



Lexicon Management Institute of Leadership & Excellence

Academic Policy

Issued On: June 2019

[All rights reserved by Lexicon Management Institute of Leadership and Excellence. No part of this Policy Manuscript may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without prior written permission of the publisher]

Vision: To be a globally admired group of diverse educational institutions enabling students to become valued citizens of the world.

Mission: To develop an all round personality of our students by:

- Providing Student – centric learning.
- Encouraging critical thinking.
- Encouraging problem anticipating and problem solving thinking.
- Celebrating diversity.
- Working towards every aspect, no matter how small.
- Working consistently as a team.

Introduction:

Lexicon Management Institute of Leadership & Excellence has been offering AICTE approved two years full time Post Graduate Diploma in Management (PGDM) course since 2009.

The Academic Department has drafted the following rules and regulations for the smooth, transparent, effective, fair and timely conduct of academics in the Institute. The rules and regulations have been drafted by virtue of powers conferred by AICTE Act, 1987 read with APH (Norms for PGDM program), after an approval from, Board of Studies, Academic Council & Board of Governance.

The Academic Department is the statutory authority for conducting Academic sessions and making policy decisions regarding the same. The syllabus, academic delivery mode, pedagogy, courses, certifications etc. are subject to change every year for academic updating and relevance as per Industry standards. The Board of Studies comprising mainly of the professionals from various expert backgrounds vetting the syllabus, the

Academic Council comprising of the best in the Academia and Corporate from the IIMs, IITs and other established brands from India, Mentors to the Institute, the Research Advisory Body and the Board of Governors form the core contributors to the syllabus quality of all the programs for Academics at Lexicon Management Institute of Leadership and Excellence. We strive to enforce professional conduct of academics, a fair and unbiased structure to facilitate students to undergo academic assessments successfully and improve the overall systems of academics at Lexicon Management Institute of Leadership & Excellence, so that our students get nothing but the best always.

Objectives:

- 1) Adherence to Lexicon MILE general Code of Conduct
- 2) Ensure that the core values of the Institute are imbibed in our students through various academic and non academic programs of the Institute.
 - A) The objectives of the Student Policies w.r.t. Academics is to ensure the right fitment to the industry, be thorough in the core dimensions of Knowledge, Skills and Attitude by executing the best practices in all its endeavors.
- 3) The Lexicon MILE Code of conduct maintains the educative environment of the Institute based on principles like:-
 - a) Maintaining the sanctity of management education among all stake holders.
 - b) Good relationships and co-operation between and among all the educational partners.
 - c) Student's personal responsibility and ownership of his/her conduct.
 - d) Equality and fair treatment to all.

Hence the philosophy of the Institute lies in being a progressive B-School, adopting scientific reasoning in all its duties, retaining an ever learning, dynamic and versatile environment and practising values in all its small and big tasks it undertakes, towards growth and development.

This Policy manuscript is not subject to any changes, unless under absolutely unavoidable circumstances, wherein the Institute Management is compelled to change / modify it. A review / renewal is done only at the end of an ongoing term.

Index

Section: Students

Policy No.	Name of Policies	Page No.
1	Attendance	5
2	Induction / Orientation Training Program	6
3	Live Projects	7
4	Winter Internship Project	8
5	Final Year Internship	9-10
6	Research Policy	11
7	Time Table, Session Plan & Syllabus	12-17
8	Leave Rules	18-21
9	Non Payment of Academic Fees	22
10	Student Council	23-24
11	Student Committees	25-29
12	Lexicon Management Institute Annual Event	30
13	Code of Communication	31-32
14	Conduct during attending external Events / Programs	33
15	Student Dress Code	34
16	Student Grievances	35
17	Parents / Family Interferences	36
18	Class / Campus Conduct	37
19	Certifications	38
20	Festivals & Culture Programs	39

Section No. 1

Attendance

As the PGDM program at Lexicon Management Institute of Leadership & Excellence, follows a trimester pattern of academic curriculum, students should strive to maintain the maximum attendance in all the subjects, as absence in the lectures may affect the quality of his/her academic performance adversely.

- **The minimum attendance per trimester per subject inclusive of subjects, certifications, training programs and all such academic sessions should be maintained at 75%** by all means, by each student. The rest 25% may be availed for leave which is inclusive of medical leave. The detailed Student Leave Policy, attached herein, should be referred for the same.

Attendance in all academic and non-academic personal / team development activities and certification programmes is mandatory. Students have to maintain a minimum attendance of 75% per trimester, per subject / certification programme / any other academic / non-academic event in a trimester inclusive of medical and other contingencies. **Midterm leave to attend personal functions is not permitted due to the exhaustiveness of the academic programme.** Emergency leave can be met only with sanctioned leaves / during holidays is permitted. Unapproved /Unsanctioned leaves can invite academic or monetary penalties. The penalties for unapproved / unsanctioned / uninformed leaves are mentioned under Leave rules.

Section No. 2

Induction / Orientation Training Programme

It is mandatory for each admitted student to attend the Institute Induction / Orientation Training program. This program is very rigorous, structured and carried out with strict time lines. Students are expected to follow them in order to get acclimatized to the discipline of the PGDM program and the culture of the Institute. The commencement of the Induction Training program is on reduced durations and it escalates to longer durations as it progresses from one phase into another.

The Lexicon MILE Induction/Orientation programme has three main phases:-

- a) **Phase-I-** Information to the PGDM Program / Institute /Processes.
- b) **Phase-II-** Introduction to the Corporate / Sectoral Knowledge/ Social Interactions etc.
- c) **Phase-III-** Introduction to Self: Individual Student Focused Development program.

Section No. 3

Live Projects

Lexicon MILE students will get an opportunity to work on live projects related to research / with government organizations / social projects etc. This is to increase the spectrum of learning and exposure to various sectors and also personal growth. The funding of the same shall be borne by the students, inclusive of to and fro, unless sponsored by the concerned companies / organizations.

Section No. 4

Winter Internship Project

The Institute strives to implement the WIP every year with the Forest department year on year with a new area of research to work on. Often there is research projects which are also undertaken with other Govt. bodies like the Traffic Police Department, Pollution Control Board, PMC, Airport Authority of India, PMRDA, well known NGOs etc. Primarily the WIP is undertaken with Ministry of Environment, Forest and Climate Change.

These projects are clearly aimed at improving the research acumen in our student leaders and making them socially and environmentally sensitive, apart from endorsing the Institute's contribution towards Corporate Social Responsibility.

The WIP programme under the Forest Department is a ten day gruelling research training programme. It involves Mandatory Attendance and travel to a designated location as specified for the study. The Institute has been striving to negotiate terms with the Forest department ever year to ensure reasonable commercials for the project, however, students are expected to manage their expenses, inclusive of food, stay and travel, during the course of this study, on their own. The learnings of the WIP work is checked through a viva process and submission of report to the team of panellists. The total marks are 100 and the students need to pass the WIP, to clear the course.

Section No. 5

Final Year Internship

The learning processes at the Institute comprises of two halves i.e. the first half of 12 months involving Academics (3 trimester system –TRI-I,II & III) and the second half of 12 months 3 trimester system –TRI-VI,V & VI) involving internships. The basic objective of internships is to expose the students to real life business / work situations, gain relevant experience and at the same time earn a stipend for the same so that financial dependence on parents can be reduced. Some internship related rules that the students need to know are as follows:-

- 1) As an intern, the student will be governed by two sets of rules, the primary one being followed by the parent institute Lexicon MILE and the secondary one being followed by the organization where the student is interning. Deviations from both are not permissible.
- 2) The internship period starts from 1st of May, 2020 and goes on till end of January, 2021. Exceptions can be due to delayed dates of joining on a case to case basis.
- 3) The minimum 9 month Internship period will be evaluated as TRI-IV, V and VI, each carrying a weight of 500 marks. The marks are meant to assess report quality, research work intensity, research methodology and viva in front of a neutral panel etc.
- 4) The student will submit three project reports, one at the end of every three months, which will be indicative of the field /research work done in that period.
- 5) The interning student will be assigned one internal mentor who is a representative of Lexicon MILE and the second mentor will be the representative of the Industry where the student is interning. The dual mentor system is to monitor progress of the project.
- 6) The student will have to intimate both the interning organization and the institute, if leave is availed during the internship period. Unscheduled and uninformed leaves are not permissible as this conduct is unbecoming of a Lexicon MILE student and such an attitude is unprofessional. Strict action

leading to suspension from Internships / Placements will be taken in such case. **Please refer the Placement Policy for Students for all the detailed rules and regulations governing Internships and Placements, as released by the Placement Deptt.**

- 7) THE PGDM degree will be awarded **only** after successfully completing both the academic part of the study and the internship part of the study.
- 8) The detailed format in which the Project Report is to be submitted, the printing requirements like font, the nature of the binding, schedule of submission, weekly reporting formats etc. will be communicated to the students at the end of TRI-III.

Section No. 6

Research Policy

Lexicon MILE students are encouraged to involve themselves in academic writing. This could be on a case, a topic or a research etc. under the guidance of an academic faculty member.

Students are encouraged live to partner in academic writing with faculty members and have their work published in reputed and refereed journals with an ISSN number. Academic writing will be based on the student's experience at internship or while during a live project or simply addressing a societal concern etc.

They will also get valid academic leaves to present their published work at various seminars, symposiums and conferences. They are also free to participate in National and International symposiums conducted at Lexicon and learn from the same.

Kindly refer the AICTE Research Policy for more details on the Research initiatives of the Institute.

Section No. 7

Time Table, Session Plan, Syllabus:

Lexicon MILE follows a trimester pattern for its academic delivery. As already explained there is a three trimester pattern spread over 12 months. The timetable, session plan a.k.a. lesson plan for subjects and the syllabus is made available to the students before the commencement of each Trimester. These are mailed to the students on or before the commencement of the particular trimester separately on the class email group meant for such official communication. Students are expected to read, understand and be informed on the plans and documents well in advance to equip themselves with the oncoming term in an effective manner. The Time Table hard copy is also put up on the Students Notice Board for reference, located in the Institute office.

The Session Plan shall include the methodology to be used by the faculty to take up individual chapters, number of hours to be invested for same, reference books and journals for the subject, the learning outcomes of the subject and also the KSAs (Knowledge, Skill and Attitude) a student is expected to learn and imbibe at the end of the completion of the particular subject.

These will also be loaded on the digi-boards in each class room so that students can refer to them at any point of time during the course of study. Similarly, it is general practice at Lexicon MILE to have case lets, cases, study material, power points, notes etc. loaded on to the digi-boards to make information access for students easier.

Credit Based System:

Lexicon Management Institute follows a credit based academic system as follows:-

TRIMESTER-I

BATCH-2019-21											
TRI-I											
Sr · Nos ·	Sub ject Cod e	Name of Subject	Teaching Credits / Hours		PTAS Credits / Hours			Break up in hours of PTAS (Hours)			
			Cre dits	Teac hing Hour s (Lect ure)	PTA S Cre dits	Ho urs	Tot al Cre dits	Prac tical	Tuto rial	Assign ment	Ski lls
1	PG1 01	Managerial Economics	2	30	0.5	15	2.5	10	2	2	1
2	PG1 02	Research Methodology	2	30	0.5	15	2.5	10	4	1	0
3	PG1 03	Managerial Accounting	2	30	0.5	15	2.5	8	4	2	1
4	PG1 04	Organizational Behaviour	2	30	0.5	15	2.5	0	10	0	5
5	PG1 05	Basics of Marketing	2	30	0.5	15	2.5	8	3	0	4
6	PG1 06	Human Resource Management	2	30	0.5	15	2.5	7	4	3	1
7	PG1 07	Quantitative Techniques	2	30	0.5	15	2.5	5	5	5	0
8	PG1 08	Production & Operations	2	30	0.5	15	2.5	10	0	5	0
9	PG1 09	Legal Aspects of Business	2	30	0.5	15	2.5	6	5	3	1
10	PG1 10	Managerial Communications	1.5	15	0.5	15	2	8	3	0	4
Total Credits							24				
Certifications											
1	CR0 1	Business German	0	0	0.5	0	30	15	10	3	2
2	CR0 2	Corporate Etiquettes	0	0	0.5	0	30	20	2	5	3
3	CR0 3	Goal Setting	0	0	0.5	0	30	20	5	5	0
4	CR0 4	Basics of Excel	0	0	0.5	0	30	22	0	5	3
5	CR0 5	Systems Thinking	0	0	0.5	0	30	20	5	5	0

6	CR0 6	Neuro Linguistic Programming	0	0	0.5	0	30	20	5	5	0
Total Credits			0	0	3						

1 Credit=15 hours of lectures	
1 Credit=30 hours of PTAS	
TRI-I Total Credits	27

TRIMESTER-II

BATCH-2019-21											
TRI-II											
Sr. Nos.	Subj Code	Name of Subject	Teaching Credits / Hours		PTAS Credits / Hours			Break up in hours of PTAS (Hours)			
			Cre dits	Teac hing Hour s (Lect ure)	PTA S Cre dits	Ho urs	Tot al Cre dits	Prac tical	Tuto rial	Assign ment	Ski lls
1	PG2 01	Financial Management	2	30	0.5	15	2.5	8	4	2	2
2	PG 202	Marketing Research	2	30	0.5	15	2.5	5	4	4	2
Specialization: Marketing											
1	PG2 03	Product & Brand Management	2	30	0.5	15	2.5	7	7	0	1
2	PG2 04	Integrated Marketing Communication	2	30	0.5	15	2.5	10	2	2	1
3	PG2 05	Consumer Bheaviour	2	30	0.5	15	2.5	10	2	2	1
4	PG2 06	Sales & Distribution	2	30	0.5	15	2.5	5	2	7	1
5	PG2 07	Services Marketing	2	30	0.5	15	2.5	8	0	6	1
Specialization: Finance											
1	PG2 08	Taxation	2	30	0.5	15	2.5	5	4	4	2
2	PG2 09	Mergers & Acquisitions	2	30	0.5	15	2.5	0	8	5	2
3	PG2 10	Financial Services	2	30	0.5	15	2.5	8	4	2	1

4	PG2 11	Strategic Cost Management	2	30	0.5	15	2.5	0	5	8	2
5	PG2 12	International Finance	2	30	0.5	15	2.5	0	5	8	2
Specialization: HR											
1	PG2 13	Organizational Development	2	30	0.5	15	2.5	4	6	3	2
2	PG2 14	Training & Development	2	30	0.5	15	2.5	10	4	0	1
3	PG2 15	Conflict & Negotiation	2	30	0.5	15	2.5	0	6	7	2
4	PG2 16	Employee Relations & Labour Laws	2	30	0.5	15	2.5	5	5	3	2
5	PG2 17	Performance Management Systems	2	30	0.5	15	2.5	0	6	7	2
Total Credits								42. 5			
Certifications											
1	CR0 7	Business French	0	0	0.5	30	NA	15	10	3	2
2	CR0 8	International Business	0	0	0.5	30	NA	10	10	5	5
3	CR0 9	Advanced Excel	0	0	0.5	30	NA	22	5	3	0
4	CR1 0	Data Analysis	0	0	0.5	30	NA	20	5	3	2
5	CR1 1	Business Models	0	0	0.5	30	NA	20	5	3	2
Certifications-HR											
1	HRC R01	Cross Culture	0	0	0.5	30	NA	15	10	3	2
2	HRC R02	Psychometric Tests	0	0	0.5	30	NA	20	8	0	2
Certifications-Finance											
1	FCR 01	Block Chain	0	0	0.5	30	NA	15	10	4	1
2	FCR 02	IFRS	0	0	0.5	30	NA	20	5	4	1
Certifications-Marketing											
1	MCR 01	E-Commerce	0	0	0.5	30	NA	15	8	7	0
2	MCR 02	Digital Marketing	0	0	0.5	30	NA	12	8	7	3
Total Credits					5.5						

1 credit=15 hours of lectures	
1 Credit=30 hours of PTAS	
TRI-II Total Credits	48

TRIMETSER-III

BATCH-2019-21											
TRI-III											
Sr. Nos	Subject Code	Name of Subject	Teaching Credits / Hours		PTAS Credits / Hours			Break up in hours of PTAS (Hours)			
			Credits	Teaching Hours (Lecture)	PTAS Credits	Hours	Total Credits	Practical	Tutorial	Assignment	Skills
1	PG301	Strategic Management	2	30	0.5	15	2.5	5	5	5	0
2	NEW Course	Business Ethics	2	30	0.5	15	2.5	5	2	8	0
Specialization: Marketing											
1	PG302	Industrial Marketing	2	30	0.5	15	2.5	4	4	4	3
2	PG303	Retail Marketing	2	30	0.5	15	2.5	8	2	3	2
3	PG304	Rural Marketing	2	30	0.5	15	2.5	8	0	7	0
4	PG305	International Marketing	2	30	0.5	15	2.5	5	5	5	0
Specialization: Finance											
1	PG306	Corporate Finance	2	30	0.5	15	2.5	0	8	5	1
2	PG307	SAPM (Securities Analysis & Portfolio Management)	2	30	0.5	15	2.5	8	4	2	1
3	PG308	Money & Capital Markets	2	30	0.5	15	2.5	8	4	2	1
4	PG309	Banking & Insurance	2	30	0.5	15	2.5	5	5	4	1
Specialization: HR											
1	PG213	Compensation & Benefits	2	30	0.5	15	2.5	4	6	3	2
2	PG214	HRIS	2	30	0.5	15	2.5	10	4	0	1
3	PG215	Competency Mapping	2	30	0.5	15	2.5	0	6	7	2

4	PG216	Strategic Human Resource Management (SHRM)	2	30	0.5	15	2.5	5	5	3	2	
Total Credits							32.					
							5					
Certifications												
1	CR12	Design Thinking	0	0	0.5	30	NA	15	10	3	2	
2	CR13	Emotional Intelligence	0	0	0.5	30	NA	10	10	5	5	
3	CR14	Six Sigma	0	0	0.5	30	NA	20	5	4	1	
Total Credits							1.5					

1 credit=15 hours of lectures	
1 Credit=30 hours of PTAS	
TRI-II Total Credits	34

First Year Credits Summary: Classroom Sessions

Sr. No.	Trimester	Credits
1	I	27
2	II	48
3	III	34
Final Year Total Credits	Three Trimesters	109

Final Year Marks Summary: Industry Internship Sessions

Sr. No.	Trimester	Marks
1	IV	1500
2	V	1500
3	VI	1500
Final Year Total Marks	Three Trimesters	4500

Section No. 8

Leave Rules

1.1) Leave Rules

- 1) The students will have to present for all academic and certification and any other sessions as per the time table or as announced by The Academic Coordinator compulsorily.
- 2) There will be a provision granted for medical leave on a case to case basis. In case of a medical emergency, the same is to be intimated to the Hostel Warden immediately followed by the visit to the Physician.
- 3) The minimum attendance criterion to be eligible for writing the tri-end exams is 75%. However, it is to be noted that all absences including medical leaves and any other emergencies are to be accounted for in the remaining 25%. There will be no leaves beyond the 25% already provided for. Secondly, the 25% absence has to be cleared by the competent authorities before the same is availed. The 25% provision is not a matter of right, but has to be cleared from relevant authorities prior to proceeding on leave.
- 4) **Students found absent from hostels without authorization will lead to automatic suspension from writing the trimester end exams, besides informing the parents concerned.**
- 5) **Provision for taking leave:** In case the student wishes to avail a leave, he / she will have to apply for the same at least 24 hours to 48 hours prior to commencement of leave period in the approved Lexicon format. There will be a verification call to the parents of the said students prior to their commencement for leave. Leave sanctions require prior clearance from the Class Managers, Hostel Wardens, Academic Coordinator, HOD Placements and the Dean Academics. Students are required to plan their leaves carefully. All exigencies will be considered as per the merit of the situation. Students are requested to note that Lexicon MILE PGDM involves a strict, rigorous minimum nine month academic stint and hence deviations due to leaves are strictly not encouraged.

- 6) **Leaves for Marriages /Illness in the family etc.** - In case of leave for marriage or illness to a loved one, the leave period will not exceed a total of three working days and this is inclusive of travel to the concerned destination. Such leaves will not be considered as a right, but will be cleared on a case to case basis, depending on the student's overall conduct and academic performance in the Institute. This is a provision to be used only in case of extreme emergencies.
- 7) **Failure to report back to the Institute on deputed days as specified in the leave form or after formal vacations will result in serious academic repercussions like debarring from writing the examinations of that Trimester.** This is to make the students understand the seriousness of the leave policy and its adherence.

1) Diwali Vacation & Reporting

- 1) There will be a fixed number of days as Diwali vacation for students. The exact dates regarding the same is intimated at the commencement of the academic year along with the list of holidays and the Diwali vacation break period also reflects in the Annual Calendar of the Institute shared with the students at the beginning itself. Students are expected to plan their travel accordingly. The Diwali break is given to the students to not only spend some time with family and friends but also finish the pending documentation work of the course, in their respective home towns.
- 2) There will be a notified exit time from the hostel and a return time to the hostel.
- 3) The students are also expected to fill in a "Diwali Leave Form" one day prior to leaving the campus and submit the same to the Hostel Warden. Students are to submit a copy of the travel tickets along with the form.
- 4) All hostel rooms are to be vacated in a clean manner and all electrical equipments should be switched off.
- 5) Students are to complete Diwali Assignments, if any, during the vacation phase and submit it by the date specified for the same.

Penal Actions for delayed reporting after leave

- 1) Students are expected to report exactly on the date and time scheduled by the Institute to report. **Delay / failure in reporting sharp at 9 am (which is usually the same each year, unless intimated separately) to the campus on any grounds, including medical leave will not be entertained and will invite penal action of being debarred from appearing for the final examinations of that Trimester.**
- 2) Medical Leaves if any will be at the strict discretion of the Lexicon MILE office.

2) Unapproved /Unsanctioned Leave

- 1) Permission for leaves is to be taken prior to the availing of the leave and ***never after the leave is availed by applying in the format prescribed.***
- 2) In case a student is found to have availed a leave with following proper procedure, and also if the students are found absent from class the following punishments will be meted :-
 - a) Monetary punishment of Rs.100/- hour multiplied by the quantum of unreported / unsanctioned hours from the hostel/ institute.
 - b) Reduction of marks in both external and internal tests of a subject by 3 marks each. Hence, the candidates will lose 06 marks per subject.

3) Permission to leave campus during class

- 1) No student is permitted to leave class, when the academic or other sessions are on.
- 2) In case of emergencies like sickness or some event related exigencies, the student should take formal permission from the Class Managers and The faculty-in-charge Discipline, get a formal gate pass signed and then leave the campus.
- 3) Students not following the leave application to leave the campus will be treated as a case of unapproved leave and shall be liable for both academic and monetary penal action as per the policy of unapproved / unsanctioned leave.

4) Leaves during Internship

- 1) Any official leave taken from the organization during internship should be informed to the Placement Department and also to the assigned Lexicon MILE mentor.
- 2) A formal copy of the approved leave sanctioned letter from the organization should be submitted to the Lexicon MILE Placement Office and the Academic Mentor.

Section No. 9

Non Payment of Academic Fees

- a. Academic fees is a mandatory payment to be met at all costs. Non-payment of academic fees on the scheduled time will result in expulsion of the student from the course, with immediate effect.
- b. For final year fees which is to be paid by 30th April (or any other date officially fixed by the Institute for that particular year), those students not meeting the fee payment deadline on genuine grounds of non-payment (grounds acknowledged and approved by the competent authority in writing), the Institute shall grant the following extension failing which the student admission / continuation stands automatically cancelled from the course.
 - b1.** Starting 1st May onwards to 5th May, a fine of Rs. 500/- per day is applicable as late fee payment penalty.
 - b2.** From 6th May to 15th May, a fine of Rs. 750/- per day is applicable as late fee payment penalty. No more extensions shall be provided after this.
 - b3.** Admission stand automatically cancelled on 16th May.
- c. Students seeking bank loans are expected to close their documentation work of bank loans with the help / assistance of the Institute office. However, even these students after considering the loan disbursement dates default cases, shall be liable to pay the fees as per the communication released from the concerned bank.
- d. Action will also be taken on the specific trimester's term end examination.

The Accounts Department will intimate the students regarding the last date for payment of fees.

Section No. 10

Student Council

The Student Council is a selected body that is elected on the basis of parameters like Ownership, Responsibility, Discipline, Maturity, Communication, Balanced Conduct etc.

Objectives:

1. To be the apex body of students in the Institute responsible for all student related activities.
2. To be one of the mediums to contribute towards meeting the Vision and Mission of the Institute in terms of imparting holistic education to budding business leaders and managers of
3. To be a strategic partner with the Lexicon Management, in implementing all academic and non- academic events, activities and programs of the Institute related to the students.
4. To provide a platform to the students to hone and develop their leadership skills, imbibe team thinking acumen and learn the ability to handle responsibilities of higher levels.

Role:

The Committee is responsible for holding regular weekly meetings amongst themselves and with the Management representative/representatives to discuss and deliberate crucial decisions related to student life at . They also maintain records of the same. They lead the different Committees and stand up as true rs in implementing the rules and regulations of and ensure that the batch adheres by it.

The President- Is the head of the Student Council.

Vice President- The Vice President is second to the President and automatically takes up the role of the President in his/her absence. The primarily responsibility is to assist the President in the functioning of the Student Council.

Chairman-To chair meetings of the Student Council deliberating on student centric issues, learning and also lead the way in implementing all decisions take up by the Student Council

Secretary- Maintains minutes of meetings, updates status of action plans, and is the link between students and decision makers of the Student Council.

Treasurer- Maintains and keeps an account of funds.

Investiture Ceremony:

In MILE we believe that leaders are never born, they are created. To take part in this glorious creation, the Student Investiture ceremony is organized for the Student Council wherein our young and aspiring leaders are awarded with their badges as a portrayal of the importance of their respective roles and responsibilities in the institute.

After undergoing the 'Election' process for Student Council and living our 'One Student a Time' approach, a few select students based on assessment parameters of Ownership, Responsibility, Discipline, Maturity, Communication, Balanced Conduct and many more from different departments, are inducted into the Student Council through the formal event of Investiture Ceremony.

Investiture ceremony is one of the most important event of any Institute. It is here that we entrust faith and hope in our newly appointed student leaders to lead their batch to heights of glory and make the Institute proud of them. It is also a moment of pride for each student council member after having gone through the grill of election and selection procedure to reach the coveted body of Student Council. Through this ceremony the Council takes the oath to abide by being exemplary torch bearers of the Institute

Section No. 11

Student Committees

Student Committees are formed to enhance leadership skills in students. Membership towards the committee is mandatory. **The duties assigned as a part of the Committee have to be carried out by the students in the first year and in the second year, including internship period of final year, till such time the new committee members are formed.** Committee work shall be monitored, assessed and guided by the allocated Faculty Member for the same. **Non adherence to committee work shall invite strict disciplinary action on the students of the concerned Committee.**

Objectives:

- 1) To be the apex body of students in the Institute responsible for all student related activities.
- 2) To be one of the mediums to contribute towards meeting the Vision and Mission of the Institute in terms of imparting holistic education to budding business leaders and managers of .
- 3) To be a strategic partner with the Lexicon Management, in implementing all academic and non- academic events, activities and programs of the Institute related to the students.
- 4) To provide a platform to the students to hone and develop their leadership skills, imbibe team thinking acumen and learn the ability to handle responsibilities of higher levels.

Selection Procedure:

The following steps are followed to nominate for Committee roles.

1. Students need to submit their nominations towards the different Committees.
2. It is mandatory to register for minimum one Committee to maximum three committees at a given point of time.
3. A student can submit their nomination towards any Committee/s of their choice.
4. Rounds of screening facilitated by Faculty Head/Senior Students.

5. Announcement of Committee membership

Types of Committees:

1. Internal Events Committee
2. Corporate Interface Committee
3. Social Media Marketing Committee
4. External Events Committee
5. Sports Committee

1. Internal Events Committee

Objectives:

- a. Ensure the conduct of all festivals, cultural programs and academic events of the Institute without fail.
- b. Responsible for the Hobby Classes including ensuring attendance, active participation, annual assessments and evaluations confirming the close with certification.
- c. Ensure 100 % participation of the batch in the events.
- d. Encourage creative participation of students in the events.
- e. Monitor attendance pre and post the event.
- f. Organize logistics and infrastructure for the conduct of the event.
- g. Maintain records of meetings prepare accounts statement of expenses/income and ensure reimbursements through proper channels.

2. Corporate Interface Committee:

This committee is divided into two parts ie. Corporate and Alumni for smoother operations of the same.

I. . Alumni objectives:

- a. Ensure consistent and quality based network with the alumni of the Institute.
- b. Conduct Annual Alumni meet with maximum participation.
- c. Maintaining updated database of alumni year after year.

d. Responsible for Alumni Portal on website and its maintenance ensuring maximum alumni interactions.

e. Responsible for all alumni participations and contributions in Messenger monthly.

f. Devise innovative techniques and modes to establish and retain Alumni Institute connect. g. Explore ways to use Alumni potential to the best interest of the Alumni and the Institute students through guest lectures, recruitment scope for students, generating employment scope of and from alumni.

h. Form the Alumni Group on LinkedIn, ensuring highest membership and alumni engagement on the site.

i. Maintain records of meetings prepare accounts statement of expenses/income and ensure reimbursements through proper channels.

j. Shall strive for Alumni Association registration as a legal entity and ensure the creation of Alumni chapters in different cities, nationally and internationally.

k. Shall organize Alumni counselling and mentoring sessions with current students and be responsible for appointing Alumni mentors to each current student.

l. Would be responsible for Alumni lectures/talks in the Institute. m. Serve to work as a platform to nurture Alumni ties aiming Alumni employment prospects and as an employment platform for current students.

m. Will be responsible for forming alumni chapters pan India and abroad by ensuring meetings and seminars with Alumni.

II. Placement Objectives

a. Ensure consistent and quality based network with the recruiters of the Institute.

b. Conduct Annual Recruiters meet with maximum participation.

c. Committee members shall not only act as role models for each current student but also ensure complete discipline in conduct, behaviour, time management, mannerisms and dress code of each student.

d. Devise innovative techniques and modes to establish and retain Recruiter Institute connect.

e. Explore ways to use 'Recruiter potential' to the best interest of the Institute through guest lectures, recruitment scope for students, generating employment scope of alumni etc.

- f. Maintain records of meetings; prepare accounts statement of expenses/income related to placement work, and proper record keeping with respect to placement activities of the Institute.
- g. Consistently strive to upgrade placement status on all social media platforms.
- h. Consciously work towards increased sectoral penetration year after year.
- i. Assist in achieving yearly placement targets.
- j. Work in coordination with Placement Head for all backend support work related to placements.
- k. Assisting in implementing the Placement policies and procedures, for the students.

4. Social Media Marketing Committee

Objectives:

- a. Be the Camus reporter for all events / programs of the Institute. This includes writing content, making creatives and templates, taking regular photographs / videos, recording sessions etc.
- b. Ensure consistent and quality based regular upload of all Institute activities, events, programs, internships, placements, Institute and Individual Awards and Accolades on all social media platforms.
- b. Ensure release of MILE Messenger monthly magazine on or before of every 5th of each month to all the internal stakeholders, Alumni and Recruiters.
- c. Responsible to take appropriate photographs of all events and photographs and maintain an official repository of it, in the Office records.
- d. Work towards maintaining a dignified code of conduct in communication in all internal and external social media platforms.
- e. Responsible for daily event day uploads on all social media platforms, whatever time an event gets over.
- f. Being alert to competitors' mud-slinging tactics on social media and actively work towards defending Institute's interests on all these platforms including active participation on all student related media platforms.
- g. Putting up updates on Institute website.
- h. In charge of all art work, creatives, content writing and branding work of the Institute.

5. External Events Committee

Objectives:

- a. Identify inter college events of other B-schools and filter through the best for entrants.
- b. Ensure maximum and quality participation in other B schools events, competitions and programs.
- c. Run internal screening of requisite talent to cater to the best B-schools competitions outside.
- d. Responsible for the management of registrations, participation, ensuring maximum winner status of .
- e. Managing logistics and the smooth to and fro of students in these events.
- f. Maintain records of these events, submit records of these and conduct all the above mentioned tasks in consultation with the faculty in charge of the Committee

6. Sports Committee

Objectives:

- a. Conduct regular indoor and outdoor games and sports activities and competitions for students.
- b. Organize weekly outbound activities for all the students.
- c. Conduct various inter and intra matches involving employees, students, alumni etc.
- d. In charge of all sports equipment and accessories of Sports available with the Institute
- e. Maintain records of meetings, events conducted, photographs and submit reports to office.

Section No. 12

Lexicon Management Institute Annual Event

The annual event is one of the most unique training program for our students. This puts to test all the theoretical concepts of Marketing, HR and Finance of the students learnt in the classrooms. A one of its kind, this event is an entrepreneurial venture given to the students to invest their personal funds and put to practice their leadership and entrepreneurial skills to make money for them selves. An out and out student funded event, this event shall be owned up by the students for all the profits / losses it makes. It will be the students who keeps the profits earned and the it is the students who bear the losses too. The Institute shall depute a faculty / s to supervise / monitor the event and its operations. This is simply lend a helping hand to the student to gain ground on business sense. But, he / she will not be responsible nor have any share in the profits / losses of the program.

Section No. 13

Code of Communication

The Lexicon MILE Employee Code of Communication is established to foster and protect the Vision and Mission of the Institute and sustain Lexicon MILE Values, in its right spirits. It aids in the professional development of the student in a safe and secure learning environment, and protects the larger interest of people, policies, properties and processes in the system. Lexicon MILE believes in cultivating qualities of honesty, integrity, responsibility, ownership, goal orientation, discipline, mutual respect for colleagues and property, as the pillars of professional work life. For achieving this, the student community should necessarily practice these qualities and see that the rules stated in this code, are strictly and sincerely, adhered to. Hereby, the students are clearly instructed to follow the below mentioned terms and conditions of the rules of the MILE Employee Code of Communication.

1. No student is authorized to send any mails/text messages/WA messages/email communication, to any one inside the Institute/ employee social media Groups/Community or outside the Institute or on any Social Media platforms including the likes of Facebook, Twitter, Blogs, Instagram, Whatsapp on any issues of Lexicon MILE work life, without the prior approval and sanction of the authorized person in the Institute. The student is bound to display/submit the content in question, as and when asked by the concerned authority.
2. The official Lexicon MILE groups on social media like Facebook, Gmail, Whatsapp are made for sharing an exchanging official views only. There are official mediums and authority appointed to meet personal grievances/complaints/conflicts of Lexicon MILE study life. Social media is not meant for the same. Hence, no student shall upload/comment/ make statements of common /issues/concerns on these groups.
3. Students are strictly instructed to restrict themselves from participating in joint meetings/discussions with any group of students / Lexicon MILE employee, inside or outside the Institute, beyond the formal role responsibilities undertaken by the student.
4. No student is permitted to write group mails/messages without the prior approval and sanction of the authorized person in the Institute.
5. Any grievance related to Lexicon MILE and Lexicon MILE study life, faced by the Students has to be addressed to the concerned authority in the Institute directly, either through personal meeting or written communication only.

6. Students are not authorized to approach/discuss/share/seek consultation on Lexicon MILE study issues, with anyone else, inside or outside the Institute.

7. Students shall not engage in any other forms of communication, which will harm the short term or long term interest of the Institute and all its stakeholders.

8. Gossip/unnecessary talks is strictly prohibited during work hours at all places including work stations/ work desks/lobby/canteen/ office premises and all places inside the Lexicon MILE Campus.

9. Students are expected to be logged in/wired in/ browsing through their laptops/desktops/mobile phones/note pads/digital boards etc. only for the purpose of official work during work hours. Engaging in personal talk/chat/browsing etc. on all the above modes, either individually or in groups, is highly discouraged. Any student found doing so, invites disciplinary action on the same.

Section No. 14

Conduct during attending external events and programs

Students are expected to be in their best behaviour while representing the Institute on different platforms outside the Institute. They stand as the spokes person of the Institute to the world outside hence corporate mannerisms are expected to be displayed while participating in the programs outside the campus. Proper dress code, time discipline, respectful behaviour, positive body language etc. are expected to be displayed by the students. They shall not disclose confidential information of the Institute. They are not authorized to talk or spread negative talks about the Institute, its practices, culture, rules & regulations, policies etc with any external persons. Indulging in such practices invite strict disciplinary action on themselves.

Section No. 15

Student Dress Code

A standard dress code is followed for all students in the Institute. This is to maintain discipline, respect diversity and uniformity of thoughts and actions in all the students. Being a Management Institute, having the Corporates in the campus is a regular affair. Hence, its mandatory for students to follow a formal dress code.

The dress code of the students are as follows:-

Men Formals include-

- * Formal full sleeved ironed shirts and matching formal trousers till the Lexicon MILE Uniform is issued.
- * MILE Uniforms on all days of the class. Blazers on all corporate events / programs of the Institute as separately conveyed by the competent authority.
- * Matching Ties (This is mandatory on all days)
- * Clean trimmed hair and nails (This is mandatory on all days)
- * Clean shaved (This is mandatory on all days)

- * Polished clean shoes. Sandals or slip ons are strictly not allowed. (This is mandatory on all days)

Women Formals include-

- * Formal ironed western wear/ shirts & trousers/ sober sarees or kurtis trousers till the Lexicon MILE Uniform is issued.
- * MILE Uniforms on all days of the class. Blazers on all corporate events / programs of the Institute as separately conveyed by the competent authority.
- * Clean and tied hair and nails (This is mandatory on all days)
- * Light pastel make up and not loud blaring colors.
- * Formal polished clean shoes (This is mandatory on all days)

Section No. 16

Student Grievances

Students are requested to lodge their complaints / grievances, if any, with the designated Committees for the same. There is the Internal Complaints Committee and the Grievance Committee to meet the general concerns of the students through the year. The complaints will be kept confidential if need be, in the interest of the student. The student is also invited to write their concerns if any, without disclosing their identity, if need be, to the Institute office. We assure you of our best services to help you settle your concerns. Please refer the Code of Communication Policy for restraints in communication to be followed for settling concerns.

Section No. 17

Parents / Family Interferences

Management education is all about being independent and making choices as responsible adult professionals. Lexicon MILE management highly discourages the involvement of parents/ friends / family members in any academic/non academic aspects of the two year full time PGDM program at Lexicon MILE. Any interference / interventions by the family of the student in any decisions/actions of the program, **which acts as an hindrance to the smooth running of the program**, will invite disciplinary action on the concerned student, to the tune of cancelling admissions from the Lexicon MILE PGDM program. We strongly believe that our students are our pride and we are sure they shall be so for their respective families too. Hence, parents are not allowed to meet their wards in the campus once the admission is contained and closed with Lexicon MILE. Any need arising in the middle of a term to get in touch with the family / parents, the Institute office shall reach to the Parents / Family through calls / emails / letters separately. Parents are requested to extend their cooperation at such times to meet the request of the Institute office.

Section No. 18

Class / Campus Conduct

Students are expected to display professional mannerisms while being in the class / campus during the two year academic program.

- a. Greet faculty / staff / seniors with the right greetings at all times, in the class and in the campus.
- b. Not indulge in ragging / use of abusive language while interacting with co students, employees or any other visitor to the campus.
- c. Treat fellow students with respect and dignity.
- d. Not indulge in unionization of common interests of any stakeholders.
- e. Be dressed in MILE uniform and be up to date at all times in appearance.
- f. Interact with employees and visitors to the Institute with kindness and grace, becoming of a management professional.
- g. Maintain silence during lectures both inside and outside the class.
- h. Not to use mobile phones while attending lectures. Mobile phones are to be deposited in the Mobile tray provided for the purpose, unless approved by concerned subject faculty to use it as a resource for a certain subject session or lecture.
- i. Carry laptop daily to the class unless directed otherwise by the Institute office or subject faculty.

Section No. 19

Certifications

In today's times, a mere management certificate cannot suffice the niche needs of specific skill sets in the industry today. With science, technology and management practices changing at an ever-increasing rate, a gap is formed between the foundation provided by an academic education and the technical and management competencies required in today's technical and business environment. Thus, evolved the trend of professional certification programs in India, in order to bridge the education gap, arising out of this change.

Certification helps employers evaluate potential new hires, analyze job performance, evaluate employees, select contractors, market services, and motivate employees to enhance their skills and knowledge. Certificate holders benefit too as these give them their recognition of competency, help show commitment to the profession, and aids in job advancement. Thus lately, there has been an exponential growth in various B-Schools supporting their regular PGDM certification with additional professional certifications.

Employees having that 'extra edge' are always preferred to the regular ones and this can be brought through by enabling our students to get certified.

Tapping this innate need of the corporate world, we here at Lexicon MILE, in consultation with our panel of Industry experts, roll out additional certifications as a mandatory part of our full time PGDM program. These are graded for each individual student based on their individual performance. Students cannot pass the Trimester without clearing the Certification for a certain Trimester.

Attendance is mandatory for these certifications and students will not be granted any leave on such days, on whatsoever grounds.

Section No. 20

Festivals and Culture Programs

We at Lexicon MILE celebrate the diversity of our students from all walks and communicates of life. Festivals and culture programs are regularly celebrated by the students and are organized by the Student Events Committee. Celebration of festivals is based on the student's willingness to organize the festivals and the financial contributions made from students towards the celebration of such festivals or birthdays. It is entirely voluntary and not binding on the students, to conduct these events. However, we invite and encourage students to whole heartedly conduct, organize and execute all the festivals and culture programs with gusto and enthusiasm. Attendance to these events and programs, if conducted, is mandatory unless separately Lexicon MILE Management shall not be responsible for any such celebrations, unless decided separately later.