

# INSTITUTE OF TECHNOLOGY AND SCIENCE

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

MOHAN NAGAR, GHAZIABAD – 201007 (U.P.)



**GHAZIABAD**

(Estd. 1995)

NAAC Accredited A+ Grade Institute

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## Master of Business Administration (MBA)

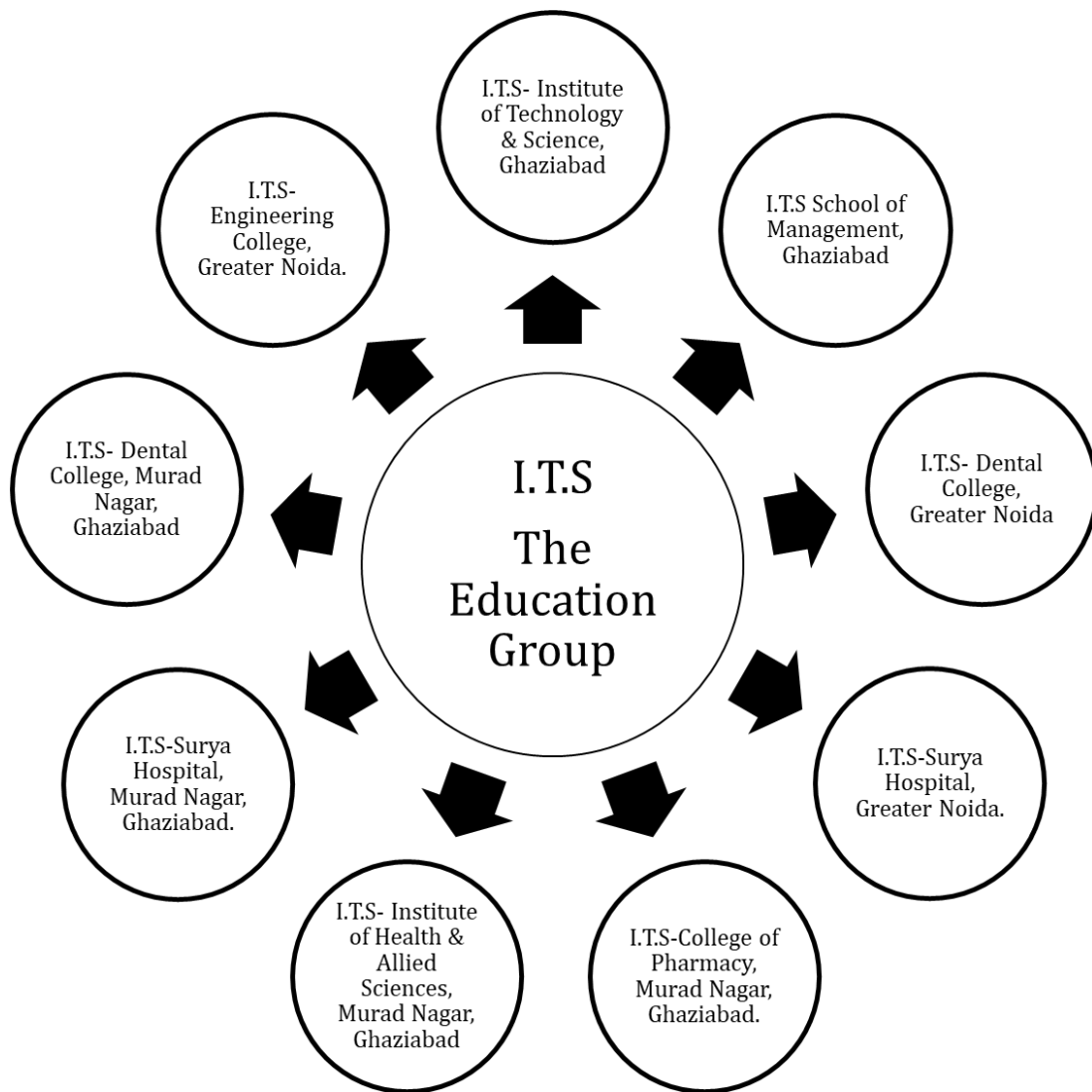
### STUDENT HANDBOOK



E-mail: [itsmn@its.edu.in](mailto:itsmn@its.edu.in)  
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## Institute of Technology and Science, Mohan Nagar, Ghaziabad

Institute of Technology and Science, Mohan Nagar, Ghaziabad is a leading Management & IT institute in the National Capital Region. Established in the year 1995, under the aegis of Durga Charitable Society, the institute has gained considerable recognition as a centre of excellence in the areas of Management & IT for education, training and research. The institute is affiliated to Dr APJ Abdul Kalam Technical University, Lucknow and conducts AICTE approved, regular, 2 year full time, Post Graduate programs MBA and MCA started in the year 2004 and 1997 respectively.



Institute of Technology and Science, Mohan Nagar, Ghaziabad is a part of I.T.S- The Education

Group which is engaged in imparting value-based professional education in Management, Information Technology, Dentistry, Biotechnology, Physiotherapy, and Engineering through eight institutions, with a faculty strength of 800+ and covering 8000 students. It has campuses at Mohan Nagar, Murad Nagar & Greater Noida. The Group relies on skills, dedication, and corporate partners, who share their passion in building an institution known for excellence and integrity.

I.T.S, Mohan Nagar, Ghaziabad has been accredited as an “A+ Grade” (Score-3.34) Institute in 3<sup>rd</sup> cycle of accreditation by the National Assessment and Accreditation Council (NAAC). It was accredited as “A Grade” Institute in its previous two cycles of accreditation by NAAC in the year 2011 & 2017. It is also an ISO: 9001- 2015 certified institute.

I.T.S, as an institution devoted to impart higher education has always committed itself to deliver superior quality and excellence in the field of education. We are deeply conscious of our role in modern society of nurturing the future generation of India who will be largely responsible for taking India to the next level of economic development.

At I.T.S we strive for “Creating a Thinking Professional Order” through various activities we undertake across our Post Graduate programs. To add value and to further enrich the programs, a slew of value-added courses, personality development, and career counseling sessions, social awareness courses, and Entrepreneurship classes are interwoven intricately into the two-year module. We have also made some bold departures from the conventional structure of knowledge and have attempted to push the boundaries concerning pedagogic and student support practices.

Our constant endeavor has been to provide value education with the over-riding aim of delivering competent, smart, and socially conscious young men and women into the growing economy of ours and who will contribute substantially and effectively to taking this country to greater heights in the coming years.

As an Institution, we understand that excellence is a journey, not an end and we are very hopeful that the autonomous status would enable us to further strengthen an effective and sustainable

quality assurance system in the Institute.

The Institute provides practice-oriented learning with the help of a strong industry interface. It fosters all-round development and enhancement of knowledge base among students through extra-curricular and co-curricular activities. The institute's bright young students have embarked upon promising careers in the corporate world and have created success stories across the globe.

**Vision:**

Creating a Thinking Professional Order

**Mission Statement:**

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

**Objectives:**

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

## MASTER OF BUSINESS ADMINISTRATION (MBA)

### **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 the following attributes at the 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 the curriculum and assigning credits based on the course content and hours 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 acquire 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 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 to assess the performance of the candidates. To bring uniformity in the 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 KEYWORDS:**

**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 semesters from January to June.

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

**Program:** An educational program leading to the 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<sup>+</sup>, A, B<sup>+</sup>, 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 coursework is measured. It determines the number of hours of instruction. 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 the academic performance of a student/in the 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 the 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 the overall cumulative performance of a student over all semesters and it will be displayed 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 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 the first attempt.

**Transcriptor 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 the SGPA of both semesters and YGPA earned till that academic year. The final year grade sheet shall also display the CGPA.

The model curriculum provides choices 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 MBA1<sup>st</sup> Year in 1<sup>st</sup> 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 the latest notification of the government of Uttar Pradesh (U.P.).

## 2. ELIGIBILITY FOR ADMISSIONS

### 2.1 Admission to MBA First Year through Entrance Examination:

Candidates who have passed a minimum of three years of Bachelor's 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 the institution/college level:

The eligibility criterion for direct admission is a minimum 3 years Bachelor's 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 the power to amend or repeal the eligibility criterion laid down in clause 2.1. as per the guidelines of AICTE.

2.4 Every student admitted to the MBA program shall apply on the prescribed form through the respective college/institute to the registrar of the university for enrolment with all the necessary documents such as a 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. A student is expected to attend 100% of classes including practicals, seminars, special lectures, etc. However, a minimum of 75% attendance is required to appear 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 the 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 does 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.

The Director shall announce the names of all such students who are not eligible to appear in the semester-end examination.

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

#### **DURATION OF COURSES**

4.1 The total duration of the MBA course shall be 2 years, each year comprising two semesters. Each semester shall normally have teaching for 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 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 the first year due to any reason (either due to his/her non-appearance or he/she is 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 a third time in the 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 mentioned 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 the University by applying to the director/head of the college or institute. Such a student must be 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, practicals, seminars, projects, etc. in addition to industrial training and educational tours, 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 extra-curricular activities prescribed by the University from time to time.

5.3 The Institution adheres to the University Academic Calendar and the academic calendar of the Institute is prepared based on the former. The entire set of activities related to academics, co-curricular, and extracurricular activities are preceded according to a well-planned academic calendar. However, the Institute may modify the academic calendar for effective management of teaching-learning processes and for balancing the co-curricular and extra-curricular activities. The academic calendar shall be notified to the students through the notice board and it is also mailed to the group IDs of each section.

5.4 All academic activities for an education programme shall be governed by the academic calendar and timetable issued under the signatures of the Director/Chairperson of the Programme. The schedule for class tests and all other academic activities shall be issued separately. The schedule for all co-curricular and extra-curricular activities shall also be notified separately.

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## **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 a written paper, practical and viva-voce, inspection of certified course work in class, project work or using any combination of these methods.

7.2 The distribution of marks for sessional, end-semester exams, practical and other examinations, seminars, projects, and industrial training shall be as prescribed. The practicals, viva voce, project, and

reports shall be examined/evaluated by internal and external examiners as and when required.

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

## **8. ELIGIBILITY OF PASSING**

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

- a) For a pass in a theory subject, a student shall secure a 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 a subject that has only a sessional component and no end-semester exam component, such as a 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 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 the 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 the following manner.

- a) A student may opt to abandon his/her performance only in the university examination of the semester.
- b) A student may opt to abandon his/her total performance of the semester which includes performance in university examinations and sessional marks.
- c) A student may opt to abandon his/her performance in the university examination of any or both

semesters 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 the case of 4<sup>th</sup> 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 re-admission for the relevant semester. Re- admission 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 re-admission, 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 students who opted to abandon the performance at any stage of his / her study and have 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 honors 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 the next academic year student should either clear/ get a pass in all the subjects of any of the semesters of an academic year or earn the credit greater than or equal to the minimum credits of either of the semesters of that academic year.

9.3 In yearly results, a student shall be declared “ p a s s ” only if he/she secures” or above grades in all the subjects and a 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, the result is 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

the next academic session with less aggregate and the result shall be marked as PCPA.

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

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

## **10. CARRY OVER SYSTEM**

10.1 The following rules shall be followed for carry-over papers:

- A candidate who satisfies the requirements of clauses 8.1 (a) and 8.1 (b) will be required to appear in those theory papers/practicals 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 fulfill requirements of clause 9.3.

10.2 All carry-over examinations shall be held only with the 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 a carryover 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 that 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 a course, which can be chosen from the pool of papers. It may be supportive to the discipline/ providing extended scope/enabling 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 for or change of elective subjects 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 an absolute grading system in which 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 the 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 <sup>+</sup>	A	B <sup>+</sup>	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 grades according to the marks he/she scores in subsequent examination (s).

13.3 The University has the 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 the 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 the moderation of marks if needed after the declaration of the 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 for any reason, the average marks may be awarded as decided by the committee mentioned in 13.3(a). In case of missing/unavailable sessional marks, the Controller of examination can decide 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 the reoccurrence 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 the 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 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.,  $SGPA (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$  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:  
 $YGPA = \frac{(SGPA_{(odd)} \times \sum C_{i(odd)}) + (SGPA_{(even)} \times \sum C_{i(even)})}{(\sum C_{i(odd)}) + (\sum C_{i(even)})}$
- 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 the end of each semester and YGPA shall be calculated at the end of each academic year. CGPA shall be calculated at the end of the 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(CreditxGrade)
Course 1	5.5	B <sup>+</sup>	8	5.5x8= 44
Course 2	4	C	6	4x6 =24
Course 3	5	B	7	5x7 =35
Course 4	3	A <sup>+</sup>	10	3x10=30
Total	17.5			<b>133</b>

Thus,SGPA=133/17.5 =7.6

Computation of SGPA of even semester Illustration No.2

Course	Credit	Gradeletter	Gradepoint	Credit Point(CreditxGrade)
Course 1	5.5	B <sup>+</sup>	8	5.5x8= 44
Course 2	4	C	6	4x6 =24
Course 3	5	B	7	5x7 =35
Course 4	3	A <sup>+</sup>	10	3x10=30
Course 5	3	F	0	3x0=00
Total	20.5			<b>133</b>

Thus, SGPA=133/20.5 =6.48

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

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

IllustrationNo.2a

Course	Credit	Grade letter	Grade point	Credit Point(CreditxGrade)
Course5	3.0	E	4	3.0x4=12



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

$$\text{Thus SGPA} = 145/20.5 = 7.07$$

CGPA after the 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**

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

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

#### **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 the integrated performance of the candidate for all the fourth semesters as per the following details:

- a) A candidate who qualifies for the award of the degree securing E or above grades in all subjects of 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 1<sup>st</sup> division with honors.
- 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 1<sup>st</sup> semester and in addition secures CGPA not less than 6.5 shall be declared to have passed the examination in 1<sup>st</sup> 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 1<sup>st</sup> semester and in addition secures CGPA not less than 5.0 shall be declared to have passed the examination in 2<sup>nd</sup> division.
- d) If two students get the same CGPA, the tie should be resolved by considering the number of times a student has obtained a higher SGPA; but, if it is not resolved even at this stage, the number of times a student has obtained higher grades like A<sup>+</sup>, A, B<sup>+</sup>, 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 who fall 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 the theory/practical papers is permitted only with certain conditions as laid down by the university.

## **17. UNFAIR MEANS**

### **11.1 Internal examination**

All cases regarding reported use of Unfair Means in the internal examinations shall be placed before the 'Director, Chairperson, and Examination Coordinator' of the concerned programme to which the student belongs to for investigation and recommending penalties, if any.

### **11.2 Semester-End Examinations**

Cases of unfair means shall be dealt with 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 tests may be held only for those students who could not appear in any one of the mid-term class tests due to genuine reasons for which prior permission from the Head of Institution/College was taken. Make-up tests 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 up to that time.

### **19. AWARD OF SUMMER TRAINING PROJECT REPORTS**

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

- a) At the end of the second-semester examination, it is mandatory for every student of an 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 the third-semester examination. However, the report must be submitted by the end of September.

### **20. AWARD OF RESEARCH PROJECT REPORT**

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

Wherever Summer Training, Project Study, Viva, or practical papers have been prescribed in the syllabi of the programme, the detailed guidelines, schedules, marking scheme, and name of the guides shall be provided through the Academic Circulars and notices issued by the Director/ Chairperson. Students are required to adhere to these guidelines strictly.

### **21. CANCELLATION OF ADMISSION**

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

He/s he 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 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 the Executive Council of the university and such decisions shall be reported to the Chancellor of the university.

## **A. ACADEMIC DISCIPLINE AND GENERAL CONDUCT**

### **1) Acts of Misconduct/ Indiscipline**

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 a serious offense and will invite immediate disciplinary action. The following cases of indiscipline will be treated as misconduct and will invite suitable punishments such as fines, suspensions, or 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 the 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 behavior, making threats in persons or over the telephone, fraud, misappropriation, embezzlement of funds, immoral behavior directed at any student or staff or faculty of the institute.
- h) Behaving in a rowdy, intemperate or disorderly manner in the premises of the institute or encouraging or inciting any other person to do so.
- i) Creating discord, ill will, or intolerance among the students on sectarian or communal grounds or inciting any other student to do so.
- j) Disrupting in any manner of the academic or other functioning of the Institutional system.
- k) Indulging in or encouraging any form of disruptive activities connected with tests, examinations, or any other activity of the institute/university.

- l) Sending an electronic message in text, image, audio, video, and/or any other electronic record, which is grossly offensive or has a menacing character to the co-students, staff, faculty members, or the institute.
- m) Transmits or publishes any false information about the institute in any electronic form to insult the repute of the institute.
- n) Possession and/ or use of illegal materials like narcotics, firearms, etc.
- o) Any form of gambling.
- p) Abetting and indulging in ragging of any kind.
- q) Abetting and indulging in sexual harassment.
- r) Creating any kind of parochial feeling leading to disharmony.
- s) Discrimination against any student/member of staff on grounds of caste, creed, language, place of origin, social and cultural background, or any of them.
- t) Practicing casteism and untouchability in any form or inciting any other person to do so.
- u) Engaged in any firm/organization under any authority or studying in another institute without written permission from the Director.
- v) Any other activity involving moral turpitude and against the interest of the institute or interest of the public in general which may include behavioral aberrations by the students outside the institute premises.
- w) Going on strike or instigating other students to go on strike for any reason whatsoever.
- x) Misuse of fire safety equipment, setting fires, causing disruption to evacuate the building during a fire alarm, or violation of any fire safety policy. Open fires are also prohibited.
- y) Violation of published Institute regulations, including the computer use policy, the web policy, and regulations relating to entry and use of the institute's facilities.
- z) Violations of National, State or municipal laws on or off campus in a way that adversely affects the functioning of the Institute / University.

Faculty may also choose to report the incident to the Director, recommending disciplinary action against the involved student. The 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, classrooms, 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 the prescribed uniform only, when coming to attend the classes or while on any institute-approved activity inside or outside the campus. The student wearing the uniform continues to represent the institute outside the campus. Students are also required to wear only leather shoes with the uniform. Students without proper uniforms will be refused entry by security personnel at main gate.

## **5) Handling of Institute's property**

- a) The institute's property is an asset of all the students. It is the responsibility of all the students 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 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, 2<sup>nd</sup> & 4<sup>th</sup> Saturday of every month and institute-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 jewelry 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.
- e)

### **10) Faculty Mentor**

A small group of students shall be attached to a faculty mentor during MBA program. Faculty

mentor shall help, advise and guide the students with respect to academics, administrative and other issues. All 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**

To ensure the 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 PG management students at I.T.S, Mohan Nagar campus.

(a) Students are required to be present five minutes before the commencement of all the scheduled activities notified vide time-table or students notices.

(b) The schedule of activities may be changed with or without prior notice. Programme/ Class Coordinator

or concerned faculty may call students for any academic, co-curricular, or extra-curricular activities.

The students shall be required to attend all such activities.

### **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, bloodgroup, etc. be given to the doctor/ warden, which could be useful from a 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 the Supreme Court, the institute is committed to a total prohibition of ragging in all forms.

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



- i. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- ii. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- iii. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment to adversely affect the physique or psyche of such fresher or any other student.
- iv. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- v. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- vi. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- vii. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- viii. any act or abuse by spoken words, electronic means, posts, or public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- ix. Any act or abuse by spoken words, electronic means, posts, or public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

If any incident of ragging comes to the notice of the authority, the concerned student will be given the liberty to explain and if his/ her explanation is not found satisfactory, the authority will expel him/ her from the institution. At the time of the 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 to reduce the dependence on the senior students.

The students should be aware of their 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 that instant amount to sexual harassment to anyone including any such unwelcome sexually determined behavior (whether directly or by implication), in any manner what so ever, such as physical contact and advances; a demand or request for sexual favors, sexually colored remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

#### **PROCEDURE FOR INQUIRY**

Any complaint received against any student will be dealt with in the following manner:

- a) Any act of indiscipline by the student (s) noticed by an authority (Chairperson, Faculty member, Class Coordinator, or any other staff) of the Institute is to be reported to the Director.
- b) Depending on the case, the Director may dispose-off the case summarily or refer it to Proctorial Board
- c) During the conduct of the inquiry, the student concerned may be suspended from attending activities of the Institute.
- d) The Proctorial Board shall submit its findings and recommendations to the Director.
- e) In all matters of discipline, the decision of the Director will be final & binding.

#### **PUNISHMENT**

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

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

- a) The defaulter may be expelled from the Institute; in such cases, he/she shall not be re-admitted to the Institute.
- b) For a stated period, the defaulter may be rusticated and shall not be allowed to attend the programme,

till the expiry of the period of rustication.

c) For a stated period, the defaulter may not be admitted to a course or courses of study of the University.

d) The defaulter or the whole class may be imposed with a fine of a specified amount of money.

e) The defaulter may be debarred from taking an examination or examinations for one or more years.

f) In cases of using unfair means, the result of the concerned student of the examination or examinations at which he has appeared shall be cancelled.

## **HOSTEL RULES**

### **Durga Hall/ Eklavya Hall**

#### **General**

1. The Campuses offer good quality residential accommodation in hostels to students who wish to pursue their undergraduate and postgraduate studies while staying in the hostels provided for their safety, comfort, and convenience.

2. A safe, congenial, and student-friendly environment is provided to both girls and boys in separate hostels with hostel rooms that are furnished, serviced with hot water in winter, hygienic washrooms, lady wardens for girls hostel, security arrangements, and CCTV surveillance. There is peace of mind for parents who wish for an amicable, enjoyable, and safe environment for their children in a hostel.

#### **Accommodation**

3. Accommodation in single occupancy and sharing basis is provided for both girls and boys in separate buildings with facilities of hygienic washrooms, almirahs, study tables and chairs, and running hot (time and season specific) and cold water.

4. The rooms are well-ventilated and serviced with housekeeping and 24x7 drinking water facilities. Every hostel has a dining hall with a kitchen that provides wholesome meals for the students.

5. Warden is present at all times ensuring meticulous administration, timings and discipline.

6. Use of Desert Coolers and air-conditioners are allowed with associated usage charges, as applicable.

7. Laundry services are provided in specified Campuses.

8. Cooking and use of heavy electrical appliances in the rooms are not permitted.

9. Unauthorised electrical extensions and tampering of wiring and plumbing lines is not expected from students and in case done may lead to disciplinary action.
10. No outsider, visitors and day scholars/students are allowed inside the hostel rooms.
11. Parents under exceptional circumstances may be permitted after a written request is submitted by the parents stating specific reasons for the purpose of the visit to the accommodation. The warden will use discretion with respect to timings, convenience and comfort level of other students in the hostel and deliberate on the urgency and compulsion of such request before permitting such entry. The warden will keep the Registrar and/or Director/Principal/Vice-principal informed at all times when accepting such requests.
12. Large amount of cash, jewellery and other valuable items should not be kept in the hostel room. Safe custody of personal belongings and items will be the responsibility of the student.
13. Revelry, party and loud music are not permitted in the hostel premises. Specific group activities, if permitted, by the Director/Principal will be under directions and supervision of the warden who will be given the protocols, conduct and safety rules in writing.
14. Personal televisions and music systems are not permitted.
15. Use of personal gadgets which cause disturbance to fellow students will be avoided.

### **Mess**

16. Hostel mess is serviced by a kitchen which provides wholesome vegetarian food to all students.
17. Quality ingredients are ensured with cooking and serving under hygienic conditions.
18. Consumption of non-vegetarian food in hostels or in the premises of the Campus is not allowed.
19. Smoking and consumption of liquor or any intoxicating substance is prohibited.
20. The menu of the mess is decided by the Mess Committee which has student representatives.
21. The mess has specific meal timings which are displayed on the notice board of the hostels.
22. Consumption of outside food is discouraged.
23. Consumption of food in hostel rooms are not permitted unless specific permission has been obtained for those sick-in-quarters.
24. Students who are not residing in the hostel are not permitted to consume food and paid for by those residing in the hostels.
25. Students will refrain from bringing their guests and visitors for food to the mess. In circumstances where guests and visitors are allowed after due approval is obtained the regulations with respect to dress and payment (no credit) procedures will be adhered to.

26. All students are advised not to communicate with the mess staff and any observation/issue is to be routed through the warden or the mess committee representative.

### **Medical**

27. Suitable arrangements have been made to attend to medical requirements of the students who are staying in the hostels.

28. Transport is made available should there be a medical requirement of sending a student outside the Campus for treatment.

29. Pre-existing medical condition of any student must be declared at the time of opting and occupation of hostel room including list of medicines that any student would be taking at the time of occupation of hostel room.

30. Any expenditure on medical attention required and treatment of any student will have to be borne by the student and her/his parents or guardians.

31. It is the duty of the student or person who first comes to know about an illness or medical condition of another fellow student to immediately inform the Warden so that immediate medical attention can be given.

### **Occupation and Vacation of Hostel Room**

32. Allotment of hostel room to a student can be considered after completing the documentary procedures and filling up the application forms which have been attached as Annexure.

33. Application forms will be considered after the hostel fees have been paid in full.

34. Allotment of hostel room is discretionary and rights of admission into hostel rooms are reserved.

35. There are no agreements and rights to occupancy or tenancy with respect to stay permitted in hostel rooms.

36. Preferences to particular rooms will not be entertained and will be done at the discretion of the College.

37. The dates of occupation is generally 02 (two) days prior to commencement of the academic course to which the student has enrolled and vacation is within 03 (three) days of the last day of the course.

38. Exception to the number of days as mentioned in paragraph 37 above is solely the discretion of the College and cannot be demanded as a right.

39. A hostel room once allotted and occupied can be considered as vacated only after 'no dues' and associated documentation have been completed by the student.

40. College reserves the right to consider vacation of the hostel room by a student based on disciplinary issues, if so created or indulged in by a student whether related to the stay in the hostel or otherwise.

41. Permission to stay during summer internship programs (SIP) will be taken in writing and additional hostel charges will apply as applicable in respective Campuses.

42. Extensions in stay unless authorised by College Authorities may be permitted after due processing of request application with genuine reasons have been completed and permission in writing has been obtained.

### **Attendance, Outpass Timings and Leave**

43. Attendance timings both in the morning and evening will be communicated through Circulars/Notices and displayed on the notice board of the hostel by the respective wardens.

44. The morning outpass time and return time for working/class days and holidays/Sundays will be decided by Director/Principal of the College, communicated through Circulars/Notices and displayed on the notice board and regulated by the warden.

45. Procedures for obtaining outpasses will also be decided on the directions of the Director/Principal of the College.

46. Late arrival and absent reports may invite disciplinary procedures and action against the student and may also lead to withdrawal of hostel facility to the student.

47. Overnight outpass and leave will be based on written applications and/or communication requests made by parents/guardians of the student. Approval of overnight outpasses and leave will be discretionary and based on the time of request and safety issues. Date and time by which such requests are to reach the Dean Students Welfare (DSW)/Administrator/Registrar/Warden will also be directed by the Director/Principal so that adequate time is available for processing the request for outpass/leave.

48. Attendance marking and the time/timings for it in a 24 hour cycle will be announced with the directions given on the subject by Director/Principal of the College.

49. Timings for outpass and reporting back timing from leave of absence will follow the same procedure as stated in paragraphs above.

50. Delay or deviation in attendance marking including non adherence to timings by students residing in the hostel are matters of discipline and will be dealt with accordingly.

51. Daily outpass timings during class/working days, Sundays/holidays and in different periods/seasons (summer and winter) will be directed by the Director/Principal.

52. The procedures specified by Director/Principal of respective Colleges for obtaining outpasses will be followed and also that of applying for outstation leave.

53. Feedback form from parents/guardians will be deposited with the Warden on return to the hostel.

54. Return from leave of absence must be before the gate closing time of the hostel. Entry beyond the gate closing time in the night or before gate opening time in the morning must be intimated and applied for in writing at least 24 hours before the arrival time, with valid reasons.

55. Wardens will ensure that all required entries in registers maintained for the purpose of outpass and leave is updated on a daily basis.

56. Travel during leave of absence or term break or end of course without being accompanied by parents/guardians must necessarily be authorised by parents in writing. Wardens are required to ensure that necessary permission is available on records before permitting such travel.

### **Guests and Visitors**

57. Visitor and guest timings will be announced and displayed on the notice board.

58. Parents and guardians will be requested to adhere to the visitor timings except when there are overriding compulsions.

59. Record of such visits and timings will be recorded alongwith contact details of visitors and guests including that of parents.

60. Arrival of visiting relatives, brothers and sisters should not be unannounced.

### **Hostel Charges and Payment**

61. Accommodation on single and sharing occupancy with and without air conditioning/ air cooler is available with different charges as applicable for the period of stay which generally coincides with the academic course for which the student is enrolled.

62. The charges levied are all inclusive for all the services being provided in the hostel accommodation and are not split for different categories.

63. The payment for the entire duration of stay is chargeable before permission for occupation is issued.

64. The College reserves the right to refuse hostel accommodation for non-payment of charges as hostel accommodation relates to a paid facility with accompanying facilities and services with fixed and/or prepaid costs.

65. Security deposit refundable on vacation of hostel accommodation is mandatory and will not be adjusted against any other charges of the hostel or academic fee.

66. Occupancy of a single day in the hostel will equate to a full month's stay on account of fixed and prepaid costs already incurred to provide the accommodation, facilities and services to the student who has voluntarily opted for the hostel accommodation.

### **Withdrawal/Vacation of Hostel Accommodation**

67. Procedure for obtaining 'No Dues' will mandatorily be followed when vacating or withdrawing from hostel accommodation.

68. Vacation date will be considered only after 'No Dues' have been obtained. Under no circumstances will vacation date precede the date of obtaining 'No Dues'. Exceptional circumstances only will be considered after receipt of application which cites valid reasons, from parents of the student. Verbal considerations and requests for waivers will not be acceptable.

69. Withdrawal or vacation due to issues of discipline will follow the same procedure unless otherwise authorised by the Director/Principal under exceptional reasons.

70. Reasons for vacation due to medical reasons will also follow the laid down procedure but due consideration will be given on the individual merit of the case.

### **Visitor Room**

71. Visitor room is where guests and visitors of the students who reside in the hostel accommodation can be met for interaction and meeting during the visiting hours only.

72. Visiting hours are specified and displayed on the notice board of the hostel. All students are expected to acquaint themselves with the visiting hours and inform their guests and visitors accordingly.

73. Parents and guardians of the students will also be requested to meet their wards only during the visiting hours and in the visiting room arranged for the purpose.

74. Prior intimation of expected visits must be informed by the student to the Warden.

75. Warden will record the visits with full details and contact number of the visitors with timing in a register.

76. Visits beyond and outside the visiting hours may be allowed only under exceptional circumstances and instances will be recorded in the register. It is mandatory that a written application by the visitor with full contact details is submitted to the Warden who will take it up for further approval before permitting such deviation.



### **Guest Room**

77. All requests for guest room bookings will be done in writing and initiated by the parents/guardians. It may be noted here that guardians of the students are only those who have been mentioned officially with full residential address and contact numbers by the parents in the hostel admission form.

78. Guest room with applicable charges is available for use by guests who should be parents and guardians of the students residing in the hostel.

79. Guest room charges announced from time to time will be for boarding or for room occupancy only and will not include food and any other service.

80. Guest room charges are non-refundable and will be paid in full and in advance with the request for booking. Students are requested to ascertain availability of the guest room from the Warden before placing the request with the non-refundable booking amount in full.

81. Consumption of liquor, tobacco products, intoxicating substances and non-vegetarian food is strictly prohibited in the guest room.

82. Students of the College will not occupy the guest room. Any exception will only be done with prior permission initiated at least 24 hours in advance. The approval to such requests is subject to individual circumstance and will be an exception rather than an example for considering future similar requests.

83. Maximum duration of stay that maybe permissible in guest room is 03 (three) days. Check-in and check-out time for this purpose will be 2 PM and 11 AM respectively. Early check-in and late check-out extending not beyond 2 hours will be discretionary and subject to vacancy/booking/maintenance and upkeep requirements.

84. Damages to the guest room during the period of occupancy by guests are chargeable as extra.

### **Non-adherence to Hostel Regulations and Rules**

85. Deviations and violations of hostel rules and regulations will be viewed seriously as a matter of discipline and appropriate action will be initiated.

86. The rules and regulations are subject to modifications and amendments form time to time and will be in accordance with directions given by College Authorities, at all times.

87. Damage to hostel property will have to be made good and if any student indulges in such disruptive activity then it may invite both disciplinary action and penal charges. In exceptional circumstances it may also lead to suspension and/or expulsion.

### **Fines and Penalties**

88. While penal charges are not remedial ways but any damage or loss incurred due to unwarranted and destructive activity will have to be compensated and hence charges will be levied.

89. The quantum of penal charges or fines will generally be commensurate to the damages incurred; severity and/or seriousness of the transgression which will be communicated to the student/s on occurrence and as per directions of College Authorities.

### **Miscellaneous**

90. Any aspect with respect to hostel accommodation that are notified periodically by the College shall be deemed to be part of the hostel rules and read in conjunction with the standing instructions incorporated in the hostel rules.

91. Hostel admission forms and related documents of different Colleges of I.T.S will be amended to meet requirements of that particular Institution. As an example, the Annexure to this document lays out a general standardised format of forms that may be used. Respective College Administrator/Registrar/Admin Officer may use the forms already in use or incorporate necessary amendments after obtaining due approval from College Authorities.

## **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 the 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 student should also return his/ her Identity card before final clearance.

## **LIBRARY**

I.T.S library has been designed with a lot of care, paying adequate attention to the needs of both faculty and student. There is a separate enclosure for faculty members and researchers to enable them to pursue their research interests. Students are provided with individual desks for total concentration in the library.

### **ONLINE DATABASES**

1. CAPITALINE PLUS SOFTWARE
2. PROQUEST E-BOOKS BUSINESS COLLECTION (24,000+ e-books)

### **LIBRARY MEMBERSHIP RULES**

- I.T.S. Library is primarily meant for student, faculty, research scholars, administrative staff and visiting faculty of I.T.S.
- Each member of I.T.S. Library (Faculty/Staff/Student) issued with a library card.
- If a member loses his/her library card he/she shall make an immediate written report to the Librarian, She/he can get the duplicate card on appropriate payment.
- Entitlement And Periods Of Issue: 5 books for PG student for a period of 14 days.

### **LIBRARY TIMINGS**

- Library remains open from 8:00 AM to 5:30 PM on all days excluding the declared holiday. On Sundays and 2nd and 4th Saturday the library shall remain open from 8:30AM to 5:30PM.
- Book are issued and received back from 8:45AM to 12:30PM and from 1:00PM to 2:00PM and 2:30PM to 5:00 PM and from 5:30PM to 7:30PM.
- Library remains closed from 2:00 PM to 2:30PM for lunch break and 12:30PM to 1:00PM (only circulation section) for re-stacking of books.

### **CIRCULATION RULES FOR BOOK/JOURNAL/NON-PRINT MATERIAL**

1. Borrowing facilities are available to the member of the Library against Library card to them. Books are issued through the counter on presenting the Library card. The borrower card is non transferable.
2. New arrivals of the books and new edition to library Magazines/Journal will be kept on display in the display shelf, afterwards it will be available for borrowing as per rules. This list is also e-mailed to all faculty members each month.
3. New additions can only be issued after technical processing (Accessioning, classification, cataloguing and clearance of bills) has been completed.
4. For renewing, it is necessary that the book be presented at the counter renewal is not automatic. If there is a pending demand for the book, the request for renewing may not be accepted by the library.
5. If any document is available as single copy, the same will not be issued and can only be consulted with in the library.
6. Users can avail photocopy facility with in the Institute campus by depositing the library card to the library staff concerned. Library card will be returned once the books/periodicals are obtained back from the users.
7. Newspapers are not allowed to be taken out of the library.
8. The librarian can refuse to issue fresh books to those possessing books which are already overdue.

### **FINE RULES FOR I. D. CARD/BOOK/JOURNAL/NON-PRINT MATERIAL**

1. Student shall be responsible for the loss and misuse of Library Card. A student who loses his/her Library Card shall make a written report to the Librarian. Duplicate card will be issued at the cost of Rs. 50/-.
2. Student shall be required to pay Rs. 20/- for new lanyard or card holder.
3. Over dues fine @ Rs. 5/- per day per book or other library materials shall be charged from the student if they fail to return the item(s) on or before the due date as indicated on the Due-Date-Slip. Maximum amount of fine will be Rs. 500/- per item.
4. Loss of item must be reported immediately. Late fees, if any, will be charged till the loss of item is reported. If the original item is returned after reporting it lost, the fine will be calculated till the date of its return.
5. An item will be considered to be lost if not returned within 90 days after the due date.
6. Student shall be required to replace the lost item with latest edition. Indian edition shall be replaced by the Indian edition and the foreign by the foreign edition.
7. Failure to replace a lost/deemed lost item will attract additional penalty of Rs. 500/- over and above its price and the late fine.
8. Student shall be required to sort out the matter of fine within 06 month, otherwise additional fine of Rs. 100 per month per item will be charged.
9. The Librarian shall be competent to impose any of the following penalties if any member is found guilty of stealing/damaging/defacing/disfiguring etc. of books and other reading materials:
  - i. Current cost of the book(s) and/or
  - ii. Fine of Rs.500/- and/or
  - iii. Suspension of library membership for a period of one semester.

## **GENERAL RULES**

1. All library users must sign in/out register available with the attendant at the Gate.
2. Users must carry their Library card with them to enable checking by Library staff, if and when required.
3. Users should maintain decorum of the library and should not disturb others. Smoking, eating, talking, chewing, and usage of mobile phone are strictly prohibited in the library.

4. While entering the library users should leave their personal belongings such as bags, personal books, helmets etc. at the property counter at own risk. However, purses, calculators and such other costly items should not be left at the counter.
5. I.T.S. Library follows an open access system. Book and other material taken from the library stack should not be restacked by the readers. These should be handed over to the library staff on duty. Remember a book misplaced is a book lost until traced.
6. Users of the library should not deface, mark, cut, mutilate or damage the reading material in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage. In case a person repeats the offence his/her library card would be impounded and the membership terminated summarily.

## **IMPORTANT CONTACT NUMBERS**

<b>Designation</b>	<b>Contact Person</b>	<b>Contact Number</b>
MBA Chairperson	Dr.Uma Gulati	9899336335
MBA Co- Ordinator (1 <sup>st</sup> year)	Dr Gurpreet Kaur	9953893645
MBA Co- Ordinator (2 <sup>nd</sup> year)	Prof Neha Sabharwal	9873257419
Boy's Hostel Warden	Mr. K. K. Pandey	9211214984
Girl's Hostel Warden	Ms. Rajkumari	8595904153
Asst. Registrar PG	Mr. Shrikant Yadav	9310879163
APO- Office	Mr. Kanti Prasad	9990508907

Faculty In-charge (Boy's Hostel)	Dr. Satish Kumar	8447744077
Faculty In-charge (Girl's Hostel)	Prof Aastha Shukla	9559159669
Admin Officer	Mr. Suresh Kumar	7817006721
Registrar	Mr. Pankaj Kumar	8447744054

## **SOCIAL MEDIA POLICY**

1. When posting to any social media site communicating with members of the I.T.S community or discussing the Institute on any website, even through your personal account or using your own phone, computer or other device without using the Institute's network or equipment remember that laws and I.T.S policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of confidential and private information apply to communicated by all the students.
2. Posts on social media sites should protect I.T. S's Institutional voice by remaining professional in tone and good taste.
3. Do obey the "Terms of Service "of any social media site or platform in which you participate.
4. Do not use social media to harass, threaten, insult, defame or bully another person or entity, to violate any Institute policy, or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of crimes or fraud.
5. Do not post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious.
6. Do not post copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright. Remember, even information that is widely available to the public (such as text, photographs, or other material posted on the internet) may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination.

7. Do not use the I.T.S name, logo or trademarks for promotional announcements, advertising, product-related press releases or other commercial use, or to promote a product, cause or political party or candidate.
8. Do not attempt to mask your identity or attributes your comments to another person (real or fictitious).
9. Do not spread gossip, rumors, or other unverified information. Furthermore, do not assume that everything posted on a social media side is true.
10. Do not insult, disparage, disrespect or defame the Institute or members of the I.T.S community.

### **PLACEMENT POLICY & GUIDELINES**

While every effort will be made to enable each student to compete effectively for various positions offered by companies, the actual conversion of the opportunity into a concrete placement is the sole responsibility of the student. Students are required to fulfill certain prerequisites and also ensure adherence to the following guidelines.

1. Fortnightly attendance in **all the semesters** will be closely monitored as it will be directly linked to eligibility for placement. **Any student below 70% attendance will be debarred from placement** for the next fifteen days.

For example- Short attendance till 15th March (from beginning of the semester) will make you ineligible for the placement process till 31<sup>st</sup> March. Only on the improvement of attendance, you will be again eligible for placement from 1<sup>st</sup> April Onwards.

2. Students with carry over paper/s will be eligible for appearing in the placement process, based on individual company's criteria for eligibility of candidate.
3. A student with pending fees may not be allowed to appear in the placement process.
4. In order to ensure chances of selection in the companies, students are required to attend all the PDP Classes, Boot camps, Alumni talks, domain-specific classes, and aptitude training mandatorily.
5. Students are advised to thoroughly understand the Company and Job Description (JD) before nominating themselves for the job position through Superset or otherwise.
6. A student who applies for any job position is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the midst of a selection process or does not appear for an aptitude test/group discussion/personal interview after nominating oneself will be **debarred for the next five opportunities**.
7. It is the sole responsibility of the student to regularly check announcements/ notices/ updated information/ shortlisted names and various deadlines and adhere to the same.



8. In case, a student secures a job on his or her own efforts, such students are required to report CRC with a copy of the appointment letter for further course of action.
9. Once a student is placed, he/she will be allowed to appear for the opportunity after the placement of minimum 50% of the batch and only if the salary/ CTC offered is double.
10. The student placed and joined will be responsible for all academic compliances in time, including Internal Assessments.
11. The student will be required to take a NOC from the department/ Chairperson before joining a company.

**MBA 1st Year Course Structure in accordance with  
AICTE Model Curriculum Effective w.e.f.  
Academic Session 2020-21  
Semester I**

SN	Codes	SUBJECT	PERIODS			INTERNAL EVALUATION SCHEME				END SEMESTER EVALUATION		TOTAL	CREDIT
			L	T	P	CT	TA	PS	TOTAL	TE	PE		
1	KMBN101	MANAGEMENT CONCEPTS & ORGANISATIONAL BEHAVIOUR	4	0	0	30	20	0	50	100	0	150	3
2	KMBN102	MANAGERIAL ECONOMICS	4	0	0	30	20	0	50	100	0	150	3
3	KMBN103	FINANCIAL ACCOUNTING & ANALYSIS	3	1	0	30	20	0	50	100	0	150	3
4	KMBN104	BUSINESS STATISTICS & ANALYTICS	3	1	0	30	20	0	50	100	0	150	3
5	KMBN105	MARKETING MANAGEMENT	4	0	0	30	20	0	50	100	0	150	3
6	KMBN106	DESIGN THINKING	2	0	0	15	10	0	25	50		75	2
7	KMBN107	BUSINESS COMMUNICATION	3	1	0	30	20	0	50	100	0	150	3
<b>LAB / PRACTICALS</b>													
8	KMBN151	IT SKILLS LAB -1	0	0	3	0		50	50	-	100	150	3
9	KMBN152	MINI PROJECT -1	0	0	3	0	0	25	25	0	50	75	3
												1200	26

## Semester II

SN	CODE	SUBJECT	PERIODS			INTERNAL EVALUATION SCHEME				END SEMESTER EVALUATION		TOTAL	CREDIT
			L	T	P	CT	TA	PS	TOTAL	TE	PE		
1	KMBN201	BUSINESS ENVIRONMENT & LEGAL ASPECT OF BUSINESS	4	0	0	30	20	0	50	100	0	150	3
2	KMBN202	HUMAN RESOURCE MANAGEMENT	4	0	0	30	20	0	50	100	0	150	3
3	KMBN203	BUSINESS RESEARCH METHODS	4	0	0	30	20	0	50	100	0	150	3
4	KMBN204	FINANCIAL MANAGEMENT & CORPORATE FINANCE	3	1	0	30	20	0	50	100	0	150	3
5	KMBN205	OPERATIONS MANAGEMENT	3	1	0	30	20	0	50	100	0	150	3
6	KMBN206	QUANTITATIVE TECHNIQUES FOR MANAGERS	3	1	0	30	20	0	50	100	0	150	3
7	KMBN207	DIGITAL MARKETING & E COMMERCE	4	0	0	30	20	0	50	100	0	150	3
8	KMBN208	MANAGEMENT INFORMATION SYSTEMS	2	0	0	15	10	0	25	25	0	50	2
			LAB / PRACTICALS										
9	KMBN251	IT SKILLS LAB-2	0	0	2	0	0	25	25	0	25	50	1
10	KMBN252	MINI PROJECT -2	0	0	3	0	0	25	25	0	25	50	2
											1200	26	

L/T/P – Lecture/Tutorial/Practical, CT/TA/PS- Class Test/Teachers Assessment/Practical Session, TE/PE- Term End/ Practical End

**MBA II Year Teaching and Evaluation Scheme**  
**W.E.F. Academic Session 2021-22**  
**(In Accordance with AICTE Model Curriculum & New Education Policy)**

**SEMESTER III**

SNo	Codes	SUBJECT	PERIODS			INTERNAL EVALUATION SCHEME				END SEMESTER EVALUATION		TOTAL	CREDIT
			L	T	P	CT	TA	PS	TOTAL	TE	PE		
1	KMBN301	STRATEGIC MANAGEMENT	4	0	0	30	20	0	50	100	0	150	3
2	KMBN302	INNOVATION AND ENTREPRENEURSHIP	4	0	0	30	20	0	50	100	0	150	3
3	KVE 301	Universal Human Values and Professional Ethics	3	1	0	30	20	0	50	100	0	150	3
4		Elective-1 Specialization Group-1	4	0	0	30	20	0	50	100	0	150	3
5		Elective -2 Specialization Group-1	4	0	0	30	20	0	50	100	0	150	3
6		Elective -1 Specialization Group-2	4	0	0	30	20	0	50	100	0	150	3
7		Elective -2 Specialization Group-2	4	0	0	30	20	0	50	100	0	150	3
8	KMBN308	Summer Training Project Report & Viva Voce	0	2	0	0	50	0	50	0	100	150	4
		TOTAL										1200	25

**SEMESTER IV**

SNo	Codes	SUBJECT	PERIODS			INTERNAL EVALUATION SCHEME				END SEMESTER EVALUATION		TOTAL	CREDIT
			L	T	P	CT	TA	PS	TOTAL	TE	PE		
1	KMBN401	Emerging Technologies in Global Business Environment	4	0	0	30	20	0	50	100	0	150	3
2		Elective-3 Specialization Group-1	4	0	0	30	20	0	50	100	0	150	3
3		Elective -4 Specialization Group-1	4	0	0	30	20	0	50	100	0	150	3
4		Elective- 5 Specialization Group-1	4	0	0	30	20	0	50	100	0	150	3
5		Elective -3 Specialization Group-2	4	0	0	30	20	0	50	100	0	150	3
6		Elective -4 Specialization Group-2	4	0	0	30	20	0	50	100	0	150	3
7		Elective -5 Specialization Group-2	4	0	0	30	20	0	50	100	0	150	3

**MBA MAIN SYLLABUS 2021-22**

8	KMBN408	Research Project Report & Viva Voce	0	2	0	0	50	0	50	0	100	150	4
		TOTAL										1200	25

**Specialization Group: HUMAN RESOURCE (HR)**

Elective Subjects in III Semester

S.No.	Code	Course Title
1	KMBN HR01	TALENT MANAGEMENT
2	KMBN HR02	EMPLOYEE RELATIONS AND LABOUR LAWS

Elective Subjects in IV Semester

S.No.	Code	Course Title
1	KMBN HR03	HR ANALYTICS
2	KMBN HR04	PERFORMANCE AND REWARD MANAGEMENT
3	KMBN HR05	INTERNATIONAL HRM

**Specialization Group: MARKETING (MK)**

Elective Subjects in III Semester

S.No.	Code	Course Title
1	KMBN MK01	CONSUMER BEHAVIOUR AND MARKETING COMMUNICATION
2	KMBN MK02	MARKETING ANALYTICS

Elective Subjects in IV Semester

S.No.	Code	Course Title
1	KMBN MK03	B2B AND SERVICES MARKETING
2	KMBN MK04	SALES AND RETAIL MANAGEMENT
3	KMBN MK05	SOCIAL MEDIA AND WEB ANALYTICS

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### Specialization Group: **FINANCE (FM)**

#### Elective Subjects in III Semester

S.No.	Code	Course Title
1	KMBN FM01	INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT
2	KMBN FM02	FINANCIAL PLANNING AND TAX MANAGEMENT

#### Elective Subjects in IV Semester

S.No.	Code	Course Title
1	KMBN FM03	FINANCIAL DERIVATIVES
2	KMBN FM04	FOREIGN EXCHANGE AND RISK MANAGEMENT
3	KMBN FM05	FINANCIAL AND CREDIT RISK ANALYTICS

### Specialization Group: **INTERNATIONAL BUSINESS (IB)**

#### Elective Subjects in III Semester

S.No.	Code	Course Title
1	KMBN IB01	INTERNATIONAL BUSINESS MANAGEMENT
2	KMBN IB02	EXPORT IMPORT DOCUMENTATION

#### Elective Subjects in IV Semester

S.No.	Code	Course Title
1	KMBN IB03	INTERNATIONAL LOGISTICS
2	KMBN IB04	CROSS CULTURAL MANAGEMENT
3	KMBN IB05	INTERNATIONAL TRADE LAWS

### Specialization Group: **INFORMATION TECHNOLOGY (IT)**

#### Elective Subjects in III Semester

S.No.	Code	Course Title
1	KMBN IT01	DATA ANALYTICS FOR BUSINESS DECISIONS

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2	KMBN IT02	AI AND ML FOR BUSINESS
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### Elective Subjects in IV Semester

S.No.	Code	Course Title
1	KMBN IT03	DATA BASE MANAGEMENT SYSTEM
2	KMBNI T04	CLOUD COMPUTING FOR BUSINESS
3	KMBN IT05	BUSINESS DATA WAREHOUSING & DATA MINING

### Specialization Group: OPERATION MANAGEMENT (OM)

#### Elective Subjects in III Semester

<b>1</b>	KMBN OM 01	SUPPLY CHAIN & LOGISTICS MANAGEMENT
<b>2</b>	KMBN OM 02	OPERATIONS PLANNING & CONTROL

#### Elective Subjects in IV Semester

<b>3</b>	KMBN OM 03	QUALITY MANAGEMENT
<b>4</b>	KMBN OM 04	PROJECT & SOURCING MANAGEMENT
<b>5</b>	KMBN OM 05	MANAGEMENT OF MANUFACTURING SYSTEM