



HughesNet<sup>®</sup> | GLOBAL EDUCATION



# Executive Programme

for Young Professionals

Programme Handbook 2009

## Programme Overview

The difference between just working and building a career in any industry is that for the latter you must have competencies (knowledge, values and skills) so as to become a professional. Young people passing out of various graduate and post graduate level academic programs and having no formal management education, require managerial skills when they join corporate and non-corporate sector, in order to excel during their formative years.

The Executive Programme for Young Professionals is designed to provide such a group of young people with both perspective and skill in management and also equip them with critical inputs required to do well in select functional areas.

Today's professionals need applicable knowledge and skills to navigate their organizations through an ever-changing and dynamic global business environment



### Programme Objectives

- Develop competencies & skills essential for senior management roles.
- Impart contextual and functional knowledge of contemporary high quality management education.
- Provide guidance to think through advanced business strategies in diverse competitive scenarios.

### Benefits

- Superior performance on the job
- Exclusive focus on imparting managerial skills is designed to help build ability to compete with people with postgraduate diploma in management.
- Development of career.

### Who should attend?

Graduates with minimum 50% marks, 1 - 5 years of work experience and currently employed, may apply.

Selection will be based on academic records & professional experience.

Programme Duration - One Year

The classes for Batch 12 will be held on:

*Saturday: 3.30 pm – 6.30 pm*

Induction for Batch 12 will be conducted in September 2009

Programme Directors

Professors Bhaskar Charabarti & Sujoya Basu

*Please note that this is a Certificate course which is granted only on successful completion of the course requirements. The course does not provide any diploma or degree.*

## Programme Structure

The EPYP is structured into two components:

*Classroom Component:* This core component consists of 120 instructional hours through Interactive Onsite Learning Mode, spread over 45 weeks.

*Campus Component:* The in-campus component is held at the beginning, during or end of the 1 year program. This is a crucial component covering 5 days (approximately 30 hrs), which provides the participants an orientation towards case based learning. It is compulsory for all participants.

### Courses in the Programme

- Overview of core business functions – marketing, finance and control, operations and supply chain management and HR.
- Understand the role and tasks of a manager and key managerial skills.
- Managerial skills in select functional/ job areas - one major and one minor areas to be selected by the participants out of the options given below subject to the condition that a particular major will be offered if a minimum of 30 participants select the said major.
  - Sales and Marketing
  - Finance and Control
  - Operations and Supply Chain Management

### Pedagogy

The pedagogy will be highly interactive. It will leverage the use of technology. It will consist of a judicious blend of lectures, real life case studies, quizzes and assignments.

The sessions will be delivered on HughesNet Global Education interactive learning platform.

### Assignments

Assignments given by the instructors will have to be submitted either electronically or as hard copies, as directed by the instructor. Assignments form an internal part of the evaluation process and hence should be submitted on time without fail.

### Assessment

Participants are evaluated on the basis of examinations.

The programme involves four examinations:

- One general management paper
- 3 specialization papers - One major & Two minor

Participants will be given any one of the following grades: "Excellent"; "Good"; "Average"; or, "Poor". Participants getting not more than one "Poor" grades will get a certificate of successful completion of the programme and the grades will be mentioned on the reverse side of the certificate. Those getting more than one "Poor" grade will get only a certificate of participation in the programme and the grades will be mentioned on the reverse side of the certificate.

Poor grade is not allowed in the 'major subject'. No certificate will be awarded to participants failing in the major subject. Anyone getting a Poor grade will be allowed one extra chance to sit for the relevant examination with the next batch, and clear his/her grades. If s/he 'passes' in the second attempt, the evaluation sheet will mention that the grade awarded is a second-attempt grade. If s/he fails yet again, no certificate will be awarded.

In the 'major' specialization subject, it will be compulsory to have 80% attendance and above. If less, the grade awarded through examination will be downgraded by one grade.

### Attendance Requirements

Participants are strongly advised to attend all the sessions. In addition to a minimum number of sessions per course, the participants are required to attend above 60% of the total number of sessions. Participants obtaining less than 60% overall attendance will be awarded a 'participation certification'.

Students with less than 50% attendance will not be awarded a certificate. However, the student may attend the programme with the next batch, paying the difference in fees if any. If s/he repeats a 'less than 50%' attendance, no certificate will be awarded. In the 'major' specialization subject, it will be compulsory to have 80% attendance and above. If less, the grade awarded through examination will be downgraded by one grade.

## Programme Regulations

### Waiver

No waiver for any course is allowed for this programme irrespective of whether the person has attended a similar programme anywhere else or not.

### Re-examination

Under no circumstances the dates announced for examinations will be postponed. A participant who is absent in the examination will be awarded "Fail" grade. Re-examination with the next batch is allowed only once on payment of applicable fees.

### Withdrawal from the programme and rejoining

Break in the programme is discouraged. But if withdrawing from the course is absolutely necessary then the participant must inform the Institute/HCIL prior to taking the same and obtain approval.

Rejoining to the programme is not a guarantee but is subject to availability of seats and subject to approval of Institute/HCIL. If permitted to rejoin, the participant must rejoin within the next two batches and must follow the then existing rules and pay the remaining applicable programme and rejoining fees. Currently rejoining fees are Rs 10,000/-.

### Certificates

Certificates will be dispatched to students within four months of the completion of the programme.

### Books & Study material

Program fee does not include the cost of the books/course/study material. Books recommended by faculty, to be procured directly by students. Additional charges may apply for study material if provided by institute to the student, the same will be charged extra on actual plus handling charges.

### Grievance Resolution

Any student having a grievance for matters handled by Hughes may contact We Care at 0124 307 8770 or mail at [wecare@hughes.in](mailto:wecare@hughes.in).

For all academic matters, participants may contact the programme coordinator at the Institute (names and contact details will be announced at the appropriate time).

Violation of the rules will result in severe disciplinary action against the offenders with penalty of up to Rs.20000/- or debarment of the student or both.

### Change of Centre

A student can opt for change of centers inter-city (maximum twice in a calendar year) subject to availability of seats. Prior permission of HCIL is required along with requisite fee, currently Rs. 1000.

The student will be admitted to the new centre only on producing the centre change form duly approved by HCIL.

Intra-city transfers shall NOT be allowed.

Hughes reserves the right to transfer the student(s) to any centre/classroom within the city in case the classroom of his/her choice becomes non operational or is relocated due to any unforeseen reasons or for reasons beyond the control of HCIL.

### Refund of Fees

No refund of fees is permissible once a candidate has been admitted to the program. The fees and other charges, once paid, under no circumstances will be refundable, adjustable or transferable. Students discontinuing in the middle of the course will not be refunded the fee, other charges and security deposits (if any).

### Bank loans & Postal Delays

Delay in bank loans etc. will be individual's responsibility & no delay will be accepted on this account by HCIL/Institute. Also any delay in reaching the payments due to postal or any other reasons will also be individual's responsibility.

## Conduct of Participants

The institute & HNGE attach great importance to integrity, honesty and discipline. Hence a high sense of responsibility is expected from all the participants inside or outside the classroom as befits future managers.

The following action would be treated as misconducts on the part of participants and will be dealt with severely:

- Late entry to classes, tests and discussions.
- Absence during the classes, tests and discussions without prior consent from the classroom coordinator and faculty.
- Misconduct in class leading to damage to the property of the institute and Hughes.
- Misuse of facilities, PCs, library books and other materials provided to them.
- Reporting fictitious data for empirical study or assignments.
- Theft or fraud or dishonesty.
- Smoking in the rooms earmarked for lectures, examinations or in the library.
- Leveling any baseless and false allegations against any faculty member or employees of IIMC or Hughes.
- Indulging in any act, which may adversely affect the relations of the institute with its customers.
- Indulging in any act, which is detrimental to the reputation of the institute.
- Copying in quizzes, examinations or assignments.

Classroom coordinators are also empowered to initiate disciplinary action against a student on any of the items above pertaining to the administration of this programme in respective centers in consultation with the Manager LDP IIM Calcutta. Certificates will be issued to participants only when proper amends have been made for the misconduct on the part of the participants.

Violation of the rules will result in severe disciplinary action against the offenders with penalty of up to Rs.20000/- or debarment of the student or both.

## Application Deadline

Application for Batch 12 is open till 10<sup>th</sup> August '09.

Application forms can be obtained from [www.hnge.in](http://www.hnge.in) or call at +91 124 307 8770 for applying.

## Documents required for Application

- Academic records – Graduation mark sheet
- Proof of Current Employment - Letter from Company or Latest Pay Slip
- Professional records or Experience certificates
- One Passport size photo pasted on the application form

Originals of mark sheets/certificates etc. may not be submitted. Applicants will be required to show these whenever necessary.

If any information submitted by the applicants is not found to be true then and if they are selected and join the programme, then they will be summarily asked to leave the programme.

## Programme Fees for Batch 12:

Application Fee	Rs. 1, 000/-
Registration Fee	Rs. 2, 750/-
Programme Fee	Rs. 1, 10,000/-*

*Programme Fees do not include costs for Books & Materials. Books to be procured by students themselves.*

## Installment Structure

1 <sup>st</sup> Installment	18 <sup>th</sup> September '09	Rs. 62750
2 <sup>nd</sup> Installment	20 <sup>th</sup> December '09	Rs. 40000
3 <sup>rd</sup> Installment	20 <sup>th</sup> March '10	Rs. 10000

*Programme fees are payable online or through DD drawn in favour of "Hughes Communications India Limited".*

*Campus fees will be payable by student directly to "Indian Institute of Management Calcutta". Campus fees will be communicated at the time of Induction.*

*Fee once paid is neither refundable nor transferable towards any other student/programme/batch.*

## Academic Year

The academic year for Batch 12 will commence on 18<sup>th</sup> September 2009 & will close on the date of release of the examination results.

## The Journey Begins Here

IIMC was established as the first national institute for Post Graduate studies & Research in Management by the Government of India in November 1961 in collaboration with Alfred P. Sloan School of Management (MIT), the Government of West Bengal, The Ford Foundation and Indian industry.

Over the years, IIMC has grown into a mature institution with global reputation, imparting high quality management education – one of Asia's finest Business Schools. It has been playing a pioneering role in professionalizing Indian management through its programmes, research & Consulting. Today, the institute serves as an autonomous body, continually evolving to meet its goals in an ever-changing business environment.

The vision of the Institute is to emerge as an International Centre of Excellence in all facets of Management Education, rooted in Indian ethos and societal values.

IIMC emphasizes on management as an integrated process & requires the students to develop a global view of economic, technological, cultural and political environment of the business.

IIMC is also engaged in Management Development Programs, Research & Consultancy, Seminars & Workshops and Publications.

One of the biggest strengths of the Institute is its world renowned faculty – each distinguished academic achievers in different areas of management & related basic disciplines. They are actively involved in teaching, training, research and consulting in public & private corporations, financial institutions, government agencies and international agencies.

IIM Calcutta is a pioneer in executive education. In association with Hughes Net Global Education, IIMC is committed to serve the training needs of the industry offering programmes covering cutting edge topics in management.



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