

I.T.S SCHOOL OF MANAGEMENT

Mohan Nagar, Ghaziabad

Post Graduate Diploma in Management

Student's Handbook

Batch: 2026-28



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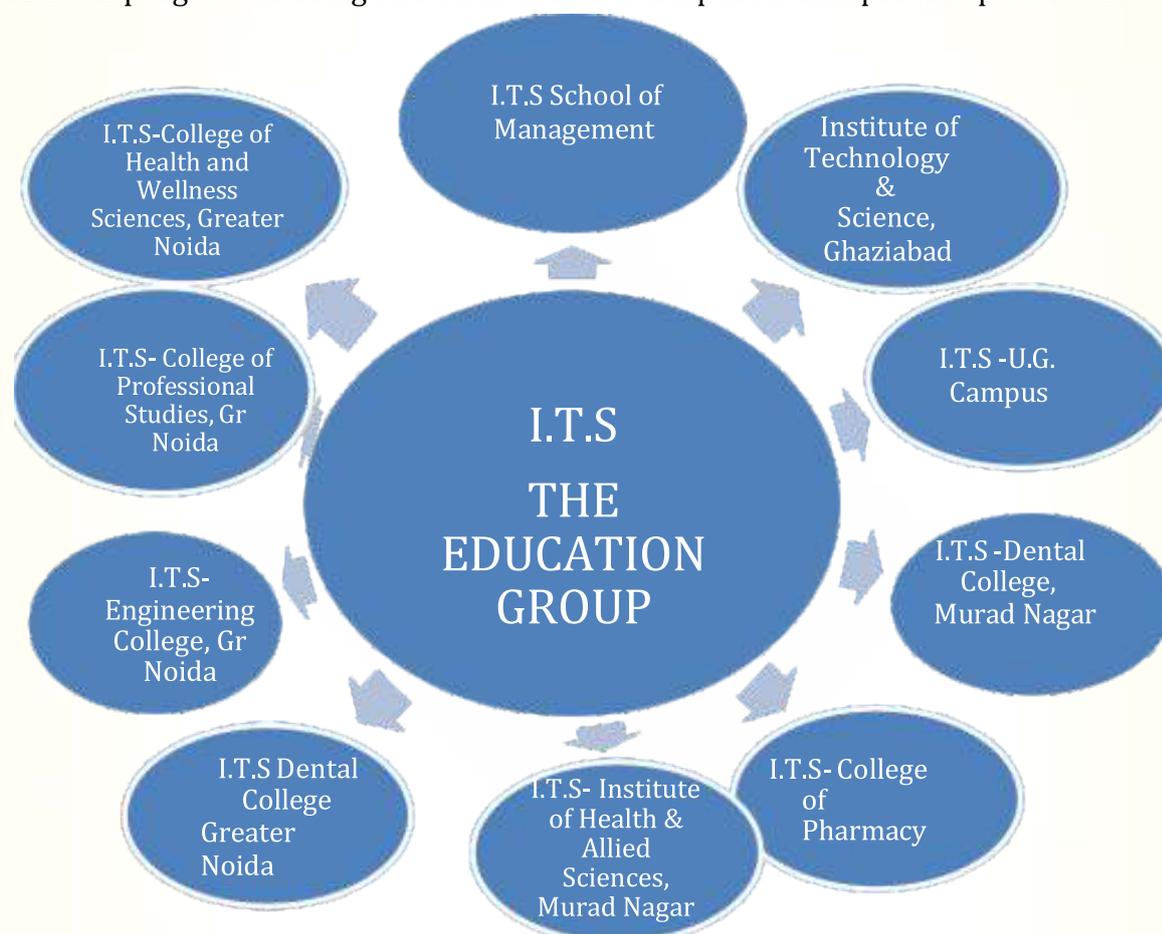
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I.T.S - THE EDUCATION GROUP

I.T.S The Education Group, is a well-established brand in the world of education. Founded in 1995 by I.T.S visionary Chairman Dr. R.P. Chadha, the Group has been following institutions functioning under I.T.S umbrella.

The Group Institutions are highly esteemed establishments in their respective fields of specialized Professional programmes being offered at different campuses. Glimpse is depicted below :



The programs offered by our institutions range from Management (PGDM, MBA, BBA); Information Technology (MCA, BCA) and Engineering (B.Tech., M.Tech) to Dentistry (BDS,MDS); Physiotherapy (BPT, MPT); Pharmacy (B.Pharma, M.Pharma) and Biotechnology (B. Sc., M. Sc.). The institutions also enroll Ph. D. students in selected fields of studies. All the courses are affiliated to Govt. Universities and/or AICTE approved. The ITS Group Institutions boast of having functional Research Centers and provide congenial environment for augmented learning in their respective fields. All the Group Institution's functions with state-of-the-art infrastructure, housed in sprawling and lush green campuses located at Mohan Nagar and Murad Nagar in Ghaziabad and Greater Noida. The five campuses, are situated at premium geographic locations and are well connected with the entire National Capital Region of Delhi, through all means of transport.

I.T.S always strives for "Excellence in Education". With conformity a strict quality norm, it adheres to the dictum of imparting the best of education through focus on teaching, research, training, and consultancy. The courses conducted at the Group Institutions are accredited by NBA". Value added

inputs from industry, together with research work, seminars & conferences, paper presentations, MDPs and FDPs are a way of our life to ensure that students are exposed to the opportunities of holistic development and are functionally employment ready on completion of their respective courses.

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

More than 10000 students shape their destiny by enrolling for professional qualifications at our group institutions. This is in testimony to the acceptance and recognition by the beneficiaries of the tireless efforts of the group to impart the best of education in the most congenial environment. The Group lays due stress on development of the students, not only becoming as a professional but also, as a worthy member of the society. A range of co-curricular activities like sports, gym, international tours, social service activities for the needy, environment protection drives, divergent function wise clubs and committees, excursions and industry visits, contests and quizzes and performance by celebrity artists from media, sports and entertainment world, provide a multi dimension personal and professional growth to students. Students get ample opportunities to work in teams and demonstrate their professional leadership skills in organization of these activities. To promote the spirit of excellence scholarships are granted for meritorious performance across the courses @ institutions in I.T.S group.

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

An admission in I.T.S Campuses are exceptionally in demand showing the trust and confidence of our student fraternity in performance of the Group Institutions. This is duly demonstrated by placement record of the Group Institutions with passing out students, getting job seven before completion of their courses.

COURSES OFFERED BY I.T.S - THE EDUCATION GROUP

CAMPUS-1 Mohan Nagar (Estd. 1995)	CAMPUS-2 Murad Nagar (Estd. 2000)	CAMPUS-3 Greater Noida (Estd. 2006)	CAMPUS-4 Greater Noida (Estd. 2006)	CAMPUS-5
COURSES OFFERED BBA / BCA MBA / MCA PGDM	COURSES OFFERED MDS / BDS BPT / MPT D.Pharm / B.Pharm / M.Pharm Ph.D. (Pharmaceutical Science)	COURSES OFFERED • B.Tech • MBA • BBA • BCA • BPT	COURSES OFFERED MDS/ BDS	 Chadha Public School Village Nangla Kumbha, PO : Sivalkhas via Jani, Meerut- 250501 E-mail : cct@its.edu.in, 08192000780
				

I.T.S SCHOOL OF MANAGEMENT, GHAZIABAD

I.T.S School of Management, Mohan Nagar, Ghaziabad, is a part of I.T.S Group, a Premier Management Institute, established in the year 1995 with a view to impart quality education in the field of Management. Institute offers professional education through accredited courses. It offers Post Graduate Diploma in Management (PGDM). I.T.S School of Management ensures modern infrastructure with a consistently high ranking in Intellectual Capital at the Institute lies in eminent and experienced faculty. Institute is committed to providing practice-oriented learning and a contemporary industry-focused curriculum, supported by a strong industry interface. It fosters all-around development and enhancement of knowledge base in student through extra-curricular, co-curricular, and curricular activities. Institute's bright young students have proved themselves by embarking upon promising careers in the corporate world.

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



Vision

Creating a Thinking Professional Order



Mission

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

Objectives

- ❖ Generating new learning technique
- ❖ Improving teaching process
- ❖ Expanding the information technology capacity
- ❖ Strengthening the industry interactive network
- ❖ Inculcate team spirit among the learners



4. POST GRADUATE DIPLOMA IN MANAGEMENT



The two-year Post Graduate Diploma in Management (PGDM) is the flagship Programme of I.T.S School of Management. It is designed to prepare students for careers in industry, across functional areas. The Programme equips students with strong conceptual skills to manage businesses in an integrated manner. The Programme develops versatile managers who are capable of handling responsibilities in different business domains. The emphasis is on developing a holistic manager with a vision to take on the challenges of the future in a socially sensitive manner.

Programme Duration

The PGDM Programme at I.T.S School of Management is of two-year duration. The Institute follows a trimester system and therefore every year consists of three trimesters with 11-12 weeks' duration of each. The academic session generally commenced by July every year and end by June next year in accordance with the prescribed Academic Calendar of AICTE. As a mandatory requirement for award of the Diploma, students are also required to undergo a compulsory Summer Internship Program (SIP) of 4-6 week duration at the end of the first year (III Trimester).

Recognition:

- PGDM program of the Institute is approved by AICTE
- PGDM program is accredited by National Board of Accreditation (NBA), Ministry of Education, Govt. of India.
- PGDM program has been granted equivalence to MBA degree by Association of Indian Universities (AIU)

Education background/ Eligibility Qualification

In order to be eligible for admission to the PGDM Programme, the participants must possess a bachelor's degree or equivalent, with a minimum of 50% aggregate marks (45% marks in case of candidates belongs to reserved category) in any discipline, from a recognized university in India or abroad (recognized by the UGC / Association of Indian Universities).

Admission to PGDM Program shall be made only from the candidates qualified from any one of the six All India tests, i.e.; CAT, XAT, CMAT, ATMA, MAT etc.

The candidates shall be short listed on the basis of the overall rank computed taking into account of the following components;

- Score in the Common Admission test
- Score for academic performance
- Group discussion/ interview



Admissions Process

- Admission of students in the program started from 01st of March and end by the time as specified in the AICTE academic calendar. Admission to PGDM programme has been offered to candidates who have a valid score of any of the six all India tests i.e. CAT, XAT, CMAT, ATMA, MAT, and GMAT. However, the final selection may be based on a higher cut-off percentage depending on the total number of applicants for the Programme. Only shortlisted candidates will be called for the final stage of the selection process – the Individual Assessment process which includes past academic records and performance in GD/PI.
- Candidates appearing in the final year of their bachelor's degree or equivalent are also eligible, provided they furnish proof of meeting the minimum eligibility criteria by September 30.

Withdrawal & Refund Policy

- As per AICTE rules, in the event of an applicant withdrawing before the start of the programme, the wait-listed candidates would be given admission to the vacant seat. In such a case the entire fee collected from the student, after a deduction of the processing fee of Rs.1000/- (Rupees one thousand only), shall be refunded and returned to the candidate withdrawing from the Programme. However, should a student leave the programme after the commencement of the course and if the seat consequently falling vacant is not filled by another candidate, for whatever reason, only the refundable component of the fee shall be returned to the candidate.

5. Program Chairperson and Year- Coordinators

The Chairperson oversee curriculum design, faculty engagement and quality standards. The Chairperson represents the program in academic councils and external forums, ensuring that the PGDM remains relevant to industry and aligned with institutional goals.

Dr. D. K. Pandey, Professor is currently heading the post of 'Chairperson PGDM program'. She has over 24 years of experience in teaching, research and consultancy.

In order to manage day to day operations of the department viz. scheduling classes, facilitating communication between students and faculty, organizing workshops & industry interactions, Coordinators have been appointed for each year. As such **Dr. Kamal Singh** has been entrusted with the responsibilities of Coordinator for I year students whereas **Prof. Yachana Malhotra** has been nominated for the II year students. The Coordinator acts as the first point of contact for students regarding program-related queries and supports the implementation of policies set by the Chairperson.

Programme Educational Objectives (PEOs):

PEO 1: Professional Excellence and Employability

To equip students with strong conceptual foundations, analytical skills, and functional knowledge in management to excel in diverse organizational roles and contribute effectively to business decision-making.

PEO 2: Leadership and Entrepreneurial Spirit

To nurture leadership qualities, teamwork, and entrepreneurial capabilities among students to enable them to lead initiatives, start ventures, and create value for society and industry.

PEO 3: Ethical and Responsible Management

To develop socially responsible, environmentally conscious, and ethically grounded management professionals who contribute meaningfully to sustainable business practices and inclusive growth.

PEO 4: Global and Technological Outlook

To foster a global perspective and technological adaptability, enabling students to navigate the dynamic global business environment, leverage digital innovations, and address cross-cultural business challenges.

PEO 5: Lifelong Learning and Research Orientation

To inspire graduates for lifelong learning, skill enhancement, and research orientation by engaging them in contemporary management issues, data-driven practices, and innovation-driven learning.

Programme Learning Outcomes (POs):

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

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

The Post Graduate Diploma in Management is designed as an intensive Two-year Programme. It aims at creating a strong academic and professional foundation for the development of holistic professionals in the area of management. The program contents and processes are updated through a process of continuous feedback and interface with academicians and captains of the industry. The entire program is divided into six trimesters, each spreading over 13-14 week's duration including one week for midterm and end term exam.

6. Offices to Contact

S. No.	Name	Designation	E-mail ID	Contact
1	Dr. Ajay Kumar	Director	ajaykumar@its.edu.in	9811610356
2	Dr. D. K. Pandey	Chairperson	dkpandey@its.edu.in	9911001763
3	Dr. Kamal Singh	Coordinator-I year	kamal.singh@its.edu.in	8527309088
4	Prof. Yachana Malhotra	Coordinator-II year	yachnamalhotra@its.edu.in	9650783111
5	Dr. Divya Sharma	Controller of Exam	examentl.mn@its.edu.in	8826032954
6	Mr. Pankaj Kumar	Registrar	reg.pg.mn@its.edu.in	8447744054
7	APO		areg.pg.mn@its.edu.in	9532221112
8	Fee deposit and Financial Matters		manojtyagi@its.edu.in	
9	For Administrative Work		ao.mn@its.edu.in	7817006721
10	Corporate Resource Centre		crc.execoff@its.edu.in	

ACADEMIC NORMS AND REGULATIONS

This handbook gives students of I.T.S School of Management, Ghaziabad guidelines for academic and personal conduct. These are promulgated for the smooth conduct of Post Graduate Diploma in Management (PGDM) programme consistent with the requirements of best practices followed by business schools and the guidelines of All India Council for Technical Education (AICTE). It lays down various rules and procedures with respect to conduct of the programme to bring transparency in the system and uniformity in implementation.

Every student must secure a copy of the Handbook- PGDM 2025-27 and carefully go through the prescribed rules and policies. Onus of ignorance will be on the student and will not be a ground for consideration against non-compliance. This is applicable to 2025-27 batch for PGDM.

Award of Diploma

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

Registration

All newly admitted students are required to register by the stipulated date as decided by the Institute and to submit necessary documents to support their eligibility requirements and qualifications. Student appearing in the final year of graduation must submit their proofs of completing the Graduation latest by 30th September, 2025 till that time the admission would be considered provisional. Failure to submit proof of completion or the mark- sheets by this day would invalidate the candidate's admission.

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

ORIENTATION PROGRAMME

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

CURRICULUM DESIGN

- 1.1 The PGDM course aims at providing inputs to the students relevant to the business, industry and trade, so that they can be placed in these sectors and functions, in different organizations. The course not only aims at providing knowledge and skills in different areas of management, but also provides value based inputs necessary for the overall development of the personality of the students.
- 1.2 The course curriculum is spread over six Trimesters in a period of 2 years, during which the core and elective courses are offered by the Institute.
- 1.3 The course offered to the students of the PGDM Program may be a 3 credit, 2 credit, 1.5 credit, 1 credit, or non-credit course. The Institute uses the concept of credit to define the weightage of a course in the curriculum. Courses are listed as 3, 2, 1.5 or 1 credits courses depending on the enlisted workload for each course. The generally accepted norm is that a three (3) credit involves about 30 hours of classwork, Two (2) credits 20 hours, 1.5 credit course involves about 15 hours, and one (1) credit course involves about 10 hours of classwork.
- 1.4 Trimester-wise Credit Breakup: PGDM Programme consists of a total of one hundred twelve (112) credits. Out of this, one hundred nine (109) credits are devoted to courses, Six (6) credits to summer training projects, one credit for social immersion programme & one credit for online certification courses Business Intelligence Lab is a non-credit, course.

Term-wise distribution of credit points is as follows:



TRIMESTER WISE COURSE STRUCTURE

Course Code	Subject Title	Credit	Teaching Hours
Trimester:1 Foundation Management Concept			
1.1	Principles of Management & Organisational Behaviour	3	30
1.2	Marketing Management-I	2	20
1.3	Quantitative Techniques for Management (AI integrated)	3	30
1.4	Financial Accounting for Managers	3	30
1.5	Introduction to AI for Managers	1.5	15
1.6	Managerial Communication	2	20
1.7	Managerial Economics	3	30
	Minor Project -I	1	
	Total course credits of Trimester1	18.5	175
Trimester : 2 Core Functional Area			
2.1	Information system with Spreadsheet Modeling (AI integrated)	3	30
2.2	Marketing Management - II	2	20
2.3	Production & Operations Management (AI integrated)	3	30
2.4	Corporate Finance	3	30
2.5	Human Resource Management (AI integrated)	3	30
2.6	Personality Reengineering Programme - I	3	30
2.7	Legal Aspects of Business	2	20
2.8	Design Thinking	1	10
2.9	MOOC/NPTEL/Online Certification	1	10
2.10	Social Immersion Programme	1	
	Minor Project-II	1	
	Total course credits of Trimester 2	23	210
Trimester:3 Advanced Topic and AI Integration			
3.1	Decision Science (AI integrated)	2	20
3.2	Introduction to Business Analytics with Python (AI integrated)	3	30
3.3	Management Accounting	1.5	15
3.4	Business Research Methods	3	30
3.5	Personality Reengineering Programme II	2	20

3.6	Digital & Social Media Marketing & AI tools	1.5	15
3.7	Minor Project – III	1	-
3.8	MOOC/NPTEL/Online Certification	1	10
	Trimester III : 03 Elective Courses		
	Elective I	3	30
	Elective II	3	30
	Elective III	3	30
	Total course credits of Trimester 3	24	230
Trimester : 4 Industry Exposure and Electives & AI Application			
4.1	Strategic Management and Business Simulation (AI integrated)	3	30
4.2	Entrepreneurship Development	2	20
4.3	Personality Reengineering Programme III	2	20
4.4	Summer Internship Project	6	-
	Trimester IV: 04 Elective courses		
	Elective IV	3	30
	Elective V	3	30
	Elective VI	3	30
	Elective VII	3	30
	Total course credits of Trimester 4	25	190
Trimester : 5 Electives & AI Application			
5.1	EBusiness & Cyber Security (AI integrated)	1.5	15
5.2	Personality Reengineering Programme IV	1	10
	Trimester V:03 Elective courses		
	Elective VIII	3	30
	Elective IX	3	30
	Elective X	3	30
	Total course credits of Trimester 5	11.5	115
Trimester:6 Contemporary Issues & Electives			
6.1	Human Value, Corporate Governance & Business Ethics*	2	20
6.2	Entrepreneurial Business Plan & Presentation	2	20
	Trimester VI: 02 Elective courses		
	Elective XI	3	30
	Elective XII	3	30
	Total course credits of Trimester 6	10	100

TOTAL COURSE CREDITS YEAR WISE

	Credit	Teaching Hours
Total Course Credit in First Year	65.5	615
Total Course Credit in Second Year	46.5	405
Total for Entire Program	112	1020

CHOICE OF ELECTIVES/ SPECIALIZATION

1) Two types of specialization options are available to the participants of PGDM (2025- 27) Batch. Participants will have liberty to choose any one option out of these two. One has to opt for total Eleven (12) elective courses from their chosen specialization areas. Participants have to opt as per following structure:

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

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

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

Elective / Specialization Areas Offered

- Marketing Management
- Human Resource Management
- Financial Management
- International Business
- Business Analytics
- Operations Management



Course – wise List of Electives

Functional Area: Marketing

Term/ Course Code	Title of the course
III	
MM 3.1	Sales and Distribution Management
MM 3.2	Consumer Behavior and Marketing Communication with AI Tools
MM 3.3	Marketing Strategy for Start Ups and New Ventures
IV	
MM 4.1	Brand Management in the age of AI and Metaverse
MM 4.2	Marketing of Services and AI tools
MM 4.3	B2B Marketing
MM 4.4	Marketing Analytics - I
V	
MM 5.1	Retail Management and AI driven Sales Strategy
MM 5.2	International Marketing
MM 5.3	Marketing Analytics - II
MM 5.4	Customer Relationship Management
VI	
MM 6.1	Rural Marketing
MM 6.2	Management of Lifestyle and Luxury Brand Management

Functional Area : Human Resource Management

Course Code :	Title of the course
III	
HRM 3.1	Talent Management
HRM 3.2	Learning & Development
IV	
HRM 4.1	Employee Relations & Labor Law
HRM 4.2	Performance Management & Competency Mapping
HRM 4.3	Managing HRM in new age
HRM 4.4	Total Reward Management
HRM 4.5	Creating and Managing Virtual Organization
V	
HRM 5.1	Emotional Intelligence and Leadership
HRM 5.2	Organizational Change & Development
HRM 5.3	International Human Resource Management
HRM 5.4	Learning Organization & Knowledge Management

HRM 5.5	HR Analytics
HRM 5.6	Employer Branding
VI	
HRM 6.1	Strategic HRM
HRM 6.2	Managerial Counseling and Negotiation
HRM 6.3	Indian Philosophy and Organizational Excellence

Functional Area: Finance

Term/ Course Code :	Title of the course
III	
FM 3.1	AI in Financial Planning and Analysis
FM 3.2	Financial Statement Analysis
FM 3.3	Insurance & Risk Management
IV	
FM 4.1	Financial Modeling & Business Valuation
FM 4.2	Security Analysis & Portfolio Management
FM 4.3	Bank Management
FM 4.4	Management of Financial Services
V	
FM 5.1	Financial Derivatives
FM 5.2	Project Appraisal & Financing
FM 5.3	Investment Banking
FM 5.4	Financial Risk Management
VI	
FM 6.1	Tax Planning Management
FM 6.2	Personal Wealth Management

Functional Area: International Business

Term/ Course Code	Title of the course
III	
IB 3.1	Management of International Business
IB 3.2	Global Business Environment
IV	
IB 4.1	International Trade Procedures & Documentation
IB 4.2	India's Foreign Trade
IB 4.3	International Financial Management
V	
IB 5.1	International Marketing Research
IB 5.2	International Logistics and Supply Chain Management
IB 5.3	Global Trade Partners & Indian Exports
IB 5.4	International Marketing

VI	
IB 6.1	International Business Strategy
IB 6.2	Cross Cultural Management

Functional Area: Business Analytics

Term/ Course Code	Title of the course
BA 3.1	Enterprise Resource Planning
BA 3.2	Emerging Technologies in Business
BA 3.3	Business Intelligence & Data Visualization through Power BI
IV	
BA 4.1	Machine learning
BA 4.2	Marketing Analytics
BA 4.3	AI for Business
BA 4.4	Managing Business Data
V	
BA 5.1	Deep learning through Python
BA 5.2	Social Media & Web Analytics
BA 5.3	HR Analytics
VI	
BA 6.1	Data visualization through tableau
BA 6.2	Cloud Computing for Managers

Functional Area: Operations Management

Term / Course Code	Title of the course
III	
OM 3.1	AI Logistics & Supply Chain Management
OM 3.2	AI Procurement & Vendor Management
IV	
OM 4.1	Project Management

OM 4.2	Quality Management & Six Sigma
OM 4.3	Production Planning & Control
OM 4.4	Predictive Modelling
OM 4.5	Management of Technology
V	
OM 5.1	Service Operations Management & Emerging New Businesses
OM 5.2	Lean Startups & AI
OM 5.3	Business Process Management & AI
VI	
OM 6.1	Operations Strategy
OM 6.2	Sustainable Operations Management & Green Technology

NOTE: -

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

3.5 Registration of Elective Courses

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

3.6 DROPPING/SUSPENSION OF COURSES

No course, which has been approved and offered to the student for registration, will be dropped or suspended except with approval of the Academic Committee, in the following situation:

- a) Courses with pre-registration of 10% or less student can be dropped as soon as the pre-registration is completed. Student registered for such courses will be asked to register for substitute course(s).
- b) Faculty may evolve suitable criteria in consultation with the Director to

decide on the admission of student to his/her elective course.

- c) The academic background, aptitude and level of performance of the student in the related courses.
- d) The number of students that can be permitted to specific elective courses.

3.7 COURSE WORKLOAD & CLASS PREPARATION

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

3.8 INSTRUCTIONAL METHODOLOGY

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

3.9 READING MATERIAL

Reading material may include supply of one text book for each subject in each trimester. Apart from this, based on requirements of a course, student will be supplied with adequate reading material for each course.

3.11 GROUP PROJECTS- A CHANCE FOR GROWING TOGETHER

Working with talented and accomplished peers provides a unique opportunity for accelerated professional and personal growth. Group projects are a major component of most courses, and help student to develop and refine their skills in working with diverse groups. The groups are formed from pools of varied disciplines, backgrounds, corporate experience, and career orientations to leverage on the enormous diversity in perspectives.



SUMMER INTERNSHIP

To ensure overall development of necessary skills among the students and prepare them for real life assignments, it is compulsory for the student to undergo an on-the-job training programme irrespective of whether student has past working experience or not.

Summer Internship Program (SIP) is an integral part of the PGDM Curriculum which is designed to provide the student a practical experience to share their insights, to explore the link between student' academic preparation and on the job work, and to equip them with skills required to carry out major research project which will serve to culminate their internship experience.

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

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

An internship may be compensated, non-compensated or some time to some extent paid depending upon the planned obligations of the company. An internship may be for a duration of six to eight weeks wherein a smoother transition from the class room to the work place is experienced by the student. It also provides an opportunity for personal development which includes building up soft skills like work ethics, time management, and inter-personal skills in addition to refining the analytical capabilities.

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

- **Academic Learning:** The student is expected to connect the skills learnt in the classroom with the workplace.
- **Career Development:** The student is expected to learn and understand the duties and responsibilities associated with different functions at the workplace and hence may develop an aptitude for a particular function.
- **Skill Development:** During the course of internship, the student learns various job-

related skills which are not taught in the classroom.

- **Personal Development:** An internship in a company offers opportunity to the student to develop his/her persona by learning decision making skills.

For the PGDM (2026-28) student, SIP will include following process in a sequence:

1. Chairperson of the PGDM program will submit the list of the student with specialization and company/Industry Analysis Report for 1st and 2nd Trimester to CRC in the 1st week of February, 2026
2. Pre-SIP talk and Sensitization session will be held twice in the month of February/March, 2026
3. CRC will invite companies based on specialization and the Company/Industry opted by the student. However, it will depend upon the company offering internship. CRC will make efforts to align companies who may offer stipend to the student.
4. Companies coming for interns will brief the student about profiles and responsibilities during SIP.
5. The list of selected Student will be notified by CRC and joining will take place from 15thMay, 2026. In no case, interns will be allowed to work for more than 8 weeks.
6. Each Student will be assigned faculty mentor and industry mentor along with specification of the tasks to be assigned during internship.
7. All students will be required to send weekly report to the concerned mentor/s who will be submitting the progress of the student in consultation with the industry mentor to the Director on weekly basis.
8. After completion of the internship, student will be joining back the 4th Trimester and will capture his experience and learning in a systematic report format.
9. SIP presentation and evaluation will be made.
10. Based on Individual performance during internship, CRC will coordinate with the companies for PPO.

Evaluation of Summer Internship Project:

The summer interns of PGDM (2025-27) batch will be evaluated at multiple levels. Project is of total 200 marks which is equivalent to 6 credits (2 courses of 3 credit each). Marks of SIP will be taken into consideration while calculating CGPA.

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

PLACEMENT

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

CRC Rules:

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

10. Student must keep their Identity Card with them at the time of presentation/ Test/ GD/PI, and produce the same when demanded by the visiting team of CRC staff or any representative.
11. Once a student has been shortlisted by a company for the placement process, he/she is NOT allowed to contact the member of the team visiting the campus for placement purposes without prior permission of the CRC.

Eligibility Criteria for Participation in Recruitment procedures:

Every candidate is required to fulfill all the following requirements to be eligible for the ITS SOM - CRC recruitment process.

The Candidates must have:

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

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

EXAMINATION RULES

1. Conduct of Examination

a) Examination constitutes a substantial part of the evaluation of the student's performance and for qualifying in the diploma. In each trimester end term examinations are conducted for each course.

b) To pass, the student has to obtain not more than 2F and an aggregate of a minimum 4.0 Cumulative Grade Point Average (CGPA) in all papers put together of the first year for promotion to the second year and obtain not more than 2F and an aggregate of a minimum

4.5 Cumulative Grade Point Average (CGPA) in all papers put together of the first year and second year for award of Post Graduate Diploma in Management.

c) The end term copies can be requested for re-evaluation by a student on payment of Rs. 500 /- per subject.

2. Examination Rules

- a)** 80% is the minimum required attendance in a subject to qualify to appear in end-term exams.
- b)** Student with less than 80% attendance will not be allowed to appear in end term exam and will be marked as not allowed. However, he/she would be allowed to appear for re- examination with one grade down.
- c)** Student are expected to equip themselves with writing equipment's such as pen, pencil, ruler, calculator (nonscientific only)
- d)** No papers, books, cell phones, and data storable electronic devices should be taken into the examination room, unless specifically permitted.
- e)** No Student will be allowed to enter the examination room after 15 minutes from the commencement of the examination.
- f)** No Student will be allowed to leave the examination room in the first hour and last half an hour of the examination for any reason whatsoever.
- g)** A Student will be allowed to leave the examination room only once during the examination with the prior permission of the invigilator for the purposes like drinking water, going to the washroom, etc.
- h)** An exchange of remarks, notes or gestures, or glances at any other Student's paper may be treated as a case of unfair means.
- i)** Anyone violating the above rules is liable to be booked as an Unfair Means Case (UFM Case).
- j)** PGDM Course has to be completed within the period of 4 years from the date of registration. In case the student is not able to clear the PGDM program in two years, then he has the opportunity to clear the PGDM program in maximum four years subject to condition that he will be allowed to appear in examination with junior batches in subjects in which he has failed subject to condition that they will be

allowed only in subjects in excess of 2F by paying examination fee of Rs.2000 per subject. Their evaluation in such conditions will be done out of 100 marks.

3. Re-examination

- a) A student is allowed to attend re-examination of papers in which he/she secures less than the minimum passing grade.
- b) The student would be allowed to reappear in a paper in which he/she has secured less than the minimum passing grade on payment of Rs. 1000 /- per paper.
- c) If he/ she secures less than the minimum passing grade obtained in any paper even after re- examination, a permanent F shall be marked against such papers.
- d) During the first year of the programme, if a student secures more than 2 F-Grade and/or CGPA of less than 4.0, the student shall not be allowed to pursue the diploma further and his candidature to pursue the programme further would stand terminated automatically. The student shall have the option of seeking re-admission in the same year of study. The re- admission shall be under the following conditions; Seek readmission by repaying admission fees and other installments thereafter. Repeat the First Year starting with the First Trimester along with the subsequent batch of Student.

However, if a student secures more than 2F grades in his/her second year of the programme including the F grades secured in first year, then he/she will be allowed to clear the F grades of the second-year subjects only, subject to minimum 2F grades.

4. Procedure for conducting a fair examination

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

- a) **Constitution of Flying Squad-** The Director is authorized to constitute a 'Flying Squad' comprising of two Faculty members & one Staff member from the Department, of which one faculty has to be a lady faculty.
- b) **Process of searching examinees-** The Flying Squad will be responsible to conduct a random search of examinees at least once during the examination period. If any member of the Flying Squad finds an examinee in possession of any apparently incriminating material, the concerned examinee shall be asked to surrender the answer

sheet to determine the offense, while he/she shall be issued a fresh answer sheet to continue writing his/her examination paper for the residual duration of the examination.

- c) **Seized Incriminating Material-** The seized incriminating material along with the surrendered answer sheet shall be sealed, signed, and handed over to the Controller of Examination for further action by the members of the flying squad who had detected the case. The Controller of Examination shall forward the case to the Examination Committee as set up by the Director which will then determine the category of offense and appropriate punishment.

5. Procedure for handling unfair means cases

a) Categorization of Cases:

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

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

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

c) Category-wise Penalty

- **Category A:** In such cases, the student will be given a written warning not to indulge in such practices in the future.
- **Category B:** In such cases, the student will be asked to reappear in the subject concerned.
- **Category C:** In such cases, the student will be given a permanent F grade in the mark sheet.

- **Category D:** In such cases the student will have to reappear in all the papers of that semester and will carry a permanent F in the paper in which UFM cases were registered.
- The penalty shall be conveyed to the student by the authorized member of the examination committee on behalf of the committee.
- The accused Student may exercise his/her right to appeal against the decision of the examination committee to the Director.
- The Director will have the final authority to exercise his discretion in awarding punishment to the student and may give an opportunity to the student of being heard in person.

General Guidelines for the End Term Examination:

- i. The End-Term Examinations are of 2 hours 30 minutes' duration
- ii. During the End-Term Examinations, students will be tested using the course exams prescribed in the course structure for the specified term.
- iii. End-Term Examinations shall be conducted by the Controller of Examination, validated, and approved by the Examination Committee.
- iv. The schedule of examinations shall be notified by the Controller of Examination at least 10 days prior to the first day of the commencement of examinations.
- v. For appearing in the End-Term Examination, students have a minimum of 80% attendance in each Trimester course. The examination department shall issue admit card bearing the subject code and name. Students are advised to check and notify any discrepancy in the subject code on the admit card immediately to the Examination Department.
- vi. Students must possess the admit card for appearing in each course.

6. Admit Card for Examination

Students must obtain the admit cards for appearing in the End-Term Examination from the Controller of Examinations before the End-Term Examinations. The admit card will not be issued to those students who have not paid their total fees and have dues in their accounts. No student will be allowed to sit in the End-Term Examinations without an admit card.

7. Duplicate Admit Card for Examination

In case the student loses/forgets the admit card, he/she must submit the Rs 50 fee to the Accounts Department in order to obtain a duplicate card from the Controller of Examinations.

8. Question Paper Setting

There is a prescribed format of the question paper containing three sections. The question paper is of 100 marks which is further reduced to 60 marks for compilation of result. Section A is of 20 marks; Section B is of 50 marks and Section C is of 30 marks. The question papers for end term examination are set by external/internal experts.

9. Moderation of Question Paper

Once the question papers are received from the experts, then the question paper is forwarded to Moderation Committee by the Controller of Examination for the validation.

10. Answer Sheet Audit

To ensure fairness, there is a provision for the auditing of answer sheets by the faculty auditor after the evaluation is done.

11. Moderation of Marks

In case the result of any subject is found to be skewed towards higher/lower end, then there is a provision for moderation of marks, which is done by moderation committee.



ACADEMIC PROGRAMME EVALUATION SYSTEM

- 1) I.T.S follows a system of continuous evaluation. Throughout the term, the student will be tested on his/her ability to understand concepts, learn techniques and apply them to problems in the real world. At each stage of the course, the student would be in a position to assess his/her performance and take measures to improve performance in the course. The evaluation will consist of two components; internal component and end-term examination.
- 2) **Internal Component:** The weight age for the internal component is 40% out of 100 marks. The internal components for evaluation include Assignments, Case Analysis, Presentation, Projects, Quiz, Test, Attendance, Class Participation or any other form of assessment. The components of evaluation and their weightages are communicated to Student in the Teaching-Learning Evaluation Plan for each course. However, depending upon the nature of the course, the faculty may devise/choose any form of the assessment method. For each component of the evaluation, the faculty member would communicate the performance of Student through marks.
- 3) **End Term Examination:** Weight age for End Term Examination is 60% out of 100 marks.
- 4) **Passing Criteria:** To pass in a subject, both internal assessment marks & end term examination marks are taken into account. Adding marks of both components, if a student obtains minimum passing marks, then he is declared pass. Generally, the passing marks is 40 but this can be increased or decreased by the concerned faculty depending upon the nature and performance of subject.
- 5) The grading system used is 10-point scale. Description of the grades follows:

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

- 6) At end of the course, the faculty member will aggregate a student's performance on all the components of evaluation using the weights he/she has prescribed in the course outline. He/she shall compute the weighted cumulative marks.
- 7) I.T.S SOM follows a system of relative grading. This implies that the grade a student receives for his/her performance is relative to the grades obtained by the class as a whole. It is therefore, not uncommon to find a case where a student obtains a grade of B for obtaining 75% marks; since, the class average was around 73% marks. However, faculty members may prescribe some absolute limits to award grades as well. For example, he/she may fix 40% marks as minimum marks for obtaining 'C+' grade. Such absolute limits are usually set for awarding grades at the extreme ends of the scale.
- 8) In each course, a student is thus awarded a letter grade only. The weighted average for all course taken by a student in the program is called as the Cumulative Grade Point Average.
- 9) A Student must satisfy the following condition in the first year to be eligible for promotion to the second years:
- i. A minimum CGPA of 4.0
 - ii. 'F' Grade in not more than two courses
- 10) For award of Diploma the Student must satisfy the following conditions:
- i. A minimum CGPA of 4.5
 - ii. 'F' Grade in not more than two courses
- 11) Marks obtained in internal components will be communicated to the student before end term examinations. Academic Program Office will display the grades obtained by all the student in a particular term. Student can view their grades on notice board.

12) Computation of TGPA

The Term Grade Point Average (TGPA) will be calculated by computing sum of grade points in respective courses and dividing it by total number of courses in the term.

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

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

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

13) Computation of CGPA

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

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

$$CGPA = \frac{\sum T_i \dots v_i}{\sum N_i \dots v_i}$$

where T_i is the TGPA of the i th trimester and N_i is the total number of trimesters.

14) Conversion

To convert CGPA into percentage following formula to be used:

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

15) Issue of Transcript

In case any students require transcripts in future then he has to pay Rs 1000 per transcript. If the student desires that the transcript could be send to his address through post, then in such cases the actual postal charges have to be borne by the students.



ACADEMIC DISCIPLINE

Academic discipline ensures fairness, integrity, and respect in the learning environment. It establishes clear expectations for student conduct and provides guidelines for addressing violations that may disrupt the educational process.

Academic Misconduct

The following behaviours are considered violations of academic discipline:

- **Cheating:**Using unauthorized materials, copying, or receiving assistance during exams or assignments.
- **Plagiarism:**Presenting someone else's work, ideas, or words as one's own without proper citation.
- **Fabrication:**Falsifying data, research results, or academic records.
- **Collusion:**Unauthorized collaboration on assignments or projects.
- **Disruption:**Interfering with teaching, learning, or the academic environment.

Disciplinary Actions

Depending on the severity of the violation, consequences may include:

- Verbal or written warning.
- Reduction in grade or invalidation of the assignment/exam.
- Mandatory counselling or academic workshops.
- Suspension from classes or activities.
- Expulsion in cases of repeated or severe misconduct.

1. Minimum Attendance Policy:

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

- Every student is required to attend all the lectures, tutorials, seminars/workshops and other prescribed curricular and co-curricular activities. Student is expected to attend 100% classes.
- Out of 100%, attendance can be condoned up to 20% on medical grounds or for other genuine reasons beyond the control of students by the Principal/Director
- 80% is the minimum required attendance in a subject to qualify to appear in end term exams.
- Attendance shall be counted from start of the academic session for each Trimester respectively.

2. Student Leave Policy

Mandatory attendance: students are required to maintain at least 80% attendance in each subject in a term for being eligible to appear in End Term examination.

- 20% of attendance can be considered for absence due to other contingences / medical reasons etc.
- No leaves will be granted for any type of social obligations, passport verification, family problems etc (already provisions of 20% exemption is given for the same)
- Students seeking leave of absence due to medial emergency are required to make a formal application to the course coordinator with all medical proofs including prescriptions and medical reports.
- The medical documents must be submitted within two days of joining the institute.
- Leave applications submitted after the due date or without any medical evidence would be summarily rejected
- Any other leave approvals (eg. Unforeseen circumstances) lay solely under the discretion of course coordinator.
- All leave application are subject to final approval by the chairperson.

3. **Detention from Examination on ground of less Attendance:** Student with less than 80% attendance will not be allowed to appear in end term exam and will be marked as not allowed. However, he/she would be allowed to appear for re-examination with one grade down.

- The re- appear exam fee will be Rs 1000/- per course.

- The student in re- appear exam will be awarded one grade less than graded score.
- 4. Absence without prior permission of the PGDM Chairperson and the course faculty will be considered a serious breach of discipline. The student will be held responsible for losing any segment of evaluation because of absence. The course faculty may allow make up class tests/ assignment only to those students who were absent with prior permission and due convincing reasons supported with proper documents. The number of classes attended by student in each course would be displayed fortnightly by the course coordinator.
- 5. The Institute attaches utmost importance to integrity and honesty in academic work by the PGDM student. The student must maintain strict discipline in library, classrooms, examination, take-home assignments, and all other segments of academic work. Unless otherwise specified by the faculty members, the student must not collaborate in any way in their home assignments. The answers as presented to the faculty members should be the independent work of each student. They are advised that they should not, in their own interest, communicate their written reports or answers in home assignments to any other PGDM Student.
- 6. The faculty, if they think fit, may disallow or restrict discussion or consultation about the home assignments and take-home examinations or may adopt any other measure to prevent the use of unfair means in any segment of evaluation.

7. Plagiarism:

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

8. Disciplinary Matters (Proctorial Board):

Constitution of Proctorial Board

Discipline remains very important for providing conducive academic environment in the Institute. It is therefore, not only desirable but also essential that every staff and faculty member own the responsibility to help maintain discipline in the campus and hostels of the Institute. University/AICTE have also prescribed to have a Proctorial Board in the Institute and to have a larger group to address problems of serious gravity.

Purpose

- Maintaining discipline and decorum in the Campus
- Ensuring a safe, inclusive, and respectful academic environment.
- Addressing student grievances fairly and transparently.
- Promoting peer-led dispute resolution mechanisms to reduce reliance on strict punitive measures.
- Upholding academic integrity and ethical behavior among students.

Responsibilities of Proctorial Board:

- Investigating incidents of misconduct or indiscipline
- Conducting inquiries and hearings
- Imposing disciplinary actions
- Maintaining a fair and impartial process
- Promoting a positive and respectful campus environment

SOP 01- How to Make Complaint:

- Students having problem related to Academics, Administration, Personal or any indiscipline, are free to meet Program Coordinators/HOD/Dean/ Chairperson/Administrator-UG/ Registrar/Principal/ Director for help through written application or verbal communication.
- Contact numbers and e-mail IDs of all concerned are available on Institute website and notice boards.
- Any faculty/staff member coming to know or observing the act of indiscipline must intervene and simultaneously inform to the concerned Authority immediately.
- For Hostellers, any complaint against administration of hostels and mess related issues can be logged to the Warden/ Administrator/ Registrar/ Hostel in-charge/ Principal/Director.

SOP 02- Process of Enquiry:

- a. All students related matters, pertaining to differences beyond control in general, acts of indiscipline, fights, group activities, indiscipline and disturbance in hostel or any place outside the class rooms, will be administered by **Mr. Gagan vishal Singh**,

Administrator-UG under the direct supervision of Director- I.T.S School of Management.

b. The Proctorial Board is constituted as follows:

PRESIDING CHAIRPERSON	DIRECTOR- I.T.S SCHOOL OF MANAGEMENT
CONVENER	REGISTRAR (CONCERNED PROGRAM)
MEMBERS	ALL AVAILABLE COORDINATOR/CHAIRPERSON/HOD -(PGDM//MBA/MCA/BBA/BCA)
	ADMINISTRATOR-UG
	HOSTEL INCHARGE
	HOSTEL WARDEN (BOY'S/GIRL'S)

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

Dress Code Policy

Purpose

The Dress Code of the College aims to promote a disciplined, respectful, and professional academic environment. All Students are expected to adhere to the prescribed dress code while present on campus, attending classes, library, examinations, official functions and other academic activities.

Prescribed Dress Code

A. College Uniform

Wearing the prescribed college uniform is mandatory on all working days unless otherwise notified by the College authorities.

The uniform should be neat, clean, properly fitted, and worn with the prescribed footwear (Black leather shoes/Sandals) only.

B. Identity Card

Students must wear/display their valid College Identity Card at all times within the campus.

General Guidelines

- Students shall maintain personal hygiene and a well-groomed appearance.
- Clothes should be simple, sober, and appropriate for an academic setting.
- Dress should not be tight, transparent, revealing, or indecent.
- Hair and appearance should be maintained in a neat and tidy manner.
- Visible tattoos and body piercings are strictly not allowed

Special Instructions

- During cultural events or special occasions, dress relaxation may be permitted only with prior approval from the competent authority.
- Any relaxation or exemption to the Dress Code shall be at the discretion of the College administration.

Compliance and Discipline

- Students not adhering to the Dress Code may be denied entry into classrooms, laboratories, or other academic activities.
- Repeated violations shall attract disciplinary action as per the College rules, which may include warning, fine, or other appropriate measures.
-

Responsibility

It is the responsibility of every student to comply with the Dress Code in letter and spirit and to uphold the dignity and decorum of the institution.

10. Handling of Institute's property

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

authorized representative of the Institute within 24 hours of the completion of the assignment.

11. Class Timings:

Classes will be held on all weekdays during daytime. Some classes or special lectures may be held in the evening/off days also. Student are expected to be present in all classes at least 5 minutes before the scheduled class timings.

Session 1	-	9:15 AM to 10:45 AM
Session 2	-	11:00 AM to 12:30 PM
Session 3	-	1:30 PM to 3:00 PM
Session 4	-	3:15 PM to 4:45 PM Note:

Change, if any in the timings will be notified

GENERAL CONDUCT

1) Discipline

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

- a)** Habitual late coming.
- b)** Absence from the Institute and/ or classes without prior permission.
- c)** Destroying/damaging/disfiguring/pilfering the property of the Institute.
- d)** Misbehaviors with other Student/staff of Institute/ visiting faculty/ guests.
- e)** Slander or Libel of any kind pertaining to the Institute
- f)** Any other act(s) as considered objectionable and not in conformity with the letter and spirit of disciplinary rules.
- g)** All cases of gross misconduct such as indulging and /or inciting in physical violence, riotous or disorderly behavior, making threats in persons or over telephone, fraud, misappropriation, embezzlement of funds, immoral behavior directed at any Student or staff or faculty of the institute.
- h)** Possession and/ or use of illegal materials like narcotics, firearm etc.
- i)** Abetting and indulging in ragging of any kind.
- j)** Abetting and indulging in Sexual Harassment.

- k) Creating any kind of parochial feeling leading to disharmony.
- l) Engaged in any firm/organization under any authority or studying in another institute without written permission from the Director.
- m) Any other activity involving moral turpitude and against interest of the Institute or interest of public in general which may include behavioral aberrations by the Student outside the Institute premises.
- n) Going on strike or instigating other Student to go on strike for any reason whatsoever.

2) Smoking / Consumption of Drugs or Alcoholic Beverages

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

3) Notices

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

4) Class Timings

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

5) General Office Hours

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

6) Personal Safety and Safety of Belongings including valuables

- a) It is desirable that all transactions are made through the Bank. student are advised to open bank accounts in their own interest and are cautioned against keeping too much cash in their hostel rooms.
- b) Student are cautioned against wearing/keeping jewellery and other valuables with them or in their hostel rooms.

- c) Student who are residents of hostel are also warned against staying late outside the Institute hostel. Any untoward incident outside the Institute shall be the sole responsibility of the student, even if the student has gone out as a part of academic activity.
- d) While the Institute shall provide adequate security, the student alone shall be liable for any loss due to theft etc. of their belongings.

Special Features @ I.T.S School of Management

1. Value Added Certification Courses

Besides the regular course mentioned, I.T.S School of Management also conducts the Value-Added Certification Courses for its students. These courses are offered with an objective of professional skills and attributes that enhance the overall development of an individual and make them industry ready. The schedule and structure of these courses vary as per real-time Industry requirements. These programs are delivered by highly accomplished faculty and renowned industry practitioners

2. Corporate Interface Series (CIS)

The focus of I.T.S School of Management is entirely to create industry-ready employable professionals. In times of cut-throat competition where everyone endeavors hard for a successful career, industry interface is of prime importance. Under this program every student will be provided with the opportunity to attend prestigious corporate events organized by professional bodies like:

- ✓ FICCI (Federation of Indian Chamber of Commerce and Industry)
- ✓ ASSOCHAM (The Associated Chamber of Commerce & Industry of India)
- ✓ CII (Confederation of Indian Industry)
- ✓ PHDCCI (PHD Chamber of Commerce and Industry).
AIMA (All India Management Association, New Delhi)

The aim of this Corporate –Student Interface Series is to apprise students about current affairs and prepare them for the ever-dynamic corporate world.

3. Minor Project

The minor project is an important component of the PGDM program. It is an attempt to provide an opportunity for meaningful experiential learning by students with the aim to bridge their classroom learning and real-world practices. In Trimester-I, II and III, students do primary and secondary research on one company. The project is a cross-functional experience for the students, which would help develop in- depth knowledge

about the companies studied from inception till date. This helps in building an orientation among the students on how companies have evolved over a period of time and the product(s)/ service(s) offered. The purpose is to follow this with in depth working on the same company in minor project. Therefore, students by the end of Term III will be encouraged to take up time bound multi-disciplinary and goal-oriented projects aiming at the futuristic contribution that the student can make during summer internship. This will add to the students' prospective employability opportunity at the company studied.

4. Social Immersion Programme

Through the Social Immersion Project (SoIP), students gain a greater understanding of their own abilities, which boosts their self-esteem and cultivates a can-do attitude that benefits both their academic and professional endeavors. SIP participants also learn how to solve difficult problems and challenges in the community and experience the satisfaction that comes from conquering obstacles. With the abundance of networking possibilities provided by SoIP, students can meet new people, collaborate with new organizations, and deepen their links to the community while also fostering new relationships within it. Through SoIP, students can apply their knowledge outside of the classroom. This offers the opportunity for enrichment and a great way for them to see how concepts they've learned work in the real world. Taking part in Socially relevant projects teaches students valuable skills like ability to follow instructions, teamwork, problem solving, networking etc.

Objective of SoIP:

- To sensitize students on civic and community issues.
- To enhance their interpersonal skills and work as a team.
- To understand the problems of marginalized community and enhance their status through capacity building

Team formation: The First year students of 2025-27 Batch will form a five-member team on their interest for Social Immersion Project. The five-member team list should be sent to the SoIP faculty coordinator.

Project Identification: The Project should have a social relevance theme, should satisfy more number of beneficiaries (depending upon the project) and should address a problem or an issue faced by the community.

Partnering with an NGO: Each team should have an NGO partner and the NGO partner should approve the team's project or the NGO partner can suggest a socially relevant project for the student team which the student team can carry out after presenting their plans before the steering committee and the faculty coordinator.

Allocation of SIP Project: Students can be allowed to select the relevant SIP project on their own after the consent of faculty coordinator. CRC will help in case required by the students.

Time Duration: 10-12 days (In the month of December)

Credit: 1

Presentation of the project: SoIP project should be presented before the steering Committee; the Steering Committee will ask questions to understand the project objectives, beneficiaries, project outcome and the sustainability of the project.

5. Personality Development Program (PDP):

Personality Development Program (PDP) is designed to develop soft skills in management students, they will learn, through this program, skills like how to work in teams, how to handle contingency situations, apart from learning effective communication, time management etc. The program essentially aims at developing the

skills, which will make them an effective individual as well as a professional. This program consists of four modules and will be offered as indicated in the programme structure.

• **Communication Lab: The Speakers Forum**

I.T.S School of Management has introduced a new module in the Communication area titled as “**Learning while Playing**” for the PGDM participants to enhance their oral communication skills.

Teaching communication skills in a more practical way to the participants will help them with a strong foundation to achieve future career goals. While learning these skills takes time, best practices can help participants to quickly learn and apply them on the job.

The complete module will have 10 activities spread over 2 terms. To execute this new model of Learning while Playing module the entire PGDM Batch (2025-27) is divided into 10 groups, having a mix of participants with superior and average speaking skills. One group of participants will be organizing the activity and remaining 9 groups will mandatory participate in the activity. A proper evaluation will be conducted in every activity to make students aware and updated about their gradual performance during the module. The entire module of Learning while playing will be participant driven to keep them self-motivated to improve their oral communication skills.

With improved communication skills, students will have the confidence and knowledge to not only excel in the workplace but also to seek out jobs and perform well in their personal and professional lives.

Activities of Communication Lab

1. JAM Sessions
2. Story Telling
3. Role Plays
4. Panel Discussion
5. Scenario Building

6. Self-Communication
7. Extempore
8. Group Discussion
9. Press Conference
10. News Analysis

6. Mentor – Mentee Relationship

The institute ensures constant guidance and monitoring of the growth of the student through establishing a mentor – mentee relationship. A small Group of Student shall be attached to a Faculty Mentor during PGDM programme. Faculty shall help, advise and guide the student with respect to academics, administrative, minor project and other issues. Student are advised to be in regular touch with their faculty mentor. For the purpose of the Summer Internship the student may have different mentees belonging to his /her area of specialization.

7. Co-curricular Activities: Beyond Class Room- Student Activities at I.T.S SOM

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

Nagar campus. These clubs are divided into two groups.

a. Academic Club

- IT-Digitalytics Club
- Finance – Finvest Club
- HR – Oppo Makers
- Marketing -Marrecus
- Operation-Sankriya Club

b. Non-Academic Club

- Sports– Statesman Club
- Social Media Club(Digital Den)
- CSR - Parivartan Club
- CSR-Utthan Club
- Cultural Club

8. Industrial visit

It is a regular practice of I.T.S School of Management to arrange industrial visits for student to renowned companies of various sectors. The main objective behind these visits is to explain the functioning of industries to the students and inform them about the expectations of the corporate from the fresh Post Graduates.

9. **Business Incubation Centre-(BIC)** : Innovation, Entrepreneurship, Startup initiatives

The I.T.S School of Management continuously endeavors to create an ecosystem for innovation and entrepreneurship by encouraging ideas for startups and sowing seeds for cultivating and honing entrepreneurial abilities in students of management.

The Ministry of MSME has approved the establishment of **Business Incubation Centre - BIC** at the campus highlighting the credibility of its efforts in developing and shaping an environment of innovation in the minds of its student innovators.

MIC envisions encouraging creation of 'Institution's Innovation Council (IICs)' across selected HEIs. A full-fledged and active IIC cell functions in the institution for knowledge sharing towards promoting the culture of entrepreneurship, innovation and incubation. It aims to establish a dynamic Ecosystem for Scouting Ideas and Pre-incubation of Ideas by way of orientation of students and faculty on IPR, design thinking, prototyping, building business models and canvas. The institution focuses on identifying budding entrepreneurs and offering them the required support in terms of logistics, technical support, location of potential investors, collaborating with incubators etc.

Activities satisfying the framework of innovation carried out by the institution include exposure of students to concepts of product identification, product and market fit, market analysis, cost model, revenue model and breakeven analysis through its ongoing orientation sessions including workshops, guest lectures, business plan competitions, inter college events like business, startup, innovation, entrepreneurship summits and conventions.

MEDICAL FACILITIES

- (1)** A health and Wellness Centre has been established in the Institution to cater the health need of the students. A medical officer attends the student's medical urgencies and provide primary health care.
- (2)** Student can just walk in for consultations and treatment.
- (3)** For urgent medical attention, students can also be referred to the hospital crossing the street.
- (4)** Students can also avail medical facilities on concessional rates at the Institute's hospital established under the name 'Surya Hospital' at Murad Nagar Campus.
- (5)** First Aid Kit is available at every office with medicines for minor medical requirements such as mild fever, headache, stomach ache, vomiting and pain killer etc.
- (6)** Though students are medically examined before final enrollment in the programme, however it is advised that information about any chronic ailments, medical history, blood group, etc. be given to the doctor/ warden, which could be useful from medical point of view.

ANTI RAGGING POLICIES

"Ragging is prohibited as per the decision of the Supreme Court of India in Writ Petition No. (C) 656/ 1998".

To abide by the ruling of Supreme Court, The Institute is committed to a total prohibition of ragging in all forms. If any incident of Ragging comes to the notice of authority, the concerned Student will be given liberty to explain and if his/ her explanation is not found satisfactory, the authority would expel him/ her from the Institution. At the time of Orientation Programme, every Student will be informed about the authorities to whom he/ she has to contact for help and guidance for various purposes connected with the subject of Ragging and threats thereof. Such details will give the address & telephone number of the authorities concerned so as to reduce the dependence on the senior Student. The student should be aware of their own rights and should desist from doing anything against their will even if ordered by the seniors and the Institution shall support them fully in establishing their rights and protecting them.

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

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

Anti-Ragging Committee

S. No	Name of the member	Role	Contact No.	E-Mail
1	Dr. Ajay Kumar (Director)	Chairperson	8447744073	ajaykumar@its.edu.in
2	Dr. D. K. Pandey	Member	9911001763	dkpandey@its.edu.in
3	Dr Anusha Agarwal	Member	9810702353	anushaagarwal@its.edu.in
4	Dr. Satish Kumar	Member	8447744077	satishkumar@its.edu.in
5	Dr. Kamal Singh	Member	8527309088	kamal.singh@its.edu.in
6	Mrs. Sunita Godara (NGO)	Member	8587852410	sunitagodara@gmail.com
7	Mr. Pankaj Kumar (Registrar)	Member	8447744054	reg.pg.mn@its.edu.in
8	Mr. Aditya Kumar (Warden)	Member	9971600402	adityakumartrivedi@its.edu.in
9	Ms. Rajkumari (Warden)	Member	8595904153	Rajkumari.hw@its.edu.in

Internal Complaint Committee

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

APPLICABILITY & SCOPE:

This policy extends to all the stakeholders of the Institute as applicable by the virtue of the stature.

DEFINITIONS:

Sexual Harassment at workplace:

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- i. Physical contact and advances;
- ii. A demand or request for sexual favours;
- iii. Sexually coloured remarks;
- iv. Showing pornography;
- v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

Word and Expressions used and not defined in this policy shall have the meanings respectively assigned to them in Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, as amended from time to time.

COMPOSITION OF THE INTERNAL COMPLAINT COMMITTEE:

The Committee shall consist of the following members:

S. No	Name of Member	Designation	Contact
1	Dr. Anusha Agarwal	Presiding Officer	9810702353
2	Dr. Namita Mishra	Member	9968423137
3	Prof. Yachna Malhotra	Member	9650783111
4	Dr. Divya Sharma	Member	8826032954
5	Ms. Anju Dhiman	Member	8447744044
6	Ms. Seema Singh	Member	9911474755
7	Ms Sunita Godhra (NGO)	Member	8587852410

ROLE OF INTERNAL COMMITTEE:

- a) The Committee shall decide whether the facts contained in the complaint make out a case of "sexual harassment" in light of the definition contained in the Policy.
- b) The Committee shall look into the truth of the allegations contained in the complaint.
- c) The Committee shall look into the truth of any allegation of retaliation against / victimization of the complainant or any other person assisting her as a result of such complaint having been made or such assistance having been offered.
- d) The Committee shall recommend the penalties / action to be taken against any person found guilty of having sexually harassed the complainant, up to and including termination, to the Management.
- e) The Committee shall recommend the penalties / action to be taken against any person found guilty of having retaliated against / victimized the complainant or any other person assisting her as a result of such complaint having been made or such assistance having been offer.
- f) The Committee shall recommend appropriate psychological, emotional and physical support (counselling, security and other assistance) for the victim to the Management.
- g) The Committee shall monitor the follow-up action to be taken by the Management on receipt of the Report of the Committee.

OBJECTIVE OF COMMITTEE:

The objectives of the Committee are:

- a) Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees;
- b) Make recommendations to the Management for changes/elaborations in the Rules for students in the Prospectus and the Bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women.

- c) Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;

DOCUMENTATION:

The committee shall keep complete and accurate documentation of the complaint, its investigations and the resolution thereof. The incident would be documented in both the complainant's and the accused files with the full report of the Complaints Committee.

PROCEDURE FOR APPROACHING COMMITTEE:

The Committee deals with issues relating to sexual harassment at the Institute. It is applicable to all Employees. A complaint of discrimination or sexual harassment may be lodged by the victim or a third party. A written complaint may be addressed to the Chairman of the Committee. If the complaint is made to any of the Committee members, they may forward it to the Chairman of the Committee against Sexual Harassment.

Here it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behaviour

(Whether directly or by implication) as:

- Physical contact and advances;
- Demand or request for sexual favours;
- Sexually coloured remarks;
- Showing pornography; and
- Other unwelcome physical, verbal or non-verbal conduct of a sexual nature. (Vishaka judgment by Supreme Court)

REDRESSAL OF COMPLAINTS:

The Institute is committed to providing a supportive environment to resolve concern sexual harassment as under:

- a) When an incident of sexual harassment occurs, the victim of such conduct can communicate their disapproval and objections immediately to the harasser and request the harasser to behave decently.
- b) If the harassment does not stop or if victim is not comfortable with addressing the harasser directly, the victim can bring their concern to the attention of the Committee for redressal of their grievance

- c) In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- d) In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Committee.
- e) The management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
- f) Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the Committee shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive ac

DISCIPLINARY ACTION:

Where any misconduct is found by the Committee, appropriate disciplinary action shall be taken against the accused. Disciplinary action may include transfer, withholding promotion, suspension or even dismissal or any other action as may deem fit by the Committee. This action shall be in addition to any legal recourse sought by the Complainant.

CONFIDENTIALITY:

All information received shall be kept confidential. Any person (including witnesses) who breaches confidentiality shall be subject to disciplinary action.

PROTECTION AGAINST RETALIATION:

Regardless of the outcome of the complaint made in good faith, the employee lodging the complaint and any person providing information or any witness, will be protected from any form of retaliation. While dealing with complaints of sexual harassment, the committee shall ensure that the Complainant or the witness are not victimized or discriminated by the accused. Any unwarranted pressures, retaliatory or any other type of unethical behaviour from the accused against the complainant while the investigation is in progress should be reported by the complainant to the complaints committee as soon as possible. Disciplinary action will be taken by the Complaints Committee against any such complaints which are found genuine.

MISCELLANEOUS:

All proceedings, including the statements and other material adduced as evidence before the Committee shall be strictly confidential. The Committee shall take all steps to ensure that the parties before it and their representatives shall maintain strict confidentiality in all respects.

- a) The decision of the Committee on any matter within its competence shall be considered final and no appeal / challenge to the same shall lie to any person.

- b) The Management shall scrutinize the report and recommendations of the Committee and take appropriate action against the guilty person in accordance with the Guidelines, Policy, and gravity of the behaviour disclosed in the Committee's report.
- c) In case the conduct disclosed in the Committee's report is of a nature that amounts to a criminal offence under the law of the land, appropriate action shall be initiated by the Management, for making a police complaint in respect of the same.
- d) The Management shall scrutinize the report and recommendations of the Committee and take appropriate action to provide the victim with necessary psychological, emotional and physical support.
- e) In case of sexual harassment of any woman employee by any person not employed by company, the Management shall take all steps necessary and reasonable to assist the affected woman employee in terms of providing her with psychological, emotional and physical support and enabling her to take recourse to the law.

QUARTERLY & ANNUAL REPORT:

The chairperson of committee shall furnish consolidated quarterly report after the meeting held by the committee members on every quarter with the below details:

- Number of cases,
- Date of complain,
- Allegation in brief,
- Present status of case
- Any order pass by the disciplinary authority with date
- Or if not, Nil report

The committee shall in each calendar year, prepare & submit report to the employer with the following details:

- Number of complaints of sexual harassment received in the year
- Number of complaints disposed of during year
- Number of cases pending
- Submission of reports with no issue raised during the year.

Durga Hall/ Eklavya Hall

HOSTEL RULES

General

1. I.T.S Education Group has four Campuses in Delhi NCR and students from far and wide come to study in the Institutions imparting high quality and first-rated education in Dental Studies, Management, Computer Science, Pharmacy and Physiotherapy. The Campuses offer good quality residential accommodation in hostels to students who wish to pursue their undergraduate and post graduate studies while staying in the hostels provided for their safety, comfort and convenience.
2. A safe, congenial and student friendly environment is provided to both girls and boys in separate hostels with hostel rooms which are furnished, serviced with hot water in winters, hygienic washrooms, lady wardens for girls hostel, security arrangements and CCTV surveillance. There is peace of mind for parents who wish for an amicable, enjoyable and safe environment for their children in a hostel.

Accommodation

3. Accommodation in single occupancy and sharing basis is provided for both girls and boys in separate buildings with facilities of hygienic washrooms, almirahs, study tables and chairs, and running hot (time and season specific) and cold water.
4. The rooms are well ventilated and serviced with housekeeping and 24x7 drinking water facilities. Every hostel has a dining hall with a kitchen which provides wholesome meals for the students.
5. Warden is present at all times ensuring meticulous administration, timings and discipline.
6. Use of Desert Coolers and air-conditioners are allowed with associated usage charges, as applicable.
7. Laundry services are provided in specified Campuses.
8. Cooking and use of heavy electrical appliances in the rooms are not permitted.
9. Unauthorised electrical extensions and tampering of wiring and plumbing lines is not expected from students and in case done may lead disciplinary action.
10. No outsider, visitors and day scholars/students are allowed inside the hostel rooms.
11. Parents under exceptional circumstances may be permitted after a written request is submitted by the parents stating specific reasons for the purpose of the visit to the accommodation. The warden will use discretion with respect to timings, convenience and comfort level of other students in the hostel and deliberate on the urgency and compulsion of such request before permitting such entry. The warden will keep the Registrar and/or Director/Principal/Vice-principal informed at all times when accepting such requests.

12. Large amount of cash, jewellery and other valuable items should not be kept in the hostel room. Safe custody of personal belongings and items will be the responsibility of the student.
13. Revelry, party and loud music are not permitted in the hostel premises. Specific group activities, if permitted, by the Director/Principal will be under directions and supervision of the warden who will be given the protocols, conduct and safety rules in writing.
14. Personal televisions and music systems are not permitted.
15. Use of personal gadgets which cause disturbance to fellow students will be avoided.

Mess

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

Medical

27. Suitable arrangements have been made to attend to medical requirements of the students who are staying in the hostels.
28. Transport is made available should there be a medical requirement of sending a student outside the Campus for treatment.
29. Pre-existing medical condition of any student must be declared at the time of opting and occupation of hostel room including list of medicines that any student would be taking at the time of occupation of hostel room.
30. Any expenditure on medical attention required and treatment of any student will

have to be borne by the student and her/his parents or guardians.

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

Occupation and Vacation of Hostel Room

32. Allotment of hostel room to a student can be considered after completing the documentary procedures and filling up the application forms which have been attached as Annexure.
33. Application forms will be considered after the hostel fees have been paid in full.
34. Allotment of hostel room is discretionary and rights of admission into hostel rooms are reserved.
35. There are no agreements and rights to occupancy or tenancy with respect to stay permitted in hostel rooms.
36. Preferences to particular rooms will not be entertained and will be done at the discretion of the College.
37. The dates of occupation is generally 02 (two) days prior to commencement of the academic course to which the student has enrolled and vacation is within 03 (three) days of the last day of the course.
38. Exception to the number of days as mentioned in paragraph 37 above is solely the discretion of the College and cannot be demanded as a right.
39. A hostel room once allotted and occupied can be considered as vacated only after 'no dues and associated documentation have been completed by the student.
40. College reserves the right to consider vacation of the hostel room by a student based on disciplinary issues, if so created or indulged in by a student whether related to the stay in the hostel or otherwise.
41. Permission to stay during summer internship programs (SIP) will be taken in writing and additional hostel charges will apply as applicable in respective Campuses.
42. Extensions in stay unless authorised by College Authorities may be permitted after due processing of request application with genuine reasons have been completed and permission in writing has been obtained.

Attendance, Outpass Timings and Leave

43. Attendance timings both in the morning and evening will be communicated through Circulars/Notices and displayed on the notice board of the hostel by the respective wardens.
44. The morning outpass time and return time for working/class days and holidays/Sundays will be decided by Director/Principal of the College, communicated through Circulars/Notices and displayed on the notice board and regulated by the warden.
45. Procedures for obtaining out-passes will also be decided on the directions of the Director/Principal of the College.

46. Late arrival and absent reports may invite disciplinary procedures and action against the student and may also lead to withdrawal of hostel facility to the student.
47. Overnight out-pass and leave will be based on written applications and/or communication requests made by parents/guardians of the student. Approval of overnight outpasses and leave will be discretionary and based on the time of request and safety issues. Date and time by which such requests are to reach the Dean Students Welfare (DSW)/Administrator/Registrar/Warden will also be directed by the Director/Principal so that adequate time is available for processing the request for out-pass/leave.
48. Attendance marking and the time/timings for it in a 24-hour cycle will be announced with the directions given on the subject by Director/Principal of the College.
49. Timings for out-pass and reporting back timing from leave of absence will follow the same procedure as stated in paragraphs above.
50. Delay or deviation in attendance marking including non-adherence to timings by students residing in the hostel are matters of discipline and will be dealt with accordingly.
51. Daily outpass timings during class/working days, Sundays/holidays and in different periods/ seasons (summer and winter) will be directed by the Director/Principal.
52. The procedures specified by Director/Principal of respective Colleges for obtaining out passes will be followed and also that of applying for outstation leave.
53. Feedback form from parents/guardians will be deposited with the Warden on return to the hostel.
54. Return from leave of absence must be before the gate closing time of the hostel. Entry beyond the gate closing time in the night or before gate opening time in the morning must be intimated and applied for in writing at least 24 hours before the arrival time, with valid reasons.
55. Wardens will ensure that all required entries in registers maintained for the purpose of out pass and leave is updated on a daily basis.
56. Travel during leave of absence or term break or end of course without being accompanied by parents/guardians must necessarily be authorized by parents in writing. Wardens are required to ensure that necessary permission is available on records before permitting such travel.

Guests and Visitors

57. Visitor and guest timings will be announced and displayed on the notice board.
58. Parents and guardians will be requested to adhere to the visitor timings except when there are overriding compulsions.
59. Record of such visits and timings will be recorded along with contact details of visitors and guests including that of parents.
60. Arrival of visiting relatives, brothers and sisters should not be unannounced.

Hostel Charges and Payment

Hostel Charges and Payment

61. Accommodation on single and sharing occupancy with and without air conditioning/ air cooler is available with different charges as applicable for the period of stay which generally coincides with the academic course for which the student is enrolled.
62. The charges levied are all inclusive for all the services being provided in the hostel accommodation and are not split for different categories.
63. The payment for the entire duration of stay is chargeable before permission for occupation is issued.
64. The College reserves the right to refuse hostel accommodation for non-payment of charges as hostel accommodation relates to a paid facility with accompanying facilities and services with fixed and/or prepaid costs.
65. Security deposit refundable on vacation of hostel accommodation is mandatory and will not be adjusted against any other charges of the hostel or academic fee.
66. Occupancy of a single day in the hostel will equate to a full month's stay on account of fixed and prepaid costs already incurred to provide the accommodation, facilities and services to the student who has voluntarily opted for the hostel accommodation.

Withdrawal/Vacation of Hostel Accommodation

67. Procedure for obtaining 'No Dues' will mandatorily be followed when vacating or withdrawing from hostel accommodation.
68. Vacation date will be considered only after 'No Dues' have been obtained. Under no circumstances will vacation date precede the date of obtaining 'No Dues'. Exceptional circumstances only will be considered after receipt of application which cites valid reasons, from parents of the student. Verbal considerations and requests for waivers will not be acceptable.
69. Withdrawal or vacation due to issues of discipline will follow the same procedure unless otherwise authorized by the Director/Principal under exceptional reasons.
70. Reasons for vacation due to medical reasons will also follow the laid down procedure but due consideration will be given on the individual merit of the case.

Visitor Room

71. Visitor room is where guests and visitors of the students who reside in the hostel accommodation can be met for interaction and meeting during the visiting hours only.
72. Visiting hours are specified and displayed on the notice board of the hostel. All students are expected to acquaint themselves with the visiting hours and inform their guests and visitors accordingly.
73. Parents and guardians of the students will also be requested to meet their wards only during the visiting hours and in the visiting room arranged for the purpose.
74. Prior intimation of expected visits must be informed by the student to the Warden.
75. Warden will record the visits with full details and contact number of the visitors with

timing in a register.

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

Guest Room

77. All requests for guest room bookings will be done in writing and initiated by the parents/guardians. It may be noted here that guardians of the students are only those who have been mentioned officially with full residential address and contact numbers by the parents in the hostel admission form.
78. Guest room with applicable charges is available for use by guests who should be parents and guardians of the students residing in the hostel.
79. Guest room charges announced from time to time will be for boarding or for room occupancy only and will not include food and any other service.
80. Guest room charges are non-refundable and will be paid in full and in advance with the request for booking. Students are requested to ascertain availability of the guest room from the Warden before placing the request with the non-refundable booking amount in full.
81. Consumption of liquor, tobacco products, intoxicating substances and non-vegetarian food is strictly prohibited in the guest room.
82. Students of the College will not occupy the guest room. Any exception will only be done with prior permission initiated at least 24 hours in advance. The approval to such requests is subject to individual circumstance and will be an exception rather than an example for considering future similar requests.
83. Maximum duration of stay that maybe permissible in guest room is 03 (three) days. Check- in and check-out time for this purpose will be 2 PM and 11 AM respectively. Early check- in and late check-out extending not beyond 2 hours will be discretionary and subject to vacancy/booking/maintenance and upkeep requirements.
84. Damages to the guest room during the period of occupancy by guests are chargeable as extra.

Non-adherence to Hostel Regulations and Rules

85. Deviations and violations of hostel rules and regulations will be viewed seriously as a matter of discipline and appropriate action will be initiated.
86. The rules and regulations are subject to modifications and amendments form time to time and will be in accordance with directions given by College Authorities, at all times.
87. Damage to hostel property will have to be made good and if any student indulges in such disruptive activity then it may invite both disciplinary action and penal charges. In exceptional circumstances it may also lead to suspension and/or

expulsion.

Fines and Penalties

88. While penal charges are not remedial ways but any damage or loss incurred due to unwarranted and destructive activity will have to be compensated and hence charges will be levied.
89. The quantum of penal charges or fines will generally be commensurate to the damages incurred; severity and/or seriousness of the transgression which will be communicated to the student/s on occurrence and as per directions of College Authorities.

Miscellaneous

90. Any aspect with respect to hostel accommodation that are notified periodically by the College shall be deemed to be part of the hostel rules and read in conjunction with the standing instructions incorporated in the hostel rules.
91. Hostel admission forms and related documents of different Colleges of I.T.S will be amended to meet requirements of that particular Institution. As an example, the Annexure to this document lays out a general standardised format of forms that may be used. Respective College Administrator/Registrar/Admin Officer may use the forms already in use or incorporate necessary amendments after obtaining due approval from College Authorities.

GENERAL RULES

1) Hostel Management Committee/ Mess Committee

To oversee hostel operations and maintain a healthy living environment, a Hostel Management Committee is constituted in the Campus. Primary objective of the committee is to keep a check on daily issues regarding dining infrastructure, housekeeping, mess facilities etc.

Roles and Responsibilities:

- To ensure smooth and timely operation of Mess and verify the quality of food being served.
- To ensure that the menu is followed and no changes are incorporated without approval of the Authority
- To facilitate the redressal of grievance of residents and communicate the same to the Authorities.
- To keep a check on hostel and mess related issues
- To organize events in hostel

Following constitutes the Hostel & Mess Committee for the session 2022-23.

S. No	Name	Course	Mob No
1	Prof. Ashutosh Sharma	Faculty In-charge Boys' Hostel	8447744077
2	Prof. Aastha Shukla	Faculty In-charge Girls' Hostel	9559159669
3	Prof. Vikas Kumar	Faculty In-charge Boys' Hostel	7355960847
4	Prof. Vaijayanti Anand	Faculty In-charge Girls' Hostel	9911041718
5	Mr. Pankaj Kumar	Registrar	8447744054
6	Hostel Warden	Eklavya Hall	9211214984
7	Hostel Warden	Durga Hall	9058376387

The Committee shall meet with Student Mess Committee periodically and assess the areas which need improvement for betterment of students dining requirements.

2) Identity Card / Library Card

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

3) Fees & Payment Schedules

- a) The payments of fees for each term have to be made by the student in time as per the schedule given in admission brochure/ admission letter.

Hostel Fees

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

Mode of Payment of Fees

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

Late Fee Fine

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

- b)** Late payment of fee may be accepted upto 2 weeks after the due date of payment along with a fine @ Rs.100/- per day for each day including Saturday, Sunday and holidays.

- c)** Student who fails to pay an installment of fees after 2 weeks from the due date of payment, will not be allowed to sit in classes or any forthcoming mid-term/end-term examination, and/or their result will not be declared, unless they clear their dues. The decision of the Director will be final in this case.

- d)** The results of the first year PGDM student who fail to clear all the dues (including the late fees) will be withheld. The Diploma of the second-year student, who fail to clear all dues (including the late fees), will be withheld.

Fees once paid will not be refunded under any circumstances.

Final Clearance

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

KNOWLEDGE RESOURCE CENTRE (LIBRARY)

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

Online Databases

1. CAPITALINE PLUS SOFTWARE
2. PROQUEST E-BOOKS BUSINESS COLLECTION (28,000+ e-books)
3. EBSCO Business Source Elite (1100 e-journals)

Library Membership Rules

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

Library Timings

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

Circulation Rules for Book/Journal/Non-Print Material

1. Borrowing facilities are available to the member of the Library against Library card to them. Books are issued through the counter on presenting the library card. The borrower card is nontransferable.
2. New arrivals of the books and new edition to library Magazines/Journal will be kept on display in the display shelf, afterwards it will be available for borrowing as per rules. This list is also e-mailed to all faculty members each month.
3. New additions can only be issued after technical processing (Accessioning, classification, cataloguing and clearance of bills) has been completed.
4. For renewing, it is necessary that the book be presented at the counter renewal is not automatic. If there is a pending demand for the book, the request for renewing may not be accepted by the library.

5. If any document is available as single copy, the same will not be issued and can only be consulted with in the library.
6. Users can avail photocopy facility within the Institute campus by depositing the library card to the library staff concerned. Library card will be returned once the books/periodicals are obtained back from the users.
7. Newspapers are not allowed to be taken out of the library.
8. The librarian can refuse to issue fresh books to those possessing books which are already overdue.

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

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

GENERAL RULES

1. All library users must sign in/out register available with the attendant at the Gate.

2. Users must carry their Library card with them to enable checking by Library staff, if and when required.
3. Users should maintain decorum of the library and should not disturb others. Smoking, eating, talking, chewing, and usage of mobile phone are strictly prohibited in the library.
4. While entering the library users should leave their personal belongings such as bags, personal books, helmets etc. at the property counter at own risk. However, purses, calculators and such other costly items should not be left at the counter.
5. I.T.S SOM Library follows an open access system. Book and other material taken from the library stack should not be re stacked by the readers. These should be handed over to the library staff on duty. Remember a book misplaced is a book lost until traced.
6. Users of the library should not deface, mark, cut, mutilate or damage the reading material in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage. In case a person repeats the offence his/her library card would be impounded and the membership terminated summarily.

CONVOCATION

- 1) Post Graduate Diploma in management will be awarded to such student who in the judgment of the faculty and examination committee have fulfilled all conditions and requirements for the same. The diploma will be awarded at the Institute's Annual Convocation.
- 2) All the student qualified for the diploma shall attend the Convocation and must confirm their participation to the APO. All student seeking diploma must clear all the dues and submit the clearance from various departments on a prescribed form, well in advance before the Convocation.
- 3) **Medal Awards**
 - a) Medals are awarded to the overall toppers category and specialization wise toppers category.
 1. **Gold Medal:** Gold Medal is awarded to the graduating Student who ranks first in academic performance in the PGDM programme.
 2. **Silver Medal:** Silver Medal is awarded to the graduating student who ranks second in academic performance in the PGDM programme.
 3. **Bronze Medal:** Bronze Medal is awarded to the graduating student who ranks third in academic performance in the PGDM programme.
 - b) Medals are also awarded to the graduating student who rank first in the following specialization areas:
 1. Marketing Management
 2. Financial Management
 3. Human Resource Management
 4. International Business
 5. Business Analytics
 6. Operations management



Policy for issuing duplicate PG Diploma/ Grade Card

- c)** The Institute will issue a duplicate Diploma/ Grade Card only in the case where the original is lost or damaged. In case of loss of original Diploma/ Grade Card, the Student shall have to furnish an affidavit and/ or a copy of FIR reporting that the original diploma/ Grade Card is lost. In case of damaged diploma/ Grade Card, the Student shall have to submit the damaged Diploma/ Grade Card.
- d)** The duplicate Diploma/ Grade Card will be issued on letter head of the Institute and the present Director and the programme Chairperson will sign on it.
- e)** An amount of Rs.1000/- will be charged for the issue of duplicate Diploma/ Grade Card.

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



Canteen and Cafeteria

This policy applies to the operation of the college canteen, ensuring the availability of nutritious, affordable, and quality food. It is designed to meet the needs of students, staff, hostel residents, and visitors.

Objectives

To provide good quality and timely food to students and staff. To maintain hygiene standards in food preparation and serving. To ensure affordable pricing of food items in line with college management approvals.

Procedure

Canteen Operation and Contractor Management

- The canteen is outsourced to a professional contractor who is responsible for the day-to-day operations, including staffing, procurement of raw materials, and food preparation.
- The contractor operates under the supervision of the college management through the Administrative Coordinator.
- The canteen must adhere to all guidelines related to hygiene, cleanliness, and safety as per government and food safety regulations.
- Regular inspections are conducted by the Administrative Coordinator and Hostel Warden to ensure compliance.

Pricing and Menu Approval

- The prices of food items are reviewed and approved by the college management on a periodic basis.
- The menu is designed to offer a variety of nutritious and cost-effective meals, catering to the needs of students and staff.
- The canteen contractor must propose any changes in menu or pricing to the management for approval.

Monitoring:

The canteen food quality and service standards will be monitored regularly by the management, Hostel Warden, and Administrative Coordinator. Spot checks will be conducted periodically to ensure food safety, hygiene, and quality standards are maintained.

Health and Safety Standards

- The canteen contractor is required to comply with all food safety standards as prescribed by law, ensuring that all food is prepared in clean and sanitary conditions.
- Canteen staff must undergo regular health check-ups to ensure they are fit to handle food, and hygienic practices must be strictly followed.
- All equipment and utensils used in the canteen must be properly sanitized.

Student Driven Clubs of Extra Curricular Activities

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

Academic Club

- IT-Digitalytics Club
- Finance – Finvest Club
- HR – Oppo Makers
- Marketing -Marrecus
- Operation-Sankriya Club

Non-Academic Club

- Sports– Statesman Club
- Social Media Club(Digital Den)
- CSR - Parivartan Club
- CSR-Utthan Club
- Cultural Club

**I.T.S School of Management
Mohan Nagar, Ghaziabad**

Academic Calendar: 2025-26

PGDM (2025-27) Batch

1st Trimester

Event	Date
Orientation Programme	07 th -11 th July,2025
Bridge Classes	14 th -18 th July,2025
Industry Visit	16 th ,17 th & 18 th July,2025
Commencement of classes (I Trimester)	24 th July, 2025
Fresher's Party	22 nd August,2025
PGDM Alumni Meet	13 th September,2025
Convocation Ceremony of PGDM (2023-25)Batch Tentative	21 st September, 2025
Durga Navmi & Dusshera Vacation	1 st – 2 nd October, 2025
Marketing Summit	4 th October,2025
End of classes (I Trimester)	7 th October,2025
End Trimester Exams (I Trimester)	9 th -18 th October,2025
Deepawali Vacations	20 th -26 th October, 2025

2nd Trimester

Commencement of Classes (II Trimester)	27 th October, 2025
Result Declaration (I Trimester)	12 th November, 2025
SIP Competition	14 th November,2025
HR Conclave	29 th November, 2025
Re-appear Exam of I Trimester	24 th Nov -1 st December,2025
Industry Visit	In the month of November/December
Specialization Briefing Session	15 th December,2025
Research Conclave	20 th December, 2025
Social Immersion Project	29 th Dec,2025- 3 rd Jan,2026
International Conference	16 th & 17 th January, 2026
End of classes (II Trimester)	23 rd January, 2026
End Trimester Exams (II Trimester)	27 th January- 4 th February ,2026

3rd Trimester

Commencement of classes (III Trimester)	5 th February, 2026
Business Summit	21 st February, 2026
Result Declaration (II Trimester)	24 th February, 2026
Holi Holidays	2 nd -5 th March,2026
Re - appear Examinations (II Trimester)	10 th – 13 th March,2026
Annual PG Fest – WYSIWYG*	20 th -21 st March,2026
Media Conclave	4 th April,2026
Foreign Tour (PGDM: 2025-27)*	To be announced
Startup Conclave & Business Plan Competition	18 th April, 2026
Farewell to PGDM (2024-26)	24 th April,2026
SIP Related workshops (III Trimester)	2 nd May,2026
End of classes (III Trimester)	15 th May,2026
End Trimester Exams (III Trimester)	18 th -26 th May,2026
SIP of PGDM (2025-27) batch	1 st June – 31 st July,2026
Result Declaration (III trimester)	20 th June, 2026
International Yoga Day	21 st June, 2026

* Tentative

** Examination dates may vary, depending upon status of course coverage.

Student Support Policy

The purpose of the Student Support Policy is to set out the nature and scope of support services available to all students. This policy outlines the support processes, mechanisms and services designed for a diverse cohort of students to enable student progression, student achievement of learning outcomes and ultimately enable student success.

Orientation:

In the week preceding the commencement of classes, the Institute organizes several days of orientation and induction for all new students. Students are also provided with information that sets out student responsibilities and code of conduct including expectations of behavior, academic integrity, academic progress and attendance.

Participation in the Orientation Program is mandatory for all new students. Students are also encouraged to participate in the activities conducted in the Program to introduce them with the Institute Offering. Orientation is more than an introduction—it is the foundation for a successful academic journey. By participating, students gain essential knowledge, develop confidence, and begin to form lasting friendships and networks that enrich their university experience.

Orientation also provides opportunities for students to interact with faculty members, administrative staff, and fellow students. These interactions help build confidence, encourage a sense of belonging, and promote the formation of friendships and peer networks that contribute to a positive university experience.

Scholarship Scheme

The Institute offers various Scholarships to recognize academic excellence, encourage meritorious students, and provide financial support to those in need. The scheme aims to ensure that deserving students are able to pursue their education without undue financial burden.

Scholarships may be awarded on the basis of academic performance or other criteria as prescribed by the institution in Admission Boucher. Eligible students are required to meet the specified academic standards and comply with all terms and conditions associated with the award.

Details regarding available scholarships, eligibility criteria, application procedures, and deadlines are communicated through official notices and the institutional website. Students may be required to submit supporting documents and maintain satisfactory academic progress to continue receiving scholarship benefits.

The Institute reserves the right to review, modify, suspend, or withdraw scholarships in accordance with institutional policies. Students are encouraged to regularly check official communications and contact the designated office for guidance and clarification regarding scholarship opportunities.

The Scholarship Scheme reflects the institution's commitment to promoting equity, excellence, and access to education for all students.

Career Counselling and Personality Development Cell

The **Career Counselling and Personality Development Cell (CCPDC)** is established to support students in making informed career choices and to enhance their overall personality, employability, and life skills. The Cell acts as a guiding platform to help students identify their strengths, interests, and goals, and to prepare them for academic excellence, professional success, and responsible citizenship.

Objectives

- To provide systematic career guidance and counselling to students.
- To help students identify suitable career paths based on aptitude, interest, and ability.
- To enhance personality traits such as confidence, communication skills, leadership, and professionalism.
- To bridge the gap between academic learning and industry expectations.
- To prepare students for higher education, competitive examinations, and employment opportunities.

Functions and Services

- **Career Counselling Sessions:** One-to-one and group counselling to guide students in career planning and decision-making.
- **Aptitude and Personality Assessment:** Identification of strengths, interests, and skill gaps through structured assessments.
- **Personality Development Programs:** Training in communication skills, interpersonal skills, time management, stress management, and emotional intelligence.
- **Soft Skills and Employability Training:** Workshops on resume writing, interview skills, group discussions, workplace etiquette, and professional ethics.
- **Higher Education and Competitive Exam Guidance:** Information and mentoring for national and international examinations, scholarships, and study opportunities.
- **Industry Interaction and Expert Talks:** Guest lectures, seminars, and webinars by industry professionals, alumni, and career experts.

Activities

- Workshops and training programs on personality development and career readiness
- Mock interviews, group discussions, and presentation practice
- Career awareness programs and counselling camps
- Motivation and leadership development sessions
- Collaboration with placement cell, alumni association, and industry partners

Student Participation

All students are encouraged to actively participate in the programs and activities organized by the Cell to maximize their personal and professional development.

SOCIAL MEDIA POLICY

1. When posting to any social media side, communicating with members of the I.T.S SOM community or discussing the Institute on any website, even through your personal account or using your own phone, computer or other device without using the Institute's network or equipment remember that laws and I.T.S policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of confidential and private information apply to communicated by all the students.
2. Posts on social media sites should protect I.T.S SOM's Institutional voice by remaining professional in tone and in good taste.
3. Do obey the "Terms of Service "of any social media site or platform in which you participate.
4. Do not use social media to harass, threaten, insult, defame or bully another person or entity, to violate any Institute policy, or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of crimes or fraud.
5. Do not post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious.
6. Do not use the I.T.S name, logo or trademarks for promotional announcements, advertising, product-related press releases or other commercial use, or to promote a product, cause or political party or candidate.
7. Do not attempt to mask your identity or attributes your comments to another person (real or fictitious).
8. Do not spread gossip, rumors, or other unverified information. Furthermore, do not assume that everything posted on a social media side is true.
9. Do not insult, disparage, disrespect or defame the Institute or members of the I.T.S SOM community.

Alumni Association

The Alumni Association serves as a vital link between the institution and its graduates, fostering lifelong relationships that support the growth and development of both alumni and current students. It provides a platform for alumni to stay connected with their alma mater and contribute meaningfully to its academic, cultural, and professional advancement.

Objectives of the Alumni Association

- To strengthen ties between alumni, students, faculty, and the institution
- To encourage alumni participation in academic, professional, and social activities
- To support students through mentoring, career guidance, internships, and placement opportunities
- To promote the institution's values, achievements, and reputation
- To facilitate alumni contributions toward institutional development and student welfare

Membership

All graduates of the institution are eligible for membership in the Alumni Association. Membership may be automatic upon graduation or obtained through registration as per institutional guidelines.

Activities

The Alumni Association organizes a variety of activities, including:

- Alumni meets, reunions, and networking events
- Guest lectures, workshops, and career talks by alumni
- Mentorship programs for current students
- Support for academic, cultural, and extracurricular initiatives
- Collaboration with the institution on developmental projects

Benefits to Students

Through the Alumni Association, students gain access to:

- Professional mentoring and career guidance
- Industry exposure and networking opportunities
- Internships, training, and placement support
- Insights into higher education and career pathways

Such interactions provide valuable learning experiences and help build professional relationships that extend beyond graduation. The Alumni Association plays an important role in nurturing a strong institutional community and inspiring students to remain connected and contribute as future alumni.

KEY WORDS USED

- 1. Institute:**
Institute stands for I.T.S School of Management, Mohan Nagar, Ghaziabad.
- 2. PGDM Programme:**
PGDM Programme is the two year, full time, AICTE approved programme.
- 3. Credit:**
3 credits are equal to 30 hours/ 20 sessions. The Student must be careful to see that he/she completes the required credits before a degree can be awarded.
- 4. Core Course:**
These courses are compulsory for all student regardless of their specialization.
- 5. Elective Course:**
Elective courses are offered in particular area/s of specialization. Student can take these depending on their career interest. An elective course can be of 3 or 1.5 credits. Student have to select these electives depending on their interests, subject to rules.
- 6. Term/Trimester:**
An academic year is divided into 3 terms each spreading over approximately 10-12 weeks. Two year programme consists of six trimesters.
- 7. Term Grade Point Average (TGPA):**
This is the indicator of the performance of a student in any particular term. It is the weighted average of all the numerical grades obtained in all the courses in the term.
- 8. Cumulative Grade Point Average (CGPA):**
This is the indicator of the performance of a student for all the terms preceding and up to the term. It is the weighted average of all the courses taken by the student up to the term.
- 9. "F" Grade is defined as Fail.**