

Jindal Global Business School

Course Outline

Course Title	Purchasing & Supply Management (PSM)
Core or Elective	Elective
Program and Batch	MBA-2, IBM-4 & IBM-5
Semester & Academic Year	Spring 2026
Credits	1.5
Discipline/Area	Operations Management and Supply Chain
Name of the Faculty Member/Course Instructor	Prof. Saroj Koul
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Faculty Member's Open Office Day/s & Time	To be communicated

INTRODUCTION TO THE COURSE

As prospective managers, students need to understand the impact of purchasing and supply chain management on modern organisations' competitive success and profitability. The course aims to make students aware of the demands placed on purchasing and supply chain managers by business stakeholders, both internally and externally, to the firm. Students will also learn the ethical, contractual, risk management, sustainability, and legal issues that purchasing and supply chain professionals face.

Contribution to Programme & Students: This course is tailored explicitly for PG students who wish to major in Operations & Supply Chain Management. It also aims to meet the requirements of the JGBS' PG programme competency goals of responsible global citizenship, critical thinking and technological agility.

COURSE LEARNING GOALS

Successful global sourcing involves coordinating logistics, dealing with customs, arranging payment, identifying countries for sourcing, finding suppliers, calculating landed costs, assessing risks, and

implementing global contracts. In this first-level elective course designed for MBA classes to be delivered as a 1.5-credit course (15 lectures), the objective is to:

- Introduce the critical themes of purchasing and supply management
- Familiarise some of the trends in purchasing and procurement strategies in industries
- Understand the concepts of the Purchasing Process and procedures for Supplier Evaluation and Selection and the requirements for Contract Management and, hence, Worldwide Sourcing,
- Follow the techniques used in Purchasing and Supply Chain Analysis, how to conduct a Negotiation and resolve a Conflict and prevalent Purchasing Laws in the country.

Upon completion of this course, students should:

- (a) **CLO1:** Have gained an understanding of the elements of purchase and supply management in a firm and become familiar with some trends in purchasing and procurement strategies in industries
- (b) **CLO2:** Have understood the concept of the Purchasing Process and procedures for Supplier Evaluation and Selection, and the requirements for Contract Management and Worldwide Sourcing
- (c) **CLO3:** Have become familiar with the techniques used in Purchasing and Supply Chain Analysis, how to conduct a Negotiation and resolve a Conflict and prevalent Purchasing Laws in the country.

Programme Competency Goals

MBA Programme Competency Goals (PCGs)		MBA Programme Learning Objectives (PLOs) Students will be able to
1	Technological Agility: Ability to adopt relevant technologies for better business decision-making.	<ol style="list-style-type: none"> 1. Understand relevant business technologies 2. Understand future technologies in the business domain
2	Responsible Global Citizenship: Ability to understand the interplay between local and global issues and to act with sensitivity towards ethical and social issues	<ol style="list-style-type: none"> 3. Understand the interplay between local and global business issues 4. Demonstrate sensitivity towards ethical issues 5. Demonstrate sensitivity towards social issues 6. Address societal issues
3	Effective communication: Ability to effectively exchange ideas and information	<ol style="list-style-type: none"> 7. Present their ideas with clarity 8. Prepare an organised and logical business document 9. Use technology for effective communication
4	Critical Thinking: Ability to identify, analyse business problems and propose effective solutions	<ol style="list-style-type: none"> 10. Identify the main issues of business problems 11. Examine information from different sources 12. Draw inferences from the analysis 13. Evaluate alternatives 14. Summarise and conclude
5	Leadership: Ability to take initiative, inspire and collaborate with others	<ol style="list-style-type: none"> 15. Take initiative 16. Contribute effectively in groups

PLO-PCG Assessments Mapping Matrix

Program Learning Objectives (PLOs)	Program Competency Goals (PCGs)	Course Assessment Item
This course helps you to develop the following Program Learning Outcomes:	This course helps you to develop the following Program Competency Goals:	This learning outcome will be assessed in the following items
PLO2	PCG 1	A1, A2, A3, A4
PLO6	PCG 2	A1, A2, A3, A4
PLO10, PLO12, PLO13	PCG 4	A1, A2, A3, A4

Evaluation Schema

The course grade will be determined based on:

Assessment Task	Weightage (Marks)	Nature (Individual /Group)	Week of Assessment	PLOs to be Assessed
A1: Class Participation	10% (10 Marks)	Individual	Continuous	PLO2, PLO6, PLO10, PLO12, PLO13
A2: Assignment Submission & Presentation	40% (40 Marks)	Group	Week 7 & 12	PLO2, PLO6, PLO10, PLO12, PLO13
A3: Quiz	20% (20 Marks)	Individual	Week 10	PLO2, PLO6, PLO10, PLO12, PLO13
A4: End-term Examination	30% (30 Marks)	Individual	In Examination Week	PLO2, PLO6, PLO10, PLO12, PLO13

Description of Assessments:

A1: Class Participation (10%)-Class participation is individual and provides an opportunity to manifest your creative abilities. The general guidelines are as follows: Read all the required readings and participate in class work as actively and constructively as possible. We will grade each student in classwork per a score sheet on activities taken up in 10 sessions.

The instructor will evaluate your participation by applying the following two criteria:

1. Was there evidence that the student's participation in the discussion was based on his or her knowledge of the required readings?

Was the student's discussion appropriate and to the point? Did the student contribute to class learning? (e.g., by asking thoughtful questions, helping to understand complicated ideas or concepts, offering constructive criticism of another's ideas, suggesting reasonable alternatives, being willing to try out new ideas, pursuing the logic advanced by others, etc.)?

A2: Assignment Submission & Presentation (40%)- You are expected to carefully analyse a case study and present your findings in a power-point format. The presentation must carry a thorough problem identification, analysis, and recommendation (probable solution, and action plan). Each group will be assigned one report and case study. You are expected to carefully analyse a case study and present your findings in a power-point format. The presentation must carry a thorough problem identification, analysis, and recommendation (probable solution, and action plan). Each group will be required to make 1) one presentation using a PPT (8 slides) on the report and 2) hand in one case write-up (not exceeding typed 4-page double spaces). Individually, each student has to hand in the talk summary for the guest speaker presentation (one page). Classwork should be precise and to the point.

A3: Quiz (20%) -There will be a quiz to assess students' ability to understand the critical concepts discussed in the class.

A4: Final End Exam (30%)-The end term examination will be of 30 marks for 1.5 hours. This will be an invigilated exam held on the JGU campus according to the mode decided by CoE.

Rubrics of assessment

Criteria	9 – 10: Outstanding	7 – 8: Proficient	4 – 6: Basic	3 (or lower): Below Expectations
Case Analyses				
Submission of the case analysis before the deadline.	<p>The case analysis is submitted before the deadline.</p> <p>This is a pass / fail component. All or no points are awarded.</p>			
The correctness of the case facts utilized for analysis.	<p>The analysis is rigorous and covers all the case facts/data before coming up with any solution.</p>	<p>The analysis does not consider some of the case facts before coming up with any solution. However, the case facts considered are correct.</p>	<p>Many of the case facts utilized for proposing a solution are either incorrect or missing.</p>	<p>Most of the case facts utilized for proposing a solution are either incorrect or missing.</p>
The uniqueness / innovativeness of the proposed solution and its backing by the case facts.	<p>The proposed solution, backed rigorously by the case facts, is counter-intuitive.</p>	<p>The proposed solution, backed by the case facts, is not counter-intuitive but not straightforwardly intuitive.</p>	<p>The proposed solution is somewhat backed by the case facts and is intuitive.</p>	<p>The proposed solution is not backed by case facts and/or very intuitive.</p>
Presentation of case analysis and adherence to the guidelines provided in the “Additional notes” above.	<p>The analysis is very well presented by applying appropriate advanced formatting and all the guidelines have been adhered to.</p>	<p>The analysis is presented in an acceptable form but can be improved, and/or most of the guidelines are adhered to.</p>	<p>The analysis presented is difficult to comprehend, and/or many guidelines are not adhered to.</p>	<p>The analysis is incomprehensible, and/or almost none of the guidelines are adhered to.</p>

The course provides you with an essential grasp of the role of the procurement/sourcing function in business. It will be vocationally valuable in your future career if you work with people in a manufacturing function and assume more general senior management responsibilities later. You should expect to spend approximately 1.5 to 2 hours of work outside class for every hour spent in the classroom. This means that you should budget, on average, about three to four hours per week for this course and the time you spend in the classroom.

All students registered for this course are required to pass the average of all individual supervised work (i.e. individual homework and group work) to pass the course. You require 50% on supervised individual work and 50% overall to pass the course.

Tips for Case Write-up

To assist you in completing a write-up a set of questions for each case that we expect to see answered in your write up has been provided at the end of the case. These questions will also form the basis of our discussion in class. When handing in the case write-up DO NOT just repeat case facts. Rather, you need to analyse the material given in the case when answering the case questions. Make sure that you give the rationale behind all your recommendations. Finally, clarity of writing is an important part of communication. Marks will be taken off if the case submission is not well written. It should be noted that the case write-up is due before it is discussed in the class.

Tips for Case Analysis Approach

Cases are brief descriptions of a situation in which an organisation finds itself at a point in time. Basically, a case study is only a story, a description of events usually in a chronological order. These events provide one source of information you will need to answer questions posed. Other source is the lecture material and research articles discussed in the class. The main purpose of the case assignment is to identify the problem(s)/opportunities facing the organisation and to utilise theories and ideas you have learned in this course to make decisions on how to solve those problems. You may feel uncomfortable making such decisions even after you have done a thorough analysis of all the information in the case. Some of what you consider to be key pieces of information may be missing, but this is part of normal reality. Management decisions are never made on the basis of complete information.

Cases will also be discussed in class. You may be called upon to discuss some aspect of a case during the case discussion. You should come to class prepared to discuss any and all aspects of the problem(s)/ opportunities in the case and of the decisions you make.

The following steps are a suggested framework. You can modify them as necessary:

- Preview the Case - You may read rapidly or skim through the case, jotting down the important ideas. Discover the parameters of the problem and keep in mind the questions that have been asked.
- Read the Case – Once you have previewed the case, read it in detail. While reading in detail, you should be looking for major problems, variables, constraints, limitations, alternatives. Keep in mind the relevant literature which may help in solving the case. Note down the relevant points.
- Identify the causes for the problem and the type of relationship between the problem and the causes.
- Identify alternative solutions and try to determine what is the best solution.
- Give a recommended solution and a plan for implementation (action plan). The action plan should attempt to solve both present and future problems. Undesirable solutions that may occur in the future should also be addressed during this stage. Try to answer what, who when and why. For

example, what should be done, when it should be done, who should do it and why should it be done. Give clear rationale for the recommendation.

- Conduct risk analysis. In other words, what things could go wrong if your client/organisation implements your recommendations, and how organisation can prepare for least damage in case unwanted situation occurs? What are suggestions you can give to the firm for smooth implementation of your recommendations.

Writing should be well organised, logical, clear and free of any grammatical or spelling mistakes. You must support statements with facts.

Teaching Method

The course will have a judicious mix of lectures, storytelling, experiential exercises, and cases. Here the onus of learning will be with the student, and the instructor will be a facilitator. Instead of learning 'what to do', the cases will also be used as examples of real-world phenomena where issues arise, and good and bad practices are seen. The key to learning this way is to see many examples and situations and learn inductive as well as deductive ways from students' and managers' different experiences.

COURSE MATERIAL: TEXTBOOK AND OTHER READINGS

The course textbook is:

Purchasing and Supply Chain Management

by Robert M. Monczka, Robert B. Handfield, Larry C. Giunipero and James L. Patterson
6th Ed. (2015) ISBN: 978-1285869681 (Indian Reprint)

Any supplementary lecture notes and readings will be available on the online course module or sent by e-mail. We will use the Purchasing Next Software tool to develop a buyer-supplier relationship.

Case studies & Study reports

We will use the following two case studies and reports in the course.

1. *Government E-Procurement: Electronic Tendering System in the Hong Kong SAR*
2. *Boeing Australia Ltd: Assessing Merits of Implementation of an e-Procurement System*
3. *World Bank Benchmarking-public-procurement (latest as available is of 2023)*

Students are required to read the specific case and the associated material prior to the respective class. For some cases, a written report will be required before the beginning of the class, will be marked, and will contribute to the overall course evaluation. Learning will also be enhanced through a set of review problems that will be assigned to practice some of the approaches discussed in class. The answers to these problems are not to be handed in but should assist you in preparing for quizzes/exams and in-class problem-solving and discussion.

OTHER SOURCES

Source One: Books

- (1) Mastering purchasing management for inbound supply chains by Cook, Thomas Boca Raton CRC Press 2011
- (2) Electronic signatures in international contracts, by Laborde, Carolina M., New York Peter Lang 2010
- (3) Law relating to tenders and government contracts by Desai, TR; Kapoor, J.D. Edition: 2nd Publisher: New Delhi Universal Law 2009
- (4) International commercial agreements a primer on drafting negotiating and resolving disputes by Fox, William F., Edition: 4th, Aspen Publishers 2009
- (5) Drafting and negotiating international commercial contracts a practical guide by Bortolotti, Fabio. ICC Services 2008
- (6) Contract law and theory by Scott, Robert E; Kraus, Jody S. 4th Edition;Nagpur Lexis Nexis 2007
- (7) Handbook of logistics contracts a practical guide to a growing field by Jane, Joan; Ochoa, Alfonso de. Publisher: New York Palgrave Macmillan 2006
- (8) Purchasing and supply management with 50 supply chain cases by Leenders, Michiel R; Johnson, P Fraser; Flynn, Anna E; Fearon, Harold E., Edition: 13th ed. New Delhi Tata McGraw Hill 2006

Source Two: Top rated peer-reviewed journals on Global Operations and Manufacturing

- (1) Journal of Operations Management
- (2) Production and Operations Management
- (3) International Journal of Operations & Production Management
- (4) International Journal of Logistics Management
- (5) International Journal of Physical Distribution and Logistics Management
- (6) Supply Chain Management: An International Journal
- (7) Journal of Business Logistics
- (8) Journal of Transport Economics and Policy

The tentative course schedule is described below. Every effort has been made to make the course outline as complete as possible, but there may be occasions when changes may be necessary to improve the delivery of the topics in this course. The instructor will announce any deviations from the course outline in class, and the changes will be posted on the course web page.

Chapters from the textbook have been assigned as background reading for the material being covered in each lecture. Lectures, for the most part, will follow the textbook. The textbook is best read right after the lecture to reinforce the concepts discussed. However, it helps to speed read through the readings before class. The book also provides technical details that may not be discussed in class. All the readings and cases **must be read before** the class they are to be discussed in (*whether a submission is required or not*). Students are supposed to bring laptop computers to all sessions.

Session Plan

Session No-1 & 2	PURCHASING OPERATIONS AND STRUCTURE	PLOs covered
Objective of the session	<p>At the end of this session, you will learn about</p> <ul style="list-style-type: none"> • Why purchasing is important • Understanding the language of purchasing and supply chain management • Four enablers of purchasing and supply chain management • The evolution of purchasing and supply chain management • Integration: What is it? Internal integration and External integration • Integrating supply management, engineering, and suppliers to develop new products and services 	PLO-4, PLO-5, PLO-6, PLO-8, PLO-9, PLO-12, PLO-13, PLO-14, PLO-16
Subtopics to be covered	<p>1) Introduction to Purchasing and Supply Chain Management (Chapter 1) 2) Supply Management Integration for Competitive Advantage (Chapter 4)</p> <p>Detailed Handouts will be available; however, specific slides will be discussed in class.</p>	
Readings	Questions based on Chapters 1 & 4	
Case Title & Number	Understanding Purchasing components and identifying them in Company SOPs (SAIL, CIL, Mother Dairy, or any other company)	
Pedagogy	Lecture/ Class discussion /Role-Play /Presentation by Groups/ Webinar	

Session No-3 & 4	PURCHASING OPERATIONS AND STRUCTURE	
Objective of the session	<p>At the end of this session, you will learn about</p> <ul style="list-style-type: none"> • Worldwide sourcing overview • Developing a worldwide sourcing program • Moving to a global sourcing philosophy • Expanding the mission, goals, and performance expectations • Developing category strategies • Developing and managing suppliers • Designing and operating multiple supply networks • Leveraging technology enablers • Collaborating internally and externally 	PLO-4, PLO-5, PLO-6, PLO-8, PLO-9, PLO-12, PLO-13, PLO-14, PLO-16

Subtopics to be covered	3) Worldwide Sourcing (Chapter 10) 4) Purchasing and Supply Strategy Trends (Chapter 20) Detailed Handouts will be available; however, specific slides will be discussed in class	
Readings	Questions based on Chapters 10 & 20: Analysis of multiple countries' databases.	
Case Title & Number	Understanding Purchasing components and identifying them in Company SOPs at (Indian Army and JSPL)	
Pedagogy	Lecture/ Class discussion / Role-Play /Presentation by Groups / Learning by doing	

Session No-5 & 6	PURCHASING OPERATIONS AND STRUCTURE	
Objective of the session	At the end of this session, you will learn about <ul style="list-style-type: none"> • Purchasing objectives • Strategic supply management roles and responsibilities • Improving the procure-to-pay process • Approval, contract, and purchase order preparation • Role of purchasing; Types of purchases • Conduct of purchasing personnel • Buyer-supplier relationships • Purchasing procedures 	PLO-4, PLO-5, PLO-6, PLO-8, PLO-9, PLO-12, PLO-13, PLO-14, PLO-15, PLO-16
Subtopics to be covered	5) The Purchasing Process (Chapter 2); 6) Purchasing Policies and Procedures (Chapter 3). Detailed Handouts will be available; however, specific slides will be discussed in class.	
Readings	Questions based on Chapters 2 & 3: Analysis of 180 countries' databases.	
Case Title & Number	GOI Procurement Bill; NIC information; e-Procurement; Army Procurement	
Pedagogy	Lecture/ Class discussion / Role-Play /Individual Presentation	

Session No-7 & 8	STRATEGIC Sourcing	
Objective of the session	At the end of this session, you will learn about <ul style="list-style-type: none"> • Supplier evaluation and selection process • Key supplier evaluation criteria • Developing a supplier evaluation and selection survey • Reducing supplier evaluation and selection cycle time • Supplier performance measurement 	PLO-4, PLO-5, PLO-6, PLO-8, PLO-9, PLO-12, PLO-13, PLO-14, PLO-15, PLO-16

	<ul style="list-style-type: none"> • Supplier development and overcoming barriers to supplier development • Managing supply base risk; Managing sustainability in the supply base • Purchasing and supply chain performance measurement and evaluation • Developing a performance measurement and evaluation system • Performance benchmarking: comparing against the best • Criteria on purchasing measurement and evaluation characteristics 	
Subtopics to be covered	7) Supplier Evaluation and Selection (Chapter 7) 8) Supplier Management & Development: Creating a World-Class Supply Base (Chapter 9) 9) Performance Measurement and Evaluation (Chapter 19) Detailed Handouts will be available; however, specific slides will be discussed in class.	
Readings	Questions based on Chapters Chapter 7, 9 & 19	
Case Title & Number	Realising components of Sample Tender (Domestic and I'ntl) Documents	
Pedagogy	Lecture/ Class discussion / Role-Play /Individual Presentation	

Session No-9	STRATEGIC SOURCING PROCESS	
Objective of the session	<p>At the end of this session, you will learn about</p> <ul style="list-style-type: none"> • Different Tools and Techniques used for Supply Chain Analysis: Purchasing, Project management, Learning curve analysis, Value Analysis/Value engineering, Quantity discount analysis and Process mapping • What is negotiation?; Negotiation framework; Negotiation planning • Power in negotiation and Negotiation tactics: trying to reach agreement • Win-win negotiation and International negotiation • How to identify and resolve a Conflict Management • Comprehensive global negotiation skills and enhanced cultural understanding; Impact of electronic media on negotiations 	PLO-2, PLO-4, PLO-5, PLO-6, PLO-8, PLO-9, PLO-12, PLO-13, PLO-14, PLO-15, PLO-16
Subtopics to be covered	10) Purchasing and Supply Chain Analysis: Tools and Techniques (Chapter 12) 11) Negotiation and Conflict Management (Chapter 13)	

	Detailed Handouts will be available; however, specific slides will be discussed in class.	
Readings	Questions based on Chapters Chapter 12 & 13	
Case Title & Number	The art and economics of international negotiations: Haggling meets hurrying and hanging on in buyer-seller negotiations.	
Pedagogy	Lecture/ Class discussion/ Role-Play/ Individual Presentation/ Simulation from Next Level Purchasing	

Session No-10	Guest Session: Project Manager, World Bank (India location) OR the CEO & Director of Institute of Supply Management, India	PLO-8, PLO-9, PLO-12, PLO-13, PLO-14, PLO-16
Objective of the session	NA	
Subtopics to be covered	NA	
Readings	NA	
Case Title & Number	NA	
Pedagogy	Online Guest Lecture	

Session No-11	STRATEGIC SOURCING PROCESS	
Objective of the session	At the end of this session, you will learn about <ul style="list-style-type: none"> • Elements of a contract; How to negotiate and write a contract • Types of contracts: Long-term contracts in alliances and partnerships • Non-traditional contracting • Settling contractual disputes; Legal authority and personal liability of purchasing manager. • Contract law • Uniform Commercial Code (and https://iccwbo.org/) • Patents and intellectual property • Other laws affecting purchasing • Purchasing ethics / Corporate social responsibility 	PLO-2, PLO-4, PLO-5, PLO-6, PLO-8, PLO-9, PLO-12, PLO-13, PLO-14, PLO-15, PLO-16
Subtopics to be covered	12) Contract Management (Chapter 14) 13) Purchasing Law and Ethics (Chapter 15) Detailed Handouts will be available; however, specific slides will be discussed in class.	
Readings	Questions based on Chapters Chapter 14 & 15	

Case Title & Number	Applying INCOTERMS to different settings.	
Pedagogy	Lecture/ Class discussion/ Role-Play/Individual Presentation/ Supplier-buyer - Simulation from Next Level Purchasing	

Session No-12	CRITICAL SUPPLY CHAIN ELEMENTS	
Objective of the session	<p>At the end of this session, you will learn about</p> <ul style="list-style-type: none"> • Evolution of e-SCM systems; drivers and applications • Internal information systems – ERP systems; Purchasing databases and data warehouses; EDI – pioneering external electronic communication • E-sourcing suites: basics, general and SRM • Internal and external systems integration • Information visibility in SCM 	PLO-2, PLO-4, PLO-5, PLO-6, PLO-8, PLO-9, PLO-12, PLO-13, PLO-14, PLO-15, PLO-16
Subtopics to be covered	<p>14) Supply Chain Information Systems and Electronic Sourcing (Chapter 18)</p> <p>Detailed Handouts will be available; however, specific slides will be discussed in class</p>	
Readings	Questions based on Chapters Chapter 18	
Case Title & Number	<p><i>Government E-Procurement: Electronic Tendering System in the Hong Kong SAR</i></p> <p><i>Boeing Australia Ltd: Assessing Merits of Implementing a Sophisticated e-Procurement System</i></p>	
Pedagogy	Class discussion /Case Analysis /Presentation by Groups is being adopted.	

Session No-13	CRITICAL SUPPLY CHAIN ELEMENTS	
Objective of the session	<p>At the end of this session, you will learn about</p> <ul style="list-style-type: none"> • Transportation management • Outsourcing logistics to third-party logistics providers • Purchasing services and indirect items • Sourcing professional services • Service supply chain challenges 	PLO-2, PLO-4, PLO-5, PLO-6, PLO-8, PLO-9, PLO-12, PLO-13, PLO-14, PLO-15, PLO-16
Subtopics to be covered	<p>15) Purchasing Services (Chapter 17)</p> <p>Detailed Handouts will be available; however, specific slides will be discussed in class.</p>	
Readings	Questions based on Chapters Chapter 17	

Case Title & Number	<i>E-Procurement: Electronic Tender Systems in select India Companies (TISCO)</i>	
Pedagogy	Class discussion /Case Analysis /Presentation by Groups is being adopted.	
Session 14	Reading & Revision Week/ Examination Week*	
Objective of the session	NA	
Subtopics to be covered	NA	
Readings	NA	
Case Title & Number	NA	
Pedagogy	NA	
Session 15	Reading & Revision Week/ Examination Week*	
Objective of the session	NA	
Subtopics to be covered	NA	
Readings	NA	
Case Title & Number	NA	
Pedagogy	NA	

*Elective End-term Examinations may take place in the last week of classes.

Disability Support

JGU endeavours to make all its courses accessible to students. The Disability Support Committee (DSC) has identified conditions that could hinder a student's overall wellbeing. These include physical and mobility-related difficulties, visual impairment, hearing impairment, mental health conditions, and intellectual/learning difficulties, e.g., dyslexia and dyscalculia. Students with any known disability needing academic and other support are required to register with the Disability Support Committee (DSC) by following the procedure specified at <https://jgu.edu.in/disability-support-committee/>

Students who need support may register any time during the semester up until a month before the end semester exam begins. Those students who wish to continue receiving support from the previous semester, must re-register within the first month of a semester. Last-minute registrations and support might not be possible as sufficient time is required to make the arrangements for support.

The DSC maintains strict confidentiality about the identity of the student and the nature of their disability and the same is requested from faculty members and staff as well. The DSC takes a strong stance against in-class and out-of-class references made about a student's disability without their consent and disrespectful comments referring to a student's disability.

All general queries are to be addressed to disabilitysupportcommittee@jgu.edu.in