



PERIYAR MANAGEMENT AND COMPUTER COLLEGE

Handbook of Information

(Academic Session: 2020-21)

February 25, 2020

Course Profile(s)

The course profiles having objectives, outcomes, session-wise syllabus coverage, evaluation parameters, pedagogical tools to be used etc. are provided to the students in the beginning of semester. The brief of same is given during the orientation programme.

College Uniform (Monday to Thursday)

For Boys

Formal Shirt: White

Pant: Black

Blazer: Black

Footwear: Formal Black

For Girls

Formal Shirt : White

Trouser: Black

Blazer: Black

Footwear: Formal Black

Internal Assessment (25 Marks): External Examination by the University (75 Marks)

| Criteria | |
|--|----------|
| Class Test-1 (Internal Examination) | 10 Marks |
| Attendance (5: >=85%; 4: 80%-85%; 3: >=75%-79% (75% attendance is required to become eligible for appearing examinations as per GGSIP University norms) | 5 Marks |
| Class participation and Mentorship Sessions | 5 Marks |
| Presentation and Mini Project | 5 Marks |
| Total | 25 Marks |

Students Professional Development Forum cum Alumni Association (SPDFAA)

The objective is to engage an association of students for managing various professional development activities including Alumni activities under the guidance of faculty coordinator(s). Each student is required to pay a one-time contribution of Rs.5000/- which includes Rs.1000/- Alumni Fee at the time of admission. The contribution collected will be deposited in association account to be managed by students only.

Skill Development Workshops

The Skill Development Workshop(s) will be held from Monday to Friday as per Time Table. The workshops will cover Group Discussion - PI & Extempore, Aptitude, and Newspaper Reading.

College Trip

A college trip will be organized (optional) in an Academic Session. The trip will be organized as per guidelines issued separately by the Coordinator – Co-Curricular and Cultural Activities.

Discipline Rules (in addition to undertaking signed by the students at the time of admission)

No student should play or remain standing without purpose in the corridors. If there is no class then they are required to wait in the common room / classroom / library.

Ragging is strictly prohibited in the college premises. The action against defaulters will be taken as per Government of India and GGSIP University norms.

The students are required to maintain discipline in the college in all respects. The college will initiate discipline action as per college and or GGSIP University norms for any type of indiscipline activity. The penalty may include fine, debarring students from classes, calling parents, fines, suspension from the college or any other suitable appropriate action.

Fine for Non Participation in Various Events including Summer Internship & Placements

The college is putting hard efforts to organize curricular and extracurricular activities for holistic development of students. But it was observed that some students were reluctant to participate in the event or do not turn up for the summer internship / placement process. The concerned department may impose appropriate fine apart from disciplinary action as per college norms.. The fine is to be deposited to the Admin office at the time of clearing the dues while collecting the Admit Card. In case of default in the payment of the fine, it will be automatically deducted from the Caution Money.

Use of WhatsApp, Facebook including other social media channels

The college will not be responsible for any communication conveyed or discussed through Unofficial WhatsApp, Facebook including other social media channels. If anyone including students will communicate on behalf of college in unofficial social channels as mentioned above, strict action will be taken. Therefore, communication on unofficial groups must be taken as invalid and unauthentic.

The college has created WhatsApp group(s) for students for announcement of official messages. The students are not allowed to send/upload any messages in these groups. Non-adherence to these instructions will lead to disciplinary action by the college including removing the students from the group(s).

Summer Internship

The summer training is the most important component of MBA course which help the student to gain real-life working experience in a company, to learn various tools and techniques to write a report build relationship with company and get opportunity for pre-placement offer and later perform best in placement interviews. The students will undergo summer internship for 6-8 weeks. The paper from best three summer internship reports will be published in Periyar Journal of Research in Business and Development Studies. The Fortnightly Progress Report (FPR) must be enclosed by the students while submitting the report to the Programme Coordinator. Plagiarism in any form is unacceptable. The faculty guide may reject the project if found not suitable as per prescribed standards. Separate guidelines are available with the Programme Coordinator.

Dissertation Project Report

As a part of MBA curriculum each student must write dissertation in his/her area of specialization to enhance their skills and knowledge. The paper from best three dissertation reports will be published in Periyar Journal of Research in Business and Development Studies. The Fortnightly Progress Report (FPR) must be enclosed by the students while submitting the report to the Programme Coordinator. Plagiarism in any form is unacceptable. The faculty guide may reject the dissertation project if found not suitable as per prescribed standards. Separate guidelines are available with the Programme Coordinator.

Placement Cell

Training and placement cell facilitate students in the final recruitment for summer internship and placement. Those students who need assistance from Placement Cell, will be compulsorily required to register for the Placement Cell.

The rules & regulations listed below are not exhaustive. Separate guidelines are available with the Faculty Placement Coordinator.
