



**Entrepreneurship
Development
Institute of India
Ahmedabad**

STUDENT MANUAL

**POST GRADUATE DIPLOMA
IN MANAGEMENT - ONLINE
PGDM-ONLINE**

EDII Governing Board

as on May 18, 2026



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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







About This Manual

This Student Manual provides academic, administrative, and conduct-related guidelines for students admitted to the Post Graduate Diploma in Management - Entrepreneurship, PGDM-ONLINE, 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

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: Impart comprehensive knowledge of an entrepreneurial and managerial ecosystem.
- PE02: Develop first generation entrepreneurs by building necessary skills, imparting appropriate skills and enhancing attitudes for initiating and growing an enterprise / start-up.
- PE03: Enable family business successors as change agent to augment competitiveness and growth of business.
- PE04: Build sustainable social impact ventures.
- PE05: Nurture intrapreneurial aspirations and compatible capabilities.

PROGRAMME OUTCOMES (POs)

- PO1: Domain Knowledge: Develop essential domain knowledge of theories, models, techniques, and practices in entrepreneurship and major business disciplines.
- PO2: Critical Thinking: Build critical thinking by analysing situations and selecting viable solutions for problems.
- PO3: Ethically & Socially Responsive: Impart knowledge of business ethics and social responsiveness impacting business organizations.
- PO4: Dynamic Global Business: Evaluate opportunities and challenges of global business environment.
- PO5: Effective Communication: Ability to communicate and work effectively in a team.
- PO6: Enterprise Creation and Management: Understanding the process of establishment of new enterprise or social enterprise or managing family-owned business.



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A. PROGRAMME AND ACADEMIC STRUCTURE

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





Introduction to PGDM-ONLINE

The PGDM-Online 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 a Summer Internship 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 follows a credit-based structure. Generally, one credit comprises 30 hours course delivery which includes live classes, discussions, E Tutorial, reading material and self-learning. Most courses comprise 12 online live sessions of 60 minutes each. In the case of courses involving experiential learning, workshops, field assignments, projects, mentoring, presentations, or other practice-based components.

Students are expected to devote adequate time beyond online live sessions for reading, preparation, assignments, fieldwork, group work, project work, presentations, reflection, and assessment.

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 to align its academic vision and institutional practices with the transformative goals of the National Education Policy (NEP) 2020 and the National development agenda of Viksit Bharat@2047.



Programme Eligibility & Document Requirements

Admission to the PGDM-ONLINE 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-ONLINE:

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.

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

Non-fulfilment of mandatory requirements will lead to cancellation of admission to PGDM-Online 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. Caste/category certificate or other documentary evidence, wherever applicable
3. Documentary evidence of participation in sports, extracurricular activities, entrepreneurship-related initiatives, or other achievements, wherever submitted as part of the admission process
4. Proof of Medical insurance policy, if already covered. In the absence thereof, the student will have to take such policy through self / EDII
5. Anti-ragging affidavit duly signed by the student and parent/guardian
6. No-Objection Certificate pertaining to industry visits or any similar visits from students & parent/guardian
7. 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-Online 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 AND 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 Accreditations from leading bodies such as NAAC, NBA, and other relevant quality assurance agencies. 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:

- Impart comprehensive knowledge of an entrepreneurial and managerial ecosystem
- Develop first generation entrepreneurs by building necessary skills, imparting needed knowledge, and enhancing attitudes for initiating and growing an enterprise / start-up
- Enable family business successors as change agent to augment competitiveness and growth of business
- Build sustainable social impact ventures
- Nurture intrapreneurial aspirations and compatible capabilities



Learning Outcome

The curriculum provides a foundation in entrepreneurship and key management functions. It includes learning in areas such as entrepreneurship, new enterprise creation, family business management, social entrepreneurship, innovation, incubation, marketing, finance, operations, human resources, strategy, analytics, communication, and international business. The programme also includes experiential learning, industry interaction, summer internship, milestone-based learning, mentoring, and capstone projects.

Upon successful completion of the programme, students are expected to demonstrate conceptual understanding, practical application, ethical orientation, and enterprise-building capability. They should be able to understand business opportunities, analyse industry and market conditions, assess venture feasibility, prepare business plans, evaluate risks, develop managerial solutions, communicate effectively, and work responsibly with different stakeholders.

The programme places equal importance on knowledge, skills, and attitude. Students are expected to develop domain knowledge in entrepreneurship and management, skills for opportunity identification and venture development, and an entrepreneurial attitude marked by initiative, resilience, ethical conduct, responsibility, and openness to learning from real business situations.

Programme Specific Outcomes (PSOs): statements that describe what the graduates of a specific program should be able to do.

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

PS01: Establish new enterprises

PS02: Run and expand family businesses

PS03: Create new products through start-ups and innovation

PS04: Pursue higher study programmes

PS05: Join corporate/Govt./social sector and other types of relevant jobs

PROGRAMME ARCHITECTURE AND CURRICULUM FRAMEWORK

The PGDM-ONLINE 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 30 hours of direct classroom instruction and 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.

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) Stream Specialisations
- c) Functional Electives
- d) Project Work
- e) Experiential Learning, including Summer Internship
- f) Universal Human Values
- g) 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) Stream Specialisations

During the second year, students may choose from the stream specialisations offered by the Institute. The major streams are:

1. Corporate Entrepreneurship
2. Tech Entrepreneurship
3. New Enterprise Creation (NEC)
4. Family Business Management (FBM)



Students may choose stream specialisation courses offered during the third semester. Students can choose a mix of courses (course package). Students have to choose courses worth 8 credits for stream specializations. Students will have to indicate their stream specialization and course choices, as per the information from the PG Office.

1. Corporate Entrepreneurship

Corporate Entrepreneurship empowers professionals to drive innovation and create value within established organizations. By fostering entrepreneurial thinking, opportunity recognition, strategic renewal, and calculated risk-taking, it enables managers to develop innovative products, services, and business models. These capabilities help organizations remain competitive, adapt to dynamic markets, and achieve sustainable growth while preparing professionals to lead organizational transformation.

2. Tech Entrepreneurship

Launching with the 2026-27 batch, this stream specialization is designed for innovators aiming to disrupt industries through deep-tech applications and digital-first business models. It equips students with the technical acumen and strategic agility needed to navigate the high-speed lifecycle of software and hardware ventures. In a similar pattern to other tracks, students are required to develop a Technical Prototype and Scalability Roadmap (TPSR), supported by specialised industry mentors and venture capital frameworks to ensure market readiness.

3. New Enterprise Creation (NEC):

The objective of this stream specialization is to prepare students in identifying, initiating, managing and growing a business enterprise. Students opting for this specialization are expected to develop a Project Feasibility and Viability Report i.e. Detailed Project Report (DPR) on the business ideas identified by them for which an intensive mentoring support will be provided.

4. Family Business Management (FBM):

The objective of this stream specialization is to develop wards as enterprising, knowledgeable successors/ owners of their family businesses for competitive and sustainable growth. Established principles and practices of managing and growing family businesses are dealt in- depth. Students opting for this specialization are expected to develop a Five-Year Perspective Plan (FYPP) of their respective family firms for which an intensive mentoring support will be provided.

c) Functional Electives

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 like Finance, Marketing, International Business, Human Resource Management, Start-up, Business Analytics & Information Systems. The specialization is offered during the fifth and sixth semesters, and these courses can be taken in any combination totalling to 8.0 credits.



For Stream Specialization and Functional Elective, courses would be offered only if at least 25% of the students from the batch opt for the same. It is the responsibility of the students to check the credit of the subjects chosen ensuring that they fulfil 8 credits for stream specialization and functional electives and to attend classes / examinations accordingly. The Institute reserves the right to add, withdraw, merge, defer, or modify any elective or stream course depending on academic and administrative requirements.

d) 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.

e) Skill-Based Learning Components:

Skill-based learning is an educational approach that emphasizes the development of practical abilities and competencies over rote memorization. It focuses on equipping learners with the specific skills they need to perform tasks effectively in real-world situations. These may include communication, negotiation, problem-solving, opportunity assessment, business modelling, financial analysis, pitching, team work, leadership, digital skills, data use, and other relevant capabilities. This method encourages hands-on experiences, problem-solving, and critical thinking, making learning more engaging and applicable.

Such components may be delivered through workshops, exercises, simulations, assignments, presentations, fieldwork, mentoring sessions, and other approved learning activities. Students are expected to participate actively and complete all related requirements as notified by the faculty or the Institute.

f) Action Learning: Summer Internship

The summer internship programme provides students an opportunity to work as an Intern in 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.

g) Capstone Projects [Detailed Project Report (DPR) / Five-Year Perspective Plan (FYPP)] or Social Enterprise Project/ Technical Prototype and Scalability Roadmap TPSR]:

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:



- **Corporate Entrepreneurship:** Students are required to identify a corporate innovation opportunity and develop a Corporate Innovation and Venture Strategy (CIVS), outlining opportunity identification, strategic fit, implementation plan, resource requirements, risk assessment, and value creation for sustainable organizational growth.
- **Tech Entrepreneurship:** Students are required to develop a Technical Prototype and Scalability Roadmap (TPSR).
- **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.

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 fourth semester.

h) Universal Human Values (UHV)

Universal Human Values (UHV) courses may be offered during the induction or as part of the programme. These sessions emphasise 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**.

Academic Calendar

The tentative **Academic Calendar** for the first year of the PGDM-ONLINE 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-ONLINE. 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-ONLINE 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-ONLINE 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 semester to be eligible to appear in the end-term examinations. The faculty may use multiple methods of taking attendance (LMS and online mode 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.

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.

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.



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 online 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.

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 Online Programme shall comprise continuous assessment, quizzes, assignments, case analyses, presentations, viva voce, project evaluations, online discussions, mid-term examinations, end-term examinations, and any other evaluation component prescribed by the concerned faculty/instructor.

All assessment components shall be conducted according to the schedule notified by the PGP Secretariat or the PGP Examination Committee. Students are required to appear for and complete all assessment components within the prescribed timelines.

Mid-term and End-term Examinations

Mid-term and end-term examinations may be conducted in online proctored mode, remote proctored mode, computer-based mode, written mode at designated examination centres, open-book, closed-book, case-based, application-based, oral, or any other mode as prescribed by the Institute.

The mode of examination, duration, platform, technical requirements, permitted materials, and examination instructions shall be communicated to students in advance by the Institute or the concerned faculty.

Continuous assessment components shall ordinarily be designed and evaluated by the concerned faculty/instructor. Mid-term and end-term examinations may be designed and evaluated by the course faculty, external examiner, or any examiner appointed by the Institute.

Permitted and Prohibited Materials

Students shall not use or access any books, notes, printed materials, digital resources, websites, artificial intelligence (AI) tools, communication applications, mobile phones, electronic devices, or any other unauthorised source during an examination unless expressly permitted by the concerned faculty or the Institute.

For open-book examinations, students may use only those books, notes, documents, calculators, software, or other resources specifically permitted by the Institute or the course faculty. Use of any unauthorised material shall be treated as examination misconduct.

The use of calculators, laptops, tablets, AI-enabled tools, smart watches, mobile phones, headphones, external monitors, or any electronic device shall be permitted only if specifically authorised for the examination.

Online Examination Requirements

Students appearing for online examinations shall:

1. Ensure access to a reliable internet connection, a functional computer or laptop, webcam, microphone, and any other technical requirements specified by the Institute.
2. Log in to the examination platform at least **30 minutes** before the scheduled commencement of the examination.



3. Verify their identity through Institute ID card or any other identification method prescribed by the Institute.
4. Keep the webcam switched on throughout the examination whenever online proctoring is required.
5. Ensure that no other person is present in the examination room unless specifically permitted by the Institute.
6. Follow all instructions issued by the online proctor, invigilator, or examination platform.

Technical difficulties encountered during the examination must be reported immediately to the designated examination support team. The decision of the Institute regarding continuation, rescheduling, or cancellation of the examination shall be final.

Mobile Phones and Electronic Devices

Unless specifically permitted, students shall not use mobile phones, smart watches, Bluetooth devices, earphones, secondary screens, external storage devices, or any other communication or electronic gadget during the examination.

Where online examinations require a computer or laptop, students shall use the device only for accessing the authorised examination platform. Opening unauthorised websites, applications, communication software, AI tools, screen-sharing software, or any prohibited resources during the examination shall constitute examination misconduct.

Submission of Answer Scripts

Students shall submit their answers through the prescribed online examination platform before the scheduled closing time.

Where scanned answer scripts are required, students shall upload all pages in the prescribed format and within the stipulated submission time. Late submissions may not be accepted unless specifically permitted by the Institute.

Students are responsible for ensuring successful submission of their answer scripts. Failure to upload or submit the answer script within the prescribed time due to negligence or non-compliance with examination instructions may result in the examination being treated as incomplete or absent.

Absence from Examination

A student who is unable to appear for an end-term examination due to unavoidable circumstances shall inform the PGP Secretariat before the commencement of the examination, wherever possible, and submit a written application supported by relevant documentary evidence.

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



Examination Misconduct and Malpractice

The following acts shall constitute examination misconduct or malpractice:

1. Possession or use of unauthorised books, notes, papers, digital resources, AI tools, devices, or electronic materials.
2. Copying or attempting to copy from another student or any unauthorised source.
3. Communicating with any person during the examination through verbal, written, electronic, or online means.
4. Sharing, receiving, or transmitting examination content through any communication platform.
5. Using artificial intelligence tools, search engines, or online resources where not specifically permitted.
6. Impersonation or allowing another person to appear on one's behalf.
7. Tampering with examination records, answer scripts, attendance records, or digital submissions.
8. Recording, photographing, screen capturing, downloading, or distributing examination questions or answer scripts without authorisation.
9. Opening unauthorised applications, websites, communication software, or external devices during online examinations.
10. Violating any instruction issued by the invigilator, online proctor, course faculty, PGP Secretariat, Examination Committee, or any authorised officer of the Institute.
11. Any other act that compromises the integrity, confidentiality, fairness, or security of the examination process.

Students shall comply with all examination rules, online proctoring guidelines, and instructions issued before, during, and after the examination.

Penalties for Examination Misconduct

Any student found guilty of examination misconduct or malpractice shall be liable for one or more of the following penalties, depending upon the nature and severity of the offence:

1. Written warning.
2. Cancellation of the concerned examination.
3. Cancellation of all assessment components of the concerned course.
4. Cancellation of all courses of the concerned semester.
5. Award of zero marks or an "F" grade in the concerned component or course.
6. Debarment from one or more examinations.
7. Suspension or other disciplinary action as recommended by the Examination Committee, PGP Executive Committee, Proctorial Board, PGP Secretariat, or any other competent authority.
8. Any other penalty approved by the Director General or the competent authority in accordance with the Institute's rules and regulations.

The decision of the Institute regarding examination misconduct shall be final and binding on the student.



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-ONLINE 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 end term paper or 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, 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, 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 semester.
- 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 four (in case of a 4.0 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 - Online.

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-ONLINE

To qualify for the Post Graduate Diploma [PGDM-ONLINE] 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-ONLINE 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-ONLINE.

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 semester 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-ONLINE

At the end of the second academic year, **the Post Graduate Diploma in Management- Online 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-ONLINE 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, FYPP, 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-ONLINE 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-ONLINE. 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. Family business internship
3. Internship with a development organisation
4. Business opportunity assessment and industry analysis
5. Approved external training programme
6. International summer internship
7. Start-up or social impact venture assignment
8. 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.

Experiential Learning, Live Projects and Field Assignments

Experiential learning is an important part of the PGDM-ONLINE 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.

Summer Internship and Project Support

The Institution-Industry Cell may assist in identifying, coordinating, or facilitating internship and project opportunities for students, subject to availability, suitability, and approval by the Institute.

The Cell may support communication with organisations, collection of opportunities, scheduling of interactions, sharing of student profiles, coordination of selection processes, and other activities related to internships or projects. However, the final approval of internship or project suitability shall rest with the Institute.



1. Mentoring & Handholding

Mentoring and handholding are integral components of the PGDM-ONLINE 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, and Capstone Projects

Students shall receive guidance for major academic and enterprise-linked components such as Summer Internship, Detailed Project Report, Five-Year Perspective Plan, 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.

2. Empresario, Student Events and Co-Curricular Enterprise Activities

Student events and co-curricular activities are an important part of the PGDM-ONLINE 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.

D. STUDENT LIFE, CONDUCT & SUPPORT

- General Conduct and Institutional Expectations
- Digital Conduct, Email, LMS and Social Media Norms
- IT and Communication Facilities
- EDII Library and Information Centre
- 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.

1. 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/ behaviour 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 ERP System (LMS): vmedulife

What You Can Do

- Visit the website ediindia.ac.in for accessing the Vmedulife ERP 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 enrolment/registration ID and password provided by the EDII.

1. Admission

Covers: *Application status, document records, enrolment 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.

2. 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).

3. EDII Library and Information Centre (EDILIC)

About EDILIC

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, Indiatat, 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

EDILIC 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.

4. 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 for the subsequent week will be released by the PGP Secretariat mostly on every Friday.

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.

5. Student Support and Learner Development and Well-Being

EDII recognises that students enter the PGDM-ONLINE 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.

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.

6. 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-ONLINE 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.

7. Committees, Grievance Redressal and Student Protection Mechanisms

The Institute has constituted various committees and support mechanisms for the smooth administration of the PGDM-ONLINE 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-ONLINE 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

d. 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.

1. 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.

2. 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

a. 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**.

b. 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
- 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.

1. 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 semester 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:

Instalment	Date of Payment	Non-Residential (Rs.)
I	On Registration	91,750
II	01 February 2027	36,250
III	16 August 2027	65,750
IV	20 January 2028	56,250
TOTAL		2,50,000

Fee Refund Policy (Other than Hostel Fee)

The fee refund will be in accordance with AICTE guidelines.

Scholarship and Financial Support

a. Fellowship Support (I-Year students)

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

i. Merit-Based Scheme

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

ii. 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.

iii. 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 fulfills the following conditions:
 - i. Completing all examinations in the first attempt.
 - ii. Securing minimum Cumulative Grade Point Average of 2.5.
 - iv. Not violating any academic and administrative rules during the programme.



b. Scholarship Support (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.

2. 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. Detailed Programme Architecture
- IV. Academic Calendar
- V. Examination rule and regulations
- VI. Grade Conversion Table
- VII. Institute Anti-Ragging Mechanism
- VIII. Committee
- IX. Key Contacts





APPENDIX – I

ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA

PGDM-ONLINE ENTREPRENEURSHIP, 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 - (PGDM-Online).

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-ONLINE 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-ONLINE
- (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	Admn / Estate / Canteen				
5	PG Secretariat				

Date:

(Signature of the Student)



APPENDIX – III

POST GRADUATE DIPLOMA IN MANAGEMENT- ONLINE (2026-2028)

PROGRAMME ARCHITECTURE PGDM-ONLINE, 2026-2028 Programme Architecture

Semester I (July 2026 - December 2027)

S.No	Course Code	Courses		Credit
1	01ETP	Entrepreneurship Theory & Practice	Core	4.0
2	01FRSA	Financial Reporting, Statement & Analysis	Core	4.0
3	01BE	Business Economics	Core	4.0
4	01MPE	Marketing: A Primer for Entrepreneurs	Core	4.0
5	01MCOB	Management Concepts and Organization Behaviour	Core	2.0
6	01BSAD	Business Statistics & Analytics for Decision Making	Core	2.0
7	01EL	Opportunity Sensing	Core	2.0
		Total		22.0

Semester II (January– June 2027)

S.No	Course Code	Courses		Credit
1	02FM	Financial Management	Core	4.0
2	02HRM	Human Resource Management	Core	4.0
3	02LAB	Legal Aspects of Business	Core	4.0
4	02MR	Marketing Research	Core	4.0
5	02CDM	Costing for Decision Making	Core	2.0
6	02EE	Effective Entrepreneurship	Core	2.0
7	02EL	Experiential Learning 2: Customer Discovery in Entrepreneurial Ventures	Core	2.0
		Total		22.0

Summer Internship: 4 Credits

Semester III (July – December 2027)

S.No	Course Code	Courses		Credit
1	03SM	Strategic Management	Core	4.0
2	03BIB	Basics of International Business	Core	4.0
3	03OM	Operations Management	Core	2.0
4	03AIB	AI for Business	Core	2.0
5	03CP1	Capstone Project I (Ideation of Project)	Capstone	2.0
6		Stream Electives (TWO to be selected from the list of electives)	Electives	8.0
		Total		22.0



Stream 1: Corporate Entrepreneurship			
S. No.	Course Code	Course Name	Credits
1	03-CE -EM	Entrepreneurial management	4.0
2	03-CE -CS	Corporate Strategies and Entrepreneurship	4.0
3	03-CE -BMD	Business Model Development within Corporates	4.0
Stream 2: New Enterprise Creation			
S. No.	Course Code	Course Name	Credits
1	03-NEC -LME	Launching and Managing an Enterprise	4.0
2	03-NEC -PFFA	Project Formulation and Feasibility Analysis	4.0
3	03-NEC -NEFA	New Enterprise Financing and Appraisal	4.0
Stream 3: Family Business Management			
S. No.	Course Code	Course Name	Credits
1	03-FBM -FBD	Family Business Dynamics	4.0
2	03-FBM -GPF	Growth Plan Formulation	4.0
3	03-FBM -BLFB	Building Lasting Family Business-Synergy in Vision, Values & Strategy	4.0
Stream 4: Tech Startup			
S. No.	Course Code	Course Name	Credits
1	03-TE -DAM	Designing AI Machines to Solve Business Problems	4.0
2	03-TE -DTTI	Design Thinking and Technological Innovation	4.0
3	03-TS-DIDM	Digital Infrastructure and DevOps Management for Technopreneurship	4.0

Semester IV (January – April 2028)

S.No	Course Code	Courses		Credit
1	04CP2	Capstone Project II (Market Validation & MVP)	Capstone	2.0
2		Functional Electives (to be selected from the list of electives)	Electives	8.0
		Total		10.0

Elective 1: Marketing			
S. No.	Course Code	Course Name	Credits
1	04-M-IMC	Integrated Marketing Communications	4.0
2	04-M-SDM	Sales and Distribution Management	4.0
Elective 2: Finance			
S. No.	Course Code	Course Name	Credits
1	04-F-IAPM	Investment Analysis & Portfolio Management	4.0
2	04-IB-BTP	Business Tax Planning	4.0
Elective 3: Human Resource Management			
S. No.	Course Code	Course Name	Credits
1	04-HR-SHRM	Strategic HRM and Negotiation	4.0
2	04-HR-CSR	Corporate Social Responsibility and Sustainability	4.0
Elective 4: International Business			
S. No.	Course Code	Course Name	Credits
1	04-IB-IM	International Marketing Management	4.0
2	04-IB-DB	Doing Business in Emerging Markets	4.0



Semester Wise Bifurcation

Semester I	7 Core Courses	22.0
Semester II	8 Core Courses	22.0
Year I		44.0
Summer Internship Programme		4.0
Semester III	3 Core Courses+ Capstone Project+2 Stream Electives	22.0
Semester IV	Capstone Project + 2 Functional Electives	10.0
Year II		36.0
Total Credits		80.0

**One credit = 30 hours (6 hours of classroom learning & 24 hours of notional learning hours including discussion and self-study)*

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

APPENDIX – IV

PGDM-Online, 2026-2028															
Academic Calendar - Semester I															
Day	July '26			Aug '26			Se p'26			Oct '26			Nov '26		
Monday															
Tuesday							1								
Wednesday	1						2								
Thursday	2	Induction of PGDM Online Students (Online Mode)					3			1		National Voluntary Blood Donation Day			
Friday	3						4			2		*Gandhi Jayanti			
Saturday	4			1			5		Teachers' Day	3					
Sunday	5			2			6		Dr. VG Patel Memorial Lecture	4			1		
Monday	6	Induction of PGDM Online Students (Online Mode)		3	Week 2		7	Week 7		5	Week 11		2	Week 15	
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		
Saturday	11			8			12			10			7		
Sunday	12			9			13			11			8		
Monday	13			10	Week 3		14	Week 8		12	Week 12		9	Week 16	
Tuesday	14			11			15			13			10		
Wednesday	15			12		International Youth Day	16			14			11		

Diwali Vacation



Thurs day	16	Induction of PGD M Online Students in the EDII Campus		13			17			15			12		
Friday	17			14			18			16	Jhan kar		13		
Satur day	18			15		*Independence Day	19			17			14		
Sunda y	19			16			20			18			15		
Mond ay	20			17	We ek 4		21	Wee k 9		19	Wee k 13		16	Wee k 17	
Tuesd ay	21			18			22			20	Duss hera		17		
Wedn esday	22			19			23			21			18		
Thurs day	23			20			24			22			19		Wome n Entrepreneurship Day
Friday	24			21		World Entrepreneurship Day	25			23			20		
Satur day	25			22			26			24			21		
Sunda y	26			23			27			25			22		
Mond ay	27	Sem I begins	We ek 1	24	We ek 5		28	Wee k 10		26	Wee k 14		23	Wee k 18	End Semester Exam
Tuesd ay	28			25			29			27			24		
Wedn esday	29			26			30			28			25		
Thurs day	30			27						29			26		
Friday	31			28		*Raksha Bandhan				30			27		
Satur day				29						31			28		
Sunda y				30									29		
Mond ay				31	We ek 6								30		



PGDM-Online, 2026-2028															
Academic Calendar - Semester II															
Day	Dec' 26			Jan '27			Feb '27			Mar '27			Apr '27		
Monday							1	Week 10		1	Week 14				
Tuesday	1	Week 1					2			2					
Wednesday	2						3			3					
Thursday	3					* New Year	4			4			1		
Friday	4			1			5			5			2		
Saturday	5			2			6			6			3		
Sunday	6			3			7			7			4		
Monday	7	Week 2		4	Week 6	Semester II Begin	8	Week 11	Mid Term Exams	8	Week 15	International Women's Day	5	Week 19	
Tuesday	8			5			9			9			6		
Wednesday	9			6			10			10			7		
Thursday	10			7			11			11			8		
Friday	11			8			12			12			9		
Saturday	12			9			13			13			10		
Sunday	13			10			14			14			11		
Monday	14	Week 3		11	Week 7		15	Week 12		15	Week 16		12	Week 20	
Tuesday	15			12			16			16			13		
Wednesday	16			13			17			17			14		
Thursday	17			14		*Uttarayan	18			18			15		
Friday	18			15			19			19			16		
Saturday	19			16		National	20		World Day of Social Justice	20			17		
Sunday	20			17		Startup Day	21			21			18		
Monday	21	Week 4	Winter break and Christmas	18	Week 8		22	Week 13		22	Week 17	*Holi	19	Week 21	Term End Exam
Tuesday	22			19			23			23			20		EDII Foundation Day
Wednesday	23			20			24			24			21		Term End



Thurs day	24			21			25			25			22		Exam
Friday	25			22			26			26			23		
Saturd ay	26			23			27			27			24		
Sunda y	27			24			28			28			25		
Mond ay	28	We ek 5		25	We ek 9					29	Wee k 18		26	Wee k 22	Summ er Intern ship Progra mme Works hop
Tuesd ay	29			26		* Repu blic Day				30			27		
Wedn esday	30			27						31			28		
Thurs day	31			28									29		
Friday				29									30		
Saturd ay				30											
Sunda y				31											
*Holidays															



APPENDIX V

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 VI

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, F.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:
 - i. **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**.
 - ii. Lodge a formal complaint for ragging with the respective Warden in person, either through an e-mail or a signed letter.
 - iii. 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 VII

COMMITTEES DETAILS

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 (NISP)

- 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 VIII

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
Shri Purav Dholakia	DCFO	9904084591	4987
Dr. Dhiraj Saxena	Resident Doctor	9227141700	
Estate Dept.			4990



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Central : Bhopal

1st Floor, 50 New MLA Colony, Behind Canara Bank,
Near Depot Chouraha, Bhadbhada Road, Bhopal, Madhya Pradesh – 462 003
Phone: +91-755-4260015, 2424015 Email: crob@ediindia.org

Eastern : Bhubaneswar

Unit no. 202, 2nd Floor, Tower-1,
NBCC Imperial Commercial complex, New Govt Colony,
Press Chakka, Bhubaneswar, Odisha – 751 017
Phone: 0674-3512290 Email: ediero@ediindia.org; erob@ediindia.org

National Capital Region : New Delhi

303, Akashdeep Bldg., Barakhamba Road, New Delhi – 110 001
Phone: 011-40115698 Email: ncro@ediindia.org

North-Eastern : Guwahati

1st Floor Abhiguna Residency, Opp Radisson Blu,
Gotanagar, Guwahati, Assam – 781 011
Phone: 0361-3105560 E-mail: nerog@ediindia.org

Northern : Lucknow

7, Meerabai Marg, Dady Villa, Hazrat Ganj,
Lucknow, Uttar Pradesh – 226 001
Phone: 0522-2209415 E-mail: nrol@ediindia.org

Southern : Bengaluru

Santa Monica, 2/2C, 1st Floor, Hayes Road,
Shanthala Nagar, Richmond Town, Bengaluru, Karnataka – 560 025
Phone: 080-2311 9360/9361 Email: srob@ediindia.org

Western : Vapi

First Floor, Noble Central Complex, Beside Shubham-2,
Daman Road, Chala, Vapi, Dist. Valsad, Gujarat – 396 191
Phone: 99244 41365 E-mail: wrov@ediindia.org

State Offices :

Chhattisgarh - Raipur

Chhattisgarh Entrepreneurship Development Centre
105, First Floor, Shreeji K Heights, Kalpataru Colony,
Amlidih, Raipur, Chhattisgarh – 492 006
Phone: 0771 - 4700463 E-mail: cgedc@ediindia.org

Goa - Panaji

EDII Goa Centre
5th Floor, EDC Complex,
Dr. A.B. Road, Panaji, Goa – 403 001
Phone: 91820 02852 E-mail: goa@ediindia.org

Ladakh - Leh

Enterprising Ladakh
Incubation Centre Leh, Opposite Central Bank of India,
Near Leh Gate, Leh UT-Ladakh -194 101
Phone: +91 1982 454393 / 8707728907
E-mail: enterprisingladakh@ediindia.org

Puducherry

Puducherry Project Office
District Industries Centre, Industrial Estate,
Thattanchavady, Puducherry – 605 009
Phone: 9843399155 E-mail: ramp.puducherry@ediindia.org

Telangana - Hyderabad

6-3-1247, Flat No. 403, Metro Residency, Raj Bhavan Road,
Somajiguda, Hyderabad, Telangana
Phone: 9182002852 E-mail: abdulrazak@ediindia.org

Uttarakhand - Dehradun

Devbhoomi Udyamita Yojana
Secretariat, Faculty Block, Doon University Campus,
Dehradun, Uttarakhand – 248 001
Phone: 0135 – 2974961 E-mail: duy-uttarakhand@ediindia.org

EDII Affiliates :

- Cambodia-India Entrepreneurship Development Centre (CIEDC), Phnom Penh
- Lao-PDR India Entrepreneurship Development Centre (LIEDC), Vientiane
- Myanmar-India Entrepreneurship Development Centre (MIEDC), Yangon
- Rwanda-India Entrepreneurship Development Centre (RIEDC), Kigali
- Uzbekistan-India Entrepreneurship Development Centre (UIEDC), Tashkent
- Vietnam-India Entrepreneurship Development Centre (VIEDC), Hanoi

