



INSTITUTE OF TECHNOLOGY AND SCIENCE

(NAAC Accredited 'A' Grade Institute & An ISO 9001 : 2015 Certified Institute)

Mohan Nagar, Ghaziabad - 201007 (U.P.)

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7.1.10 The Institution has a prescribed code of conduct for students, teachers and non-teaching staff and conducts periodic programmes in this regard.

This includes:

1. Publication and dissemination of handbook on "Human Values and Professional Ethics", displaying Code of conduct.

Website link:

https://pg.its.edu.in/NAAC_IQAC_Files/NAAC_IQAC/pdf/5%20I.T.S%20Handbook-Human-Values-and-Professional-Ethics.pdf

2. At the time of joining the program in Institute, every student is provided with "Students' Handbook". This contains rules and regulations to be followed.

A committee (Proctorial Board) consists of Program Chairperson, Co-ordinators and Senior faculty is appointed to monitor adherence to the code of conduct and general discipline at the campus.

Proctorial board structure and minutes of meeting are enclosed. There are various other committees also to look after concerns of stakeholders.

Website link: <https://pg.its.edu.in/statutory-committee>

3. Institute has made available a Service Rule Book for its employees including Teaching and Non-teaching staff. Any amendment in rules is communicated well in time through mail and circular.

4. During annual Orientation program (before commencement of the academic session) awareness sessions on Code of Conduct are organized for the students.

Enclosures:

1. Handbook on "Human Values and Professional Ethics"
2. "Students' Handbook" of MBA & PGDM programs
3. Proctorial Board: Members and minutes of meeting
4. Service Rule Book for Employees

Prof. (Dr.) V.N. Bajpai
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Institute of Technology & Science
Mohan Nagar, Ghaziabad

**Human Values & Professional
Ethics**

Handbook

GHAZIABAD



Human Values and Professional Ethics

Handbook

Education is the fundamental right of every Indian citizen. Quality Education lays a strong foundation for Individual growth. Institute of Technology & Science, Ghaziabad is committed to impart value based, quality education coupled with holistic development of students, leading to its Moto of “Building Professionals, Building Nation”.

SN	CONTENTS
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2	Objectives: Human Values & Professional Ethics
3	Morally Desirable And Responsible Conduct
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(Estd. 1995)

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Institute of Technology & Science, Ghaziabad

Institute of Technology & Science, Ghaziabad is a part of I.T.S- The Education Group. I.T.S- The Education Group has institutions located in Ghaziabad and Greater Noida offering education in the areas of Management, Information Technology, Pharmacy, Dental Science, Engineering, Biotechnology and Paramedical Sciences. The Group has four campuses, eight institutions, with faculty strength of around 800 members and more than 8000 students.

I.T.S Ghaziabad, established in the year 1995 (a part of I.T.S The Education Group) is a NAAC 'A' Grade accredited institution. PGDM & MCA programme offered by the institute are NBA accredited. I.T.S supplements education with it's CSR activities offering help, care and guidance to the down trodden and unprivileged segments of the society.

Vision

Creating a Thinking Professional Order

Mission

To make incessant endeavour to create learning process in response to changing managerial paradigms

Objective

- Generating new learning techniques
- Improving teaching-processes
- Expanding the information technology capacity
- Strengthening the industry-interactive network
- Facilitating professional practitioners in searching their potential
- Inculcating team spirit among the learners

OBJECTIVES: HUMAN VALUES & PROFESSIONAL ETHICS

The prime objective of knowing and prescribing to Human Values are as follows:

1. To understand the moral values that ought to guide the engineering profession,
2. To create an awareness on Engineering Ethics and Human Values.
3. To inspire Moral and Social Values and Loyalty.
4. To appreciate the rights of others.
5. Resolve the moral issues in the profession,
6. To justify the moral judgment concerning the profession.
7. Intended to develop a set of beliefs, attitudes, and habits that engineers should display concerning morality.

The prime objectives of the Professional Ethics are as follows:

1. Moral awareness (proficiency in recognizing moral problems in engineering like plagiarism and patenting)
2. Convincing moral reasoning (comprehending, assessing different views)
3. Moral coherence (forming consistent viewpoints based on facts)
4. Moral imagination (searching beyond obvious the alternative responses to issues and being receptive to creative solutions)
5. Moral communication, to express and support one's views to others.

MORALLY DESIRABLE AND RESPONSIBLE CONDUCT

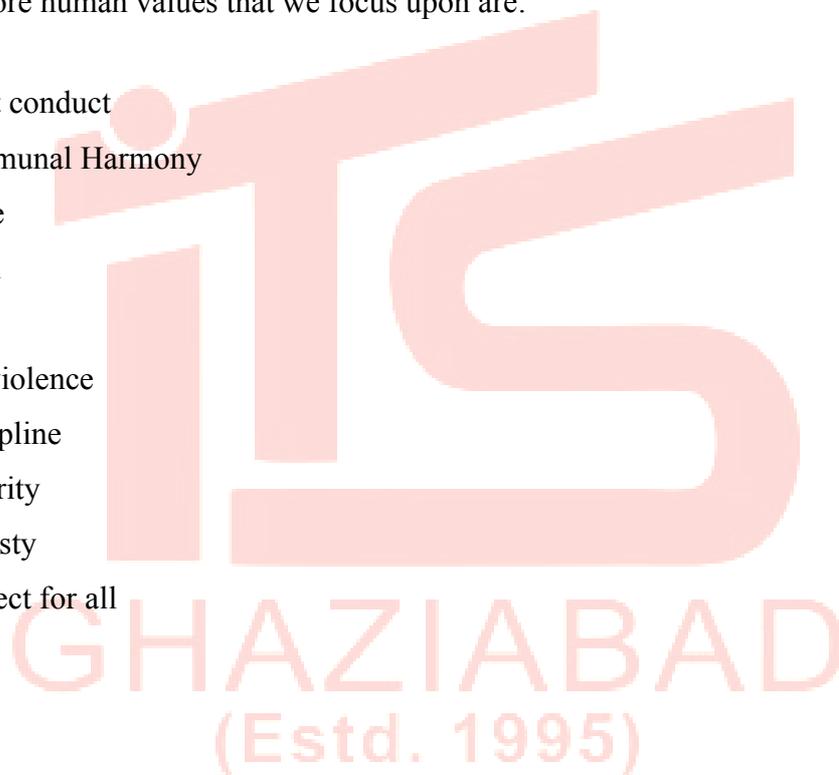
1. Moral reasonableness i.e., willing and able to be morally responsible.
2. Moral hope i.e., believes in using rational dialogue for resolving moral conflicts.
3. Respect for persons, which means showing concern for the well-being of others, besides oneself.
4. Tolerance of diversity i.e., respect for ethnic and religious differences, and acceptance of reasonable differences in moral perspectives.

HUMAN VALUES

Human value is defined as “a principle that promotes well-being or prevents harm. The various people responsible for inculcating and evolving human values are parents, religious leaders & gurus in daily life and teachers at the institute’s level. Human values can assure a happy and harmonious human society. At I.T.S Ghaziabad, we cultivate and inculcate these values in the students and staff through teaching and conducting various value based activities.

The six core human values that we focus upon are:

1. Right conduct
2. Communal Harmony
3. Peace
4. Truth
5. Love
6. Nonviolence
7. Discipline
8. Integrity
9. Honesty
10. Respect for all



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PROFESSIONAL ETHICS

the conduct or qualities that characterize or mark a profession or professional; it implies quality of workmanship or service. Professional ethics guide how members of a professional organization should, or should not, affect others in the course of practicing their profession.

TEN GOLDEN RULES:

1. Always strive for excellence

This is the first rule to achieving greatness in whatever endeavour you undertake this is the quality that makes you and your work stand-out. Excellence is a quality of service which is unusually good and so surpasses ordinary standards, it should be made a habit for it to make a good impression on your bosses and colleagues.

2. Be trustworthy

In today's society trust is an issue and any employee who exhibits trustworthiness is on a fast track to professionalism. Trustworthiness is about fulfilling an assigned task and as an extension- not letting down expectations, it is been dependable, and reliable when called upon to deliver a service. In order to earn the trust of your bosses and colleagues, worth and integrity must be proven over time.

3. Be accountable

To be accountable is to stand tall and be counted for what actions you have undertaken, this is the blameworthiness and responsibility for your actions and its consequences- good or bad.

4. Be courteous and respectful

Courteousness is being friendly, polite and well-mannered with a gracious consideration towards others. It makes social interactions in the workplace run smoothly, avoid conflicts and earn respect. Respect is a positive feeling of esteem or deference for a person or organization; it is built over time and can be lost with one stupid or

considerate action. Continued courteous interactions are required to maintain or increase the original respect gained.

5. Be honest, open and transparent

Honesty is a facet of moral character that connotes positive and virtuous attributes such as truthfulness, straightforwardness of conduct, loyalty, fairness, sincerity, openness in communication and generally operating in a way for others to see what actions are being performed. This is a virtue highly prized by employers and colleagues, for it builds trust and increases your personal value to all.

6. Be competent and improve continually

Competence is the ability of an individual to do a job properly, it is a combination of knowledge, skills and behaviour used to improve performance. Competency grows through experience and to the extent one is willing to learn and adapt. Continuous self-development is a pre-requisite in offering professional service at all times.

7. Always be ethical

Ethical behaviour is acting within certain moral codes in accordance with the generally accepted code of conduct or rules. It is always safe for an employee to “play by the rules”. This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This may cause friction in some organizations but ethical organizations will always stand by the right moral decisions and actions of their employees.

8. Always be honourable and act with integrity

Honourable action is behaving in a way that portrays “nobility of soul, magnanimity, and a scorn of meanness” which is derived from virtuous conduct and personal integrity. This is a concept of “wholeness or completeness” of character in line with certain values, beliefs, and principles with consistency in action and outcome.

9. Be respectful of confidentiality

Confidentiality is respecting the set of rules or promise that restricts you from further and unauthorized dissemination of information. Over the course of your career, information will be passed on to you in confidence – either from the organization or from colleagues- and it is important to be true to such confidences. You gain trust and respect of those

confiding in you and increase your influence within the organization.

10. Set good examples

Applying the foregoing rules helps you improve your professionalism within your organization but it is not complete until you impact knowledge on those around and below you. You must show and lead by good example. Being a professional is about living an exemplary life within and without the organization. Professionalism is highly valued by every organization today and professionals are hardly out of work. Apply the ten golden rules of ethics and enjoy a wonderful, professional and prosperous career.



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WORK ETHICS

Work ethics is defined as a set of attitudes concerned with the value of work, which forms the motivational orientation. It is a set of values based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

The work ethics are aimed at ensuring the economy (get job, create wealth, earn salary), productivity (wealth, profit), safety (in workplace), health and hygiene (working conditions), privacy (raise family), security (permanence against contractual, pension, and retirement benefits), cultural and social development (leisure, hobby, and happiness), welfare (social work), environment (anti-pollution activities), and offer opportunities for all, according to their abilities, but without discrimination. Work ethics are not just hard work but also a set of accompanying virtues, whose crucial role is the development and sustaining of high degree of professionalism.

Professional ethics is the set of standards adopted by professionals. Engineering ethics is the set of ethical standards that applies to the engineering profession. Some of the important characteristics of professional ethics are:

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PROFESSIONAL VALUES

1. **Integrity:** Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well informed decisions. It is one of the self-direction virtues. It enthralls people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.

2. **Credibility& Responsibility:** The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

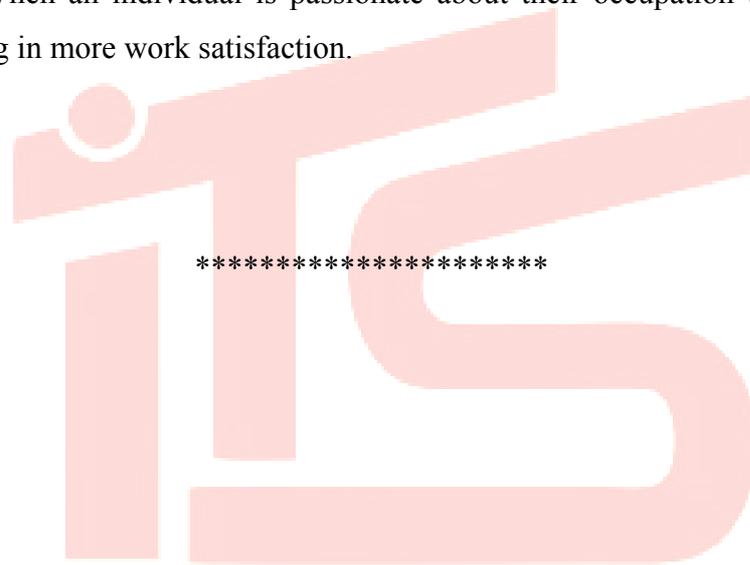
3. **Loyalty:** Loyalty is faithfulness or devotion to a person, country, group, or cause. Loyalty is a trait highly valued in working professionals. Students are taught to be loyal to the institute, the society, their fellow citizens and to the nation.

4. **Commitment:** Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

5. **Attitude:** It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Positive attitude people are most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day to day life. Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.

6. **Valuing Time:** Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. Time management is the key to increase effectiveness, efficiency or productivity.

7. **Passion:** Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction.



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INSTITUTE OF TECHNOLOGY & SCIENCE

Mohan Nagar, Ghaziabad

Affiliated to A.P.J. Abdul Kalam Technical University, Lucknow



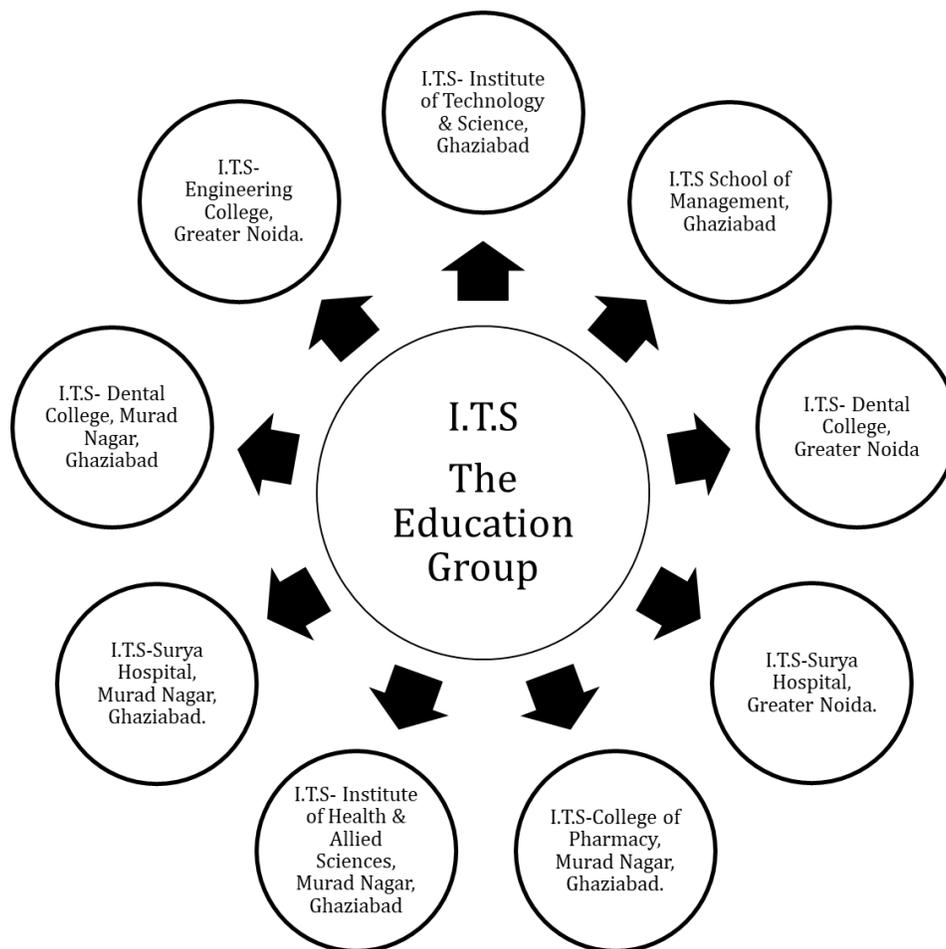
Master of Business Administration (MBA)

Students' Handbook

Session 2021-22

I.T.S - THE EDUCATION GROUP

I.T.S The Education Group, is a well-established name in the world of education. Founded in 1995 by its visionary Chairman Dr. R.P. Chadha, it is a name to reckon with in the field of higher education and has been consistently ranked for excellence in education. The Group institutions are highly esteemed establishments in their respective fields of specialized professional education. The following institutions function under the umbrella of I.T.S-The Education Group:



The programs offered by these institutions range from Management (MBA, PGDM, BBA); Information Technology (MCA, BCA) and Engineering (B.Tech., M. Tech) to Dentistry (BDS, MDS); Physiotherapy (BPT, MPT); Pharmacy (B. Pharma, M. Pharma) and Biotechnology (B. Sc., M. Sc.). All the Group Institutions function with state-of-the-art infrastructure housed in sprawling and lush green campuses located at Mohan Nagar and Murad Nagar in Ghaziabad and Greater Noida. The four campuses are situated at premium geographic locations and are well connected with the entire Delhi and National Capital Region through all means of transport.

I.T.S always strives for excellence in education. With conformity to strictest quality norms, it adheres to the dictum of imparting the best of education through focus on teaching, research, training, and consultancy. Value addition in the form of industry inputs, research work, seminars and conferences, MDPs and FDPs are a way of life at ITS Ghaziabad. It ensures that our students are exposed to opportunities of holistic development and are employment ready on completion of their respective courses.

To provide global learning exposure the group institutes have tie ups for student exchange program and collaboration for research with various foreign universities.

More than 8000 students, shape their destiny by studying for professional qualifications at the group institutions. This is in testimony to the acceptance and recognition by the beneficiaries of the tireless efforts of the group to impart the best of education in the most congenial environment. The Group lays due stress on development of the students not only as a professional but also as a worthy member of the society. A range of co-curricular activities like sports, gym, international tours, social service activities for the needy, environment protection drives, divergent function wise clubs and committees, excursions and industry visits, contests and quizzes and performance by celebrity artists from films, sports and entertainment world provide a multi dimension personal and professional growth to students. Students get ample opportunities to work in teams and demonstrate their professional leadership skills in organization of these activities. To promote the spirit of excellence scholarships are granted for meritorious performance across the courses and institutions in the group.

The I.T.S Group Institutes provide interaction and guidance by experienced and qualified faculty who also act as mentors. The Campuses are Wi-fi enabled and state-of-the- art infrastructural support with library and laboratory resources and information technology backing are provided at a hardware and software level which is ahead of the times to ensure that the latest and the best is available to the students for their academic and professional growth.

INSTITUTE OF TECHNOLOGY & SCIENCE, GHAZIABAD

I.T.S Ghaziabad was established in the year 1995 with a view to impart quality education in the field of Management and Information Technology. The Institute offers AICTE approved professional education through accredited courses in Master of Business Administration (MBA), and Master of Computer Application (MCA) affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow. Intellectual Capital at the Institute lies in its faculty who are committed for holistic development of the students. The Institute provides practice-oriented learning with the help of strong industry interface. It fosters all round development and enhancement of knowledge base among students through extra-curricular and co-curricular activities. Institute's bright young students have embarked upon promising careers in the corporate world and have created success stories across the globe.

Recognition:

- Accredited with "A" grade by National Assessment and Accreditation Council (NAAC)
- An ISO 9001:2015 Certified Institute
- I.T.S The Education Group holds Guinness World Record

Vision

Creating a Thinking Professional Order

Mission

To make incessant endeavor to create learning processes in response to changing managerial paradigms.

Objectives

- Generating new learning techniques
- Improving teaching processes
- Expanding the information technology capacity
- Strengthening the industry interactive network
- Facilitating professional practitioners in realizing their potential
- Inculcate team spirit among the learners

Master of Business Administration

Program Educational Objectives (PEO):

PEO1: To deliver the right mix of Knowledge, Skills and Transferable Skills.

PEO2: To develop conceptual and analytical abilities required for effective decision making.

PEO3: To have comprehensive understanding of the corporate world and contemporary practices.

PEO4: To excel in higher education in management

PEO5: To prepare students to be Corporate ready and to be effective management professional

Program Outcomes (POs):

A student should have following attributes at end of the program:

PO1: Domain knowledge, skills and competence both in depth and breath

PO2: Ability to apply knowledge in solving real life business problems

PO3: Logical thinking, analytical skills and awareness of contemporary issues

PO4: Transferable skills:

- ✓ Effective communication both written and verbal
- ✓ Presentation skills
- ✓ Teamwork and interpersonal skills
- ✓ Positive attitude
- ✓ Confidence
- ✓ Adaptability/ resilience to change

AICTE Model Curriculum Ordinance

Master of Business Administration

The Model Curriculum provides flexibility in designing curriculum and assigning credits based on the course content and hour of teaching. The Model Curriculum provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective and open elective courses. The MODEL CURRICULUM provides a cafeteria type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses, and acquired more than the required credits, and adopt an interdisciplinary approach to learning. The courses shall be evaluated on the grading system, which is better than the conventional marks system. It is necessary to introduce the grading system to make the uniformity among all technical institutions of India. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the AICTE has formulated the guidelines to be followed.

DEFINITIONS OF KEY WORDS:

University: Dr. A.P.J. Abdul Kalam Technological University, Lucknow (APJAKTU).

Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.

Semester: Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.

Model Curriculum: The Model curriculum provides choice for students to select from the prescribed courses (*core, elective and Foundation Courses*).

Program: An educational program leading to award of a degree.

Course: Usually referred to, as 'papers' is a component of a program. All courses need not carry the same weightage. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.

Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters A⁺, A, B⁺, B, C, D, E and F.

Grade Point: It is a numerical weightage allotted to each letter grade on a 10-point scale.

Credit: A unit by which the course work is measured. It determines the number of hours of instructions. One credit is equivalent to 10-12 hours of teaching.

Credit Point: It is the product of grade point and number of credits for a course.

Semester Grade Point Average (SGPA): It is a measure of academic performance of student/s in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

Yearly Grade Point Average (YGPA): It is a measure of academic performance of student/s at the end of the academic year. The formula used to calculate YGPA is given in section 13.4 (b). It shall be expressed up to two decimal places.

Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters and it will display at the end of the program. The CGPA is the ratio of total credit points earned by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

First Attempt: If a student has completed all formalities and become eligible to attend the examinations and has attended at least one subject of passing, such attempt (first sitting) shall be considered as first attempt.

Transcript or Grade sheet or Certificate: Based on the grades earned, a grade sheet/certificate shall be issued to all the registered students at the end of every academic year. The grade sheet/certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of both semesters and YGPA earned till that academic year. Final year grade sheet shall also display the CGPA.

The Model curriculum provides choice for students to select from the prescribed courses.

Sequencing Plan for the MBA Curriculum

Semester	Course Coverage
I and II	Core Courses
III and IV	Core Courses and Specialization

1. ADMISSION

Admission to **MBA** 1st Year in 1st semester will be made as per the rules prescribed by the Academic Council of the Dr. A.P.J. Abdul Kalam Technical University (APJAKTU) Lucknow and also according to latest notification of government of Uttar Pradesh (UP).

2. ELIGIBILITY FOR ADMISSIONS

2.1 Admission to MBA First Year through Entrance Examination:

Candidates who have passed a minimum of three years of Bachelors' degree or equivalent qualification with at least 50% marks (relaxation for SC/ST candidates of 5%) from a recognized university.

2.2 Direct admission on vacant seats at institution/college level:

The eligibility criteria for direct admission is a minimum 3 years Bachelor Degree or equivalent from a recognized university with at least 50% marks or as may be notified from time to time by AICTE/University/Government of Uttar Pradesh.

2.3 The Academic Council shall have power to amend or repeal the eligibility criteria laid down at clause 2.1. as per the guidelines of AICTE.

2.4 Every student admitted to the MBA program shall apply on prescribed form through respective college/institute to the registrar of the university for enrolment with all the necessary document such as migration certificate (in original)/ transfer certificate, as the case may be, and self -attested copies of all required academic certificates.

3. ATTENDANCE

3.1 Every student is required to attend all the lectures, tutorials, practicals and other prescribed curricular and co-curricular activities. Student is expected to attend 100% classes including practical, seminars, special lectures etc. However, a minimum 75% attendance is required for appearing in the End Semester Examination.

3.2 Out of 100%, attendance can be condoned up to 25% on medical grounds or for other genuine reasons beyond the control of students by the Principal/Director

3.3 A further relaxation of attendance up to 15% for a student can be given by Head of Institution/college provided that he/she has been absent with prior permission of the Head of the institution/college for the reasons acceptable to him.

3.4 No student will be allowed to appear in the end semester examination if he / she do not complete 60% attendance or satisfy the overall average attendance requirements of Clause Nos. 3.1, and 3.2. and such candidate(s) shall be treated as having failed and will be further governed by clause no. 4.2

and 4.3.

3.5 In each semester, the attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

DURATION OF COURSES

4.1 Total duration of the MBA course shall be 2 years, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days or as prescribed by AICTE from time to time.

4.2 The student admitted to 1st year MBA shall complete the course within a period of four academic years from the date of first admission, failing which he/she has to discontinue the course.

4.3 A candidate, who has failed twice in first year due to any reason (either due to his/her non-appearance or he/she is being not permitted to appear in semester examinations) shall not be allowed to continue his/her studies further. Provided further that if a student wishes to continue third time in first year, he/she may be allowed on the terms and conditions laid down by the University for such permission, but the maximum time allowed for completing the course will remain the same as in clause 4.2.

4.4 A student who wishes to temporarily discontinue the program and continue the same subsequently, has to obtain prior permission from the Registrar of University by applying the director/head of the college or institute. Such student must take admission to the same semester again from where he/she discontinued. However, the student shall be required to complete the program as per clause 4.2.

5. CURRICULUM

5.1 The 2-year curriculum has been divided into 4 semesters and shall include lectures, tutorials, practical's, seminars and projects etc. in addition to industrial training and educational tour etc. as defined in the scheme and executive instructions issued by the University from time to time.

5.2 The curriculum will also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the University from time to time.

6. CHANGE OF COLLEGE

6.1 Change of College shall not be permitted.

6.2 Change of study center shall not be permitted.

7. EXAMINATION

7.1 The performance of a student in a semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be based on class tests, assignments/tutorials, quizzes/viva-voce, and attendance. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester. The end semester examination shall be comprised of written papers, practicals and viva-voce, inspection of certified course work in classes, project work or by means of any combination of these methods.

7.2 The distribution of marks for sessional, end semester theory papers, practical and other examinations, seminar, project and industrial training shall be as prescribed. The practical's, viva-voce, projects and reports shall be examined/evaluated through internal and external examiners as and when required.

7.3 The marks obtained in a subject shall consist of marks allotted in end semester theory paper and sessional work.

8. ELIGIBILITY OF PASSING

8.1 A student who obtained Grades A+ to E shall be considered as passed. If a student secured “F” grade, he /she has to reappear for the examination.

- a) For a pass in a Theory Subject, a student shall secure minimum of 30% of the maximum marks prescribed by the University in the end semester examination and 40% of aggregate marks in the subject including sessional marks. i.e. Minimum Passing Grade is “E”.
- b) For a pass in a Project reports/ Viva-voce examination/ Comprehensive Viva-voce , a student shall secure a minimum of 50% of the maximum marks prescribed by the University examinations in the relevant Practical/Internship/Project/Viva-voce examination and 40% of marks in the aggregate in the Practical/Internship/Project/Viva-voce including sessional marks. i.e. Minimum Passing Grade in a course is “E”.
- c) For a pass in the subject which has only sessional component and No End semester exam component, such as Seminar, a student shall secure a minimum of 40% of the maximum marks prescribed. i.e. Minimum Passing Grade is “E”.

8.2 The students who do not satisfy the condition 8.1 or the student who remains absent shall be deemed to have failed in that subject and may reappear for the University examination in the subsequent examinations. However, the Sessional marks awarded to the student/s at previous attempt in the concerned subject will be carried forward.

8.3 The student who passes a course of a semester as per 8.1 shall not be allowed to appear for the same again, unless he/she opts for abandoning of result as per 8.4-8.8.

8.4 A student may at his/her desire opt to abandon his/her performance of a semester in following manner.

- a) A student may opt to abandon his/her performance only in university examination of the semester.
- b) A student may opt to abandon his/her total performance of the semester which includes performance in university examination and sessional marks.
- c) A student may opt to abandon his/her performance in university examination of any or both semester of the same academic year only.
- d) A student shall be allowed to abandon the performance only once during the entire course of study.
- e) Performance of a semester once abandoned cannot be claimed again

8.5 The student who opts to abandon the performance of a semester as per clause 8.4, shall abandon performance in all the courses of that semester irrespective of the fact whether the student passed or failed in any subject of that semester. However, in case of 4th semester performance in project shall not be abandoned.

8.6 The student, who opts to abandon the total performance of the semester including sessional marks, has to take readmission for the relevant semester. Readmission to the first semester in such cases shall not be considered as fresh admission i.e. the student will continue to have the same University Roll Number, which was allotted earlier.

8.7 The student, who opted to abandon his/her performance only in the University examination of a semester and does not desire readmission, shall be permitted to re-appear for examination of all the subjects of the semester in the subsequent examination as an Ex-Student. However, the sessional marks obtained by the student in the abandoned semester shall be retained.

8.8 Such student who opted to abandon the performance at any stage of his / her study and has cleared any paper in more than one attempt are eligible for the award of DIVISION at the MBA degree level but are not eligible for the award of RANKS and HONOURS degree.

8.9 A student shall be declared to have completed the program of MBA degree, provided the student has undergone the stipulated course work as per the regulations and has earned at least 108 Credits.

9. ELIGIBILITY FOR PROMOTION

9.1 There shall not be any restriction for promotion from an odd semester to the next even semester.

9.2 For promotion to next academic year student should either completely clear all the subject of any of the semester of an academic year or earn the credit greater than or equal to the minimum credits of either of the semester of that academic year.

9.3 In yearly result, a student shall be declared PASS only if he/she secures “E” or above grades in all the subjects and minimum Semester Grade Point Average (SGPA) of 5.0, in each semester of an academic year. If a student’s SGPA in a semester is less than 5.0 result to be declared CPA in that semester. If a student satisfies clause 9.2 but fails to satisfy clause 9.3, he/she shall be promoted to next academic session with less aggregate and result shall be marked as PCPA.

CPA/PCPA: he/she shall be allowed to appear in the improvement examination of the theory subjects of that each semester. Such student after passing the said subjects in subsequent examination(s) will be awarded with grade according to marks he/she scores in the subsequent examination(s)

9.4 Student himself can decide to abandon the performance of any or both the semesters of same academic year as per clause 8.4 and reappear in abandoned semester examination as per clauses 8.5, 8.6, 8.7 and 8.8.

10. CARRY OVER SYSTEM

10.1 Following rules shall be followed for carry over papers:

- A candidate who satisfies the requirements of clause 8.1 (a) and 8.1 (b) will be required to appear in those theory papers / practical during respective end semester exams in which he/she failed.
- A candidate satisfying clause 8.4 (a) shall be required to appear in theory papers / practical examination to fulfil the requirements of clause 8.1(a) and 8.1 (b).
- A candidate shall be required to exercise his/her choice of minimum theory papers in which he/she desires to appear in the examination for improvement of SGPA to fulfil the requirements of clause 9.3.

10.2 All carryover examinations shall be held only with end semester examination.

11. RE-ADMISSION IN THE INSTITUTION/ COLLEGE

A candidate may be allowed for re-admission provided he/she satisfies one of the following conditions:

11.1 A candidate is declared fail.

11.2 A candidate did not appear in a semester examination / or he/she was not granted permission to appear in the examination.

11.3 A candidate has been detained by the institute and subsequently has been permitted to take re-admission (**ANNEXURE-I**).

11.4 A candidate as an Ex-student passed the examination of the academic year or qualified carry over system.

11.5 A candidate promoted with carry over subject and he / she opted for readmission.

12. COURSES

12.1 There will be two types of courses.

i) Core Courses: This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirements of a program in a said discipline of study.

ii) Elective Courses: This is course, which can be chosen from the pool of papers. It may be supportive to the discipline/ providing extended scope/enabling an exposure to some other discipline / domain / nurturing student proficiency skills.

12.2 The minimum number of students to be registered for an Elective to be offered shall be not less than twenty percent (20%) of the enrolled students.

12.3 A student may be permitted to opt or change of elective subject till 15 days before the date of commencement of the third semester, as per the calendar of the university.

13. COMPUTATION OF SGPA, YGPA AND CGPA

13.1 The Dr. A.P.J. Abdul Kalam Technical University (APJAKTU) Lucknow adopts absolute grading system wherein the marks are converted to grades and every semester results will be declared with semester grade point average (SGPA). Yearly Grade Point Average (YGPA) shall be calculated at each year by calculating from the formula given in section 13.4 (b) of an academic year. The Cumulative Grade Point Average (CGPA) shall be calculated at the end of last semester of the program. The grading system is with the following letter grades and grade points scale as given below:

Level	Outstanding	Excellent	Very Good	Good	Above Average	Average	Poor	Fail
Letter Grade	A ⁺	A	B ⁺	B	C	D	E	F
Grade Points	10	9	8	7	6	5	4	00
Score (Marks) Range	≥ 90	<90	<80 ≥70	<70 ≥60	<60 ≥50	<50 ≥45	<45 ≥40	< 40

13.2 A student obtaining Grade ‘F’ in a subject shall be considered failed in that subject and will be required to reappear in the examination. Such students after passing the failed subject in subsequent examination(s) will be awarded with grade according to marks he/she scores in the subsequent examination(s).

13.3 The University has right to scale/moderate the theory exam/practical exam/sessional marks of any subject whenever required for converting of marks into letter grades based on the result statistics of university as in usual practice.

- a) The modality for moderation of marks before the declaration of result shall be decided by a committee of Pro-Vice Chancellor, Dean UG, Assoc. Dean UG and Controller of Examination.
- b) The modality for moderation of marks if needed after the declaration of result shall be decided by a committee of Pro-Vice Chancellor, Dean UG, Assoc. Dean UG, Controller of Examination and an external member not below the rank of Professor nominated by the Vice Chancellor.
- c) If the candidate(s) appeared in the examination but theory marks are not available due to missing of copy by any reason, the average marks may be awarded as decided by the committee mentioned in 13.3(a). In case of missing/unavailable of sessional marks, Controller of Examination can take decision as per the provision laid down by the Examination Committee.
- d) The Committee defined in 13.3 (a) shall also fix up the responsibility and recommend the punishment for occurrence of such case(s) in 13.3(c).
- e) All the matters defined under 13.3(a) to 13.3 (d) shall be executed subject to the approval of Academic Council of the APJAKTU.

13.4 COMPUTATION OF SGPA, YGPA AND CGPA

The following procedure to compute the Semester Grade Point Average (SGPA), Yearly Grade Point Average (YGPA) and Cumulative Grade Point Average (CGPA):

a) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e. $SGPA (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$ where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

b) The YGPA (Yearly Grade Point Average) is calculated at end of each year as:

$$YGPA = \frac{SGPA(\text{odd}) * \sum C_i(\text{odd}) + SGPA(\text{even}) * \sum C_i(\text{even})}{(\sum C_i(\text{odd}) + \sum C_i(\text{even}))}$$

c) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a program, i.e. $CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$ where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

d) The SGPA shall be calculated at end of each semester and YGPA shall be calculated at the end of each academic year. CGPA shall be calculated at the end of last semester of the Program and shall be rounded off to 2 decimal places and reported in the transcripts / grade Sheet.

Illustration for Computation of SGPA, YGPA and CGPA

Computation of SGPA of odd semester Illustration No.1

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	5.5	B ⁺	8	5.5x8 = 44
Course 2	4	C	6	4x6 = 24
Course 3	5	B	7	5x7 = 35
Course 4	3	A ⁺	10	3x10= 30
Total	17.5			133

Thus, $SGPA = 133/17.5 = 7.6$

Computation of SGPA of even semester Illustration No.2

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	5.5	B ⁺	8	5.5x8 = 44
Course 2	4	C	6	4x6 = 24
Course 3	5	B	7	5x7 = 35
Course 4	3	A ⁺	10	3x10= 30
Course 5	3	F	0	3x0= 00
Total	20.5			133

Thus, SGPA= 133/20.5 =6.48

$$YGPA = (SGPA_{(odd)} * \sum C_i(odd) + SGPA_{(even)} * \sum C_i(even)) / (\sum C_i(odd) + \sum C_i(even))$$

Thus, YGPA = 7.6 * 24 + 6.48 * 27 / (24 + 27) = 7.0

Illustration No.2a

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 5	3.0	E	4	3.0 x 4 = 12

$$C_i \text{ (First Attempt)} + C_i \text{ (Subsequent Attempt)} = 133 + 12 = 145$$

Thus SGPA= 145/20.5 = 7.07

CGPA after Final Semester

Semester	I	II	III	IV
Credit	24	27.0	29.5	27.5
SGPA	7	8.5	9.2	6.86

$$\text{Thus, CGPA} = (24 \times 7 + 27 \times 8.5 + 29.5 \times 9.2 + 27.5 \times 6.86) / 108 = 7.94$$

13.5 Transcript (Format): Based on the above recommendations on Letter grades, grade points, SGPA of each semester, and YGPA of an academic year, a consolidated Transcript indicating performance in a particular academic year.

13.6 CGPA (calculated at the end of the last semester of the program) shall be issued.

14. CONVERSION OF CGPA INTO PERCENTAGE

Formula for the conversion of CGPA into Percentage is $(\text{CGPA}-0.75) \times 10 = \text{Percentage of marks scored}$.

Illustration: $(7.94-0.75) \times 10 = 71.9\%$

15. AWARD OF DIVISION, RANK AND MEDALS

15.1 Division and CGPA shall be awarded only after the fourth and final semester examination based on integrated performance of the candidate for all the fourth semesters as per following details:

- a) A candidate who qualifies for the award of the degree securing E or above grades in all subjects pertaining to all semesters in his/her first attempt within four consecutive semesters (two academic years), and in addition secures a CGPA of 7.5 and above for the semesters I to IV shall be declared to have passed the examination in **FIRST DIVISION WITH HONOURS**.
- b) A candidate who qualifies for the award of the degree by securing E or above grades in all subjects of all the semesters within a maximum period of four semesters, after his/her commencement of study in the 1st semester and in addition secures CGPA not less than 6.5 shall be declared to have passed the examination in **FIRST DIVISION**.
- c) All other candidates who qualify for the award of degree by securing E or above grades in all subjects of all semesters within a maximum period of four semesters, after his/her commencement of study in the 1st semester and in addition secures CGPA not less than 5.0 shall be declared to have passed the examination in **SECOND DIVISION**.
- d) If two students get the same CGPA, the tie should be resolved by considering the number of times a student has obtained higher SGPA; but, if it is not resolved even at this stage, the number of times a student has obtained higher grades like A⁺, A, B⁺, B etc shall be considered in rank ordering of the students in a program.

15.2 The Gold, Silver and any other Medals as decided by the university shall be awarded to students falls in the top ranks of various courses as per university rules.

16. SCRUTINY AND RE-EVALUATION

16.1 Scrutiny shall be allowed in only theory papers.

16.2 Revaluation of theory/practical papers is permitted only with certain conditions as laid down by university.

17. UNFAIR MEANS

Cases of unfair means shall be dealt as per the rules and regulations of the University and UP Public examination (Prevention of unfair means) at if any in prevalence. (**ANNEXURE-II**).

18. AWARD OF SESSIONAL MARKS

Sessional marks for theory subjects shall be awarded as prescribed and at present the break-up of sessional marks shall be as follows:

a) Theory Subjects:

i) Class test which will comprise 30% of total theory marks with two mid-term tests of equal weightage.

ii) Teacher Assessment Tutorial/Assignment/ Quizzes/ Attendance comprises 20% of total theory marks.

b) Make-up test may be held only for those students who could not appear in any one of mid-term class tests due to genuine reasons for which the prior permission from the Head of Institution/College was taken. Make up test shall ordinarily be held about two weeks before the semester examination. The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher upto that time.

19. AWARD OF SUMMER TRAINING PROJECT REPORTS

Each student must successfully complete a following project for the award of MBA degree.

a) At the end of second semester examination, it is mandatory for every student of MBA to undergo on -the-job practical training in any manufacturing, service or financial organization. The training will be of 6 to 8 weeks duration. The college/institute will facilitate this compulsory training for students.

b) The student, after the completion of training will submit a report to the College/Institute which will form part of third semester examination. However, the report must be submitted by the end of September 30.

20. AWARD OF RESEARCH PROJECT REPORT

In fourth semester, the candidates will have to submit a Research Project Report on a problem / topic (from the specialization areas) to be assigned by the department MBA under the supervision of a core faculty member of the department.

Both Project: Summer Training Report and Research Project Report shall be treated as project work and remuneration shall be paid as notified by university from time to time in respect of project evaluation.

21. CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled if:

He / She is not found qualified as per AICTE / State Government norms and guidelines or the eligibility criteria prescribed by the University or He / She is found unable to complete the course within the stipulated time as prescribed in clause 4.2 or He / She is found involved in creating indiscipline in the Institution / College or in the University.

22. The Academic Council shall have the power to relax any provision provided in the ordinance in any specific matter/situation subject to the approval of Executive Council of the University and such decisions shall be reported to the Chancellor of the university.

ANNEXURE-I

STATUS OF DETAINED STUDENTS

1. Following amendments have been approved for status of detained students in any semester

- a) An academic year consists of two semesters (Odd and Even semester) comprising of 15 to 18 weeks of academic work equivalent to 90 actual teaching days. Attendance of the student shall be counted from the date of admission in the college or start of academic session whichever is later in each semester.
- b) Students detained in ODD semester shall be given an option to choose either to discontinue the study in Even semester and abandon the entire academic year (both semester) as laid down in clause 8.4 and repeat the entire year course in the next academic year OR to abandon only the ODD semester as laid down in section 8.4 of the ordinance. If the student chooses to Abandon the relevant semester only, he/she shall be further governed by the clause 8.5 and 8.6 of the ordinance.
- c) If such a student abandons only the ODD semester performance and prefers to study in EVEN semester and attains the minimum credits to meet the eligibility for promotion as given in clause 9.2 (From the performance of only EVEN semester), he/she then must study only the ODD semester (in which the student was detained) in the subsequent academic year as a re-admitted student. If he fails to get minimum credits required for promotion in EVEN semester he will be considered FAIL in entire year and will have to repeat both semester in the

subsequent year.

- d) Students detained in EVEN semester shall be given an option to choose either to abandon the entire academic year (both semester) as laid down in clause 8.4 and repeat the entire year course in the next academic year OR to abandon only the EVEN semester as laid down in section 8.4 of the ordinance. E) If the student chooses to Abandon the relevant semester only, he/she shall be further governed by the clause 8.5 and 8.6 of the ordinance. If such a student abandons only the EVEN semester performance, then it will be verified whether he/she has attained the minimum credits required to be promoted to next year as given in clause 9.2 (From the performance of only ODD semester). If he/she did then he/she have to study only the EVEN semester (in which the student was detained) in the subsequent academic year as a re-admitted student. Otherwise, he/she will be considered fail in entire year and will have to repeat both semester in the subsequent year.

2. Method to convert the of results of students who were admitted in non-MODEL CURRICULUM system however due to failing in any year now studying as re-admitted student in MODEL CURRICULUM system.

It was proposed that the old examination of result of such students shall be converted to grading system by the computation of SGPA, YGPA and CGPA methods as laid down in section 13.1 and 13.4 of the MODEL CURRICULUM ordinances implemented in University since academic year 2018-19. However, if a student who was declared PASS is old system and as per the calculation of MODEL CURRICULUM system if the SGPA of the student falls below 5.0, such student shall be exempted from minimum criteria of SGPA in each semester.

3. Provision of registering for carryover in practical subjects having no ESE components.

The students can register for carry over in the practical subjects having no ESE components in case they score grade "F" in that subject.

ANNEXURE-II

INSTRUCTIONS AND PENALTY FOR USE OF UNFAIR MEANS

Procedure to be followed by the invigilator / Centre superintendent / observer in case of unfair means:

1. As soon as any case of unfair means comes to the notice of the Invigilator, he/she shall bring it to the notice of the Examination Canter Superintendent of the examination centre as well as the Observer appointed by the University.

2. The invigilator shall take possession of the Answer Book of the candidate along with paper or other material found in his possession and immediately provide the candidate a second Answer Book.
3. The Superintendent shall record the time when the case was brought to his notice. He shall also record the time of issue on the second Answer Book. “(A): UFM-Main Answer Script” should be written on the page cover of the main answer script and “(B): UFM- Second Answer Script” on the cover page of the second answer book.
4. The Invigilator, who detects the use of UFM by a candidate, shall also record his statement about the UFM case on specified UFM format.
5. Centre Superintendent shall also give his statement in specified UFM format.
6. The statements of Invigilator and Centre Superintendent shall be in presence of the observer and shall also submit his / her statement about the incident on the specified format.
7. In case the candidate refuses to give his statement, he should NOT BE forced to do so, only the fact of his refusal and the time of occurrence of the incident should be recorded by the Invigilator/s on duty. The statement of the candidate if any and the statement of the Invigilator/s are attested by the Centre Superintendent and countersigned by the observer.
8. The Examination Center Superintendent / Observer shall also provide the details of the UFM case to the control room of the University through E-mail ONLY.
9. In case a student is found to have written something on the body part a photo of same may be taken on the web cam available etc., if possible.
10. No extra time will be given for completing the Examination as a result of this procedure.
11. After the Examination is over, both of the answer books marked as A (confiscated copy) and B (freshly issued copy) along with the material found in possession and COMPLETELY filled and signed the prescribed FORM and COUNTERSIGNED BY THE OBSERVER SHALL BE SEND IN SEPARATE ENVELOPE MARKED **UFM** TO THE OFFICE OF THE CONTROLLER OF EXAMINATION OF UNIVERSITY.
12. In case a candidate has smuggled out an Answer Book, the Centre Superintendent should call the student directly and try to secure the Answer Book. In case of non-availability of the Answer Book, the matter should be reported to the police and a copy of the FIR are sent to the office of the Controller of Examination along with the statement of the invigilators present in the room, statement of the observer and also of the candidate (if candidate is available).
13. In case of impersonation, the Centre Superintendent shall report the matter to the POLICE. Center superintendent shall also report the incident to the Controller of Examination of the

University along with the detailed report with necessary documents duly countersigned by the observer.

14. In cases of misconduct of serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator/s and that of the other concerned (e.g. Security person etc.) may be obtained and sent to the office of the Controller of Examination.

15. In case of electronic gadgets, the clear photocopy of that from front and back, and the enlarged photocopy of the screen shot / the printout of the material stored in the electronic gadgets duly signed by the candidate, invigilator, Center Superintendent, and countersigned by observer MUST be attached with UFM report. The electronic gadgets need NOT to be sent to the University.

CONVENING OF COMMITTEE ON UNFAIR MEANS:

A Committee (Standing Committee) appointed by the Vice-Chancellor shall enquire into cases of unfair means in the Examination. The student who is involved in UFM cases will be given a chance to submit their representation to the committee, if they want, during a period as specified via circular by the office of the Controller of Examination. The Committee shall thoroughly examine the cases based on the material / documents placed and student report (if any). The committee shall submit its recommendations after laying down clearly the nature of the offence to the Vice Chancellor for consideration and necessary orders.

TABLE SHOWING PUNISHMENT DETAILS FOR UNFAIR MEANS W. E. F. FROM EVEN SEMESTER OF SESSION 2017-18 OF THE UNIVERSITY:

A	Doesn't follow the instructions given by the Center Superintend / Invigilator.	Warning will be issued to the candidate not to repeat in future. If repeated, CONCERNED PAPER will be awarded ZERO marks or "F" grade.
A1	Communicates with another examinee or try to pass on Information even after a word of caution from the invigilator or any competent authority.	
A2	Any sort of writing on the question paper except the Roll No. at the given space.	
A4	Any exam relevant literature found near or just beneath his/her seat but he/she has not copied from the said material as curtained by the Center Superintend/ Observer/invigilator.	
A5	Use of indecent or abusing words in the answer book.	
A6	Attempts to remove Encrypted code/Bar Code or any	

	Sticker from the answer book.		
A7	Indulges in writing them after relevant to subject before Commencement of examination		
A8	Attempts oral communication with another examinee		
A9	Indecent behaviour at the examination Centre or in the examination hall		
B	If the examinee is found in possession notes, chits, answer book of any other examinee etc. however he/she has not Written from the said material in his/her answer book	Cancellation of result of CONCERNED PAPER and will be awarded ZERO marks or “F” grade in that paper.	
B1	Deliberately reveals his identity or intentionally makes some irrelevant symbols, sketches etc. in the answer book which may reveal his identity.		
B2	Possess any sort of exam relevant material in the examination hall or even outside the examination hall like toilet, lobby etc. or tries to contact any unauthorized person during the exam timings		
B3	Brings any electronic gadgets (except memory less scientific calculator if permitted in that paper) in the examination hall.		
B4	Attempts to bribe the examiner by mentioning address, contact detail, mobile no. etc. or to contact the examiner directly or through any representative for his/her favor		
B5	Any sort of writing on the question paper regarding solution of the questions.		
C	Examinee has copied from the subject exam relevant material, Scribble on chits, compass box, calculator, pad, cloth, handkerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone.		Cancellation of result of the CONCERNED PAPER and two other papers in which the candidate has secured the minimum marks percentage among the rest of the papers except the paper in which candidate has UFM. That is total three papers will be awarded ZERO marks or “F” grades.
C1	Examinee has indulged in exchange of answer book with other examinee.		
C2	Examinee has copied from another examinee or deliberately allows other examinee to copy from his own answer book or pass on the exam relevant material or literature in any form to another examinee in exam hall.		
C3	If the examiner find some written/printed papers etc. of exam related material from the answer book of an examinee		

C4	Attempts to get rid of or to destroy any kind of exam relevant prohibited material with which he is caught or helps other in such an act.	
C5	Examinee is found to throw away his answer book, supplementary, question paper, practical job or part there of	
C6	If examinee is found to have torn the answer book, question paper, any other exam related material or part There of his/her own or other examinee	
C7	If the examiner reports that in the examinee's answer book Is written with more than one type of handwriting	
C8	If the examiner reports about missing pages or additional pages in the answer book of examinee.	
C9	If the examinee obstructs the process of conducting the Examination in anyway.	
C10	If the examinee tries to destroy the evidence by chewing the chit or in any other manner, which was found in his possession during examination	
C11	If the examinee attempts to bribe by way of Keeping currency notes in his/her answer book	
C12	If the examination committee is satisfied from there port of the examiner that the candidate has copied from one another or from any other sources or involving in mass Copying during the examination.	
C13	Possess any sort of exam relevant material written/printed compass box, calculator, pad, cloth, hand kerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone in the examination hall or even outside the examination hall like lobby etc.	
D	If the examinee obstructs/threatens orally or assaults the Invigilator or any competent authority on exam duty.	Cancellation of result of the all the theory papers in that semester (all the theory papers in that semester will be awarded ZERO marks or "F" grades).
D1	Tries to bring duly written answer book or supplementary from outside	
D2	If the examinee is found with bulk material like book, notebook, and short notes etc. related with the concerned paper.	

E	If person impersonates as examinee and if this is detected during or after the examination.	Cancellation of result of the all the theory papers and practical examination in that semester will be cancelled. (All the theory and practical papers will be awarded ZERO marks or “F” grades in that semester).
E1	If the examinee carries away an answer book, supplementary or practical job or part thereof outside the exam hall.	
E2	Leaves the examination hall without submitting his answer Book or tries to destroy it.	
E3	If the examinee is not appearing in that particular examination but who is a candidate of other examination of the university behaves in an indisciplin manner during particular examination or helps another examinee in using unfair means.	
F	Possesses Gun, Revolver, Knife or any other prohibited we a ponin or around exam hall.	Cancellation of result of the all the theory papers and practical examinations (i.e., the papers and practical examination will be awarded ZERO marks or “F” grades) in that YEAR and candidate must repeat that session.
F1	Physically assaulting invigilator or any competent authority on exam duty.	
G.	<i>(In a Carryover Paper)</i> .If unauthorized material is found with the candidate in bulk such as books, huge cheating material, etc. which shows the clear intention of copying.	The candidate shall be awarded zero marks or ‘F’ grade in that Carryover paper and will not be allowed to appear in that paper for next one year.
H.	If during the examination or afterwards any examinee is found to have indulged in unfair means other than specified in A to G, as above and which has been bearing on the examination or result of the examinee and/or any other examinee.	The examination committee shall decide the penalty depending upon the nature and complexity of involvement of the examinee is concerned on case-to-case basis.

A. ACADEMIC DISCIPLINE and GENERAL CONDUCT

1) Discipline:

The Institute attaches great importance to integrity, good conduct, and a disciplined life. A sense of responsibility accompanied by a high degree of maturity is expected of all the students. The breach of discipline is considered as a serious offence and will invite immediate disciplinary action. The following cases of indiscipline will be treated as misconduct and will invite suitable punishments such as fine, suspensions, even expulsion depending on the gravity of the misconduct.

- a) Habitual late coming.
- b) Absence from the Institute and/ or classes without prior permission.
- c) Destroying/damaging/disfiguring/pilfering the property of the Institute.
- d) Misbehavior with other students/staff of Institute/ visiting faculty/ guests.
- e) Slander or Libel of any kind pertaining to the Institute
- f) Any other act(s) as considered objectionable and not in conformity with the letter and spirit of disciplinary rules.
- g) All cases of gross misconduct such as indulging and /or inciting in physical violence, riotous or disorderly behaviour, making threats in persons or over telephone, fraud, misappropriation, embezzlement of funds, immoral behaviour directed at any student or staff or faculty of the institute.
- h) Possession and/ or use of illegal materials like narcotics, firearm etc.
- i) Abetting and indulging in ragging of any kind.
- j) Abetting and indulging in Sexual Harassment.
- k) Creating any kind of parochial feeling leading to disharmony.
- l) Engaged in any firm/organization under any authority or studying in another institute without written permission from the Director.
- m) Any other activity involving moral turpitude and against interest of the Institute or interest of public in general which may include behavioral aberrations by the students outside the Institute premises.
- n) Going on strike or instigating other students to go on strike for any reason whatsoever.

Faculty may also choose to report the incident to the Director, recommending disciplinary action against the involved student. Following actions can be taken:

- i. Expulsion from the Institute

- ii. Suspension for a specified period
- iii. Awarding a permanent 'F' grade in the module/course concerned
- iv. Scaling down grades obtained in the specific module/course
- v. Repeating the module/course
- vi. Withdrawal of Placement Services
- vii. Any other

2) Smoking / Consumption of Drugs or Alcoholic Beverages

Smoking is strictly prohibited in the campus/administrative building, class rooms, library and computer lab. Consumption of alcoholic beverages is always prohibited in the Institute premises. No person will come to the Institute in an inebriated condition.

3) Plagiarism:

Unless otherwise specified by the faculty the students must not collaborate in any way in their home assignments. The answers as presented to the instructor should be the independent work of each student. They are advised that they should not, in their own interest, communicate their written reports or answers in home assignments to any other student.

4) Dress Code

Students are expected to be dressed in prescribed uniform only, when coming to attend the classes or while on any Institute approved activity inside or outside the campus. The student wearing uniform continues to represent the Institute outside the campus. Students are also required to wear only leather shoes with Uniform. Student Managers without uniform will be refused entry by security personnel at main gate.

5) Handling of Institute's property

a) Institute's property is an asset of all the students. It is the responsibility of all the student managers to keep the property intact.

b) In case any financial responsibility is given to a student, he/she must fulfill it conscientiously. In case money is handed over to any individual student for any particular job assigned to him/her, the accounts for the money must be given to the authorized representative of the Institute within 24 hours of the completion of the assignment.

6) Notices

- a) The notice boards are to be used by the authorized persons to give relevant information concerning their areas of responsibility.
- b) No student shall put up any notice on the board without authorization by the competent authority.
- c) No notice should be taken off the board when it is still relevant.
- d) All notices till one year from the date of issue will be available in the respective departments APO / Director.
- e) Disfiguring or destruction of notice will be treated as a serious offence.
- f) Not aware of a notice is not a sufficient excuse for any information not received by the students.

7) Class Timings

Students are expected to be present in all classes well in advance before the scheduled timings.

8) General Office Hours

The Administrative office timings are from 09:00 AM to 05:30 PM on all working days. Sundays, Second and fourth Saturday of each month and Institute's approved holidays are observed as closed days. However, classes will be conducted for students whenever necessary on these holidays.

9) Personal Safety and Safety of Belongings including valuables

- a) It is desirable that all transactions are made through the Bank. Students are advised to open bank accounts in their own interest and are cautioned against keeping too much cash in their hostel rooms.
- b) Students are cautioned against wearing/keeping jewellery and other valuables with them or in their hostel rooms.
- c) Students who are residents of hostel are also warned against staying late outside the Institute hostel. Any untoward incident outside the Institute shall be the sole responsibility of the student, even if the student has gone out as a part of academic activity.
- d) While the Institute shall provide adequate security, the student alone shall be liable for any loss due to theft etc. of their belongings.

10) Faculty Mentor

A small Group of students shall be attached to a Faculty Mentor during MBA program. Faculty shall help, advise and guide the students with respect to academics, administrative and other issues. Students are advised to be in regular touch with their faculty mentor.

11) Co-curricular Activities: Beyond Class Room- Students Activities at I.T.S

In order to ensure overall grooming and development of a student, equal emphasis is given to activities beyond classroom. These activities are driven by students in the form of various functional clubs. Students are encouraged to take part in various club activities organized time to time as per their interest. Club activities provide opportunity and the platform to the students to showcase talent, to be creative and unleash their potential in different areas. There are eight clubs driven by ITS Management students at Mohan Nagar campus.

B. MEDICAL FACILITIES

(1) Medical facilities are available to the student on campus. A doctor visits the campus between 10.00 AM to 05.30 PM during weekdays. In case of emergency, resident students can contact the hostel warden. A first aid kit is also available with the hostel warden.

(2) Though students are medically examined before final enrollment in the program, however it is advised that information about any chronic ailments, medical history, blood group, etc. be given to the doctor/ warden, which could be useful from medical point of view.

C. ANTI RAGGING POLICIES

"Ragging is prohibited as per the decision of the Supreme Court of India in Writ Petition No. (C) 656/ 1998". To abide by the ruling of Supreme Court, The Institute is committed to a total prohibition of ragging in all forms. If any incident of Ragging comes to the notice of authority, the concerned student will be given liberty to explain and if his/ her explanation is not found satisfactory, the authority would expel him/ her from the Institution. At the time of Orientation Program, every student will be informed about the authorities to whom he/ she has to contact for help and guidance for various purposes connected with the subject of Ragging and threats thereof. Such details will give the address and telephone number of the authorities concerned so as to reduce the dependence on the senior students.

The students should be aware of their own rights and should desist from doing anything against their will even if ordered by the seniors and the Institution shall support them fully in establishing their rights and protecting them. Students should refrain from indulging in any act, which will bring disrepute to the Institute. They should be respectful to their seniors, faculty and staff of the Institute. They should at all times behave in a disciplined manner both inside and outside the Institute and Hostel campus. The students are advised to follow the grievance handling procedure given in these policies for redressal of any grievance.

D. SEXUAL HARASSMENT

Sexual Harassment of any kind is strictly prohibited. No person shall indulge in any activity which is tantamount to sexual harassment to anyone including any such unwelcome sexually determined behavior (whether directly or by implication), in any manner whatsoever, such as physical contact and advances; a demand or request for sexual favours, sexually coloured remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

E. HOSTEL RULES

Boys' Hostel: Eklavya Halls

1. Residents of the hostel, who do not belong to National Capital Region, will have a local Guardian. The residents, when permitted by the Warden can stay with Local Guardian. Parents will issue an authorization letter in favour of the local Guardian whose consent along with the photograph will be submitted to the Warden in the prescribed format at the time of admission.
2. A resident may be allowed to leave the Hostel for Daily Outing for a maximum period of three hours (at one stretch) between the period 7.00a.m. to 9.00 p.m.
3. Residents will be allowed to stay with the Parents or Local Guardian four times in a month. Application for such purposes is required to be submitted at least a day in advance to the Hostel warden for seeking such permission.
4. Hostel Residents will not be allowed to attend the Institute from their residence/residence of Local Guardian.
5. Residents may be allowed to go out of station with their parents/with persons and authorized by the parents or can go home alone during semester break or closure of the Institute on the basis of authority letter given by the parents for the purpose.
6. Visitors are allowed to meet residents between 4:00 p.m.to 6:00 p.m. only at the

Visitors Room in the Hostel Premises. Permission of the Warden is required to meet the visitors. Residents must ensure that visitors enter their details viz. name, address, telephone no., cell no. vehicle no. etc.in Visitor Book.

7. Residents are allowed to go out of the hostel on Sundays and declared holidays of the institute from 8.00 am to 8.00 pm. By entering the required details in the register maintained for the purpose, well in advance after obtaining permission of the warden in writing.
8. Hostel entrance Gate will be closed at 9:00 pm everyday.
9. Attendance in the hostel will be taken by the Warden everyday at 9:00 p.m. Erring residents will be penalised.
10. In any emergencies if the resident is to go home beyond schedules mentioned above, special permission may be granted by the Warden on a written application made by the resident and the warden being convinced about such a necessity.
11. Residents will submit feedback form of the Parent/Local Guardian to the warden immediately after returning to the hostel from their home/Local Guardian's home.
12. Use of heating elements are strictly prohibited in the Room.
13. Residents will switch off fans and lights when they leave their rooms. In their absence if lights and fans are found to be on, they may be penalised.
14. Rooms of the students can be changed, if necessary, during the session.
15. Cleanliness and maintenance of the rooms will be the sole responsibility of the residents.
16. It is expected that the residents will maintain decorum and decency in behaviour and will not wear any dress objected to by the Warden Residents are advised not to keep valuable items with them. The safety of belongings of residents is the sole responsibility of the residents.
17. The Institute has its own mess facilities and all residents are required to partake their meals, snacks, tea, coffee from this facility.
18. Cooking by residents is not allowed in the room.
19. Expenditure on ailments, illness etc. will be borne by the residents. In case of continuous sickness or contagious disease, residents will be taken home by the Parents/Local Guardians. Hostel has arrangement for first-aid treatment. In emergency, the medical officer is available on call through the Warden.
20. It is obligatory for the residents of the hostel to attend the classes in the Institute. Absence, without permission, from the classes will be considered a serious violation and the hostel admission can be cancelled without any notice.
21. Visitors of the residents are not allowed to stay in the hostel.
22. Parties/get together are not allowed in the Hostel without warden's permission.

23. The Committees will be constituted to manage the hostel and to look into the day to day issues of hostel residents:

- a) Cultural programs
- b) Games
- c) Discipline
- d) Mess
- e) General Welfare

These Committees will work under the overall supervision of the Warden.

24. Hostel charges are levied annually. This would be in respect of boarding and lodging for a period involving 2 calendar days prior to the first day of session in the odd semester till 3 days after the last day of academic activities of the even semester.

25. Smoking and consumption of alcoholic beverages or any other intoxicants as well as sedative drugs are strictly prohibited.

26. Ragging is strictly prohibited. If any incident of ragging comes to the notice to the authority, the concerned student shall be given liberty to explain and if the explanation is not found satisfactory, the authority would expel him from the Institution and Hostel.

27. Residents not paying the hostel charges in due time are liable to be denied hostel facilities.

28. All the residents will follow the rules strictly and obey the orders of the Warden

29. The Institute has full powers to modify or change Hostel Rules and to enforce any rule.

30. Resident violating any of the above rules is liable to be terminated from the hostel premises, even without any prior intimation, if it is so necessary. The decision of the Institute authorities will be final. No refund shall be admissible in such cases.

Girls' Hostel: Durga Halls

1. Residents of the hostel, who do not belong to National Capital Region, will have a local Guardian. The residents, when permitted by the Warden can stay with Local Guardian. Parents will issue an authorization letter in favour of the local Guardian whose consent along with the photograph will be submitted to the Warden in the prescribed format at the time of admission.

2. A resident may be allowed to leave the Hostel for Daily Outing for a maximum period of three hours (at one stretch) between the period 7.00a.m. to 7.00 p.m.

3. Residents will be allowed to stay with the Parents or Local Guardian four times in a

month. Application for such purposes is required to be submitted at least a day in advance to the Hostel warden for seeking such permission.

4. Hostel Residents will not be allowed to attend the Institute from their residence/residence of Local Guardian.
5. Residents may be allowed to go out of station with their parents/with persons and authorized by the parents or can go home alone during semester break or closure of the Institute on the basis of authority letter given by the Parents for the purpose.
6. Visitors are allowed to meet residents between 4:00 p.m.to 6:00 p.m. only at the Visitors Room in the Hostel Premises. Permission of the Warden is required to meet the visitors. Residents must ensure that visitors enter their details viz. name, address, telephone no., cell no. vehicle no. etc.in Visitor Book.
7. Residents are allowed to go out of the hostel on Sundays and declared holidays of the institute as per the schedule given below:
 - (A) 1st March to 31st October – 9:00 am to 7:00 p.m
 - (B) 1st November to last day of February 9:00 a.m to 6:00 p.m
8. Prior Permission of Warden is required for leaving the hostel on these days. Residents will have to make entry in registers available with the warden.
9. Main Hostel doors will be closed at 10:00 p.m everyday. Residents will not be allowed to enter or leave the Campus Premises beyond a period of 7:00 a.m to 7:00 p.m. In case a resident is required to remain out of the Campus after 7:00 p.m, prior approval of Warden is required at least a day in advance.
10. Attendance in the hostel will be taken by the Warden everyday at 7:00 p.m. Erring residents will be penalised.
11. In any emergencies if the resident wishes to go home beyond schedules mentioned above, special Permission may be granted by the Warden on a written application made by the resident and the warden being convinced about such a necessity.
12. Residents will submit feedback form of the Parent/Local Guardian to the warden immediately after returning to the hostel from their home/Local Guardian's home.
13. Use of heating elements are strictly prohibited in the Room.
14. Residents will switch off fans and lights when they leave their rooms. In their absence if lights and fans are found to be on, they may be penalised.
15. Rooms of the students can be changed, if necessary, during the session. Cleanliness and maintenance of the rooms will be the sole responsibility of the residents.
16. It is expected that the residents will maintain decorum and decency in behaviour and will

not wear any dress objected to by the Warden

17. Residents are advised not to keep valuable items with them. The safety of belongings of residents is the sole responsibility of the residents.
18. The Institute has its own mess facilities and all residents are required to partake their meals, snacks, tea, coffee from this facility.
19. Cooking by residents is not allowed in the room.
20. Expenditure on ailments, illness etc. will be borne by the residents. In case of continuous sickness or contagious disease, residents will be taken home by the Parents/Local Guardians. Hostel has arrangement for first-aid treatment. In emergency, the medical officer is available on call through the Warden.
21. It is obligatory for the residents of the hostel to attend the classes in the Institute. Absence, without permission, from the classes will be considered a serious violation and the hostel admission can be cancelled without any notice.
22. Visitors of the residents are not allowed to stay in the hostel.
23. Parties/get together are not allowed in the Hostel without warden's permission.
24. The Committees will be constituted to manage the hostel and to look into the day to day issues of hostel residents:
 - a) Cultural programs
 - b) Games
 - c) Discipline
 - d) Mess
 - e) General Welfare
25. These Committees will work under the overall supervision of the Warden.
26. Hostel charges are levied annually. This would be in respect of boarding and lodging for a period involving 2 calendar days prior to the first day of session in the odd semester or Ist / III semester till 3 days after the last day of academic activities of the even semester. II and IV Semester Residents are duty bound to vacate the hostel beyond this period to enable the hostel to carry out annual maintenance.
27. Smoking and consumption of alcoholic beverages or any other intoxicants as well as sedative drugs are strictly prohibited.
28. Ragging is strictly prohibited. If any incident of ragging comes to the notice to the authority, the concerned student shall be given liberty to explain and if the explanation is not found satisfactory, the authority would expel her from the Institution and Hostel.
29. Residents not paying the hostel charges in due time are liable to be denied hostel facilities.

30. All the residents will follow the rules strictly and obey the orders of the Warden
31. The Institute has full powers to modify or change Hostel Rules and to enforce any rule.
32. Resident violating any of the above rules is liable to be terminated from the hostel premises, even without any prior intimation, if it is so necessary. The decision of the Institute authorities will be final No refund shall be admissible in such cases.

F. GENERAL RULES

1. Identity Card / Library Card

Students should invariably carry identity card issued by Academic Office. For issuance of duplicate Identity Card, the student would have to pay a sum of Rs.100/-. Identity card will be issued from the library. Same Identity card will be operational as Library card. It will be required at the time of issue/return of books from the library.

2. Fee

Students are required to pay the complete fee as per the schedule specified during the admission.

In case an installment of fee is not paid by a student by the due date, the same may be accepted along with late fee fine as per following guidelines:

- a) Late payment of fee may be accepted upto 2 weeks after the due date of payment along with a fine @ Rs.100/- per day for each day including Saturday, Sunday and holidays.
- b) Students who fail to pay an installment of fees after 2 weeks from the due date of payment, will not be allowed to sit in classes or any forthcoming mid-term/end-term examination, and/or their result will not be declared, unless they clear their dues. The decision of the Director will be final in this case.
- c) Fees once paid will not be refunded under any circumstances.

3. Final Clearance

Withdrawal from the program and leaving the campus permanently must be on the basis of prior intimation to authorities concerned and completion of check out formalities by obtaining final clearance from all concerned, such as Library, Computer Centre, Placement Office, Academic Office, and Accounts Office. The students should also return their Identity cards before final clearance.

IMPORTANT CONTACT NUMBERS

Designation	Contact Person	Contact Number
MBA Chair	Dr. Surendra Tiwari	9910716900
MBA Committee Member	Prof. Parul Gupta	9560112271
MBA Committee Member	Prof. Charul Agrawal	7083250566
MBA Committee Member	Prof. Gurpreet Kaur	9953893645
Boy's Hostel Warden	Mr. Alok Ojha	8447744058
Girl's Hostel Warden	Ms. Kesh Bala	8447744059
Asst. Registrar PG	Mr. Devashish Sen	9310879163
APO- Office	Mr. Kanti	9990508907
Faculty In-charge (Boy's Hostel)	Dr. Satish Kumar	8447744077
Faculty In-charge (Girl's Hostel)	Prof. Ritika Rathore	9013260166
Admin Officer	Mr. Subhash Pawar	7817006721
Registrar	Mr. R. C Sharma	8447744054



GHAZIABAD
(Estd. 1995)

NAAC Accredited 'A' Grade Institute
www.its.edu.in

Institute of Technology & Science Mohan Nagar, Ghaziabad

Post Graduate Diploma in Management

Batch: 2019-21

Student's Handbook

Rules & Regulations



Information/process/dates & duration can be changed under observance of other necessary factors and objective of the course.

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I.T.S - THE EDUCATION GROUP

I.T.S The Education Group, is a well established brand in the world of education. It was established in 1995 by its visionary Chairman Dr. R.P. Chadha.

The Group has following institutions functioning under its umbrella:

- I.T.S- Institute of Technology & Science, Ghaziabad
- I.T.S- Dental College, Murad Nagar, Ghaziabad
- I.T.S-Surya Hospital, Murad Nagar, Ghaziabad.
- I.T.S-College of Pharmacy, Murad Nagar, Ghaziabad.
- I.T.S- Institute of Health & Allied Sciences, Murad Nagar, Ghaziabad

Faculty of Physiotherapy

Faculty of Bio-Technology

- I.T.S- Engineering College, Greater Noida.
- I.T.S- Dental College, Greater Noida
- I.T.S-Surya Hospital, Greater Noida.

The Group institutions are well reputed in their fields of specialised professional education comprising of courses in Management (PGDM, MBA, BBA); Information Technology (MCA, BCA); Engineering (B.Tech., M.Tech); Dentistry (BDS, MDS); Physiotherapy (BPT, MPT); Pharmacy (B.Pharma, M.Pharma) ; and Bio Technology (B. Sc., M. Sc.). The institutions also enroll Ph. D. students in select fields of studies. All the courses are either affiliated to Govt Universities and/or AICTE approved.

The Group Institutions function with state of the art infrastructure in sprawling, lush green four campuses located at Mohan Nagar and Murad Nagar in Ghaziabad and Greater Noida, conveniently accessible and well connected with all means of transport in the National Capital Region of Delhi. Institutions under the flagship I.T.S name have functional Research Centres providing congenial environment for learning and enlarging knowledge in their respective fields.

I.T.S strives for excellence in education. With conformity to strictest quality norms it adheres to the dictum of imparting the best of education through focus on teaching, research, training and consultancy. The courses conducted at the Group Institutions are accredited by NAAC and NBA. Value added inputs from industry together with research work, seminars & conferences, paper presentations, MDPs and FDPs are a way of life to ensure that students are functionally employment ready on completion of their respective courses.

To provide global learning exposure the group institutes have tie ups for student exchange program and collaboration for research with:

Information/process/dates & duration can be changed under observance of other necessary factors and objective of the course.

- Nanyang, Institute of Management, Singapore
- Valparasio University, Indiana, USA
- University of LYON, France,
- Management Development Institute of Singapore,
- Chaoyang University of Technology (CYUT), Taiwan
- Girne American University, U.K.
- Asian University, Thailand
- STI, Myanmar
- KUSOM, Nepal
- Teeside University, U.K
- University of Leicester, U.K
- University of La Rioja, Spain
- Birmingham City University, UK
- Leeds Dental Institute (U.K)
- Tuft University Boston (USA)
- Hunan University, China

More than 8000 students, shape their destiny by studying for professional qualifications at the group institutions. This is in testimony to the acceptance and recognition by the beneficiaries of the tireless efforts of the group to impart the best of education in the most congenial environment. The Group lays due stress on development of the students not only as a professional but also as a worthy member of the society. A range of co curricular activities like sports, gym, international tours, social service activities for the needy, environment protection drives, divergent function wise clubs and committees, excursions and industry visits, contests and quizzes and performance by celebrity artists from films, sports and entertainment world provide a multi dimension personal and professional growth to students. Students get ample opportunities to work in teams and demonstrate their professional leadership skills in organization of these activities. To promote the spirit of excellence scholarships are granted for meritorious performance across the courses and institutions in the group.

The I.T.S Group Institutes provide interaction and guidance by full-time industry and academically experienced and qualified faculty who also act as mentors. State-of-the- art infrastructural support with library and laboratory resources and Information Technology backing are provided at a hardware and software level which is ahead of the times to ensure that the latest and the best is available to the students for their academic and professional growth. The Campuses are Wi-fi enabled.

The admissions in I.T.S Campuses are exceptionally in demand showing the trust and confidence of student community in performance of the Group institutions. This is duly demonstrated by placement record of the Group institutions with passing out students getting job offers before completion of their courses.

INSTITUTE OF TECHNOLOGY & SCIENCE, MOHAN NAGAR, GHAZIABAD

Institute of technology & Science was established in the year 1995 with a view to impart quality education in the field of Management and Information Technology. Institute offers professional education through accredited courses. It offers Post Graduate Diploma in Management (PGDM), Masters of Business Administration (MBA), and Masters of Computer Application (MCA). I.T.S boasts of modern infrastructure with a consistent high ranking. Intellectual Capital at the Institute lies in eminent, experienced faculty. The Institute is committed to provide practice oriented learning and a contemporary industry-focused curriculum, driven by strong industry interface. It fosters all round development and enhancement of knowledge base in students through extra-curricular, co-curricular and curricular activities. Institute's bright young students have proved themselves by embarking upon promising careers in the corporate world.

I.T.S is consistently working towards creating a Thinking Professional Order and contributing towards society at large by imparting valuable knowledge.

Recognition:

- ❖ Accredited with "A" grade by National Assessment and Accreditation Council (NAAC)
- ❖ An ISO 9001:2008 Certified Institute
- ❖ Prime Accreditation by International Accreditation Organization (IAO), USA
- ❖ I.T.S The Education Group holds Guinness World Record
- ❖ PGDM programme of the Institute is approved by AICTE
- ❖ PGDM programme is accredited by National Board of Accreditation (NBA), Ministry of HRD, Govt. of India.
- ❖ PGDM programme has been granted equivalence to MBA by Association of Indian Universities (AIU)

Vision

Creating a Thinking Professional Order

Mission

To make incessant endeavor to create learning processes in response to changing managerial paradigms.

Objectives

- ❖ Generating new learning techniques
- ❖ Improving teaching processes
- ❖ Expanding the information technology capacity
- ❖ Strengthening the industry interactive network
- ❖ Facilitating professional practitioners in realizing their potential
- ❖ Inculcate team spirit among the learners

Information/process/dates & duration can be changed under observance of other necessary factors and objective of the course.

POST GRADUATE DIPLOMA IN MANAGEMENT

Programme Educational Objectives:

- To deliver the right mix of Knowledge, Skills and Transferable Skills.
- To equip students with various tools and techniques to enhance analytical capability.
- Providing training to enhance, understanding, comprehension and expression of issues of management.
- To integrate knowledge, skills & Competence and relating with real life situations of Corporate and industry practices.
- To have comprehensive understanding of the corporate world and contemporary practices.
- To groom the students to have Transferable skills such as effective written & verbal communication, positive attitude, adaptability and confidence.
- To prepare students to be Corporate ready to be effective management professional.
- To provide opportunity to the students to work in groups, projects and management labs.
- To excel in higher education in management.

Programme Learning Outcomes:

A student should have following attributes at end of the programme:

- Domain knowledge, skills and competence both in depth & breath
- Ability to apply knowledge in solving real life business problems
- Logical thinking, analytical skills and awareness of contemporary issues
- Transferable skills:
 - Effective communication both written and verbal
 - Presentation skills
 - Team work and interpersonal skills
 - Positive attitude
 - Confidence
 - Adaptability/ resilience to change

The Post Graduate Diploma in Management is designed as an intensive Two year Programme. It aims at creating a strong academic and professional foundation for development of holistic professionals in the area of management. The programme contents and processes are updated through a process of continuous feedback and interface with academicians and captains of industry. The entire programme is divided into six trimesters, each spreading over 10 -12 weeks.

1. ACADEMIC NORMS AND REGULATIONS

This student's handbook presents norms, regulation and practices governing students of Post Graduate Diploma in Management (PGDM). All students of PGDM programme at I.T.S Ghaziabad are required to abide by these rules, and conduct themselves at all times in a manner that lends credibility to the Institute and enhances its prestige in society at large.

1.1 Award of Diploma

The Institute awards Post Graduate Diploma in Management to all successful candidates. The Diploma is approved by the All India Council for Technical Education (AICTE), Ministry of HRD, Govt. of India and is granted equivalence to MBA by Association of Indian Universities.

1.2 Registration

All newly admitted students are required to register by stipulated date as decided by the Institute and to submit necessary documents to support their eligibility requirements and qualifications. Students appearing in the final year of graduation must submit their proofs of completing the Graduation latest by 30th September, 2018 till which time the admission would be considered provisional. Failure to submit proof of completion or the mark-sheets by this day would invalidate the candidate's admission.

In the subsequent Trimesters, students will be required to register on the first day of each year specified in the Academic Calendar, after producing the proof of clearance of all dues, unless permitted under special circumstances by the Director to register at a later date.

2. ORIENTATION PROGRAMME

Before the commencement of regular first year classes, all students will undergo a compulsory Orientation Programme. Since the students joining the PGDM Programme are from different educational streams like, Engineering, Science, Commerce, Arts etc., bridge courses are imparted to bring them to a common knowledge base. The Orientation Programme would also ensure proper understanding of self, fellow students, group dynamics, communication skills and development of leadership qualities through interactive processes.

THE CURRICULUM – PGDM (2019-2021)

- The Programme curriculum is spread over six Trimesters in a period of 2 years, during which the core and elective courses are offered by the Institute.
- The course offered to the students may be a 3 credit, .5 credit, 1 credit or non credit course. The Institute uses the concept of credit to define the weightage of a course in the curriculum. Courses are listed as 3, or 1.5 credits course depending on the enlisted workload for each course. The generally accepted norm is that, a three (3) credit involves about 30 hours of class work, Two (2) credit 20 hours, 1.5 credit course involves about 15 hours and one (1) credit course involves about 10 hours of class work.
- Trimester-wise Credit Breakup: PGDM Programme consists of total one hundred twenty three (123) credits. Out of this, one hundred seventeen (117) credits are devoted to courses, Six (6) credits to summer training project. Business Intelligence Lab is a non credit, course. Term-wise distribution of credit points is as follows:

Trimester	No. of Courses	No. of Credits	Class Hours
I	08 (including one Minor project of 1 credit)	22	220
II	09 (including one Minor project of 1 credit and two course of 1.5 credits each)	22	220
III	09 (including one Minor project of 1 credit)	25	260
IV	08	24	240
V	06 (including two courses of 1.5 credits each)	15	150
VI	04 (including two courses of 1.5 credits each)	09	90
Summer Training Project (IV trimester)	-	06	60
Total		123	1240

TRIMESTER WISE COURSE STRUCTURE

Course Code	Subject Title	Credit	Teaching Hours
Trimester : 1			
1.1	Organisational Behaviour – I	3	30
1.2	Marketing Management – I	3	30
1.3	Quantitative Techniques for Management	3	30
1.4	Financial Accounting for Managers	3	30
1.5	IT For Managers	3	30
1.6	Business Communication	3	30
1.7	Managerial Economics	3	30
	Minor project	1	
	BI Lab Statistical Functions	Non Credit	10
	Total course credits of Trimester 1	22	220
Trimester: 2			
2.1	Organisational Structure, Design & Change	3	30
2.2	Marketing Management –II	3	30
2.3	Production & Operations Management	3	30
2.4	Management Accounting*	1.5	15
2.5	Financial Management- I*	1.5	15
2.6	Legal Aspects of Business	3	30
2.7	Human Resource Management	3	30
2.8	Personality Reengineering Programme	3	30
	Minor Project	1	
	BI Lab Basic Financial Function	Non Credit	10
	Total course credits of Trimester 2	22	220
Trimester : 3			
3.1	Operations Research	3	30
3.2	Management Information System	3	30
3.3	Financial Management – II	3	30
3.4	Business Research Methods	3	30
3.5	Personality Reengineering Programme	3	30
3.6	Minor project	1	
	BI Lab (Workshop) SPSS Advance financial functions	Non Credit	10 10

Information/process/dates & duration can be changed under observance of other necessary factors and objective of the course.

	Trimester III : 03 Elective Courses		
	Elective I	3	30
	Elective II	3	30
	Elective III	3	30
	Total course credits of Trimester 3	25	260
	Trimester : 4		
4.1	Strategic Management	3	30
4.2	Supply Chain Management	3	30
4.3	E-Business	3	30
4.4	Personality Reengineering Programme	3	30
	Trimester IV : 04 Elective courses		
	Elective IV	3	30
	Elective V	3	30
	Elective VI	3	30
	Elective VII	3	30
	Total course credits of Trimester 4	24	240
	Trimester : 5		
5.1	Innovation & Technology Management*	1.5	15
5.2	Entrepreneurship Development *	1.5	15
5.3	Personality Reengineering Programme	3	30
	Trimester V : 03 Elective courses		
	Elective VIII	3	30
	Elective IX	3	30
	Elective X	3	30
	Total course credits of Trimester 5	15	150
	Trimester : 6		
6.1	Corporate Governance & Business Ethics*	1.5	15
6.2	Environment Studies*	1.5	15
	Trimester VI : 02 Elective courses		
	Elective XI	3	30
	Elective XII	3	30
	Total course credits of Trimester 6	9	90
	Total Course Credit in First Year	69	700
	Total Course Credit in Second Year	48	480
	Summer Internship Project	6	60
	Total for Entire Programme	123	1240

Information/process/dates & duration can be changed under observance of other necessary factors and objective of the course.

CHOICE OF ELECTIVES/ SPECIALIZATION

1) Two types of specialization options are available to the students of PGDM (2018-20) batch. Students will have liberty to choose any one option out of these two. One has to opt for total Eleven (12) elective courses from their chosen specialization areas. Students have to opt as per following structure:

- a) MAJOR/ MINOR - Major : 8 courses , Minor : 4 courses
b) DUAL - Dual 1 : 6 courses, Dual 2 : 6 courses

Note: Please note that the total number of electives in each trimester that can be taken is fixed as following.

Trimester	Number of electives that can be opted	
	(Major + Minor =Total)	Dual (D1 + D2 = Total)
III	(2+1= 3)	(2+1=3)
IV	(3+1=4)	(2+2=4)
V	(2+1=3)	(1+2=3)
VI	(1+1=2)	(1+1=2)

2) Elective/ Specialization Areas Offered

- Marketing Management
- Human Resource Management
- Financial Management
- International Business
- Information Technology
- Operations Management

3) Course-Wise List of Electives

Functional Area: Marketing Management

III Term/ Course Code	Title of the course
MM 3.1	Sales & Distribution Management
MM 3.2	Consumer Behaviour
IV	Title of the course
MM 4.1	Brand Management
MM 4.2	Services Marketing
MM 4.3	B 2B Marketing
MM 4.4	International Marketing
MM 4.5	Marketing research & Information System
V	Title of the course
MM 5.1	Integrated Marketing Communications
MM 5.2	Retail Management
MM 5.3	Social & Digital Media Marketing

MM 5.4	Marketing Analytics
MM 5.5	Customer Relationship Management
VI	Title of the course
MM 6.1	Rural Marketing
MM 6.2	Strategic Pricing

Functional Area: Human Resource Management

III/ Course Code	Title of the course
HRM 3.1	Talent Management
HRM 3.2	Learning & Development
IV	Title of the course
HRM 4.1	Employee Relations & Labour Law
HRM 4.2	Performance Management
HRM 4.3	Competency Mapping
HRM 4.4	Learning Organisation & Knowledge Management
V	Title of the course
HRM 5.1	Emotional Intelligence & Leadership
HRM 5.2	Organizational Change & Development
HRM 5.3	Cross-cultural Management and IHRM
HRM 5.4	Compensation Structure & Design
HRM 5.5	HR Analytics
VI	Title of the course
HRM 6.1	Strategic HRM
HRM 6.2	Managerial Counseling and Negotiation
HRM 6.3	Indian Philosophy & Organisational Excellence

Functional Area: Finance

III/ Course Code	Title of the course
FM 3.1	Management of financial services
FM 3.2	Financial Statement Analysis
FM 3.3	Insurance & Risk Management
IV	Title of the course
FM 4.1	Financial Modeling
FM 4.2	Security Analysis & Portfolio Management

Information/process/dates & duration can be changed under observance of other necessary factors and objective of the course.

FM 4.3	Mergers, Acquisitions and Corporate Restructuring
FM 4.4	Bank Management
V	Title of the course
FM 5.1	International Financial Management
FM 5.2	Financial Derivatives
FM 5.3	Project Appraisal and Finance
FM 5.4	Investment Banking
VI	Title of the course
FM 6.1	Corporate Taxation
FM 6.2	Personal Wealth Management & Behavioural Finance

Functional Area: International Business

III/ Course Code	Title of the course
IB 3.1	India's Foreign Trade
IB 3.2	Geo-political Environment of Business

IV	Title of the course
IB 4.1	International Trade Procedures & Documentation
IB 4.2	Cross Cultural Management
IB 4.3	International Trade Theories & Practices
IB 4.5	International Marketing
V	Title of the course
IB 5.1	International Financial Management
IB 5.2	Institutional Framework for International Trading
IB 5.3	International Business strategy
IB 5.4	International Supply Chain and Logistics
VI	Title of the course
IB 6.1	International Trading under WTO
IB 6.2	International Marketing Research

Functional Area: Information Technology

III/ Course Code	Title of the course
IT 3.1	Database Management system
IT 3.2	IT Infrastructure Management
IT 3.3	Business Intelligence & Data Modeling
IV	Title of the course

Information/process/dates & duration can be changed under observance of other necessary factors and objective of the course.

IT 4.1	Data Analytics through R
IT 4.2	Managing IT Enabled Services
IT 4.3	Information Security
IT 4.4	Information Risk Management
V	Title of the course
IT 5.1	Strategic Management of IT
IT 5.2	System Analysis & Design
IT 5.3	Enterprise Resource Planning
VI	Title of the course
IT 6.1	Data Warehousing & Data Mining
IT 6.2	Cloud Computing for Managers

Functional Area: Operation Management

III/ Course Code	Title of the course
OM 3.1	Logistics Management
OM 3.2	Project Management
OM 3.3	Material Management
IV	Title of the course
OM 4.1	Data Analytics through R
OM 4.2	Procurement & Vendor Management
OM 4.3	Quality Management & Six Sigma
OM 4.4	Production Planning & Control

V	Title of the course
OM 5.1	Service Operations Management
OM 5.2	Process Management & consultancy
OM 5.3	Enterprise Resource Planning
VI	Title of the course
OM 6.1	Operations Strategy
OM 6.2	Predictive Modeling

4) NOTE: -

- 1) Grade for Minor project will be included in III trimester.
- 2) The Institute reserves the right to offer the specialization courses or add or replace the existing ones with new ones.
- 3) Change of elective courses will not be permitted after the stipulated date as indicated by the Institute for this purpose.
- 4) Faculty members may evolve suitable criteria in consultation with the Director on the admission of students to the elective courses. The admission to any particular elective course is not guaranteed. Criteria for selection will normally be based on the academic back ground, aptitude and performance in first year.

Information/process/dates & duration can be changed under observance of other necessary factors and objective of the course.

5) Registration of Elective Courses

- 1) The indicative preference for elective courses will be exercised during Orientation Programme. The elective courses, to be run from third trimester, will be announced in the second trimester of first year to facilitate the pre-registration of courses.
- 2) Students could, if they so desire, meet the concerned faculty members, to obtain details about the courses they may like to select. It is believed that these meetings and discussions would help students finalize their course choices.

6) Dropping/Suspension of Courses

- 1) No course, which has been approved and offered to the students for registration, will be dropped or suspended except with approval of the Academic Committee, in the following situation:
 - a. Courses with pre-registration of 10% or less students can be dropped as soon as the pre-registration is completed. Students registered for such courses will be asked to register for substitute course(s).
 - b. Faculty may evolve suitable criteria in consultation with the Director to decide on the admission of students to his/her elective course. Such criteria will normally be based on:
 - a. The academic background, aptitude and level of performance of the students in the related courses,
 - b. The number of students that can be permitted to specific elective courses.

7) Course Workload & Class Preparation

For each credit, the students will require to devote approximately 100 hours of work, both in and outside the classroom. This includes both individual and group preparation time. Many of the modules/courses require extensive group work.

8) Instructional Methodology

An optimum mix of lecture, discussions, case studies, role-plays, group discussions, special sessions from professionals from industry and trade, management games, sensitivity training, management films, industrial visits and industry interaction. Further opportunity is provided through participation of students in various seminars.

9) Reading Material

Reading material may include supply of one text book for each subject in each trimester. Apart from this, based on requirements of a course, students will be supplied with adequate reading material for each course. They should collect it from Academic Office as and when notified.

SUMMER INTERNSHIP

Summer Internship Program (SIP) is an integral part of the PGDM Curriculum which is designed to provide students engaged in a practical experience with an opportunity to share their insights, to explore the link between students' academic preparation and on the job work, and to assist participating students in developing and carrying out major research project which will serve to culminate their internship experience.

Summer Internship Program (SIP) is being scheduled after completion of third trimester or one year of rigorous learning and training in the campus through class room teaching, case discussions, presentations, interaction with the industry experts in the campus, academic club activities among others.

As per the academic plan of the PGDM Course for the academic session 2019-20, the students are required to select three companies from three different industries at the beginning of the 1st Trimester. In addition to their regular teaching as per the syllabus, they will start their studies on the identified companies as given below:

1. During first trimester, a student will be collecting the information about the companies from secondary sources pertaining to the history of the organization, its promoting body, area of operation, organizational structure, product line, news analysis, if any, list of competitions and brief outline of the industry.
2. During second trimester, a student will be required to analyze the companies with respect to competitive environment and a report of SWOT will be prepared and submitted by them under the supervision of respective mentors.
3. In the third trimester, a student will be given option of the specialization based on his/her choice made at the time of Orientation and aptitude developed during the study for two trimesters. Based on the specialization option, student will be required to prepare final report on the companies wherein some primary information will be mandatorily incorporated.

Based on the final report, CRC of the Institute will look for the opportunities for the student for their summer internship in suitable companies in general and select industry in particular.

While Summer Internship may be termed as welcome break from academic curriculum and pressure from assignment, it facilitates an experience gathering and learning platform. It also helps in honing the analytical ability while learning the intricacies of business in a realistic environment. It provides each participating future manager an opportunity to learn about the company, industry or function and to evaluate whether it is interesting enough to come back to the same industry after completion of their course. As a matter of fact, Sumer Internship Program also facilitates a symbiotic learning environment for students with practicing manager and academic mentor.

Generally an internship is being seen as a win-win arrangement as company too gives access to interns with some skills to execute relevant tasks. An internship may be compensated, non compensated or some time to some extent paid depending upon the planned obligations of the company. An internship may be for duration of six to eight weeks wherein a smoother transition from the class room to the work place is experienced by the students. It also provided an opportunity for personal development which includes building up soft skills like work ethics, time management, and inter-personal skills in addition to refining the analytical capabilities.

As Summer Internship is the compulsory part for the completion of the PGDM program, it aims at meeting the following learning goals:

- Academic Learning: The student is expected to connect the skills learnt in the classroom with the workplace.
- Career Development: The student is expected to learn and understand the duties and responsibilities associated with different functions at the workplace and hence may develop an aptitude for a particular function.
- Skill Development: During the course of internship, the student learns various job related skills which are not taught in the classroom.
- Personal Development: An internship in a company offers opportunity to the students to develop his/her persona by learning decision making and thinking.

For the PGDM (2019-21) students, SIP will include following process in a sequence:

1. Chairperson of the PGDM program will submit the list of the students with specialization and company/Industry Analysis Report for 1st and 2nd Trimester to CRC in the 1st week of February, 2020.
2. Pre SIP talk and Sensitization session will be held twice in the month of February/March, 2020.
3. CRC will invite companies based on specialization and the Company/Industry opted by the student. However, it will depend upon the companies offering internship. CRC will make efforts to align companies who may offer stipend to the students.
4. Companies coming for interns will brief the participating students about profiles and responsibilities during SIP
5. The list of selected students will be notified by CRC and joining will take place from 1st May, 2020. In no case, interns will be allowed to work for more than 8 weeks.
6. Each student will be assigned faculty mentor and industry mentor along with specification of the tasks to be assigned during internship.
7. All students will be required to send weekly report to the concerned mentor/s who will be submitting the progress of the students in consultation with the industry mentor to the Director on weekly basis.
8. After completion of the internship, students will be joining back the 4th Trimester and will capture his experience and learning in a systematic report format.
9. SIP presentation and evaluation will be made.
10. Based on Individual performance during internship, CRC will coordinate with the companies for PPO.

Evaluation of Summer Internship Project:

The summer interns of PGDM (2019-21) batch will be evaluated at multiple levels. Project is of total 200 marks which is equivalent to 6 credits (2 courses of 3 credit each). Marks of SIP will be taken into consideration while calculating CGPA.

Evaluation Parameters includes: Written test on 3Cs- Company, Customer & Competitors' analysis, Relevance and quality of the project & project report, Presentation and viva voce and PPO./Appreciation letter/ Feedback from the industry mentor. A pass grade in summer internship is a pre-requisite for the award of PGDM Diploma

PLACEMENT

Placement activities are largely student driven and are managed by them. A duly constituted Corporate Resource Centre with excellent facilities operates separately in the Institute. This Cell is manned by Faculty, Business Development officers and students. Placement Committee plays a vital role in the industry interaction, campus visits and all summer Internship and final placement related tasks. Students Placement Committee comprises of members of PGDM 1st year and 2nd year. The selection of this Committee is based on multiple objective criteria set by the I.T.S Placement Committee. Student members are expected to establish and strengthen ties with companies in various industrial segments under the guidance of Faculty and Business Development Officers. The Student Placement Committee under the guidance of Faculty and BDO plans, organizes and arranges Pre Placement Talks (PPTs) and Campus Interviews for PGDM Final Year students. Each PGDM student is assigned different tasks related to facilitation of Summer Internship and Final Placement Activities and it is expected that all the students would actively contribute in the above activities.

CRC Rules:

1. The role of CRC is to provide placement assistance to the eligible students. It will act as facilitator and counselor for placement related activities.
2. Eligibility of all students for each placement process will be decided by the company's eligibility criteria and option of specialization exercised by the students during their summer internship.
3. The students have to give their preference for Dual – 1 & Dual – 2, They will be automatically considered for Dual – 1 / Major specialization related placement process. However, if they want to be considered for Dual -2 / Minor related placement processes they have to express their interest to CRC.
4. For each placement process, a detailed Job Description along with Package details, location details and other necessary disclosure will be shared in advance. Interested nominations will be taken from all eligible students via placement coordinators. As per nominations and CRC internal decision, final list will be prepared and further shared with the company. Students mentioned in the list/ notice will be deemed to have been given one chance of placement.
5. Summer Internship experience of each student should not be less than 45 days or 6 weeks along with proper experience letter from respective company.
6. A student will get a maximum of 15 placement opportunities.
7. A student whose name has been included in the list but not taking part in the placement exercise without prior permission of CRC shall be debarred from next two companies where he/she is eligible.
8. Any student failing to put up with professional conduct and ethics will not be considered in placement process.
9. Students with prior PGDM work experience should have proper experience letter, releasing letter and salary slips. Missing of either of the document will required prior permission from CRC to put it in your resume.
10. Students must keep their Identity Card with them at time of presentation/ Test/ GD/PI, and produce the same when demanded by the visiting team of CRC staff or any representative.
11. Once a student has been shortlisted by a company for placement process, he/she is NOT allowed to contact the member of the team visiting the campus for placement purpose without prior permission of the CRC.

Eligibility Criteria for Participation in Recruitment procedures:

Every candidate is required to fulfill all the following requirements to be eligible for the I.T.S - CRC recruitment process.

The Candidates must have:

- Have a minimum of 80% attendance in all the subjects.
- Have cleared all the outstanding dues to the Institute.
- Should not have any disciplinary action initiated against him/her during his/her tenure of two years at I.T.S .
- Have 100% attendance in personality development classes & Guest Lectures.
- For final placement he/she must have completed all Internship procedures by submitting the details required in this regard and a report on the project undertaken.
- For final placement should complete the program successfully without any failure.
- Students who have work experience should have all the documents for the same plus relieving letter from their last organization.

Before placement process commencement, any defaulter student, either from fees or academic need to take necessary written approval to sit in placement activities. Verbal requests/ approvals will not be entertained.

EXAMINATION RULES

1) Conduct of Examination

- a) Examination constitutes a substantial part of evaluation of the student's performance and for qualifying in the diploma. In each trimester end term examinations are conducted for each course.
- b) To pass, the students shall also obtain an aggregate of a minimum 4.0 Cumulative Grade Point Average (CGPA) in all papers put together of first year for promotion to the next year.
- c) The end term copies can be requested for re-examination by a student on payment of Rs. 500 /- per course.
- d) The re-examination will, however, involve checking whether any question has been left unmarked and whether total of marks are correct.

2) Examination Rules

- a) 80% is the minimum required attendance in a subject to qualify to appear in end term exams.
- b) Students with less than 80% attendance will not be allowed to appear in end term exam and will be awarded temporary F grade.
- c) Students are expected to equip themselves with writing equipments such as pen, pencil, ruler, calculator (non scientific only)
- d) No papers, books, cell phones and data storable electronic devices should be taken into the examination room, unless specifically permitted.
- e) No student will be allowed to enter the examination room after half an hour from commencement of the examination.
- f) No student will be allowed to leave the examination room in the first half hour of the examination for any reason whatsoever.
- g) A student will be allowed to leave the examination room only once during the examination with prior permission of the invigilator for the purposes like drinking water, going to wash room etc
- h) An exchange of remarks, notes or gestures, or glances at any other student's paper may be treated as a case of unfair means.
- i) Anyone violating the above rules is liable to be booked as Unfair Means Case (UFM Case).
- j) PGDM Course has to be completed within the period of 4 years from the date of registration.

3) Re-examination

- a) A student is allowed to attend re-examination of papers in which he/she secures less than the minimum passing grade.
- b) The student would be allowed to reappear in a paper in which he/she has secured less than the minimum passing grade on payment of Rs. 1000 /- per paper.
- c) If he/ she secures less than minimum passing grade obtained in any paper even after re-examination, a permanent F shall be marked against such papers.
- d) If a student secures more than 2 F-Grade at any stage of his/her pursuing PGDM, the student shall not be allowed to pursue the diploma further and would stand terminated automatically. The Student shall have the option of seeking re-admission in the same year of study (The 1st year or 2nd year). The re-admission shall be under the following conditions. Seek re-admission by repaying admission fees and other installments thereafter. Repeat the 1st or the 2nd year as the case may be all over again, starting with the 1st Trimester /IVth Trimester along with the subsequent batch of student.
- e) A student who fails in any of the subject/s, will be allowed to reappear for the same during the next Trimester. In case a student has passed all the subjects but has not scored the minimum CGPA required for promotion, he will be allowed to reappear in any two papers of his choice to attain the minimum CGPA.

4) Procedure for conducting fair examination

It is essential that examinations are conducted in a fair and orderly manner. Use of unfair means is strictly prohibited. The students are warned against use of unfair means during the examination. Unfair means will include any unbecoming behaviour like talking, consulting, copying or receiving transmitting any information pertaining to the subject during the examination. The invigilators will carry out random check to ensure that no incriminating material is found on the person of the examinees. The detailed procedure for handling UFM cases in PGDM course is as given in succeeding paragraphs.

- a) **Constitution of Flying Squad-** The Director Management is authorized to constitute a 'Flying Squad' comprising of two Faculty members & one Staff member from the Management Department, of which one faculty has to be a lady faculty.
- b) **Process of searching examinees-** The Flying Squad will be responsible to conduct random search of examinees at least once during the examination period. If any member of the Flying Squad finds an examinee in possession of any apparently incriminating material, concerned examinee shall be asked to surrender the answer sheet to determine the offence, while he/she shall be issued a fresh answer sheet to continue writing his/her examination paper for the residual duration of the examination.
- c) **Seized Incriminating Material-** The seized incriminating material alongwith the surrendered answer sheet shall be sealed, signed and handed over to the Director Management for further action by the members of the flying squad who had detected the case. The Director shall forward the case to the Proctorial Board/ Unfair Means Panel as set up by the Director General which will then determine the category of offence and appropriate punishment.

5) Procedure for handling unfair means cases

a) Categorization of Cases

1. **Category A:** The category will include cases where the paper/ material found on person is irrelevant to the subject of examination which is being conducted at the relevant time.
2. **Category B:** This category will include cases where the student is found in possession of paper/ material, which is relevant to the subject of the examination but has not been utilized in the answer sheet till the time of being apprehended.
3. **Category C:** This category will include the cases where student is found to be in possession of any paper/material and the same has been used while answering by the time of being apprehended.
4. **Category D:** If a student is found guilty of category C offense for the second or subsequent times he / she will be deemed to have committed category D offense.

- b) **Evaluation of Answer-sheets of UFM cases-** Original answer sheet confiscated by the invigilator flying squad along with the new answer sheet issued to the student will be duly evaluated by the nominated examiner. After the Proctorial Board categorizes the UFM cases, the disposal of these answer sheets will be as follows:

1. **Category A:** The student will be given due credit of marks allotted.
2. **Category B, C & D:** No credit will be given and action will be taken as per the punishment stipulated in each case.

c) Category-wise Punishment

1. **Category A:** In such cases, the students will be given a written warning not to indulge in such practices in future.
2. **Category B:** In such cases the student will be asked to reappear in the subject concerned.
3. **Category C:** In such cases the student will be given a permanent F grade in the mark sheet.
4. **Category D:** In such cases the student will have to reappear in all the papers of that semester and will carry a permanent F in the paper in which UFM cases were registered.

- 6) The punishment shall be conveyed to the students by the authorized member of the proctorial board on behalf of the board.
- 7) The accused student/ students may exercise his/their right to appeal against the decision of the Panel/ Proctorial Board to the Director.
- 8) The Director will have the final authority to exercise his discretion in awarding punishment to the student and may give an opportunity to the student of being heard in person.

ACADEMIC PROGRAMME EVALUATION SYSTEM

- 1) I.T.S follows a system of continuous evaluation. Throughout the term, the student will be tested on his/her ability to understand concepts, learn techniques and apply them to problems in the real world. At each stage of the course, the student would be in a position to assess his/her performance and take measures to improve performance in the course. The evaluation will consist of two components; internal component and end term examination.
 - a) **Internal Component:** The weightage for the internal component is 40%. The internal components for evaluation includes: Assignments/ Case Analysis, Presentation, Project, Quiz, Test or any other form of assessment. The components of evaluation and their weightages are communicated to students in the Teaching Learning Evaluation Plan for each course. However depending upon nature of the course, the faculty may devise/choose any form of assessment method.
- 2) **End Term Examination:** Weightage for End Term Examination is 60%. For each component of evaluation, the faculty member would communicate the performance of students through marks.
- 3) The grading system used is 10-point scale. Description of the grades follows:

Letter Grade	Grade Point	Rating
A+	10	Outstanding
A	9	Excellent
A -	8	Very Good
B+	7	Good
B	6	Fair
B -	5	Satisfactory
C+	4	Average
F	0	Fail

- 4) At end of the course, the faculty member will aggregate a student's performance on all the components of evaluation using the weights he/she has prescribed in the course outline. He/she shall compute the weighted cumulative marks.
- 5) I.T.S follows a system of relative grading. This implies that the grade a student receives for his/her performance is relative to the grades obtained by the class as a whole. It is therefore, not uncommon to find a case where a student obtains a grade of B for obtaining 75% marks; since, the class average was around 73% marks. However, faculty members may prescribe some absolute limits to award grades as well. For example, he/she may fix 30% marks as minimum marks for obtaining 'C' grade. Such absolute limits are usually set for awarding grades at the extreme ends of the scale.
- 6) In each course, a student is thus awarded a letter grade only. The weighted average for all course taken by a student in the program is called as the Cumulative Grade Point Average.
- 7) A student must satisfy the following condition in the first year to be eligible for promotion to the second years:
 - i. A minimum CGPA of 4.0
 - ii. 'F' Grade in not more than two courses

8) For award of Diploma the student must satisfy the following conditions:

- i. A minimum CGPA of 4.5
- ii. 'F' Grade in not more than two courses

9) Marks obtained in internal components will be communicated to the students before end term examinations. Academic Programme Office will display the grades obtained by all the students in a particular term. Students can view their grades on notice board.

10) Computation of TGPA

The Term Grade Point Average (TGPA) will be calculated by computing sum of grade points in respective courses multiplied by their respective credits, and dividing it by total credits for all courses in the term.

The TGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e -

$$TGPA (T_i) = \frac{\sum(C_i \times G_i)}{\sum C}$$

where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

11) Computation of CGPA

Cumulative Grade Point Average (CGPA) will be calculated at the end of each term as a composite index of the academic performance of the student up to that stage in the Programme.

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the trimesters of a programme, i.e.

$$CGPA = \frac{\sum(C_i \times T_i)}{\sum C_i}$$

where T_i is the TGPA of the i th trimester and C_i is the total number of credits in that trimester.

12) Conversion

To convert CGPA into percentage following formula to be used:

$$CGPA \times 10 = \text{Percentage}$$

ACADEMIC DISCIPLINE

1) Attendance

Regular attendance is one of the key elements related to learning in professional education. The Institute insists on regular and prompt attendance in classes. Attendance will be taken by the faculty members directly and the student should be attentive at the time of attendance to get their presence recorded in the attendance register. In light of the above, students are required to adhere to the following guidelines for the PGDM programme.

- a) Each student should maintain 100% attendance in each subject.
 - b) 80% is the minimum required attendance in a subject to qualify to appear in end term exams.
 - c) Students with less than 80% attendance will not be allowed to appear in end term exam and will be awarded temporary F grade.
 - d) Students carrying temporary F grade, have an option of appearing in re-appear exam.
 1. The re- appear exam fee will be Rs 1000/- per course.
 2. The students in re- appear exam will be awarded one grade less than graded score.
 - e) Absence without prior permission of the Director and the course faculty will be considered a serious breach of discipline. The student will be held responsible for losing any segment of evaluation because of absence. The course faculty may allow make up class tests/ assignment only to those students who were absent with prior permission and due convincing reasons supported with proper documents. The number of classes attended by student in each course would be displayed in the first week of the following month.
- 2) The Institute attaches utmost importance to integrity and honesty in academic work by the PGDM students. The students must maintain strict discipline in library, classrooms, examination, take-home assignments, and all other segments of academic work. Unless otherwise specified by the faculty members, the students must not collaborate in any way in their home assignments. The answers as presented to the faculty members should be the independent work of each student. They are advised that they should not, in their own interest, communicate their written reports or answers in home assignments to any other PGDM student.
- 3) The faculty, if they think fit, may disallow or restrict discussion or consultation about the home assignments and take-home examinations or may adopt any other measure to prevent the use of unfair means in any segment of evaluation.

4) Disciplinary Matters:

Faculty may also choose to report the incident to the Director, recommending disciplinary action against the involved student. Following actions can be taken:

- a) Expulsion from the Institute
- b) Suspension for a specified period
- c) Awarding a permanent 'F' grade in the module/course concerned
- d) Scaling down grades obtained in the specific module/course

- e) Repeating the module/course
- f) Withdrawal of Placement Services
- g) Any other

5) A student who is expelled from or is required to leave the Institute on any ground may file an appeal to the Director General for a reconsideration of his/her case. The decision of the Director General on such an appeal will be final.

6) Plagiarism:

Unless otherwise specified by the faculty the students must not collaborate in any way in their home assignments. The answers as presented to the instructor should be the independent work of each student. They are advised that they should not, in their own interest, communicate their written reports or answers in home assignments to any other student.

7) Dress Code

- a) Students are expected to be dressed in prescribed uniform only, when coming to attend the classes or while on any Institute approved activity inside or outside the campus. The student wearing uniform continues to represent the Institute outside the campus. Students are also required to wear only leather shoes with Uniform. Student Managers without uniform will be refused entry by security personnel at main gate.
- b) Sikh students will wear proper turban (not 'Patka')

8) Handling of Institute's property

- a) Institute's property is an asset of all the students. It is the responsibility of all the student managers to keep the property intact.
- b) In case any financial responsibility is given to a student, he/she must fulfill it conscientiously. In case money is handed over to any individual student for any particular job assigned to him/her, the accounts for the money must be given to the authorized representative of the Institute within 24 hours of the completion of the assignment.

9) Class Timings:

Classes will be held on all weekdays during daytime. Some classes or special lectures may be held in the evening/off days also. Students are expected to be present in all classes at least 2 minutes before the scheduled class timings.

Session 1	-	9:15 AM to 11:05 AM
Session 2	-	11:15 AM to 1:05 PM
Session 3	-	1:40 PM to 3:30 PM
Session 4	-	3:40 PM to 5:30 PM

Note: Change, if any in the timings will be notified

GENERAL CONDUCT

1) Discipline

The Institute attaches great importance to integrity, good conduct and a disciplined life. A sense of responsibility accompanied by a high degree of maturity is expected of all the students. The breach of discipline is considered as a serious offence and will invite immediate disciplinary action. The following cases of indiscipline will be treated as misconduct and will invite suitable punishments such as fine, suspensions, even expulsion depending on the gravity of the misconduct.

- a) Habitual late coming.
- b) Absence from the Institute and/ or classes without prior permission.
- c) Destroying/damaging/disfiguring/pilfering the property of the Institute.
- d) Misbehaviour with other students/staff of Institute/ visiting faculty/ guests.
- e) Slander or Libel of any kind pertaining to the Institute
- f) Any other act(s) as considered objectionable and not in conformity with the letter and spirit of disciplinary rules.
- g) All cases of gross misconduct such as indulging and /or inciting in physical violence, riotous or disorderly behaviour, making threats in persons or over telephone, fraud, misappropriation, embezzlement of funds, immoral behaviour directed at any student or staff or faculty of the institute.
- h) Possession and/ or use of illegal materials like narcotics, firearm etc.
- i) Abetting and indulging in ragging of any kind.
- j) Abetting and indulging in Sexual Harassment.
- k) Creating any kind of parochial feeling leading to disharmony.
- l) Engaged in any firm/organization under any authority or studying in another institute without written permission from the Director.
- m) Any other activity involving moral turpitude and against interest of the Institute or interest of public in general which may include behavioural aberrations by the students outside the Institute premises.
- n) Going on strike or instigating other students to go on strike for any reason whatsoever.

2) Smoking / Consumption of Drugs or Alcoholic Beverages

Smoking is strictly prohibited in the campus/administrative building, class rooms, library and computer lab. Consumption of alcoholic beverages is prohibited in the Institute premises at all times. No person will come to the Institute in an inebriated condition.

3) Notices

- a) The notice boards are to be used by the authorized persons to give relevant information concerning their areas of responsibility.
- b) No student shall put up any notice on the board without authorization by the Director.
- c) No notice should be taken off the board when it is still relevant.
- d) All notices till one year from the date of issue will be available in the respective departments APO / Director.
- e) Disfiguring or destruction of notice will be treated as a serious offence.
- f) Not aware of a notice is not a sufficient excuse for any information not received by the students.

4) Class Timings

Students are expected to be present in all classes well in advance before the scheduled timings.

5) General Office Hours

The Administrative office timings are from 09:00 am to 05:30 pm on all working days. Sundays, Second and fourth Saturday of each month an Institute's approved holidays are observed as closed days. However classes will be conducted for students whenever necessary on these holidays.

6) Personal Safety and Safety of Belongings including valuables

- a) It is desirable that all transactions are made through the Bank. Students are advised to open bank accounts in their own interest and are cautioned against keeping too much cash in their hostel rooms.
- b) Students are cautioned against wearing/keeping jewellery and other valuables with them or in their hostel rooms.
- c) Students who are residents of hostel are also warned against staying late outside the Institute hostel. Any untoward incident outside the Institute shall be the sole responsibility of the student, even if the student has gone out as a part of academic activity.
- d) While the Institute shall provide adequate security, the student alone shall be liable for any loss due to theft etc. of their belongings.

7) Faculty Mentor

A small Group of students shall be attached to a Faculty Mentor during PGDM programme. Faculty shall help, advise and guide the students with respect to academics, administrative and other issues. Students are advised to be in regular touch with their faculty mentor.

8) Co-curricular Activities: Beyond Class Room- Students Activities at I.T.S

In order to ensure overall grooming and development of a student, equal emphasis is given to activities beyond classroom. These activities are driven by students in the form of various functional clubs. Students are encouraged to take part in various club activities organized time to time as per their interest. Club activities provide opportunity and the platform to the students to showcase talent, to be creative and unleash their potential in different areas. There are eight clubs driven by ITS Management students at Mohan Nagar campus. These clubs are divided into two groups.

a) Group A

- IT/Operations – Binary Club
- Finance – Finvest Club
- HR – Oppo Makers
- Marketing - Marrecus
- IB - Glocai

b) Group B

- Director's Club
- Sports - Statesman
- CSR - Parivartan Club
- Cultural – Vibgyor
- Library Club

MEDICAL FACILITIES

- (1) Medical facilities are available to the student on campus. A doctor visits the campus between 10.00 am to 05.30 pm during weekdays. In case of emergency, resident students can contact the hostel warden. A first aid kit is also available with the hostel warden.
- (2) Though students are medically examined before final enrollment in the programme, however it is advised that information about any chronic ailments, medical history, blood group, etc. be given to the doctor/ warden, which could be useful from medical point of view.

ANTI RAGGING POLICIES

"Ragging is prohibited as per the decision of the Supreme Court of India in Writ Petition No. (C) 656/ 1998". To abide by the ruling of Supreme Court, The Institute is committed to a total prohibition of ragging in all forms. If any incident of Ragging comes to the notice of authority, the concerned student will be given liberty to explain and if his/ her explanation is not found satisfactory, the authority would expel him/ her from the Institution. At the time of Orientation Programme, every student will be informed about the authorities to whom he/ she has to contact for help and guidance for various purposes connected with the subject of Ragging and threats thereof. Such details will give the address & telephone number of the authorities concerned so as to reduce the dependence on the senior students. The students should be aware of their own rights and should desist from doing anything against their will even if ordered by the seniors and the Institution shall support them fully in establishing their rights and protecting them.

Students should refrain from indulging in any act, which will bring disrepute to the Institute. They should be respectful to their seniors, faculty and staff of the Institute. They should at all times behave in a disciplined manner both inside and outside the Institute and Hostel campus.

The students are advised to follow the grievance handling procedure given in these policies for redressal of any grievance.

Sexual Harassment

Sexual Harassment of any kind is strictly prohibited. No person shall indulge in any activity which is tantamount to sexual harassment to anyone including any such unwelcome sexually determined behavior (whether directly or by implication), in any manner whatsoever, such as physical contact and advances; a demand or request for sexual favours, sexually coloured remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

HOSTEL RULES

Boys' Hostel: Eklavya Halls

1. Residents of the hostel, who do not belong to National Capital Region, will have a local Guardian. The residents, when permitted by the Warden can stay with Local Guardian. Parents will issue an authorization letter in favour of the local Guardian whose consent along with the photograph will be submitted to the Warden in the prescribed format at the time of admission.
2. A resident may be allowed to leave the Hostel for Daily Outing for a maximum period of three hours (at one stretch) between the period 7.00a.m. to 9.00 p.m.
3. Residents will be allowed to stay with the Parents or Local Guardian four times in a month. Application for such purposes is required to be submitted at least a day in advance to the Hostel warden for seeking such permission.
4. Hostel Residents will not be allowed to attend the Institute from their residence/residence of Local Guardian.
5. Residents may be allowed to go out of station with their parents/with persons & authorized by the parents or can go home alone during semester break or closure of the Institute on the basis of authority letter given by the parents for the purpose.
6. Visitors are allowed to meet residents between 4:00 p.m. to 6:00 p.m. only at the Visitors Room in the Hostel Premises. Permission of the Warden is required to meet the visitors. Residents must ensure that visitors enter their details viz. name, address, telephone no., cell no., vehicle no. etc. in Visitor Book.
7. Residents are allowed to go out of the hostel on Sundays and declared holidays of the institute from 8.00 am to 8.00 pm. By entering the required details in the register maintained for the purpose, well in advance after obtaining permission of the warden in writing.
8. Hostel entrance Gate will be closed at 9:00 pm everyday.
9. Attendance in the hostel will be taken by the Warden everyday at 9:00 p.m. Erring residents will be penalised.
10. In any emergencies if the resident is to go home beyond schedules mentioned above, special permission may be granted by the Warden on a written application made by the resident and the warden being convinced about such a necessity.
11. Residents will submit feedback form of the Parent/Local Guardian to the warden immediately after returning to the hostel from their home/Local Guardian's home.
12. Use of heating elements are strictly prohibited in the Room.
13. Residents will switch off fans and lights when they leave their rooms. In their absence if lights and fans are found to be on, they may be penalised.
14. Rooms of the students can be changed, if necessary, during the session.
15. Cleanliness and maintenance of the rooms will be the sole responsibility of the residents.
16. It is expected that the residents will maintain decorum & decency in behaviour & dress and will not wear any dress objected to by the Warden
17. Residents are advised not to keep valuable items with them. The safety of belongings of residents is the sole responsibility of the residents.

Information/process/dates & duration can be changed under observance of other necessary factors and objective of the course.

18. The Institute has its own mess facilities and all residents are required to partake their meals, snacks, tea, coffee from this facility.

19. Cooking by residents is not allowed in the room.

20. Expenditure on ailments, illness etc. will be borne by the residents. In case of continuous sickness or contagious disease, residents will be taken home by the Parents/Local Guardians. Hostel has arrangement for first-aid treatment. In emergency, the medical officer is available on call through the Warden.

21. It is obligatory for the residents of the hostel to attend the classes in the Institute. Absence, without permission, from the classes will be considered a serious violation and the hostel admission can be cancelled without any notice.

22. Visitors of the residents are not allowed to stay in the hostel.

23. Parties/get together are not allowed in the Hostel without warden's permission.

24. The Committees will be constituted to manage the hostel and to look into the day to day issues of hostel residents:

- a) Cultural programmes
- b) Games
- c) Discipline
- d) Mess
- e) General Welfare

These Committees will work under the overall supervision of the Warden.

25. Hostel charges are levied annually. This would be in respect of boarding & lodging for a period involving 2 calendar days prior to the first day of session in the odd semester or Ist / IV Trimester till 3 days after the last day of academic activities of the even semester. III/VI Trimester Residents are duty bound to vacate the hostel beyond this period to enable the hostel to carry out annual maintenance.

26. Smoking and consumption of alcoholic beverages or any other intoxicants as well as sedative drugs are strictly prohibited.

27. Ragging is strictly prohibited. If any incident of ragging comes to the notice to the authority, the concerned student shall be given liberty to explain and if the explanation is not found satisfactory, the authority would expel her from the Institution and Hostel.

28. Residents not paying the hostel charges in due time are liable to be denied hostel facilities.

29. All the residents will follow the rules strictly and obey the orders of the Warden

30. The Institute has full powers to modify or change Hostel Rules and to enforce any rule.

31. Resident violating any of the above rules is liable to be terminated from the hostel premises, even without any prior intimation, if it is so necessary. The decision of the Institute authorities will be final No refund shall be admissible in such cases.

Girls' Hostel: Durga Halls

1. Residents of the hostel, who do not belong to National Capital Region, will have a local Guardian. The residents, when permitted by the Warden can stay with Local Guardian. Parents will issue an authorization letter in favour of the local Guardian whose consent along with the photograph will be submitted to the Warden in the prescribed format at the time of admission.
2. A resident may be allowed to leave the Hostel for Daily Outing for a maximum period of three hours (at one stretch) between the period 7.00a.m. to 7.00 p.m.
3. Residents will be allowed to stay with the Parents or Local Guardian four times in a month. Application for such purposes is required to be submitted at least a day in advance to the Hostel warden for seeking such permission.
4. Hostel Residents will not be allowed to attend the Institute from their residence/residence of Local Guardian.
5. Residents may be allowed to go out of station with their parents/with persons & authorized by the parents or can go home alone during semester break or closure of the Institute on the basis of authority letter given by the parents for the purpose.
6. Visitors are allowed to meet residents between 4:00 p.m. to 6:00 p.m. only at the Visitors Room in the Hostel Premises. Permission of the Warden is required to meet the visitors. Residents must ensure that visitors enter their details viz. name, address, telephone no., cell no., vehicle no. etc. in Visitor Book.
7. Residents are allowed to go out of the hostel on Sundays and declared holidays of the institute as per the schedule given below:
(A) 1st March to 31st October – 9:00 am to 7:00 p.m
(B) 1st November to last day of February 9:00 a.m to 6:00 p.m
Prior Permission of Warden is required for leaving the hostel on these days. Residents will have to make entry in registers available with the warden.
8. Main Hostel doors will be closed at 10:00 p.m everyday. Residents will not be allowed to enter or leave the Campus Premises beyond a period of 7:00 a.m to 7:00 p.m. In case a resident is required to remain out of the Campus after 7:00 p.m, prior approval of Warden is required at least a day in advance.
9. Attendance in the hostel will be taken by the Warden everyday at 7:00 p.m. Erring residents will be penalised.
10. In any emergencies if the resident is to go home beyond schedules mentioned above, special permission may be granted by the Warden on a written application made by the resident and the warden being convinced about such a necessity.
11. Residents will submit feedback form of the Parent/Local Guardian to the warden immediately after returning to the hostel from their home/Local Guardian's home.
12. Use of heating elements are strictly prohibited in the Room.
13. Residents will switch off fans and lights when they leave their rooms. In their absence if lights and fans are found to be on, they may be penalised.
14. Rooms of the students can be changed, if necessary, during the session.

15. Cleanliness and maintenance of the rooms will be the sole responsibility of the residents.

16. It is expected that the residents will maintain decorum & decency in behaviour & dress and will not wear any dress objected to by the Warden

17. Residents are advised not to keep valuable items with them. The safety of belongings of residents is the sole responsibility of the residents.

18. The Institute has its own mess facilities and all residents are required to partake their meals, snacks, tea, coffee from this facility.

19. Cooking by residents is not allowed in the room.

20. Expenditure on ailments, illness etc. will be borne by the residents. In case of continuous sickness or contagious disease, residents will be taken home by the Parents/Local Guardians. Hostel has arrangement for first-aid treatment. In emergency, the medical officer is available on call through the Warden.

21. It is obligatory for the residents of the hostel to attend the classes in the Institute. Absence, without permission, from the classes will be considered a serious violation and the hostel admission can be cancelled without any notice.

22. Visitors of the residents are not allowed to stay in the hostel.

23. Parties/get together are not allowed in the Hostel without warden's permission.

24. The Committees will be constituted to manage the hostel and to look into the day to day issues of hostel residents:

- a) Cultural programmes
- b) Games
- c) Discipline
- d) Mess
- e) General Welfare

These Committees will work under the overall supervision of the Warden.

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26. Smoking and consumption of alcoholic beverages or any other intoxicants as well as sedative drugs are strictly prohibited.

27. Ragging is strictly prohibited. If any incident of ragging comes to the notice to the authority, the concerned student shall be given liberty to explain and if the explanation is not found satisfactory, the authority would expel her from the Institution and Hostel.

28. Residents not paying the hostel charges in due time are liable to be denied hostel facilities.

29. All the residents will follow the rules strictly and obey the orders of the Warden

30. The Institute has full powers to modify or change Hostel Rules and to enforce any rule.

31. Resident violating any of the above rules is liable to be terminated from the hostel premises, even without any prior intimation, if it is so necessary. The decision of the Institute authorities will be final. No refund shall be admissible in such cases.

GENERAL RULES

1) Identity Card / Library Card

Students should invariably carry identity card issued by Academic Office. For issuance of duplicate Identity Card, the student would have to pay a sum of Rs.100/-. Identity card will be issued from the library. Same Identity card will be operational as Library card. It will be required at the time of issue/return of books from the library.

2) Fees & Payment Schedules

a) The payments of fees for each term have to be made by the students in time as per the following schedule.

First Year		Second Year	
1 st Installment	2 nd Installment	1 st Installment	2 nd Installment
Rs.1,65,000/-	Rs.1,65,000/-	Rs.1,65,000/-	Rs.1,65,000/-
As specified in admission letter	31 th October, 2019	30 th April, 2020	15 th October, 2020

b) Hostel Fees

All students opting for hostel accommodation will be required to pay full one-year hostel fee in a single installment in advance.

3) Mode of Payment of Fees

All fees are to be paid by demand draft in favour of "I.T.S" payable at Delhi / Ghaziabad. The amount of fine may, however, be paid in cash.

4) Late Fee Fine

In case an installment of fee is not paid by a student by the due date, the same may be accepted along with late fee fine as per following guidelines:

- Late payment of fee may be accepted upto 2 weeks after the due date of payment along with a fine @ Rs.100/- per day for each day including Saturday, Sunday and holidays.
- Students who fail to pay an installment of fees after 2 weeks from the due date of payment, will not be allowed to sit in classes or any forthcoming mid-term/end-term examination, and/or their result will not be declared, unless they clear their dues. The decision of the Director will be final in this case.
- The results of the first year PGDM students who fail to clear all the dues (including the late fees) will be withheld. The Diploma of the second year students, who fail to clear all dues (including the late fees), will be withheld.

5) Fees once paid will not be refunded under any circumstances.

6) Final Clearance

Withdrawal from the programme and leaving the campus permanently must be on the basis of prior intimation to authorities concerned and completion of check out formalities by obtaining final clearance from all concerned, such as Library, Computer Centre, Placement Office, Academic Office, and Accounts Office. The students should also return their Identity cards before final clearance.

CONVOCATION

- 1) Post Graduate Diploma in management will be awarded to such students who in the judgment of the faculty and examination committee have fulfilled all conditions and requirements for the same. The diploma will be awarded at the Institute's Annual Convocation.
- 2) All the students qualified for the diploma shall attend the Convocation and must confirm their participation to the APO. All students seeking diploma must clear all the dues and submit the clearance from various departments on a prescribed form, well in advance before the Convocation.
- 3) **Medal Awards**
 - a) Medals are awarded to the overall toppers category and specialization wise toppers category.
 1. **Gold Medal:** Gold Medal is awarded to the graduating student who ranks first in academic performance in the PGDM programme.
 2. **Silver Medal:** Silver Medal is awarded to the graduating student who ranks second in academic performance in the PGDM programme.
 3. **Bronze Medal:** Bronze Medal is awarded to the graduating student who ranks third in academic performance in the PGDM programme.
 - b) Medals are also awarded to the graduating students who rank first in the following specialization areas:
 1. Marketing Management
 2. Financial Management
 3. Human Resource Management
 4. International Business
 5. Information Technology
 6. Operations management
- 4) **Policy for issuing duplicate PG Diploma/ Grade Card**
 - a) The Institute will issue a duplicate Diploma/ Grade Card only in the case where the original is lost or damaged. In case of loss of original Diploma/ Grade Card, the student shall have to furnish an affidavit and/ or a copy of FIR reporting that the original diploma/ Grade Card is lost. In case of damaged diploma/ Grade Card, the student shall have to submit the damaged Diploma/ Grade Card.
 - b) The duplicate Diploma/ Grade Card will be issued on letter head of the Institute and the present Director General, Director and the programme Chairperson will sign on it.
 - c) An amount of Rs.1000/- will be charged for the issue of duplicate Diploma/ Grade Card.

The Director reserves the right to change any of the above rules as and when deemed necessary without prior notice.

FACULTY MENTOR

A small Group of students shall be attached to a Faculty Mentor during PGDM programme. Faculty shall help, advise and guide the students with respect to academics, administrative and other issues. Students are advised to be in regular touch with their faculty mentor.

SN	Name of Faculty	Area	Designation	Mobile Number	Email ID
1	Dr. Ajay Kumar	Marketing	Professor & Director	9811610356	dir.mgmt.mn@its.edu.in
2	C. K. Sabharwal	Marketing	Senior Professor	9810008505	cksabharwal@its.edu.in
3	Dr. V.N Bajpai	Marketing	Professor & Chairperson	8447744061	vnbajpai@its.edu.in
4	Dr. Satish Kumar	Marketing	Professor	8447744077	satishkumar@its.edu.in
5	Durba Roy	Marketing	Associate Professor & CRC Head	9899177915	durbaroy@its.edu.in
6	Dr. Surendra Tiwari	Marketing	Associate Professor	9910716900	surendratiwari@its.edu.in
7	Dr Sanjeev Tandon	Marketing	Associate professor	9990963740	sanjeevtdandon@its.edu.in
8	Dr Ashish Kumar Jha	Marketing	Assistant Professor	9711302139	ashishkumarjha@its.edu.in
9	Jyotsana Vaid	Marketing	Assistant Professor	8527770190	jyotsanavaid@its.edu.in
10	Yachna Malhotra	Soft Skills	Assistant Professor	9650783111	yachnamalhotra@its.edu.in
11	Shilpi Rana	Soft Skills	Assistant Professor	9650123946	shilpirana@its.edu.in
12	Dr Rajeev Johari	Economics	Associate Professor	9811005134	rajeevjohari@its.edu.in
13	Parul Gupta	Economics	Assistant Professor	9560112271	parulgupta@its.edu.in
14	Dr Indraneel Mondal	QT/ Operations	Assistant Professor	9690045930	indraneelmandal@its.edu.in
15	Dr Manoj Kumar Jha	HR	Professor	8285615491	manojkumarjha@its.edu.in
16	Dr. D.K.Pandey	HR	Professor	9911001763	dkpandey@its.edu.in
17	Dr. Charu Choudhary	HR	Assistant Professor	9818561970	charuchaudhry@its.edu.in
18	Shikha Arora	HR	Assistant Professor	9971015973	shikhaarora@its.edu.in
19	Dr Vivek Pachauri	HR	Assistant Professor	9981022819	vivekpachauri@its.edu.in
20	Ritu Saxena	HR	Assistant professor	9911828282	ritusaxena@its.edu.in
21	Anil Kalra	Finance	Professor	9871093722	anilkalra@its.edu.in
22	Dr. Anusha Agarwal	Finance	Associate Professor	9810702353	anushaagarwal@its.edu.in
23	Nitin Saxena	Finance	Assistant Professor	8447744062	nitinsaxena@its.edu.in
24	Ankur Ahuja	Finance	Assistant Professor	9990866634	ankurahuja@its.edu.in
25	Dr. Puneet Kumar	Finance	Assistant Professor	9899884874	puneetkumar.yps@its.edu.in
26	Dr. Shuchita Singh	Finance	Assistant Professor	9873803736	shuchitasingh@its.edu.in
27	Alok Singh	IT/ Operations	Assistant Professor	9654383167	alok.singh@its.edu.in
28	Sunil Upadhyay	IT/ Operations	Assistant Professor	9871493429	sunilupadhyay@its.edu.in
29	Lokesh Upreti	IT/ Marketing	Assistant Professor	9760021296	lokeshupreti@its.edu.in
30	Dr Namita Dixit	International Business	Assistant Professor	9560777008	namitadixit@its.edu.in

ADVISORY BOARD & ACADEMIC COUNCIL

Dr. Vinayshil Gautam

Senior Advisor- Trifed, Founder Director, IIM-K, Ist Head, Management Dept. IIIT-D, Leader Consulting Team,
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Shri Arpit Chadha Vice Chairman I.T.S –The Education Group	Nominee of The Affiliating Body/University/State Board of Technical Education
Shri B.K. Arora Secretary I.T.S –The Education Group	Nominee of State Govt. from The Region Industrialist/ Technologist/Educationist
Shri Surinder Sood Director- Public Relations I.T.S –The Education Group	Nominee of State Govt. Director Technical Education, (Ex-Officio)
Dr. Sunil Kumar Pandey Director-IT, Institute of Technology and Science	Regional Officer (Ex-Officio) AICTE, Kanpur
Ms. Bhawna Bhardwaj Assistant Professor Institute of Technology and Science	Dr. Ajay Kumar Director-Management Institute of Technology and Science Member Secretary

Institute of Technology & Science, Ghaziabad**Academic Calendar****PGDM(2019-21) & PGDM(2018-20) Batch****Academic Year: 2019-20****First & Fourth Trimester**

Student Registration (PGDM:2019-21) & commencement of Orientation Programme	17 th - 22 nd June, 2019
Commencement of classes (I Trimester)	24 th June, 2019
Student Registration (PGDM:2018-20)	10 th July, 2019
Workshops on Data Analysis & Interpretation (SIP report preparation)	10 th – 12 th July, 2019
Commencement of Classes (IV Trimester)	15 th July, 2019
Formal Interaction of PGDM (2018-20) & (2019-21) batch	19 th July, 2019
Introduction Party/ Fresher's Party	9 th August, 2019
Convocation Ceremony of PGDM (2017-19)	8 th September, 2019
SIP Competition	21 st September, 2019
End of classes (I Trimester)	13 th September, 2019
End of classes (IV Trimester)	28 th September, 2019
End Trimester Exams (PGDM:2019-21: I Trimester & PGDM :2018-20: IV Trimester)	16 th – 21 st September, 2019 (I Trimester) 14 th – 19 th October, 2019 (IV Trimester)

Second & Fifth Trimester

Commencement of Classes (II Trimester)	23 rd September, 2019
<i>Durga Navmi & Dusshera Vacation</i>	7 th – 8 th October, 2019
Commencement of Classes (V Trimester)	21 st October, 2019
Foreign Trip- (2019-21) Batch*	14 th – 19 th October, 2019
Deepawali Vacations	25 th – 29 th October, 2019
Result Declaration : I Trimester IV Trimester	19 th October, 2019 & 15 th November, 2019
Global Management Day	19 th November, 2019
Excursion Tour (2018-20) Batch*	28 th – 30 th November, 2019
Re - appear Examinations (I & IV Trimester)	25 th – 30 th November, 2019
Alumni meet of Management Courses	7 th December, 2019
I.T.S Utkrisht Marketing Award Ceremony	21 st December, 2019

End of classes: II Trimester V Trimester	31 st December, 2019 18 th January, 2020
End Trimester Exams (PGDM:2019-21: II Trimester & PGDM :2018-20: V Trimester)	2 nd – 10 th January, 2020 20 th -29 th January, 2020
Third & Sixth Trimester	
Commencement of classes (III Trimester)	13 th January, 2020
Research Conclave	18 th January, 2020
Media Conclave	1 st February, 2019
Commencement of classes (VI Trimester)	2 nd February, 2020
Result Declaration (II & V Trimester)	15 th February, 2019
Business Summit	15 th February, 2020
Young Talent Hunt (YTH)	20 th February, 2020
Re - appear Examinations (II & V Trimester)	24 th February – 29 th February, 2020
Annual PG Fest – WYSIWYG	28 th -29 th February, 2020
Entrepreneurship Summit	21 st March, 2020
International Conference	3 rd – 4 th April, 2020
End of classes (VI Trimester)	11 th April, 2020
End term examinations of VI trimester	15 th – 18 th April, 2020
End of classes (III Trimester)	19 th April, 2019
Farewell to PGDM (2018-20)	18 th April, 2020
SIP Related workshops for PGDM (2019-21) batch	20 th April, 2020
End Trimester Exams (PGDM:2 019-21: III Trimester)	22 nd – 30 th April, 2020
SIP of PGDM (2019-21) batch	1 st May – 30 th June, 2020
Result Declaration (VI trimester)	15 th May, 2020
Result Declaration (III trimester)	30 th May, 2020

**Any change in calendar will be intimated in advance.*

HOLIDAY LIST FOR PGDM STUDENTS FOR THE YEAR 2019

S.No.	Name of Festival	Date	Day
1	New Year Day	1/1/2019	Tuesday
2	Republic Day	1/26/2019	Saturday
3	Mahashivratri	3/4/2019	Monday
4	Holi	20-03-2019 to 22-03-2019	Wednesday to Friday
5	Ram Navmi	4/13/2019	Saturday
6	Ambedkar Jayanti	4/14/2019	Sunday
7	Mahavir Jayanti	4/17/2019	Wednesday
8	Id-ul-Fitr*	6/5/2019	Wednesday
9	Shiv Ratri	29-07-2019 & 30-07-2019	Monday & Tuesday
10	Id-ul-Zuha*	8/12/2019	Monday
11	Independence Day	8/15/2019	Thursday
12	Raksha Bandhan	8/15/2019	Thursday
13	Janmashtmi	8/24/2019	Saturday
14	Moharram	9/10/2019	Tuesday
15	Gandhi Jayanti	10/2/2019	Wednesday
16	Durga Navmi	10/7/2019	Monday
17	Dussehra	10/8/2019	Tuesday
18	Balmiki Jayanti	10/13/2019	Sunday
19	Deepawali/Goverdhan Pooja/Bhaiya Dooj	25-10-2019 to 29-10-2019	Friday to Tuesday
20	Id-ul-Milad*	11/10/2019	Sunday
21	Guru Nanak Birthday	11/12/2019	Tuesday
22	Christmas	12/25/2019	Wednesday

*Depends on visibility of moon, the exact date will be declared at that time.

KEY WORDS USED

1. Institute:

Institute stands for Institute of Technology & Science, Mohan Nagar, Ghaziabad.

2. PGDM Programme:

PGDM Programme is the two year, full time, AICTE approved programme.

3. Credit:

3 credits are equal to 30 hours/ 30 sessions. The student must be careful to see that he/she completes the required credits before a degree can be awarded.

4. Core Course:

These courses are compulsory for all students regardless of their specialization.

5. Elective Course:

Elective courses are offered in particular area/s of specialization. Students can take these depending on their career interest. An elective course can be of 3 or 1.5 credits. Students have to select these electives depending on their interests, subject to rules.

6. Term/Trimester:

An academic year is divided into 3 terms each spreading over approximately 10-12 weeks. Two year programme consists of six trimesters.

7. Term Grade Point Average (TGPA):

This is the indicator of the performance of a student in any particular term. It is the weighted average of all the numerical grades obtained in all the courses in the term.

8. Cumulative Grade Point Average (CGPA):

This is the indicator of the performance of a student for all the terms preceding and up to the term. It is the weighted average of all the courses taken by the student up to the term.

9. "F" Grade is defined as Fail.

10. Proctorial Board:

This is a committee to oversee and investigate all disciplinary actions of the students.



INSTITUTE OF TECHNOLOGY AND SCIENCE

(NAAC Accredited 'A' Grade Institute & An ISO 9001 : 2015 Certified Institute)

Mohan Nagar, Ghaziabad - 201007 (U.P.)

Phone : 0120-2811000, Mob.: 8447744041 / 42

E-mail : itsmn@its.edu.in Website : www.its.edu.in

ITS/RO/Committee/13/2021-22/02

Dated: 01.07.2021

PROCTORIAL BOARD COMMITTEE OF SESSION 2021-22

The Proctorial Board Committee for the Academic year 2021-22 is being constituted to consist of the following.

1. Concerned Academic Head	Presiding Chairperson
2. Dr. Anusha Aggarwal	Member
3. Dr. Surendra Tiwari	Member
4. Prof. Puja Dhar	Member
5. Prof. Aadil Naved Khan	Member
6. Dr. Vidushi Singh	Member
7. Dr. Satish Kumar	Member
8. Prof. Ritika Rathor	Member
9. Mr. R. C. Sharma	Member
10. Mr. Subhash Panwar	Member
11. Mr. Alok Jha	Member
12. Ms. Kesh Bala	Member

The detailed functions of the committee are being separately stipulated as per AICTE notification.

(R. C. Sharma)
Registrar

INSTITUTE OF TECHNOLOGY & SCIENCE, MOHAN NAGAR, GHAZIABAD
PROCTORIAL BOARD COMMITTEE OF SESSION 2019-20

03rd Aug 2019

A meeting was conducted on 01st Aug 2019 at 03:00 p.m. in the Seminar hall to constitute a 'Proctorial Board Committee' for the session 2019-20 regarding discipline cases of students of this Institute. Discipline remains very important for providing conducive work environment in the Institute. It is therefore, not only desirable but also essential that every faculty & staff member own the responsibility to help to maintain discipline in the campus and hostels of the Institute. The committee will promptly look in to any complaint related to students at the campus.

The 'Proctorial Board Committee' for the session 2019-20 is constituted as follows:

PRESIDING CHAIRPERSON:- CONCERNED ACADEMIC HEAD
(DIRECTOR-MGMT./DIRECTOR-IT /DIRECTOR UG)

MEMBERS:

- ALL AVAILABLE COORDINATOR/CHAIRPERSON
- (PGDM//MBA/MCA/BBA/BCA)
- VICE PRINCIPAL UG/HOSTEL INCHARGE
- REGISTRAR
- ADMN. OFFICER
- HOSTEL WARDEN (BOY'S/GIRL'S)

Role of Proctorial Board:

1. To maintain discipline in the campus and hostels of I.T.S, Ghaziabad.
2. To ensure security and safety of men and materials of I.T.S, Ghaziabad.
3. To maintain and record all indiscipline incidences and subsequent action in the discipline register for future references.
4. To frame, notify and amend discipline related rules from time to time.

Responsibilities of Proctorial Board:

In case of any indiscipline activity following procedure is recommended:

- a. Any faculty/staff member coming to know or observing the act of indiscipline must intervene and simultaneously inform to the Programme Coordinator/ Chairperson/ Director of the Programme / Registrar / Admin. Officer.
- b. Coordinator/Chairperson of the concerned programme/programmes is/are authorized to solve the problem at his/her/their level and take suitable action.
- c. If, it is not sorted out at Coordinator/Chairperson level, the concerned Academic Head (Management/IT/Vice Principal UG) will be involved and they will be fully authorized to take necessary steps.
- d. If Academic Head (Director Mgmt./Director IT/Director-UG) so feel that the gravity of the situation requires, the case can be referred to the Proctorial Board.


Ro

- e. In case all the members of the Proctorial Board are not present on a particular day, the Board would then constitute of all those members who are present in the campus on that day. The convener of the Board would be the Registrar. Registrar would be authorized to take decision in case of crisis or emergency on behalf of the Proctorial Board, which will be ratified on the subsequent Proctorial Board meeting. The Proctorial Board will take decision after due deliberations/considerations in the matter of indiscipline activities. After approval by the Presiding Chairperson /Director, the same will be implemented. Needless to say, it is expected that no member of the board will express his/her opinion or divulge the contents of deliberations outside the board. Even the decision of the board should not be divulged before it is being approved by the Presiding Chairperson.
- f. If any person/level is absent on a given day, the matter would go to higher level automatically.
- g. If students are found creating indiscipline outside the campus of the Institute, Registrar in consultation with Proctorial Board Members (present in the Institute at that time) can take a decision to take help from the situation so warrants.

The meeting ended with the votes of thanks to the chair.



(R C Sharma)
Registrar

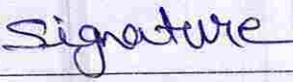
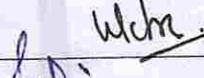
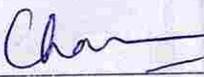
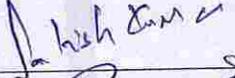
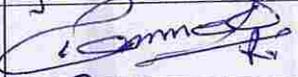
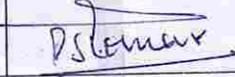
INSTITUTE OF TECHNOLOGY & SCIENCE, MOHAN NAGAR, GHAZIABAD

MEETING OF PROCTORIAL BOARD COMMITTEE - 2019

24/07/2019

A meeting by Proctorial Board Committee was conducted on 23rd July, 2019 at 03:00 p.m. in the Seminar hall regarding discipline cases of students of this Institute.

The following committee members have attended the meeting:-

Sl. No.	Name	Designation	Signature
1	Dr. Vidya Sekhri	Director-Management	
2	Dr. V. N. Bajpai	Chairperson-PGDM	
3	Dr. Charu Chaudhary	Coordinator-PGDM	
4	Dr. Satish Kumar	In charge Hostel	
5	Mr. R.C.Sharma	Registrar	
6	Mr. Rohit Gupta	Admin Officer	
7	Mr. P.S. Tomar	Hostel Warden	

It was discussed in the meeting that the counseling of students of Institute is to be in continuing process. The board is promptly looking into any complaint related to students' discipline of the campus. No untoward incident of discipline was reported in the campus till date.

The meeting ended with the votes of thanks to the chair.


(R.C. Sharma)
Registrar

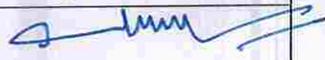
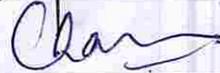
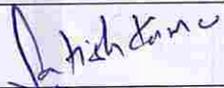
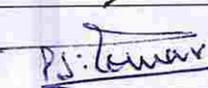
INSTITUTE OF TECHNOLOGY & SCIENCE, MOHAN NAGAR, GHAZIABAD

MEETING OF PROCTORIAL BOARD COMMITTEE - 2019

17/04/2019

A meeting by Proctorial Board Committee was conducted on 16th April 2019 at 03:00 p.m. in the Seminar hall regarding discipline cases of students of this Institute.

The following committee members have attended the meeting:-

Sl. No.	Name	Designation	Signature
1	Dr. Ajay Kumar	Director-Management	
2	Dr. V. N. Bajpai	Chairperson-PGDM	
3	Dr. Charu Chaudhary	Coordinator-PGDM	
4	Dr. Satish Kumar	In charge Hostel	
5	Mr. V. K. Saxena	Registrar	
6	Mr. Rohit Gupta	Admin Officer	
7	Mr. P.S. Tomar	Hostel Warden	

It was discussed in the meeting that the counseling of students of Institute is to be in continuing process. The board is promptly looking into any complaint related to students' discipline of the campus. No untoward incident of discipline was reported in the campus till date.

The meeting ended with the votes of thanks to the chair.


(V. K. Saxena)
Registrar

Institute of Technology & Science Mohan Nagar, Ghaziabad

SERVICE RULES & OTHER POLICY



Institute of Technology & Science

GT Road, Mohan Nagar, Ghaziabad-201007

(NAAC Accredited 'A' Grade Institute)

(An ISO 9001:2008 Certified Institute)

www.its.edu.in

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Sr. No	Particular	Annexure No
1	Service Rules	Annexure 1
2	Faculty Recruitment Policy & Process	Annexure 2
3	Faculty Appraisal System	Annexure 3
4	Faculty Development & Promotion Policy	Annexure 4
5	Incentive Scheme for Faculty	Annexure 5

Service Rules

CHAPTER - 1

COMMENCEMENT AND APPLICABILITY

1. Commencement

The service rules as contained herein may be called the Institute of Technology & Science Service Rules with the amendments as may be made from time to time.

2. Applicability

- a) The Service Rules shall apply to every permanent employee (both teaching & non-teaching staff) of the Institute.
- b) Notwithstanding anything contained in clause 1 above, the Governing Body, by agreement with any employee can make special provisions regarding his conditions of service and thereupon these Service Rules shall not apply to such an employee to the extent to which the special provisions are inconsistent therewith.
- c) The existing arrangements with the employees shall not change except with mutual consent.
- d) Employees on contract shall be governed by the terms and conditions specified in their Contract (Contract employees are those employees whose services are hired for jobs and / or specific period.
- e) Temporary employment of both teaching and non-teaching and non-teaching staff will be for meeting out emergent situations arising out of unforeseen circumstances namely leave / sickness vacancies etc. All such employees will be paid a consolidated salary and the duration of this employment must not exceed six months at one time.
- f) A non-teaching staff or any other person may be given casual appointment for casual nature of work / job for short duration on consolidated salary for period not exceeding three months.

CHAPTER - II

DEFINITIONS

In these rules, the following expressions shall have the meaning as indicated against them:

1. "Governing Body / Academic Council means a committee constituted by the Society as per norms of AICTE / University or The Executive Committee to look after the affairs of the Institute.
2. "Disciplinary Authority" means authorities of the I.T.S who have been delegated the powers of Governing Body to take disciplinary action against employees in case of misconduct.
3. "Director General/Director" means a person appointed as Director of the Institute or a person acting as Director in the absence of the Director on leave or otherwise.
4. "Executive Committee" means a Committee constituted by the Society to control, manage and govern the activities of the Institute.
5. "Employee" or "Staff" refers to in these rules means any person in permanent employment of the Institute.
6. "Institute" means Institute of Technology & Science, Ghaziabad.
7. "President / Chairman" means the President / Chairman of the Institute nominated by the society.
8. "Secretary" means Secretary of the Institute nominated by the Society.
9. "Society" means Durga Charitable Society.
10. Words importing the masculine gender shall include the feminine gender.

CHAPTER - III

APPOINTMENTS, RECRUITMENT BASIS, RETIREMENT, TERMINATION, DISCIPLINARY ACTION AND SUSPENSION.

1. Appointing Authority:

- A. All appointments of the teaching staff shall be made by the Director General / Director on recommendations of selection committee subject to approval of the Governing Body / Academic Council. The Selection committee (s) shall be constituted as per AICTE / University norms.
- B. Director General / Director can make temporary appointment. The services of temporary employees shall be liable to termination at any time by giving notice from either side.

2. Recruitment:

A. Direct Recruitment

a. General criteria for fresh recruitments of staff shall be as follows:

- I. Academic qualification of a non - teaching staff should not be less than a Graduate of a recognized University except under Grade 1 IV Class IV, matriculation or equivalent qualification will be preferred.
- II. Teaching Staff must have prescribed qualification as per AICTE / University norms.
- III. For office, Library and all other administrative / ministerial staff knowledge of Computer operation and English typing are essential. Preference will be given to those with knowledge of Stenography.
- IV. Wherever necessary, direct recruitment will be made notwithstanding clause (B) below.

- a. All appointment are made through a formal Appointment Letter, signed by the appropriate authority. Appointment may be permanent, temporary, casual or on contract basis.
- b. All appointments are subject to satisfactory medical report by a medical officer, approved by the Institute.

All employees during the period of their service shall have to undergo medical examination whenever called upon to do so.

- c. Appointment to all types of posts in the Institute shall be made on probation for a prescribed period. The appointing authority shall have the power to extend the period of probation for such period as may be considered necessary. After the period of probation, or the extended period of probation as the case may be, the employee will either be confirmed or his employment terminated.
- d. All letters of appointment are subject to the candidate's antecedents and credentials being found genuine and satisfactory. If any discrepancy is found in the credentials at any time, the letter of appointment shall stand cancelled and the employment terminated without noticed and without any liability to the Institute. At the time of employment, the concerned candidate must submit photocopies of all certificates and testimonials along with the original for verification by the Secretary.
- e. Acceptance of employment by a candidate means and includes acceptance of these Rules and Orders issued from time to time in supplement to or in modification of these Rules.

B. Promotion from within:

- a) Appointment to a post in any grade may be made - whether in a substantive or officiating capacity, by promotion from amongst employees serving in posts in the next lower grade on the basis of merit, with due regard to seniority, efficiency, honest, loyalty and on the recommendation of the Selection Committee and approval of the Director General / Director.
- b) Promotion of a Faculty member is subject to the approval of and the recommendations of the Director General / Director. Contribution made by faculty members in the following areas will be considered :
 - i. Teaching, training, research, consultancy compilation / preparation of case studies, improving curriculum and institution building including administration and guidance to Students.
 - ii. Work assigned to them and achievements made, aptitude and contributions made for the development of the Institute or any job allotted to Faculty members.

- iii. Additional professional qualification or proficiency in consultancy, management development activities will always be considered.

All promotions from / within will be subject to the candidate's satisfactory performance during first year of promotion, failing which he will be reverted to his substantive post.

3. Retirement:

After confirmation, the appointee shall continue to hold his office till he attains normal retirement age, which is on completion of the 65th birthday for Faculty and 60th birthday for non-teaching staff as per the age record of the employee in the Institute.

Provided, however, where Governing Body considers that in the interest of students and for the purpose of teaching and guiding the research scholars, any member of teaching staff should be re-employed, such re-employment shall be made for such period (s) as may be considered appropriate. Provided further that the Governing Body may at its sole discretions grant extension of service of one year at a time to an employee subject to his being found medically fit.

4. Termination:

- a. The appointing authority shall have the power to terminate the service of any permanent member of teaching / non teaching staff after giving due notice of such period as mentioned in the appointment letter or on payment of salary in lieu of such notice.
- b. An employee referred to against above, may terminate his engagement by giving the appointing authority similar notice provided that the appointing authority may either reduce this period or call upon the employee concerned to continue till the end of the semester in which the notice is received.
- c. Apart from resignation, retirement or death, the service of an employee can be terminated on any of the following grounds:
 - Incapacitation or on being declared medically unfit.
 - Indiscipline, in - subordination dishonesty. Moral turpitude or irregular attendance or an act of misconduct.
 - Failure to render satisfactory performance.
 - Violation of terms and conditions laid down in these rules.
- d. The services of staff members can be terminated by giving notice of one month from either side and without assigning any reason whatsoever during period of probation.

- e. In case of Contract Appointment, the contract will specify the notice period for termination.
- f. When appointed on whole time basis, no part time work even in an honorary capacity is allowed. Violation of this condition would attract immediate termination.

5. Discipline and Disciplinary Action in case of Misconduct

The concept of discipline essentially means willing adherence and without being supervised by all employees to all Rules and Regulations formulated by the Institute.

- a) All employees are expected to maintain a high standard of discipline, good conduct and behavior. They are also to follow the Rules and procedure issued by the Director from time to time. Violation of this will tantamount to "Misconduct" and the concerned employee will be liable for disciplinary action.
- b) Without prejudice to the general meaning of the term "misconduct" the following acts will constitute misconduct on the part of an employee:
 - i. Willful insubordination or disobedience, whether alone or in combination with another or others of any lawful and reasonable order of a superior or refusal to receive or reply to a communication sent by a superior.
 - ii. Striking work in contravention of any statues, law or enactment from time to time and for the time being in force either singly or with others, or inciting any employee while within the premises of The ITS to strike work.
 - iii. Taking part in any political demonstration / Gherao, while on duty.
 - iv. Theft, fraud or dishonesty in connection with the Institute's business or property.
 - v. Taking or giving bribes or any illegal gratification whatsoever.
 - vi. Habitual late attendance and habitual absence without leave or without sufficient cause.
 - vii. Habitual negligence or neglect of work.
 - viii. Habitual indiscipline
 - ix. Causing damage to work in process or to any property of the ITS by negligence or with intention.
 - x. Threatening or intimidating any employee within the boundaries of the ITS premises.
 - xi. Giving of false information of any kind at the time of seeking employment or for

securing any facility given by the ITS.

- xii. Absence without leave or overstay beyond the sanctioned leave for more than six consecutive days without sufficient ground or proper satisfactory explanation.
- xiii. Abetment or attempt at any of the above acts of misconduct.
- xiv. Any other misconduct as promulgated by the Director.

(NOTE: THE ABOVE LIST OF MISCONDUCT IS ILLUSTRATIVE IN NATURE AND NOT EXHAUSTIVE.)

C) An employee found guilty of misconduct shall be liable to be dismissed. The Disciplinary Authority, at its discretion and keeping in view the gravity of the misconduct may award one of the following punishments in lieu of dismissal.

- i. Discharge
- ii. Suspension up to 15 days without pay
- iii. Warning
- iv. Any other punitive action as deemed fit by the Disciplinary authority.

d)

- i. If an employee is alleged to have omitted an act of misconduct, the Disciplinary Authority will issue a charge sheet asking him to explain in writing why disciplinary action should not be taken against him.

Provided that where an employee is charged with a serious act of misconduct. He may be suspended forthwith pending enquiry of the charge sheet. During the period of such suspension, the employee will be paid Subsistence Allowance at the following rates.

For the first ninety days, at the rate of fifty percent of his wage/salary (Basic plus Dearness Allowance). If the enquiry gets prolonged beyond ninety days for reason directly attributable to the employee, it will be reduced to twenty five percent of wage for the remaining period.

The suspended employee is to report daily at the Institute's reception about his presence entitling him for the suspension period payment. Payment of Subsistence Allowance is also subject to the employee not working elsewhere during the period of suspension and also attending the enquiry on the date (s) fixed for the same.

- ii. If the reply to the charge sheet is unsatisfactory, or where no reply has been received within the specified time limit, the disciplinary authority shall arrange to hold an enquiry as per procedure into the matter.

- iii. If on the conclusion of the enquiry, the employee is found guilty and it is considered that the employee should be punished, after following the procedure, the disciplinary authority shall pass an order accordingly and communicate the same to the concerned employee.
- iv. Where an order of Discharge / Dismissal is passed, the same will have effect immediately on communication thereof. In case the employee was under suspension pending enquiry, the amount of Subsistence Allowance paid or payable up to the date of Discharge / Dismissal shall not be recovered.

Provided that where the period of suspension pending enquiry exceeds fifteen days and the employee is punished with suspension up to fifteen days, the employee will be entitled to full wages for the remaining period after recovering the Subsistence Allowance already paid to him.

Provided also that where the employee is either given a warning or exonerated of the charge, he will be entitled to full wages for he period of suspension pending enquiry after recovering the Subsistence Allowance paid to him.

CHAPTER IV

GRADES, SCALES OF PAY & INCREMENTS

1. Grades

- a) All staff in the Institute would be classified appropriately into various "GRADES" for the purpose of scales of pay and other allowance.
- b) The designation of a staff member is only indicative of his functions and would not change the "grade" to which he is appointed / classified. Consequently, staff members with the same designation may belong to different "grade", depending upon the person's job responsibility, his ability to carry a greater load of work, seniority etc.
- c) All staff will be intimated about the 'grade' to which they belong.
- d) The placement of a staff member in one of the 'grades' and promotion from one 'grade' to another would be on the basis as per clause (B) of Chapter III.

2. Qualification

The prescribed minimum qualification and experience requirements for the various teaching posts shall be as per AICTE / University guidelines.

3. Scales of Pay

- a) The scale of pay for the teaching staff shall be as per scales prescribed by the UGC/AICTE.
- b) The existing scales of pay shall continue as it is. No change in scale of pay shall be made without the approval of the Governing Body / Society.

4. Increments

Better compensation package, performance and accountability are inter-related and one cannot be had without the other. Performance appraisal and accountability shall be an integral part of annual review of the employees.

An open, transparent and objective Performance Appraisal System comprising of self-appraisal and peer evaluation is in practice and same can also be modified / upgraded from time to time, as may be deemed fit.

- ❖ The annual increment will be considered once in a year based on the recommendations given by the Director.

- ❖ An increment shall not be sanctioned unless the conduct of the employee and performance during the year under review has been good.
- ❖ The Director General is empowered to sanction the grade increment, defer, or stop the annual increment altogether depending upon the performance of the employee.
- ❖ Director General/Director, may in recognition of the exceptional merit of an employee, sanction him additional increment (s) or promotion to a higher grade as it may deem fit.
- ❖ Director General/Director, may sanction to an employee in any special circumstances, such special pay, honorarium or fee and on such conditions as it may deem fit.

5. Others

The pay and allowances to employees of the Institute for each month shall be payable during the first / second working week of the succeeding month.

- a) On termination / resignation, the pay and allowances shall be released only after the staff member's account is settled and after taking over charge from him including surrender or return of the Institute's assets in his possession. A No Dues Certificate from different departments and also from authorized person taking charge from him will be necessary.

The above rules shall be subject to directions and guidelines of AICTE / University issued from time to time and adopted by the Institute after approval of the Governing Body/Academic Council.

CHAPTER - V

ALLOWANCES AND OTHER BENEFITS

1. General

Income Tax payable by the employee shall be deducted at source as per law.

2. Provident Fund

Every employees of the Institute shall be entitled to the benefit of Provident Fund, as prescribed and applicable from time to time.

3. Gratuity

Members of Staff who are covered under the Payment of Gratuity Act, 1972 will be paid gratuity as per the Gratuity Act.

4. House Rent Allowance

All permanent employees covered by these rules who are not provided housing accommodation by the Institute will be entitled to House Rent Allowance as prescribed by the Institute from time to time.

House Rent allowance shall be paid together with monthly salary. In case of any employee who has been provided leased, rented and / or own accommodation with or without furniture no house rent allowance will be payable and the Institute will deduct 10% of his basis salary and his contribution towards house rent. All expenses of electricity, water etc. in such accommodation would be payable by the Institute.

5. Medical Benefits

The Institute has taken group medial and accident insurance policies benefit of which will be available to all employees. The premium of these policies is paid by the Institute.

6. Books & Periodical Allowances

The teaching staff may be required to purchase books and periodicals for improving curriculum and guidance o the students. The Institute will reimburse the expenses incurred by them for purchase of books & periodicals up to Rs.2000/- in a year.

7. Leave Encashment

The employees can apply for encashment of their leaves as per leave as per Leave Rules of the Institute, as modified from time to time.

CHAPTER - VI

WORKING HOURS, HOLIDAYS AND LEAVE RULES

1. Working Hours

- a) The working hours in the institute are 9.00 a.m. to 4.30 p.m. for faculty and 9.00 A M to 6.00 PM from Monday to Saturday with lunch break from 1.00 p.m. to 1.30 p.m. 2nd and 4th Saturday will be observed as off days along with Sundays. Director General/Director may notify separate timing for faculty or staff required as per needs from time to time.

Faculty members can avail flexi timing up to one hour, as per institutes guide lines, issued from time to time.

Non Teaching staff members are also permitted two short leaves of 1 and Half hours each in a month with prior approval from immediate superior and Director General / Director.

2. Holidays

During December every year, a circular will be issued regarding holidays for next year.

In addition, employees can avail two restricted holidays from the specified list, issued along with above list of holidays.

3. Leave

All the employees will be governed by the leave rules of the Institute, as modified from time to time.

CHAPTER - VII

TRAVELLING, CONVEYANCE AND ALLOWANCES

Rules regarding Travelling, Daily Allowance and Conveyance during travels shall be framed by the Institute as notified through circular/office order issued from time to time.

I.T.S- -The Education Group

Ghaziabad

Murad Nagar

Gr. Noida

Date: 21.01.2015

CIRCULAR FOR ADMISSIONS STAFF (Campus 1, 2, 3 & 4)

Sub: Allowances for visit on duty- Admissions Staff

Staff members in the Admission Cell at I.T.S-The Education Group shall be entitled to following allowance towards reimbursement of expenses incurred during outstation visits on duty.

These rates are effective from 23rd January 2015.

S. No.	Details	Entitlement
1.	Towards meals and lodging for full day for one person to out station	Rs. 1,500/-
2.	Towards meals and lodging for full day for two persons travelling together to outstation	Rs. 1,900/-
3.	Towards full day meal without lodging	Rs. 125/- (for Delhi NCR)
4.	Local transportation i.e. transportation to and fro at place of residence and at the station of duty(residence to the station and back as well as station to hotel and back)	Rs.100/- to/ fro from Ghaziabad Railway Station and Rs.200/- for to/fro New Delhi Station.
5.	Transportation cost connected with duty performed at outstation	On actual basis (documents to be attached . . .)- by Auto Only

Supporting evidence is required for claims in respect of items mentioned at Sr. no. 1 to 3.

In case of any possible deviation, prior permission should be taken.


B K. Arora
(Secretary)


Arpit Chadha
(Vice Chairman)

INSTITUTE OF TECHNOLOGY & SCIENCE
MOHAN NAGAR, GHAZIABAD

13th July 2016

No. DG/00/1/16

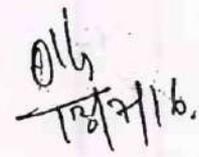
OFFICE ORDER

Requisition of vehicle for official travel in NCR

Following procedure is to be followed for booking of vehicle for official purposes related to visits in NCR, after due approval from appropriate authority.

1. As far as possible, personal vehicle will be used & travel claim made as per Institute rules.
2. As a next alternative, submit requisition slip to A.O with two day advance notice, except for emergencies.
3. In case of non availability of vehicle as advised by A.O, against requisition, in writing, travel is to be undertaken by making use of taxi aggregating service by OLA/ Uber, on point to point single destination basis, at the lowest category rate.
4. Reimbursement of taxi bill booked on OLA/ Uber will be on production of respective receipt.
5. Any deviation from this procedure requires prior approval of DG.


Dr. A.K. Puri
Director General



CC: The Vice Chairman, I.T.S Group
✓The Secretary, I.T.S Group

INSTITUTE OF TECHNOLOGY & SCIENCE
MOHAN NAGAR, GHAZIABAD

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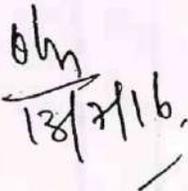
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OFFICE ORDER

For all official outstation travels, upon approval of the travel plan, procedure as given below is to be followed for hotel booking.

- (i) All bookings for hotel to be through Hotel aggregator service Goibibo/ OYO Rooms, on the lowest rate quoted.
- (ii) Each user is required to download Goibibo App on his/ her smartphone/Laptop/PC
- (iii) Promo Code APP3625 is to be applied upon App download to get initial credit into the individual account.
- (iv) Payment for booking, as per requirement, to be made through personal credit card/ Institute credit card (available with Mr. Mohit Kapoor).
- (v) Reimbursement, if any will be made on submission of bill against actual utilization.


Dr. A K Puri
Director General


13/7/16

CC: The Vice Chairman, I.T.S Group
✓The Secretary, I.T.S Group

I.T.S- -The Education Group

Ghaziabad

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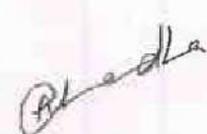
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In case of any possible deviation, prior permission should be taken.


B K Arora
(Secretary)


Arpit Chadha
(Vice Chairman)

CHAPTER - VIII

LEAVE RULES

1. No leave can be availed as a of right and the grant shall be at the sole discretion of the competent authority
2. The entitlement of 12 days, Casual Leave 10 days sick Leave will be compounded to 22 days of Casual/Sick Leave per year.
3. Normally all leave should be taken with prior permission. A maximum of 2 days leave can be availed without prior permission on purely unforeseen reasons like sickness etc.
4. Leave beyond 2 days on sickness ground should be supported by medical certificate from any MBBS doctor and duly countersigned by the Institute's Medical Officer.
5. Out of annual entitlement of 22 days of Casual/Sick Leave, 10 days can be carried forward to the subsequent years subject to a maximum of 60 days of accumulation.
6. Any faculty/staff joining ITS shall initially be entitled to prorated entitlement of 2 days of Casual/Sick Leave per month from the second month onwards, subject to a maximum of 22 days of leave for the first year.
7. The month of joining will be considered as a full month for leave purposes if a faculty/staff joins before 15th of a month and will be ignored if he/she joins after the 15th. The yearly calendar for leave entitlement shall accordingly be calculated for subsequent years.
8. After completion of one year of service, the faculty/staff shall be credited with 11 days of Casual/Sick Leave for every 6 months.
9. Extension of Leave can only be availed with prior permission. Those who fail to report for duty on completion of leave without prior permission will be deemed to be on leave without pay.
10. Leave can only be availed after the same has been credited to the account and leave against future entitlement is not admissible.
11. Holidays/weekly offs can either be prefixed or suffixed by casual/sick leave. Any holidays/weekly off falling within the casual/sick leave applied for shall be counted as a part of the leave and accordingly debited. The present practice of determining eligibility to the weekly off on the basis of number of actual attendance during the week is being discontinued.

12. This being a business school focused at providing quality education together with a disciplined way of life, proceeding on unplanned leave is consciously discouraged as it severely affects the curriculum delivery pattern and normal functioning of the Institute. Frequent unplanned absence will, therefore, have its reflections on the appraisal and career progression of the individual.
13. All other provisions governing leave, not amended above, shall continue as before.
14. The faculty and staff members will also be granted Earned Leave of 10 days in a year. The members, not availing these leaves, may get them en-cashed or it can accumulate up to 240 days.
15. Faculty members will also be entitled for 20 days study leave in year (10 days per semester) to pursue Ph.d work or some other research work subject to approval by Director General/Director.