

27<sup>th</sup>  
Batch

INDUS BUSINESS SCHOOL  
PUNE

ii<sup>e</sup>bm<sup>®</sup> INDUS  
Business School  
Edifice of Knowledge

IN THE FIELD OF EDUCATION SINCE 1951

# STUDENT HANDBOOK 2026



26  
YEARS  
OF ACADEMIC  
EXCELLENCE

BEING  
CORPORATE BATTLEFIELD  
READY



# IIEBM PRAYER

O God, help us to keep ourselves physically strong, mentally awake, and morally straight, that in doing our duty to thee, our Country, and the Organization we work for. We may keep the honor of our Institute untarnished.

Give us the strength to adhere to the laws of the land of our Country and the code of conduct and core values of our Institute.

May we stand by the pledge of our Country and our Institute, always and every time. Help us to be focused and committed to the cause we are here for, and do all that is expected from us with sincerity and the right attitude.

Awaken our admiration for honest dealing and clean thinking and guide us to choose the harder right, instead of the easier wrong.

Kindle our hearts with fellowship for our batch mates that we may always support each other and be united as one.

Endow us with the courage which is born of the love of what is noble and which knows no compromise or retreat when truth and right are in peril.

Grant us new opportunities of service to thee, to our country, the Organization we shall work for and to the people we shall lead, and ever help us to place such service before self.

## ASPIRE



### Attitude

Our approach and outlook towards people, work, tasks, and responsibilities will always be positive and proactive.



### Self-discipline

We will be self-disciplined, irrespective of supervision, in whatever we do.



### Perseverance

We will never give up till the goal is achieved & the mission is accomplished.



### Intelligence

We will always try to excel in whatever we do by virtue of our strong foundation of knowledge and meticulous planning.



### Reliability

We will be solution providers and can be entrusted with responsibilities.



### Ethical

Our actions will reflect the highest standards of ethics, honesty, and personal integrity.

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## ABOUT US

### The Founding Philosophy of IIEBM

IIEBM was envisioned by Col Marwaha and strongly supported and encouraged by Srimant Shivaji Raje Naik Nimbalkar with a mission to impart affordable, quality, and value-based education based on the time-tested Armed Forces Ethos, Values and Management Techniques where focus is on Discipline, Integrity, Camaraderie and above all Nationalism.

### Battle ready for the Corporate Battlefield

Colonel Marwaha, an alumnus of the 38th Course of the National Defence Academy and the 47th Course of the Indian Military Academy were among the youngest Officers to participate in the historic Bangladesh Liberation War of 1971. His course earned the proud distinction of being known as the "Born to Battle" Course.

As Founder President, he transformed these Battlefield Lessons into the guiding philosophy of IIEBM graduating students to be "Battle ready for the Corporate Battlefield" same way as they were baptized in the Bangladesh War.

### Parent Educational Trusts

IIEBM's educational roots trace back to the Parent Educational Society, which began with the establishment of Mudhoji High School in the year 1883 by Shreemant Mudhojirao Janojirao, Ruler of Phaltan State to serve the Phaltan Sansthan.

He later formally established the Phaltan Education Society in 1951 to promote literacy and holistic development in the region.

Thereafter Shreemant Shivajiraje Naik Nimbalkar expanded the Society's scope by establishing additional schools and colleges providing access to higher education for rural students.

Today, the Society runs CBSE-affiliated schools and colleges offering programmes in Commerce, Science, Agriculture, Pharmacy, and Engineering in Phaltan, continuing its enduring commitment to quality education and regional development.

## CORE VALUES (ASPIRE)

**ATTITUDE:** Our approach and outlook towards people, work, tasks, and responsibilities will always be positive and proactive.

**SELF-DISCIPLINE:** We will be self-disciplined, irrespective of supervision, in whatever we do.

**PERSEVERANCE:** We will never give up till the goal is achieved & the mission is accomplished.

**INTELLIGENCE:** We will always try to excel in whatever we do by virtue of our strong foundation of knowledge and meticulous planning.

**RESOURCEFULNESS & RELIABILITY:** We will be solution providers and can be entrusted with responsibilities.

**ETHICAL:** Our actions will reflect the highest standards of ethics, honesty, and personal integrity

## VISION

Imparting quality management education in synchronization with current trends to create industry and entrepreneurial-ready managers with a socially sensitive, ethical value-adding approach towards organizational growth and achieve holistic development of young minds.

## MISION

To impart value-based education to students and professionals in the ever-changing field of the business environment, enabling them to become techno-savvy, ethical business leaders and entrepreneurs with a distinct edge over their contemporaries/ competitors in a global economy, thereby contributing to national economic development.

## IIEBM PLEDGE

“ ..... do solemnly pledge, to follow the righteous path, and enrich my institute, organization, the society, and the nation, by adhering to the laws of the land, and ensuring ethical behaviour in all my endeavors.”

## IIEBM PRAYER

O God, help us to keep ourselves physically strong, mentally awake, and morally straight, that in doing our duty to thee, our Country, and the Organization we work for. We may keep the honor of our Institute untarnished.

Give us the strength to adhere to the laws of the land of our Country and the code of conduct and core values of our Institute.

May we stand by the pledge of our Country and our Institute, always and every time. Help us to be focused and committed to the cause we are here for, and do all that is expected from us with sincerity and the right attitude.

Awaken our admiration for honest dealing and clean thinking and guide us to choose the harder right, instead of the easier wrong.

Kindle our hearts with fellowship for our batch mates that we may always support each other and be united as one.

Endow us with the courage which is born of the love of what is noble and which knows no compromise or retreat when truth and right are in peril.

Grant us new opportunities of service to thee, to our country, the Organization we shall work for and to the people we shall lead, and ever help us to place such service before self.

## ATTENDANCE AND LEAVE POLICY

A Management Program is like an Induction to the corporate world, and students (ladies and gentlemen) are groomed to meet industry expectations. All companies have a 'Leave Policy' which has to be adhered to by employees, failing which there shall be a deduction in their salary, and prolonged leave, irregular attendance can also result in termination of their services: -

- All students are required to maintain a **minimum attendance of 85%** in order to be eligible for the End Semester Examinations.
- For Summer Internship & Final Placement opportunities, students are required to maintain a **minimum attendance of 90%** in each Semester.
- All students are required to submit a formal leave application at least 14 days in advance of the intended date of leave.
- Late submissions will not be entertained, except in cases of genuine medical or emergency situations, supported by valid documentary evidence and subject to Institute approval.
- No excuses for absenteeism shall be accepted for absence from Seminars, Workshops, Guest Lectures, Industrial Visits, Extracurricular Activities, Outdoor Management Training, Field Visits, etc.
- Any student absenting himself/herself from scheduled classes for more than 4 consecutive days shall be required to ask his/her parents to come and meet the management of the institute, failing which he/she may not be permitted to attend classes/ appear for the exams.
- In case a student has a history of any medical disorder/ ailments, the same must be brought to the notice of management in writing **at the time of selection**. No absence for such reasons shall be entertained at a later date.
- Students with major severe medical problems are advised NOT to enroll for the management program at liEBM.
- Leave of absence due to medical reasons or other contingencies all fall under the permissible limit of 15%, as the minimum attendance criteria is 85%

## PLACEMENT POLICY

- All students are required to maintain a minimum attendance of 90% in each semester, failing which they shall not be eligible for SIP and Final Placement.
- Students with more than 5 backlogs in their 1st year (1st and 2nd sem) shall not be eligible for Final Placements.
- The above is being implemented as companies prefer students with no backlogs and granting leave to clear backlogs Exams on being placed are difficult.
- Once a student shows his/her interest to join a particular organization for the internship or final placement and appears for the interview process and gets selected, he/she will have to join that respective organization, failing which he/she shall not be considered for future placement activities.
- No request for extension of internships shall be accepted. Students will have to undergo their internship as per the academic schedule.
- If a student applies for a company and doesn't appear for the process without informing, he/she will be debarred from further placement opportunities.
- **Any student who has been formally warned twice or suspended will not be eligible for an internship and final placement.**
- The **“Dress Code”** for interviews will either be college uniform/formals or as informed to students from time to time.
- Students misbehaving/showing disrespect to corporate guests during induction, seminars, guest lectures, Panel discussions, corporate events, industrial visits etc. shall be given low priority for placement activities.
- If the institute receives negative feedback from companies in which students have done their internships, live projects, field surveys, etc, they shall not be entertained for future placement activities. Circulars with detailed instructions for SIP Project report guidelines, resumes, CV format, etc., shall be shared with students.
- Students are required to keep themselves updated with the placement notices, job openings, and interview schedules, which will be shared with them over email/WhatsApp group/ notice board.
- Once a candidate is placed in a company, he/she will not be permitted to appear for another company unless and until another company is offering a better Job Profile or CTC with a jump of 40% or is a better brand.
- Once a student is placed, he/she will get the opportunity to apply for another company only once the whole batch is placed.

## LIBRARY RULES

Dr. B. S. Marwaha Library's mission is to enable the utilization of excellent knowledge resources & execute innovative services for all the students & faculty members. The library has a vast collection of more than 10,000 books, thesis & dissertations, newspapers, and specialized national and international journals from diverse disciplines. It has adopted an integrated library system, Master Soft ERP, to automate all its library records & resources as well as its housekeeping activities. It provides an efficient, comfortable interface and prompt service to all its users, including students, faculty, and guest users. It is an essential foundation for handling its day-to-day library activities, i.e., receiving of books, cataloging, classification of books, serial control, circulation, etc. It is well-equipped with uninterrupted WI-FI access and a dedicated reading room facility, which is accessible to all users. The library has a good record of digital collection of subscribed resources as well as open-access resources. The library has an institutional membership with the SPPU Jayakar Library.

## LIBRARY ADVISORY COMMITTEE (LAC)

The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating for the library development activities with the management. This to act as a channel of communication and dialogue between the Library System and its users. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the institute management. The Library Advisory Committee (LAC) is to be appointed by the Director of the Institution.

## LIBRARY TIMING

The library remains open from 09:00 am to 07:30 pm from Monday to Saturday. The library remains closed on all Sundays and Public Holidays.

## LIBRARY WEB OPAC

Web OPAC (Online Public Access Catalogue) facility is made available through Master Soft ERP to get acquainted with the bibliographical details and availability of the books, along with the location of a resource, online book reservation facility, and users can receive the status of the resources being borrowed.

The Web OPAC has the list of educational links where students and faculty could get direct access to e-books and e-journals. It also provides a list of free access to articles available on PDF Drive, Science Direct, E-Pathshala, E-Gyankosh, DOAJ (Directory of Open Access Journals), DOAB (Directory of Open Access Books) and NISCAIR Online Journals as well as access to SWAYAM-NPTEL and National Digital Library (NDL).

For more information, go through the link -

<https://libcloud.mastersofterp.in/OPAC VS/PLibrary-INDUS%20BUSINESS%20SCHOOL>

## RULES & REGULATIONS OF DR. B. S. MARWAHA LIBRARY

- All students are library members once admission is taken.
- The reading room remains open from 09:00 am to 10:00 pm.
- Students will be entitled to borrow two books at a time and may retain them for a period of 7 days and magazines for 2 days.
- Borrowers shall be responsible for the books issued on their library card.
- Any damage or loss will be recovered from the borrower by charging double the cost of the item(s) along with applicable fines. The recovery amount shall first be adjusted against the refundable security deposit.
- The books issued must be returned on or before the last date stamped on the due date slip of each book.
- Borrowers will be fined for overdue books on a per book, per day basis.
- Borrowers can get the book(s) reissued on or before the due date if required only once.
- The Librarian may refuse to issue books to any person who fails to clear the fine, and such cases will be reported to the Dean.
- Books which are required for reference, such as Dissertations, Encyclopedias, Dictionaries, Thesis, News papers, etc, and books of greater value (above 4000/-) shall not be issued for take-away.
- No bags, handbags/ raincoats will be allowed inside the library.
- Internet facility is available only for educational/study purposes, however, a notebook may be allowed.
- The Digital Resource Centre (digital library) is available only for the staff and students of IIEBM.
- Using computers for playing music/games in the Digital Resource Centre is prohibited.
- Mobiles are not allowed in the Library.
- Tearing of pages from the Library Books will be viewed seriously. The student returning the books shall be held responsible for making good the damages/replacement of the book.
- Please do not tear the library sheet pasted at the back of the book. The student at fault shall be required to pay the stipulated fine.
- Students are requested to scan the book for any damage at the time of issue. Any damages observed at the time of return shall be made good by the student.
- Students with the wrong “**Dress Code**” shall not be permitted in the library premises.
- Students should make an entry in the In-Out Register, which has been kept at the Circulation Counter/Reading Room.
- Food, snacks, smoking, and group discussion are not allowed in the library.
- In case a student loses his ID card, it will be reissued by paying Rs 500 as a fine to the accounts department, and he/she should submit the receipt to the library.

## DRESS CODE

- Students are expected to be dressed smartly as per the laid-down **“Dress Code”** of the Institute.
- Improper wearing of the Institute Uniform will be considered disrespectful to the Uniform.
- On formal dressing days, students must wear a properly shaped tie pulled up to the collar, keep the collar button fastened, and ensure shirt sleeves are rolled down at all times.
- Even if a student is on leave/absent, he/she has to follow the laid down **“Dress Code”** while entering the Institute premises or the Academic Block.
- The shoulder bag issued by the Institute is a part of the uniform and must be carried by students for carrying laptops, books, and other materials. Discoloration of the Institute logo, use of stickers, or any form of alteration to the bag is strictly prohibited.
- Wearing slippers/shorts/sleeveless tops etc. is not permitted inside the campus or in front of the main Academic Block.
- Gentlemen will be required to purchase a pair of black shoes with laces of Oxford / Brogue Model to be worn.



- Ladies are required to purchase closed-toe black shoes with heels not exceeding two inches.



- Students must carry a liquid or sponge-based instant shoe polish in their bags while on campus to ensure their shoes remain clean and well-maintained at all times. This is a mandatory requirement as part of the prescribed **“Dress Code”** and professional appearance.
- Students may wear Institute-approved formal loafers on Fridays as part of the prescribed semi-formal **“Dress Code”**; reference images for acceptable styles for both male and female students will be issued separately, and any deviation will be treated as a **“Dress Code”** violation.
- The Uniform, including tie, must be kept clean at all time. Students should wear properly ironed clothes and polished shoes.
- Students not adhering to the **“Dress Code”** will not be permitted to attend lectures and shall be marked absent for the day. The applicable fine shall be levied.

## HAIR CODE

- Gentlemen are required to shave daily and have regular haircuts. Long and trendy hairstyles, sideburns, gelling & Streaking of hair, etc., is not permitted.
- Lady students must keep their hair neatly groomed and tied at all times on campus; a ponytail is permitted only for hair up to shoulder length, while longer hair must be plaited. Non-compliance will be treated as indiscipline.
- Ladies are required to either tie their hair with a clip or plait them. Flicks/streaking/open hair is not permitted.

**NOTE: Kindly refer to the dress code chart mentioned below**

<b>DAYS</b>	<b>DRESS FOR GENTLEMEN</b>	<b>DRESS FOR LADIES</b>
<b>Monday</b>	Business formals-formal trouser, full-sleeved shirt (plain light colored with no stripes/designs), Institute tie, and formal black shoes.	Business formals-formal trouser, full-sleeved shirt (plain light colored with no stripes/designs), Institute tie, and formal black shoes.
<b>Tuesday</b>	Same as Monday.	Saree with closed-toe black shoes or bellies (sarees with large prints/loud colors not permitted).
<b>Wednesday</b>	Business formals-formal trouser, full-sleeved shirt (plain, light-colored with no stripes/checks/designs), scarf, and formal black shoes	Business formal-formal trouser, full-sleeved shirt (plain, light-colored with no stripes/checks /designs), scarf, and formal black shoes
<b>Thursday</b>	Institute T-shirt with jeans & sports shoes. (T-shirt to be tucked in, Low waist jeans, tone or distressed jeans including visible threads at the bottom are not permitted).	Institute T-shirt with jeans & sports shoes. (T-shirt to be tucked in, Low waist jeans, tone or distressed jeans including visible threads at the bottom are not permitted).
<b>Friday</b>	Business casual: Open-collar shirt/T-shirt with collar (plain color with no prints/designs/slogans) tucked inside trouser and semi-formal shoes.	Business casuals-'open collar' shirt/T-shirt with collar (plain color with no prints/designs/slogans) tucked inside trouser and semi-formal shoes or Salwar Kameez with Dupatta and semi-formal shoes or bellies.
<b>Saturday</b>	Institute Uniform with formal black shoes.	Institute Uniform with formal black shoes.
<b>Casual Dress</b>	Any dignified combination. (Chappals, Sandals, Shorts or Night Dress are not allowed)	Any dignified combination. (Chappals, Sandals, Shorts or Night Dress are not allowed)
<b>Mess Dress</b>	Dress of the Day for Breakfast & Lunch. Casual dress for Dinner.	Dress of the Day for Breakfast & Lunch. Casual dress for Dinner.
<b>Industrial Visits</b>	Thursday/Saturday Dress Code or as per instructions.	Thursday/Saturday Dress Code or as per instructions.
<b>Dress on WIP/SIP</b>	Institute Uniform or Monday Dress Code or as informed by the company.	Institute Uniform or Monday Dress Code or as informed by the company.
<b>OMT</b>	Dress Code of Thursday.	Dress Code of Thursday.
<b>PT/Yoga</b>	Black Track pants, Round Neck T-Shirt & Sport Shoes.	Black Track pants, Round Neck T-Shirt & Sport Shoes.
<b>Dance</b>	Friday's Dress Code, or PT dress, or as instructed.	Friday's Dress Code, or PT dress, or as instructed.
<b>Dress for the Induction Program</b>	Dark Grey Trousers (terrycot/terrywool) and white shirt (regular collar, full sleeves) with tie, black shoes with laces.	Uniform saree, Formal black sandals (closed toe).
<b>Winter Attire</b>	Students are permitted to wear a grey colour sweater (half sleeve or full sleeve). Kindly ensure that the sweater is in a simple, standard shade of grey and not in bright or flashy tones.	Students are permitted to wear a grey colour sweater (half sleeve or full sleeve). Kindly ensure that the sweater is in a simple, standard shade of grey and not in bright or flashy tones.

## RESIDENTIAL QUARTER RULES

- Students are required to stay in rooms that have been allotted to them at the time of admission. Staying in different rooms/changing room partners without the permission of the Management is not permitted.
- Students are not permitted to use immersion rods, hot plate, electric iron, electric kettle, or any other such equipment due to safety reasons. During surprise checks, if anyone is found possessing such equipment the same shall be confiscated till completion of the course. Applicable fine will be levied.
- Hostel gates will be closed at 10:00 pm, after which attendance will be taken. Parents of defaulters will be informed immediately.
- Students are not permitted to invite parents/ any outsiders to stay in the hostel premises.
- Students will be responsible for all items allotted to them (**Ref. Hostel Allotment Form in Documentation Booklet**) at the time of room allotment and shall have to bear the cost for damage/loss to any of those items.
- Students are not permitted to smoke/consume Alcohol, or Drugs in the hostel premises. During surprise checks, if anyone is found possessing Cigarettes or Alcohol, or Drugs, or is found under the influence of Alcohol or Drugs shall be asked to vacate the hostel.
- Writing graffiti on walls in the hostel, chairs and tables or anywhere in the hostel premises pasting posters/ putting Sellotape on walls/cupboards etc. is not permitted. Students will have to bear the expenses required to clean/polish/paint the furniture or walls.
- Students should keep their belongings safely in their cupboards. Management will not be responsible for loss of any valuables, cash, laptops, mobiles etc.
- Hostel Block/room re-shuffling will be done any time for any student. No objection to this will be entertained.
- Hostels will be kept closed during the time of Academic Sessions. Students are advised to carry everything they need/require in the morning prior to leaving the hostel.
- **If any student vacates the Hostel Accommodation before completion of the Academic Year, he/she will have to forfeit the Hostel Charges. However, the Security Deposit will be refunded after three months post-settlement of any outstanding dues.**
- Students violating any of the above rules/instructions and the laid down Code of Conduct will be penalized and may even be asked to **vacate the Hostel Accommodation without any refunds.**
- Students are required to keep the hostel premises hygienic and well laid out as expected of future managers and global citizens.
- There will be fortnightly inspection of rooms by Management to check cleanliness, maintenance and upkeep of hostel rooms/overall hostel premises.
- Room layout has to be kept as it was at the time of allotment of the room.
- Every room has been fitted with an electric unit of electricity per month per room. Consumption beyond 30 Units will be charged as per Government tariff rates and will be divided among the students staying in the room.
- Males are not allowed in the Ladies Hostel premises and vice versa.
- Cooking in hostel premises/rooms is strictly not permitted.

- Rooms will be inspected by the Administrative Officer prior to students vacating the same at the end of the term only after which Hostel Clearance Form shall be signed.
- Holding of midnight parties in hostel premises is strictly prohibited
- Causing any kind of damage to Hostel property (hostel rooms, TV Room, wash rooms, common areas, hostel furniture/anywhere in the hostel) or anyone else's property inside or outside the hostel is an act of indiscipline. Such acts will attract severe punishments: Compensation on an individual or collective basis shall be imposed to make good the losses.
- Silence hours' will be observed after 11:00 pm in the hostels. Students are advised to study before 11:00 pm at night and after 05:00 am in the morning, which is sufficient to maintain an excellent academic record.
- Laptops should also not be used after 11:00 pm as proper sleeping helps to remain fresh, creative and active. Playing music or watching movies is not permitted during Silence hours.
- Students have to be considerate towards the other members staying with them in their rooms who might get disturbed on account of their wanting to stay awake till late hours of the night. Privacy of each roommate should be respected.
- Hostel rooms are expected to be kept clean by the occupants. Staff has been engaged for cleaning the toilets, corridors and common areas ONLY.
- Students are supposed to switch off lights and fans when they are not in the room. Water taps in washrooms should be closed properly in order to save water. **In case of an open water tap, students will be charged a fine of Rs. 500 per room or as per the waste of water.**
- Provision of solar water heating system is available in all hostels, the capacity of the solar water heating system is based on the number of occupants, and is sufficient as per the solar water heating system consultants. Students are not to use hot water to wash their clothes, failing which, other students will not get sufficient hot water.
- Power in the Hostel Blocks will be switched off during the time of Academic Sessions
- Second year students staying on their own arrangements are required to submit an undertaking with details of the place they shall be residing for the balance duration of the course. A copy of the agreement with society / flat owner or details of PG or any other arrangement details along with notarized photocopies, are to be submitted with the undertaking.
- At the time of the No due clearance process, students are expected to submit the hostel room key & Wardrobe keys. **In case of non submission of key's, student is expected to pay Rs. 500 towards cost of new keys and fine.**
- Any problems/queries may be reported to the Administrative Officer.

## LEADERS MESS RULES

- Mess timings for Breakfast, Lunch, Evening Tea, and Dinner have to be adhered to.
- Carrying food, cutlery, or crockery to hostel rooms is not permitted.
- Students are required to come dressed as per the Leaders Mess Dress Code (wearing night clothes/indecient clothes/slippers/sandals, etc. is not permitted).
- Students must clear their dining area responsibly after every meal. Used plates, cutlery, and food waste must be disposed of only in the designated disposal area and must not be left on dining tables.
- Chairs must be properly pushed back into their original position after use to ensure clean and obstruction-free movement within the dining area.
- Day scholars are required to have their meals (Lunch, Breakfast) in the Leaders Mess.
- Carrying of outside food/tiffin boxes is not permitted.
- Coming to the mess under the influence of alcohol/smoking is strictly prohibited.
- Wasting food is not acceptable.
- We aim to groom our students to be fit for the corporate world and have the right dining etiquette.
- All students are required to be present in the mess for all the meals at the fixed time unless he/she is unwell.
- Any negligence in maintaining cleanliness and order will invite disciplinary action.
- Students found violating the canteen/mess rules shall be suitably penalized
- Silence will be maintained while having food.

## NIGHT OUT RULES

- Students are permitted a maximum of two night-outs per month (not consecutive nights).
- Night-out permission shall be granted only for Saturdays and only if the student is visiting relatives or acquaintances within Pune city limits.
- Permission is strictly subject to Institute approval, and any misuse or misrepresentation of information will attract strict disciplinary action.
- To avail of the **Night Out** any one parent needs to make a whats app video call to the Administrative officer from their registered mobile number and also they have to send an email from their registered email Id to [admin@iiebm.com](mailto:admin@iiebm.com), [acads@iiebm.com](mailto:acads@iiebm.com) 18 hours in advance and Mobile number: 9860500454 /8767737542
- Requests for **Night Out** made at a short notice on the same day or evening or after office hours will not be permitted.
- Parents will be required to mention where their ward will be going, with contact details of the concerned person.
- Permission to avail **Night Out** is a must and shall be granted subject to the above conditions being fulfilled.
- The Administrative Officer, in turn, will verify the request and recommend the Night out Pass to the Warden of the Hostel.
- If any student is required to go out of the station for any personal reason, his/her parents will have to follow the procedure mentioned in Points 2 & 3.
- Nomination of local guardian (telephone number and names to be given), if any, must be made by the parents through a letter addressed to the Director at the time of Admission.
- It is the duty of the parents to inform of any changes in their contact numbers (landline and mobile) through email.

## CODE OF CONDUCT ON-CAMPUS GENERAL RULES

We at IIEBM have a distinct culture and laid down a Code of Conduct which we expect every student to follow and abide by in true letter and spirit. At IIEBM- Indus Business School, it is our constant endeavour to make our students a perfect fit for Indian and Multinational Companies. Students enrolled at IIEBM, Indus Business School, are expected to behave maturely as would be expected of a Manager / Leader when he/she join the Corporate World. Your admission to IIEBM, Indus Business School, affirms your commitment to embrace its culture and adhere to its Code of Conduct.

- Greet everyone with JAI HIND. All students are expected to uphold this standard with everyone—be it peers, faculty, corporate guests, admin staff, security and others.
- Students are expected to behave with dignity, respect, and courtesy toward peers, faculty, staff, security staff, and visitors.
- Discipline reflects a civilized way of life and is vital to our training. Any breach of standards will be addressed firmly and appropriately.
- Punctuality is required for classes, seminars, and official events. Maintain orderliness and decorum at the institute.
- All communication (verbal, written, digital) should be respectful, constructive, and free of discriminatory or offensive language. Email and digital correspondence with faculty and administration should be professional in tone and format.
- The institute promotes a culture of inclusion. Discrimination or harassment based on gender, race, religion, nationality, disability, or sexual orientation will not be tolerated. Students are encouraged to respect different perspectives and cultural backgrounds.
- Students must represent the institute responsibly on social media. Posting confidential, defamatory, or inappropriate content that damages the reputation of the institute or individuals is strictly prohibited.
- Misuse of digital platforms or access privileges (including hacking or data tampering) is strictly forbidden.

## ON CAMPUS RULES

- The Institute's Dress Code has to be adhered to; defaulters shall not be permitted entry to the Institute premises (refer Dress Code Section).
- Wearing an I-Card is mandatory while on campus or off campus.
- Students are required to keep themselves abreast of all Institute Circulars/announcements which are displayed up on the Notice Board, updated on the educational ERP, shared by e-mail or on the Official WhatsApp Group.
- Students are required to carry their Daily Planner, Oxford Pocket Dictionary, the Current day's newspaper, a white handkerchief, and deodorant regularly.
- Students are required to comply with the procedural requirements related to entry and exit (time-in/time-out) in the Security Register while entering or leaving the campus.
- Any damage or loss caused to the Institute's property, equipment, furniture & fixtures (Chairs, IT Equipment, PA System, Computers, Projectors, Hostel & Canteen Furniture, Gym Equipment/ Sports Gear, Facilities, etc.) shall be recovered from the students.
- Getting into physical fights, speaking rudely/using unparliamentary language on or off-campus shall not be accepted and strict disciplinary action shall be taken against defaulters. Parents of such students shall be asked to come and meet the Management.
- The Institute enforces a zero-tolerance policy towards alcohol, smoking, tobacco, and drugs. Consumption, possession, or being under the influence of any such substance on campus, in hostels, or during Institute activities is strictly prohibited and will invite severe disciplinary and legal action leading to termination of candidature.
- Instances of misbehavior, unpunctuality, malpractices, cheating during exams, instigating other students against the Management of the Institute or any other similar acts unbecoming of a Management student will result in the student being placed on the RED LIST. In cases of severe disobedience, candidature may be terminated.
- **Cases of stealing money or personal belongings of others will be referred to the Police.**
- Sexual abuse or assault, or harassment of any kind with fellow students, staff members, visiting faculty, and housekeeping staff will be treated as a serious offence, and such cases shall be referred to the Police
- Management is empowered to impose fines for misconduct on the part of any student. The fines collected will be deposited in the **Students Welfare Fund** and utilized for Students welfare activities.
- Parents of students who have been major defaulters on disciplinary front will be called to the Institute failing which students will not be permitted to attend classes/ appear for Exams till their arrival.
- For Points 7, 9, 10, 11, 12 and 15 a Grievances Redressal Committee as per AICTE norms comprising of the Institute Trustee/s, Institute Faculty representative and Independent Members from other Institutes shall be nominated to review the seriousness of the matter/case at hand, post which necessary action in the overall interest of the students and Institute shall be taken.
- Disputes, if any, shall be resolved within the jurisdiction of Pune only.
- Students may wear crocs or casual footwear only for the purpose of exiting the campus; roaming within the campus or entry into the mess in such footwear, including on Saturdays, is strictly prohibited and will be treated as a breach of campus discipline.

## ACADEMIC BLOCK CODE OF CONDUCT

- Students must walk in a disciplined and orderly manner, maintaining proper lines while moving through corridors, staircases, and common academic areas to ensure decorum and smooth movement.
- Students must be seated in their respective classrooms five minutes prior to the scheduled class time as per the seating plan.
- Students will not be allowed to enter or leave the class once the session has commenced.
- The Classroom Seating Plan has to be adhered to by all students.
- Carrying mobile phones in the Academic Block (ClassRooms, Auditorium, Computer Lab, Library etc.) is not permitted.
- No student will be seen loitering on the campus when classes are in progress.
- Students are not permitted to use their laptops, or read Newspapers / Magazines while the class is in progress unless permission has been granted by the faculty in charge.
- While asking questions to or answering questions of faculty members/Corporate Guests (during Guest Lectures, Seminars, Workshops, etc.), students must stand up and ask/answer questions. This is the culture at the Institute, and students would be expected to abide by it. A student should first tell his/her name, followed by the questions.
- Consuming snacks, sweets, chewing gum, drinks, etc in the Academic Block (ClassRooms, Auditorium, Computer Labs, Library etc.) is prohibited.
- No announcements/instructions shall be passed by students to the batch without seeking approval from the Director/Dean/Academics Department.
- For Industry Connect Activities (Guest Lectures, Seminars, Panel Discussions, etc.) which are arranged in the Auditorium, students are required to carry their notepads and no other belongings (laptops, water bottles, bags etc.) unless asked by the Academics Department.
- Carrying water bottles to the auditorium is not permitted.
- Damage to any of the equipment in the classroom (Chair, IT equipment, etc.) shall not be acceptable, and compensation on a collective basis will be taken from students of that section/class.
- Students should not use social media apps/websites, play games, or talk in class when the session is in progress. Any violation will be penalised as per the current fine chart, and students should not argue with the faculty/ staff who report such a violation to the management.

## EXAMINATIONS AND ASSESSMENTS

Assessment is based on the performance of the student throughout the semester. Assessment pattern of various courses, comprises with 60% for Continuous Internal Evaluation and 40% for End Semester Examinations. Continuous Internal Evaluation (CIE) is marked minimum out of 80 marks, which are then converted to out of 60 marks. The breakup of 80 marks is as follows:

- CIE 1: 20 Marks
- CIE 2: 40 Marks (Mid Term Examination- Compulsory to everyone)
- CIE 3: 20 Marks

## CONTINUOUS INTERNAL ASSESSMENT

- The course teacher prepares the scheme of Continuous Internal Evaluation (CIE) mentioned below before the commencement of the term. The scheme of CIE shall explicitly state the linkages of each CIE with the Course Outcomes (CO) and define the targeted attainment levels for each CO.
- The MD/Dean approves the scheme of CIE with or without modifications.
- The course teacher displayed on the notice board the approved CIE scheme of the course.
- Each CIE item shall be of a minimum of 20 marks.
- For each Course, there shall be a MINIMUM of three CIE items. The final scores shall be combined/converted to 60.
- CIE shall be spread through the duration of the course and shall be conceptualized, executed, assessed, and documented by the course teacher along with student-wise and class-wise attainment levels of the COs and the attainment levels of the course.
- The assessment outcome of each CIE shall be duly signed by the course teacher and the Dean of the Institute.
- A copy of the duly signed CIE outcome shall be displayed on the notice boards, within a week of the assessment, and course teachers shall guide the students on a need basis.
- The institute may conduct additional makeup / remedial CIE items at its discretion.
- At the end of the term, aggregate CIE scores/grades shall be calculated, and the CO attainment levels shall be calculated by the course teacher. The same shall be displayed on the notice board.
- Course teachers shall opt for a combination of one or more CIE methods listed below.

### Group A (Individual Assessment) – Not more than 1 per course

- Online Certification as per Subject Mapping
- Class Test
- In-depth Viva-Voce

### Group B (Individual Assessment) At least 1 per course

- Case Study
- Case-let
- Situation Analysis
- Presentations

### **Group C (Group Assessment): Not more than 1 per course**

- Field Visit / Study tour and report of the same
- Small Group Project & Internal Viva-Voce
- Model Development
- Role Play
- Story Telling
- Fish Bowls

### **Group D (Creative - Individual Assessment) Not more than 1 per course**

- Learning Diary
- ScrapBook/Story of the week / Story of the month
- Creating a Quiz
- Designing comic strips
- Creating Brochures/Bumper Stickers/Fliers
- Creating Crossword Puzzles
- Creating and Presenting Posters
- Writing an Advice Column
- Library Magazines-based assessment
- Peer assessment
- Autobiography/Biography
- Writing a Memo
- Work Portfolio

### **Group E (Use of Literature / Research Publications- Individual Assessment) -Not more than 1 per course**

- Book Review
- Drafting a Policy Brief
- Drafting an Executive Summary
- Literature Review
- Term Paper
- Thematic Presentation
- Publishing a Research Paper
- Annotated Bibliography
- Creating Taxonomy
- Creating Concept Maps

### **Group F (Use of Technology Individual Assessment): Not more than 1 per course**

- Online Exam
- Simulation Exercises
- Gamification Exercises
- Presentation based on Google Alerts
- Webinar-based assessment
- Creating a Webpage/Website/Blog
- Creating infographics/infomercial
- Creating podcasts/Newscast
- Discussion Boards

## MEDICAL FITNESS RULES

- All students are required to bring a Medical Fitness Certificate at the time of reporting to the Institute.
- A student who has had any medical problems/disorders (past or present) must present a medical certificate from the hospital or doctor under which they are receiving/have undergone treatment certifying that they are fit to attend B-school or participate in organizational activities.
- The same must be brought to the notice of the Management in writing at the time of confirming his/her Admission or during the Registration Process. Management will decide regarding admission continuation.
- No absence for any other reason shall be entertained at a later date.
- Details of any allergies to food and medicines should be informed at the time of joining
- We advise students not to enroll in the program if they are experiencing a serious illness and are unable to maintain a B-school schedule or participate in the organizational activities.

## USE OF MOBILE PHONES

- Use of mobile phones in the Academic Block is strictly prohibited.
- If any student other than Student Council members (who are permitted by the management) is found using their mobile in the Classroom, Library, Auditorium, or Computer Lab, their mobile will be confiscated and returned on completion of the program.
- You are advised to inform your parents to call you before or after class hours.
- In case of emergency, your parents can contact the Administrative Officer or the Academies Department (09:00 am to 07:00 pm)
- **Administrative Officer – 9860500454**
- **Academic Coordinator – 8767737542**

## STUDENTS WHO OWN TWO-WHEELERS

- Students using two-wheelers must mandatorily submit a copy of their valid Driving License and Vehicle Registration Certificate (RC) to the Institute office.
- Wearing a helmet is compulsory at all times for both the rider and the pillion rider, without exception.
- Parent's consent should be submitted to the Administrative Officer for their ward to use a two/four-wheeler
- Student/s (rider or pillion rider) violating this rule will be fined with Rs. 2000/- in the first instance and more stringent punishment will be awarded on subsequent occurrences.
- In the past, there have been instances where students have suffered fatal injuries on account of not wearing a helmet. We do not want such instances being repeated.

## PARENTS VISITING DAYS

- Parents can visit the Institute to meet the Faculty of Management Members on every Wednesday and Thursday from 03:00 pm to 07:00 pm hours only.

## ANTI RAGGING RULES

- Ragging of any kind is strictly prohibited. Anyone indulging in ragging will be dealt with Zero Tolerance and will be expelled, as this has been prescribed as the minimum punishment by the Supreme Court of India.
- The Supreme Court has also categorically mentioned that students harassing fresher students physically or mentally will be booked by the Police, expelled from the college, and also denied future admission.
- If anyone tries to rag any student, the same should be reported immediately to the management. (Ref. Maharashtra Prohibition of Ragging Act 1999).

## RED LIST: WHAT IS IT?

- All students with disciplinary cases against them will be placed on the 'Red List' at the discretion of the Management.
- Students not adhering to the Code of Conduct will be placed in the "Red List".
- Any negative report received by the Institute from the Company where the student is doing his/her "Internship or Project Studies" may result in the student being placed in the "Red List".
- Students in the "Red List" may be disqualified from appearing in Examinations, denied permission to be part of Extra or Co-Curricular activities or debarred from Internship and Final Placement Opportunities.

## AWARDS AND RECOGNITION

Awards and recognitions are designed to exemplify the dedication, best practices, ingenuity, and excellence in students' academic pursuits and overall achievements. Our students are talented, ambitious, and accomplished. We celebrate students' accomplishments formally through this range of available awards.

- **The Best All-Round Student Trophy**– This Trophy is awarded to the best performer in all respects that including academics, extracurricular activities, co-curricular activities, etc. one who has displayed exceptional performance throughout the pandemic tenure at the institute in team work and leadership qualities.
- **The Best Girl Student**– This trophy is awarded to the girl who is enthusiastic, dynamic, and has the right attitude towards every assigned task.
- **The Best Boy Student Trophy**– This trophy is awarded to the boy who will prove himself in co-curricular. extracurricular activity and is always ready to walk the extra mile, burn the midnight oil, and successfully accomplish the mission or task at hand and excel in academics.
- **The Best Girl Student in Academics Trophy** –This trophy is awarded to the girl who performs well in Academics.
- **The Best Boy Student in Academics Trophy**– This trophy is awarded to the boy who performs well in Academics.
- **The Best Student in Marketing Management**– This trophy is awarded to the student who has boundless enthusiasm and can strategically and tactfully manage the clientele and add value to the business of an organization.
- **The Best Student in Financial Management** –This trophy is awarded to the student who has an analytical mind and can explore numbers and figures professionally to predict and present the health & wealth of the organization.
- **The Best Student in Human Resource Management**– This trophy is awarded to the student who has good people management skills and is passionate about growing and developing employees to be more empathetic.
- **Best Project Report (WIP)**– This trophy is awarded to the student who works relentlessly and selflessly for the NGO during Winter Internship.
- **Best Project Report (SIP)**– This trophy is awarded to the student who performs exceptionally well in his/her Summer Internship where he/she is able to successfully execute the task allotted to the best of his/her ability.
- **Extra-Curricular Activities Trophy**– This trophy is awarded to the student who represents the institute in various inter-institute competitions in extra-curricular events, sports competitions, and wins different awards and accolades.

## CHANGES/MODIFICATIONS TO RULES

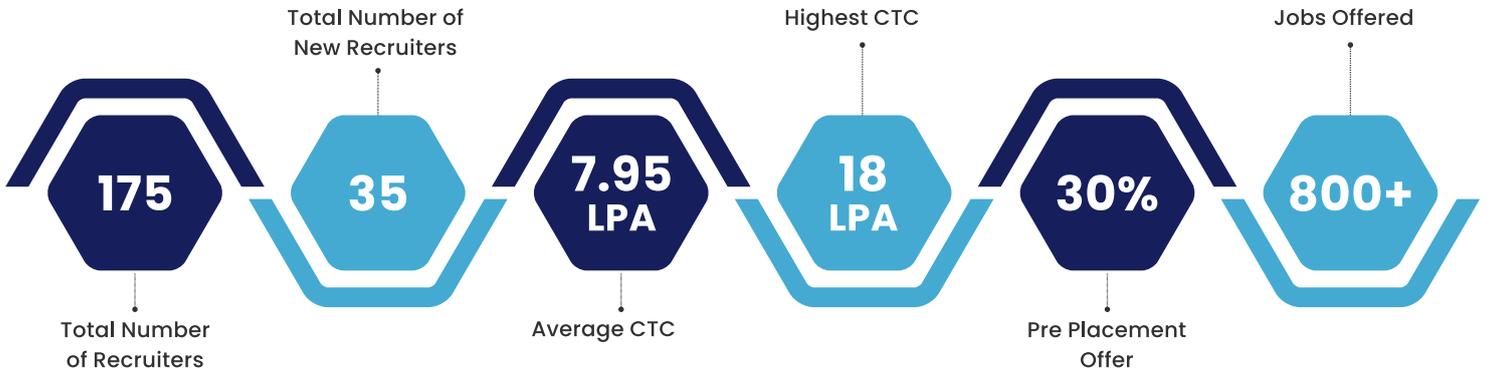
- The Institute reserves the right to delete/modify any of the rules as and when deemed necessary.
- The Institute reserves the right to add new rules or overrule an existing one if necessary.

IN CASE ANY VIOLATION OF THE ABOVE RULES IS REPORTED OR DISCOVERED, APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN.

# Placements Highlights 2025

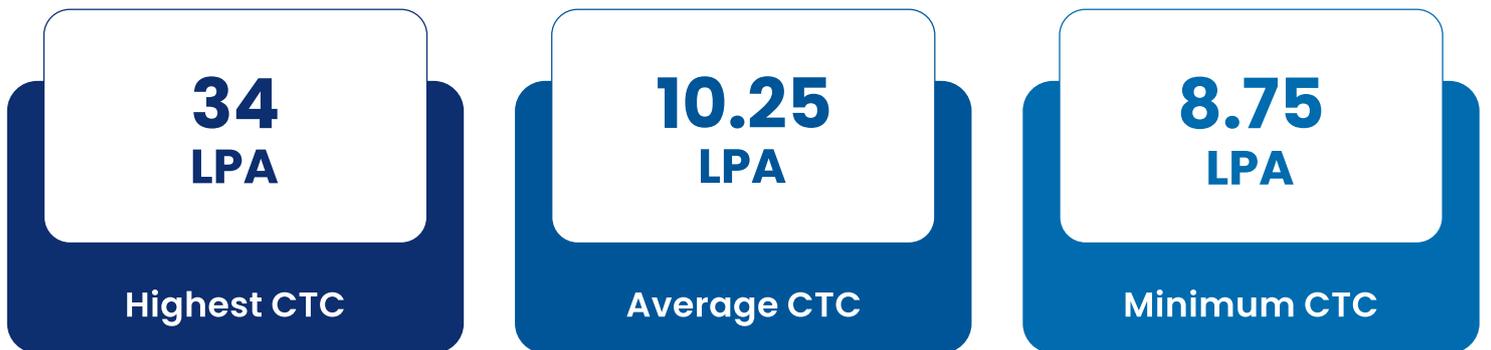
## PGDM

### Placements Highlights



## PGDM + PGPERP (SAP)

### Placements Highlights



### Key Recruiters





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