

COLLABORATIVE PARTNER PROGRAMME HANDBOOK [2022-23]

| | |
|-------------------------------|--|
| Programme title | Business Management N1N260 – LEVEL 4 |
| Level | Undergraduate |
| Award | Bachelor in Management (Business Studies) BA (Hons) Business Management |
| Mode of study | Full-time |
| Location/s of delivery | Daly College Business School, Indore Level 4 and Level 5 De Montfort University at Level 6 |
| DCBS: Programme leader | Name : Dr. Rinku Joshi DCBS Office location: Residency Area Email address: rinkujoshi@dcbsindia.org Phone number: 91 9893619520 |
| DMU: Link Tutor | Martin Morgan-Taylor (DMU) |

All Rights Reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, without permission in writing from the publishers.

This handbook is correct at the time of writing and may be subject to change. Throughout your studies, to ensure you have the most up to date information, you should always consult the online version of this handbook held on the Virtual Learning Environment/Blackboard.

Published by:
Partner Institution address:
1, Residency Area
Indore- 452001
M.P. India

De Montfort University disclaims and is not responsible in any way whatsoever for the content of any external source of information, such as books and websites, referenced in these materials.

Copyright © De Montfort University



Table of Contents

| | |
|--|-----------|
| Section 1: Welcome | 6 |
| Welcome to DMU and the Faculty of Business and Law (BAL) | 6 |
| Welcome to Daly College Business School, from the Director, DCBS | 7 |
| Welcome and Introduction to your programme | 8 |
| Section 2: Overview of the Handbook | 9 |
| How to use this Handbook | 9 |
| Key Programme Information | 9 |
| Teaching and Learning Methodologies | 9 |
| PSRB Requirements | 10 |
| Intended Award..... | 10 |
| Possible Exit Awards | 10 |
| Possible Industries and Careers..... | 10 |
| Opportunities for Further Study | 10 |
| Your Programmes Resource List | 10 |
| Section 3: DCBS Student regulations | 11 |
| DCBS Students regulations | 11 |
| DMU Regulations..... | 14 |
| Student Regulations..... | 14 |
| Academic Regulations..... | 14 |
| Section 4: About the Programme | 15 |
| Programme structure and key information: | 15 |
| Programme Specification | 15 |
| Module information: | 15 |
| Module Assessments | 15 |
| Settling into your programme: | 15 |
| Personal tutoring..... | 16 |
| Section 5: Contact details of staff | 17 |
| Student email | 19 |
| Mentoring | 20 |
| Meet employers | 20 |
| Workshops | 20 |
| Section 6: Student Charter | 21 |
| Force Majeure | 21 |
| Section 7: Higher Education Achievement Report (HEAR) | 22 |

| | |
|--|-----------|
| Section 8: Communication with Staff | 23 |
| Contacting tutors | 23 |
| The Virtual Learning Environment (VLE) | 23 |
| MyDMU..... | 24 |
| Useful contacts and information | 24 |
| Please note this information is updated annually, you should always contact your Programme Leader via email in the first instance. | 24 |
| Attendance..... | 24 |
| Section 9: Management of the programme | 26 |
| Programme Management Boards..... | 26 |
| External Examiners | 26 |
| Section 10: Assignment submission, assessment and anonymous marking | 27 |
| Assessment map/submission schedule | 27 |
| Protocols for submitting work..... | 27 |
| How to submit via Turnitin..... | 27 |
| Anonymous Marking..... | 27 |
| Assessment criteria and mark descriptors | 28 |
| Assessment feedback..... | 29 |
| Section 11: Seeking an assignment extension, deferral or re-submission | 31 |
| Extensions | 31 |
| Deferrals..... | 31 |
| Failed modules and reassessment opportunities | 32 |
| Interruptions | 32 |
| Section 12: The student complaints and appeals process | 33 |
| Complaints | 33 |
| Academic appeals:..... | 33 |
| Useful links:..... | 33 |
| Section 13: The Student Voice | 34 |
| Student Representation | 34 |
| Student satisfaction surveys | 34 |
| Section 14: Library and Learning Services..... | 35 |
| Introduction to DMU E-Library and Learning Services | 35 |
| Borrowing items from the Library | 36 |
| Section 15: Harvard Referencing, Good v Bad Academic Practice..... | 37 |
| Referencing | 37 |
| Academic Practice Officer | 38 |

| | |
|---|-----------|
| Section 16: Student support and resources | 39 |
| Careers and employability support | 39 |
| Education for Sustainable Development/Sustainable Development Goals | 39 |
| Health and Leisure facilities at Daly College Business School | 39 |
| DCBS Alumni..... | 40 |
| DCBS Collaborations | 40 |
| Section 17: Frequently Asked Questions (FAQs) | 41 |
| What should I do if I am ill or absent from DCBS? | 41 |
| How do I notify DCBS of any changes in my personal details (e.g. term-time address)? | 41 |
| What should I do if I can't log into myDMU, student email or other University online | |
| systems?..... | 41 |
| What should I do if I need advice about personal issues? | 41 |
| What should I do if I am thinking of interrupting my studies? | 41 |
| What should I do if I am thinking of withdrawing from my studies?..... | 41 |
| Appendix – List of Principal Abbreviations | 42 |

Section 1: Welcome

Welcome to DMU and the Faculty of Business and Law (BAL)

Three years of studying lies ahead of you, and we sincerely hope that they prove exciting and memorable. You certainly have reason to hope so!

Studying for a degree is rigorous, challenging yet very rewarding. We emphasise deep learning, but we also want to prepare you for the workplace after finishing your degree, by teaching you a range of transferable and practical skills.

At DMU we really are proud to be different and there are a whole range of exciting opportunities available to you. You will learn with renowned academics and have numerous opportunities to try new things and become immersed in the real world through DCBS's connections with industry. In the early days of your first academic year, you may feel uncertain as well as excited, but you will soon settle into the rhythm of the academic life!

We really like to hear from you, particularly on your experience as a student. Please get in touch with your Programme Leader at DCBS, if you need help, guidance or support.

I would like to take this opportunity to wish you the very best in your studies with DMU! We are delighted that you have chosen to study with us.



Dr Leanne de Main
Deputy Dean
Faculty of Business and Law

Welcome to Daly College Business School, from the Director, DCBS

Dear Students,

Daly College Business School (DCBS) offers an internationally acclaimed undergraduate management degree of Bachelor in Management (Business Studies). Today, it is the only undergraduate business school in India offering an undergraduate twinning degree affiliated by a foreign university in the UK. This course is duly approved by AICTE in India.

DCBS in collaboration with De Montfort University, UK provides a unique opportunity to all Indian students to pursue a British degree of three years. The course is taught in complete sync with the studies in UK to meet out the norms of Quality Assurance Agency in UK. As per the AICTE regulations the first two years are taught at DCBS in Indore and the students move to UK for the third year for the award of the degree.

At DCBS we pride ourselves on the quality, excellence and relevance in research-based teaching, research works & publications by faculty and students. With great pride, DCBS has been conferred with the award of '**Outstanding Business School Central**' in 2021 and '**Most Promising Institute in Collaborative Learning**' in 2022 during Edufuture Excellence Awards organised by Zee Digital. More than two-third of our academic staff being a Doctorate and having a huge academic and industry experience ensures the strong academic rigour in lectures. Seminars and tutorials facilitate you to be independent in practical applications yet ascertain an experiential approach relevant to contemporary dynamic business world.

Adequate time duration of summer and Easter vacations as per the UK calendar add the opportunity and encourage you to gather corporate experience that is highly valued and beneficial for your future employment. Plenty of opportunities of working part time as well as interns by Internshala of AICTE and Business and Law Faculty at DMU wait for you to provide job offers from time to time. Innovation Council and Mentorship programmes at DCBS are gateways of industry know-how.

DCBS is a college of quality and distinctiveness with major focus on creating employers. We are proud to provide a truly international educational experience for more than 20 years of our association with DMU which has produced 4 University toppers from DCBS.

I welcome you to the Daly College Business School on this journey with lots of good wishes for your studies at DCBS and DMU,

Dr. Rinku Joshi
Director
Daly College Business School

Welcome and Introduction to your programme

Dear Students,

We are pleased to welcome you to De Montfort University (DMU) and the Department of Management and Entrepreneurship. As the programme leader of BA (Hons) Business Management, I commend you on your choice to study this exceptional programme with DMU.

One of the main advantages of this course is that it gives you the core skills and knowledge to work effectively and confidently within a wide range of business organisations and corporate functions. It also gives you the flexibility to tailor the degree to suit your interests with a broad range of modules available for you to choose in Years 2 and 3. Regardless of the modules you choose, all are designed to be highly practical and connected to the business world so that you develop the knowledge and practical skills that companies are looking for in graduates.

Please make sure you read through this programme handbook carefully to learn about the structure and content of the course as well as all the opportunities available to you so that you make the most of your time during your study

We wish you every success in your studies!

Dr Natasha Katuta Mwila (Programme Leader)

Dr Martin Morgan-Taylor (Link Tutor)

It is important that you keep your student ID with you at all times when on campus.

If you are unsure of where to go, your first point of contact should be:

Director's office,

Daly College Business School

1, Residency Area

Indore- 452001

M.P. India

Section 2: Overview of the Handbook

This handbook aims to introduce students to the programme of study by providing information which we hope you will find useful, particularly at the start of your programme. It provides an outline of the Programme, its ethos, structure and assessment, and the University services that are available to you, at **Daly College Business School** and at De Montfort University in your third year. Use the guide to familiarise yourself with the programme, to acquaint yourself with the Programme Regulations, its aims and objectives, and to establish what the learning outcomes are so that you are well prepared to tackle the requirements of the programme and the various assessments and examinations you are set.

How to use this Handbook

You should keep and refer to this Programme Handbook whilst you are studying on this programme. An electronic version of this handbook (which is continuously updated) is available on **Blackboard** which is our Virtual Learning Environment system.

Key Programme Information

The programme has been developed to deliver six key learning outcomes. At the end of the programme students will be able to:

- 1) Demonstrate an in-depth understanding of business organisations in terms of their structures, functions, processes, strategies, practices and management;
- 2) Identify and analyse the economic, social and environmental impacts of business activities, operations and decisions;
- 3) Display a critical understanding of the internal and external factors that shape contemporary businesses including the interrelationships amongst them;
- 4) Understand and analyse both the theoretical and practical issues faced by organisations within globally interconnected business environments;
- 5) Appreciate the dynamic and changing nature of business and the context in which they operate, and apply different models and frameworks to manage change effectively; and,
- 6) Critically analyse and apply different business theoretical constructs in relation to a wide variety of business environments.

Teaching and Learning Methodologies

The program draws on diverse approaches to facilitate learning including case studies, simulations, work-based learning and scenario-based learning. We employ a variety of formats for delivery including lectures, seminars and workshops. Technology is integrated in our learning facilitation for synchronous delivery through video streaming and online activities and for asynchronous delivery through pre-recorded material available on DMU Replay. We further leverage on other technology-based resources available through Box of Broadcasts and Kanopy.

PSRB Requirements

N/a

Intended Award

Bachelor of Management (Business Studies) [Non-Honours Route]

Bachelor of Arts (Honours) Business Management

Possible Exit Awards

- 1) Bachelor in Management: Earned by obtaining 330 credits and less than 360 credits at the end of 3-year study
- 2) Diploma of Higher Education (DipHE) Management (Business Studies): Earned by obtaining 240 credits, equivalent to 2 years of full-time study
- 3) Certificate of Higher Education (CertHE) Management (Business Studies): Earned by obtaining 120 credits, equivalent to 1 year of full-time study

The awards below are applicable at level 6 on progression to DMU:

- 4) BA (Hons) Business Management: Earned by obtaining 360 credits at the end of 3-year study
- 5) BA Business Management: Earned by obtaining more than 240 credits but less than 360 credits at the end of 3-year study
- 6) Diploma of Higher Education (DipHE) Business Management: Earned by obtaining 240 credits, equivalent to 2 years of full-time study
- 7) Certificate of Higher Education (CertHE) Business Management: Earned by obtaining 120 credits, equivalent to 1 year of full-time study

Possible Industries and Careers

The overarching aim of the Business Management programme is to support students to acquire and develop the knowledge, skills, and behaviours necessary to work effectively, confidently, and responsibly within a wide range of business organisations and corporate functions. It provides students with an excellent grounding in all aspects of business management, incorporating knowledge from a range of disciplines such as accounting, economics, finance, human resource management, marketing, and sustainability. These disciplines and philosophies have been combined within the degree to provide students with a broad and coherent programme that provides an advanced general education for business. While providing students with a background in all areas of business, the programme is designed to enable students to specialise in industry relevant areas.

Opportunities for Further Study

On completion, students may study further on a Masters Degree Programme or DMU's Global MBA

Your Programmes Resource List

The 'DMU Resource list' refers to the University's reading list software, which enables real-time information about library holdings at DMU and allows easy access to books, journal articles and other material. To view the resource lists for the modules that you are due to study on your programme, you will find the information on each Blackboard Module Shell.

Section 3: DCBS Student regulations

DCBS Students regulations

The Daly College Business School has specific regulations in place which are as under-

Student code of conduct

It is assumed that all students will conduct themselves with maturity and responsibility. They will remain fully respectful to each other, the staff and the faculty members, and the infrastructure and facilities. The following rules govern the conduct of students at DCBS.

Anti-ragging policy

As per the All-India Council for Technical Education (AICTE) regulations governing the Prevention and Prohibition of Ragging in Technical Institutions, and as per the directive of the Supreme Court of India in this regard, DCBS views ragging as a very serious offense and has a strict policy governing the same. To this effect, DCBS has in place an Anti-Ragging Committee that shall address all concerns and complaints relating to ragging and any such act which constitutes ragging as per the AICTE Act in this regard. These include among others, any conduct by any student or students which has the effect of teasing, treating or handling with rudeness, which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof, which has the effect of causing or generating a sense of shame, or torment or embarrassment to adversely affect the physique or psyche of such fresher or any other student.

Strict action will be taken following law against those found guilty of indulging and abetting ragging.

Gender equality and Anti-sexual Harassment Policy

DCBS is committed to providing a place of work and study, free of sexual harassment, intimidation or exploitation. It is expected that all students, faculty, staff, and officials will treat one another and visitors to DCBS with respect. Anyone violating this policy is subject to disciplinary action. Reports of sexual harassment are taken seriously and will be dealt with promptly following the law.

DCBS has a Grievance Redressal Committee and any specific action taken in any particular case depends upon the nature and gravity of the conduct reported and investigated. DCBS recognizes that confidentiality is important and respects the confidentiality and privacy of individuals reporting or accused of sexual harassment following the law.

An action shall be taken as per the guidelines of AICTE which addresses all such cases that constitute sexual harassment as per the guidelines drawn by the Supreme Court of India.

Grievance redressals for DCBS stakeholders

The students and teaching faculty/administrative staff are the main stakeholders in any institution imparting education, and at DCBS we endeavor to make all efforts to ensure transparency and accountability in all areas of activity. Taking this spirit in consideration the Daly College Business School has decided to provide a mechanism to students and teaching faculty/administrative staff for redressal of their grievances as under:

The Grievances may broadly include the following complaints of the aggrieved students

- a. Academic
- b. Non-Academic
- c. Grievance related to Assessment
- d. Grievance related to Victimization
- e. Grievance related to Attendance
- f. Grievance related to charging of fees
- g. Grievance regarding conducting of Examinations
- h. Harassment by fellow students, staff, etc.

The **Grievance Redressal Committee** has the authority to deal with the grievances of the students and staff:

This committee will deal with all the Grievances directly which are related to the common problems at the Institute level both Academic and Administrative.

Besides, this committee will also entertain the appeal filed by the student/staff against the decision of the Department level committee. Also, this committee will entertain the appeal filed by a student against the decision of the Institute level committee.

The Appellate Committee will be as under:

- i. Board of Governors
- ii. Director, Dr. Rinku Joshi
- iii. Dean – Mr. Om Singh Chauhan
- iv. Faculty member – Dr. Ratish Gupta

Consumption of alcohol/ drugs and smoking on campus

☒☒ Drinking, possession, or distribution of alcohol or illegal drugs on the Business School premises and elsewhere is strictly forbidden. Anyone found in an inebriated condition or possession of Alcohol / Drugs will be liable to face disciplinary action and imposition of penalty as appropriate and decided by the Disciplinary Committee following the law. DCBS campus is a NO SMOKING zone. The campus is under CCTV surveillance at all times. DCBS ensures that it is an environment-friendly institution and discourages pollution of any form.

General code of conduct and behaviour

Abuse, vandalism, theft of Institute property, or unauthorized entry/use of Institute facilities may constitute grounds for immediate dismissal.

Students who knowingly obstruct or disrupt The Business School's activities may be subject to disciplinary action; disorderly conduct shall include acts that violate the rights of others, which tend to disturb the peace, or which are deemed indecent, or obscene.

- All forms of dishonesty, including cheating, knowingly furnishing false information to the Business School, forgery, alteration, or fraudulent use of Business School documents or instruments, identification with intent to defraud, and plagiarism, will be dealt severely under law.

- Assault to any student or person on-Campus/Off-Campus during the term of the programme will be dealt with severely.
- Students are expected to behave ethically and morally during their stay at DCBS and not engage in any corrupt practices.

Failure to observe the above Code of Conduct could result in suspension/dismissal from the programme following the law.

Attendance

As per rules and regulations, attendance in all modules shall be minimum of 65%. Failing which, the decision shall be taken by the appellate committee.

Leave

All leave shall be applied for in writing to the Programme Leader (Director).

Deferral of assessments/assignments

The deferral of assessments is not an appropriate measure in respect of minor ailments or permanent or long-term conditions.

What are the extenuating circumstances?

The regulations define extenuating circumstances as 'genuine circumstances beyond a student's control, or ability to foresee, and which seriously impair his or her assessed, for example:

- Acute illness or injury that is serious and debilitating and occurs at the time of the assessments concerned, evidence of hospitalization is essential
- The death of a member of your immediate family or a very close friend, evidence of obituary in a national newspaper is essential
- Being a victim of a serious crime, evidence of FIR with police is essential

It does not include circumstances that:

- Arise from minor accidents or injuries, ailments (e.g. a cold) or conditions that you should normally be able to control (e.g. hay fever, headaches)
- Are symptoms relating to normal exam stress and anxiety? You should develop strategies to cope with this.
- Are not related to the time of the assessment?
- Arise from your failure to manage your time effectively
- Arise from your negligence or carelessness (e.g. not getting up on time, going to the wrong room, Your Laptop/ Notebook malfunctioning)
- Arise as a result of bad planning (e.g. booking a holiday or making travel arrangements). It is your responsibility to ensure you arrive at the examination room before the start of the examination.

Please contact Module Tutor/Programme Leader for any clarifications.

DMU Regulations

As you are undertaking a DMU award, DMU's academic regulations will apply to your study. When you register as a student you agree to follow these regulations. These regulations are divided into two areas; 'Student Regulations' and 'Academic Regulations':

Student Regulations explain how decisions are made in areas such as:

- Academic appeals
- Extenuating circumstances
- Student disciplinary issues
- Health and Safety
- Attendance and Absence policies

You will be studying the DMU Leicester, Faculty of Business and Law Programme. Please visit [DMU Base Camp](#) – a very useful interactive guide for new students to help support you throughout your studies with DMU and Daly College Business School.

For information on University regulations, please click on the below links:

- [Student regulations and policies, including attendance policy](#)
- [Assessment and feedback policy](#)
- [Student complaints and appeals procedure](#)
- [Academic offences](#)
- [Bad academic practice](#)
- [Higher Education Achievement Report \(HEAR\) report](#)
- [Academic regulations and information on assessment boards](#), this includes:
 - Regulations on failed modules and reassessments (Section 2)
 - Leave of absence (Section 5)
 - [Deferrals and extensions](#) (Chapter 5)

These are all available on the DMU website:

<https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/index.aspx>

Academic Regulations set out the rules on assessment, progression, and award standards. These regulations enable universities to guarantee their academic standards are appropriate, and ensure all students are treated consistently and equitably.

The full regulations are available on the DMU website:

<https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/academic-regulations-assessment-boards/academic-regs-assessment-board-homepage.aspx>

If you have any questions about these regulations, you should speak to your tutor at **Daly College**, in the first instance.

Section 4: About the Programme

Programme structure and key information:

Programme Specification

Your programme information and modules are listed within the Programme Specification – please click on this link and find the [Programme Specification](#) for your course (N1N241).

Link from the DCBS website- <https://dcbsindia.org/program/curriculum/>

Module information:

DMU has a policy of recording all academic staff led activity for replay and revision purposes to ensure continued compliance with the Equalities Act 2010. The main vehicle for providing such recordings is the DMU Replay service, but your Module Tutor may use other means of providing audio/visual materials to ensure compliance with the policy. These will be fully explained to you along with where to get help and support.

To review activities recorded via MS Teams, your module leader and/or DMU tutor will upload the recording to the relevant DMU Replay folder and link to the Blackboard area. Further information can be found on your Module Blackboard Shell.

Module Assessments

- The level (year of study)
- Whether it is a compulsory or optional module
- The credit value
- Assessment type
- Assessment weighting

Details such as above are available over Blackboard module shell.

Settling into your programme:

You are required to report on time in week 1 for the procedure of Enrolment to DMU as per the instructions from the Director's office. Based on the due submission of the required information as per the DMU Enrolment Form in time, you are given your ID for Blackboard and also a unique email id by the University.

About Your Timetable

You are assigned a section at the start of your programme. A personal timetable is made available to you at the beginning of your studies. This elaborates on your module lectures, co-curricular activities, and the initials of module tutors. The timetable will be available on the Notice board at Daly College Business School, and emailed to you individually.

You should attend all activities listed on your timetable.

Teaching Methods

The University assigns week numbers to each week of the year from the start of teaching (i.e. the Monday after the enrolment and induction week is week one) to the end of the summer assessment period (vacation weeks are also included in this numbering). Your timetable uses these week numbers to show which sessions you need to attend each week.

The main teaching methods used are lectures, tutorials/seminars, workshops, and lab sessions. Across modules (or subject areas) a diverse range of teaching approaches will be used within these sessions. All modules use Blackboard as an integral part of the teaching approach (see Section 4 for more details about Blackboard).

The following short descriptions will give you some idea of what to expect from each session:

Lectures

Lectures are formal teaching periods that are used to introduce topics and assignments and provide keynote material. They are used to give information to a large group of students. Usually, the lecturer (often the module tutor) will provide handouts to supplement the information but you also need to make notes as the lecturer will give information that may not be included in the handout.

Tutorials /seminars

These are smaller, less formal, more interactive discussion groups led by a module tutor. You will usually be asked to prepare for the tutorial with some advance reading or by undertaking short tasks. The tutor will assume that everyone has done the preparation, so the time can be spent productively (some tutors may ask students who have not prepared to leave the tutorial). Tutorials/seminars sometimes include student presentations with a group of other students or individually. Your learning will be enhanced if you interact with the tutor and the group e.g., by asking questions and putting your ideas forward.

Studios / workshops

These will normally be used for you to make progress on assignments. You will be able to consult staff and be able to use some of the time to search out material in the Library and other sources. Your learning will be enhanced if you put time into preparing for the workshop, and reviewing what you have learned afterwards. You will often be given a sheet of questions to answer, a problem to solve, or information to find out during the workshop time.

Lab Sessions

These are IT-based tutorials which take place in computer labs in the IT suite.

Personal tutoring

The primary point of support for students is the personal tutor system. Personal tutors are on hand to enable students have a smooth transition across their studies. They are able to provide first point advice and make referrals.

For academic issues specific to modules, module leaders and module teams are available to assist students. Module level supports are embedded in the VLE and include assessment guidance and reading lists.

For academic issues beyond a single module, the programme leader and deputy programme leader with the faculty administration team to support students. Programme level supports are embedded in the VLE and include links to employability, university events and initiatives.

Section 5: Contact details of staff

| Contact details of DCBS staff | | | | |
|-------------------------------|-----------------------|--------------------------------|----------------|--|
| Academic | | | | |
| Sr. No | Name | Designation | Contact Number | Email ID |
| 1 | Dr. Rinku Joshi | Director & Associate Professor | 9893619520 | director@dcbsindia.org rinkujoshi@dcbsindia.org |
| 2 | Mrs. Poojae Sethi | Assistant Professor | 9993027874 | poojaesethi@dcbsindia.org |
| 3 | Dr. Shruti Agrawal | Associate Professor | 9753335244 | shrutimaheshwari@dcbsindia.org |
| 4 | Dr. Ratish Gupta | Associate Professor | 8223880006 | ratishgupta@dcbsindia.org |
| 5 | Dr. Shreshth Chhabra | Associate Professor | 9755066626 | shreshthchhabra@dcbsindia.org |
| 6 | Dr. Vibha Sahu | Assistant Professor | 9826066484 | vibhasahu@dcbsindia.org |
| 7 | Mrs. Yamini Chhajlany | Assistant Professor | 9893133573 | yaminichhajlany@dcbsindia.org |
| | | | | - |
| Administration | | | | |
| 1 | Mr. Om Singh Chauhan | Dean (Admissions & Marketing) | 9893124936 | omsinghchauhan@dcbsindia.org |
| 2 | Mr. Mahesh Rasal | Accounts Incharge | 9826023133 | maheshrasal@dcbsindia.org |
| 3 | Mr. Nitin Badade | IT & System Administrator | 9827579849 | nitinbadade@rediffmail.com |
| 4 | Mr. Priyanka Singh | Hostel Warden | 9993066673 | priyankasingh@dcbsindia.org |
| 5 | Mrs. Pragati Sanghai | Academic Support officer | 9826403532 | pragatisanghai@dcbsindia.org |
| 6 | Ms. Nivedita Pandey | Library Incharge | 9977327222 | niveditapandey@dcbsindia.org |

Programme Leader Name: Dr Rinku Joshi, Director

Brief role description: Dr Joshi takes care of the entire academic coordination between DCBS and DMU. She is also a faculty member. She co-ordinates all the legal and regulatory norms in India and with DMU, and is also the Chairperson for AICTE Committee, Disciplinary Committee, Students' Grievance Redressal Committee and Industry Interface Cell. Dr Joshi is also the Academic Practice Officer. Dr Joshi actively organizes and conducts training programmes for students and faculty members of DCBS and industries. You should contact her for any concerns/doubts/ suggestions for your study period at DCBS and DMU at-

Office: 0731-2702882

Email: rinkujoshi@dcbsindia.org, director@dcbsindia.org

Dean – Administration – Mr Om S Chauhan, Dean

Mr Chauhan is responsible for entire administrative affairs at DCBS. He is incharge for the Admissions, and all the Marketing & Promotions activities including social media and website. He is a member of Students' Grievance Redressal Committee and SC/ST Committee. Additionally, he also handles finance matters at DCBS. He can be reached at –

omsinghchauhan@dcbsindia.org, dean@dcbsindia.org

9893124936

• **Module Tutors-**

Mrs Poojae Sethi - Programme Coordinator & Module Tutor
Member of Anti Ragging committee
Member of SC/ST Committee
Member – Induction Committee

Dr Shruti Maheshwari - Module Tutor
Member of Internal Complain Committee
Exam Co-coordinator
Faculty Coordinator – Institute of Risk Management, India
Affiliate
Member – Farewell Committee

Dr Ratish Gupta - Module Tutor
Member AICTE Committee
Member of Students' Grievance Redressal Committee
Member of Anti Ragging committee
Member of Internal Complain Committee
Faculty coordinator – Research & Publications
Faculty coordinator – Outbound Programmes
President – NDLI Club
Member – Induction Committee

Dr Shresth Chhabra - Module Tutor
Member of Students' Grievance Redressal Committee
Member of Internal Quality Assurance Cell
Member AICTE Committee
Faculty coordinator- MDP and Conferences
Member – NDLI Club
Faculty coordinator - Website Management
Faculty coordinator – Sports
Member – Farewell Committee

Dr Vibha Sahu - Module Tutor
Member of Internal Complain Committee
Member of Internal Quality Assurance Cell
Faculty Coordinator & Editor – DCBS Chronicle
Faculty Coordinator- VISA
Member – Induction Committee

Mrs Yamini Chhajlany - Module Tutor
Member of Anti Ragging committee
Faculty Coordinator - Industry Interface Cell
Faculty coordinator – Guest Lectures & Webinars
Member – Farewell Committee

- **Miss Nivedita Pandey** – Librarian
Secretary – NDLI Club
Support – DCBS Chronicle & DCBS Alumni Association
Member – Farewell Committee
- **Mrs Priyanka S Chauhan** – Hostel Warden
Member of Internal Complaint Committee (if hostel girls are involved)
Coordinator all the event arrangements at DCBS
Member of Mess Committee- DCBS
- **Mr Mahesh Rasal-**
Accounts Incharge
General Administration
Member of Internal Quality Assurance Cell
Coordinator – Media Management
Member of Mess Committee- DCBS
- **Mr Nitin Badade -** Lab Administrator
Member AICTE Committee
Member of Internal Complain Committee
Coordination and support – IT & Website
Support NDLI
- **Academic Support Officer- Mrs Pragati Sanghai**
She looks after the effective maintenance of student records, including attendance, progression and grades, Coordination with students and parents pertaining to all the academic matters on behalf of Director’s office. Mrs Pragati assists with the coordination with DMU and intimation of all academic-related activities needed for delivery of effective academic administration support at the Director’s office.
- Personal Tutor when you study at DMU in England- Martin Morgan-Taylor.
Email: mart@dmu.ac.uk

Contacting tutors

The best way to contact members of staff is via **email**. If you wish to have a meeting with a member of the team, you can make use of their **advice and feedback tutorial times** (also sometimes called ‘office hours’).

Student email

Student email – dcbs22.....(your name and surname)@gmail.com (Specific to DCBS communication for L4 and L5).

Please note that when you enroll at DCBS, you are given a unique email id which is the medium of communication between DCBS and you during all the three years of your study as

well as beyond. It is a must for you to be updated with the communication on both these email ids.

DMU Student email

The student campus email system is automatically available to all students throughout their time at university, during term time and vacations, at university and at home. It is a free service that employs a web interface so it can be used from any computer, or mobile device, with a web browser and an internet connection.

This email service is the official electronic communication system between the university and students. Therefore, students should regularly sign in to their Office 365 account to check for messages: [Office 365 Login](#)

Note that **all emails from the University will always be sent to your DMU student email address** (not your personal/private email address). It is your responsibility to check your email regularly and respond to emails from the University. Further information about the email system and the protocols for the appropriate use of email can be found on the DMU website. It is your responsibility to be fully aware of this information.

Mentoring

As part of our Employability Mentoring Scheme, you have the opportunity to be mentored by a professional working in industry. This means you can get one-to-one advice and support with your career, and access a variety of group mentoring opportunities to build your professional network.

Meet employers

Ranging from one off employer sessions to full blown careers fairs, we run a jam-packed schedule of employer events and workshops throughout the year.

Workshops

Throughout the academic year DMU & DCBS run regular workshops to give you the knowledge to compete when applying for roles. These include sessions on CV's, LinkedIn, Assessment Centres, Commercial Awareness and where to find jobs or experience.

DMU centrally organised online workshops on Academic and Study Support available to all students: DCBS students can join these Live Workshops at DMU and interact with Students at DMU. See a full list via the Link:

 [Home - Centre for Learning and Study Support \(CLaSS\) - LibGuides at De Montfort University \(dmu.ac.uk\)](#)

Section 6: Student Charter

De Montfort University has developed a **Student Charter** setting out commitments from the University to students, from students to the University, and from the Students' Union to students.



<http://www.dmu.ac.uk/dmu-students/student-resources/student-charter/student-charter.aspx>

Force Majeure

Every effort will be made to deliver your programme and modules as outlined in this handbook repository. However, there may be situations outside of the university's control which could lead to interruption in delivery or changes to the curriculum and/or delivery. These include, but are not limited to, political unrest, governmental actions, acts of terrorism, fire, flood, epidemic/pandemic, industrial action and departure of key members of university staff.

For further information on the circumstances in which your teaching and learning may be disrupted, please refer to the [DMU Student Contract](#).

Section 7: Higher Education Achievement Report (HEAR)

When you graduate, as well as being issued with a degree certificate, you will be given access to your HEAR. This online document details your module results, alongside any extra achievements such as internships, volunteering or student representative roles. This essential document is a great resource to support you in any future job applications.



Visit the DMU web page for more information on:

- A list of recognised activities
- An example of a completed report

[http://www.dmu.ac.uk/dmu-students/your-dmu-experience/hear/higher-education-achievement-report-\(hear\).aspx](http://www.dmu.ac.uk/dmu-students/your-dmu-experience/hear/higher-education-achievement-report-(hear).aspx)

Section 8: Communication with Staff

Contacting tutors

The best way to contact a member of staff is via email, strictly using your DCBS student email address. At DCBS, students can meet the faculty members during Surgery hours that are schedule and announce in the timetable.

Although electronic communication is generally more informal, please treat all your emails to your tutors as business emails. That is, employ a professional tone, present yourself courteously and adhere to Standard English. This is to give you practice in communicating in a professional environment, which you will all be required to do once you leave university and enter the world of work.

The Virtual Learning Environment (VLE)

***Example text for Blackboard ***

Blackboard is a virtual learning environment, accessible online. You can log into Blackboard at any time, on or off-campus. All programme and modules have a dedicated Blackboard site, where you can access all materials and information relevant to that module. This includes assessment information and Turnitin links for submitting assessments, copies of lecture notes, resource lists and additional learning materials. Your tutors will also make important announcements through the module Blackboard sites. It is therefore vital that you visit the Blackboard sites for all your modules regularly for the latest information.

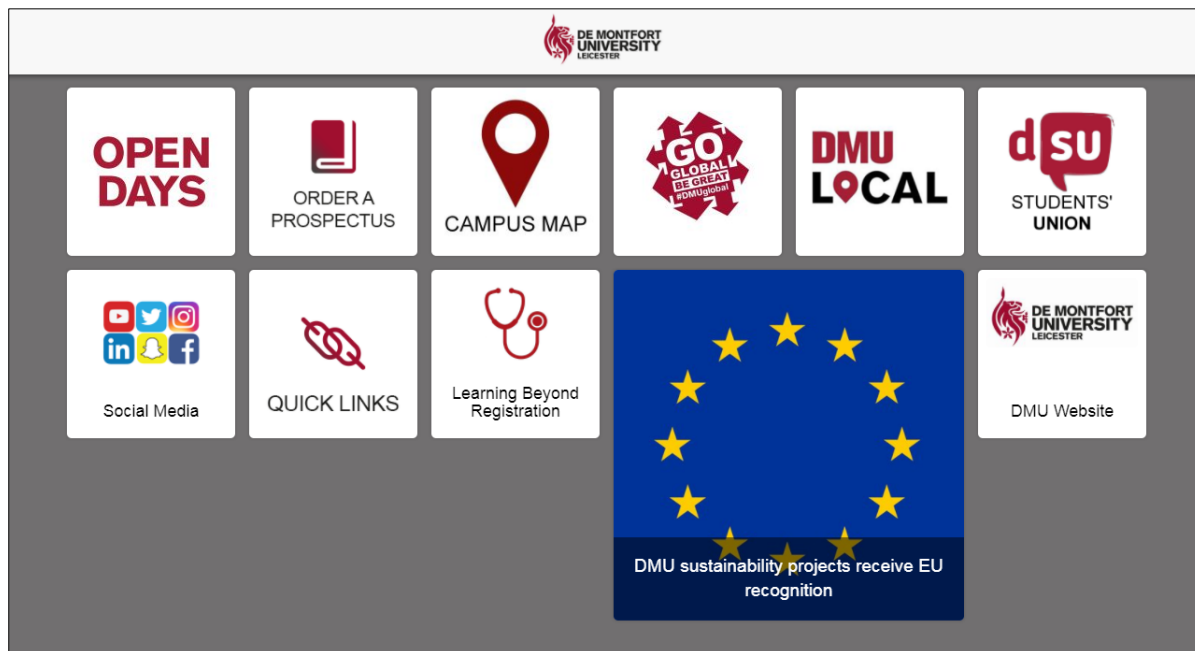
On the main Blackboard homepage, you will also be able to access the Blackboard **BAL Community** site. By default, the link for this site is in the bottom left-hand corner of the Blackboard homepage. All students (including postgraduates) have access to this site. The site contains copies of Programme and module handbooks, information about [programme] events, study support, international study, careers etc. General announcements relevant to all [programme] students will also be made through the Community site.

Blackboard also gives you access to the Community site for the Faculty of Business & Law. This site includes Programme Handbooks, External Examiner reports, Assessment Maps, etc., as well as announcements about Faculty events. Information about re-enrolment and re-assessments will also be posted on the Faculty Blackboard site.

General information and guidelines on how to use Blackboard are available from inside Blackboard, by clicking on the *UserGuide* tab at the top of your Blackboard homepage.

MyDMU

myDMU is a personalised, online system designed to support De Montfort University (DMU) students while they study. This award-winning software complements the facilities provided by Blackboard.



<http://www.dmu.ac.uk/about-dmu/professional-services/information-technology-and-media-services/prospective-students/mydmu.aspx>

Once registered with the university, students receive a DMU IT e-account. After choosing an ID and password, you can then access **myDMU**, Blackboard, the virtual learning environment, email and other electronic services. The information provided by **myDMU** is tailored to your individual needs.

Useful contacts and information

Please note this information is updated annually, you should always contact your Programme Leader via email in the first instance.

Please note contact details of key personnel under **Section 5** of the handbook is available.

Attendance

You are expected to attend all timetabled sessions. **Please note that you will be recorded as absent if your attendance is not recorded at your timetabled activities.**

If you experience difficulty in attending classes for any reason then please discuss the matter with your **Personal Tutor at DCBS**, so that they can help or advise you, or signpost you to suitable support. Poor attendance may result in low marks or even fails, as attendance and performance in assessments are often closely linked. DMU has an Attendance Monitoring policy (which can be found within the [DMU Student General Regulations](#)) and we do record

attendance throughout the academic year. Failure to attend scheduled teaching may result in discontinuation from the College and university.

You are expected to attend all timetabled sessions. On campus sessions such as lectures, tutorials, workshops, and seminars is expected and is, indeed, compulsory in certain cases. There is a proven link between student progress and performance and their level of attendance. The attendance level in a group project also affects other members of that group as well as individuals who do not attend.

You should always carry your ID card with you as you may be asked to verify your identity as part of the attendance monitoring process. From Week One of your studies, your attendance is monitored by the Faculty and is reported to your parents on a fortnightly basis. This is done to help students succeed in their studies and identify any problems with a view of offering help and support to get things back on track.

You are required to attend and engage with the studies in the manner dictated by the specifics of your programme of study as per DCBS regulation policy. This policy applies to all undergraduate students of Levels 4 & 5. In Level 6 you are required to follow the regulations for undergraduate awards by DMU.

In Level 4 and 5, Students' attendance is registered by individual faculty in the classroom before the lecture. Please ensure you attend all the scheduled classes on your official timetable otherwise you will be recorded as being absent.

Therefore, it's absolutely important that your attendance is registered for every class.

Online sessions (where applicable): At the start of the class, your tutor will distribute to you the link to the online attendance monitoring system. **You need to be logged in to your DMU student email account. DO NOT USE YOUR PERSONAL EMAIL ACCOUNT.** Please note that if you try to log in to a synchronous online class through your personal email account, you will not be able to register your attendance correctly.

It is important that this information is recorded accurately as the data will be used to ensure your compliance with DMU's Attendance Monitoring Policy (link to DMU Student General Regulations [here](#)). Completing the on-line attendance monitoring should be quick and easy to do. If you experience any problems, please speak to your tutor in the first instance.

Section 9: Management of the programme

As a student, you will largely only see your programme from *your* perspective, but your tutors are also obliged to spend the time outside classes dealing with the administration and smooth running of your programme. What follows is a very brief introduction to what goes into the management of your studies.

Programme Management Boards

Your programme is managed academically by a Board. The Board comprises members of the DCBS academic staff team (mainly the programme/subject and module leaders for a particular subject area), staff from DMU, and External Examiners (usually experienced academics from other Universities).

Programme boards meet in the following two modes:

- As a Programme Management Board (**Board of Studies at DCBS**) which meets twice a year to review the management of your programme, and consider issues raised by Student Representatives.
- As a **Programme Assessment Board (PAB)** which meets to approve your marks; agree whether or not you can proceed into your next year; agree the final classification of your degree. Once the PAB has met, results are deemed to have been **ratified** (approved) by the University

External Examiners

Each programme has at least one External Examiner who is not part of DMU teaching staff but from another Higher Education institution. Their role is to assure academic standards on the programme and to ensure that students are receiving the best possible learning experience. The External Examiner acts as an independent and impartial adviser. They ensure that awards granted by the university are comparable in standard to those of other higher education institutions, that national subject threshold standards are complied with, and that the treatment of students is equitable and fair.

The External Examiner for this Programme is:

[Insert details of the External Examiner]

Names: Dr Lauren Crabb; Dr Giuseppe Cantafio

Note: The details provided relating to External Examiners is for information only. You must not contact External Examiner(s) directly, nor with respect to your individual performance in assessments. If you wish to make a complaint or an appeal regarding your assessment you should follow the University's procedures for Academic Appeals, guidance is available in Chapters 8 and 9 of the Student General Regulations which can be found via the link [here](#).

Section 10: Assignment submission, assessment and anonymous marking

Assessment varies from one module to another. It includes in-person assessments such as class presentations and online enabled assessments such as video presentations. Assessments may include write-ups in the form of essays, reports and reflections as well as time constrained activities such as exams. Assessments are updated regularly to reflect industry and pedagogical trends. Assessments will typically include research or/and creative components in addition to evaluating knowledge.

Assessment map/submission schedule

An annual calendar of all assessments is shared once the student is registered at the start of the academic year. Assessments are reasonably distributed across the programme to minimize the 'bunching' of deadlines. Information related to module assessments is available on the virtual learning environment (VLE) module shell also. Modules are assessed in many different ways but here are some of the most common methods of assessment- Essay, Report, Blog writing, Exam and Presentation.

Protocols for submitting work

Assignments of the respective module are submitted via the given Turnitin link available on Blackboard or through a hardcopy as per the instruction by the module leader. There is generally a specified deadline that you are required to follow. In case of delay or non-submission under any extenuating circumstances, please refer to the section of Resubmission/Extension.

How to submit via Turnitin

Turnitin (via Blackboard) is a text-matching tool used for plagiarism detection to which you will be introduced during your academic study. It is a web-based plagiarism detection tool widely used in UK universities and schools/ colleges. It searches the current and archived internet documents, papers submitted by other students, and identifies any similarities between texts. Refer to Chapter 4, Section 3 of the General Regulations and Procedures Affecting Students (which can be found within the [DMU Student General Regulations](#)) for more information on plagiarism (Chapter 4, Section 2.6 – 2.8) The aim of using this software is to deter plagiarism, rather than to detect it and punish you.

Anonymous Marking

The process of marking work anonymously is intended to eliminate any unintentional bias on the part of assessors and to reassure students that the marking process is fair and impartial. Your tutors will inform you if your assignment is to be submitted and marked anonymously. The process of submitting your anonymous assignment to Turnitin remains the same, except that you need to ensure that no identifiable data is visible on your assignment. Once the work has been marked and feedback is available, you will be able to access the same Turnitin link to which you submitted your work.

Assessment criteria and mark descriptors

When DCBS staff mark your work at Level 4, your tutors use a set of assessment criteria against which each project is assessed. Assessment criteria are usually stated with the assessment brief and are directly related to the learning outcomes for the module, which are listed in each Module handbook.

| Mark Range | Criteria |
|------------|--|
| 90-100% | Indicates that no fault can be found with the work other than very minor errors, for example typographical, or perhaps failure to satisfy the most challenging and exacting demands of the assessment. |
| 80-89% | Indicates a very high level of understanding evidenced by an ability to engage critically and analytically with source material. Likely to exhibit independent lines of argument. Only minor errors or omissions. |
| 70-79% | Judged to be very good, yet not outstanding. May contain minor errors or omissions. A well-developed response showing clear knowledge and the ability to interpret and/or apply that knowledge. |
| 60-69% | Indicates a sound understanding of basic points and principles but with some failure to express or to apply them properly. Hence the answer is essentially correct, has some errors or omissions, and is not seriously flawed. |
| 50-59% | Indicates a more limited understanding of basic points and principles, with significant errors and omissions. These errors and omissions, however, do not cast doubt on the basic level of understanding. |

| | |
|--------|--|
| 40-49% | Indicates questionable understanding of basic points and principles yet sufficient to show that learning outcomes have been achieved at a rudimentary level. |
| 30-39% | Indicates an answer that shows only weakly developed elements of understanding. The learning outcomes have been insufficiently realised. |
| 20-29% | Very little knowledge has been demonstrated and the presentation shows little coherence of material or argument. |
| 0-19% | Only isolated or no knowledge displayed. |

Assessment feedback


We are committed to ensuring that all students receive appropriate feedback on their assessed work. Feedback can help you improve your future performance. When you receive assignment feedback from your tutor, you will find a summary assessment of your work, which you should read together with the annotations made on the assignment itself.

These comments are intended to help you recognise your own strengths as well as identify any weaknesses. Please take these comments seriously and act upon any suggestions. You should also make an appointment to see the module tutor if you are unclear about written comments made on your work, or if you have any concerns about your progress on a module.

You can expect to receive your mark and feedback within **15 working days** of the submission deadline. Where possible, tutors will endeavour to return the work sooner. However, note that all assessed work is also moderated by a second examiner, who checks a sample of the first examiner's marks. We aim to only release marks and feedback to you after they have been moderated and verified by a second marker. As you will no doubt understand, this process takes time – but we do this because we are committed to ensuring the highest standards of fairness in our assessment.

Note that any marks you receive during the academic year should be treated as provisional until formally ratified by the Programme Assessment Board at the end of the academic session. Your final ratified end-of-year results will be notified to you following the meeting of the Programme Assessment Boards. This will normally be during the first two weeks of July for programmes that commence in September/October each year. For programmes that commence at other times during the year, assessment boards will be held at an appropriate point.

You can view the University's full Assessment and Feedback Policy, which sets out the expectations for all assessments and marking processes here:

 <https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/learning-teaching-assessment/assessment-feedback-policy.aspx>

(First year students (level 4) - 2022/23)

Section 11: Seeking an assignment extension, deferral or re-submission

Extensions

If you are unable to meet assessment submission deadlines for coursework or project-based work, you may request an extension.

You should request an extension from the DCBS in the first instance. Students may request an extension to an assessment deadline using the extension to coursework application form. Coursework extension requests must be authorised by the Module Tutor at DCBS during your studies at level 4 & 5 while for level 6, this should be done to the Module tutor at DMU.

Section 5 of the [Taught Programmes Academic Regulations \(First year students \(level 4\) - 2022/23](#) explains that:

- Coursework extension requests must be authorised by the Module Tutor or Module Leader
- Coursework extension requests must be submitted before the assessment deadline date. Extensions cannot normally be granted retrospectively, after the deadline has passed.
- Coursework extension requests should be made over email, so as to have a record of the request and the extension granted.
- Coursework extensions will not be granted for periods of more than 14 consecutive days under any circumstances and are subject to limitations.

Deferrals

On exceptional occasions, your performance may be seriously impaired by severely adverse personal circumstances beyond your control or ability to foresee. Examples of 'severely adverse personal circumstances' may include a serious debilitating illness, a bereavement involving a close family member or the need to care for a seriously ill child over a number of weeks.

You should make a request for a deferral from the partner institution in the first instance.

Chapter 5 of the [Student Regulations](#) explains that:

- If you are experiencing difficulties with your studies you should contact your personal tutor or Programme/Subject Leader
- If appropriate, it may be necessary for you to request a deferral of assessment
- To apply for a deferral of assessment you must complete the appropriate forms
- Completed forms and supporting evidence must be submitted before the deferral deadlines

Failed modules and reassessment opportunities

If you fail a module (i.e. at the end of the year your overall module mark is less than the required minimum), you will not receive credit for it and therefore you may not meet the progression or award requirements for your level. If you do not meet the progression or award requirements for your level and have sufficient reassessment opportunity, you will be required to retrieve the failure in order to progress or obtain an award. This is known as a **reassessment**.

Reassessment usually means that you will be asked to resubmit failed coursework or resit failed examinations during the summer vacation. Reassessment advice detailing which assessment elements you are required to resubmit will be sent to you following the release of end-of-year results. Assignment briefs for specific assessment elements will also be posted on the VLE.

As you cannot progress or achieve an award until successful completion of any reassessments, it is vital that you attempt all reassessments in the reassessment period immediately following the notification of your failure(s).

You should seek advice regarding failed modules and reassessment opportunities from the partner institution in the first instance.

For more information on reassessment, see Section 5 of the [university academic regulations](#) (**First year students Level 4 – 2022-23**)

Interruptions

If you are prevented from continuing your studies for ill-health or some other legitimate cause, you must apply for your studies to be interrupted. You will be expected to provide a written, or word-processed, explanation of the circumstances, accompanied by professional third party evidence to support your request; interruption of studies will not be considered without third party evidence to support it. Interruption requests must be received before the final submission deadline for work on your programme.

Section 12: The student complaints and appeals process

A student's first port of call for advice and support should be your local programme/module leader or senior member of the management team at DCBS.

It is our intention to deal with your concerns and queries as quickly and as efficiently as possible. It is therefore beneficial if concerns are raised as quickly as possible, to enable us to address the problem before it is too late. In order to help us in this, please take a note of the person who is dealing with your enquiry. This will help us follow up on the query should there be a need to do so.

Complaints

If you are unhappy about the advice you have received, or have encountered any difficulties in obtaining advice and guidance, you should put these in writing and forward this explanation to the relevant member of staff at DCBS.

The relevant member of staff will consult with appropriate colleagues and respond to you **in 10 working days during term time** (a longer response period may be required outside term time to account for staff holidays).

Where necessary, any advice or help given will remain confidential, unless it is felt that there is an issue of health and safety.

Academic appeals:

You have the right to appeal, on specified grounds only, for reconsideration of the decision of any assessment board.

You have the right to remain on the programme and continue with your studies until the outcome of the appeal is known, provided this is permitted by other results not under appeal.

Useful links:

📄 **General Regulations and Procedures Affecting Students – Chapter 8 'Rights of Appeal':**
<https://www.dmu.ac.uk/documents/dmu-students/academic-support-office/2022-23-General-regs/12-chapter-8.pdf>

Section 13: The Student Voice

Student Representation

The student representation system aims to ensure that all students are represented and is one of the many ways in which the university and DCBS engages with its students. The role of student representative is to gather feedback from peers and report this to academic staff through formal (SSCC) and informal meetings.

- **Staff/Student Consultative Committee (SSCC)** a meeting at which students can raise matters of concern and highlight good practice with School management. The SSCC is held at least twice in each Academic Year. The Committee promotes the active participation of students working in partnership with programme teams.

The student representation system in place is as follows:

Course representatives are appointed for all undergraduate courses and feedback to programme leads any issues or queries with regards to their course/modules. They are expected to attend some key meetings at DCBS, such as **Student/Staff Consultative Committees** and **Board of Studies**. Meetings are co-ordinated by the programme team and are typically held twice per academic year.

How to become a Course Rep

All Course Reps are elected and supported through (De Montfort Students Union) DSU and by DCBS in the first two years, so you always have an independent place to go for guidance. At DCBS, the point of contact where Student Reps will report is Director. A Course Rep holds their elected position for one year in which you'll develop personally and professionally through bespoke training and guidance.

Further information on student representation is available from De Montfort Students' Union and can be obtained at:

🔗 <https://www.demontfortsu.com/voice/representation/> and

🔗 <http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/student-voice/student-representation.aspx>

Student satisfaction surveys

A variety of mechanisms are employed to gather student feedback, including questionnaires and surveys. These are conducted both internally within De Montfort University (DMU) and its Partners (DCBS), and externally across the higher education sector in the UK (National Student Survey (NSS) these will be conducted with DCBS students in January/February commencing 2023. Findings from these surveys are published and responded to in a number of ways.

Surveys may include:

- Module and programme level feedback (Levels 4 & 5 at DCBS, L6 at DMU).
- National Student Survey (NSS) – <https://www.thestudentsurvey.com/> (at all levels DCBS)
- Student participation in academic quality processes - <http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/student-voice/student-participation.aspx>

Section 14: Library and Learning Services

DCBS library is equipped with books not only from the subjects' perspective but it gives students an access to general readings like nature, health, nutrition, competitive exam preparations (after graduation), autobiographies, spirituality and various topics of contemporary interests.

Library resources are generally categorised into Subject related books, Fiction, Non-Fiction and self- help books. These are selected and updated through the following –

1. Module based requirements and other related readings (Through faculty members).
2. As prescribed by our regulatory body (AICTE).
3. Students' recommendation.


Beside this DCBS staff & students have also access to National Digital Library of India. (National Digital Library of India is a virtual repository of learning resources, sponsored and mentored by Ministry of Education, Government of India, through its National Mission on Education through Information and Communication Technology (NMEICT). It is built to provide support for all academic levels including researchers and life-long learners, all disciplines, all popular forms of access devices and differently-abled learners. It is designed to enable people to learn and prepare from best practices from all over the world and to facilitate researchers to perform inter-linked exploration from multiple sources.)

Introduction to DMU E-Library and Learning Services

The DMU Directorate of Library and Learning Services (LLS) supports the learning, teaching and research activities of DMU providing high quality resources, learning spaces and learning and academic skills development.

See the dedicate library webpage for partner students (DCBS) that outlines how you can access online information and support <https://library.dmu.ac.uk/partnerstudents>.

Guide contents



Your Institution will provide you with the key resources that you need for your assignments

As a student on a DMU course, you can also access a range of library services and resources provided by DMU.

This guide will introduce you to the main services and facilities

Use the tabs at the top or the menu below to find out more information

- [Accessing online](#)
- [Free online resources](#)
- [DMU's libraries](#)
- [Referencing](#)
- [Support and Guidance](#)

See our [contact page](#) for details on how to contact us and to find answers to Frequently Asked Questions

Contact us

Contact us via phone or via our online services (JustAsk or live libchat). Find details at <https://dmu-ac-uk.libanswers.com>.

Resources

Your home institution will provide you with the key resources that you will need for your assignments, such as books, journal articles and other material. However, you will also have access to the physical library at DMU and online books and journals where our licences allow for access.

Accessing online material

Your **single sign-on** username and password allows access to library and university functions, including: DMU student email account; Blackboard VLE (if applicable); computing services; and e-books, e-journals and databases where our licences permit usage. Your username is your university ID card 'P' number. You will initially login with a default password. We recommend for security reasons that you change this password for future access.

Databases and e-book collections that DMU can provide can be accessed from the partner students libguide <https://library.dmu.ac.uk/partnerstudents>.

Physical access

DMU partner students who visit DMU campus will need their University ID card to gain entry to Library facilities, to borrow resources and to use the photocopying, printing and copying services.

The main library at DMU is the Kimberlin Library with over 1,100 study seats (including PC and Mac computing facilities). Refreshments are available from the Library café.

Details of opening hours are available on the libraries tab of the partner students' library webpage at <https://library.dmu.ac.uk/partnerstudents/libraries>.

Borrowing items from the Library

DCBS Library

At DCBS, for borrowing items you will need your library card. Items may be borrowed for the following loan periods:

- **Normal Loan** - Students can borrow books for one week and renew it for one more week. If the book has been reserved by any other student, then the book cannot be renewed. Penalty involved is Rs. 10 per day.
- **Short loan**- Overnight, if the book has a limited number of copies and many students are in queue, it is issued for short term to see all the students can access it. Penalty involved is Rs. 20 per day.

Learning and Academic Skills online guides

DMU provide a number of online guides and tutorials that can help you with academic skills, such as Critical Thinking, Academic Writing, Referencing, Maths and Statistics. These can be accessed from the Support and Guidance tab of our Partner Students Webpage at <https://library.dmu.ac.uk/partnerstudents/support>.

Please visit [DMU Base Camp](#) – a very useful interactive guide for new students to help support you throughout your studies with DMU and Daly College Business School
Student feedback on DMU Library and Learning Services (LLS)

Section 15: Harvard Referencing, Good v Bad Academic Practice

Referencing

You are expected to provide a list of references at the end of your assignment, which shows the full range of sources that you have cited in the text. Always provide full and accurate references at the end of your work and check that references which appear in the text also appear at the end. You may also be required to provide a bibliography that includes the references to sources that you have used in your background reading but not necessarily cited from.

You are expected to read widely during your studies and to use some of this reading to support your ideas and arguments within your assessments. Be clear in your own mind as to why you are referring to another author's ideas, or using a quote, and also make this clear to the reader. It will also be important that you draw from credible and academically reliable sources. Whilst you are actively encouraged to explore resources that are available to you electronically and via the internet, it is also important that you assess the quality of the source accessed and the reliability of the information obtained (e.g. Wikipedia website, may not be seen as a credible source by those marking your assessments).

Referencing can seem complicated at first but, with practice and adherence to the designated referencing style, it is a good habit which can be achieved fairly quickly. There is support to help you to reference effectively.

This programme uses Harvard (Cite Them Right) as the referencing style.

Referencing support

Support and guidance about good academic practice can be found via the following links:

- 🔗 **Referencing support:** <https://library.dmu.ac.uk/refguide>.
 - Some areas of this site may require you to login with your single sign-on username and password.
- 🔗 RefWorks Guide: <https://library.dmu.ac.uk/refworksguide>
 - RefWorks is a tool that enables you to store your references in one place and to automatically create a reference list or bibliography at the end of your document. RefWorks can be accessed via the internet. We highly recommend you complete the online eLearning tutorial at <https://library.dmu.ac.uk/newref> before you begin.

Bad Academic Practice/Plagiarism

Always be clear to distinguish between when you are writing about your own ideas and when you are drawing from those of other people. Failure to acknowledge the work of others is plagiarism (which is to present somebody else's ideas and written text as your own) and is a disciplinary offence.

Academic Practice Officer

If you are suspected of committing an academic offence you will be called to a meeting with an academic practice officer (APO). At DCBS, the APO is Dr. Rinku Joshi. The role of the APO is to advise on how to prevent bad academic practice and academic offences and to deal with serious cases.

You have the right to be accompanied by a member of De Montfort University Students' Union, university staff or your family but not normally a solicitor or barrister acting in a professional capacity. If you prefer, you can make a written statement instead of attending the meeting.

At the meeting, the APO will discuss the alleged offence with you. The APO may also suggest further training or remedial work. If the APO considers you guilty, they will impose an appropriate penalty.

If your offence is a second offence or is otherwise deemed serious it will be referred to a panel.

Academic practice officers: penalties

Penalties that can be imposed by APOs include:

- Setting aside the component or assignment concerned and requiring you to complete it as if for the first time
- Failure of the component. You will be reassessed and the mark capped if appropriate and not disproportionate in effect
- Failure of the component and the module. You will be reassessed in the module.
- APO will, following discussion with a colleague from the Academic Support Office, submit your case to the Academic Offences Panel

For more information visit:

🔗 Bad academic practice and the importance of referencing:

<https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/bad-academic-practice.aspx>

🔗 DMU web pages: <https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/index.aspx>

🔗 Chapter 4 of the General Regulations and Procedures Affecting Students: [Student regulations and policies \(dmu.ac.uk\)](https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/index.aspx)

Section 16: Student support and resources

Careers and employability support

Industry - Interface Cell at DCBS offers workshops and training in the area of soft skills and grooms students to be industry ready. The cell also organises industry mentorship and industry visits every year for the students.

The module of ENTE 1203- Academic Development and Professional Practice equips students with the required employability skills. In addition to this the students are offered a number of opportunities of industry and community based internships.

The Careers & Employability team offers online Careers resources in the DMU Skills Hub – <https://dmu.careercentre.me/Members> Students should log on with their normal DMU username and password.

Education for Sustainable Development/Sustainable Development Goals

De Montfort University is committed to making a big difference to the Sustainable Development agenda, by using the United Nations' 17 Sustainable Development Goals (SDGs) as a focus for our teaching, research and other activities.

That means working to reduce poverty, promoting gender equality, caring for ecosystems, helping create economic prosperity for all, and much more. A major part of the work is embedding sustainability education across the university in taught courses for the benefit of students, staff and our wider community.

Our aim is to put sustainability at the heart of everything that DMU does, inspiring students to 'be the change', both at DMU and in their future careers.

<https://esdg.our.dmu.ac.uk/>

Health and Leisure facilities at Daly College Business School

The health of the students and the staff has always been of prime importance for the institute. The institute has the facility of a residential medical officer and a team of nurses that are available 24X7. An ambulance is also available in case of emergencies. Minor ailments are taken care of instantly with a first-aid facility readily available at DCBS itself.

DCBS provides an array of leisure facilities for the students; there are games, sports, and various other activities throughout the year. DCBS has been hosting an inter-collegiate cricket and table tennis tournaments for the past many years. It is a much liked and popular event amongst the leading management colleges of Indore.

DCBS Alumni

DCBS alumni association provides a platform to connect with the alma-mater of DCBS, Indore, by providing a business network and taking it forward. Currently, Mr Deepak Patel is the President, and Mrs Poonam Kathpal is the Vice-president of the DCBS Alumni association while Mr Ankit Mittal is the Secretary.

DCBS Collaborations

At present DCBS is having collaborations with the following professional body-

- 1. Institute of Risk Management-** The IRM is the leading professional body for Enterprise Risk Management. They help build excellence in risk management to improve the way organisations work. They are independent and not-for-profit organisations.
- 2. DCBS Rotaract Club-** DCBS founded **DCBS Rotaract Club** under Rotary International that serves for the cause of social upliftment and well-being. As an initiative in this club DCBS students perform projects linked with community service, Youth Development, Environment and Cultural exchange.
- 3. IMA Student Chapter-** IMA is a proactive, focused and one of the fastest growing non-profit management associations of India with strong national and international linkages. Established in 1963, it has a direct and indirect membership of over 3500 members including corporate, entrepreneurs, professionals, businessmen, academicians and students.

Student chapter and its activities-

DCBS has established IMA Student Chapter which offers opportunity to all the students be in direct contact with the corporate event and international conclave.

Section 17: Frequently Asked Questions (FAQs)

What should I do if I am ill or absent from DCBS?

If you are unable to attend a workshop/seminar/lecture for any reason (such as illness), you must notify the relevant Module Tutor/Leader, preferably by email and in advance. On your return, it is recommended that you check your module VLE sites and see your module tutors to discuss any work that you have missed

How do I notify DCBS of any changes in my personal details (e.g. term-time address)?

You need to let the academic staff know of any changes in your personal/contact details during the year.

What should I do if I can't log into myDMU, student email or other University online systems?

If you have any problems accessing your DMU account, please contact IT support: itmsservicedesk@dmu.ac.uk

<https://www.dmu.ac.uk/about-dmu/professional-services/information-technology-and-media-services/service-desk.aspx>

What should I do if I need advice about personal issues?

Your first port of call if you are experiencing personal issues that are having an impact on your studies is your Personal Tutor. However, your Personal Tutor is not a trained counsellor, and they may point you in the direction of more specific support.

What should I do if I am thinking of interrupting my studies?

If you are prevented from continuing your studies for ill-health or some other legitimate cause, you must apply for your studies to be interrupted. You will be expected to provide a written, or word-processed, explanation of the circumstances, accompanied by professional third-party evidence to support your request; interruption of studies will not be considered without third party evidence to support it. Interruption requests must be received before the final submission deadline for work on your programme.

What should I do if I am thinking of withdrawing from my studies?

Sometimes students decide that they wish to withdraw from their studies – that is, leave their programme at the University completely. If you are considering withdrawing or transferring, please see your Programme Leader to discuss the matter. If you do decide to withdraw, you must inform the University in writing. You will be asked to state your last day of attendance; this date will be confirmed with your Programme/Module Leader. You should also seek advice on the financial implications of withdrawal from study.

It is most important that you do not leave without telling us and that you inform us of your last date of attendance. If you do leave without officially telling us, then your last day of attendance will be the end of the academic year and you will therefore be liable for the full University fees for the whole academic year.

Appendix – List of Principal Abbreviations

| Abbreviation | Meaning |
|--------------|---|
| DMU | De Montfort University |
| DCBS | Daly College Business School |
| NSS | National Student Survey. In your final year of study, you will be asked to fill in a questionnaire for the NSS, which is a UK-wide exercise, designed to discover what students really think about their degree and their university. It is a blunt tool, and has a number of shortcomings, but it is still highly important. We value your honest feedback on the NSS, and urge you to fill it in as completely as possible. |
| SVC | Student Voice Committee; a committee attended by Course Representatives (also known as ‘student reps’) from each year of study. Before each meeting, the Course Representatives ask students for comments, feedback, suggestions or praise on any aspect of the programme. These comments are then discussed at the Student Voice meetings. |
| VLE | Virtual Learning Environment. The VLE we use at DMU is called “Blackboard”. You will have access to Blackboard through your myDMU pages. On Blackboard, you will find dedicated sites for each of your modules, where you can access lecture notes, handbooks, reading lists and other learning materials. Blackboard is also where we make important announcements, so it is important that you access it regularly. |