



**Student  
Guide Book  
PG**

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## From the Desk of the Director



Dear Students,

The Student Guide Book is a snapshot of academic and social environment at IITM. Symbolizing the intrinsic spirit, the institution aims to impart and promote value-based quality education in emerging areas of professional studies and attempting, in all earnestness, to touch the pinnacles of academic excellence. The information contained in this book guides you to make best use of the Institute resources to prepare yourself for successful career. The Guide Book contains all relevant information about the academic requirement of IITM 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 the exposure about broad frame work of primary and secondary areas offered by the Institute. The Institute aims to extend all the support to you for becoming a person you aspire to be. The Institute offers various opportunities 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”. Being a part of IITM family, your feedback is precious for us.

Best Wishes

**Prof. (Dr.) Rachita Rana**  
**Director**

## About IITM



Institute of Information Technology and Management (IITM) was set up in 1999 under the aegis of Mata Leelawati Shikshan Sansthan (MLSS), a registered education society engaged in various philanthropic activities, with the Late Shri T.N. Chaturvedi - The well-known Educationist, Parliamentarian, Ex-Governor of Karnataka, CAG of India and Padma Vibhushan Awardee as Founder President of both the society and the institute. The campus is located in pollution free salubrious surroundings, in close proximity to Delhi Metro Rail.

The Institute is an ISO 14001:2015, ISO 21001:2018 certified. To meet highest standards of professional education, the institute is accredited 'A Grade' by National Assessment and Accreditation Council (NAAC), approved by All India Council for the Technical Education (AICTE), Ministry of HRD, Government of India, Recognized U/s 2(f) of UGC Act and Rated as Category 'A+' by State Fee Regulatory Committee (SFRC) and Category 'A' (Highest) by Joint Assessment Committee (JAC), Govt. of NCT of Delhi.

Institute is affiliated to Guru Gobind Singh Indraprastha (GGSIP) University, Delhi for Master of Business Administration (MBA), Master of Computer Applications (MCA), Bachelor of Business Administration (BBA), Bachelor of Commerce (B. Com, (H)), Bachelor of Journalism and Mass Communication (BA(JMC)) and Bachelor of Computer Application(BCA) programmes. The Institute takes pride in having developed the faculty support and infrastructure

imperative to effectively implement 'Outcome Based Education'- a technology-based, learner-centric and result-oriented approach which enhances students' learning and performance capabilities. Students undergo classroom lectures, tutorials, case studies, assignments, seminars, workshops, multimedia presentations, and expert lectures by eminent persons from the industry and academia. For more than two decades, the institute has offered relevant and rewarding professional and business education to the students. The Institute is passionate about grooming young students to be leaders, who are to become both excellent professionals and good human beings by adopting “**Student Centric Approach**”. The institute aims to be a centre of excellence, promoting value-based quality education in the emerging areas in Information Technology, Commerce and Management.

## **Institute Vision & Mission**

### **Vision**

"The Institute aims to be a Centre of Excellence, promoting value-based quality education in the contemporary areas of advanced professional studies in Information Technology and Management."



### **Mission**

IITM endeavors –

- To promote learning environment that delivers employable students with up to date curriculum and pedagogy equipping them with strong analytical mind, thinking ability entrepreneurial and organizational skills required in a dynamic professional environment.
- To foster strategic alliance with industry for real time business exposure.
- To inculcate human values like ethical, social and moral values amongst the students.

### **Philosophy**

- Dedication, Resilience, Consistency, Empathy & Understanding & Innovation.

## Quality Policy of the Institute

Institute's motto is "Nurturing Excellence". IITM is committed to promote value-based quality education. In its pursuit of excellence and upkeep of its integrity of purpose, the Institute keeps upgrading its pedagogy, infrastructural facilities and students' care taking mechanism. In order to ensure all-embracing personality development of its students, IITM has adopted the process of continuous comprehensive evaluation to monitor their performance and growth. We think of education as a 'Nation Building Mission'. Responsiveness, Transparency and Accountability are valued in all our endeavors to achieve our goal.

### Courses Offered

#### IT Course

**MCA**

#### Management Course

**MBA**

Programmes Offered at IITM		
Course Name	Total No. of Seats	Admission Procedure
MBA	60	Through CAT, CMAT and CET by GGSIP University
MCA	60	Through NIMCET, CUET and CET by GGSIP University

## Department of Management Studies

Management Department of IITM provides opportunities to the students in the domains like leadership, entrepreneurial skills, professional competence, etc., to make them ready for the corporate world. The Master of Business Administration (MBA) program was quite contemporary and aimed at preparing students to serve the business needs at various levels of management in different functional areas like Marketing, Finance, Human Resources, International Business, IT, Operations and Analytics etc. As per the feedback of students, alumni, teachers and Employers, a need was felt to update the curriculum of the MBA program to make it more focused and industry ready. In addition, with National Education Policy 2020, the curriculum of MBA was revised to incorporate the features such as: Choice Based Credit System (CBCS), Multi entry and Multi-exit, Academic Bank of Credits (ABC), etc. MBA Students can choose/select two papers of their choice from the two specialisation areas i.e., Dual Specialisation. For earning a specialisation, student is required to study four papers from each specialisation stream. The two papers would be selected in III semester and two papers would be selected in IV semester. This will help a student to earn two specialization streams i.e Dual Specialization.

### **Students are expected to exhibit the following abilities of learning after the completion of the Graduate Program in Business Administration -**

- Effective Communication and Professional Presentation Skills
- Comprehensive Knowledge on concepts of Business Management
- Proficiency in Technological skills necessary for business decision making
- Critical thinking and Analytical Skills for business problem solving
- Innovation and Creativity for striving towards an entrepreneurial mindset
- Leadership abilities to build efficient, effective, productive and proactive teams
- Responsible citizenship towards social ecosystem
- Expertise in initiatives towards the achievement of SDGs
- Inclusivity and respect towards diversity in culture and societies
- Attitude towards continuous learning and improvement

## Department Vision

Department of Management Studies aims to promote value based quality education to the students, impart skills & training in the management and allied areas.

## Department Mission

Department of Management Studies (DMS) strives:

- To prepare students as professionals through interactive, research-driven and experiential learning well integrated in the pedagogy.
- To provide a multidisciplinary environment for life-long learning focused on skilling, reskilling and upskilling, equipping students with abilities necessary to succeed in a diverse, global business environment.
- To cultivate a diverse and inclusive ecosystem through innovative entrepreneurship, constructive public engagement and proactive community involvement engendering socially responsible decision makers.



## Programme Educational Objectives (PEOs) of MBA

<b>PEOs</b>	<b>Description</b>
<b>PEOs 1</b>	To equip the students with domain knowledge (disciplinary/ interdisciplinary), professional skills & aptitude necessary to exhibit effective leadership in global environment.
<b>PEOs2</b>	To inculcate sensitivity and responsibility towards societal, ethical and ecological issues & to shape them into responsible citizens fostering lifelong learning.
<b>PEOs3</b>	To impart practical skills and provide students with research opportunities in order to cultivate creative & reflective thinking skills for adapting in dynamic corporate scenarios.
<b>PEOs4</b>	To adept entrepreneurial and interpersonal skill instilling collaborative and experiential learning through innovative pedagogy.

## Programme Specific Outcomes (PSOs) of MBA

<b>PSOs</b>	<b>Description</b>
<b>PSO 1</b>	MBA graduate shall have the ability to demonstrate discipline/ interdisciplinary knowledge, coherent understanding in the management and allied areas for impact-oriented decision making.
<b>PSO 2</b>	MBA graduate shall exhibit professional skills instilling critical and analytical thinking to enthuse problem solving abilities in different domains of management.
<b>PSO 3</b>	MBA graduate shall be able to demonstrate proficiency in varied research areas through designing and implementing innovative business strategies in real-world corporate scenarios.
<b>PSO 4</b>	MBA graduate shall become a responsible citizen inculcating interpersonal skills, social skills, lifelong learning (learn, unlearn & relearn), entrepreneurial acumen, leadership abilities and adaptability to dynamic business landscapes.

## Programme Outcomes (POs) of MBA

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

<b>Programme Outcomes (Pos)</b>	<b>Description</b>
PO1	Demonstrate an understanding of management concepts, principles and theories, and apply them in the context of organizational work practices
PO2	Apply analytical and critical thinking skills to analyze the dynamic business environment and identify entrepreneurial and business opportunities and risks
PO3	Prepare business strategies, develop concomitant functional and operational strategies and implement them in an integrated manner to efficiently and effectively achieve the functional goals and the business objectives
PO4	Demonstrate an understanding of decision making processes at various levels of organization with respect to resources mobilization and their efficient deployment and use to achieve the set goals
PO5	Demonstrate the ability to analyze the management problems, to identify and collect relevant data and to apply a creative problem solving approach
PO6	Identify and recommend the IT based interventions to achieve organizational goals
PO7	Benchmark organizational and managerial practices against the principles of good governance, ethical conduct, corporate social responsibility and imperatives of long term societal welfare
PO8	Demonstrate effective communication and interpersonal skills as well as the ability to work with and lead teams.
PO9	Develop a lifelong learning approach manifested in their attitude to learn, unlearn and relearn and in their pursuit of excellence in professional, personal and social life

## Why Choose IITM?

**“Dream Big and Aim High”**, the Institute has undergone an oceanic change and has become a premier academic institution because it dared to dream. At IITM, learning is an active process that emphasizes group exploration of thought-provoking concepts. The courses employ a variety of pedagogical approaches and are riding the wave of hybrid education. 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. Wi-Fi connection and state-of-the art IT infrastructure, ensures that students can work uninterrupted at any time of the day. Curriculum based on National Educational Policy 2020 have academic flexibility, Choice Based Credit System (CBCS), Multi entry and Multi-exit, Academic Bank of Credits (ABC), emphasis on ability enhancement, skill enhancement and hybrid learning. The institute focus on Industry connect, Student Exchange, Assessment like AICTE-PARAKH to produce skilled post graduates. A wide variety of question bank will be prepared by Subject faculty for different courses and that can judge the student’s proficiency in various fields like Critical thinking and Creativity Logical Reasoning to ensure evolving needs of competencies with the time. Emphasize on Creating mechanism to help the students know their aptitude so as to help in deciding their professional career and aligning it with their interest/ choice of studies. University introduced discipline specific elective subjects like Marketing, Human Resource, Finance etc. and interdisciplinary subjects in the revised syllabus and students have an option to choose any elective. Institute provide guidance to Students for choosing their specialisation/electives. Learning is an active experience at IITM, emphasizing collective exploration of intellectually challenging ideas. The courses employ variety of pedagogical approaches. At IITM, emphasis is placed on students' overall development, preparing them for life after college. Students who receive soft skill training are better able to see and realize their potential. Personality development, presentation skills, goal-setting, confidence-building, interpersonal skills, team building and decision-making are the main areas of emphasis to prepare students of Post Graduate for the corporate world and other options of lifelong gainful engagement. The institute has bigger dreams for tomorrow and it is progressing with dynamic growth towards them. The basic essence thus is Nurturing

the Next Generation. The Institute promotes a holistic and multidisciplinary education approach by allowing students of all programs to grow at IITM.



### **Teaching Pedagogy**

Integration of Technology with Pedagogy is the main focus of our Institute. The Institute's key objective of education is to stimulate the thinking process thereby fueling creativity, innovation and research resulting in creation of knowledge. At IITM, learning is an active process that emphasizes group exploration of thought-provoking concepts. The courses employ a variety of pedagogical approaches and are riding the wave of hybrid learning.

The Institute is dedicated to be a Centre of Excellence providing quality-based education. The focus is on achieving high standards of interactive learning processes by adopting innovative teaching methods that motivate students to create and apply knowledge by thinking and doing. The pedagogy adopted at IITM emphasizes on inculcation of academic excellence and professional skills that help to apply conceptual learning to live business situations in the industry.

The focus is on achieving high standards of interactive learning processes by adopting innovative teaching methods that motivate students to create and apply knowledge by

thinking and doing. Thus, preparing the students for leadership in a rapidly changing world. The pedagogy at IITM has been carefully crafted to help students develop an intellectual capacity for analysis, assessment, judgement, decision-making and action-taking that are essential components of career the students choose to pursue. The teaching methods at IITM comprise lectures, assignments, case studies, role-plays, group discussions, business games, experiential learning activities, group work, seminars, simulation workshops, skill enhancement workshops, personality development workshops, entrepreneurship development programmes, education tours, student exchange, etc. Additionally, students undertake team projects, Team presentations, individual presentations and field-based projects as part of different courses. Innovative pedagogy is adopted in order to keep the students abreast with contemporary issues and current affairs of the country and the world. The endeavor is to provide supportive and productive learning environment. Monitoring and quality assurance of the pedagogy is ensured through internal monitoring of the delivery system by Internal Quality Assurance Cell (IQAC).

### **Student Centric Teaching Learning Process**

Learning at the Institute has always been student centric. The students are motivated to participate in various curricular and co-curricular activities within and outside the college. Visits to other Institutes, Industrial Visits and educational trips, seminars, Conferences, workshops, guest lectures, talks by experts, Subject Expert lectures, corporate mentorship Programmes are organized every semester. Students are given individual projects and assignments, focusing on self-study and independent learning. They are also assigned group projects and activities which promote peer learning and team building. The Institute firmly believes in catering to the heterogeneity of learners and their intellectual evolution. The institution has created a system of students support and progression catering to Elite group, Advanced learners and Slow learners.

### **Lesson Plan**

Lectures are designed as per the curriculum specified by GGSIP University. Prior to the

commencement of the upcoming semester, subjects are allocated to the faculty members based on their preferences and specializations. Lesson plan compendium is prepared which includes lesson plans for all theory and practical subjects for all the semesters of a particular programme. The curriculum is outcome based where program outcomes program educational outcomes for each program as well as course outcomes for each subject under the program are clearly defined by the Affiliating University GGSIPU. Lesson plans are prepared which include the course objectives and course outcomes and show the mapping of Course Outcomes with the Programme Outcomes. Other contents shown in lesson plan include sequencing of the lectures, text books and reference books and methodology for taking class. Lab assignments are also designed along with the lab plans.

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. To bridge the knowledge gap, bridge courses are conducted for Mathematics, Accounting, IT, Economics for non-mathematics, non-economic, non-IT and non-accounting students. For example, accounting bridge course is designed to provide the fundamentals of accounting for students who are from arts and science stream.

### **Remedial Classes/Extra Lectures / Tutorials**

Institute also conducts remedial classes for the academically weaker students and the other students requiring more contribution from the faculty. These are arranged for weaker students if they need some more time to understand any difficult topic. These are also aimed to help the class practice on a given set of problems and help students gain confidence as they go back and do the same problem at individual level later. Special measures are taken to support advanced as well as slow learners.

### **Structure of Lecture**

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 in PPT and deliverance of the same is done in a very effective manner using the LCD Projectors in class rooms. The students at IITM facilitated with tutorials and assignments for in-depth understanding of the concepts. The best assignment per subject per class is shared with rest of the class to amplify the efficacy of the assignment.

### **Guest/ Expert 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.

For enhancing the skills of students, the institute regularly conducts workshops on Simulation, Case Studies, hands on Experiential learning and Cybergogy in terms of cognitive, emotional and social learning of the students.

### **Personality Development and Leadership**

As a part of routine teaching- learning process, Lectures & workshops on Time Management, Positive Thinking, Goal Setting, Personality Development, Club Activities, Workshops, Leadership Talks, Conclaves are regularly conducted. The institute also encourages and supports the students to organize and participate various cultural events, inter or intra college competitions and Seminars/Conferences.

### **Academic Flexibility and innovative curricula that includes credit-based courses and projects**

Due to New Education Policy, the revised syllabus has been modified with effect from 2021-2022. Choice Based Credit System provides a convenient at the same time effective teaching-learning platform wherein the student or knowledge seeker has the flexibility to select courses from the prescribed syllabus comprising core, elective, Minor/ Major/Internship Projects, Non University Examination System (NUES), National Service Scheme (NSS), National Cadet Corps (NCC), Skill enhancement, Ability enhancement,

and projects in the areas of community engagement and service, environmental education, and value - based towards the attainment of a holistic and multidisciplinary education.

**The students of our institute are in process of registering under Academic Credit Bank.**

### **Choice Based Credit System**

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill-based courses.

#### **Types of Courses in Choice Based Credit System**

**Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

**Elective Course:** Generally, a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

**Discipline Specific Elective (DSE) Course:** Elective courses offered by the main discipline/subject of study are referred to as Discipline Specific Electives.

**Project work/Dissertation** is considered as a special course involving application of knowledge in solving / analyzing /exploring a real-life situation / difficult problem. A candidate studies such a course on his own with an advisory support by a teacher/faculty member. The work done will have to be submitted in writing as a dissertation.

**Generic Elective (GE) Course:** Elective courses that are generic or interdisciplinary by nature chosen from an unrelated discipline/ subject with an intention to seek exposure beyond discipline/s of choice are called Generic Electives.

**Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses are the course that lead to Knowledge enhancement. These are of two types.

- AE Compulsory Course (AECC): Environmental Studies, English Communication, Entrepreneurial Mindset etc
- AE Elective Course (AEEC): AEEC courses are value-based and/or skill-based and are

aimed at providing hands-on-training, competencies, skills, etc. These courses / papers are to be chosen from a pool of courses designed to provide value-based and/or skill-based instruction.

**Massive Open Online Courses (MOOC):** MOOC course of their preferred interest area from Swayam portal or NEPTEL or any other online educational platform approved by the UGC / regulatory body from as mentioned in revised syllabus GGSIPU 2021-22.

**Industry Internship:** to gain practical experience of working in a real business setting and environment, students should undergo summer Internship. During the training students explore various functional areas and correlate some of the theoretical concepts taught in classrooms in order to find out the variations/ deviations. They develop report writing skills through observation, data collection, data analysis etc.

**Minor/ Major Projects:** Minor Projects, Major Projects, Project Dissertation to be done by the students. The allocation of project guides, finalization of topics, project briefing, sharing of schedule and guidelines would be done at the commencement of particular semester and notified.

University has revised the syllabus in 2021 as per NEP guidelines. For Undergraduate Programmes, As an Affiliated Institute and as per the new revised syllabus, students have the flexibility to leave a course after completing a year or two and get the corresponding certification. Students can exit after one year with a certificate, after two years with a Under-Graduate Diploma and a Bachelor's degree after three years as per the GGSIPU curriculum. The procedure for depositing credits earned, its shelf life, redemption of credits, would be as per UGC (Establishment and Operationalization) of Academic Bank of credits (ABC) scheme in higher education) Regulations 2021. The admission would be subject to availability of seats in the programme. Number of years spent for studies of the programme cannot be more than N+2 years.

## **Examination & Assessment**

Examinations / Student Assessments play a vital role in deciding the quality of education. Examination Reform Policy has been formed to meet the expectations of an academically challenging environment, develop problem solving skills by students, and to enrich the students learning process to meet them self-enablers and/or match employability skills. AICTE Examination Reforms have been adopted for the assessment of students Direct and Indirect Method; however, you have to follow essentially Ordinance 11 of the University along with statutory body norms.

- **Evaluation in Examination**

- (i) The overall weightage of a course in the Syllabi and Scheme of Teaching and Examination have been determined in terms of credits assigned to the course.
- (ii) The evaluation of students in a course has two components unless specifically stated other-wise in Syllabi and Scheme of Teaching and Examination:

- (a) Continuous evaluation conducted internally at the Institute.**

- (b) Evaluation through end Semester term examination conducted by the University.**

- (iii) The guidelines for distribution of weightage for various components of evaluation areas below:

- All theory courses have internal assessment of 25 marks and 75 marks for external examination. For the courses related to labs, summer training and projects, internal assessment is 40 marks and external examination is 60 marks.

- (a) Theory Courses**

- (i) Continuous evaluation by faculty -25%
    - (ii) Semester term end examination -75%

- (b) Practical**

- (i) Continuous evaluation by faculty -40%
    - (ii) Semester term end Viva-voce - 60%

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

- (i) Continuous evaluation by faculty -40%
    - (ii) Semester end term examination -60%

- (d) Non-University Examination System (NUES)**

Continuous evaluation - 100%

**i) MOOC Course**

The student is required to choose one MOOC course of 3 credits as per his or her preference/choice from Swayam portal or any other online educational platform approved by the UGC / regulatory body from time to time at UG level and after completing the course, the student has to produce successful course completion certificate for claiming the credit. The course chosen by the student should be intimated to the MOOC Coordinator of the respective institution.

**ii) NSS/NCC/NSO/others as notified by the university**

**The evaluation criteria as decided by Academic Council for NSS are as follows:**

- a. Induction into NSS is on voluntary basis and students both boys and girls can Join at the age of 17 and is studying at the Affiliated colleges under GGSIPU.
- b. The student who has successfully completed the said programme (Regular NSS activities completed 240 hours in two years along with done an annual Special Camp activity) as per NSS Manual shall be awarded two credits (NUES) after the same is duly approved by NSS/NCC cell and recommended by the Controller of Examination to post two credits as per decision of the Board of Studies.
- c. The duration of the said programme shall be spread across four semesters (minimum) and the student should complete successfully the number of hours prescribed in doing regular and special camping activities as per to earn the two credits under NUES.

- d. All the procedures shall be binding on the student as per the NSS Manual and are supposed to qualify for earning NSS Certificate.
- e. The student volunteer is allowed to complete the prescribed hours or work within 2 years or four semesters as prescribed in the curriculum. He may wish to volunteer based on his interest to continue during the subsequent years or study by the student in the university system.
- f. Each college can have more than one NSS unit raised depending on the number of students enrolled. Usually, a NSS Unit comprises of minimum 70 students and up to a maximum of 120 students and handled by one Program Officer. For each unit a Head boy and a Head girl will be nominated by the concerned program officer.

### **iii) Comprehensive Continuous Evaluation by Faculty**

IITM regulations ensure that best practices in relation to examination and assessment principles and processes are adopted, and all students are treated with equity and parity.

(i) To assess the professional and personal growth of the students, continuous evaluation is carried out through fortnightly presentations, unit and midterm tests, assignments, regular attendance and punctuality. Continuous evaluation helps in improving students' performance by identifying his/her learning difficulties and initiating timely corrective action. The mechanism of conduct of Continuous Evaluation by faculty are decided by the Programme Administrative Committee, as applicable. The Syllabi and Scheme of Teaching and Examination specify the division of marks for teachers' continuous evaluation into class test and or other methods of continuous evaluation.

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

### **iv) Internal Assessment at Institute Level**

Internal assessment tools in the semester are midterm semester exam/ class test (one per semester), written assignments, Fortnightly subject presentations, subjective/objective unit test, case studies, summer training projects, project dissertation, etc. These tools help to assess the student's performance continuously. The corrected papers are discussed with the students and sometimes also

discussed with the parents/guardian on need basis in “Parents Teachers Meeting”.

The evaluation of these academic activities is a component of Internal Assessment.

**i) Mid Semester Exam (At Institute Level):**

- Examination Department of IITM notify the schedule of Mid semester Exam (Theory & Practical). During the mid of each semester, a mid-term exam or class test is conducted for each course. The teaching of at least 2.5 to 3 units would be completed before class test. The entire exam schedule is monitored by examination In-charge.
- Each subject faculty prepares the question papers for the respective courses and submit them to examination in-charge well in advance. The question paper in each subject (course) is divided into four parts. In each part, questions are based on Knowledge and Comprehension, Application-based, Analysis based, Synthesis and Evaluation, etc.
- The evaluation is done by the subject teacher and feedback regarding marks is given to the students.
- The students obtaining less than 50% of the maximum marks are identified and remedial steps are taken for them as well as personal guidance is also provided to them.
- The maximum marks for each class test of theory subject is 40 marks.
- If there is any grievance with reference to evaluation of answer sheet of any subject, concerned student can approach the respective subject faculty and the grievance is redressed by re-evaluating the answer sheet in front of the student. Student can check the total and unmarked questions, if any are marked.

**ii) Written Assignments**

In each subject (course), after the completion of each unit, assignment questions are prepared by the subject faculty in the specified format and are given to students.

Assignment marks is one of the components in Internal Marks Assessment. There are four assignments from each unit with maximum of 10 marks for assignments. These assignments would be evaluated by the subject handling faculty and marks will be awarded based on the criteria like neatness, content development, originality, proper indexing and concluding the topic etc.

**iii) Subject Presentations:**

To improve their communication skills, presentation skills, develop their personality, students are

encouraged to give fortnight subject presentations. Subject presentations are based on the topics taken from the subject syllabus, contemporary topics, etc. There shall be a maximum of 20 marks for presentations and these presentation marks is one of the components in internal marks assessment. Presentations are coordinated in the presence of subject faculty, Class Mentor, programme coordinator and HOD. Evaluation of Presentations is done based on following parameters:

- Content
- Overall Presentation (Presentation skill & Communication Skills)
- Query Handling
- Dress Code

#### **iv) Subjective/Objective Unit Test**

Unit Tests are conducted twice a semester. This helps the students to revise the concepts of that subject. These tests are the early indicators about how well or how poorly the student is doing in a particular subject.

**v) Attendance:** In order to motivate students, for attendance 5 marks are awarded on pro rata basis.

#### **vi) Lab Practical**

The Internal Assessment marks shall be based on the laboratory reports and practical tests.

- The subject faculty and laboratory in charge will conduct the practical test.
- There shall be a maximum of 40 Marks as Internal in each practical paper
- The evaluation procedure for laboratory courses is done by the subject teacher who teaches the lab practical.
- The evaluation is based on the following parameters:
  - Student performance in lab practical
  - Viva voce
  - File preparation
  - Regularity/Punctuality

**Note: Students abstaining from any test/ activity related to Continuous evaluation Process shall be awarded zero marks in that test/ Activity.**

**vii) Summer Training /Minor / Major Projects /Dissertation**

All these projects are evaluated based on phase wise data submission as per the respective project guidelines. Hence, phase wise evaluation is done for all projects. The summer training/Minor/Major/Dissertation projects are handled by a team of one Project Coordinator along with 8-10 expert faculty members in each class. The list of faculty guides assigned to the students shall be separately and shared to students through official WhatsApp groups.

Wherever required, University appoints external examiners for evaluation of summer training and projects.

The Summer Training conduct and evaluation policies have been implemented for MBA. The supervisor in the organization under whose guidance the summer training is carried out will be required to grade the students' report. Each student will be allotted to an internal project guide with whom they shall be in continuous touch during their completion of Projects. Internal faculty guide will evaluate (out of 40 marks) the student based on the assessment report provided by the organization where the summer training has been completed and his/her assessment about the work done by the student.

For minor and major project, the internal faculty guide will evaluate each student based on work done. After completion of the project report, each student is required to give Power Point Presentation and Viva-voce before the committee comprise of Internal Supervisor and faculty experts. Project Coordinator is responsible for planning and coordinating all the activities related to project work.

**Conduct of Semester Term end Examination by the university**

The end-semester exam is based on the Guru Gobind Singh Indraprastha University Examination pattern. These exams are conducted at the end of each semester as per the university norms. The exam schedule and examination results are notified and are available on the GGSIP University website. These University exams are of 3-hour duration and cover the entire syllabus of the course.

- a) All Semester/supplementary term end examinations shall be conducted by the Controller of Examinations.
- b) The schedule of examinations shall be notified by the Controller of Examinations at least 10 days

prior to the first day of the commencement of semester term end examinations.

- c) For theory and practical examinations, and project report / training report and any other term end evaluation component, all examiners shall be appointed by the Controller of Examinations.
- d) The results of a semester (including both the teacher's continuous evaluation and semester/supplementary term end examination) shall be declared by the Controller of Examinations. However, after scrutiny of the detailed result, if it is observed by Controller of Examinations that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice-Chancellor.
- e) The award list / term end marksheet containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each academic semester, after the declaration of the result.
- f) For appearing in the semester-end examination, students must sign the Registration Chart (RC) issued by the University. The University issues admit cards, 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 (Details is available Ordinance 11, GGSIPU on link <http://www.ipu.ac.in/norms/Ordinance/ordinanc11020815.pdf>)**

- i) The maximum marks in a course are 100 irrespective of the credits assigned to the course.
- ii) The passing marks in course(s) of a programme are uniform across courses of a particular programme and have been specified by the Syllabi and Scheme of Teaching and Examination. The passing marks are defined as the percentage of total marks (sum of both the teachers' continuous evaluation and term end examination) and should not be less than 40 percent.
- iii) To pass / qualify in a course, the student must appear in all components of the course.
- iv) The 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. 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.
- v) 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 subsequent years when the course is offered, subject to maximum permissible period.
- vi) Students who are eligible to re-appear in a semester / supplementary term end examination shall have to apply to the Controller of Examinations through the School / Institution concerned and pay the examinations fees prescribed by the University, to be allowed to reappear in an examination

**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 taught.
- 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 is 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 is 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 has not been 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 has 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**

Supplementary examinations are conducted after the declaration of the final year result, only for those regular students who do not have backlog up to 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 are allowed only to students who have only been offered one chance to appear in the examinations of the final year courses. The teachers' continuous evaluation components do 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 earns the minimum number of credits prescribed in the concerned Syllabi and Scheme of Teaching and Examination, is declared to have passed the programme, and is eligible for the award of the relevant degree. The Syllabi and Scheme of Teaching and Examination 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 are 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:

<b>Marks</b>	<b>Grade</b>	<b>Grade Points</b>
90 - 100	O (Outstanding)	10
75 - 89	A+(Excellent)	9
65 - 74	A(Very Good)	8
55 – 64	B+(Good)	7
50 – 54	B(Fair)	6
45 – 49	C(Average)	5
40 - 44	P(Pass)	4
Less than 40 or absent	F(Fail)	0

Both acquired marks and grades shall be reflected on the term end marksheets.

### **Pass Percentage**

Minimum pass percentage in each paper is 40% (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
		MBA
1.	Theory Papers	
	i) Semester-end Written Examination	75%
	ii) Continuous Comprehensive Evaluation by Subject Faculty	25%
2	Practical / Lab Papers	
	i) By University Appointed External Examiner at the Semester End	60%
	ii) Continuous Evaluation by Subject Faculty	40%

### **Scheme of Evaluation and No. of Credits Required**

- i) One credit is equal to one hour lecture of two hours of laboratory work per week.
- ii) The maximum marks in each course are 100, irrespective of the number of credits assigned to the course.
- iii) Full credits are awarded after passing in a course, otherwise no credits are awarded.
- iv) No. of credits to be earned for Award of Degree in different programmes are different. Minimum numbers of credits that are required to be earned for the award of degree are given below:

S.No.	Programme	No. of the Credits	No. of Credits to be earned for Award of degree
1	MBA	108	102

## **Use of Unfair Means in Examination**

### **Internal Examinations**

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

### **Semester-End Examinations**

All cases regarding reported use of Unfair Means (UFM) in the examination during term end examination shall be placed before a Unfair Means Committee/s to be constituted by the Vice-Chancellor for decision in individual cases, and recommending penalties, if any. Students found using unfair means in semester-end examinations are to appear in person before an Unfair Means Committee of the University.

## **Calculation of Cumulative Grade Point Average (CGPA)**

Cumulative performance of all the semesters together will reflect performance in the whole programme and it will be known as Cumulative Grade Point Average (CGPA), and shall be rounded to two decimal digits.

The formula for calculation of CGPA is given below:

$$CGPA = \frac{\sum \sum C_{ni} G_{ni}}{\sum \sum C_{ni}}$$

Where

$C_i$  – number of credits for the  $i$ th course.

$G_i$  – grade point obtained in the  $i$ th course.

$C_{ni}$  – number of credits of the  $i$ th course of the  $n$ th semester.

$M_{ni}$  – marks of the  $i$ th course of the  $n$ th semester.

$G_{ni}$  – grade points of the  $i$ th course of the  $n$ th semester.

The successful candidates having an overall CGPA higher than or equal to the minimum

CGPA specified in the Syllabi and Scheme of Teaching and Examination for the award of the degree, and shall be placed in Divisions as below:

- CGPA of 4.00 – 4.99 shall be placed in the Third Division.
- CGPA of 5.00 – 6.49 shall be placed in the Second Division.
- CGPA of 6.50 or above shall be placed in the First Division.
- CGPA of 10 shall be placed in the Exemplary Performance.

Exemplary Performance shall be awarded, if and only if, every course of the programme offered to the student is passed in the first chance of appearing in the paper that is offered to the student.

A student with an academic break shall not be awarded the exemplary performance.

- The CGPA x 10 shall be deemed equivalent to percentage of marks obtained by the student for the purpose of equivalence to percentage of marks.

### **Award of Degree**

A student shall be eligible for the award of degree subject to:

- 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.
- There are no dues outstanding in his/her name to the Institute/University; and
- No disciplinary action is pending against him/her.
- He/she has acquired the CGPA higher than or equal to the minimum CGPA specified in the Syllabi and Scheme of Teaching and Examination for the award of the degree.

### **Attendance Rules**

As per GGSIP University Ordinance, A student is 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 Parents WhatsApp. Parents of such students are also informed telephonically through respective class Mentors. Students having less than 75% attendance are counseled and re- oriented towards the classes by their mentors, Programme Coordinators and HOD's.

Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next academic year or semester and he/she will be required to take re-admission and repeat all courses of the said semester with the next batch of students. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programme in a maximum permissible period.

## Student Care and Support Services

### **Student Mentoring**

At IITM we pursue a concept of Class mentors, who are responsible for overall one to one interaction with various stakeholders like class students, class representatives, subject teachers, program Coordinators, HOD's and parents. Thereby, these mentors bridge the gap between all the stake holders and help their students to share their personal and academic problems. Class Mentors shall directly report to the Programme Coordinator and HOD of the respective programme. Each Class Mentor is to act as an interface between students of a class that is assigned to him/her and Programme Coordinator/Director. He/she is to maintain the database of the class in respect of their attendance, performance, and conduct. Keep the communication channels open with the students and their parents on regular basis. Give feedback to the students and their parents about their attendance, performance and conduct at least once a month if it is below the university norms. He/she is to visit the classroom at least once in a day and monitor the upkeep of classroom and the facilities provided. Any deficiency or maintenance issue is to be reported to the academic office through HOD. In case of any damage to Institute's property carry out preliminary investigation & identify individual (s), if any and submit a written report to the academic office/Chief Proctor for further necessary action. He/she is to ensure that Class Representatives are elected/nominated as per the procedure for each academic year. He/she is to organize at least one meeting per month of Class Representatives and with Entire Class for review of conduct of the programme.

### **Student Counselling:**

IITM endeavors to augment the psycho-social support and guidance services to students by facilitating various support systems to students. The student counselors' counsels and guides the students in the following areas like Career Guidance, Academic Counseling, Emotional Counseling and Personal Counseling. Full time counselors are available at the institute for one-to-one counselling of students. There is a platform that the students can seek help from the counselors.

### **Student Wellbeing**

The Institute organizes yoga and stress management workshops in our Dhyankaksha. These workshops are conducted with the mission of inculcating the art of Self-management and also to deal with **adversity Quotient, Emotional Quotient and Social Quotient.**

**Stress Management:** Stress management is one of the essential components of our Student Fitness Programme. Regular sessions of the following are held for students and faculty:

**Yoga:** Yogasanas have an extraordinary capacity to overhaul, rejuvenate and bring the system to a state of balance. They help to tone the nervous system, reduce tensions, improve circulation and increase flexibility.

**Pranayam:** A proper rhythmic pattern of slow, deep breathing soothes the nervous system, strengthens the respiratory system and calibrates the mind.

**Meditation:** Meditation unlocks the hidden powers of the mind and body. Its regular practice relaxes the mind and promotes concentration.



### **Programme Administration Committee**

There is a Programme Administration Committee for each programme comprising of Head of the Department, Programme Coordinators, Class mentors and faculty members. This committee is the overall in-charge for the smooth conduct of the both departments of Management and IT 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**

Academic staff of the Institute assists students with the learning process. They coordinate with the Mentors and Programme Administrative Committee to develop effective strategy for the overall growth of the students. Academic staff of each programme helps in the admission process, issue I-card, reissue I-card (in case of loss), compile attendance, issue mark sheets, Maintain data sheet of students and parents, etc. Academic staff maintains the record of students' attendance as well and continuously monitor each student and notify to the Mentor in case of less attendance and maintain progress record of the students. Thus, students at IITM are also supported and directed by academic staff at regular interval.

### **Administration of Time Table & Academic Calendar**

Academic Coordination Committee of IITM prepare and notify time tables (individual Time table, Class Time Table and Lab Time table) of all programmes run in the institute prior to the commencement of each semester. The institute follow the academic calendar provided by the University.

### **Programme Contents (Syllabus)**

Detailed Syllabus of all semesters with credits, unit wise hours, Course Outcomes, Programme Outcomes etc. of all post graduate and under graduate programme is given on the University website i.e., [www.ipu.ac.in](http://www.ipu.ac.in). Teaching in the institute shall be conducted within the framework of the syllabi for the respective programme as laid down by the university.

## Other Support Services

### **Proctorial Board**

The aim of the Proctorial Board of IITM is to maintain discipline and inculcate ideal values among the students with the aim of shaping their future. The Proctorial Board is responsible for ensuring that rules and regulation framed by the University & the Institute are followed by the students. There are certain rules and regulation framed by the Institute, which are to be followed to maintain the cordial atmosphere in the campus (among the students, faculty members and non-teaching staff). The broad objective of Proctorial Board is to help students, faculty members and non-teaching staffs from any difficulty and to see that the disciplinary rules are followed properly. Apart from that additional objectives of Proctorial Board include smooth conduction of college events, trouble free academic session and smooth as well as successful conduct of examination. The committee comprises of a coordinator, faculty members and student representatives.

### **Artificial Intelligence Experience Centre & Software Development**

Artificial Intelligence Experience Centre is being established at IITM as an initiative to promote Artificial Intelligence. AI Experience Centre focuses to train the students and familiarise them with the emerging technologies like Python programming, Artificial Intelligence, Machine Learning, Deep Learning, Data Analytics, IoT, Robotics, Block chain and related technologies. The cell organizes guest lecture, seminars and workshops for students in these emerging areas. Students are encouraged to develop innovative applications of AI, Robotics and Automation. AIE cell organizes the project exhibition and demonstration competition for students to showcase and elaborate their skills. The objective of this cell is to provide the basic knowledge of all identified technologies and to enrich students with the applications of Artificial Intelligence. The Cell provides a platform to carry out software development activities in the contemporary areas of computer science and IT to the students and faculty members. Faculty members also provide practical training of various software applications to the students. Additionally, the Cell conducts short-term skill enhancement workshops to augment the participants' understanding of contemporary IT trends; this further prepares the participants for careers in the IT domain.

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



Ragging in all forms is prohibited by the orders of SUPREME COURT of India and UGC / AICTE/ GGSIPU

The Anti-Ragging Committee of IITM is a statutory committee of the Institute. Considering the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging of any type and the gravity of the issue, the institution has constituted the formal Anti – ragging Committee in compliance with the UGC regulations on Curbing the menace of ragging in higher educational institutions, 2009 and the suggestive guidelines listed under Clauses 6.1, 6.2 and 6.3. The committee aims to monitor, direct and oversee the functions and performance of the Anti-Ragging Squads in prevention and curbing of ragging in the institution. The aim of this committee is to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student 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, or indulging in rowdy or undisciplined activities by any student. Committee sensitizes the students through workshops, displays posters in notice board and other prominent designated places. The committee also offers services of counseling and creates awareness among the students. Students can also mail their complaints at [antiragging@iitmipu.ac.in](mailto:antiragging@iitmipu.ac.in)

### **Grievance Redressal Cell**

The objective of Grievance cell is to redress of grievances of its stakeholders by sorting out the problems promptly and judiciously that will result in pleasant, ambient atmosphere and good work culture with an in-built goodwill and mutual understanding among its stakeholders. This cell comprises of Chairperson, Coordinator, Psychologist, Faculty members and Student Representatives. The coordinators of the cell coordinate with all the members and students' representatives for issues pertaining to Grievance Redressal Cell.

Faculty member also participate in meetings and give his/her suggestion to redress the grievances in best

way possible. The Grievance Cell informs in writing or via-e-mail, the complaining party and individuals or groups named in the complaint of the time and place of the hearing. Grievance redressal committee forwards the case to the higher authority, if required. Feedback and Complaint Portal allows students of IITM to submit any complaint regarding academics, faculty, infrastructure and library. Students need to register themselves and login for submitting a complaint.

### **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). The list of members of Grievance Redressal Committee is notified separately.
- (b) Students can also mail their grievances to grievance cell at [grc@iitmipu.ac.in](mailto:grc@iitmipu.ac.in). The confidentiality is maintained.
- (c) Students can use the channel of Mentor, Programme coordinators/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.

### **Internal Complaint Committee (ICC)**

Sexual Harassment of Women at work place (Prevention, Prohibition & Redressal) act, 2013 (14 of 2013) and University Grants Commission (Prevention, Prohibition & Redressal of sexual harassment of Women Employee & Student in Higher Educational Institution (HE) Regulation 2015.

1. In connection with the subject and reference cited above, it is brought to the kind notice of all the concerned that the IITM, Janakpuri, New Delhi in compliance of the University Grants Commission (prevention, Prohibition & Redressal of sexual harassment of Women Employee & Student in Higher Educational Institution (HEI) Regulation, 2015 has constituted an Internal Complaint Committee (ICC) under sub Regulation (1) of Regulation-4 of these Regulations to deal with the matters as per said regulations.

2. As per clause "K" of para-2 of University Grants Commission Prevention, Prohibition & Redressal of sexual harassment of Women Employee & Student in Higher Educational Institution (HEI) Regulation 2015.

The sexual harassment means/ constitutes the following:

An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely:

- a. Any unwelcome physical, verbal or non-verbal conduct of sexual nature;
  - b. Demand or request for sexual favors;
  - c. Making sexually colored remarks;
  - d. Physical contact and advances; or
  - e. Showing pornography"
  - f. Any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behavior that has explicit or implicit sexual undertones Implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
  - g. Implied or explicit threat of detrimental treatment in the conduct of work;
  - h. Implied or explicit threat about the present or future status of the person concerned; creating an intimidating offensive or hostile learning environment;
  - i. Humiliating treatment likely to effect the health, safety dignity or physical integrity of the person concerned;
3. As per the referred Regulation, 2015 there is recourse available for the employees or students, in case, they are victim of sexual harassment. As per para-4 of the said Regulation 2015, an Internal Complaint Committee (ICC).
4. As per para-7 of the said Regulation 2015, the process of making complaint of sexual harassment by an aggrieved person is given as under –
- a. An aggrieved person is required to submit a written complaint to ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.
  - b. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing:
  - c. Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstance were such which prevented the person from filing a complaint within the said period.
  - d. Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file

the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

5. Where / to whom to make complaint- An aggrieved person can submit a written complaint address to the Chairperson, Internal Complaint Committee (ICC), cabin no 11, Senior Faculty Room, Ground Floor, IITM, Janakpuri.

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.

**Women helpline is available 24X7 for which you can contact Chairperson ICC.**

Students can also mail their complaints at [internalcomplaintscommittee@iitmipu.ac.in](mailto:internalcomplaintscommittee@iitmipu.ac.in), [icc@iitmipu.ac.in](mailto:icc@iitmipu.ac.in).

### **Committee of Inclusiveness:**

Institution also has a Committee for Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Minority for addressing the needs of SC/ST/Minority community students. This committee comprise of Coordinator, Members and Student Representatives.

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

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.

## Other Committees

### **Cultural Committee**

The cultural committee of IITM is committed towards the holistic development of students and with this objective, the Institute provides the students with an opportunity to display creative talents in a variety of ways. The cultural committee tries to capture the vibrant persona of the students through various competitions in which they showcase their talents in diverse fields such as dance, music, dramatics, and fine arts and so on. Every year the students earn awards in mega events organized both at Institute and University level. The Cultural Committee organizes varied cultural events throughout the year. It aims at promoting the cultural spirit of India, that is, 'Unity in Diversity'. Students are encouraged to showcase their diverse and multi-dimensional talent at our annual cultural fest 'IITM Fiesta', 'Anugoonj', Annual Day, Fresher's Party and Founder's Day.

### **Debate and Literary Events Committee**

The committee aims at cultivating a passion for quizzing, debating, creative writing, literature, and elocution amongst the students. The events fostered by the committee help the students sharpen their creativity and logical thinking while also facilitating independent research thereby preparing students to explore the world beyond technology.

### **Entrepreneurship Development Cell\_SAMRIDDHI- Institute Innovation Council**

Samriddhi aims to foster an environment that motivates students to launch new ventures. The spirit of entrepreneurship is encouraged through formal and informal programmes: the needs of aspiring entrepreneurs are met by creating awareness about the technical know-how required to start an enterprise.

Samriddhi has conducted multifarious activities such as Entrepreneurship Awareness Programmes, Entrepreneurship Development Programmes, Inter-College Business Plan Competitions and CEO Talks. Additionally, Samriddhi has facilitated guest lectures by budding entrepreneurs to encourage students to transform their innovative ideas into useful products and services. IITM partners with National Institute for Entrepreneurship and Small Business Development (NIESBUD) and National Small Industries Corporation (NSIC) for conducting entrepreneurial programmes. The aim of Entrepreneurship Development Cell at IITM is to explore the hidden potentials of the students.

The Institute Innovation Council (IIC) is the platform that provides support and guidance to our students

and budding entrepreneurs who aspire to perform their ideas into successful ventures. Our mission is to create a nurturing entrepreneur that empowers individuals to develop their business skills and turn their innovative ideas into reality. Our team of faculty members offers guidance on different aspects of entrepreneurship from business planning, finances, legal compliances, and strategy making etc. Institute is a registered member of Institutions Innovation Cell of AICTE, an initiative of Ministry of Education. **Institute is a registered member of AICTE- IIC.**

Institute has a sub-committee of IIC i.e., Incubation Centre.

Incubation Centre of IITM is a facility that supports the growth and development of startups and early-stage businesses of its students. The centre provides a range of resources and support services to help entrepreneurs turn their ideas into successful companies. The primary goal of the centre is to support innovation and entrepreneurship among students. It provides a platform for students to launch their own startups and to work on cutting-edge research projects that have the potential to create new products and services. It provides a range of support services, including access to mentorship, and networking opportunities. It also offers office space, lab facilities, and equipment that startups can use to develop their products and services. One of the key advantages of IITM incubation centre is that it provides access to a diverse range of resources and expertise. Students can work with mentors who have experience in their field, as well as with industry experts who can provide guidance and support on market trends and customer needs. IITM Incubation centre also plays an important role in fostering collaboration and innovation across different disciplines. By bringing together students, faculty, and industry experts from different fields, incubation centre facilitates cross-disciplinary research and development, which can lead to breakthrough discoveries and new innovations.

### **Environment & Sustainability Committee**

The institute is committed towards adopting sustainable practices encompassing environmental, social and economic dimensions. Institute embraces the sustainable development goals through quality education (SDG4) providing lifelong learning opportunities to all, climate and community services (SDG1 & SDG2 respectively). The institute takes the lead in redefining the environmental culture and follow new paradigms by adopting practices contributing to the sustainability of the country and earth ecosystem at large. Institute publishes a newsletter “Purpose for Life” on annual basis citing all the initiatives taken during an academic year. Some of major initiatives of the committee are-

#### **a) Green Campus**

The institution believes in the ethos of providing environment friendly campus to students, maintains a lushy green oxygen & positivity generating environment, sweeping away inefficient wasteful practices. The

institute continuously strives to implement green campus initiatives and is ISO 14001:2015 certified in Environment Management System. Institute regularly organizes plantation drives to promote sustainable environment in nearby areas, awareness campaigns and competitions to sensitize students and contribute towards building a sustainable ecological niche. Institute pays sufficient heed in maintaining rain harvesting system to replenish the ground water table and conservation of water resource. Key transforming initiatives promoting environment friendly practices are moving towards complete digitization, Plastic-free campus, use of recyclable products, swachht aabhiyaan, etc.

### **b) Energy Management Initiatives**

Institute is committed to excel in energy performance with the effective implementation of Energy Management System and is ISO 50001:2018 certified. As an initiative towards conserving electricity, the institute has a solar panel generating 80-110units per day using bidirectional meter, where the surplus is directed to the grid. All the energy-based equipment's such as AC, lights etc. are energy saving based on latest technology.

### **c) Community Services**

The institute believes on inclusiveness and equity amongst all the beings and provides equal opportunity to all in terms of education and socio-economic gap contributes its mite by rendering its services to the nation. To bridge the gap between upper and lower strata of the society, Institute has undertaken a project under **Unnat Bharat Abhiyan (UBA)**, a flagship programme of IIT Delhi in association with MHRD and has adopted 5 villages in Nankmatta District of Uttarakhand. The voluntary services for the upliftment of society not only instills a sense of belongingness amongst the individuals but also a sense of satisfaction. Through this committee, institute renders services in terms of volunteering services, awareness campaigns, blood & cloth donation camps, donations in cash/kind, etc.



### **Event Management Committee**

The Event Management Committee nudges students to convert their theoretical knowledge into practical application by conducting multi-dimensional activities under its umbrella. The meticulously formatted diverse activities ensure that students regularly participate in events of varying magnitude to understand the finer nuances of event management. The students get the knowledge about planning and implementation of diverse events. While planning the event they learn about budgeting, theme- development, facilitation of required equipment, etc.

### **Alumni Committee**

Alumni committee of IITM 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 alumni network. Alumni Association of IITM is very active and conducts regular events to stay in touch with our bright Alumni and to engage them through all mediums like Alumni Speak Series and Alumni official networking groups. Alumni members regularly visit IITM and interact with students in the form of Corporate Mentorship Programmes where the Alumni shares their journey from campus to corporate and what challenges they faced in this journey. IITM has dedicated Alumni section in its biannual Newsletter where important updates related to Alumni are shared with current batches of students so that they are aware of latest developments in this area.



### **Publication Committee**

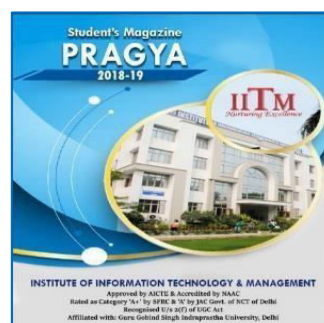
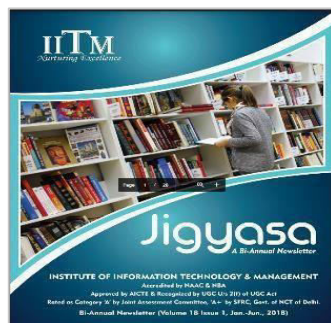
The publication committee of IITM is responsible for publication of The IITM Journal of Management and IT, biannual newsletter ‘JIGYASA’ and annual magazine ‘PRAGYA’ of the Institute. The committee

enhances article writing skills of students by providing them opportunity to write for the magazine.

The “IITM Journal of Management and IT” is a bi-annual journal with the mission to propagate quality learning and disseminate innovative information to the society through excellence in education and research for the benefit of everyone, ranging from the academic and professional research communities to industry practitioners.

Purpose for Life, IITM’s annual Newsletter, is a new initiative taken by IITM’s Society for Environment and Community Services. This endeavor has enthralled upon the students and the staff, the importance and need of being socially responsible citizen who is always ready to work for the betterment of the society and country as a whole.

PRAGYA is the annual students’ magazine of IITM which marks the culmination of all the academic activities of each year. Pragma unfolds a panorama of the college life depicted in numerous articles scripted by the overzealous IITM students. The magazine provides a platform to the students to showcase their capabilities and potential.



## Social Media Committee

Social Media committee of the Institute aims at increasing the reachability of all social media channels at the same time giving dynamic platform to students to hone their creativity and innovation while promoting brand image of the Institute. The committee promises to promote the pedagogy followed at the Institute, state-of-the-art infrastructure and learning facilities, which are a part and parcel for shaping student’s personality and providing round the clock support.

## Sports Committee

To foster the spirit of camaraderie and promote sportsmanship, the Institute has constituted a sports committee. The aim of this committee is to encourage students to participate in indoor and outdoor sports activities they get opportunities to develop their physical abilities, willpower and self-discipline.

IITM organizes an annual ‘Sports Day’ at Hari Nagar DDA sports complex where the students can

partake in games such as basketball, volleyball, cricket, badminton, tennis, and table tennis. The Institute further promotes sports activities by encouraging its students to participate in university-level sports events. All-Winners, runners, and outstanding performers felicitate with a certificate and trophy.



### **Canteen Committee**

Canteen committee caters specific needs of students. Healthy eating habits are conducive to provide opportunity for an improved learning environment. The committee monitors quality of raw food material and their storing in hygienic conditions, quality of cooked food items, type, and brand of oil used in cooking. Thus, the committee is responsible for monitoring and assessing the canteen operations and aims to provide a variety of quality food & beverages at highly competitive rates. Canteen Committee ensures that there is a good supply of reasonably priced, nutritious and quality-checked food. It is also responsible for the maintenance of high standards of hygiene with respect to the preparation, service and storage of food. This **committee regularly check the food safety and standards.**



## Research Committee

The research committee at IITM is committed to stimulate and encourage faculty members and students to make constructive contribution towards research and development. It constantly facilitates young students and faculty members to apply their intellectual capacity upon delivering of high-quality research. The committee aims at encouraging people to come out with new ideas and opinions in the form of research papers, articles, case studies, reviews etc. and present/publish them at National and International level. In addition to this, faculty members are motivated to obtain research grants from various funding agencies, register as University Research Guides, chair sessions in seminars and conferences and much more. Some of the programmes organized by the committee are Faculty Development Programmes, Workshops, Management Development Programmes, Symposium, Conferences and Seminars. Students under Mentorship of faculty are encouraged to participate in **Ideathons** (emphasize the importance of team work and a groups collective ability to solve an innovative business problems/ product/ service) and **Smart India Hackathon** (one of the biggest platforms for solving the challenges in our country)

## Conferences/Seminars/Webinars/Workshops/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-date 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 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, Computer Science, Research and Best-Practices.



## **Internal Quality Assurance Cell (IQAC)**

The Internal Quality Assurance Cell (IQAC) of IITM established on 5<sup>th</sup> March, 2013. As per National Accreditation and Assessment Council (NAAC) guidelines the **Constitution of IQAC** includes Chairperson (Head of the Institution), Teachers representing various levels (Head of Departments, Academic Coordinator, Faculty Member from IT & Management Department), Members from the Management (Chairman and Executive Chairman), Senior Administrative Officers (One member from Library and Training & Placement Manager), Nominees from Local Society, Students and Alumni, Nominees from Employers / Industrialists / Stakeholders, a Senior teacher as Coordinator of the IQAC and External Experts.

### **The Major roles & responsibilities of IQAC are as follows:**

- i) To ensure timely, efficient, and progressive performance of academic, administrative, and financial tasks.
- ii) To scrutinize relevance and quality of academic and research programmes.
- iii) To ensure, sustain and enhance the quality of teaching, learning, evaluation and infrastructure
- iv) To promote research culture, faculty empowerment through conducting workshops, seminars, conferences
- v) To promote professional development among the staff
- vi) To maintain quality feedback mechanism by collecting feedback from all stakeholders and analyzing it for future aspects
- vii) To optimize and integrate modern methods of teaching and learning
- viii) To encourage faculty to conduct tours, excursions, field visits, surveys
- ix) To motivate faculty to establish collaboration, linkages and MoUs
- x) To revise performance appraisal mechanism periodically
- xi) To submit the Annual Quality Assurance Report to NAAC every year without failure

The IQAC also revises the performance appraisal mechanism periodically and submits the Annual Quality Assurance Report to NAAC every year without fail. Ultimately the IQAC plays an important role in sustaining and enhancing the quality of teaching, learning, evaluation and infrastructure which is crucial for the institution's reputation and success.

### **LQAC (Lab Quality Assurance committee)**

LQAC works for the benefit of the students assuring the quality in respect of hardware and software. It also manages the hardware and software, its regular upgradation ensuring unhindered access to resources. Not only this, the pedagogy of institute is integrated with technology, which is also maintained and upgraded time to time, for quality teaching.

### **Committee for differently abled persons**

In Compliance to UGC guidelines issued vide letter No. F. No.-6-1/2018(SCT) dt. 11.01.2019, the institute constituted a committee for differently abled person. The main purpose of this committee is to address the needs of person with disabilities and to facilitate equal opportunities, ensure protection of their rights and create congenial environment for their full participation in the Institute/ University differently abled persons.

## **Implementation of schemes announced by Government (as notified from)**

1. G20 Presidency
2. Systematic Voters' Education and Electoral Participation (SVEEP)
3. Student Learning Assessment (PARAKH)
4. Student Induction Programme (Deeksharambh)
5. Indian Knowledge system
6. Sustainable Practices Towards SDG

### **G20 Presidency**

The Group of Twenty (G20) is the premier intergovernmental forum for international economic cooperation. The forum plays an important role in shaping and strengthening global architecture and governance on all major international economic issues.

India holds the Presidency of the G20 from 1 December 2022 to 30 November 2023. The theme of India's G20 Presidency is - "Vasudhaiva Kutumbakam" or "One Earth. One Family. One Future or the 'World is One Family' "

#### **INDIA'S G20 PRIORITIES**

- Green Development, Climate Finance & Lifestyle for Environment (LiFE)
- Accelerated, Inclusive & Resilient Growth
- Accelerating progress on Sustainable Development Goals (SDGs)
- Technological Transformation & Digital Public Infrastructure
- Multilateral Institutions for the 21st century
- Women-led development

At our higher educational institute, we take pride in contributing towards India's G20 priorities by harnessing our academic and research capabilities. Our faculty and students have engaged in research and organizing activities in areas such as global trade, climate change, energy, digital governance, financial stability, and skill development, which have informed India's G20 agenda and priorities. Various Conclaves, Symposiums and Logofy competitions have been organized on the theme. We remain committed to driving excellence in research and education to support India's leadership on the global stage.

## **Systematic Voters' Education and Electoral Participation (SVEEP)**

### **'Greater Participation for a Stronger Democracy'**

Systematic Voters' Education and Electoral Participation program, better known as SVEEP is the flagship program of the Election Commission of India for voter education, spreading voter awareness and promoting voter literacy in India. It is a multi-intervention programme that reaches out through different modes and media to educate citizens, electors, and voters about the electoral process in order to increase their awareness and promote their informed participation. SVEEP is designed according to the socio-economic, cultural, and demographic profile of the state as well as history of electoral participation in previous rounds of elections. The Commission produces several voter awareness materials and disseminates the same through various mediums/platforms of communication i.e Print Media, Electronic Media, social media etc.

SVEEP Goal & Vision: To enlighten, enable and empower every citizen to register as a voter and cast his/her vote at every election in an informed and ethical manner. Universal and enlightened participation of citizens in elections and democracy.

SVEEP Strategy IV vision document Objectives (2022-25):

The objectives envisaged for SVEEP as per the strategy document for 2022-25 are:

- Increase voter turnout to 75% in Lok Sabha elections 2024 by:
- Purifying the electoral roll of every polling booth
- Bridging gender gap in enrolment and turnout
- Ensuring inclusion of all non-voters/ marginalized sections through targeted interventions, technological solutions and policy changes
- Addressing urban and youth apathy in electoral participation
- Turning around all low turnout constituencies and polling stations
- To enhance the quality of electoral participation in terms of informed and ethical voting through continuous electoral and democracy education

We are committed to promoting greater participation in democracy by actively supporting the Systematic Voters' Education and Electoral Participation (SVEEP) program. Through various initiatives for our students, including voter awareness campaigns, workshops, and seminars, we strive to educate and engage the community to ensure maximum participation in the electoral process. Our goal is to empower citizens to exercise their right to vote and contribute towards building a stronger democracy.

## **Student Learning Assessment (PARAKH)**

Through Student Learning Assessment (PARAKH), AICTE would be assessing the quality of students and faculty members by evaluating their academic, social, cognitive, critical and behavioral development during their course of study. Student Learning assessment is likely to be enhanced further as this information will be used by faculty members and the institutions to:

- a) Build students' confidence and motivate them to make progress in personal and professional careers.
- b) Develop new learning programs that match with the student's interest and their skill sets.
- c) Identify the next learning phases for students and faculty members.
- d) Analyse the causes of learning difficulties and make a policy to overcome these issues.

Major goal of the AICTE-Student Learning Assessment (PARAKH) of AICTE is to produce skilled graduates by –

- a) Assessing and comparing student skills (levels and gains) of country.
- b) Examining types of factors (institutional, faculty, instructional, curricular, student behavioral) which help students develop skills for different types of institutions backgrounds.
- c) Creating mechanism to help the students know their aptitude so as to help in deciding their professional career and aligning it with their interest/ choice of studies.
- d) Producing skilled graduates by attaining high standard academic and aptitude Skills.
- e) Introducing changes required in the current teaching system amongst the technical Institutes.
- f) Discovering student experience in the classroom learning in the Institutes.
- g) Enabling skilled graduates to contribute towards the productivity and innovation that lead to higher economic growth in the country.
- h) Developing strong analytic, communicational, quantitative, application-based, comprehensive and information skills among the Indian students.
- i) Developing deep understanding and hands-on experience with the disciplines that explore the natural, social, and cultural realms.
- j) Inculcating in student's Intercultural knowledge and collaborative problem-solving skills.
- k) Developing civic, social, and personal responsibility among the students of India.
- l) Instilling Integrative thinking and the ability to transfer knowledge from one setting to another.

## **Student Induction Programme**

Transition from school to university/college life is one of the most challenging events in a student's life. When new students enter an institution, they come with diverse thoughts, backgrounds and preparations. They come into a new unfamiliar environment, and most of them have little knowledge of a university/college. An important task, therefore, is to welcome new students to Higher Education and prepare them for their new role. It is important to assist them adjust in the new environment and inculcate in them the ethos of the institution with a sense of larger purpose.

Its purpose is to make the students feel comfortable in their new environment, set a healthy daily routine, create bonding in the batch as well as between faculty, develop awareness, sensitivity and understanding of the self, society at large, and nature.

### **Deeksharambh - Student Induction Programme**

The purpose of Deeksharambh - Student Induction Programme is to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self-exploration.

The term induction is generally used to describe the whole process whereby the incumbents adjust to or acclimatize to their new roles and environment. In other words, it is a well-planned event to educate the new entrants about the environment in a particular institution, and connect them with the people in it.

Student Induction Programme engages with the new students as soon as they come into the institution, before regular classes start. At the start of the induction, the incumbents learn about the institutional policies, processes, practices, culture and values, and their mentor groups are formed.

### **Students Induction could cover a number of different aspects (SAGE):**

**Socializing:** meeting other new students, senior students, student's union, lectures by Eminent People;

**Associating:** visits to University / college, visits to Dept./Branch/ Programme of study and important places in campus, local area, city and so on;

**Governing:** rules and regulations, student support etc.;

**Experiencing:** Subject lectures, study skills, small-group activities, physical activity, creative and performing arts, literary activities, universal human values, etc.

### **List of activities to be included:**

- Physical Activity
- Mentoring
- Familiarization to Dept./Branch

- Literary Activity
- Lectures by Eminent People
- Visits to Local Area
- Extra-Curricular Activities in College

Through a range of activities during our induction programme like ice breaking sessions, workshops, and campus tours, we aim to facilitate a smooth transition for new students and provide them with the necessary support to succeed in their academic journey. Our student induction program reflects our commitment to providing a welcoming and inclusive environment that promotes learning and personal growth.

### **Indian Knowledge System**

The Indian Traditional Knowledge Systems (Bharatiya Gnana Parampara) Division of Ministry of Education (MoE) is located in the AICTE Headquarters was established in Oct. 2020.

Functions of IKS division:

- Facilitate and coordinate IKS based/related inter and transdisciplinary work done by various institutions in India and abroad including universities, institutions of national importance, R&D laboratories and different ministries and inspire private sector organizations to engage with it.
- Establish, guide and monitor subject-wise interdisciplinary research groups comprising of researchers from institutes, centers and individuals.
- Create and promote popularization schemes.
- Facilitate funding of various projects and develop mechanisms to undertake research.
- Make Policy recommendations wherever required for the promotion of IKS.

IITM contrives to keep its commitment towards the preservation and promotion of Indian traditional knowledge systems. Various workshops and sessions on yoga and meditation have been organized to provide a holistic understanding of management. The institute also hosts various Seminars and Workshops to create awareness among students, faculty, and the community and Invites experts and scholars to share their knowledge and insights on traditional management practices.

### **Sustainable Practices towards SDGs**

As an educational institution, we are committed to promoting sustainable practices towards achieving the United Nations' Sustainable Development Goals (SDGs). We have made significant strides towards this goal through various initiatives. Sustainable development concepts, highlighting the importance of responsible consumption and production, and promoting environmental stewardship have been incorporated into the co-curricular and extracurricular activities of students. We have also integrated sustainability into our research agendas, focusing on finding innovative solutions to pressing environmental and social issues. Furthermore, we have implemented various sustainable practices on our campus, such as using renewable energy sources, reducing waste, and promoting sustainable transportation. We have also engaged in community outreach programs, promoting awareness and action towards sustainable development. Our efforts have resulted in reduced carbon emissions, decreased waste production, and increased awareness about sustainable practices among our staff, students, and the wider community. Moving forward, we remain committed to promoting sustainable practices and contributing towards achieving the SDGs. We will continue to integrate sustainability into our curriculum, research, and campus operations, and explore new ways to inspire and engage our community towards sustainable development.

## Academic Support

### Library

Institute of Information Technology & Management (IITM) has 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 conditions. All Students, Faculty and Staff Members are entitled to make use of the library services such as circulation, reference, indexing, SDI, CAS and inter library loan etc. The library 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's operation and services are fully computerized with "*SOUL 3.0*" multi-user integrated library automation software and a bar code based circulation system is in use.

**Library Timings:** Monday - Saturday  
8:30 AM - 5:30 PM



## General Rules of the Library

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, should be shown, when demanded
- Make an entry in the Student Entry Register kept on the library Counter.
- Books borrowed on a particular day will not be accepted for return on the same day.
- Books taken out from the shelves should be kept on the table/counter. Do not try to shelve them back.
- While leaving the library, show the books and other materials to the library staff at the counter.
- Reference books and journals will not be 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 RESOURCES



BOOKS: More than 39000 Volumes



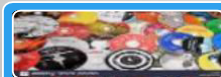
56 National and International printed journals



16 Magazines



11 Newspapers with 106 Copies



E-Books: Subscribed 6 DELNET – 10705 Free – 1714 Kindle Unlimited Plan



Online access to DELNET, National Digital Library of India (NDL), Central and Eastern European Online Library

## Library Services

- **Circulation Service** – One student 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.
- **Library Fine: One Rupee Per Day**
- **Circulation of Periodicals** - Journals are also issued for one week. As the library is having more than 72 journals for both management and IT field in hard copy, these are displayed in both the UG & PG library with their back volumes. Students can get these journals 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 enabling them to get the books 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 with in the library premises. Reference books cannot be 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 give any suggestions with regard to improvement in the library, library feedback forms are available in print in both the UG and PG library. You can fill the form and submit it in the library.

### **Facility to access E-Resources**

The library has subscribed to DELNET resources comprising of E- Books (709 Categories with 10676 E-Books on various subjects), E-Journals (160 Computer Science), Thesis and Dissertations, E-Newspapers etc. Library is already the member of National Digital library of India which is a Virtual Repository of learning resources with a single-window search facility. The library has subscribed E—Books through Kindle unlimited Plan. The Institute is now a part of National Digital Library of India Club. The library has an account in E-Kumbh, an AICTE Technical Book writing scheme in Computer science discipline in different languages.

### **NDLI – National Digital Library of India**

A Virtual Repository of Learning Resources Developed, Operated and Maintained from Indian Institute of Technology Kharagpur. It Provide support for all academic levels including researchers and life-long learners, all disciplines, all popular forms of access devices and differently-abled learners. It is Free of Charge, anytime and anywhere access, It is Single universal platform for providing equitable access to knowledge resources accessing same resources by multiple persons at the same time. The Contents include books, articles, videos, audios, thesis and other educational materials relevant for users from varying educational levels and capabilities. 24X7-enabled Umbrella Digital Library. Information can be personalized based on the education level, choice of language, difficulty level, media of content. It Covers all academic levels (KG to PG) and disciplines.

### **NDLI Club of ITM**

NDLI Club is an online platform for conducting learning-oriented activities and evangelizing NDLI. An initiative to promote culture of reading and learning using NDLI's vast resources. Members of the club can enhance their core competence, sharpen their skill & personality traits. Events can be conducted physically say in classrooms, auditoriums or Online can be conducted using platform like Zoom, Google Meet, MS Teams etc. The Mission is to Motivates Smart use of NDLI Platform and Facilitate learning among students through activities.

### **Activities Conducted by the Club**

- Lecture Series
- Quiz
- Story Talk
- Film Screening
- Role Play
- Training Sessions
- Workshops
- Debate Competition and many others.

### **Labs for Research & Beyond Curriculum**

At IITM, we emphasize on helping students achieve academic brilliance while imbibing the skills required to be true leaders and team players. Thus, we strive to prepare them for life in the highly competitive corporate world.

The skill enhancement programmes help students acquire skills to identify and tackle complex management problems. Skills imparted to the students will assist them in navigating through unforeseen and challenging business, economic and social changes of the future.

The objective of skills development is to ingrain ‘Learning by Doing’, Analysis and Problem Solving instead of rote learning and Critical thinking as opposed to information gathering.

Lanquill is an online language Lab for the assessment and Practice of LSRW Skills (Listening, Speaking, Reading and Writing) with an Artificial Intelligence Supported English Grammar, Text and style analysis platform. Lanquill has been selected as one of the best technologies enabled platforms for learning and improving English Communication Skills by the National Education Alliance for Technology (NEAT) of AICTE, Ministry of Higher Education, and Government of India. IITM has subscription of Lanquill to provide online language platform to our students.

Institute also has Lab for advance Excel, Multi Media, Finance Lab, Research Lab etc.

## 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 has 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.



### **Do's and Don't in Computer Lab**

#### **Do's**

1. Be on time and maintain proper discipline in computer lab.
2. Read and understand how to perform practical assignments before coming to the lab.
3. Keep the work stations clean and keep the litter to a minimum.
4. Shutdown your computer system properly and organize the chairs under the desk before leaving the lab.
5. Be aware of the locations of first aid kit and fire extinguisher and how to use them, in case of emergency.
6. Inform the faculty in-charge and lab assistant about broken plugs or exposed electrical wires.

### **Don'ts**

1. Do not bring food or drinks in the computer lab.
2. Do not damage, remove or disconnect any labels, parts, cables or equipment.
3. Do not use mobile phones inside the computer lab.
4. Do not open the system unit casing or monitor casing particularly when power is turned on.
5. Do not insert metal objects such as clips, pins and needles in computer cases. This may be hazardous.
6. Do not change any system settings.

### **Computer Lab Safety Rules for Protecting Equipment**

1. Turn off the machine once you are done using it.
2. Do not plug in external devices without scanning them for computer viruses.
3. Ensure that the temperature in the room stays cool, since there are a lot of machines inside a lab as these can overheat easily. This is one of the many ways of ensuring computer safety.
4. Try not to touch any of the circuit boards and power sockets when a device is connected to them and switched on.
5. Always maintain an extra copy of all your important data files.

### **General Safety Guidelines to be followed at all times**

1. All users of the laboratory are to follow the directions of Academic / Laboratory Technician staff member.
2. Food or drink is not permitted at any time in the laboratory.
3. Students should not attempt to repair, open, tamper or interfere with any of the computer, printer, cable, or other equipment in the laboratory.
4. Students should be aware of office ergonomic guidelines for correct posture when using computer equipment.
5. Please treat fellow users of the laboratory, and all equipment within the laboratory, with the appropriate level of care and respect.

## **Student Map Drive**

Go to Run and Type  
<\\192.168.3.158\Student>

1. User Name               : -     student
2. Password               : -     iitm123+

## **Prohibiting use of Social Sites in Labs**

If any student found using **Facebook, Instagram, YouTube & other Social Sites** downloading objectionable contents in labs, strict action will be taken against the user.

## **IITM Knowledge Portal Software Application**

Knowledge Portal is a software application for the administration, documentation, tracking, reporting, and delivery of educational courses like MCA, BCA, MBA, BBA and B.Com. The Knowledge Portal concept emerged directly from e-Learning.

Knowledge Portals were designed to identify training and learning gaps, utilizing analytical data and reporting. Knowledge Portal is focused on online learning delivery but support a range of uses, acting as a platform for online content, including courses, both asynchronous based and synchronous based. Knowledge Portal offer organization of content delivered in classroom and supports instructor-led teaching. Knowledge Portal delivers and manages all types of content, including PDF, PowerPoint Slides; MS Word based lecture notes and documents. In the education field Knowledge Portal includes a variety of functionality like uploading documents, view documents, download documents and profile management. Documents uploaded may be of several kinds like Syllabus, Lesson Plan, and Assignments of all units, Question banks, End Term Question Papers, and Study Material.

## **Benefits of Knowledge Portal**

- Knowledge Portal supports content in various formats: doc, docx, ppt and pdf.
- One can access materials anytime, from everywhere, teachers can modify the content, and students can see the updated material.
- Students and teachers can re-use the material every time they need.
- Update in study materials or any other document is reflected instantly.
- Knowledge Portal provides organization of content and maintains archives of course material.

Knowledge Portal is an invaluable tool and helps in supplementing a traditional course to reflect these changes that was a time-consuming chore earlier.

## **National Academic Depository (NAD)**

Guru Gobind Indraprastha University in accordance with the directions of Ministry of Human Resource Development (MHRD), Government of India and UGC is digitizing its students' academic records through uploading the digitally signed academic awards like consolidated statements of marks, degrees, certificates on National Academic Depository to facilitate digital issuance, storage, access and verification of Academic awards and available to students 24X7.

Institute has taken initiative for students of all courses to get registered in Student support with National Academic Depository. [Details available at [www.ipu.ac.in/nadnotices.php](http://www.ipu.ac.in/nadnotices.php)]

## Scholarships

### Merit Scholarships

With a view to incentivise the future leaders who aspire to carve a niche for themselves in high echelons by dint of sheer industry and perseverance, IITM offers the following Merit Scholarships:

#### a) PRE-ADMISSION MERIT SCHOLARSHIPS

One-time Pre-Admission Merit Scholarships up to INR 1,00,000 each are available purely on the basis of academic merit (previous transcripts), a clear career plan & leadership potential demonstrated by the candidate during his/her interview. Shortlisted candidates will be duly informed of their interview date well in advance before commencement of GGSIPU's last and final preference- filling.

#### b) IN-HOUSE MERIT SCHOLARSHIPS

In order to acknowledge and encourage brilliant academic performers, the Institute awards Merit Scholarships to the students on the basis of their academic performance in university examinations.

The details of scholarships are appended below:

Annual Program-wise University Rank Holders, up to the first three positions, provided the 2nd and 3rd rank holders are in close proximity/within competitive range of the 1st position holder.

#### c) Program-wise University Toppers (IPU Gold Medal Awardees):

Matshree Leelawati Gold Medal (5gms, 24K Gold)

University Exemplary Performance awardees ₹ 10,000/-

Annual Subject – wise University Toppers ₹ 500/- (Semester-wise)

#### Note:

It is important to note that the In-House Merit Scholarships cited at S.No. (i) & (iv) above are applicable during the intermediary years only as these awardees during the terminal year are expected to vie for the University Gold Medal and Matshree Leelawati Gold Medal instituted by IITM.

## **Industry Institute Partnership Cell (IIPC).**

### **a. Purpose**

With the advent of globalization and opening of Indian economy to the outside world, competition among the industries have become stiff and warrants skill development, creativity and entrepreneurial approach. As Higher Educational Institutions, we need to establish collaborations with industries and prepare students for employment at global level. These objectives can only be achieved by bridging the gap between Industry and Academic Institute. In order to achieve the objectives, the Institute established **Industry Institute Partnership Cell (IIPC).**

### **b. Process undertaken by IIPC to promote Industry Institute Interaction:**

- Active participation in organizing Workshops and Conferences with joint participation of the faculty and the industries. Organizing workshop/seminar periodically and invite the corporate people to deliver lecture and interact with the students.
- Professional consultancy by the faculty to industries.
- Joint research programmes and filed studies by faculty and people from industries.
- Visits of industry executives to the Institute for discussions and delivering lectures on industrial practices, trends and experiences.
- Visiting faculty/professors from industries.
- Practical training of students in industries i.e. Summer Internships / Live Industry Projects.
- Study Tours / Industrial Visits of both Management and IT students to different industries pertaining to their fields.
- Pre-placement training for the students so that they perform well in the actual selection process followed by the companies.

The purpose of the placement policy is to explicitly define the overall structures and processes of the placement cell.

The policy ensures that:

- Maximum employment opportunities are provided to the students.
- Deserving candidates can have the opportunity to start their career with their preferred profile (Marketing, HR, Finance in Management & Software Development & Testing in Computer Science).
- Quality standard of jobs offered is maintained.

- Monitoring of student's progression and providing guidance and support for next level.

## **Training and Development**

**Training and Development cell of IITM has taken efforts to encourage final year students for GATE and other Competitive examinations.**

### **i) Summer Internships / Live Industry Projects**

Summer Internship projects are an integral part of the academic curriculum of Management and IT programmes wherein the students work with organizations for hand on experience.

These Internships aim at widening students' perspective by providing an exposure of real life organizational and environmental situations. This will enable the students to explore an industry/organization, build a relationship with a prospective employer or simply hone their skills in the areas of their respective specialization field. During the internship, the student has a chance to put whatever he/she has learned in the academics to the real environment.

Some ideal projects for internship in the domain of Management are strategy formulation. MIS, market research, advertising, sales & distribution, new product launch etc. Similarly, for the students of IT, projects could inter alia be in Software Development, Testing, Web Development, etc. However, this is not an exhaustive list of areas but can vary to suit the requirements of the organizations where the student has to undergo internship. In some cases, even field work can also become an integral part of Internship. The students need not shy away from taking up such projects.

An additional benefit that organizations may derive is the unique opportunity to evaluate the student from a long-term perspective. Thus, summer internships can become a gateway for final placement of the student. The student should ensure that the data and other information used in the study report is obtained with the permission of the organization. The students should also behave ethically and honestly with the organization. The internship process involves working under the mentorship of an executive of the concerned organization and also with a faculty member of the Institute. The student is first expected to understand the organization and its setting and the industry in which the organization is operating. Thereafter, the student is expected to concentrate on the specific topic of study, its objectives, its rationale and adopt a methodology to complete the study. Wherever possible the student may provide recommendations and action plans, alongwith the findings of the study.

Thereafter, the student should prepare a report and submit one copy to the organization and one copy to the Institute. The student should also obtain a certificate from the organization where the Internship was completed and attach the same with the copy submitted to the Institute.

## ii) Industrial Visits

Companies offer tremendous learning opportunities to students of Management. At the human resource front, for example, these companies have a healthy mix of brown collared and white collared employees all of whom come with unique needs, aspirations and expectations. At the corporate level, manufacturing companies have departments such as HR, Finance, Marketing, Operations and SCM (Supply Chain Management). The uniqueness here lies in the fact that some of these departments, such as SCM for example are not found in a service organization. Similarly, there are strong inter-linkages and co-relations between these departments. A failure in the SCM department in the area of inventory management for example can result in the failure of the business as a whole.

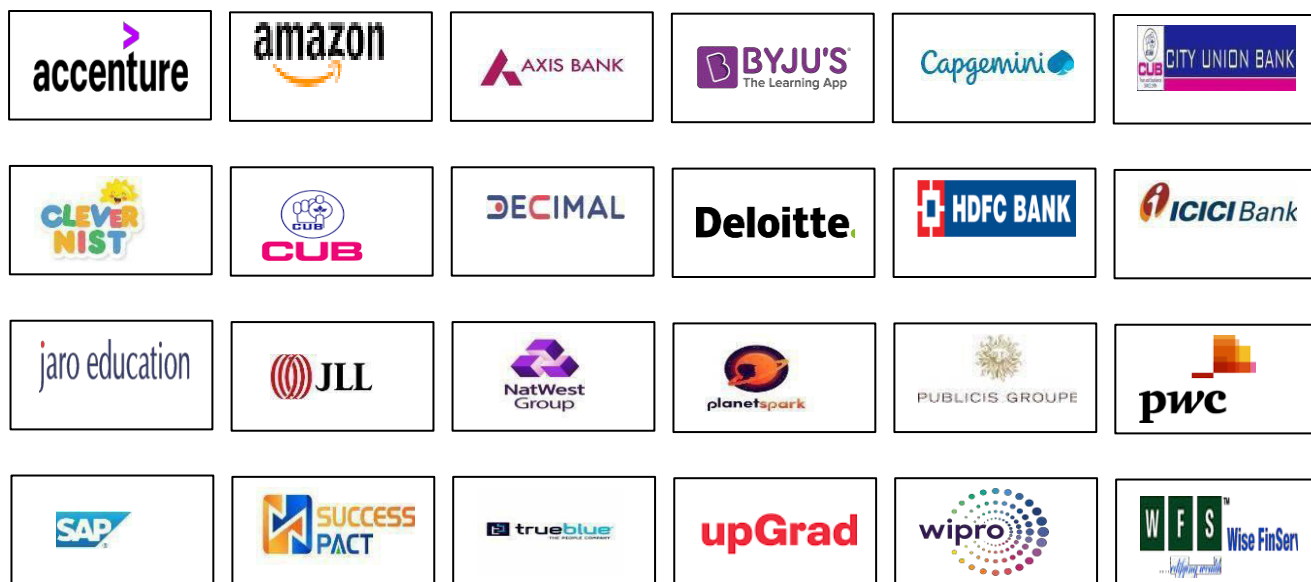


When a student of management pays a visit to a manufacturing company he/she is taken through the end-to-end processes and systems that are prevalent in the shop floor. They are also given a management perspective by telling them how these systems are managed seamlessly. They are also given an overview of the company in terms of background, current standing in the market, competition scenario, market share, annual turnover etc. and the company's endeavors to sustain itself. They also appreciate the dynamics of team work. They realize that the work done by every individual in the plant is equally critical for generating flawless output. They are given a de-briefing which is mostly conducted by the HR and personnel relations officer and students are given the opportunity to pose questions on their functioning.

### iii) Pre-Placement Training

The Placement Committee of IITM has been conducting several soft skills and core skills development activities in consonance with the industry requirements to empower students with life - Long career decision making skills. Activities like Enhancing behavioural Competencies, Aptitude Training sessions, Mock Group Discussion, Mock Personal Interview, Training Session for Public Speaking, Industry - Academia Gap, Campus to Corporate, Alumni Talk Series have been conducted with the intention to making students Corporate Ready.

### iv) Major Placement Partners



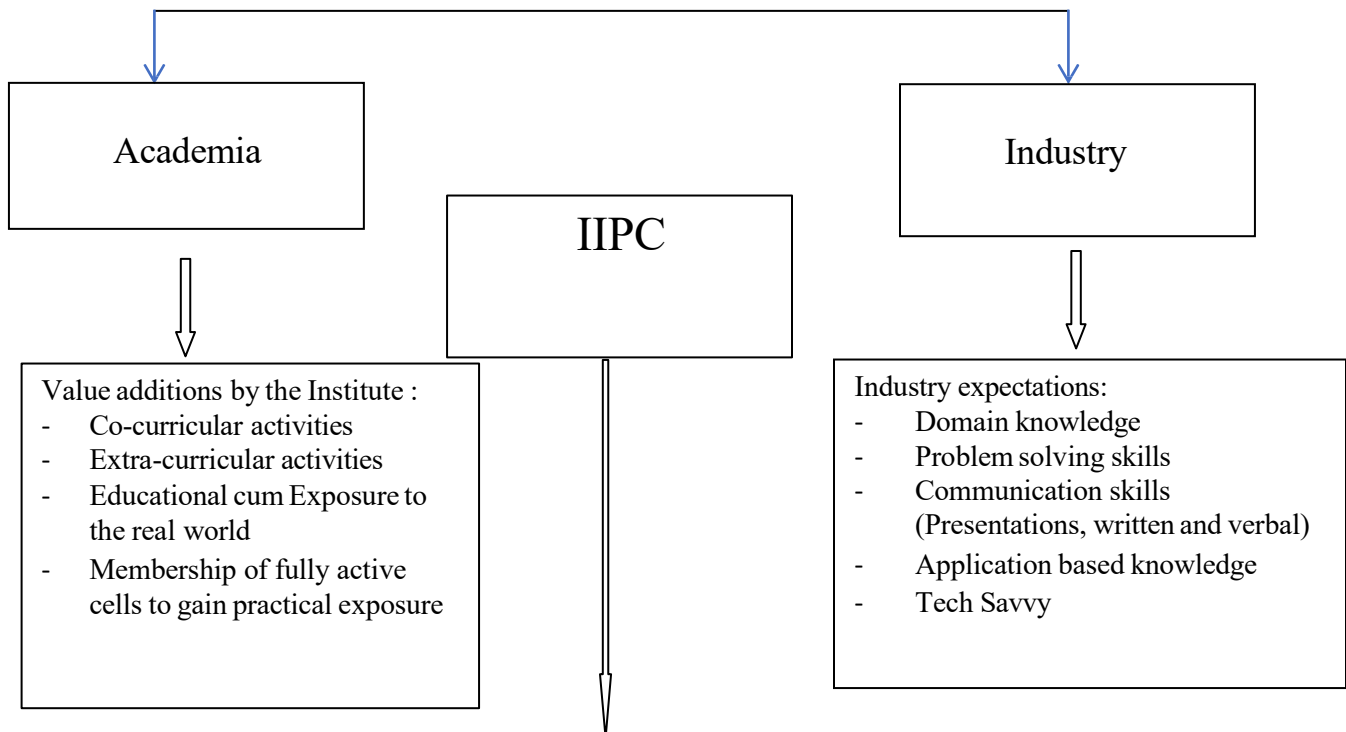
### v) INTERNWARE - Aspire To Inspire

Internships are an integral part of a student's learning experience. InternWare – Internship Cell of IITM Janakpuri was formed by some bright students of IITM on September 26, 2017. The Cell was formed with a clean motive of assisting students to secure Internships in their preferred roles and areas so that students get relevant experience. InternWare hosts multiple events like Workshops, Competitions, Corporate Sessions, Industrial Visits etc. to keep students engaged and ready for the corporate journey ahead.

The cell is completely managed by team of students under the supervision of Manager – Training & Placement. Following events have been organized by InternWare as of today.

**Major events organized by InternWare are** Intern Hunt, Annual Internship Fair of IITM Janakpuri, GD Competition, Leadership Talks, Scrambled Lies, Brand Tambola, Resume Shark etc.

## Bridging the employment gap



### a) Summer Internships / Live Industry Projects

- Industry mentor leads the process
- Internal guide acts as an academic mentor to equip the student with necessary skills
- Fixed duration, clear guidelines and simplicity makes learning effective

### b) Industry workshops/Case studies/Simulations

- Workshop on Artificial Intelligence, Machine Learning, Advanced Technologies
- Research in (Information Technology, Management).
- Our students are employed in various companies like Amazon, Deloitte, Capgemini, Accenture, HDFC, FMGC, ICICI Bank etc.
- HR Conclave & many more....

### c) Industrial Visits/Study Tours

Industrial Visits/Study Tours sensitize students to the practical challenges that organizations face in the business world. It also offers better clarity to relate the Management and IT concepts as students can practically see how these concepts are put into action.

### d) Pre-Placement Training

Aspects like facing interviews, facing group discussions, professional resume writing, cracking aptitude exams, technical test etc. are covered with the objective of bridging the skills set gap between industry expectations and actual.

### e) Final Placements

IIPC maintains constant communication with leading organizations in the Industry. It functions through an active Placement Committee which comprises of Placement Officer, faculty members and student representatives sharing responsibility for arranging guest lectures, industrial training and final placement of the students.



## Life at IITM

### Student Induction Programme at IITM

The transition from school to college is one of the most challenging faces of a student's life. The Virtual induction Programme was an initiative to make newly admitted students adjust and feel comfortable in the new environment.

### Induction Events for Post Graduate Students

IITM conducted Induction Events for first year students of MBA in which various sessions are organized on diverse topics by different recourse persons.



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 students' learning experience as well. IITM provides enough opportunities for students to celebrate and enjoy every moment of college life. At the outset, **Orientation Program** 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 coordinator and Mentor. With the objective of holistic development of the students and the intention of facilitating an insight into the pertinent issue of personality, the Institute organizes various events.

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 freshers and to facilitate their smooth transition from school to college. Farewell party is also organized for final year students as they leave behind some sweet memories that we cherish for life.

Along with the academics, the students can also enhance their knowledge by participating in technical and cultural fests organized by colleges. To increase **happiness index like 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. Two days mega celebration offers a platform to talents across all kinds to come and display their best. Student centric and student driven fest at IITM also give an excellent platform to students to develop leadership and teambuilding skills in an experiential learning environment.

**Management Club** of IITM aims at going beyond the classroom learning, promoting the creative and innovative thinking in students. This club organizes events covering every functional area of management as HR, Marketing and Finance both at inter and intra-college levels. These activities encourage students not only to learn to manage things on their own but also supplement their professional development in understanding the subjects involved with better clarity. Management Club organizes events like Management Fest named Management Sapiens, Business Quiz, Business Plan, Ad Selfie, Corporate Talk, Video Case study competition, Ad Mad, etc.

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 programs 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.

#### **Entrepreneurship Development Cell\_SAMRIDDHI- Institute Innovation Council**

Samriddhi aims to foster an environment that motivates students to launch new ventures. The spirit of entrepreneurship is encouraged through formal and informal programmes: the needs of aspiring entrepreneurs are met by creating awareness about the technical know-how required to start an enterprise.

Samriddhi has conducted multifarious activities such as Entrepreneurship Awareness Programmes, Entrepreneurship Development Programmes, Inter-College Business Plan Competitions and CEO Talks. Additionally, Samriddhi has facilitated guest lectures by budding entrepreneurs to encourage students to transform their innovative ideas into useful products and services. IITM partners with National Institute for Entrepreneurship and Small Business Development (NIESBUD) and National Small Industries Corporation (NSIC) for conducting entrepreneurial programmes. The aim of Entrepreneurship Development Cell at IITM is to explore the hidden potentials of the students.

### **Sports Club**

Sports cell aim at inculcating and promoting the essence and value of sports in the life of students to make them attain and achieve the best of physical fitness and overall well-being facilitated by the guidance offered by coaches and sports persons of professional repute. And we believe this goes that extra distance in helping our student grow and succeed in all perspectives of their lives.

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.

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.



## Fees

### 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 Regulatory 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.

### Payment of Fee

(a) 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 academic fee of first year fee is collected by the University during the counseling process and balance fee is to be deposited at the Institute as per the prescribed schedule of the university

### Mode of Payment

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

or through NET Banking via NEFT/IMPS/RTGS/QR code Transfer

or through IITM Fee payment portal

### Refund of Fee

(a) The security deposit is 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.

(b) If a student withdraws from the programme during the admission counselling, fee is refunded according to the withdrawal policy of GGSIPU.

(c) After the commencement of a programme if a student withdraws from the programme and the seat remains vacant, no fee is refunded.

## Students' Code of Conduct

### General Conduct

All students are to maintain good conduct and behavior and also they must wear identity card 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** [this not exhaustive, details as GGSIPU Act & students code of conduct shall applicable]

- 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.

### **Rules regarding Classrooms**

- All the class rooms are equipped with latest facilities including ACs and LCD projectors. It is the duty and responsibility of each and every student to take care of these equipment and teaching aids and treat the Institute's property as their own.
- Before leaving the classroom the students may please ensure that all the electrical/electronic

devices (ACs, LCD, Fans and Lights) are switched off.

- Please use the dustbins kept on every floor.
- Students' active co-operation to maintain the class room ambience is solicited.

## **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.

### **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.

## **STUDENT AFFAIRS**

### **Students Representation: Class Representatives**

To develop leadership qualities among the students, a system of Class Representative is in place. Each class shall elect four class representative(s). In case, no student comes forward to be the CR, Class Mentor shall nominate the CR(s). The Director along with HOD, PC and CR(s) of respective programmes shall hold at least one meeting per month to review the progress of the programme (syllabus completion, any extra class required, any issues in subjects, general conduct of regular class etc. The Class representative to act as a Team leader and all issues related to academics, general conduct of class, discipline of students etc. is to be reported to the Director through the hierarchical channel of Class Mentor- Programme Coordinator-Head of the Department. CR(s) are to look after safety of the teaching aids (LCD Projector, Computer), Furniture and fixtures, AC, Switch board, Fans etc. available in the class. Any damage or breakage in the class is to be reported to Class Mentor immediately.

### **Elite Group Students**

As per the previous academic performance, top five students of each class will be a part of Elite Group. Purpose of this group is to motivate/encourage top scorers to grab Gold Medal in the University End Term Examinations.

### **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 formal dress code.

**For Boys:** White Shirt, Black Trouser and Formal Shoes

**For Girls:** White Shirt, Black Trouser and Formal heels/ Bellies

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

The students are advised to follow formal dress code on special functions/events/Activities including Guest lectures, Workshops, Fortnight presentations, Industrial Visit/ Study Tour, Training Programmes, Conferences, Interview, Group Discussion, Project Presentation and Viva Voce etc.

### **Final Clearance**

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

### **Notification of Information**

All relevant information in respect of conduct of a programme is conveyed through Notice Boards. All-important notices are also placed on the ‘Notice Board’ and posted on Institute’s website: <http://www.iitmjanakpuri.com>. Information conveyed through the Notice Boards/Website of the Institute is conveyed to all students through email and official WhatsApp groups of students and Parents. Students in their own interest must read the notices/website 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.

## Important Communication Links

S.no.	Name	Designation	E-mail ID	Contact No.
1	Prof. (Dr.) Rachita Rana	Director	<a href="mailto:director@iitmipu.ac.in">director@iitmipu.ac.in</a>	+91/011-28525051 28525882 - (26)
2	Dr. G.K. Wadhvani	Dy. Director and Incharge-Secretariat, (Head of Department (Computer Science))	<a href="mailto:acadcord@iitmipu.ac.in">acadcord@iitmipu.ac.in</a>	(39)
3	Dr. Deepika Arora	Head of Department (Management-MBA)	<a href="mailto:hod.mgmtdept@iitmipu.ac.in">hod.mgmtdept@iitmipu.ac.in</a>	(47)
4	Mr. Ashish Nayyar	Chief Proctor (Anti Ragging/Proctorial/Discipline Committee)	<a href="mailto:proctor@iitmipu.ac.in">proctor@iitmipu.ac.in</a> , <a href="mailto:antiragging@iitmipu.ac.in">antiragging@iitmipu.ac.in</a>	(38)
5	Dr. Ramandeep Kaur	Coordinator (Internal Quality Assurance Committee (IQAC))	<a href="mailto:iqac@iitmipu.ac.in">iqac@iitmipu.ac.in</a>	(48)
6	Mr. Rohit Kumar/ Ms. Suman Singh	Member (Committee for Inclusiveness)	<a href="mailto:committee_inclusiveness@iitmipu.ac.in">committee_inclusiveness@iitmipu.ac.in</a>	(45)
7	Dr. Vandana Raghava	Chairperson (Internal Complaint Committee (ICC))	<a href="mailto:internalcomplaintscommittee@iitmipu.ac.in">internalcomplaintscommittee@iitmipu.ac.in</a> , <a href="mailto:icc@iitmipu.ac.in">icc@iitmipu.ac.in</a>	(51)
8	Dr. Gopal Singh Latwal	Chairperson (Grievance Redressal Cell)	<a href="mailto:grc@iitmipu.ac.in">grc@iitmipu.ac.in</a>	(33)
9	Dr.Mandeep Singh	Manager-Placements (Training and Placement)	iitmplacements.iipc@gmail.com	(24)

## Contact Us

If you have any unanswered questions, you can call on numbers given below, or email or visit us on our website.

Contact No.: - 91/011-28525882, 28520239, 28525051

**For support you can reach out as:**

**Institute Website:** [www.iitmjanakpuri.com](http://www.iitmjanakpuri.com)

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

**Placement Cell:** <https://www.iitmjanakpuri.com/iipc.php>

**Knowledge Portal:** <http://www.iitmjanakpuri-sdc.com/KnowledgePortal/Admin/>

**Artificial Intelligence Experience Centre:** [www.iitmjanakpuri-aiec.com](http://www.iitmjanakpuri-aiec.com)

**Green Initiative: Online blog to spread awareness on Reducing E-waste and its management**  
[iitmjanakpuri.edublogs.org](http://iitmjanakpuri.edublogs.org)

**Grievance Redressal System: Institute Complaint and Management Portal visit** [iitmjanakpuri-sdc.in/tracking](http://iitmjanakpuri-sdc.in/tracking)

**Anti-Ragging Squad: View details on the Institute's Anti-Ragging Squad at**  
<http://www.iitmjanakpuri.com/campuslife/anti-ragging-cell.php>

**Constitution of Internal Committee-Differently Abled Persons:**

View details at <http://www.iitmjanakpuri.com/upload/notice/dis.pdf>

**Constitute of Committee for Inclusiveness:**

View details at <http://www.iitmjanakpuri.com/upload/notice/committeec.pdf>

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<https://www.youtube.com/channel/UCRfsFwiKcTStwUif2vISxCw>

