

# **Table of Contents**

## **From the Desk of the Director**

### **About Us**

Vision

Mission

### **Courses Offered**

Department of Information Technology

Department Vision

Department Mission

Programme Educational Objectives

Programme Outcomes

Department of Management Studies

Department Vision

Department Mission

Programme Educational Objectives

Programme Outcomes

### **Why Choose IITM/IINTM**

### **Study at IITM/IINTM**

Pedagogy

### **Examination & Assessment**

Conduct of Semester-end Examinations

Scheme of Marks

Continuous Comprehensive Evaluation/Internal Evaluation

Internal Tests

Presentations

Assignment

Summer Training/Minor/Major Projects

Pass Percentage

Scheme of Credits

Grading System

Grace Marks

Reappear

Rechecking & RTI

Promotion & Academic Year Break

Use of Unfair Means

Conduct of Examinations

Award of Degree

Attendance

### **Student Care & Student Support**

Student Services

Mentoring

Programme Administration

Academic Staff

### **Other Support Services**

Proctorial Board

Anti Ragging Committee

Women Safety Cell

Grievance Redressal Cell

Counseling & Psychological Resource Center

### **Academic Support**

Library

Computer Labs

Knowledge Portal

Scholarships

Industry Institute Partnership Cell

Placement Cell

Our Placements/Partners

Training & Development Cell

Industrial Visits

Seminars/Workshops/Conferences/Guest Lectures

**Life @ IITM/IINTM**

**Fee**

**Student's Code of Conduct**

Acts of Misconduct/Indiscipline

Penalties for Breach of Discipline

Rules Regarding Ragging

Procedure for Disciplinary Action

Parent's-Institute Interaction

Identity Card

Dress Code

Final Clearance

Notification of Information

Reservation of Rights

Rendering Undertaking & Affidavit

**Important Telephone Numbers, e-Mail IDs & Links**

Any Unanswered Questions

## From the Desk of the Director



Dear Student,

The Students' Guide Book is designed to align you with academic and social environment at IITM. It is meant to help you to navigate yourself with ease & comfort, while staying focused towards your aim. The information contained in this book guides you to make best use of the Institutes' resources and prepare for successful career.

The Guide Book contains all relevant information about your academic requirements and all other activities that take place beyond the four walls of the classroom. The awareness regarding academic and disciplinary rules helps you to contribute positively to maintain peace & harmony in the Institute. It also gives you exposure about broad frame work of primary and secondary areas offered by the Institute.

I understand that you are in the transition period of vast change & growth in your life. The Institute aims to extend all support to you for becoming a person you aspire to be. Institute offers various opportunities to you to participate in activities you have never attempted. These activities help an individual to interact and understand people from different walks of life. Careful reading of this book will help you to identify resources required to achieve your "Lakshya".

Healthy interaction among all resides in the DNA of IITM. Please feel free to contact me for any issue concerning progression towards your aim.

From today onwards you are part of IITM family.....Stay together, Stay connected.

Good Luck,

Director

## ABOUT US



- The institute aims to develop as a Centre of Excellence for imparting technical education and generating competent professionals with a high degree of professional acumen, competence and ethical standards. The institute is passionate about grooming young students to be leaders, who are to become both excellent professionals and good human beings
- For nearing sixteen years the Institute has offered rigorous, relevant and rewarding technical and business education to men & women from all over the country. The institute remains distinctive among India's leading business schools by offering global knowledge with deep Indian insights, preparing students to lead national & international assignments.
- Today the Institute continues its traditions of attracting a diversity of smart and talented students to its range of academic programmes, including MCA, MBA, BBA, BCA and B.Com (H). At IITM we are proud of the high quality of our students.
- To meet highest standards of technical and business education the process of NAAC accreditation has already been commenced by the institute.
- The Institute is an invaluable partner of the industry, with both sides making regular communications & collaborations so that they will remain relevant and be increasingly useful for each other.
- IITM is the institution of choice for many seeking a rigorous technical or business education and much more.

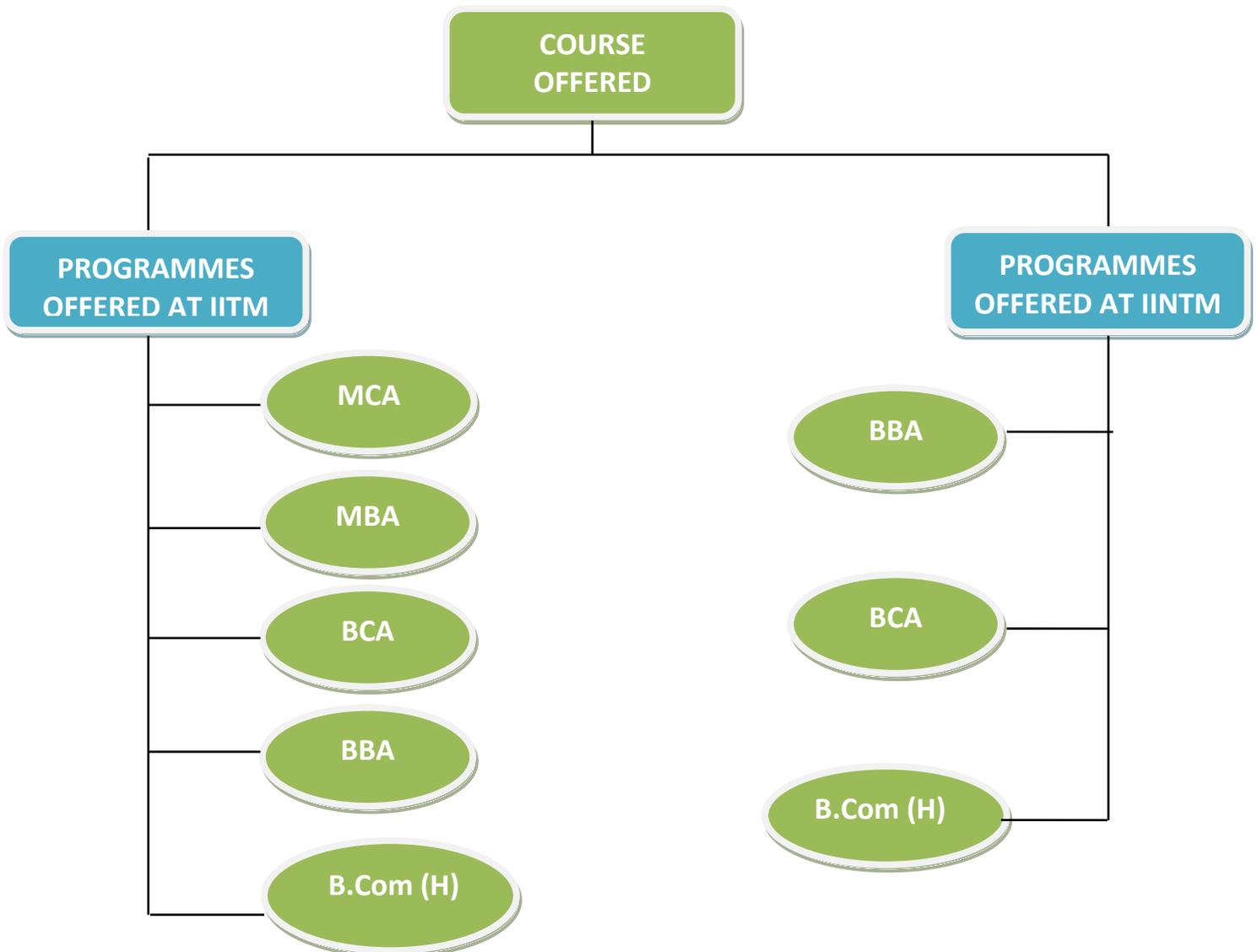
## Vision

The Institute aims to be a Centre of Excellence promoting Value Based Quality Education in the emerging areas of professional studies in Information Technology & Management.

## Mission

The Institute endeavours to contribute towards meeting the growing demands for competent and trained Information Technology professionals, Software Engineers and World Class Managers determined to achieve excellence.

## The Courses Offered



<b>Programmes Offered by IITM</b>		
<b>Course Name</b>	<b>Total No. of seats</b>	<b>Admission Procedure</b>
MCA	60	<b>University Conducted CET Followed by Counseling</b>
MBA	60	
BCA	60+60=120	
BBA	120+120=240	
B.Com (H)	60	

<b>Programmes Offered by IINTM</b>		
<b>Course Name</b>	<b>Total No. of seats</b>	<b>Admission Procedure</b>
BCA	90+90=180	<b>University Conducted CET Followed by Counseling</b>
BBA	120+120=240	
B.COM(H)	60	

# **DEPARTMENT OF INFORMATION TECHNOLOGY**

## **Department Vision**

The Department of Information Technology aims to promote Value Based Quality Education to the students and impart skills and training in the field of information technology and allied areas to meet the industry demands.

## **Department Mission**

The overall mission of the Information Technology Department is to provide students with up-to-date curriculum and pedagogy in the information technology and equip them with thinking skills, and prepare them to meet the growing demands of competent and trained professionals.

## **Program Educational Objectives (PEOs)**

**PEOs** are specific goals describing expected achievements of graduates in their career and professional life after graduation.

1. Enhance capacity building and knowledge empowerment of the students.
2. To inspire and transform the students into skilled professionals
3. To contribute its mite in the field of Research & Development.
4. To focus on the holistic development of IT Professionals and impart them with effective interpersonal skills.



## **Programme Outcomes (POs)**

POs are the milestones that elucidate what the students are expected to know and the skills they are expected to acquire on the completion of the program.

1. Advanced Subject knowledge
2. Enquiry-based learning
3. Cognitive skills and critical thinking
4. Communication, Adaptive & Interactional Skills
5. Holistic Outlook

## **DEPARTMENT OF MANAGEMENT STUDIES**

### **Department Vision**

Management department aims to achieve excellence through perseverance in management education with value based knowledge, acumen and skills.

### **Department Mission**

Department strives to inculcate academic excellence, professional skills and to stimulate the thinking process thereby imbibing human values amongst the burgeoning Managers for proficient and effectual execution with a high sense of professionalism.



## **Program Educational Objectives (PEOs)**

The Master of Business Administration program has four overall educational objectives:

1. Provide students with quantitative and qualitative tools to identify business opportunities & solve business problems.
2. Develop students' ability to think strategically, and to lead, motivate and manage teams across borders.
3. Develop students' written and oral communication competencies to enhance managerial effectiveness.
4. Enhance students' appreciation of the values of social responsibility, legal and ethical principles, and corporate governance in business.

## **Programme Outcomes (POs)**

The Master of Business Administration program has following intended outcomes that are duly aligned with the educational objectives listed above. These outcomes are:

1. Business Acumen will instill management skills in the business environment.
2. Critical Thinking, Problem Solving and Communication Skills will enhance their competency.
3. Enhancement in Leadership Potential in their areas of strength.
4. Awareness of Global Business Environment to appreciate pertinent issues in totality.
5. Legal, Ethical and Social Responsibility for better understanding of corporate policies.

## Why Choose IITM/IINTM

- **A leading National Institute:** The Institute has undergone oceanic transformation since its commencement and has grown into an outstanding academic establishment because it dared to dream.
- **The Culture:** It can only be experienced and cannot be explained. The bonding among all at the institute gives everyone a special flavor of progressive life.
- **Inspirational teaching & Research:** The faculty members have a number of publications to their credit and are involved in Research activities, which is critical to maintain pace with ever evolving corporate world.
- **Learning is an active experience at IITM,** emphasizing collective exploration of intellectually challenging ideas. The courses employ variety of pedagogical approaches.
- **Student-faculty ratio and the infrastructure:** one of the best student -faculty ratio among Indian institutes, which is further enhanced by good number of visiting and guest faculty, wifi connection and state-of-the art IT infrastructure ensures students can work uninterrupted at any time of the day. The institutes' library is equipped with hundreds of journals.
- **At IITM emphasis is placed on the all-round development of the students,** thereby equipping them to face life after college. The soft skills training provided to the students assist them in identifying and achieving their own personal potential. To make the student corporate ready, the focus is on Personality Development, Presentation skills, Goal Setting, Confidence building, Inter-personal Skills, Team building and Decision Making, A pre-placement training package in the final year focuses on Soft Skills, Interview Skills, Group Discussions, Business Etiquettes and Work Ethics.....the journey to real life begins here.
- **The institute has bigger dreams for tomorrow and progressing with dynamic growth towards them.**

## Study at IITM/IINTM



### **Pedagogy**

The Institute is dedicated to be a Centre of Excellence providing quality based education. To deliver quality, the institute has adopted „Outcome Based Education“ (OBE) system. Methods of OBE are student-centric learning methods that focus on empirically measuring student performance (the "outcome"). OBE in itself does not specify or require any particular style of teaching or learning. Instead, it requires the students to demonstrate the skills and course content that they are required to learn. However in practice, OBE generally promotes curricula and assessment based on constructive methods and discourages traditional educational approaches based on direct instruction of facts and standard methods. The aim is to use strategies that are flexible & responsive to the values, needs and interests of individual students.

For the effective and efficient deliverance of the lectures, subject wise lesson plans are being prepared. The institute also incorporates Guest Lectures, Fortnightly presentations of each subject, Case Studies and Quizzes assignments etc. in its pedagogy. The endeavour is to provide supportive and productive learning environment.

Innovative pedagogy is adopted in order to keep the students abreast with contemporary issues and current affairs of the country and the world. Business News Review & Presentations (BNRP) are conducted to enable students to be informed, develop understanding and relate their subject knowledge to current affairs. IITM has introduced fortnightly presentations by students in their respective papers as an initiative for their all round development. Business News Review Presentation (BNRP) classes in MBA courses go beyond the regular syllabus to enhance the thinking and analytical skills of the students.

**Teaching Material:** Lectures are designed as per the curriculum specified by GGSIP University. Lesson Plans are prepared which includes the objectives and outcomes of the subject, sequencing of the lectures, overview and reference list. PPTs of the lectures as well as 100% digitized detailed study material is available on Knowledge Portal of IITM and study material is designed in such a way that students can easily grasp the concepts. In addition to the study material, solved previous year question papers with model answers are also uploaded unit wise on Knowledge Portal.

To make teaching learning process more effective following techniques are used:

**Bridge Courses:** Depending on the technicality of the subject, Institute is having the provision of Bridge classes to fill in the gaps wherever required. The same is designed to achieve full range of learning objectives.

**Remedial Classes:** Institute is also conducting remedial classes for the academically weaker students and the other students requiring more contribution from the faculty.

**Tutorials:** Lectures are comprised of two components: Content and Delivery. Both components are essential for creating an interesting lecture. To capture the attention of students in classroom content is developed by organizing the lecture and deliverance of the same in a very effective manner using all the aids. Students at IITM are facilitated with tutorials and weekly assignments for in-depth understanding of the concepts. Along with that the best assignment per subject per class is being shared with rest of the class to amplify the efficacy of the assignment.

**Guest Lectures:** Guest lectures are an integral part of the pedagogy at IITM. For the industrial exposure of students Institute organizes guest lectures on different subjects to enhance the skills as well as to keep the students abreast with the current scenario to make them best fit for the corporate culture. These sessions serve as the ideal platform for the students to supplement their theoretical knowledge.

**Student Centric Teaching and Learning:** The Institute firmly believes in catering to the heterogeneity of learners and their intellectual evolution. The institution has created a system of categorizing the students into A,B,C groups/categories based on various academic parameters such as marks in qualifying examination and previous academic records. According to their grades and the needs of the student, lecture is being designed/structured on the basis of M, S, C concept i.e. Must Know, Should Know and Could Know Concept of Learning, based on the importance of subject matter. Category of the student is then matched with the M, S, C concept. This will create a base for the further enhancements in understanding the concepts.

**Personality Development and Leadership:** Lectures & workshops on Time Management (Ideal time Management schedule is discussed with students), Positive Thinking, Goal Setting, Personality Development and Leadership are regularly conducted. These workshops are followed

by a drive for their implementation under continuous supervision & monitoring of the Class Mentors.

IITM regulations ensure that we are adopting best practices in relation to examinations and assessment principles and processes, and that we are treating all students with equity and parity.

**Comprehensive Continuous Evaluation:** To assess the professional and personal growth of the students continuous evaluation is carried out through fortnightly presentations, unit and midterm tests, group discussions, assignments, regular attendance and punctuality. To equip the students with requisite competencies and capabilities that are relevant for global environment, the students are encouraged to build up their subject wise glossary of the must know concepts. Digitized lecture notes are uploaded in the central repository in advance to facilitate the learning process. Continuous evaluation helps in improving student's performance by identifying his/her learning difficulties and initiating timely corrective action.

"It is heartening to find that IITM is Providing a great opportunity for interaction with eminent experts, developmental professionals and academicians by organizing a national seminar on "Issues and challenges in the growth of Indian Economy"



**Mr. Jitin Prasad**  
**Minister of State for Human Resource  
Development, Government of  
India**

*On the occasion of National Seminar on "Issues and challenges in the growth of Indian Economy" at IITM*

## **Examination & Assessment**

### **Evaluation and Examination**

(i) The overall weightage of a course in the Syllabi and Scheme of Teaching and Examination shall be determined in terms of credits assigned to the course.

(ii) The evaluation of students in a course shall have two components unless specifically stated otherwise in Syllabi and Scheme of Teaching and

Examination:

(a) Continuous evaluation by the teacher (s) of the course.

(b) Evaluation through an Semester term end examination.

(iii) The guidelines for distribution of weightage for various components of evaluation shall be as below:

#### **(a) Theory Courses**

(i) Continuous evaluation by teacher(s) - 25%

(ii) Semester term end examination - 75%

#### **(b) Practical**

(i) Continuous evaluation by teacher(s) - 40%

(ii) Semester term end Viva-vice - 60%

#### **(c) Projects (Summer Training, Minor, Major, Dissertation)**

(i) Continuous evaluation by teacher(s) - 50%

(ii) Semester term end examination - 50%

#### **(d) NEUS**

(i) Continuous evaluation by teacher(s) - 100%

The Syllabi and Scheme of Teaching and Examination shall prescribe the distribution of weightage for various components of evaluation.

### **Conduct of Continuous Evaluation by Teachers for Internal Examinations**

(i) The mechanism of conduct of Continuous Evaluation by Teachers shall be decided by the Programme Administrative Committee, as applicable. The Syllabi and Scheme of Teaching and Examination shall specify the division of marks for teacher's continuous evaluation into class test and or other methods of continuous evaluation.

(ii) The Institute shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit, in any specific case(s).

### **Continuous Comprehensive Evaluation/Internal Evaluation**

The continuous evaluation shall be conducted as per the schedule notified by the Institute. The continuous evaluation is based on the performance of student in tests, presentations and assignments. Students abstaining from any test/presentation/assignment/activity related with the continuous evaluation shall be awarded zero marks in that test/presentation/assignment/activity.

## **Internal Tests**

In each semester, on completion of each subject Unit, Unit tests and Class Tests/ Midterm Tests are conducted as per the schedule prescribed by the university. These tests are the early indicators about how well or how poorly the student is doing in a particular subject. The corrected papers are discussed with the students and sometimes also discussed with the parents/guardian on need basis in “Parents Teachers Interaction”.

## **Conduct of Semester-end Examinations**

- a) Semester-end examinations are conducted by the GGSIP University at the specified examination centers, notified by the GGSIP University, which could be any other Institute.
- b) For appearing in the semester-end examination students are to apply/register on a prescribed form at the Institute. The University shall issue admit card, bearing the paper code in which students are permitted to appear. Students must possess the admit card for appearing in each paper. Students are advised to check and notify any discrepancy in the paper code in the admit card immediately to the Institute.

## **Criteria for Passing Courses, Marks, Promotion and Divisions**

- (a) The maximum marks in a course shall be 100 irrespective of the credits assigned to the course.
- (b) The passing marks in course(s) of a programme shall be uniform across courses of a particular programme and shall be specified by the Syllabi and Scheme of Teaching and Examination. The passing marks shall be defined as the percentage of total marks (sum of both the teachers’ continuous evaluation and term end examination) and shall not be less than 40 percent.
- (c) To pass / qualify in a course, the student must appear in all components of the course.

A student may apply to the GGSIP University within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees charged by the GGSIP University.

A student obtaining less than the passing marks assigned to a course and failing in the course, shall be allowed to re-appear in semester term end examination of the course in a subsequent years when the course is offered, subject to maximum permissible period.

## **Rechecking through RTI:**

(a) A student may apply to the University through the Institute, within two weeks from the date of the declaration of the result, for re-checking of the semester-end examination script (s) on the payment of prescribed fee on a prescribed form. Rechecking shall mean, verifying whether all the questions and their parts have been duly marked/attempted as per the question paper, and the totaling of marks. In the event of discrepancy being found, the same shall be rectified by the University.

(b) Students are permitted to submit an application under RTI Act for rechecking of answer scripts directly to the University.

### **Promotion Policy to the Next Academic Year**

- (i) A student will be promoted to the next academic year only if such student has obtained at least 50% (rounding to full digits) of the total credits of the existing academic year from which the promotion to next academic year is being sought.
- (ii) All such students who fail to get promoted to next academic year for the reason of deficiency in required credits, as stated above or due to being detained in a particular academic year, will automatically be declared to have taken academic break to repeat such examinations of the year in which the student has failed or has been detained, so as to obtain sufficient credits to be promoted to the next academic year. Such a student shall not be required to repeat any course that student has already completed successfully.

On acquisition of sufficient credits for promotion, such students who have taken at least one academic break, shall be automatically readmitted in the regular batch of that academic year of the concerned programme. The Syllabi and Scheme of Teaching and Examination applicable to such students on readmission (from the year of readmission) shall be Scheme as offered to the students of the regular batch.

Academic break shall be applicable only to students-

1. Who are detained due to shortage of attendance.
2. Who do not attain the required credits for promotion.
3. Those who want to drop the acquired credits of an academic year and repeat the full academic year (that is, appear in all academic components), such students shall be required to apply to the Institute. This break shall be deemed as an academic break.

Only two academic breaks are permissible for a student for the completion of the academic programme. A student will not be allowed to take more than two academic breaks, for any reason whatsoever. A student who has exhausted two academic breaks and a further occasion arises for him / her to take academic break, in such cases the admission of such student would automatically stand cancelled. If due to this clause, a situation arises where the student shall not be able to complete the requirements for the award of the degree in stipulated time, the admission of such students shall automatically stand cancelled. If such students, whose admission have been canceled as per this clause, and the student appears for examinations, the result of such students shall be declared null and void.

### **Final Year Supplementary Term End Examinations**

A supplementary examinations shall be conducted after the declaration of the final year result, only for those regular students who do not have backlog upto the pre-final year courses. That is, supplementary term end examinations to be held only for the courses of the final year for the regular students who have failed only in courses of the final year. The supplementary term end examinations shall be allowed only to students who have only been offered one chance to appear in the examinations of the final year course(s). The teachers continuous evaluation components shall not change in these cases. The supplementary term end examinations shall be held for programmes of studies whose Syllabi and Scheme of Teaching and Examination specify this examination.

### **Credit Requirements / Transfer of Credits**

A candidate who has earned the minimum number of credits prescribed in the concerned Syllabi and Scheme of Teaching and Examination, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree. The Syllabi and Scheme of Teaching and Examination shall clearly specify the minimum credits to be earned to qualify for a degree. The credits included in the Syllabi and Scheme of Teaching and Examination of a programme shall generally be 5 – 10% more than such minimum specified credits, subject to prescribed guidelines of the concerned statutory or regulatory authority, if any.

## Grading System

After adding the teaching continuous evaluation marks to the term end examinations marks, the marks secured by a student from maximum 100 shall be converted into a letter grade. The grade points are the numerical equivalent of letter grade assigned to a student in the points scale as given below:

Marks	Grade	Grade Points
90 - 100	O	10
75 - 89	A+	9
65 - 74	A	8
55 - 64	B+	7
50 - 54	B	6
45 - 49	C	5
40 - 44	P	4
Less than 40 or absent	F	0

Grade P (grade point 4) shall be the course passing grade unless specified otherwise by the Syllabi and Scheme of Teaching and Examination for the programme. For grade(s) below the passing grade as defined in the Syllabi and Scheme of Teaching and Examination, the associated grade points shall be zero. Both acquired marks and grades shall be reflected on the term end marksheets.

## Presentations

The main objective of presentations is to improve communication skills, which helps in overall personality development. Fortnightly presentations are carried out by students on certain topics assigned to them by the subject faculty from the syllabus of each subject and also from general topics related to their fields. Presentations are coordinated in the presence of subject faculty, programme director and mentor. Evaluation of Presentations is done on the basis of following parameters:

Content

Presentation Skills/ Communication Skills

Query Handling

Dressing Sense

As a result students learn the technique of creating “Personal Brand”.

## Assignment

Assignment is designed with the objectives that represent the learning outcomes that should occur by a specific assignment or activity. The students are required to submit assignment from each unit of each subject on fortnightly basis. Question Bank containing long, short and frequently asked questions are available on the Institutes’ website and Knowledge Portal for students’ reference and practice.

## Summer Training /Minor / Major Projects /Dissertation

All our summer training projects are handled by a team of one Project Coordinator along with 4 -5 other expert faculty members in each class. All these projects are evaluated on the basis of phase wise data submission as per the respective project guidelines. Hence, phase wise evaluation is done for all projects. Wherever required, University shall appoint external examiners for evaluation of practical, summer training and project study. The Summer Training conduct and evaluation policies being implemented for MBA, MCA, BBA & BCA & **B.Com (H)** are available as academic circulars and instructions on the institute's Knowledge Portal. This automatically makes the students more "MARKETABLE" as they may require less training and are assumed to be able to handle more responsibilities.

### Pass Percentage

Minimum pass percentage in each paper is 50% (total of semester-end + continuous evaluation) for both the undergraduate and postgraduate programmes. Course wise weightage for theory and practical papers is cited in table appended below:

S.No.	Type of Evaluation	Programme / Weightages		
		BCA/BBA	MCA/MBA	B.Com(H)
A	Theory Papers			
	(i) Semester-end Written Examination	75%	75%	75%
	(ii) Continuous Comprehensive Evaluation by Subject Faculty	25%	25%	25%
B	Practical/Lab Papers			
	(i) By University Appointed External Examiner at the Semester End	60%	60%	60%
	(ii) Continuous Evaluation by Subject Faculty	40%	40%	40%

**Note-1:** Each paper shall be of 100 marks.

## Scheme of Credits

The numbers of credits assigned to each programme are mentioned against the programme appended below. Students are required to appear in examinations in all the papers, however, minimum numbers of credits that are required to be earned for the award of degree are given below:

S.No.	Programme	No. of Credits for the programme	No. of Credits to be Earned for Award of Degree
1	MCA	160	150
2	MBA	113	104
3	BCA	160	150
4	BBA	156	150
5	BBA (CAM)	155	150
6	B.Com(H)	160	150

## Grading System

The grading shall be done on the basis of „Cumulative Performance Index (CPI)“ system by using the following formula for all the papers prescribed for all semesters:

$$CPI = \frac{\sum M_i C_i}{C_i}$$

Where,

$M_i$  = Marks obtained in each paper

$C_i$  = Number of Credits assigned to respective papers

Final Grading shall be based on following basis:

**(a) Excellent:**

If CPI is equal to or greater than 90% (provided all the papers are passed in first attempt).

**(b) First Division with Distinction:**

If CPI is equal to or greater than 75% but less than 90% (provided all the papers are passed in first attempt).

**(c) First Division:**

If CPI is equal to or greater than 60% but less than 75%

**(d) Second Division:**

If CPI is equal to or greater than 50% but less than 60%

**(e) Fail:**

If CPI is less than 50%

**Grace Marks:**

A total of six marks can be given as grace marks either in one or distributed in more than one paper, if the aggregate marks (total of semester-end and continuous examination) are below the passing percentage (50%). These marks shall be awarded by the University at the time of finalization of semester-end examination results. No grace marks will be given during reappear university examination.

A student, who could not complete the programme after n+2 academic years, may be given six grace marks, if this enables a student to become eligible for award of degree.

**Use of Unfair Means**

**(i) Internal Examinations:**

All cases regarding reported use of Unfair Means in the internal examinations shall be placed before the „Programme Administration Committee“ of the concerned programme to which the student belongs to for investigation and recommend penalties, if any, to the Director.

**(j) Semester-End Examinations:**

Students found using unfair means in semester-end examinations are to appear in person before an Unfair Means Committee of the University.

**Award of Degree**

1. A student shall be eligible for the award of degree subject to:
  - (a) He/she has undergone the course of studies, completed the project report/training report specified in the curriculum of his/her programme within the stipulated time, and secured the minimum credits prescribed for award of the Degree.
  - (b) There are no dues outstanding in his/her name to the Institute/University; and
  - (c) No disciplinary action is pending against him/her.
2. Annual Convocation to confer degree to the students shall be held in the month of November every year.

## Attendance

### For Semester-End Examinations

A student shall be required to have a minimum attendance of 75% in aggregate for all the courses taken together in a semester, provided that the Director may condone attendance shortage up to 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in a semester shall be allowed to appear in the semester-end examination.

Attendance is one of the most important indicators of student performance. It reveals the possibility of failure or dropout at an early stage. Mentors keep a record of attendance on a monthly basis. Also, daily subject wise attendance is maintained and monitored by mentors. Students having less than 75% of required attendance are counseled by their mentors to analyze the problems at individual level. Parents Teacher Interaction is a regular monthly activity of the Institution. Information to parents is sent through SMS and letters are sent to parents whose wards fail to secure 75% attendance in the class. Such students are counseled and re-oriented towards the classes by their mentors and Program Directors.



**SOJO PHILIP**

**BCA**

**IITM**

“My experience in IITM has been an endearing one with a lot of high points. Entering this institute I was a shy & introvert kind of a student, coming out of it I am a student full of confidence. This journey won’t end here; IITM has been my 2nd home from graduation & will always remain that way. It will always be the turning block to success in my life”.

# Student Care & Student Support

## Students Services

- **Mentoring**

Mentoring resides in IITM's DNA. Each class is assigned a faculty member as their Mentor, who is both a friend and guide to the students. The mentor supports and encourages the students (mentees) in their academic and personal growth. Class mentors are accountable for overall one to one interaction with class students, class representatives, subject teachers, program director and parents. These Mentors bridge the gap between all the stake holders and also help the students in their holistic development.

- **Programme Administration**

There is a „Programme Administration Committee“ for each education programme comprising of the HOD and Programme Directors and faculty members acting as Class Mentors for each year of the programme. The HOD-Management & HOD-IT are the overall in-charge for the smooth conduct of the Department of IT and Management towards achieving academic excellence.

All issues pertaining to academic administration are referred to the „Programme Administration Committee“. It takes sue-motto cognizance of issues and problems related with academic performance of students. The „Programme Administration Committee“ reports its findings and recommendations to the Director of the Institute at least once every fortnight or whenever exigencies demand.



- **Academic Staff**

Students are supported and directed by academic staff at regular interval. Academic staff of each programme helps to issue i-card, reissue i-card (in case of loss), issue marksheets etc. Academic staff maintains the record of student attendance as well and continuously monitor each student and notify to the Mentor in case of less attendance.

“It is heartening to find that IITM is offering a common forum providing a great opportunity to the cyber security fraternity to assemble and exchange their views on current state of cyber security and information warfare”.



**Dr. Killi Kruparani**

**Minister of State for Communication &  
Information Technology, Government of  
India**

*On the occasion of National Conference on “Emerging Trends in Information Technology Cyber Security-Issues and Challenges.” at IITM*

## **OTHER SUPPORT SERVICES**

- **Proctorial Board**

There are certain rules and regulations framed by the Institute, which are to be followed by every student to maintain the amiable atmosphere in the Institute. The Proctorial Board consists of Chief Proctor and Proctors, Programme Directors of all the programmes and additional members nominated by the Director.

Proctorial Board will ensure that the disciplinary rules are followed properly and give direction to students to come out of any difficulty including cases of ragging of all students studying across all the programmes.

Any disregard or disobedience of a direction given by a 'Proctorial Board' member shall be treated as an act of indiscipline and action shall be taken against the student (s) accordingly. The 'Proctorial Board' shall report its findings and recommendations to the Director, who shall be the Chairman of the board

### **Anti Ragging Committee: A Caring Hand**

Anti-ragging committee has been formed by the Institute to keep an eye on all the students to control ragging activities. The Anti-ragging committee is empowered to monitor and control cases of ragging of all students studying across all the programmes run in the institute. Nominated members of the Proctorial Board shall constitute a central 'Anti-ragging Squad' for the whole Institute. All cases of ragging are to be reported to the Director immediately. “Anti ragging squad” remains active at all times in the Institute.

Anti-Ragging Squad shall conduct enquiry, observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging before finalizing the matter.

- **Women Safety Cell**

Women experience violence in public places, at work and even at home thus, priority has been given to women safety at IITM. To ensure women safety, Institute has constituted the Women Safety Cell. The objective of the cell is to maintain congenial environment for women.

The Cell shall provide guidance & counseling to students and faculty members on gender issues with a problem solving approach. Any harassment pertaining to women safety would be handled by the Cell. Cell shall also be organizing various activities for enhancing and maintaining safety of women at campus.



- **Grievance Redressal Cell**

The term “Student Grievance” refers to the Grievance at individual level. It refers to those kinds of actions /decisions which lead to the discontent and dissatisfaction on the part of students. Linguistic differences and cultural gaps among students also call for the indulgence for suitable guidance.

The Institute has a Grievance Redressal Cell. The formation of Grievance Redressal Cell is to promote and maintain a conducive and unprejudiced educational environment. The main objective of Grievance Cell is the redressal of Student Grievances to solve their academic and administrative problems at campus.

**Mechanism for Students’ Grievance Redressal:**

- (a) Students having any grievance with respect to academics, examinations and/or administrative problems etc. are to submit their grievances in writing on a prescribed form to Grievance Redressal Cell. The prescribed form can be downloaded from the Institute website, [www.iitmjanakpuri.com](http://www.iitmjanakpuri.com) or [www http://www.iitmipu.ac.in/](http://www.iitmipu.ac.in/) from the Link “Mechanism for Grievance Redressal” or may be obtained from the library. The list of members of Grievance Redressal Committee is notified separately.
- (b) Students can also mail their grievances to director at [director@iitmipu.ac.in](mailto:director@iitmipu.ac.in). The confidentiality shall be maintained.
- (c) Students can use the channel of Mentor, Programme Director and Director in the cited order to discuss their problems/grievances.
- (d) Students can also submit their suggestions/grievances in the Suggestion Box of the institute.

## **Counseling and Psychological Resource Centre (CPRC)**

IITM endeavors to augment the psycho-social support and guidance services to students by facilitating various support systems to students. The “Counseling & Psychological Resource Centre” (CPRC) functions with the objective to help the students cope with adjustments and challenges of college life. The Resource Centre counsels and guides the students in the following areas:

- I. Career Guidance
- II. Academic Counseling
- III. Emotional Counseling
- IV. Personal Counseling

The unique concerns and circumstances of students are identified, analyzed and addressed by CPRC –team.



**KRITI GROVER**  
**BCA**

“My journey with the Institute was very motivating and full of excitement. I want to thank the institution for inculcating in me moral ethics and values apart from the conventional academic competence to make me a better person and to help me compete with other young aspirants.”

- **Alumni Association: It pays to stay connected to IITM Alumni**

The Institute has an active alumni association. The aim of this Association is to promote the ex-students' networking, guiding the present students and provide feedback and support to the institute for desired improvement in the curriculum. "IITM Alumni Association" holds its annual meeting once every year as notified on the Institute's website. The membership of the Association is compulsory for all students on payment of Life Membership Fee of Rs 1000/-.

## Academic Support

### Library

The library at the institute is well-stocked and fully computerized with latest editions of books by eminent authors & is having a huge collection of books on Management and Information Technology to cater to the needs and requirements of the faculty as well as students. The library operations and services are fully computerized with "**LIBSYS**" multi-user integrated library automation software and a bar code based circulation system is in use at both the UG & PG Libraries..

Institute of Information Technology & Management (IITM) have two libraries which are the large repository of knowledge that supports and promotes the use of rich and diverse collection among the students of Management and Information Technology. Both the Libraries are situated in the heart of the campus incorporating the modern technologies so as to provide the readers right information at the right time to face the challenges and achieve results in complex situations. At PG library the students are entitled to make use of the library services such as circulation, reference sections, indexing, SDI and inter library loan etc.

### General Rules of the Library

**Library Timings:** The Library is open on all working days as per timings shown below:

8:00 AM – 6:00 PM

The institute is having two libraries, one each for undergraduate and postgraduate programmes. Students are to use their respective libraries only. For using the library facilities, students are to adhere to the following rules:

- Identity cards to be shown by the concerned students, when demanded.
- Books will be issued on Identity card for the period of seven days and should be returned by due date.
- Overdue fine is **One Rupee Per Day for the first seven days** and after that it is **Two Rupee Per Day**.

- Reference books and journals are not issued.
- Books can be reserved for issue or for extended use if no other user has demand for the same book.
- Books borrowed during the examination are to be returned within one week after the exams and Borrowers are responsible for the safety and upkeep of books.
- Students are to ensure, at the time of issue that the book is in good condition. At the time of return, no plea about its bad condition shall be accepted, if returned in damaged/disfigured condition.
- On the loss or damaging/disfiguring a book, the cost of the book will be charged.

## **Library Collection**

- A collection of more than 38,000 volumes of assorted and exhaustive text/reference books on different areas of IT and Management.
- The library has in its store 60 Exchange Journals and 87 National and International Journals in print with their back volumes.
- The library also maintains a good collection of 1254 CDs and 90 cassettes on Management & IT related areas.



## Library Services

- **Circulation Service** – One can get three books issued on his/her ID card for one week, which can be renewed for further one week, if there is no demand.
- **Circulation of Periodicals and CDs** - Journals and CDs/Video Cassettes are also issued for one week. As the library is having more than 87 journals for both Management and IT field in hard copy, these are displayed in both the UG & PG libraries with their back volumes. Students can get these journals issued for one week. CDs are also kept in the 2nd floor library which can be issued for one week.
- **Book Bank Service** – Book Bank titles are issued for one full semester which have to be returned within a week after the end of exams to issue the same for next semester.
- **Reservation of Books** – Books can also be reserved by the students, if the book which they want is not available at that point of time.
- **Reference Service** - There is a reference sections in both the libraries for UG and PG students. Books can be referred from the reference section within the library premises. Reference books are not issued to any student.
- **Online Public Access Catalogue (OPAC)** – One can search the catalogue for books through various approaches, such as Author, Title, Subject and many other approaches.
- **Library Feedback Form Service** – If you want to offer any suggestions with regard to improvement in the library, library feedback forms are available in print in both the UG and PG libraries. You may fill the form and submit it in the library.
- The library is having an institutional membership of National Digital Library of India, New Delhi and Developing Library Network (DELNET).

## Computer Labs

All the computer labs are fully air conditioned and are equipped with the latest configured computers. The computers are equipped with internet facility and licensed software.

The Laboratory hours are fixed according to the time table within which the faculty engages the students in various practical works to impart the practical knowledge among the students. As all the lab work is continuously assessed, students who lag in these courses are given additional help and guidance. They are also given additional lab practice.

If a student is keen to use the computing resources in a Lab beyond stipulated timings, he/she is to take specific permission from the concerned Lab In-charge. The laboratory staff keeps a strict vigil regarding the maintenance and required security measures. The labs are regularly upgraded to maintain pace with latest technologies.



## **Knowledge Portal: For Effective Knowledge Management**

To support the information needs of students and parents, the institute has created a Knowledge Portal with URL as [http://dcreators.in/portal/admin\\_area/login.html](http://dcreators.in/portal/admin_area/login.html). The syllabus of various programmes, lesson plans, previous year question papers, question bank for various subjects, study material, guidelines for conducting summer training, project reports, dissertation etc. are available on the knowledge portal.

The salient features of the portal are:

In addition to the general information, the portal also preserves digitized archives. Students can access this course material anywhere and anytime through user id and password provided to them.

All the highlights of the college like Industrial visits, Educational cum recreational trips, fresher\*s/farewell party etc. are displayed.

The various news and events of the institute are regularly updated.

## Scholarships

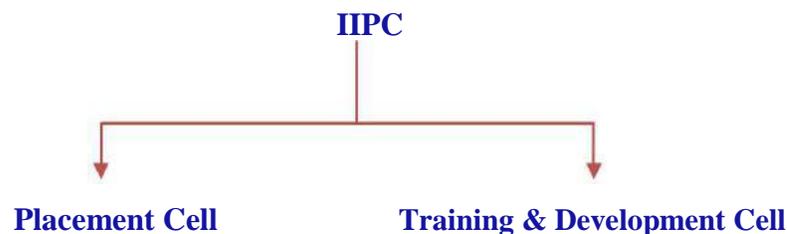
To acknowledge and to encourage the brilliant academic performers, the institute awards merit scholarships to the students on the basis of their academic performance in semester term end examinations conducted by the university.

- 1) Program – wise (Annual ) IITM Group of Institutional Topper
- 2) Program – wise (Annual ) Institutional Toppers Annual class
- 3) Topper
- 4) Annual program-wise scholarships for Academic excellence i.e. scoring 90% & above in aggregate.
- 5) University Subject Toppers
- 6) Program-wise University Toppers

It is important to note that the Merit Scholarships cited at Sl. No.1, 2, 3, 4 & 5 are applicable during the I<sup>st</sup> & II<sup>nd</sup> year i.e. during the first four semesters only as these winners during the 3<sup>rd</sup> year (IV<sup>th</sup> & V<sup>th</sup> Semester) are expected to vie for the University Gold Medal / Shield and Matshree Leelawati Real Gold Medal coined with a 23K, 8gms Ginni.

A student shall be entitled only for one Scholarship i.e. the highest one he / she is eligible for. The above scheme comes into effect from the Academic Session 2013-14.

## Industry Institute Partnership Cell (IIPC)



### Placement Cell

The institute has a very effective and structured mechanism for the career guidance and placement of the students. The “Institute Industry Partnership Cell” (IIPC) is the main governing body for such activities. Its objective is to bridge the gap between industry and academia. The IIPC comprises of Placement Cell and Training & Development Cell. The Placement Cell is headed by Training and Placement Officer (TPO) along with other faculty and students representatives as members. The Placement Cell is responsible for networking with industry and conducting placement activities.

Students regularly participate in the Campus Drives or appear for the Joint Campus Drives at other Institutes and Neutral Venues. Students are given a chance to attend the Pre-Placement Talk with the Company Officials beforehand so that they can understand the profiles being offered better and clarify their doubts.

**The Placement Cell is responsible for:**

- Maintaining regular interaction with the Industry through Seminars, Industrial Visits and Guest Lectures.
- Development of personality besides team building and career counseling.
- Assisting students in Summer Training as well as Placements.
- Maintaining comprehensive database of companies who regularly recruit Management and Computer Professionals at graduate and postgraduate level.
- Establish close contact with HR Personnel of companies.
- Preparing Placement Brochures for each batch and circulating it amongst the prospective recruiters.



## Our Placement Partners

### IT

- Indusvalley Partners,
- Grapecity, Capital IQ
- Intelligrape Software
- OSS Cube Software
- Metadesign Solutions
- AppStudioz
- LeewayHertz Technologies
- NIIT Technologies
- BK Consimpex India
- Ajani Infotech
- Cvent
- 3 Pillar iGlobal
- Wipro Technologies
- iGATE Patni
- Wipro Infotech
- ACS (Xerox Company)
- HCL Technologies
- Samsung India.
- Aithent Technologies (P) Ltd.

### MANAGEMENT

- Bajaj Capital
- Kotak Bank
- Tata Teleservices
- RR Financial
- Moolchand Healthcare
- US Tech Solutions
- Authbridge Research Services Pvt. Ltd



### **Aithent Technologies (P) Ltd**

Aithent has been a regular visitor to IITM for campus recruitment and have seen IITM grow over the years. It is great to see the institute achieve great heights in the last few years. Students are very organized, smart and intelligent. They have a good understanding of the market. Excellent arrangements are made in terms of providing infrastructure to students and when we visit the campus, the process of selection of students is transparent and very well organized, not to mention that the hospitality is impeccable. Wishing you all the best

**Pramod Kumar, Sr. Executive Resourcing**

## **Training & Development Cell**

The Training & Development Cell comprises of faculty members and students representatives and is responsible for conducting career guidance activities such as mock interviews, group discussions, workshops on resume building and business etiquettes etc. To raise the employability quotient of the students, the Cell works for the enhancement of their communication skills through conduction of General Proficiency classes and workshops.

The Training & Development Cell conducts rigorous Pre-Placement Training & Employability Skill Development Programmes throughout the year for the students to make them Industry-ready. The Institute has tied-up with learning Centers & Agencies, to improve the students' communication & other soft skills. The Institute also have in-house training experts to train the students in Aptitude, Critical Reasoning, Spoken English, Group Discussions, Technical and HR Interview Skills. The skill development trainers come from varied streams & industry who conduct in-house pre-placement training programmes consisting of written tests both Aptitude Tests & Technical Tests along with grooming sessions on desired skills and personal interviews.

Training & Development is involved in training the students“ right from the first year to make them career ready and employable with life skills sessions and activities which further develop them as better industry ready professionals. Experts from the industry are also invited to deliver guest lectures and make the students aware about the expectations of industry in their respective areas.

## **Industrial Visits**

The institute regularly organizes Industrial visits for students to various companies situated in Delhi, NCR and surrounding areas. Visits to different organizations offer tremendous learning opportunities to students. During the visit, the student has a chance to relate to whatever he/she has learnt in the academics to the real environment and interact with the senior officials who are working at the ground level in their specialized areas. It is important to relate these visits to what has been taught in class and understand the way a professional organization functions.



## **Seminars/Workshops/Conferences/Guest Lectures**

Conferences and Seminars serve as important platforms for knowledge dissemination and paper presentations with subject matter experts sharing insights gained from rigorous research and practical experience. Conferences are often narrowly-focused on critical areas with the proceedings influencing scholarship, practice and policy on the national and international level.

It is a great medium for keeping the students up-to-dated with the latest changes that are occurring within the industry. Conferences, seminars and workshops are a regular feature at the institute providing a forum for presenting research work and discussing important issues of national and global interest. These events bring together Academicians, Corporate and Policy-makers together at one platform and provide opportunity to network and learn. These events reflect a high level of engagement amongst the faculty, students and external stakeholders as well as ensure that the institute remains at the forefront in the fields of Management Education, Information Technology, Research and Best-Practices.

## Life @ IITM/IINTM



At the outset, **Orientation Programme** is held at IITM for all the programmes to sensitize the newly joined students about their courses. The Orientation Programme provides the students with the opportunity to meet their classmates, interact with the staff, subject teachers and **Programme Administrative Committee (PAC)** which constitutes of HOD, Programme Director and Mentor.

The new academic year brings happiness and joy with the arrival of the juniors. **Fresher's party** is customarily organized annually at the start of the academic session to provide a warm welcome to newcomers. The aim of conducting this party is to interact with the juniors and to facilitate their smooth transition from school to college.

With the objective of holistic development of the students and the intention of facilitating an insight into the pertinent issue of personality in career development, the institute organizes various **Guest Lectures** by the eminent speakers.

**Extracurricular Activities** play a key role in personality development. College life is one of the most exciting and important phases in everyone's life. During this period, a student comes across several experiences and learns new things. For instance a college festival is not just for fun, it adds value to a student's learning experience as well. Cultural and Technical Events in college are as important as academics. **Cultural Committee** in the institute organizes various cultural events in which the students come out in large numbers to participate enthusiastically.

Soft-Skills Training programmes are also regularly conducted, which help the students in identifying their strengths & weaknesses and guidance for overcoming weaknesses is also provided. Personality Development programmes are held regularly to instill confidence amongst the students. IITM's **Software Development Cell (SDC)** works for the enhancement of the technical skills of students

**Library Committee** has been set up to meet the primary objective of serving the information needs of students of different streams. The committee acts as a center for the collection of information resources. It ensures that information resources are acquired and organized so as to meet the current information needs of the students. An Orientation Programme is carried out with the objective of making the students aware about the e-resources, other library resources and services as well as how to use these resources and services effectively.

Realizing the urgency and importance of spreading awareness about environment conservation and social welfare **Environment and Community Service Committee** has been formed, which comprises of faculty members and students. It provides a platform to the students to become aware about social responsibility and to gain environmental literacy, as well as to raise the quality of their total educational experience. The student members under the guidance of faculty coordinators organize various activities like tree plantation, drive against noise pollution, cleanliness drive, community service activities etc. from time to time to spread the message of environment conservation and social welfare to people at large.



**Alumni Committee** emphasizes on a creative and integrated approach to communicate and maintain relationships with alumni, students, institute, friends and families. This approach is accomplished through promoting and strengthening these relationships while upholding academic traditions. It is also accomplished through the annual Alumni Meet which provides a vibrant and interactive forum for the students to get in touch with industry professionals amongst our alumni.

**Training & Placement Committee** has set itself the arduous task of ensuring that most amongst our students get adequately placed. It has streamlined the process of campus placements. With the ongoing efforts of placement committee the institute has been able to attract reputed companies to the campus who offer attractive compensation packages to our students.

The institute helps the students recognize their skills and shortcomings through a series of tests and workshops.

To fulfill and promote its corporate social objectives, the institute annually organizes events like **Blood Donation Camps, Giving week and Help Save the Girl Child** etc. Students as well as staff come out in large numbers to donate blood in support of this noble cause.



The institute celebrates **Founder's Day** on 29th September which happens to be the birthday of Shri J.C. Sharma, Chairman-IITM group of institutions. The objective of celebration is to reinforce the Vision and Mission of the institute and to emphasize on the commitment of nurturing excellence.

Along with the academics, the students can also enhance their knowledge by participating in technical and cultural fests organized by colleges. **FIESTA**, the techno-cultural fest of the institute is organized annually in each academic year. FIESTA helps to bring together students from different colleges under one roof. It promotes innovative ideas and allows students to share their knowledge and ideas with other students. Sports events, quizzes, street plays, photography, cooking without fire, cartooning, sketching, painting, music and dance etc. are some of the activities carried out during FIESTA. The students enthusiastically participate in large numbers in all of the events organized in FIESTA.



IITM celebrates its **Annual Day** at the end of the academic session. The objective is to felicitate and acknowledge the achievements of the students for their exemplary performance in areas of Academics, Sports and Cultural pursuits. They are also awarded merit scholarships, certificates and mementos on this occasion.

At the end of the academic session IITM organizes a **Farewell Party** for final year students of all the courses. Farewell is an important occasion for the outgoing students where they look back at the time spent in the college with their teachers and friends as well as the professional education that they have acquired during the period.

## Fee

### General

The fee for different programmes is decided by the State Level Fee Regulatory Committee constituted by the Government of NCT of Delhi. The fee so decided by the Fee Regulatory Committee can be different for different batches of the same programme concurrently running in the Institute. For the same programme the fee can be different in different institutions. The Institute charges fees as prescribed by the State Level Fee Committee for the Institute for different programmes. If the Fee Regulatory Committee modifies the fee retrospectively or after commencement of programme, students would be required to pay the amended/revised fee.

### Fee Charged by the Institute

The fee charged by the Institute has four components, viz. Academic Fee, University Fee, Student Activity Fee and Security Deposit.

#### Payment of Fee:

- (a) For the first three components, students of second and third year are to pay fees once in a year as per the prescribed schedule by the Institute. Security deposit is to be paid once at the time of joining the Institute.
- (b) For first year students, part of first year fee is collected by the University during the counseling and balance fee is to be deposited at the Institute as per the prescribed schedule.

**Late Payment Charges:** If a student does not deposit fee by the due date he has to pay prescribed late payment charges to the Institute.

**Mode of Payment:** Fee is to be paid through a demand draft & Online in the name of “Institute of Information Technology & Management” payable at New Delhi.

**Other Fee:** Students are to pay „Re-appear Examination Fee“ and „Rechecking Fee“, whenever applied for, as prescribed by the University.

**Refund of Fee:**

- (c) The security deposit shall be refunded on successful completion of the programme or on withdrawal of the student after obtaining clearance from the Institute. The Institute may deduct an amount on account of fine levied for damage of property/equipment or indiscipline committed individually or collectively and duly notified.
- (d) After the commencement of a programme if a student withdraws from the programme and the seat remains vacant no fee shall be refunded.

## STUDENTS' CODE OF CONDUCT

### General Conduct

All students are to maintain good conduct and behaviour during their stay in the Institute. In this respect acts of indiscipline and penalties have been laid down in the succeeding paragraphs. All students must read and understand pros and cons of the same.

### Acts of Misconduct/Indiscipline includes:

- Physical assault or threat to use physical force against any member of the teaching or non-teaching staff of the Institute.
- Remaining absent from the class, test, examination or any other curricular/co-curricular/extra-curricular activity, which he/she is expected to participate in.
- Carrying of, use of or threat to use any weapon.
- Misbehavior or cruelty towards any other student, teacher or any other employee of the University/institution.
- Use of drugs or other intoxicants except those prescribed by a qualified doctor.
- Any violation of the provisions of the Civil Rights Protection Act, 1976 (Copy is available in the library).
- Indulging in or encouraging violence or any conduct, which involves moral turpitude.
- Any form of gambling.
- Violation of the status, dignity and honor of a student belonging to a SC/ST.
- Discrimination against any student/member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.
- Practicing casteism and untouchability in any form or inciting any other person to do so.
- Any act, whether verbal or otherwise, derogatory to women.
- Drinking or smoking in the campus.
- Any attempt at bribing or corruption of any manner.

- Willful destruction of the property of the institute.
- Behaving in a rowdy, intemperate or disorderly manner in the premises of the institute or encouraging or inciting any other person to do so.
- Creating discord, ill will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so.
- Causing disruption in any manner of the academic or other functioning of the Institutional system.
- Indulging in or encouraging any form of disruptive activities connected with tests, examinations or any other activity of the institute.
- Truancy and unpunctuality.
- Using unfair means in the examination.

### **Penalties for Breach of Discipline**

Following penalties are prescribed for committing any act of indiscipline defined above:

- The defaulter may be expelled from the Institute, in such cases he/she shall not be re-admitted to the Institute.
- For a stated period, the defaulter may be rusticated and shall not be allowed to attend the programme, till the expiry of the period of rustication.
- For a stated period, the defaulter may not be admitted to a course or courses of study of the University.
- The defaulter or the whole class may be imposed with fine of a specified amount of money.
- The defaulter may be debarred from taking an examination or examinations for one or more years.
- In cases of using unfair means, the result of the concerned student of the examination or examinations at which he has appeared shall be cancelled.

### **Classrooms**

- a) All the class rooms are equipped with latest facilities including AC's and LCD projectors. It is the duty and responsibility of each and every student to take care of these equipments & teaching aids and treat the institute's property as their own.
- b) Before leaving the classroom the students may please ensure that all the electrical/electronic devices (AC's, LCD, Fans and Lights) are switched off.
- c) Please use the dustbins kept on every floor.
- d) Students' active co-operation to maintain the class room ambience is solicited.

### **Rules Regarding Ragging**

Ragging in any form is strictly prohibited within the premises of the Institute or in any part of the University system as well as on public transport, or at any other place, public or private.

Ragging is a criminal offence.

Any individual or collective act of practice of ragging shall constitute an act of gross indiscipline and shall be dealt with under the provisions as laid down in UGC/AICTE regulations issued for curbing the menace of ragging in higher educational institutions, or any other law prescribed for the purpose of ragging, which includes police action.

Each student & his/her parents are required to read and understand the provisions of these regulations which are available on [http://dcreators.in/portal/admin\\_area/login.html](http://dcreators.in/portal/admin_area/login.html), [www.aicte-india.org](http://www.aicte-india.org) and [www.ugc.ac.in](http://www.ugc.ac.in).

**What constitutes Ragging:** Ragging constitutes one or more of any of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension in any fresher or any other student.
- Asking any student to do any act, which such student will not in the ordinary course do and which has an effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by student/s.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

## **Penalties for indulging in Ragging at Institute Level**

Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- Cancellation of admission.
- Suspension from attending classes.
- Withholding/withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Rustication from the institution for period ranging from 1 to 4 semesters.
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

## **Procedure for Disciplinary Action**

Any complaint received against any student will be dealt as per the following manner:

- Proctorial Board shall conduct the inquiry with Chief Proctor as its Presiding Officer.
- The involved student (s) would be given a chance to explain his/her conduct in writing. The Board may call others for facilitating the enquiry.
- During the conduct of inquiry the Board may suspend the student, if the situation so demands.
- The Board shall submit its findings and recommendations to the Director for approval.

In all matters of discipline, the decision of the Director will be final.

## **Be a Part of your Childs' Education: Parents-Institute Interaction**

In order to keep the parents updated with the progress of their wards, every second Saturday of each month is reserved for Parents-Institute interaction. Parents are requested to use this opportunity to share their views and suggestions with the Institute.

In specific cases, the Institute may call the parents to appraise them about the problems related to their wards. Parents are requested to appreciate that education and all embracing personality development of their wards, at this highly impressionable age, is of utmost importance and needs continuous monitoring and exchange of views with the faculty entrusted with these responsibilities. Parents are requested to kindly cooperate in this joint endeavor.

Besides, parents are welcome to meet the Director on any working day, after obtaining prior appointment over phone.

## **Identity Card**

Each student is issued with an identity card by the Institute. Students are to always wear the identity card around their neck, while they are in the campus and the classroom. This I-card shall also act as a Library Card for the issue of books. They should surrender this card at the time of leaving the Institute. A fee of Rs.100/-shall be charged for the issue of duplicate identity card.

## **Dress Code**

IITM is conducting professional courses, wherein the students are expected to acquire academic excellence and attitudinal training to follow norms of the organizations, where they are finally placed. This in turn requires a professional bent of mind along with decent dressing sense. Keeping this in view, the students at this Institute are to strictly adhere to following dress code:

- **For Boys:** Shirt/T-shirt and Trousers with Shoes/Sandals.
- **For Girls:** Salwar Suit, Trouser & Formal Top with Shoes/Sandals/ Chappals.

**Note: Shorts/Bermuda/Capri/Sleeveless Tops/Bathroom slippers are strictly prohibited.**

The Under-Graduate (UG) Students are advised to follow formal dress code on special functions as adhered by the Post-Graduate (PG) Students.

## **Final Clearance**

A student who withdraws from the programme permanently on his/her own accord or on completion of programme shall obtain “No-dues Certificate” from all the concerned departments. The students should also return their identity cards to Academics Office before final clearance.

## **Notification of Information**

All information in respect of conduct of a programme shall be conveyed through Notice Boards. All important notices shall also be placed on the “Notices” link of the Institute’s websites <http://www.iitmjanakpuri.com> or <http://www.iitmipu.ac.in/> and Knowledge Portal [http://dcreators.in/portal/admin\\_area/login.html](http://dcreators.in/portal/admin_area/login.html)

Information conveyed through the Notice Boards/Website/Knowledge Portal of Institute shall deem to have been conveyed to all students. Students in their own interest must read the notices/website/Knowledge Portal of Institute on daily basis.

## **Reservation of Rights**

Notwithstanding anything stated in these rules, for any unforeseen issues arising, and not covered by these rules, or in the event of differences of interpretation, the Director may take a

Decision, after obtaining the opinion/advice of the „Programme Administration Committee“. The decision of the Director shall be final.

The Institute reserves the right to add, delete, modify or change any of the requirements for admission, course structure, fee charged, scholarships, awards and rules & procedures affecting students, which are deemed necessary in the interest of the students, the Institute and the profession.

Besides these rules, any rule that is promulgated or changed by the regulatory bodies such as University, AICTE, UGC or Govt. of NCT of Delhi shall be applicable to the students of the Institute.

### **Rendering Undertaking & Affidavit**

Students must read and understand the above rules and give an undertaking in this respect on a prescribed form available at the institute.

Students and their parents are also required to give undertaking in respect of attendance on a prescribed form available at the institute.

Each student and his/her parents are to read and understand the UGC regulations for prevention of ragging in institutions and render affidavit on a **non-judicial stamp paper of Rs. 10/- only** in this respect. The Format for the affidavit is available at the institute.

Rendering above undertaking and affidavits is mandatory. Non-submission shall cause denial of permission to appear in semester-end examination.

Students are advised to abide by the time schedules and deadlines given for depositing fee, issue of books from the book bank, submission of class assignments/project reports, class tests etc to avoid set back to their studies. They must be punctual and regular in attending their classes & other co-curricular activities.

Need to know numbers: A list of important telephone numbers and e-mail id's is placed at the end of this document. The same may be referred on need basis.

## Important Telephone Numbers, e-Mail IDs & Links

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Email ID</b>	<b>Contact No. Office Tel.– (Intercom No.)</b>
1.	Dr. Rachita Rana	Director	director@iitmipu.ac.in	011- 28525051 28525882 - (26)
2	Mr. G.K.Wadhwani	Dy. Director (Acad Coordination)	acadcord@iitmipu.ac.in	(30)
3	Dr. Perna Mahajan	Head of Department (IT)	hod.csdept@iitmipu.ac.in Perna.mahajan00@gmail.com	(33)
4	Dr. Sheela Bhargava	Head of Department (Management)	hod.mgmtdept@iitmipu.ac.in sheela.bhargava@gmail.com	(44)
5	Dr. Sheela Bhargava	Chairperson (Women Safety Cell)	womensafetycell@iitmipu.ac.in	(44)
6	Prof. Sandhya Maitra	Chief Proctor  (Discipline Committee)	proctor@iitmipu.ac.in  msan324@gmail.com	(32)
7	Prof. (Dr.) Perna Mahajan & Prof. (Dr.) Sheela Bhargava	Institution Quality Assurance Committee	<a href="mailto:hod.csdept@iitmipu.ac.in">hod.csdept@iitmipu.ac.in</a> & hod.mgmtdept@iitmipu.ac.in	(32)

## Any Unanswered Questions?

If you have any unanswered questions you can call on numbers cited on previous page, email or visit us on our:

**Website:** <http://www.iitmjanakpuri.com> or [www.iitmipu.ac.in](http://www.iitmipu.ac.in)

**Knowledge Portal:** [http://dcreators.in/portal/admin\\_area/login.html](http://dcreators.in/portal/admin_area/login.html)

**Director's Mail:** [Director@iitmipu.ac.in](mailto:Director@iitmipu.ac.in)

**Placement Cell:** For information on the institute's Placement Cell visit [iitmipu.ac.in/index.php/placement-cell/](http://iitmipu.ac.in/index.php/placement-cell/)

**Women Safety Cell:** View details on the institute's Woman Safety Cell on [iitmipu.ac.in/index.php/women-safety-cell/](http://iitmipu.ac.in/index.php/women-safety-cell/)

**Student Care Cell:** View details on the institute's Student Care Cell on <http://iitmipu.ac.in/index.php/student-care-committee/>

## Find out more about us on:

- 1) Facebook
- 2) LinkedIn
- 3) Youtube
- 4) Twitter
- 5) Instagram
- 6) Campus Diaries
- 7) Google+
- 8) Flickr
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- 10) Alma Network