>
Apply for Scheme for Assistance for Start-up (NI Grant)	2	NEC	3	<i>Sufficient documentary evidence required.</i>
Submit Loan application to banks/funding institutions - for Loans or Equity Funding - New Limits or for	2	ALL	For borrowings below 10 lakhs: 2;	<i>Sufficient documentary evidence required.</i>



Enhancement of existing facilities			between 10-50 lakhs: 3 and above 50 lakhs: 5	
Finalize building plan for proposed venture with plans duly signed by an Architect	2	FBM	3	<i>Sufficient documentary evidence required.</i>
Documented innovation in a functional area of existing own/family business	2	FBM	2	<i>Sufficient documentary evidence required.</i>
Application for registration as a Vendor with any Government or large private sector organization	2	ALL	1	<i>Online portals will not be considered.</i>
Get Registration as a Vendor with any Government or large private sector organization	2	ALL	4	<i>Online portals will not be considered.</i>
(1) Lead a business delegation (2) Become member of a Trade Body (3) Become office bearer of a trade body	2	ALL	3 each	<i>Leading as an office bearer of a trade body will be considered. Fee receipt / Entry pass to be submitted for trade body meeting.</i>
Write an article in a reputed magazine or professional journal	2	ALL	3	<i>Hard copy of the published article to be submitted.</i>
Knowledge sharing -(i) Deliver a lecture/Participate in a debate on any academic, technical or professional topic	2	ALL	State level: 2; National:3; International: 4	<i>Must be professional teaching and not just experience sharing; Participation in national and international events will be considered provided the student has gone outside Gujarat State for the same.</i>
Write a full proposal for ERP implementation in family business	2	FBM	2	<i>Copy of proposal with related documents.</i>
<i>1. Milestones can be achieved in respective year only. If 1st year milestones are achieved in 2nd year then these shall qualify for 60% of bonus points.</i>				
<i>2. It is mandatory for students to achieve minimum 5 bonus points in 1st year and minimum 7 bonus points in 2nd year. Hence, achievement of 12 bonus points at the end of 2nd year is desirable for getting Certificate of Appreciation provided he has achieved the minimum points criteria in 1st and 2nd year respectively.</i>				
<i>3. Certificate of Merit shall be given to the top 10 scorers in a batch at the end of 2nd year provided they don't have any F grade.</i>				
<i>4. No additional time shall be allotted out of academic calendar for achievement of these milestones. Students must try to achieve as many milestones as possible during their spare time.</i>				



APPENDIX VII

POST GRADUATE DIPLOMA IN MANAGEMENT – INNOVATION, ENTREPRENEURSHIP & VENTURE DEVELOPMENT

APPLICATION FORM FOR PROJECT START-UP FACILITATION GRANT

1. Name: _____ Batch: _____

2. Name of the Proposed Enterprise: _____

Brief Description of the Business Idea: _

3. Proposed Date for Establishment: _____

4. Proposed Date for Commencement of Operations: _____

5. Constitution [please *tick* (✓)]:

Individual ☐ Proprietary ☐ Partnership ☐ Pvt. Ltd. ☐ LLP ☐ Others ☐

6. Details of Proprietors / Partners / Directors:

S.No.	Name	Academic Qualifications	Address with Mobile #	Experience in the Line of Activities	Responsibilities in the Proposed Enterprise

7. Estimated Cost of the Project: _____

Estimated Means of Financing: _____

Is the Project Viable: YES / NO



8. Fellowship Support Sought:

Amount (in Rupees)	Purpose for which required

9. Status Regarding Statutory Obligation:

Statutory Obligation	Yes / No	Remarks
Registration under Shops and Establishment Act		
Registration under MSME		
Requisite License		
Latest Income Tax Returns		
Any other statutory documents regarding establishment		

10. Progress made in establishing the enterprise: _____

11. Progress made in tying up proposed means of finance: _____

12. Why are you looking for the support of seed capital? _____

13. What if you fail to start your enterprise: _

14. Details of Income / Property*:

	Parents	Self
Parents' income as assessed during the last financial year		
Total Value of Assets held (certified by a valuer)		
- Liquid		
- Fixed		

*Attach copy of IT Return and proof of asset



15. Performance at EDII:

	I	II	III	IV
Attendance (%)				
GPA				
Milestones Achieved				

16. Referee: Give the name and address of two persons who is not a family member or close relative.

Name, Address & Mobile No.	1)	2)
In what capacity the referee knows you		

I, the undersigned, give an undertaking that the information provided above is true and if found false EDII is authorized to withdraw the fellowship amount.

Place:

Date:

Signature:

PS: Candidates are required to submit their (1) detailed business plan and (2) attested copies of requisite documents for fellowship; failing which the fellowship applications will not be taken up for consideration.



APPENDIX VII (a)

PROJECT START-UP FACILITATION GRANT: TERMS & CONDITIONS

- Immediately after sanction, the final estimated Cost of Project and Means of Finance of the project should be submitted before the given deadline. No major change subsequently in the above will be accepted.
- The Grantee will have to submit CA certified documentary evidences for company formation/ registration of the company, asset creation, sources of funds and other similar progress on project implementation while claiming disbursement of the Grant.
- The Grant will be disbursed *pari passu* only after the Grantee raises their portion of own capital as per point 1 above. The Grant will be transferred only to the bank account of the company. The disbursement will be made in maximum three installments. In case the vendor/supplier has remained unpaid, then EDII can directly pay to the vendor/supplier also; wherein the Institute will release the grant by paying directly to unpaid vendor and/or unpaid suppliers on receipt of an authorized (by a CA) certification that the capital goods/services are actually procured by the company on which the sanction has been given.
- The ownership of the company should be disclosed before disbursement of the Grant. No change in the same would be encouraged.
- If the Grantee fails to initiate his/her venture/project within one year of the date of notification, the support will automatically cease to exist. However, the institute may review the same at its sole discretion.
- The Grantee shall properly acknowledge EDII's support on his/her websites.
- The Grantee must comply with all the terms and conditions as would be laid down in the seed capital grant sanction letter.
- The Grantee will have to give an undertaking that he/she will never be involved or engaged with any act or activity that causes harm to the institute. The Institute reserves the right to take suitable punitive action against the Grantee if it finds that this commitment is violated.



APPENDIX VIII

POST GRADUATE DIPLOMA IN MANAGEMENT – INNOVATION, ENTREPRENEURSHIP & VENTURE DEVELOPMENT

SCHOLARSHIP APPLICATION FORM

1. Name: _____
2. Father's Occupation: _____
3. Mother's Occupation: _____
4. Details of Income / Property*

	Parents	Self
Parent's income as assessed during the last financial year		
Total Value of Assets held (certified by a valuer)		

*Attach IT Return form and proof of asset

5. Give two reasons why scholarship should be given to you:
A. _
B. _
6. Number of Dependents on the Earning Member: _____
7. Amount of scholarship applied for _____

I, the undersigned, give an undertaking that the information provided is true and if found false EDII is authorized to withdraw the scholarship amount and I may be disqualified from the PGDM-IEV Course.

Place:

Signature:

Candidates are required to submit attested copies of requisite documents for scholarship, failing which the scholarship applications will be rejected.



APPENDIX IX

GRADE CONVERSION TABLE

		5%	10%	15%	20%	25%	30%	35%	40%	45%	50%	55%	60%
13	A+	0.65	1.30	1.95	2.60	3.25	3.90	4.55	5.20	5.85	6.50	7.15	7.80
12	A	0.60	1.20	1.80	2.40	3.00	3.60	4.20	4.80	5.40	6.00	6.60	7.20
11	A-	0.55	1.10	1.65	2.20	2.75	3.30	3.85	4.40	4.95	5.50	6.05	6.60
10	B+	0.50	1.00	1.50	2.00	2.50	3.00	3.50	4.00	4.50	5.00	5.50	6.00
9	B	0.45	0.90	1.35	1.80	2.25	2.70	3.15	3.60	4.05	4.50	4.95	5.40
8	B-	0.40	0.80	1.20	1.60	2.00	2.40	2.80	3.20	3.60	4.00	4.40	4.80
7	C+	0.35	0.70	1.05	1.40	1.75	2.10	2.45	2.80	3.15	3.50	3.85	4.20
6	C	0.30	0.60	0.90	1.20	1.50	1.80	2.10	2.40	2.70	3.00	3.30	3.60
5	C-	0.25	0.50	0.75	1.00	1.25	1.50	1.75	2.00	2.25	2.50	2.75	3.00
4	D+	0.20	0.40	0.60	0.80	1.00	1.20	1.40	1.60	1.80	2.00	2.20	2.40
3	D	0.15	0.30	0.45	0.60	0.75	0.90	1.05	1.20	1.35	1.50	1.65	1.80
2	D-	0.10	0.20	0.30	0.40	0.50	0.60	0.70	0.80	0.90	1.00	1.10	1.20



APPENDIX X

UNDERTAKING BY STUDENTS FOR ABIDING THE HOSTEL RULES

I, _____, admitted in PGDM-IEV, 2026-2028 at the EDII, hereby declare and undertake that I am fully aware of the hostel rules, the copy of which has been given to me, and Institute's approach towards gambling, possession and usage of alcoholic drinks and narcotics anywhere in the hostel premises / campus as given in the Student Manual and in accordance with the State Laws and punishment to which I shall be liable, if found guilty or violating the hostel rules. I also undertake that I will not change the room allotted to me without intimation to the warden / designated officer.

I also undertake that I have no objection in case of the Warden / designated officer from EDII conducting surprise visits / checking / inspection of my hostel room at any time.

I also undertake that the address given below is the address of my Local Guardian:

Signature of Student: _____ Date: _____

Place: _____

Hostel Room #: _____

Note: Please return a copy of the inventory of furniture & fixtures of your room, attached herewith, duly filled-in and signed to the Warden / Designated Officer within one week of occupying the hostel room.



APPENDIX XI

INSTITUTE'S ANTI-RAGGING MECHANISM

As per AICTE (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009, E.No.37- 3/Legal/AICTE/2009, with an aim of curbing /addressing ragging issues at / outside its campus, the Institute has developed an *Anti-Ragging Mechanism*, under which it has constituted an Anti- Ragging Committee as well as an Anti-ragging Squad and also offers its students services of Professional Counsellors, Faculty Mentors and Student Mentors.

Anti-Ragging Committee: It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also, to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the Institute.

Anti-ragging Squad: It shall be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.

Professional Counsellors: They are responsible for counseling 'freshers' (first year students) in order to prepare them for their life ahead, particularly for adjusting to the life in hostels. For any counseling needs, students can seek guidance / support of Institute's Professional Counsellors.

Faculty Mentors: Each student will be assigned a Faculty Mentor. Student can approach the respective faculty mentor for seeking help / guidance for any problems / difficulties faced during the programme.

Student Mentors: Each student will be assigned a senior student mentor (second year). One student mentor will be assigned for a group of six freshers. Student Mentors will mentor freshers and will offer all required guidance, help and support, to facilitate their smooth transition from 'freshers' to 'first year EDII students'. Student Mentors will be responsible for ensuring that 'freshers' enjoy a ragging free healthy campus experience throughout the academic programme.

[Students should Refer APPENDIX XIII COMMITTEES for names of Institute's Anti-Ragging Committee members, Anti-Ragging Squad members and Professional Counsellors. Constitution of some of the Committees will be intimated later. (Faculty mentors and Student Mentors shall be nominated & announced after commencement of the programme.)]



Institute's ragging related rules are as follows:

- The Institute has a zero-tolerance policy towards 'Ragging and Sexual Harassment'. Students should ensure that they keep away from any such practice/s that constitutes ragging / sexual harassment, either at or outside the Campus.
- It is *mandatory for all students to carefully read and comply* with AICTE (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009, F.No.37-3/Legal/AICTE/2009, (available under <http://ediindia.ac.in/Anti-Ragging.asp>).
- Students should note that as per the Institute's *Anti-Ragging Mechanism*, it is the responsibility of students to have complete clarity about 'What constitutes ragging' and 'Actions to be taken against students for indulging and abetting ragging in technical institutions', as stated below:

What Constitutes Ragging: - Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students, whether by words spoken or written or by an act, which has the effect of teasing, treating, or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm, or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment, or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts, or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse, including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm, or any other danger to health or person;
- h. any act or abuse by spoken words, emails, posts, public insults, which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. any act that affects the mental health and self-confidence of a fresher or any other student, with or without the intent to derive a sadistic pleasure or show off power, authority, or superiority by a student over any fresher or any other student.



Actions to be taken against students for indulging and abetting ragging in technical institutions, Universities including Deemed to be University imparting technical education:

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. Depending upon the nature and gravity of the offence as established, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following: -
 - i. Cancellation of admission
 - ii. Suspension from attending classes
 - iii. Withholding/withdrawing scholarship and other benefits
 - iv. Debarring from appearing in any test/examination or other evaluation process
 - v. Withholding results
 - vi. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vii. Suspension/expulsion from the hostel
 - viii. Rustication from the institution for period ranging from 1 to 4 semesters
 - ix. Expulsion from the institution and consequent debarring from admission to any other institution.
 - x. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
5. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council from time to time.

[For any clarification in this regard, students may contact the PGP Secretariat.]

- Students should note that as bonafide students of the Institute they have a *right to resist any attempt of being victimized by ragging* and they should desist from doing anything (that constitutes ragging) against their will, even if ordered by their seniors. Students have nothing to fear as the Institute cares for them and shall not tolerate any atrocities against them.
- Students in distress owing to any ragging related incidents have following options:
 - Immediately contact the Estate Officer on duty at 079-69104990 or wardens, Mr. Alok Prasad at 9586733666 (Mob.) / Mrs. Bindu Haridas at 9825929120. In addition, students can directly contact the Director, Dept. of Entrepreneurship Education OR/AND can immediately approach any of the members of the Institute's Anti-ragging Squad on the contact details provided under APPENDIX XV Committees.
 - Lodge a formal complaint for ragging with the respective Warden in person, either through an e-mail or a signed letter.
 - Access the Toll-Free Helpline 1800-180-5522 or contact Ed. CIL (India) Limited, Ed. CIL House, 18A, Sector-16A, Noida-201 301, UP.



APPENDIX XII

COMMITTEES

1. PGP Executive Committee

- Shri Mayank Upadhyay
- Prof. Saswata Narayan Biswas
- Prof. Nayan Parikh
- Dr. Nitin Malik
- Director, DoEE (Convener)
- Special Invitee(s)

2. Institution-Industry Cell

- Dr. P.G. Makhija
- Shri Vinod Agrawal, Director, Arunya Organics (P) Ltd. (Alumnus, EDII)
- Shri Bhasker Jani
- Ms. Eesha Singh

3. Student Affairs (Student Activity Cell - Empresario, Ecstasy, Alumni & Clubs)

- Shri JB Patel
- Dr. Nikita Anand
- Shri Alok Prasad
- Dr. Amritkant Mishra
- Shri Jasmin Shah
- Student Representatives

4. Proctorial Board

- Shri JB Patel
- Dr. Satya Ranjan Acharya
- Dr. Etinder Pal Singh
- Shri Sunil Kumar (Convener)
- Shri Brijesh Dave
- Mrs. Bindu Haridas
- Special Invitees

5. Admission Committee

- Dr. Amit Dwivedi
- Dr. Etinder Pal Singh
- Dr. Lalit Sharma

6. Examination Committee

- Shri Mayank Upadhyay
- Dr. Pankaj Bharti
- Dr. Swaroop Kotigari

**7. Internal Complaints Committee (ICC)**

- Dr. Rajesh Gupta
- Mrs. Meena Bilgi
- Mrs. Julie Shah (Convener)
- Ms. Eesha Singh
- Shri Sunil Kumar
- Mrs. Bindu Haridas
- Ms. Aayushi Garg, Student Member
- Ms. Diya Gogia, Student Member

8. Anti-Ragging Committee

- Dr. Sunil Shukla, Director General, EDII
- Dr. Satya Ranjan Acharya, Director, Dept. of Entrepreneurship Education, EDII
- Ms. Krutika G. Patel (NGO Representative)
- Dr. Niyati Mistry, Associate Professor, Government Arts College, Gandhinagar
- Shri Alok Prasad
- Mrs. Bindu Haridas (Coordinator)
- Ms. Savita Srivastava, Warden
- Shri SV Pandey, PSI, Chandkheda Police Station
- Shri Pratik Bhatt, Sr. Reporter, Divya Bhaskar (Media Representative)
- Parent Representative
- Mr. Deepak Kumar, FPM, 2024
- Mr. Parth Bansal, PGDM-E 2025-2027
- Ms. Ankita Upadhyay, PGDM-IEV 2025-2027
- Student Representatives, PGDM 2026-2028
-

9. Anti-Ragging Squad

- Shri Alok Prasad
- Dr. Priyadarsini Patnaik
- Ms. Savita Srivastava

10. Professional Counselors (As per AICTE Anti-ragging Regulation)

- Dr. Shachi Barot, Freelance Psychologist
- Dr. Pankaj Bharti
- Dr. Sarika Singh

11. SC / ST Committee

- Dr. Pankaj Bharti
- Dr. Prakash Solanki
- Shri Purav Dholakia
- Shri B Ganapathi (Convener)
- Representative, DICCI

12. Intellectual Property Rights Cell

- Dr. Nidhi Hriday Buch, Associate Professor of Law & Head, IPR, GNLU
- Ms. Gopi Trivedi, Sr. Partner, Y.J. Trivedi & Co.
- Shri Anil Pandey, Sr. Counsellor, CII, IPR
- Shri Amit Patel, Managing Partner, PATectual
- Shri Dhruv Patel (CrAdLE)



13. Estate, Security & Statutory Compliances (including Food)

- Shri JB Patel
- Shri Samir Jain
- Shri Alok Prasad (Convener)
- Shri Sunil Kumar
- Shri Purav Dholakia

14. Institute Innovation Council (IIC)

- Dr. Satya Ranjan Acharya
- Dr. Nikita Anand
- Dr. Pankaj Bharti, CEO, CrAdLE
- Dr. Swaroop Kotigari
- Dr. Nithin K.N.
- Student Representative

15. National Innovation & Startup Policy (NISIP)

- Dr. Satya Ranjan Acharya
- Dr. P.G. Makhija
- Shri Vaibhav Shitole, Founder & CEP, IOTA Diagnostics (P) Ltd.
- Dr. Nikita Anand
- Ms. Shruti Mehta, Alumnus, Founder, BharatGodam Solution LLP.
- Student Representative

16. SSIP Scrutiny Committee

- Dr. Sunil Shukla (Chairperson)
- Shri JB Patel
- Shri M.C. Gupta
- Dr. Mayank Patel
- Dr. Anand Badalkar
- Dr. Satya Ranjan Acharya
- Shri Bhasker Jani
- Ms. Gopi Trivedi
- Shri Nishant Shah
- Dr. Nikita T.A. (Coordinator)

17. Research & Development Cell

- Dr. Nirav Jamnapara, Scientific Officer – G, Institute of Plasma Research
- Dr. Bijay Kumar Sahu, NRDC
- Dr. Satya Ranjan Acharya
- Dr. Amit Dwivedi
- Dr. Rajesh Sarangi
- Dr. Priyanka Lal



APPENDIX XIII

KEY CONTACTS

Name	Designation	Mobile #	Extension #
Dr. Satya Ranjan Acharya	Director, Department of Entre. Education	7600050606	4928
Dr. Etinder Pal Singh	Professor	9717467161	4932
Dr. Nikita T.A.	Associate Professor	9825701209	4948
Dr. Eesha Singh	Asst. Professor	7979732657	4935
Shri Alok Prasad	Dy. CAO, Warden (Boys')	9586733666	4977
Mrs. Bindu Haridas	Manager (PGP), Warden (Girls')	9825929120	4941
Ms. Savita Srivastava	Warden-Hostel Administration (Girls/Boys)	9315297474	4978
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