



**INSTITUTE FOR TECHNOLOGY AND
MANAGEMENT PGDM iConnect Program**

**S t u d e n t H a n d b o o k
(2020 - 2022)**

ITM Group of Institutions:

Chennai, Mumbai, Navi Mumbai, Warangal

Important Information:

This handbook is a document that is designed with a view to familiarize the students with academic and administrative norms to help them navigate their 2-year campus life smoothly. All students are required to be conversant with these norms and hence ‘it is a must read’ document. The

handbook is divided into two parts:

The first part gives information about program structure and program delivery and second part deals with the program administration.



**Institute for Technology and
Management Kharghar, Navi Mumbai
ACADEMIC CALENDAR**

Inauguration (Virtual) : 14th July, 2020

Induction & Foundation (Online) : 15th July, 2020 to 1st August 2020

Semester I: 04th August, 2020 to 12th December 2020

Commencement	04 August 2020
Classes for Semester I	04 August 2020 to 26 th November, 2020
Diwali	12 th November 2020 to 22 nd November 2020
End Term Examination	30 th November 2020 to 12 th December, 2020

Semester II : 14th December , 2020 to 22nd April 2021

Commencement	14 th December 2020
Classes for Semester II	14 th December 2020 to 7 th April 2021
NGO Internship	4 th January to 16 th January 2021
NGO Presentation	29 th & 30 th January 2021
End Term Examination	10 th April to 22 nd April, 2021
IIP Internship	26 th April 2021 to 11 th September 2021

Semester III: 14th September 2021 to 28th January 2022

Commencement	14 th September, 2021
Classes for Semester III	14 th September 2021 to 13 th January, 2022
IIP Presentation	6 th , 7 th & 8 th October 2021
End Term Examination	17 th January 2022 to 28 th January 2022

Semester IV: January 29th 2022 to May 14, 2022

Capstone Project Presentation	8 th , 9 th , & 10 th March 2022
Course of Independent Study (CIS)	15 th February 2022, 27 th February 2022 & 12 nd March 2022, 27 March..2022 (Submission final evaluation of CIS 31st March 2022)

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1. ITM Group of Institutions

The Institute for Technology and Management (ITM) was started in 1991 under the Chairmanship of Dr. P. V. Ramana. Over the years, ITM Group of Institutions has spread its footprints in various verticals such as Management, Engineering, Health Care, Fashion Designing, Hospitality Management, Law and Architecture. ITM has its campuses in Mumbai, Navi Mumbai, Bengaluru, Chennai, Pune, Hyderabad, Warangal, Raipur, Nagpur, Visakhapatnam, Vadodara, Delhi and Noida. ITM offers 79 programs at more than 21 locations in India. Of the programs offered in various verticals, the AICTE approved PGDM Program is

offered in four campuses i.e. Chennai, Mumbai, Navi Mumbai and Warangal.

The basic premise of the PGDM Program is to deliver quality education with a view to produce professional, corporate ready managers, in a very interactive, exciting and conducive learning ambience. The program aims to develop critical thought process amongst the students and align them with the demands of the corporate world.

2. ITM Business School Vision, Mission and Objectives

Vision:

To deliver world class management education through continuous innovation in the learning process & transform students to be conceptually strong with excellent interpersonal skills and a positive attitude all wrapped in humility

Mission:

Mission 1: To be a high-quality world-class institution providing affordable contemporary management education.

Mission 2: To create a pool of academically strong and motivated teaching community to foster & develop entrepreneurship skills and cultivate leadership attributes in students.

Mission 3: To source, train and deploy young professionals to make a positive impact to the corporate world and also effectively contribute to society with a deep sense of integrity and ethics, professionalism and social responsibility thus contributing to nation building.

Objectives

- To provide congenial environment to the higher education eco-system for innovation and continuous improvement
- To dovetail leading corporate business practices and education immersion resulting in holistic development
- To be the institution of choice for students, employers, and employees
- To contribute to the development of stakeholders
- To develop students to be competent, ethical and socially responsible citizens

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3. Programs

In order to fulfill its objectives, the Institute undertakes a diverse range of academic and professional activities aimed at creation, dissemination and application of management education through the following:

- Post Graduate Diploma in Management*

- Post Graduate Diploma in Management - Marketing
- Post Graduate Diploma in Management – Financial Management
- Post Graduate Diploma in Management - International Business
- Post Graduate Diploma in Management - Human Resource Management
- Post Graduate Diploma in Management - Retail Management
- Fellowship program in Management
- Research and Consultancy
- Management Development Programs

*Post Graduate Diploma in Management offers specialization in

1. Marketing
2. Financial Management
3. Business Analytics
4. Digital Marketing and Transformation
5. Fin tech
6. Operation and Supply Chain Management
7. Financial Markets

4. Program: Post Graduate Diploma in Management – *iConnect* Program

The PGDM Program is a two-year, full-time AICTE approved program. The objectives of the PGDM Program are:

- Design and deliver updated, streamlined industry relevant curriculum.
- Develop student's analytical, quantitative, communication and interpersonal skills as a core component of the learning experience.
- Help student identify his/her program specialization at the very beginning of the program and deliver targeted learning towards developing his/her capabilities in the chosen area of specialization.
- Develop a package of values and attitudes towards professionalism, social consciousness, organizational responsibility, humility and humanity.
- Provide an enriching and immersive industry experience, with continuous faculty support, employer feedback and academic rigor.
- Prepare students for professional life during the entire program duration through interventions in interpersonal, professional, language and leadership skills.
- Helping students take initiatives and come out with ideas/projects by being a part of various committees and implement the same.

4.1 Program Design-Structure

The two-year full-time program will comprise of all semesters encapsulated with various curricular, co-curricular and extracurricular activities. Further, curricular activities have been

divided into classroom-based courses and field/research-based projects subject to evaluation. Also, co-curricular activities such as Soft Skill Workshops, Mock Group Discussions / Personal Interviews, Industry Institute Interface, Functional area forum activities, Workshops/Seminars etc. will complement the class-based evaluative courses. All these activities are designed to develop the overall personality of the students by strengthening their Intelligent Quotient, Physical Quotient, Emotional Quotient and Spiritual Quotient and last but not the least their Employability Quotient.

In the two years, students will learn compulsory courses, specialization courses, an NGO/CSR project, Corporate Internship and Research & Capstone Project across all PGDM programs. A student will have to pass all the class-based courses, Internship and field-based projects to be eligible to get PGDM Program Certificate.

All the PGDM iConnect Program incorporates the following stages:

4.2 The Initialization and Core Courses

The program starts with the Induction and Foundation module with a purpose of providing an opportunity to the students to know each other and engage themselves in various group activities through games, assignments and tasks. The foundation module objective is to enable all students to attain the same level of understanding of fundamental concepts related to management in the following areas:

Sessions	Module	Workshops
Decision Sciences	Induction	E-cell & NGO
Finance & Accounting	Business News Analysis	Microsoft Excel Expert Part I
Economics	Overview of Financial Services	Research Cell and Library Resource
Incubation	Case Analysis	Motivational Talk
Operations Management	Personality Testing	Lifestyle Management
Business News Analysis	Digital & Social Media (Use of Facebook, Twitter & Google Drive)	How to Manage Personal Finance and Grow your Money
Case Analysis	Discover Wellness with Heartfulness	Events (Departmental & Cultural) (External Event)
Socratic Dialogue Box	Student Handbook & Feedback	Teaching Management through Movies
Power point & Excel	Alumni Talk	Image Management & Personality Development
Information Technology & Analytics	Clubs & Forums	The Art of Story Telling
	Placement & Industry Internship Project (IIP) & NGO Internship	Creativity
	Campus Etiquette	Introduction to Office Application

	Feedback & Open House	Cloud Computing – AWS
		Melange Grand Finale

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Immediately after the completion of the foundation module, the regular program with core courses in general management begins. These core courses cover all the disciplines with a view to help students understand the concepts and theoretical construct which is directly related to management decision making process. The student studies a bouquet of core courses, allied courses, along with the requisite specializations across all the PGDM programs.

4.3 NGO Internship

NGO internship has been introduced with a view to strengthen the Emotional Quotient of students which is envisaged to widen their perspective to take management decisions with a humane approach. The students undertake a 15 days project with an NGO/ Trust/Charitable Institution or CSR Department of an organization.

The specific objectives of the project include:

- To understand the role of NGO in social welfare and development.
- To understand the managerial role in social work.
- To learn the management practices of NGOs.
- To sensitize the students towards the poor and the underprivileged.

The students undertake live projects with NGO-CSR wings of corporates to gain hands-on experience with tackling social issues and receive altogether a unique experience which ultimately helps build managers having a fine blend of mind (intellect) and heart (emotions).

4.4 Managerial Communication, Verbal & Quantitative Skills for Career Management

“Tell me and I forget, teach me and I may remember, involve me and I learn.”

The core purpose of the aforesaid courses is to transform students into professionals. These courses assist students in their overall development by contributing through the course curriculum to acquaint them with the industry requirements.

These courses are designed to develop a deeper understanding of social skills & abilities and at the same time bridge the learning gap for those who lack the same. It enables students to perform well during the campus recruitment.

As a part of the course curriculum, students are trained for the ensuing campus recruitment by conducting aptitude tests i.e., Logical Reasoning, Verbal and Quantitative Analytical abilities.

ITM takes a special initiative for the students those who have average/below average pre identified skills i.e., communication and behavioural skills. These students will undergo the Learning Engagement and Application Program (LEAP) which comprises of both classroom and one-to-one sessions wherein students need to complete regular assignments and upskill themselves.

Based on overall performance of the student in the above courses a report called the Industry Readiness Report will be prepared. This will enable the placement team to identify the skills and the ratings of the student, helping smooth and effective placement process.

4.5 iConnect Internship Program (IIP)

Five-months Industry Internship is aimed to provide exposure to the real environment of an organization/ industry. This learning stint with the industry is envisaged to put an intern into multiple roles, under the company guide/mentor. These multiple roles require multi dimensional skill sets which an intern needs to display. Any student terminated during the IIP without a constructive justification and approval of the Director, will not be allowed to be a part of the final Placement process and will be treated as failed in internship.

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The industry internship placement process will be facilitated by the Placement Department.

The IIP aims at one or more of the following objectives.

- Application of knowledge and techniques learnt in the first year, further enriching one's understanding, knowledge and skills.
- Understanding an organization, its management functions, decision- making process better and thereby enhancing one's perspectives.
- Appreciating the inter-linkages among different functions and developing realistic managerial perspectives of organization, their realities and their functions.

Detailed iConnect Project Manual will be given to each student which covers phase-wise work matrix, reports, evaluation parameters/weightage etc.

4.6 Capstone Project

Research is an important tool to promote a learning environment involving intellectual inquisition and exploring knowledge for future application in industry, business and life. Research increases the intellectual stretch of students by encouraging a systematic, scientific, and an objective process of inquiry.

Capstone Project is a mandatory requirement and it is a step towards movement from rote learning to research based learning characterized by scientific and logical thinking. It would develop research aptitude, domain specific critical knowledge, understanding of overall business management concepts and ideas.

It is a comprehensive project which is designed to encourage students to take multidisciplinary research work wherein students use their overall business management learning in the preceding semesters and come up with a cogent analysis of the business phenomenon in some of the less explored areas of management. This project will ensure the integration of knowledge / application in various areas of Management by undertaking an issue/problem in industry/business or a comprehensive piece of research on contemporary business management issues/topics

Capstone Project comprises of 200 Marks and it is carried out in 3 Phases. Phase I commences in Sem II and carries 2 credits (50 marks). Phase II commences in Sem III and carries 2 credits (50 marks). Finally Phase III commences in Sem IV and carries 4 credits (100 marks)

Objectives:

- To explore new insights, understanding and knowledge in research.
- To develop critical thinking and analytical skills of the students.
- To allow the student to demonstrate their ability in undertaking an independent research project for developing theoretical perspectives, addressing research questions using secondary data, or analyzing and developing real world solutions, within the area of study.

- To extract and demonstrate knowledge from the literature in an analytic manner.
- To familiarize the students with the different statistical tools and techniques used in research.
- To develop ideas and conceptual models.
- To enhance the use of academic and practical resources, models, methods, tools and systems

Capstone Project work will start from Semester II in the form of finalizing the title and scope

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of the project. Subsequently, the students finalize the objectives of the study, draft the literature review and finalize research design, etc. In Semester III, the students are required to do data collection, analysis and data interpretation and prepare a draft report. In Semester IV, students are required to submit final project report (Capstone Project) followed by a presentation/viva by the panelists.

NOTE:

1. IIP content should not be repeated in Capstone Project. It is an independent research work to be carried out by the student himself / herself.

4.7 Capstone Project Evaluation: Second, Third & Fourth Semester Credits (2 + 2 + 4 = 8 credits = 200 marks)

It carries a weight-age equivalent to 8 credit points course (2 + 2 + 4) and 200 marks. The Capstone Project would enable the student to know the art and science of doing Secondary / Primary research and develop analytical thinking, data organizing skills, synthesizing, develop critical thinking and above all introduce students to issues and limitations faced during research.

The evaluation of Capstone Project will involve

- **Phase I** - March 2021: Submission of Phase I Report (Soft copy)- 50 marks
- **Phase II** - November 2021: Submission of Phase II Report (Soft copy) - 50 marks
- **Phase III** - February 2022: Submission of final Capstone Project report (Hard copy & Soft Copy) - 100 marks
- **Phase IV** - March ,2022 Capstone project Presentation

Plagiarism: As a part of academic requirements faculty will give various assignments, report writing, sectoral analysis, project reports, industry internship report, Research & Capstone Project report, etc. from time to time and students very often submit these assignments by resorting to plagiarism. Plagiarism is a serious academic offense and students are responsible for educating themselves about it. What is Plagiarism and its consequences therein should be understood by acquiring appropriate guidance from the Faculty.

It comprises of the following:

- Verbatim copying, near-verbatim copying.
- Purposely paraphrasing portions of another author's paper; without citing the source.
- Copying of portions of another author's paper, with citing but not clearly differentiating what text has been copied (e.g., not applying quotation marks correctly).
- Not citing the source correctly.
- If a student shares his/her coursework with another student and he or she plagiarizes it, a student who lent his/her course work is considered as guilty as the one who has plagiarized his/her work, since he/she (lender) enabled the plagiarism to take place.

- Students should be aware that all faculty members have access to a very effective resource for identifying plagiarism.

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The consequences of Plagiarism will be severe and will include the following:

- a. Disqualification from the assignment / project wherein the plagiarism was resorted to and repeat of the same.
- b. Displaying the list of all those involved in plagiarism on the notice board for public scrutiny.
- c. Dropping from the semester or from the program, after the recommendations of the Examination Committee.

5. Course Structure

Post Graduate Diploma in Management

VISION

To be amongst the Best Business Schools by producing business leaders with novel ideas.

MISSION

M1: To imbibe Professionally Competent Management ideologies aligned towards Industry requirement.

M2: To provide conducive platforms for Entrepreneurship, Research and Consultancy in Management.

M3: To encourage ethical values and instill leadership qualities through activities in and out of campus.

Program Outcome

1. Apply knowledge of management theories and practices to solve business problems.
2. Foster Analytical and critical thinking abilities for data-based decision making. 3.

Ability to develop Value based Leadership ability.

4. Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business.

5. Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

Post Graduate Diploma in Management			
Sr. No.	Semester I	Credits	Hours
1	Accounting for Managers	4	40
2	Marketing Management	4	40
3	Leading and Managing Organization	4	40
4	Managerial Economics	2	20
5	Enterprise Systems Management	2	20
6	Decision Sciences	4	40
7	Lifestyle Management	2	20
8	Introduction to Operations Management	2	20
9	Introduction to MS Excel and Advanced Methods	4	40
10	Managerial Communication – 1	4	40
11	Verbal Skills and Quantitative Analysis – 1	2	20
12	Entrepreneurship	2	20
13	Career Management - 1	2	20
	Total	38	380
Sr. No.	Semester II	Credits	Hours
1	NGO Internship	2	20
2	Managerial Communication - 2	2	20
3	Advanced Excel	2	20
4	Verbal Skills and Quantitative Analysis - 2	2	20
5	Career Management – 2	2	20
6	Capstone Project Phase – I/ Hackathon -I	2	20

	Total	12	120
	Industry Internship Project	8	80
Sr. No.	Semester III	Credits	Hours
1	Strategic Management	2	20
2	Business Ethics and Corporate Governance	2	20
3	Comprehensive Review Module	2	20
4	Placement Readiness Module	2	20
5	Career Management – 3	2	20
6	Corporate Transition Module	2	20
7	Verbal Skills and Quantitative Analysis - 3	2	20
8	Capstone Project Phase – II/ Hackathon-II	2	20
	Total	16	160
Sr. No.	Semester IV	Credits	Hours
1	Capstone Project – Final	4	40
2	Career Management	-	-
	Total	4	40
	SPECIALISATION OFFERED: MARKETING		
Sr. No.	Semester II	Credits	Hours
1	Market Research	4	40
2	Digital and Social Media Marketing	4	40
3	Integrated Marketing Communication	4	40
4	Customer Insights and Relationship Management	4	40
5	Product and Brand Management	4	40
6	Sales Management	2	20
7	Selling and Customer Handling	2	20
	Total	24	240
Sr. No.	Semester III	Credits	Hours
1	SCM and Physical Distribution	2	20
2	Marketing Analytics	2	20
3	Business to Business Marketing	2	20

4	Rural Marketing	2	20
5	Services Marketing	4	40
	Total	12	120
Sr. No.	Semester IV	Credits	Hours
1	Retail and E-commerce Management	2	20

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	Total	2	20
	SPECIALISATION OFFERED: FINANCE		
Sr. No.	Semester II	Credits	Hours
1	Research Methodology	2	20
2	Cost and Management Accounting	2	20
3	Security Analysis and Portfolio Management	4	40
4	Financial and Commodity Derivatives	4	40
5	Financial Risk Management	2	20
6	Bank Management	2	20
7	Corporate Finance	4	40
8	Financial Products and Services	2	20
9	Sales and Services of Financial Instruments	2	20
	Total	24	240
Sr. No.	Semester III	Credits	Hours
1	International Financial Management	2	20
2	Corporate Restructuring and Valuation	2	20
3	Treasury and Forex Management	2	20
4	Financial Modelling and Simulation	2	20
5	Investment Banking	2	20
6	Corporate Tax Planning	2	20
	Total	12	120
Sr. No.	Semester IV	Credits	Hours
1	Alternative Finance	2	20
	Total	2	20

SPECIALIZATION: BUSINESS ANALYTICS			
Sr. No.	Semester II	Credits	Hours
1	Business Data Base	2	20
2	Optimisation Techniques	4	40
3	Research Process and Analytics	4	40
4	Analytics for Marketing & Sales	2	20
5	Selling Skills	2	20
6	Analytics in Banking Services	2	20
7	Talent analytics	2	20
8	Digital Analytics	2	20
9	Analytical Tools	2	20
10	Introduction to Machine Learning	4	40
	Total	26	260
Sr. No.	Semester III	Credits	Hours
1	Deep Learning and Neural Network	2	20
2	Analytic Modelling with R	4	40
3	Supply Chain Analytics	2	20
4	Risk Analytics	2	20
5	Machine Learning and Business Applications	4	40
	Total	14	140
Sr. No.	Semester IV	Credits	Hours
1	Artificial intelligence	2	20
	Total	2	20
SPECIALIZATION: OPERATIONS & SCM			
Sr. No.	Semester II	Credits	Hours
1	Research Methodology	2	20
2	Service Operations Management	4	40
3	Supply Chain and Logistics Management	4	40
4	Business Process Management	4	40
5	Project Management	4	40

6	Materials Management	2	20
7	Operations Research	2	20
8	Service Selling for Managers	2	20
	Total	24	240

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Sr. No.	Semester III	Credits	Hours
1	Enterprise Applications	2	20
2	World Class Manufacturing	2	20
3	Operations Strategy	2	20
4	Business Simulation	2	20
5	Technology Management	2	20
6	Business Analytics for OM and SCM	2	20
	Total	12	120
Sr. No.	Semester IV	Credits	Hours
1	E-Commerce	2	20
	Total	2	20
	SPECIALIZATION: DIGITAL MARKETING AND TRANSFORMATION		
Sr. No.	Semester II	Credits	Hours
1	Market Research	4	40
2	Social Media Marketing	4	40
3	Brand and Online Reputation Management	4	40
4	Digital Media Planning, SEO and SEM	4	40
5	Website Creation and Web Analytics	4	40
6	Online-user Behaviour and Analytics	2	20
7	Digital Sales Funnel Management	2	20
8	Integrated Digital Marketing Communication	2	20
9	Strategic Social Selling	2	20
	Total	28	280
Sr. No.	Semester III	Credits	Hours
1	Digital Transformation	2	20

2	Content Marketing	2	20
3	Business Intelligence and Big Data Analytics	2	20
4	Mobile Marketing and E-Mail Marketing	2	20
	Total	8	80
Sr. No.	Semester IV	Credits	Hours
1	E-Commerce and E-Business	2	20
	Total	2	20
	SPECIALIZATION: FINTECH		
Sr. No.	Semester II	Credits	Hours
1	FinTech Applications	2	20
2	Finance Analytics with Python	2	20
3	Research Methodology	2	20
4	Design Thinking	2	20
5	FinTech Technologies	2	20
6	Payment Infrastructure and API	2	20
7	RegTech	2	20
8	Corporate Financial Management	2	20
9	FinTech in Investment Management and Robo Advisory	4	40
10	Fixed Income and Forex Markets	4	40
11	Selling Skills for Fintech	2	20
	Total	26	260
Sr. No.	Semester III	Credits	Hours
1	Artificial Intelligence and Machine Learning	2	20
2	Commodity and Technical Analysis	2	20
3	Banking and Banking Technology	4	40
4	Risk Management	2	20
5	InsurTech	2	20
	Total	12	120
Sr. No.	Semester IV	Credits	Hours
1	Global FinTech Systems– MOOC	2	20

	Total	2	20
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SPECIALIZATION: FINANCIAL MARKETS			
Sr. No.	Semester II	Credits	Hours
1	Research Methodology	2	20
2	Commodity Markets	2	20
3	Corporate Finance	4	40
4	Security Analysis and Portfolio Management	4	40
5	Financial Modeling and Simulation	2	20
6	Financial Derivatives	4	40
7	Financial Instrument Trading	2	20
8	Technical Analysis	2	20
9	Forex Markets	2	20
10	International Trade Finance	2	20
11	Consultative Selling For Financial Managers	2	20
	Total	28	280
Sr. No.	Semester III	Credits	Hours
1	Bank Management	2	20
2	Investment Banking	2	20
3	Financial Planning and Wealth Management	2	20
4	Treasury Management	2	20
5	Risk Management	2	20
6	Corporate Valuation	2	20
	Total	12	120
Sr. No.	Semester IV	Credits	Hours
1	Alternative Finance	2	20
	Total	2	20

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Marketing

PGDM Marketing focuses on making discerning managers with critical problem-solving skills. The curriculum focuses on helping the students comprehend the business spectrum with courses like Marketing, Finance and Human Resources and takes them through an array of specialized subjects, like Integrated Marketing Communication, Brand management, Digital & Social media marketing and sales. After a rigorous, 5 month-long Industry Internship Program and rich corporate exposure, the program also covers exclusive upscale subjects and finally it empowers the students for a robust corporate association through a thorough, industry-oriented dissertation. The program is aligned with the industry requirements and has cutting edge pedagogy which centers around enabling the burgeoning managers unravel probable corporate challenges. The curriculum facilitates hands on education with practical live projects and insightful internships which expedite the learning process.

Program Objectives

- The program centers around embracing different significant courses in all the semesters to support perfect industry alignment.
- The Program enables the student to apply contemporary knowledge in various management domains integrated with the latest technologies and tools in organizations. • The program moulds the graduates into potential leaders and entrepreneurs with relevant problem-solving skills through experiential learning.
- The program helps the students to become full-fledged, diligent leaders, adaptive to the ever dynamic business spectrum and sensitive to the diverse work cultures to become promising managers.
- The program places its goal on building ethical decision makers with genuine care for a positive impact on the triple bottom line –People, Profit and Planet.

Program Outcomes

- Motivated leaders with extensive knowledge of real-time marketing assignments.
- Sensitized managers to understand intricate corporate nuances.
- Specialized skills to apply in dynamic corporate scenarios.
- Exceptional industry connects through live projects and internship to facilitate students analyze their area of passion and accomplishment.
- Perfectly channelized business aptitude to appraise and evaluate the intensity of corporate trials.
- Right opportunities and appropriate exposure to the students to create practical solutions to corporate complexities.

Sr. No.	Semester I	Credits	Hours
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1	Accounting for Managers	4	40
2	Marketing Management	4	40
3	Leading and Managing Organization	4	40
4	Managerial Economics	2	20
5	Enterprise Systems Management	2	20
6	Decision Sciences	4	40
7	Lifestyle Management	2	20
8	Introduction to Operations Management	2	20
9	Introduction to MS Excel and Advanced Methods	4	40
10	Managerial Communication – 1	4	40
11	Verbal Skills and Quantitative Analysis – 1	2	20
12	Entrepreneurship	2	20
13	Career Management - 1	2	20
	Total	38	380
Sr. No.	Semester II	Credits	Hours
1	Market Research	4	40
2	Digital and Social Media Marketing	4	40
3	Integrated Marketing Communication	4	40
4	Customer Insights and Relationship Management	4	40
5	Product and Brand Management	4	40
6	Sales Management	2	20
7	NGO Internship	2	20
8	Managerial Communication – 2	2	20
9	Advanced Excel	2	20
10	Verbal Skills and Quantitative Analysis – 2	2	20
11	Selling and Customer Handling	2	20
12	Career Management – 2	2	20
13	Capstone Project Phase – I	2	20
	Total	36	360
	Industry Internship Project	8	80
Sr. No.	Semester III	Credits	Hours
1	Strategic Management	2	20

2	Business Ethics and Corporate Governance	2	20
3	SCM and Physical Distribution	2	20
4	Marketing Analytics	2	20
5	Business to Business Marketing	2	20
6	Rural Marketing	2	20
7	Services Marketing	4	40
8	Comprehensive Review Module	2	20
9	Placement Readiness Module	2	20
10	Career Management – 3	2	20
11	Corporate Transition Module	2	20
12	Verbal Skills and Quantitative Analysis – 3	2	20
13	Capstone Project Phase – II	2	20
	Total	28	280
Sr. No.	Semester IV	Credits	Hours
1	Capstone Project – Final	4	40
2	Retail and E-commerce Management	2	20
3	Career Management	-	-
	Total	6	60
	Grand Total	116	1160

15 PGDM Finance

The program is initiated with basic concepts of accounting and general economic theories. Thereafter students learn courses in core areas of finance related to debt, equity and derivative instruments, banking, insurance and other products. Knowledge imparted through these courses help students in discharging duties during internship in companies. In second year, students learn advanced courses of finance that hones requisite skill sets needed to solve complex financial issues. The fourth semester contains project-based learning (capstone project) and a course on alternative finance.

Program Objectives

- Understanding the behavioral and financial aspects of business for the effective utilization of financial resources.
- Enhancement of analytical skills through case studies, live projects, guest lectures, industrial visits and scenario-based learning.
- Develop team building and entrepreneurial skills among students through participation in Technical and Cultural events.
- Promoting research-based learning by encouraging students to present / publish research papers.

Program Outcome

- Enhancement of Analytical thinking: Requisites skill sets are acquired by students which leads to enhancement of their analytical thinking and personality development.
- Practical Application driven learning: The programme leads to acquisition of skill sets among students so that they can Apply management theories into practice for sound decision making.
- Decision Making Approach: Decision Making Approach: It prepare students to take financial decision pertaining to investment and setting up of business concerns.
- Good Corporate Citizens: Students understand the importance of financial regulations and compliances. They can implement theories and practices pertaining to business ethics ensuing corporate good governance.

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PGDM FINANCIAL MANAGEMENT

Sr. No.	Semester I	Credits	Hours
1	Accounting for Managers	4	40
2	Marketing Management	4	40
3	Leading and Managing Organization	4	40
4	Managerial Economics	2	20
5	Enterprise Systems Management	2	20
6	Decision Sciences	4	40
7	Lifestyle Management	2	20
8	Introduction to Operations Management	2	20
9	Introduction to MS Excel and Advanced Methods	4	40
10	Managerial Communication – 1	4	40

11	Verbal Skills and Quantitative Analysis – 1	2	20
12	Entrepreneurship	2	20
13	Career Management - 1	2	20
	Total	38	380
Sr. No.	Semester II	Credits	Hours
1	Research Methodology	2	20
2	Cost and Management Accounting	2	20
3	Security Analysis and Portfolio Management	4	40
4	Financial and Commodity Derivatives	4	40
5	Financial Risk Management	2	20
6	Bank Management	2	20
7	Corporate Finance	4	40
8	Financial Products and Services	2	20
9	NGO Internship	2	20
10	Managerial Communication – 2	2	20
11	Advanced Excel	2	20
12	Verbal Skills and Quantitative Analysis – 2	2	20
13	Sales and Services of Financial Instruments	2	20
14	Career Management – 2	2	20
15	Capstone Project Phase – I	2	20
	Total	36	360
	Industry Internship Project	8	80
Sr. No.	Semester III	Credits	Hours
1	Strategic Management	2	20
2	Business Ethics and Corporate Governance	2	20
3	International Financial Management	2	20
4	Corporate Restructuring and Valuation	2	20
5	Treasury and Forex Management	2	20
6	Financial Modelling and Simulation	2	20
7	Investment Banking	2	20
8	Corporate Tax Planning	2	20
9	Comprehensive Review Module	2	20
10	Placement Readiness Module	2	20
11	Career Management – 3	2	20

12	Corporate Transition Module	2	20
13	Verbal Skills and Quantitative Analysis – 3	2	20
14	Capstone Project Phase – II	2	20
	Total	28	280
Sr. No.	Semester IV	Credits	Hours
1	Capstone Project – Final	4	40
2	Alternative Finance	2	20
3	Career Management	-	-
	Total	6	60
	Grand Total	116	1160

PGDM Human Resource Management

The program aims at training young minds the skills, knowledge, and attributes for working in exciting and people-oriented field. A well-designed curriculum provides detailed insight into the various human resource functions and operations of the corporate world. It facilitates students to develop their knowledge through classroom teaching and practical exposure.

Program Objectives

- To enable students to understand and learn basic principles and practices of human resource management.
- To help students in developing their skills through practical and experiential learning. • To guide students to develop their managerial and leadership skills through multifaceted exposures.
- To enable students to acquaint with corporate culture that supports ethical behavior, adherence to core values, and organizational performance.

Program Outcome

- Describe fundamental concepts and rules of law that apply to business activities in general and the employment and labor related functions in particular.
- Develop students' ability to think critically and analyze opportunities to improve organizational performance through human resource management.
- Demonstrate methods for recruiting and selecting human resources, manage performance, research and design compensation plans and benefit, skilling & multiskilling and appraise contemporary issues and prepositions appropriate for various types of organizations.
- Enable students to become effective HR/ Business Leaders with appropriate technical & behavioral competencies.
- Inculcate right values and ethical standards so that the students develop a sense of justice, equity and fairness in their professional conduct.

PGDM HUMAN RESOURCE MANAGEMENT

Sr. No.	Semester I	Credits	Hours
1	Introduction to Accounting for Managers	2	20
2	Marketing Management	4	40
3	Leading & Managing Organization	4	40
4	Managerial Economics	2	20
5	Enterprise Systems Management	2	20
6	Decision Sciences	4	40
7	Lifestyle Management	2	20
8	Human Resource Management	4	40
9	Introduction to MS Excel & Advanced Methods	4	40
10	Managerial Communication – 1	4	40
11	Verbal Skills & Quantitative Analysis – 1	2	20
12	Entrepreneurship	2	20
13	Career Management 1	2	20
	TOTAL	38	380
Sr. No.	Semester II	Credits	Hours
1	Research Methodology	2	20
2	Organizational Behavior	4	40

3	Performance Management	2	20
4	Industrial Relations	4	40
5	Learning and Development	4	40
6	Competency Mapping	2	20
7	Compensation Management	2	20
8	HR Planning, Audit, Metrics & HRIS	4	40
9	NGO Internship	2	20
10	Managerial Communication – 2	2	20
11	Advanced Excel	2	20
12	Verbal Skills & Quantitative Analysis – 2	2	20
13	Employee Sourcing & Recruitment	2	20
14	Career Management – 2	2	20
15	Capstone Project Phase – I	2	20
	Sub Total	38	380
	Industry Internship Project	8	80
Sr. No.	Semester III	Credits	Hours
1	Strategic Management	2	20
2	Business Ethics and Corporate Governance	2	20
3	Personal Tax Planning	2	20
4	Employee Relations	2	20
5	HR Simulation	2	20
6	Change Management & Organizational Development	4	40
7	HR Analytics	2	20
8	Comprehensive Review Module	2	20
9	Placement Readiness Module	2	20
10	Career Management – 3	2	20
11	Corporate Transition Module	2	20
12	Verbal & Quantitative Analysis – 3	2	20
13	Capstone Project Phase – II	2	20
	TOTAL	28	280
Sr. No.	Semester IV	Credits	Hours
1	Capstone Project – Final	4	40
2	Social Media and Digital HRM	2	20

3	Career Management	-	-
	TOTAL	6	60
	GRAND TOTAL	118	1180

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PGDM International Business

The International Business program specializes in delivering a practical education in regional business, geo-political consideration and cross-cultural relations. The curriculum is cutting edge and provides specialized training in every business discipline from an international perspective. The first semester comprises of core courses covering different functions of Management along with Introduction to International Business and Country Profiles. The Second Semester provides an insight on specialization papers like Foreign Policy, Export Import Management, International Trade, Global Logistics and Supply Chain Management etc. The semester also includes two months of Corporate Internship followed by Global Immersion.

The 10 weeks' Global learning immersion in EM Normandie, France and ESSCA, Budapest, Hungary has been designed to help students navigate effectively as a manager in a complex and ever-changing global business environment. The courses conducted in ESSCA, Budapest, Hungary are Project Management, Crisis Management, Product / Process Innovation, Business Simulation and Group Project on Key European Industries. At EM Normandie, France courses taught are Cross-Cultural Management, Business Analytics/Consulting, Negotiation Skills, Strategic business development and Digital Marketing. The third semester trains the students in specialized areas like Global Marketing, International Finance, Business Analytics etc. In all the semesters, a course on Leadership Lab helps the student to bring leadership quality to the fore.

Finally, the fourth semester concludes with a deeper study on specialized project on International Business. By the end of the program, the students are fully equipped with the knowledge of International Business along with Europe experience.

Program Objectives

- To enable the students to understand the basics of international business by developing a global approach and acquiring necessary competencies required for the purpose.
- To make students learn the analytical skills needed for resolving issues arising in ever changing and complex international business environment.
- To develop the leadership potential and entrepreneurial skills to strengthen the ability to work in a globally competitive and culturally diverse business environment.
- To develop a strong value system among students by emphasizing on ethical, emotional, social and spiritual components.

Program Outcomes

- Develop an understanding of the diverse and rapidly changing global business environment with the ability to work professionally in teams.
- Display knowledge and understanding in key business functions and apply decision making techniques using both quantitative and qualitative analysis to management issues.
- Conduct strategic analysis using both theory and application.
- Devise appropriate strategies for their ongoing professional development and implementation of these strategies upon successfully completing the program.
- Demonstrate abilities to present

and evaluate global issues clearly in both written and oral form.

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PGDM INTERNATIONAL BUSINESS

Sr. no.	Semester I	Credits	Hours
1	Introduction to Accounting for Managers	2	20
2	Managerial Economics	2	20
3	Managing People at Work	2	20
4	Enterprise Systems Management	2	20
5	Decision Sciences	4	40
6	Marketing Management	4	40
7	International Business	4	40
8	Leadership Lab – 1	2	20
9	French – 1	2	20
10	Introduction to MS Excel & Advanced Methods	4	40
11	Managerial Communication – 1	4	40
12	Verbal Skills & Quantitative Analysis – 1	2	20
13	Entrepreneurship	2	20
14	Career Management – 1	2	20
	TOTAL	38	380
Sr. no.	Semester II	Credits	Hours
1	Research Methodology	2	20
2	International Trade	2	20
3	Foreign Policy	2	20
4	Global Operations Management	4	40
5	Leadership Lab – 2	2	20
6	Global Supply Chain and Logistics Management	4	40
7	Export and Import Management	4	40
8	Country Profiling and Market Evaluation	2	20
9	Cost and Management Accounting	2	20
10	French – 2	2	20
11	NGO Internship	2	20

12	Managerial Communication – 2	2	20
13	Advanced Excel	2	20
14	Verbal Skills & Quantitative Analysis – 2	2	20
15	Selling Skills	2	20
16	Career Management – 2	2	20
17	Capstone Project Phase – I	2	20
	Sub Total	40	400
	Industry Internship Project – IB	4	40
	Europe Internship	4	40
Sr. no.	Semester III	Credits	Credit Hours
1	Strategic Management	2	20
2	Business Ethics and Corporate Governance	2	20
4	International Financial Management	2	20
5	Business Analytics	2	20
6	Sales Management	2	20
7	Global Marketing	2	20
8	Leadership Lab III	2	20
9	Digital and Social Media Marketing	2	20
10	Placement Readiness Module	2	20
11	Career Management –3	2	20
12	Corporate Transition Module	2	20
13	Verbal & Quantitative Analysis – 3	2	20
14	Capstone Project Phase – II	2	20
	TOTAL	28	280
Sr.no.	Semester IV	Credits	Hours
1	Capstone Project – Final	4	40
2	Social Psychology	2	20
3	Career Management	-	-
	TOTAL	6	60
	GRAND TOTAL	118	1180

PGDM Retail Management and Marketing

The program is designed to cater to the growing and dynamic retail industry and the E-commerce sector in India and the World. The course is a combination of theory and practical learning. Semester – I, students learn core fundamental subjects such as economics, financial accounting, decision sciences, managerial communication, retail management, marketing management, leading and managing retail organizations, soft skills, etc. Specialization subjects such as Retail Store Operations, Mall Management, Buying & Merchandizing, E-commerce are taught in Semester – II along with an in-house Retail Lab simulation. Students are also exposed to practical learning through live projects, guest lectures, industry visits and workshops on Digital & Social media and Green-belt six-sigma certification. Students are put on five-months of industry internship and Singapore corporate internship. In Semester – III advanced courses are taught such as Big Data Analytics in Retail, Supply chain management, HRM in Retail, Services Marketing. Semester – IV is focused on Capstone project research and a program in Rural and Social marketing.

PGDM- RMM students will pursue a Ten Days Global Immersion program with Nanyang Technological University, Singapore, a combination of lectures, simulation, field research and workshop. Students will be getting a certificate from NTU. The program has three modules i.e. Social Media & Digital Marketing, E-Commerce and Design Thinking in Retail.

Three modules will be covered:

- **Social Media & Digital Marketing**
- **E-Commerce**
- **Design Thinking in Retail**

Program Objectives

- The course curriculum intends to cover domain knowledge required to function in Retail and E-commerce sector
- The curriculum is designed with a blend of case, analytical and technological learning • Industry and hand-on experience can be imparted through Retail Lab Simulation, Guest lectures, Industry visits, Live projects, Workshop and Certification program • Courses on Entrepreneurship, Leadership and soft skills would prepare students for the dynamic business environment
- Inculcate and imbibe ethical values, corporate social responsibility and regulatory framework by undergoing NGO internship

Program Outcome

- Understand management theories and prepare students for inter-personal, teambuilding and leadership skills through enlightened learning partnerships with faculty, mentors and the community.
- Apply knowledge of retail management theories and practices to achieve business objectives.
- Analyze students' problem-solving, logical and critical thinking skills through Business Simulation Games, Mid-night Sales, Retail Lab Simulation, Big Data Analytics for quantitative analysis.
- Create innovative and new practices in the domestic and global arena of business by incorporating an International Internship program with Nanyang Technological University. • Foster Industry Interactions through Live Projects, Guest Sessions, Panel Discussions, Industry Visits for in-depth knowledge of an Industry or a Sector.

PGDM RETAIL MANAGEMENT

Sr. No.	Semester I	Credits	Hours
1	Introduction to Accounting for Managers	2	20
2	Managerial Economics	2	20
3	Leading & Managing Retail Organization	2	20
4	Enterprise Systems Management	2	20
5	Introduction to Decision Sciences	2	20
6	Marketing Management	4	40
7	Introduction to Retail Management	4	40
8	Basic French	2	20
9	Lifestyle Management	2	20
10	Introduction to MS Excel & Advanced Methods	4	40
11	Managerial Communication – 1	4	40
12	Verbal Skills & Quantitative Analysis – 1	2	20
13	Entrepreneurship	2	20
14	Career Management 1	2	20
	TOTAL	36	360
Sr. No.			
	Semester II	Credits	Hours
1	Market Research	4	40
2	Customer Insights and Relationship Management	4	40
3	Retail Operations	4	40
4	Retail Sales Management	2	20
5	E-commerce	4	40
6	Buying & Merchandizing	4	40
7	Mall Management	2	20
8	Retail Lab	2	20
9	NGO Internship	2	20
10	Managerial Communication – 2	2	20
11	Advanced Excel	2	20
12	Verbal Skills & Quantitative Analysis – 2	2	20
13	Retail Sales Strategy	2	20
14	Career Management – 2	2	20

15	Capstone Project Phase – I	2	20
16	Brand Management	2	20
	SUB TOTAL	42	420
	Industry Internship Project – RMM	6	60
	Singapore Internship	2	20
Sr. No.	Semester III	Credits	Hours
1	Strategic Management	2	20
2	Business Ethics and Corporate Governance	2	20
3	Big Data Analytics in Retail	2	20
4	Service Marketing	4	40
5	Human Resources Management in Retail	2	20
6	Supply Chain Management	2	20
7	Comprehensive Review Module	2	20
8	Placement Readiness Module	2	20
9	Career Management – 3	2	20
10	Corporate Transition Module	2	20
11	Verbal & Quantitative Analysis – 3	2	20
12	Capstone Project Phase – II	2	20
	TOTAL	26	260
	Semester IV		
1	Capstone Project – Final	4	40
2	Rural and Social Marketing	2	20
3	Career Management	-	-
	TOTAL	6	60
	GRAND TOTAL	118	1180

6. Pedagogy

- The two-year PGDM Program is designed with a view to produce professional managers. Keeping this objective in view, the pedagogy is designed accordingly, and a major emphasis is given to student-led activities and field-based activities wherein hands-on experience and learning by doing is the focus.

Case Study Analysis	Assignments
Live Projects	Research based learning

Group Discussions	Computer aided learning
Theoretical Sessions	News Analysis
Experiential Learning and Simulations	Lectures by eminent speakers from the industry
Seminars	Videos related to relevant topics
Role Plays	Presentations by students
Industry Visits	Brain storming sessions
Field Visits	Workshops
Extempore	Leadership Lab
Outbound Training	Hackathon

- ITM uses a blended learning of various teaching methods such as case studies, short term and long-term live projects, individual as well as group assignments, computer aided instructions, group discussions, lectures, seminars, presentations by students and lectures by guest speakers from the industry.
- The case method is the predominant pedagogical tool. It sharpens the analytical skills of students and helps them analyze problems from multi-functional perspectives.
- The Institution organizes forum activities, seminars, workshops, management fests, simulation labs and projects etc. which significantly help to enhance and strengthen the decision-making skills of the students.
- Instructional methodology is course specific rather than a standard one for all. The emphasis is more on the understanding of the concepts, tools & techniques and application of the same in decision-making.
- Classroom lectures will follow the contents of the Course Outline given to the student for each course and the session plan given in the Course Outline posted by each Faculty in the Moodle & ERP.

7. Open House

Open House is to discuss, and deliberate various academic and non- academic issues voiced by students for improving the functioning of the program.

It is a platform for the faculty, staff and students to share and discuss the issues related to academics including library resources, academic administration, hostel administration, canteen administration etc. and try to arrive at a consensus in the interest of all stakeholders.

The Open House is a platform to make announcements, if any, pertaining to the program or the campus. Open House is purposeful enough to discuss the ongoing program which in turn would help to prepare the future pipeline of the program resulting from trial and error method while carrying on discussions.

One very interesting and useful criteria is that besides the faculty/staff/student, their parents, relatives etc. can attend the Open House and share their insights, suggestions for the better

functioning of the campus and give their valuable inputs as regard to the betterment of the program.

Also, the Open House minutes need to be recorded and displayed on the notice board of the Institution. The decision taken in Open House should not remain confined to papers but should be executed without any delay.

Review regarding the status of the decisions taken and their execution should always be considered in the subsequent Open Houses.

In the ensuing Open House, it will be the responsibility of the Chair to communicate the details regarding the initiation and implementation of the decision of the previous Open House.

Subject to the successful review of previous Open House, new issues will be considered for further discussion.

To sum it up, Open House welcomes Open Communication and Participation by one and all helping to assist each other in the efficient functioning of the Institution. It paves a way for Institutional/Organizational Harmony.

8. Program Administration

8.1 The Honour System

The Honour System rests on the pre-supposition that the absence of lying, cheating and stealing among the Institute community promotes an atmosphere of mutual trust conducive to the pursuit of a worthwhile education.

Every student is expected by his/her peers to conduct himself/herself honorably and is expected to leave if he/she will not do so. Students found guilty of an Honour offence are without exception dismissed permanently from the Institute.

If a manner of dishonest conduct is not considered by the contemporary student generation to be so reprehensible as to warrant permanent dismissal from the Institute then that conduct is not included in the jurisdiction of the Honour System, and thus is not considered Honorable under the system.

The Honour System contains no element of spying or tale bearing. A student can be accused of an Honour violation only by a fellow student in a direct confrontation. The student accused may either admit his/her guilt leaving the Institute voluntarily, or he/she may request a trial before the Honour Committee to contest his/her accusation.

The Honour System is administered entirely by the student body through elected/nominated student representatives constituting the Honour Committee. The faculty and the administration will co-operate with the Honour Committee as completely as possible and there is no appeal to the Committee's decision. The Honour system brings concrete benefits both to the individual student and to the Institute as a whole. It is a pleasure and privilege for all of us to live in an academic environment. Here, one's word is accepted without question by faculty and administrators alike. But the Honour System and the benefits that accrue from it, are possible only if the system is supported, not just as a set of principles, but as a norm of conduct characterizing life at the Institute by the entire student body, both individually and collectively. Every person attending the Institute should be aware of the Honour System and of the responsibility of its maintenance imposed on the student.

8.2 The Implementation of the Honour Code System will be as follows: 1.

The Committee will comprise of 8 members; the details are as follows: Two

Students from junior batch admitted for first year in 2020-21

Two Students from senior batch admitted for second year in 2020-21

Two Faculty Members from ITM, Director - ITM and Registrar - ITM

2. The student members of the Honour Code Committee must be nominated by the respective batch.
3. The Honour Code Committee will decide about the action to be initiated against any student/faculty/staff, violating the system. The same should be approved and the minutes should be submitted to the Registrar for execution.
4. The student/faculty/staff who is charged may be terminated immediately without giving him/her opportunity if the committee is confident that he/she has violated the system. (No appeal is permitted in this case).
5. If the student/faculty/staff is charged and the same is not proven or there is a dilemma, the committee can give a chance to represent and prove his/her innocence.
6. After hearing a student/faculty/staff, the committee decision about the action to be initiated should be approved and the minutes should be submitted to the Registrar for execution.

8.3 Enrollment

Students should enroll with the Registrar's office for joining the Institute along with all the documents as stated in the joining instructions letter. They are required to carry the original marksheets, certificates and fees receipt for verification.

8.4 Registration

All students are required to register on the notified registration dates. A student registering for the first time will be given a registration kit comprising of steps of reporting, student reporting slip, bonafide certificate for opening the bank account, useful information, whom to contact and anti-ragging notice.

8.5 Scholarship for PGDM students

ITM offers a wide range of scholarships, the majority of which are available to successful applicants who clear academic and professional merit and can demonstrate the ability to contribute to all aspects of the PGDM program. There are scholarships of varying amounts to meritorious students on tuition fees. First Year PGDM students will be eligible to receive the scholarship award based on the scholarship test conducted by ITM. Second year PGDM students will be eligible to receive the scholarship award based on their academic performance in the 1st year of PGDM program.

8.6 Fees and Payment Schedule

- Year-wise fee will have to be paid on due date as stated in the offer letter issued by the Institute. It is mandatory for student to register for the second year of the PGDM program on/or before 15th March '2021.

- Those students who fail to pay fees as per notified schedule will be required to pay penalty as per the norms issued by Institute.
- If a student fails to register for the second year, the first-year mark sheet will be released with the relieving letter from the Institute.

8.7 Attendance

The Institute insists on regular and prompt attendance in classes.

Every Course Faculty will record attendance of students in each class in the attendance sheet provided. The office will maintain the record of the attendance.

Marking proxy attendance for others or having attendance marked by others will invite disciplinary action.

100% attendance is compulsory, however 25% absence in each course would be considered for emergencies. **No leave applications from students will be accepted by the faculty or staff.**

Attendance will carry 50% weightage of internal assessments. Attendance will carry 20 marks for full credit course and 10 marks for half credit course. Attendance marks will include class participation marks also.

The lectures will be scheduled from 7:30am to 9:00pm as per the availability of the faculty.

It is mandatory for student to attend all Guest lectures, Industry visit, Workshops and Seminars.

- In case, students fail to attend 75% classes, he/she will not be allowed to appear for end term examination. The following is applicable for the said students:
 - Student must appear for re-examination.
 - Will pay the applicable re-examination fee.
 - It is mandatory for a student to qualify in both internal & external examination.
- The list of defaulting students will be displayed on the Notice Board every fortnight.
- If some test, quiz, presentation is missed because of the absence in a course; it is the prerogative of the course faculty whether he/she can give assignment.
- If a student doesn't qualify for requisite attendance to appear for examination, as a result of disciplinary action taken against him/her may get disqualified from the program. In such a case, the student may be allowed to join for the ensuing batch of 2021-23, subject to complying with the necessary requirements of the Institution.

8.8 Review of Attendance

- Keeping track of one's attendance is the sole responsibility of the student.
- At the end of the course, Academic Co-ordination department will prepare batch wise list of names of students who have attended less than 75% of total lectures. The said defaulter list will be displayed on the Notice Board.
- Students not allowed to appear for the courses in End Term Examinations on account of absence can appear for the re-examinations for these courses after the declaration of result of the End Term Examination after paying a fee of Rs.2000/- per course.

9. Discipline

9.1 Campus Discipline

The Institute attaches utmost importance to discipline and character building of students.

Definition: Campus means ITM premises including buildings and rooms therein i.e. classrooms, faculty rooms, laboratories, corridors, staircases, gardens, terraces own as well as hired buses, vehicles, own as well as rented and hostel premises.

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9.2 Prohibited Activities (General)

- If a student does not maintain discipline in the class, the concerned faculty may initiate action for debarring him/her from the course with immediate effect. For e.g. Use of laptop/mobiles/other electronic devices etc. by a student during the class even when it is not required, is also an offence, since it disturbs the faculty and the student is non attentive in the class. It is as good as an absence from the class. It also spoils the environment of the class by instigating others to do the same. Same holds true for going through the websites not related to the class. In view of the above, decision taken by faculty to debar the student from the class will be final and can't be revoked by the concerned faculty later.
- It is mandatory for the students to switch off the mobile phones before entering the class.
- If a faculty finds any student using the mobile phone during lecture, it will be confiscated and will be handed over to the Administration department. A fine of Rs.1000/- will be levied and mobile will be released after 7 days.
- Except for the above-mentioned point no. 1 and 2 other disciplinary issues will be presented to the Disciplinary Committee comprising representatives of Students and the Institution.
- Smoking, drinking of alcoholic beverages and consumption of legally banned drugs.
- Quarrels, Fighting, Physical Assaults.
- Carrying eatable outside canteen is prohibited and it should be restricted to canteen only.
- Damaging ITM owned property and assets, Buildings, Furniture, Computers and related Peripherals, Communication Hardware, Software, Vehicles, Utilities etc.
- Use of ITM network and electronic media for illegal and immoral purposes (As per Indian IT Act 2000).
- Intercepting or attempting to intercept e-mail and file transfers.
- Trying to access ITM intra-net domain, viewing, erasing or transferring confidential files/data/information.
- Purposely dissipating wrong information or propagating rumors.
- Using ITM property for private use, personal business or any unethical practices.
- Eating and drinking beverages in classrooms.
- Conducting unauthorized meetings & organizing and participating in strikes.

- Conducting any act which will result in spoiling ITM image.
- Theft of any kind either involving the students or the institute.
- Going for Picnic/Outing is not permitted. Institute cannot be held responsible for untoward incidents owing to student's actions during any outing or picnic. Student is solely responsible for his/her action.

9.3 Indulgence in Drug/Narcotics

Students who at any time are caught indulging in (using or possessing) drugs or narcotics, within the premises of the Institute or its Hostel or outside shall have their admission terminated with immediate effect and handed over to the relevant authorities.

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9.4 Anti-Ragging Policy

Ragging inside and outside the campus is prohibited and it is a cognizable offence (Section 6(a) AICTE Notification, 1st July 2009).

"Ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes:

- i. teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or
- ii. Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do any act resulting in:
 - Mental / Physical / Sexual abuse
 - Verbal abuse
 - Indecent behavior
 - Criminal intimidation / Wrongful restraint
 - Financial exploitation / Extortion
 - Use of Force

A Student indulging in ragging can be:

- Expelled from the Institution
- Banned from the Canteen / Hostel
- His /Her Scholarship can be withdrawn
- Debarred from the Examinations
- Denied admission to any Institute
- Prosecuted for criminal action
- Booked by the Police
- Institutions will file FIR with local police against those who RAG/ABET ragging.

Anti-Ragging Committee and Anti-Ragging Squad to prevent ragging are constituted and are communicated to the students at the time of registration.

9.5 Dress Code

- Dress code for Student: from Monday to Friday will be formal and only on Saturday it will be Casual.
- For Male: If wearing jeans then it should not be torn & worn out and must be worn with appropriate T shirt as well.
- For Female: Sleeveless, mini tops and mini skirts will not be allowed. They must wear decent dress while coming to campus.
- It is mandatory to be in formal if the Guest lecture is scheduled on Saturday.
- ITM Uniforms to be worn on specified occasions. Dresses which damage the decorum will not be allowed.
- Students are refrained from applying tattoos either permanent or temporary if visible. • Student must show ID card to the security staff for an entry to the campus. • Student must wear ID card all the time while in campus or else he/she will be penalized.

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9.6 Cultural Events at the Campus

- For all events due permission will be sought from the admin authorities and in no case the event shall go beyond the normal time limits i.e., 8:00 pm and event coordinator should be in touch with Admin department; any activity extending beyond stipulated time will attract disciplinary actions.
- Student involved in illegal use or abuse drugs or alcohol on campus during events will face serious disciplinary action. It may result in suspension or expulsion, which will be decided by the institute.

9.7 Off -Campus Discipline

- Students must behave in an exemplary fashion on all off-campus visits. They must ensure that ITM name and image is not let down by their actions.
- Attendance for industrial visit or off campus is mandatory and students must be dressed in ITM formals and must wear their ID cards. Mobile phones should be kept on silent mode and proper time schedule should be followed.
- Any complaints of any misbehavior by students reported will be dealt by the Disciplinary Committee and strict disciplinary action will be taken.
- Any change in address for correspondence and telephone numbers, students should inform to the office in time.
- Rules and regulations regarding hostel will be applicable as per the norms of the Institution.
- Students must keep their Hostel rooms clean, tidy and hygienic.

9.8 Disciplinary Committee

- In the event of any student not adhering to the academic discipline and general conduct expected of him/her, a complaint could be registered against the student(s) concerned. An inquiry into such complaint(s) is/are conducted by a Disciplinary Committee. In case a student is debarred by the Disciplinary committee, he/she will not be allowed to attend the classes and examination.

9.9 Disciplinary Procedure

On receiving a complaint against a participant or acting suo moto, the Director shall initiate disciplinary action against any participant for any alleged misconduct. In such cases, the following procedure shall be adopted:

1. The Director seeking an explanation for the breach of discipline will issue a letter to the involved student.
2. On obtaining a response from the involved student, the matter will be discussed in the Disciplinary Committee. The student would be given an opportunity to explain his/her case before the Disciplinary Committee. The Disciplinary Committee may call others also for facilitating the inquiry. After the inquiry, the Disciplinary Committee shall either exonerate the participant or impose any one or more of the following penalties:
 - Fine of Rs.5000/-
 - Public apology
 - Confiscation of mobile phones, communication devices, cameras and audio-video gadgets found in classrooms and other prohibited places
 - Suspension from classes or the hostel for a specified period
 - Scaling down grades obtained in one or more courses
 - Awarding a permanent 'F' grade in the course concerned
 - Repeating the course

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- Suspension, withdrawal or made ineligible for scholarships or participation in management festivals.
- Withdrawal of Placement services
- Community service
- Expulsion from the Institute

The Institution will form a Disciplinary Committee comprising of the student and faculty/staff representative.

Issues relevant to the Disciplinary Committee will be presented to the committee for decision or review. Decision of the Disciplinary Committee will be recommended to the Director. The decision of the Director will be final and binding on this issue.

A student disqualified on the grounds of attendance, discipline, ragging may be expelled from the Institution. Decision of the Management of the Institute will be final and binding on the student in such cases.

10. Examination

10.1 Purpose: Examination is a measure to assess a student's performance with a view to see whether he/she has acquired certain degree of proficiency in terms of predefined parameters which are derived from the mission statement of the Institute as well as existing regulatory bodies. The parameters in general will relate to acquiring of knowledge, skills, aptitude and attitude through various curricular, co-curricular and extracurricular interventions.

10.2 Examination Committee: All the rules and regulations and other matters related to exams will be formulated, heard and taken by the Examination Committee.

Roles: Assessment of student's Academic Performance and takes appropriate decisions. **10.3 Composition:** The Academic assessment of students is divided into 2 parts as follows:

	Weightage
Internal Assessment	40%
End Term Examinations	60%

Standard of Passing: To successfully complete the course the student is required to secure minimum 50% in classroom evaluation and 50% marks in End Term Examination respectively. Student must pass internal assessment before the beginning of the end term examination. In the event of not able to make it due to some exigencies beyond his/her control or fails in internal he/she must clear it before the beginning of the first reexamination, failing which he/she will not be allowed to appear for first reexamination.

If a student fails in internal evaluation, he/she will contact the Examination Department and appear for the Internal (written) examination.

10.4 Internal Assessments:

Continuous evaluation, in the backdrop of the above stated purpose, is at the center stage of the classroom activities. Hence, it warrants a Course Faculty to assess the performance of the student throughout the duration of the semester through multiple interventions. Since it accounts for 40% weightage, complete transparency, proper record and authentic evaluation is of paramount importance to be able to convince the regulatory and rating agencies about the soundness of the system.

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a. Parameters Mix and Weightage: To be decided by the individual Course Faculty - Minimum 4-5 parameters for each course including attendance. Attendance will carry 50% weightage of the internal assessments.

The internal assessments may be a mix of the following parameters:

- Classroom Participation
- Assignments/Reports
- Group Discussion
- Mini Projects
- Case Studies
- Industry Visits/Field Visits
- Quizzes/Tests (announced or unannounced)
- Computer Based Exercises
- Presentation/Debates
- News Analysis
- Viva-Voce

b. Course Faculty is totally empowered to decide on the mix and weightage of the internal assessment adhering to the determinants of continuous evaluation as well as the purpose of examination. The weightage to one single parameter should not be more than 50%. Individual

evaluation (as against group evaluation) components will constitute at least 60%.

c. Absenteeism /Non-Submission of Internal Assessments:

This will be viewed seriously. Related issues of Absenteeism/Non-submission by students and internal assessments marks will be decided solely by course faculty. If a student has missed the class and internal assessments and has informed the Course Faculty about the absence, Course Faculty can take appropriate decision including granting another opportunity to such students.

d. Though the Academic Co-ordination department is required to display the names of students likely to be defaulted every fortnight, it is the sole responsibility of a student to monitor his or her attendance periodically.

10.5 End Term Examination

a. Composition and Marks:

End Term Examination: 60% weightage

b.Registrar will be responsible for conducting all End Term Examinations. c.

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10.6 Assessment of *iConnect* Industry Project (IIP) - 200 marks

		Marks
1.	Initial Report	10
2.	Monthly Report (5 x 5)	25
3.	Presentation / Viva by Company Guide	50
4.	Overall Performance by Company Guide	50
5.	Final Project Report	25
6.	Final Project Presentation	40
	Total	200

In case if a student fails to submit the aforesaid report in time, he/she will get zero marks.

IIP carries a weightage of 8 credits (200 marks), 100 by faculty guide and 100 by company guide.

Final report will be evaluated on parameters such as overall structure of the report, elucidation of objectives and methodology, Data analysis, interpretations, findings and conclusion, faculty interaction and content for 25 marks.

Presentation will be assessed in terms of communication, presentation skills, overall organization of presentation, contents and ability to handle questions for 40 marks.

The Director/Dean will approve the design of Industry Project Manual and kit, allocation of the faculty guides to the interns, and the conduct of presentation-cum-viva. Student will submit the soft copy as well as the hard copy of the Industry Project to the Dean's office.

10.7 Assessment of NGO Project

Assessment will be carried out by the Faculty Guide, NGO Guide and the Panel members who will evaluate the NGO Project Presentation by the student. The assessment will be on the overall performance of the NGO Project.

10.8 Disqualification from the NGO, Industry Internship and Capstone Project

A student will be disqualified from the NGO, Industry Internship and Capstone Project in the following conditions:

- Non-submission of joining and confidential evaluation report from the company guide in case of NGO and Industry Project.
- Non-submission of report on due dates.
- No interaction with the faculty guide.
- Adverse report from the NGO/Industry guide.
 - NGO, Industry Internship and Capstone Project should not be related directly/indirectly to any of the projects carried out while pursuing the program.
- Duplication in projects, leads to zero marks for all the projects the existing one and the copied one. Thus, the student will be assigned two new topics for both the projects.

10.9 Failure in NGO, Industry Internship and Capstone Project

A student will fail in NGO, Industry Internship and Capstone Project in the following conditions:

- Attaining less than 50% marks in each Project and each stage wherever applicable.
- Disqualified due to above mentioned reasons.

10.10 Repeat of NGO, Industry Internship and Capstone Project

Those who fail in the NGO, Industry Internship and Capstone Project, will re-register by paying re-examination fees of Rs.2000/- with the examination department. The students will have to complete their NGO/ Industry Internship/ Capstone project on the new topics allocated by the respective faculty guides.

10.11 Examinations Rules

1. Students' Conduct during Examination: Students should maintain strict discipline in the examination hall. Acts of indiscipline during examination will be dealt by the Registrar. For serious misconducts, the matter will be referred to the Unfair means enquiry committee and the punishment will be to the extent of termination from the examination.

2. Absence during End Term Examination: In case a student is absent for any or all courses in the End Term Examinations, because of medical or any other valid reason, he/she has to apply to Academic Appellate Authority along with supporting documentary evidence like Medical Documents i.e., Case Sheet, Laboratory Reports, Prescriptions, Bills etc. within 6 days from conclusion of examinations. Academic Appellate Authority will decide whether the student should be allowed to appear in the exam to be conducted for failed students with or without re examination fee.

10.12 Results

- Course Faculty is required to communicate to students the marks obtained in quizzes, surprise tests, individual assignments, news analysis, case analysis, viva etc. within a week in case of activities other than group reports and within two weeks in case of group reports.
- Since a student is required to pass separately in the internal assessments, the declaration of results of internal assessments for 40 marks, by each parameter, by the Course Faculty before the start of the End semester exams is compulsory. • The results will be declared within 6 weeks of completion of End Term Examinations.

10.13 Grades

Forced grading system is followed through the method of normalization of marks obtained by the student. Normalization is done to take care of heterogeneous evaluation in case of a course being taught by more than one faculty across various batches. The grade will be given based on total marks for the semester for the students passing in all courses.

A five-point grading scale will be used in all courses for evaluating students. The grades awarded to students would be A, B, C, D and E. Grade A will carry 5 points, Grade B will carry 4 points, Grade C will carry 3 points, Grade D will carry 2 points and Grade E will carry 1 point.

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The scheme of Gradation will be as follows:

Grade Awarded	Percentage of Students	Suggested Grading (Percentage of Students)	Grade points
A	5 – 15	10	5
B	15 – 25	20	4
C	30 – 50	40	3
D	15 – 25	20	2
E	5 – 15	10	1

Besides the above grades there will be F grade. Those students who fail to secure

50% marks in internal evaluation, and End Term Evaluation separately will be given F Grade.

10.14 Methodology

For every component of evaluation in a course, marks will be awarded to each student who successfully completes that part of evaluation. These marks under individual components then would be added to arrive at the total marks for that course. Afterwards, the total marks obtained by each student of the course would be arranged in descending order and grades would be awarded as explained above. The process will be repeated for all the courses of the semester.

After the allotment of grades for all the courses to each student, Grade Points Average (GPA) of the semester for each student would be calculated. For calculating the GPA, sum total of all the grade points will be taken out and it will be divided by the number of courses in that semester. The mark sheet issued to each student will carry the grade, grade point and the GPA of the semester.

- a. The Grade Point and percentage are independent representation of candidate's performance in a class and as an individual.
- b. GP: The GP is determined on the basis of total class (no. of students) performance.
- c. GPA: The GPA is determined by dividing the total of Grade Points by the No. of subjects.
- d. Percentage: Is determined on the basis of total of absolute marks obtained by the candidate, divided by no. of subjects.

Grade point average (GPA) is calculated as under:

Grade	Grade Point
A	5.00
B	4.00
C	3.00
D	2.00
E	1.00
F	0

10.15 Grade Sheets

Grade Sheets will be available in the fourth week from the day result is declared.

10.16 Review and Revaluation

- a. **Review:** In order to make evaluation systems transparent and accountable students are given an opportunity to apply to review their answer books. Faculty evaluating the answer books will show the assessed answer books to the students. In review totaling

errors and unassessed questions if any can be rectified.

(Note: - Students will not be allowed to take answer sheet with them.)

- b. Revaluation:** After review, if students are not satisfied about evaluation of answer book, they can apply for revaluation by paying revaluation fee of Rs.500/- per course. Revaluation rule does not apply to NGO, Industry Internship and Capstone project.

10.17 Re-Examination

Students who do not get minimum passing marks (50%) in end term examination will have to appear for re-examination.

- a. Re-examination will be conducted after the declaration of the results. Students are required to pay re-examination fee of Rs.2000/- per course.
- b. Only those students who pass all courses of First year will be eligible for Placements commencing from September 2021.
- c. Two re-examinations of each course will be conducted in the entire 2-year program except for semester III. Second re-examination for semester III will be conducted after the convocation.
- d. If a student fails to clear all courses of Semester III after first re-examination, he/she is not eligible for convocation.
 - e. Re-examination result will be declared within 21 days of the completion of re-examination. Review and revaluation facility are not available for re-examination.
- f. Defaulters: Students with less than 75% attendance in the course are defaulters. They will have to appear for re-examination after the payment of Rs.2000/- per course reexamination fee. They will get only one chance to clear the course if they fail in reexamination.
- g. Repeat Course:** Those students who are unable to successfully complete all courses in 2 years will get opportunity to complete the courses in the next three years. In other words, the maximum time period in which the student will have to complete PGDM program is 5 years. If student is unable to clear in three attempts, he/she will have to apply for fresh admission by following the entire admission process.

10.18 Re-Examination – Internal (Written) and End Term Examination

The Examination Department in consultation with the respective HODs & Course Faculty will undertake the re-examinations for all those students who do not secure 50% marks in **End Term/ Internal examinations**. The pattern of re-examinations for both will be a written test only. The Internal (Written) examinations will be scheduled along with the End Term Re-examinations. The Composition is Internal Written exam – 40%, and End Term Re-examinations - 60%.

The Standard of Passing: To successfully complete the course, the student is required to secure minimum 50% marks in Internal (Written) exam and 50% marks in End term Re examination respectively.

Internal written re-examination fee Rs. 2000/- per course.

End Term Re-examination fee Rs. 2000/- per course.

All the Examinations/Re-examinations related decisions will be informed by the Registrar.

10.19 Failures in Re-Examination

In case of failure in the Re-Examination in a course, the student will be given another opportunity to re-write the exams with a payment of Rs.2000/- per course per parameter.

10.20 Examination Code of Conduct

- Students should check the seating arrangement every day prior to the examination and sit only on the seats provided to them.
- Students should occupy their seat 10 minutes prior to the examination.
- Students will not be permitted to enter the examination room after 10 minutes of the commencement of examination.
- Students are not supposed to go out from the examination room once examination starts.
- The students who do not want to write the examinations can leave the examination room only after 30 minutes from the start of the examination.
- Students should provide the Identity Card on demand of the invigilator in the examination room. Students without valid identity card will not be allowed to write the examination.
- Students are not allowed to exchange materials such as pens, calculator, rubber, scale and pencil in the examination room.
- Students should obey the instructions given by the Faculty, Invigilators and Controller of Examination.
- Food and beverages are not allowed inside the examination hall. Mobile phones, Laptops or any other electronic device are strictly prohibited inside the examination hall.
- Writing anything on the question paper is prohibited.
- Do not write name anywhere in the answer book. Write roll number, subject, batch, and date on the main sheets and supplements.
- Observe absolute silence in the examination room.
- Students are permitted to use calculators in the examination hall if required. • Supplement answer sheet will not be issued in the last 10 minutes of the examination.

11. Library Rules and Regulations

1. Use of Library is conditional on observance of the Library Rules and Regulations. Anyone failing to do so may be excluded from the Library and/or incur a fine.
2. Access to ITM Library is restricted to students only, who are in possession of a current valid identification card issued by ITM.
3. Maximum 4 books can be issued to a student for a period of 7 days (a book in demand can't be reissued). Books issued should be returned on time. After the due date the student will pay the fine for delay in returning the books and such fine will be displayed on Library Notice Board. The fine of Rs.10/- will be charged per day/per book from 8th day onwards.
4. Newspapers, Periodicals, Theses, Reference books are not allowed to be issued.
5. Students are required to carry their ITM Student identity Card to get entry and to use the Library and must produce the same when required by an authorized person. This card must be used only by the member to whom it is issued.

6. Bags, laptops, mobile, valuable belonging etc., are not allowed in the Library. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.
7. Silence is required in study areas. The use of mobile phones in the Library is prohibited. Phones should be switched off. Failure to comply with these requirements may result in a fine and/or exclusion/suspension from the Library.
8. The consumption of food and beverages and the use of personal audio equipment are not permitted in the Library.
9. Photography, Filming, Videotaping and Audiotaping in the Library are not allowed. 10. Users are required to comply with copyright regulations as displayed by the photocopiers.
11. Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost. Borrowing rights are withdrawn while payment is outstanding.
12. The award of an ITM Degree will be deferred until all books have been returned and outstanding fines/charge paid and ID card (in deposit) and No Due Certificate (NDC) is obtained from the Librarian.

12. Feedback Mechanism

- ITM has a well-established online feedback mechanism for students.
- Online Feedback is taken twice: first on 30% completion of course curriculum and the second towards the end of course curriculum.
- All students should get involved in this mechanism seriously as it truly helps ITM to improve the quality of service and teaching provided to the students.
- Feedback comprises of both the quantitative and qualitative aspects of teaching, learning and delivery process of the course.
- While sharing the feedback to the faculty members, the identity of the student is kept confidential.
 - While writing open ended comments about the course and the course faculty, students are advised not to use filthy, unparliamentary and objectionable comments about the faculty.

13. Mentoring/Counseling

Need based mentoring is available to the Students which is primarily related to the academic issues such as addressing the course specific problems. Each course faculty is available for discussion on any difficulty related to the course and this practice to meet the course faculty is encouraged as per the availability of the course faculty outside the classrooms and is made one of parameters of faculty feedback. In addition, departmental heads and other authorized persons are available for attending the problems of the students. About personal problems of the students, a professional counselor is available for personal counseling. The counselor ensures privacy and confidentiality of the student.

14. Moodle

Moodle stands for “Modular Object-Oriented Dynamic Learning Environment” and is a widely used learning management system adopted by ITM. All communication to the students from faculty members happens only through Moodle. It helps the faculty by offering many channels for differentiated learning activities. ITM faculty members upload their Power Point Presentation (PPTs), case studies, case lets, documents, assignment instructions, provide links to other URLs, conduct online tests, surveys, forums, chat sessions, timetables, group activities for internal assessments. Students can see and access all related contents and activities from the course page. Moodle facilitates with two-way communication where students can download the faculty notes and upload their assignments which can be evaluated by the faculty. Full fledged online tests can be conducted, and the grades can be seen by the students on the spot. The student performance can be recorded and downloaded as excel sheet for assessing internal marks. ITM's Moodle server is a dedicated server which can be accessed anywhere, anytime in the world. The site address is: “elearning.itmonline.co.in”. Once the student joins ITM, he or she is given Moodle username and password to access the notes for all the subjects uploaded by the faculty members.

15. Facilities for students introduced by the ERP System

The ERP system provides the students with numerous facilities, both through the student module and the android application. The system facilitates easy retrieval and access to student data, providing a go-to platform for all student-relevant activities.

The **Student Module** (accessible through computers & laptops) can be used for accessing information like:

- Student Profile
- Timetable
- Course details
- Student Performance
- Faculty-shared Content
- Registration details
- Attendance details

With the student module, student and course details are also accessible through the android application. Android application for students has greatly simplified the system, by the means of which the student can easily get information related to semester timetable, whole semester attendance, holidays and events conducted by the college.

The mobile Android application can be used for accessing information

like: • Course details

- Timetable
- Student performance

- Attendance details
- Teaching plan
- College information
- Events & Holidays
- Circulars

16. Process to be completed before joining the Company.

It is necessary for a student to complete all the academic requirements of the program and obtain NOC before he/she joins the company. Hence, permission will not be granted to join the company mid-way through the academic year or without fulfilling the academic requirements of the program. However, in exceptional cases, the Director may allow a student to join early on the condition that the company allows him/her to appear for viva of Capstone Project.

In case of such early joiners, it becomes compulsory for them to complete their backlogs. In the event they have not completed the requirements due to some exigencies, submit the prescribed format available with the Placement Department giving details of incomplete courses, projects etc. to the Placement Department, failing which permission will not be given to join early. Copy of Appointment letter/Letter of Intent must be submitted to placement department, on failing to do so, NDC will not be issued from the respective departments.

17. Miscellaneous:

- 1. Medi-Claim Insurance Policy:** Students of ITM are insured under Medi-Claim Insurance Policy of Rs.50,000/-, (For more details & eligibility contact the Administration Department.) The Mediclaim insurance policy will be applicable from the day an insurance card is issued to the student. Till that time institute shall not be responsible for the Mediclaim.
- 2. Submission of Graduation Certificate:** Those students who have been provisionally admitted and have not submitted the certificate from competent University proving that they have successfully completed graduation, should submit all the marksheets on or before 30th September 2020 otherwise they will be automatically removed from the roll on 1st October 2020 & without any intimation admission will stand cancelled. The students who fail in their graduation, their admission will stand automatically cancelled without any intimation and no fee will be refunded. The student must submit provisional graduation certificate / Graduation Degree certificate on or before 31st December 2020. In case if the student fails to do so he/she will not be admitted to second semester end examination.
- 3. Duplicate Grade Sheet & Diploma:** If any student loses grade sheet or diploma certificate then he/she may apply for duplicate of the original. A complaint should be lodged in the local police station and an acknowledged copy of the same along with the stipulated fees and affidavit in stipulated format should be remitted along with the application.
 Fee for duplicate grade sheet – Rs.1500/- per Semester Grade Sheet
 Fee for duplicate PGDM Certificate – Rs. 10000/-
- 4. Duplicate Identity Card:** In case of loss of ID card, students can apply for duplicate ID Card. The stipulated fee of Rs.500/- should be submitted along with the application.

18. Completion of the Course

The students those who clears all the courses are eligible to proceed for No Dues Certificate (NDC) formalities. The NDC form should be collected on the day of Capstone Presentation from the Examination Department. It is the responsibility of the student to get the NDC form cleared and signed from all the departments and submit the same to examination department by 31st March. The students who have cleared all the courses, submitted the NDC form and offer letter are only eligible for the Convocation. On completion of NDC formalities students will be communicated regarding his/her eligibility for the Convocation.

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18.1 Award of PGDM

The “Post Graduate Diploma in Management” (PGDM) will be conferred on all students who at the end of second year have fulfilled all the conditions and requirements for the award of PGDM at the Institute's Annual Convocation held at the end of Academic Year 2020-22.

The student who does not complete this course successfully within 5years from the date of enrollment will lapse the enrollment. It means this enrollment is valid only for 5years. Thereafter, the student needs to seek fresh admission as per procedure, if he/she wish to continue the course.

19. Fees Chart

Description	Amount
Revaluation Fees	Rs. 500/- per course
Internal written Re-Examination Fees	Rs. 2000/- per course
End Term Re-Examination Fees	Rs. 2000/- per course
Repeat of NGO/IIP/Capstone	Rs. 2000/- per project
Duplicate Marksheet per semester	Rs. 1500/- per Semester
Duplicate Course Completion Certificate	Rs. 10,000/-
Transcript	Rs. 3000/-
Verification of Documents	Rs. 1500/-
Duplicate Identity Card	Rs. 500/-

20. Student's Responsibilities of Learning

Appreciate the institutional goals and objectives and contribute to the realization of the same by participating in relevant institution activities.

Have a clear knowledge of the programs, institutional arrangements such as Study Forums, Class Representatives, Course Coordinators etc.

Follow the time schedules, rules and regulations of the institution.

Undertake regular and intense study of course materials and other learning objectives.

Make optimum use of the learning resources, data bases and other support services available in the institution.

Prepare for continuous Class-based assessment and End Semester Examinations.

Provide feedback for improvement of the program.

Live as worthy alumnus of the institution.

Note: Institute reserves the right to change any information given in the Handbook including the dates of the Academic Calendar wherever it is deemed necessary.

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**UNDERTAKING TO BE SIGNED BY STUDENT AND
PARENT/GUARDIAN AND TO BE SUBMITTED**

I agree that I will comply with all the instructions given in Handbook and will abide by all the aforesaid rules and regulations of the Institute.

Signature of the Student

Details of local guardian:

Name:

Relationship:

Mobile Phone:

Email ID:

Address:

Counter Signature of the Parent/Guardian

(Tear this form and submit after full signature)