



## Welcome!!!

Dear Student,

We extend our warm welcome to you for joining the ITM family. Congratulations on being selected to ITM Business School for PGDM *iConnect* program 2019-21 Batch at Kharghar, Navi Mumbai campus.

The inaugural session of the program is on 17<sup>th</sup> & 18<sup>th</sup> June 2019 at 10.00 AM in big auditorium hall of ITM-Business School. Attendance to this program is mandatory.

Student registration will take place on 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, & 15<sup>th</sup> June 2019 from 10.00 AM to 4.00 PM in the big auditorium hall on the ground floor. Therefore, you are requested to make yourself available for registration and make your travel plan accordingly.

As per the Offer of Admission given to you, the balance first year fee is to be paid on or before the stipulated date. The Offer of Admission given to you along with the fee payment schedule, if we do not receive the balance first year fees before stipulated date, admission offered to you stands cancelled without any intimation or information from ITM and no refund will be made. Those who have paid the fees in full may ignore this.

If you wish to opt for hostel, request you to fill up the hostel form which has already been sent to you through email and fee must be paid immediately as we have limited capacity and will be allotted on first come first serve basis.

Academic and hostel fees is to be paid by NEFT/RTGS or Demand Draft in favor of **"Institute for Technology and Management"**, payable at Mumbai.

We look forward to meeting you at the campus and once again extend a warm welcome on behalf of ITM family.

Should you need any clarification, please **email at [pgdm.admissions@itm.edu](mailto:pgdm.admissions@itm.edu)** Or **call on 022 - 62267000**

Yours Sincerely,

Sachin Suryavanshi  
(Admissions In-charge)

# JOINING INSTRUCTIONS

## 1. Date of Reporting and Registration:

11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, & 15<sup>th</sup> June 2019 from 10.00 AM to 4.00 PM. If you have opted for ITM hostel facilities, please plan to arrive on or before 11<sup>th</sup> June 2019, so that you can register for the hostel and be assigned a room. Rooms are assigned on first-come first-serve basis and as per hostel policy.

## 2. Date of Inauguration:

- PGDM-Marketing, PGDM-Finance, PGDM-Business Analytics, PGDM-Supply Chain & Operations Management, PGDM-FinTech, PGDM-Digital Marketing and Transformations : **17<sup>th</sup> June 2019.**
- PGDM-FM, PGDM-HRM, PGDM-RMM & PGDM-IB : **18<sup>th</sup> June 2019**

You must be present at the campus at 9.00 AM sharp, on the above date in the big auditorium in formal attire.

## 3. Campus Address:

Institute for Technology and Management, Plot No. 25/26, Institutional Area, Sector 4, Kharghar (East), Navi Mumbai-410210, Maharashtra.

### How to reach the campus:

The campus is in the township of Kharghar, just ahead of CBD Belapur on the Mumbai - Pune highway (NH4). The nearest suburban (local) train station is Kharghar Station, which is on the Harbor line of the Mumbai suburban train.

### Nearest or long - distance train stations:

1. Panvel (for trains on Harbour Line)
2. Kurla Terminals (Central Line)
3. Dadar (for both Western & Central line)

The ITM hostel is located about 1 km away from the campus. During the academic session, campus bus service is available from campus to hostel & back in shifts. ITM strongly recommends that you take up ITM hostel facilities, as travel times in Mumbai can be very long, and classes often end late in the evening.

## 4. Student Handbook:

You will be issued the ITM student handbook after the commencement of the program. The handbook contains detailed rules and regulations covering all aspects of your PGDM program.

## 5. Documents:

It is **mandatory** for all students to carry all documents (in originals and one set of photocopy) as per **Annexure VI**.

## 6. Medical Fitness Certificate (Annexure -V):

Please undergo complete medical check-up and submit the certificate of fitness from a registered medical practitioner in the prescribed ITM format at the time of reporting for the course.

## 7. Accommodation and Food:

The Institute offers hostel facilities (separate for boys and girls) with plenty of comforts and amenities to make your 2 years stay comfortable. Hostel fees include a full meal plan, serving breakfast, lunch, tea & snacks, dinner on all days of the academic session. If you have not already registered for the hostel, please do so immediately as hostel availability is on first come, first - served basis. Contact the Admin-Manager at the numbers mentioned below for hostel related queries if any.

# RULES AND REGULATIONS

## 1. Conduct and behavior:

- a. Smoking, consumption of Alcohol, Tobacco and legally banned drugs is strictly prohibited on campus and in the hostel premises and if anyone found, it may lead to expulsion from the hostel/Institute.
- b. ITM follows a Zero Tolerance Policy on ragging, harassment, racism, religious or political activism.
- c. We do not tolerate improper conduct, offensive language, racist or derogatory statements or any conduct of misbehavior by the student.
- d. All visitors to the campus are to be properly greeted, assisted and treated with utmost respect.

## 2. Dress code and grooming in normal working days:

- a. For boys: Business attire - trousers, full-sleeve shirt (tucked in), leather shoes and socks.
- b. For girls: Business attire - either western (skirts length of below knees / trousers) or Indian, with minimal jewelry and comfortable business footwear.
- c. One set of formal uniform - blazer, shirt, trousers and tie will be provided by ITM. Always students are expected to maintain a high standard of personal grooming.
- d. It is mandatory for all students to follow dress code (as applicable) and wear I.D card in the campus throughout the year.

## 3. Safety and security:

- a. Students are solely responsible for the security and custody of their personal belongings as well as any materials issued to them by ITM. This includes textbooks, uniform, etc. ITM will not be responsible for any loss or theft of the same.
- b. ITM strives to ensure a safe and secure campus environment for all students. Damaging and defacing Institute property is prohibited. Unauthorized access to restricted areas of Institute property is strictly prohibited and ITM shall not be responsible for any injury caused to students who do not follow these rules.
- c. Students are expected to restrict themselves to the campus or hostel premises during the session.
- d. Personal vehicles are not allowed. ITM discourages the use of personal vehicles due to the risk of accident.
- e. Students are not required to go out on any private picnics or any outings except other than ITM campus / ITM organized educational trips / Out station project etc.

## 4. Health and insurance:

- a. ITM Provides Medical Insurance to students against accident or illness. However, ITM shall not take responsibility about prolonged illness or accidents.
- b. The commencement of insurance cover is subject to clearance from ITM Trust office and Insurance Company. The "clearance" means the confirmation of enrollment by ITM Trustoffice and the receipt of insurance cards by the students. Any hospitalization expenditure prior to this must be borne by the student only. Students are advised to liaise with Administration department for the collection of Insurance cards and to know the hospitalization Mediclaim /cashless procedure.
- c. For all students, ITM offers 24X7 free OPD service at Medicity Hospital, located close to the campus. Further, in house doctor facility is also available for all students in hostel.

## 5. Attendance, Holidays and Leaves:

- a. Students must attend all classes and courses, throughout the academic year, failing which the student will not be permitted to attend the examinations of that term. For the detailed class room attendance regulations please refer Students Hand Book.
- b. Outstation travel during holidays is discouraged, due to security and safety reasons. Students must seek written permission of the Assistant Director - Academics prior to any outstation travel beyond city limits.

## Important contact information:

On arrival at the campus, or for any assistance please contact (From 9:30 am to 5:00 pm):

### Admission Counselors:

1. Ms. Trupti Baraskar – 7700956417/ 022-62267000
2. Ms. Monica Bhardwaj – 9136007624 / 022-62267000

### Academic Co-Ordinators:

1. Mr. Vijay Karvande 7021155727 / 022-62267049

### Admissions Managers:

1. Mr. Dilip R. Kate – 9699169973 / 022-62267000
2. Mr. Rohit Singh – 7738093185 / 022-62267000

### Hostel Wardens:

1. Mr. Pawan Kumar Singh (Assistant Manager Administration) - 7498790269
2. Ms. Shashikala Naidu (Girls Hostel) - 7498628218

### Administration & Registrar:

1. Mr. Nilesh Rai (Senior Manager Administration) – 8080465213 / 022-62267071
2. Prof. Rama Devi Mantha (Deputy Registrar) – 9866136671 / 022-62267056

### Anti-ragging Committee Contact Details:

Name of the Official	Designation	Contact No.
Dr. Saritprava Das	Dean	9967014652
Dr. Veni Nair	Assistant Director	9833993611
Prof. Rama Devi Mantha	Deputy Registrar	9833136671
Mr. Nilesh Rai	Senior Administration Manager	8108987300
Mr. Pawan Singh	Assistant Manager Administration	7498790269

(Note:

- 1) Students are requested to carry printout of Annexures I to VI, ID card format and Steps of Reporting at the time of registration.
- 2) Annexure I, II & III to be submitted on Rs. 100/- non-judicial stamp paper and notarized by notary public)

# UNDERTAKING FOR SUBMISSION OF FINAL YEAR RESULTS/MARKSHEET/CERTIFICATES

(Annexure – I)

To  
The Director  
Institute for Technology and Management  
Plot No.25/26, Institutional Area  
Sector-4, Kharghar  
Navi Mumbai-410210  
Maharashtra.

Sir / Madam,

I \_\_\_\_\_ aged \_\_\_\_\_ years, son/ daughter of  
Mr./Ms. \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ hereby declare that I could not submit my complete final year results issued by the (Name of the University)

\_\_\_\_\_ due to \_\_\_\_\_

I therefore undertake to submit the final year results (marksheet / certificate) in originals on or before 15th of September 2019, and in case if I fail to submit the final year results (marksheet / certificate), my admission will stand cancelled. I am also aware that fees will not be refunded under any circumstances. I am also aware and certify that I will not be allowed to appear for first semester examination.

Kindly allow me to join the course and oblige.

I give this undertaking willingly and voluntarily and have accepted admission to the Institute for Technology & Management (ITM) only after being fully aware of the terms and conditions of the Offer of Admission, as well as the rules and regulations of the Institute for Technology & Management (ITM).

Application Id: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Name of the Parent: \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

*(Note: Those who do not have final year results or mark-sheets, please get this undertaking typed on non-judicial stamp paper of Rs.100/- and notarized by notary public. Submit this at the time of reporting and registration on campus, duly signed by you and your parent).*

# ANTI RAGGING AFFIDAVIT BY THE STUDENT

## (Annexure – II)

I Mr./Mrs./Ms.: \_\_\_\_\_  
(full name of student with admission / registration / enrolment number ) s /o d /o

Mr./Mrs./Ms . \_\_\_\_\_ having been admitted  
to \_\_\_\_\_ (name of the institution)

have received a copy of the AICTE Regulation dated 1.7.2009 on Curbing the Menace of Ragging in Higher Educational Institutions, (hereinafter called the "Regulation") carefully read and fully understood the provisions contained in the said Regulations.

- 1) I have perused **Clause 4** of the Regulation and am aware as to what constitutes ragging.
- 2) I have also perused **Clause 5(3) and Clause 8(4)(a)** of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that
  - a) I will not indulge in any behavior or act that may be constituted as ragging under **Clause 4** of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under **Clause 4** of the Regulations.
- 4) I hereby solemnly affirm that, if found guilty of ragging, I am liable for punishment according to **clause 8(4)(a)** of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 5) I hereby declare that I have not been expelled or debarred from admission in any institution in the country because of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Name of the Student

*(Note: It is mandatory to provide an affidavit on a Non-Judicial Stamp Paper of Rs.100/- duly notarized and signed by the student, submit this at the time of reporting and registration on campus.)*

# ANTI RAGGING AFFIDAVIT BY PARENT/GUARDIAN

## (Annexure – III)

I Mr./Mrs./Ms.: \_\_\_\_\_  
(full name of Parent/Guardian)

father/mother/guardian of Mr./Mrs./Ms \_\_\_\_\_  
(full name of student with admission/registration/enrolment number)

having been admitted to \_\_\_\_\_ (name of the institution) have received a copy of the AICTE Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulation") carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular, perused **Clause 4** of the Regulation and am aware as to what constitutes ragging.
2. I have also, in particular, perused **Clause 5(4)** and **Clause 8(4)(a)** of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behavior or act that may be constituted as ragging under **Clause 4** of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under **Clause 4** of the Regulations.
4. I hereby solemnly affirm that, if found guilty of ragging, my ward is liable for punishment according to **clause 8(4)(a)** of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
5. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that the admission of my son / daughter \_\_\_\_\_ (Name of Student) ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Email Id.: \_\_\_\_\_ Mob.: \_\_\_\_\_

Tel. No. (Home) \_\_\_\_\_ Tel. No. (Office) \_\_\_\_\_

*(Note: It is mandatory to provide an affidavit on a Non-Judicial Stamp Paper of Rs.100/- duly notarized and signed by the parent/guardian, submit this at the time of reporting and registration on campus.)*

# PERSONAL DETAILS FORM

## (Annexure – IV)

Kindly fill this form in **CAPITAL LETTERS ONLY** and submit to the admission department on the day of registration.

Application Id No: \_\_\_\_\_

Name: \_\_\_\_\_  
(Name as per your last mark sheet/degree certificate)

Campus: \_\_\_\_\_ Program: \_\_\_\_\_ Specialization: \_\_\_\_\_

Parent / Guardian Details			
Father's Name		Mother's Name	
Father's Occupation		Mother's Maiden Name	
Father's Qualification		Mother's Occupation	
Father's Income		Mother's Qualification	
Father's Contact No. (Office)		Mother's Income	
Father's Contact No. (Home)		Mother's Contact No (Office)	
Father's Mobile No.		Mother's Mobile No.	
Father's Email		Mother's Email	

Additional Qualifications			
Type of Qualification		Institution / University	
Month / Year of Passing		% Marks	

Work Experience			
Organization		Designation	
From (dd/mm/yyyy)		To (dd/mm/yyyy)	
Monthly Remuneration		Reasons for leaving	



# MEDICAL FITNESS CERTIFICATE

(Annexure – V)

**(To be signed by a registered medical practitioner holding a degree not below that of M.B.B.S.)**

I certify that I have carefully examined Mr./Ms. \_\_\_\_\_

son/daughter of Shri \_\_\_\_\_

whose signature is given below. Based on the various examination, I certify that he/she is in good mental and physical health and is free from any physical defects which may interfere with his/her studies including active outdoor duties required of a professional.

Mark (s) of Identification : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Signature of the Student : \_\_\_\_\_

Name of the Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Name of the Parent: \_\_\_\_\_

Name & signature of Medical Officer

with seal and registration number

*(For both hostelite and day scholar students)*

# DOCUMENTS VERIFICATION

## (Annexure – VI)

**(DOCUMENTS TO BE BROUGHT AND ARRANGED IN THE FOLLOWING SEQUENCE AT THE TIME OF REGISTRATION)**

Documents Verification for Admission to PGDM Program 2019-21 Batch			Office Use Only	
Sr. No.	List of Documents		Original Verified	Photocopy received (Yes/No)
1	S.S.C (Xth) Marksheet			
2	H.S.C. (XIIth) Marksheet			
3	Graduation	Year 1	Semester 1	
			Semester 2	
		Year 2	Semester 1	
			Semester 2	
		Year 3	Semester 1	
			Semester 2	
		Year 4	Semester 1	
			Semester 2	
4	Graduation Degree Certificate / Provisional Certificate			
5	Post-Graduation (if any)	Year 1	Semester 1	
			Semester 2	
		Year 2	Semester 1	
			Semester 2	
6	Post-Graduation Degree Certificate (if any)			
7	Transfer Certificate/Leaving Certificate in original (for students graduating from within Maharashtra)			
8	Migration Certificate in Original (for students graduating from outside Maharashtra)			
9	Entrance Test Score Card	CAT Score:		
		XAT Score:		
		CMAT Score:		
		GMAT Score:		
		MAT Score:		
		ATMA Score:		
		CET Score:		
10	Work Experience Certificate (if any)			
11	Certificate for participation in sports (if applicable) (Only State and National Level)			
12	Caste certificate (if applicable)			
13	Aadhar Card No.			
14	Printout / Photocopy of Admission Form			
15	Medical Fitness Certificate from registered medical practitioner (To be submitted in ITM Format)			
16	Medical certificate for physically handicapped (PH) candidate from civil surgeon (if applicable)			
17	Passport size photograph-4			

Sr. No.	List of Documents	Original Verified	Photocopy received (Yes/No)
18	Passport Copy (Only for PGDM-IB, PGDM-HRM & PGDM-RMM Students)		
19	Anti-Ragging Affidavit from Student on Stamp Paper of Rs.100/- and Notarized from Notary Public		
20	Anti-Ragging Affidavit from Parent on Stamp Paper of Rs.100/- and Notarized from Notary Public		
21	Declaration (Only in case where the graduation final year / semester result is awaited) on Stamp Paper of Rs. 100/- and Notarized from a Public Notary		
22	Others (if any)		

Details of the Student	(Office Use Only) Details of the verifier
Signature:	Signature:
Name:	Name:
Application Id:	Department:
Date:	Centre:
Place:	Date:

*(Note: Please note that your admission and registration is subject to submission of all above documents in order, and full payment of fees.)*

# ID CARD FORMAT

(NOTE: FILL THIS FORM IN CAPITAL LETTERS ONLY)

Paste your  
passport size  
photo

Student's Details	Name:	
	Mobile No.:	
Blood Group		
Date of Birth (dd/mm/yyyy)		
Application Id No.	PGDM:-	
Program admitted to	PGDM:-	
PGDM - Batch	2019-21	
Roll No. (for office use only)		
Father's Details	Name:	
	Mobile No.:	
Mother's Details	Name:	
	Mobile No.:	
Student's Signature:		

# STEPS OF REPORTING FOR PGDM 2019-2 1 BATCH STUDENTS

NOTE: STEP 1 IS ONLY HOSTELITE STUDENTS

STEP 1	
<b>Hostel Warden</b> 1. Boys Hostel (Astt. Admin. Manager) 2. Girls Hostel Warden	Those students who have opted for hostel accommodation should first report to the hostel.
STEP 2	
<b>Academics Department</b>	For documents verifications and submission.
STEP 3	
<b>Admission Department</b>	For completing Accounting procedures

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THE END

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