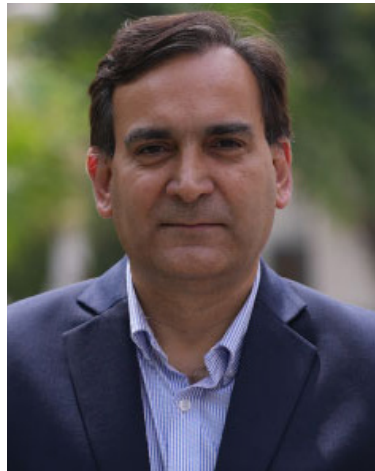IMT GHAZIABAD

POST GRADUATE DIPLOMA IN MANAGEMENT STUDENT HANDBOOK FOR 2023-25

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MESSAGE FROM THE DEAN ACADEMIC'S DESK

Dear Students,

Welcome to Institute of Management Technology, Ghaziabad (IMT) and a great journey of learning ahead. The institute really looks forward to engage with the students in our verdant campus. As you may be aware, IMT is accredited by AACSB, putting us amongst the category of leading B Schools across the globe. Our partnerships with leading global business schools provides students access to international faculty and immersion programs. This handbook describes the details of different full time programs that include PGDM, PGDM (Marketing), PGDM (Finance), PGDM (BFS) & PGDM (DCP). The spectrum of programs offered by IMT re-enforce each other and the competitive environment in academics as well as co-curricular and extracurricular activities prepares the students for succeeding in the corporate world. This handbook describes the academic curriculum and rules and regulations to be followed by all the students. The handbook also describes the rules of class attendance and discipline norms and code of conduct. I request you to please thoroughly read and completely adhere to the same.

Development of the Course Architecture of each Program goes through a very thorough review process with inputs from various stakeholders including industry and academia. The aim is to keep each program contemporary and in alignment with industry requirements while at the same time balancing the academic rigor and knowledge to be imparted to the students. The delivery of each course may take various forms that include classroom lectures, case study discussions, student presentations, projects & assignments, simulations, workshops & industry guest lectures.

Each course has well defined learning outcomes and assessment methodology in order to maintain the academic rigor of the program. In order to score well in each course, students need to score well in each and every parameter of assessment. This is essential to achieve the overall learning outcomes and requires full participation by the students in each and every session of the course. The institute library provides access to a vast selection of books, magazines, journals, e-books, e-journals and various electronic databases. It's a unique treasure whose value increases as more and more students draw knowledge from it. I highly encourage the students to utilize our vast library resources.

IMT is proud of its over 40 years of legacy in terms of its extensive and global alumni network who support the institute in terms of mentoring, industry interaction, projects, internships & placements. In order to develop a well balanced personality as future leaders, the institute provides you a huge opportunity in terms of the large number of co-curricular and extra-curricular activities and events organized by the various clubs and committees. I encourage the students to fully participate in as many of these activities and events as possible. Wishing you the very best.

Dr. Amit Sareen
Dean (Academics)

MESSAGE FROM THE PGDM CHAIRPERSONS' DESK

Dear Students,

We congratulate you, your parents and teachers for your academic journey and reaching a level of getting admission in a prominent business school of India.

Another phase of your life starts here as now you will learn by doing. As you embark on this two-year journey, you will come across multiple challenges wherein you will be required to test your limits. Be it performing well in courses or grabbing an internship/placement offer in your dream company, you would be required to make that extra effort which justifies your candidature for the aspired rank in the course or coveted offer in the company. MBA is application oriented. Hence your learning will be in a simulated environment. Learning will be through case studies, workshops, simulations, projects, summer internship etc. At each and every point, be it inside the class or outside, you are a decision maker. You have to put yourself in the shoes of a decision maker. Teamwork plays a very important role here. Each member of the team has some unique strength. We as human beings have our weaknesses too. A synergy is created when we work in a team. We learn from each other. It's not only about working on some assignment or project. You have to learn to manage the team and work with each other. Differences may be there but your learning will be incomplete if you do not settle the differences. Ultimately you have to submit the best work.

The journey can be very engaging, enriching, and at times enervating. Your faculty, the institute's staff, and peers would be your source of strength in the eventful journey.

With ample challenges and learning opportunities abound at IMT Ghaziabad, there would also be moments of fun and festivity. Work hard, enjoy, and grab every opportunity that comes your way in this journey. Your expedition at IMT Ghaziabad should be rejuvenating, redefining, and thus worth recollecting in retrospection. You have to prepare yourself for the ever dynamic world.

In the business world, the more you drive positive change, the more enhanced is your business model.

Gear up for this roller coaster ride that awaits you, and leave no stone unturned to etch your name in the rich records of this institute. Leave your golden mark on the institute's legacy!

Prof. Barnali Chaklader   Prof. Gurmeet Singh
Chairperson – PGDM   Co-Chairperson–PGDM

MESSAGE FROM THE DCP CHAIRPERSONS' DESK

Dear Students,

Welcome to the PGDM-Dual Country Program at the Institute of Management Technology, Ghaziabad & Dubai! We are thrilled to be a part of this exciting journey which awaits you. As you embark on this path of knowledge building and personal growth, surrounded by a community of like-minded individuals, we assure you of moments brimming with possibilities, and the promise of a bright future. This optimistic is palpable in the air on campus and we hope it would fill you with hope and enthusiasm to embark on this life changing journey.

Our program offers a unique environment that fosters both personal and professional development. Over the course of two years, you will have the access to a wide range of opportunities, including case competitions, live industry projects, specialized specializations, networking events, and connections with industry professionals and fellow students. During the time spent at the Ghaziabad and Dubai campuses, you will be exposed to diverse opportunities that will greatly support your success in your chosen career path. An ideal example of these are the live-industry projects, a distinctive feature of our dual country program, which will provide you with hands-on learning experiences, allowing you to apply theoretical knowledge to real-world situations, sharpen your critical thinking skills, and gain a competitive edge in the job market.

We are proud to announce that the PGDM-DCP program has recently been restructured to offer you a multitude of benefits intended to foster a global mindset among the students. Majority of the courses are now been taught by renowned international faculty members from across the globe, bringing a global perspective to your education. Additionally, you will have the opportunity to participate in summer internships in Dubai and attend talks by industry leaders who have extensive international experience. This program truly embraces an international outlook, extending your learning beyond the classroom and providing you a sustained exposure to a multicultural environment that sets you apart from your peers.

As you navigate this new environment, we encourage you to approach it with the right mindset and strategies. Take the time to meet new people, make the most of the available opportunities, and effectively manage your academic workload. We hope that the two years at IMT will be fruitful, and that you will graduate with invaluable learnings, a lifelong professional network, and the ability to succeed in both your professional and personal endeavours. By immersing yourself in this life altering journey, you will not only acquire knowledge and skills necessary to thrive in a fast-moving corporate environment, but hopefully, also develop a strong moral compass and a global perspective that will shape your future in the business world.

Let us embark on this remarkable journey together, fuelled by enthusiasm, determination, and a thirst for lifelong learning. We invite you to embrace the new experiences, opportunities, and resources that await you. Together, we can shape our future and make a positive impact in the business world.

Here's to the start of an incredible new journey!

Good luck, batch of 2023-2025.

Prof. Shawn Mathew   Prof. Neha Arora
Chairperson – PGDM DCP   Co-Chairperson–PGDM DCP

MESSAGE FROM THE BFS CHAIRPERSON'S DESK

Dear Learners,

Welcome to IMT Ghaziabad and the PGDM BFS (Banking and Financial Services) program.

PGDM BFS is a young program that began in 2019, with the aim of creating a differentiated, premium, specialized, offering catering to the huge demand for multiple skill sets within the BFS space. We are using the best of industry and academic resources in a program of continuous improvement with the goal of turning out industry-ready and valued students. In addition to IMT's renowned faculty, you will benefit from our international partner, Vlerick Business School, a highly rated Belgian business school accreditated by EQUIS, AMBA and AACSB, whose faculty will deliver, in person and online, a number of the specialized BFS courses.

BFS is one of the largest, most complex, regulated, visible, systemically important and growing sectors in India, as well as globally. It touches the lives of practically everyone in society, from the individual depositor to the institutional investor. The industry is also going through one of the most fundamental changes I have seen over 4 decades – from simple challenger banks all the way through to those questioning the very nature of money and creating crypto alternatives to fiat money!

We have regulators and policy makers who are keen to make this system robust, resilient, secure, competitive and well placed to serve the economic needs of society through good and bad times. We also have BFSI leading the charge to create the resources and markets to enable the world to meet the challenges of climate change and sustainability.

We begin this academic year in a very challenging global environment – inflation, disrupted supply chains, geo-political risks, de-globalization, inequality, climate change, sustainability risks, breakdown of trust in institutional and individual leadership, financial crime and misinformation. Yet, there are tremendous opportunities that technology and finance provide to make lives better for hundreds of millions of people around the world, many of whom have never had a bank account.

So who will survive and thrive in the BFSI world of tomorrow? It will be the **resilient, curious learners**, with a great work ethic. Which is what we are going to reinforce every day over the next two years with each and every one of you. We will teach you the skills you need, but not just that, because whatever you know will be less useful in three to five years. So we will try to teach you the **ability to think from first principles**, so that you can apply them to changed circumstances. We will teach you practice as well as history, because a good grounding in how we got here will be invaluable in helping you understand the present and imagine the future. We will show you how **technology and regulations are disrupting** the way things are done and in particular, we will integrate **data analytics and AI** into the subject. With this integrated approach, focused on both analytical and qualitative skills, grounded in practice and with a good awareness of the emerging landscape, we hope you will leave here in 2025, fully ready, not just for day one, but for leadership roles in the industry.

I fully expect that when you look back on your time here, it will be amongst the best years of your life. Bring an open mind, full focus, ability and willingness to utilize all the academic and non-academic resources you have at your disposal and most of all, develop your interpersonal skills. And we promise to make the learning as engaging, interactive, rewarding and fun as we possibly can.

Prof Anand Krishnamoorthi
Chairperson – PGDM BFS

IMT GHAZIABAD CAMPUS

1.1. Campus Highlights

Four decades of impeccable legacy: IMT Ghaziabad (IMTG) has done what people, organizations, and society as a whole strive for, to carve a legacy for itself. It is an arduous task that requires patience, perseverance, and above all, excellence. All these years, the institute has maintained a distinction among peers, a commanding degree of respect, and serves as a launchpad for some of India's brightest minds.

The world is shrinking, the corporate world even more so. IMTG has grown to understand the changing world and has implemented the drivers of this real change in its system through excellent faculty, state-of-the-art infrastructure, and culture to foster and encourage leadership in thought and action.

It is an underexplored thought that management goes beyond the technical aspects learnt to master science. The rigours of training and education underwent at IMTG encapsulate not only the curriculum of a typical management institution but also the holistic worldview that acts as a beacon for students to succeed.

IMTG encourages a plethora of activities to achieve this. These events, organized by its clubs and committees, represent an amalgamation of tradition and modernity, culture and otherwise. Such events provide an environment of learning through collaboration and competitions. As the economy grows and the market evolves to adapt to the technological changes, IMTG finds it prudent to follow suit and strategies accordingly. IMTG will continue to achieve the same laurels as it has in the past, thus consolidating the legacy every year to accomplish a mission, not of four decades of excellence but a century and further.

1.2. Infrastructure

Established in 1980, IMT Ghaziabad's 14-acre fully residential campus has emerged as one of its kind B-Schools in India. IMT Ghaziabad has a state-of-the-art infrastructure. The iconic academic building has a design that creates swirls that whirl, channelizing positive energy throughout, defining the importance of open space at IMT Ghaziabad. The newly constructed blocks have centralized air-conditioned classrooms with in-built projector and screen facilities. The infrastructure includes a state-of-the-art auditorium with a seating capacity of 570 students. Apart from this, the infrastructure comprises student hostels, mess, canteen, coffee stall (24x7), guest house, and parking area. The two-floor library, with its extensive collection of books on various subjects, is up to date with the most recent publications of magazines and journals. The entire campus is Wi-Fi enabled to ensure connectivity. The institute also has various sports facilities – a football and cricket ground, floodlit basketball court, badminton and volleyball court, and multipurpose gymnasium with table tennis to keep the students engaged. The amphitheatre at the heart of the campus is another major highlight of the campus. The greenery in and around the campus provides the required serenity of an academic institution.

1.3. Campus Life

Life at IMT Ghaziabad is a mix of studies and fun. The diversity of options inside IMT's classrooms is mirrored by the spectrum of opportunities for learning outside the class. Co-curricular and extra-curricular activities form a valuable part of the learning at IMT.

Students participate in activities organised by student clubs and committees, as they are provided with a residential facility on the campus. Clubs and committees of IMT Ghaziabad are encouraged to develop leadership skills. Students of IMT Ghaziabad participate in different B-School competitions organized by IMT Ghaziabad and other B-schools.

IMT provides lasting memories for a lifetime to its students with amazing campus life. One of the Institute's most distinctive characteristics is its close-knit and integrated residential community. Studying at IMT Ghaziabad opens up many career possibilities and is truly an enriching management experience.

1.4. Student Discipline

Prior permission must be obtained by the Head - Administration's office for any party that the students wish to organize on the campus. Only the Student Affairs and Welfare Committee (SAWC) members are authorized to seek permission from the above-said authorities' office. The party should necessarily get over by 10:00 P.M.

1.5. Accreditation and Ranking

IMT Ghaziabad is ranked 2nd amongst the private business schools in India by Times of India B School ranking, 2023. TOI ranked us 3rd in the overall category. Other prestigious rankings, by Business Today (2022-23) ranked IMT Ghaziabad 6th in the Private B School category and 14th in the overall category. Business World (2022-23) ranked us 4th amongst the private B Schools in India and 12th in the overall category. Further, we are ranked 9th in the private category by Career 360 B School ranking 2022-23 and 2nd by CSR-GHRDC in the year 2022-23. MBA Universe ranked us 16th in the overall category in the year 2022-23.

1.6. AACSB Accreditation

IMT Ghaziabad earned the coveted global accreditation from the Association to Advance Collegiate Schools of Business (AACSB) in April 2016. It was extended for another five years in 2021 based on the stellar record and performance of the Institute. It is a prestigious accomplishment for IMTG and is an endorsement of the high standard of our faculty, students, and academic processes. The alignment of IMTG's processes with the Standards laid down by AACSB signifies several features. The first and foremost is the Assurance of Learning. Each delivered course has well-defined learning objectives, and the students are assured of achieving these objectives. Secondly, IMTG follows a strategic planning approach that aligns the curriculum, pedagogy, research, and the business and community-related engagement of the Institute with the stakeholders, including the students, industry, alumni, and society. Thirdly, AACSB accreditation makes it easy to transfer credits earned at IMTG to other globally accredited business schools and vice versa. AACSB accreditation makes it imperative for IMTG to ensure alignment with its standards and demonstrate continuous improvement over the years.

PROGRAMME OF STUDIES

2

Programme Structure PGDM (2023 - 25) Batch

Foundation Term

SN	Subject	CP	Hours	Type	Area
1.	Spreadsheet Modelling	NC	15	F	ITM
2.	Case Learning Pedagogy	NC	12	F	MKT
3.	Quantitative Methods	NC	21	F	OPR
4.	Micro Economics	NC	21	F	EEP
5.	Personal Growth Lab	NC	9	F	HRM
6.	Critical and Analytical Thinking	NC	15	F	BC
7.	Experiential Learning Lab	NC	9	F	HRM
		0	102		

Term I

SN	Subject	CP	Hours	Type	Area
1.	Business Communication – I	1.5	15	C	BC
2.	Marketing Management – I	3	30	C	MKT
3.	Operations Management	3	30	C	OPR
4.	Organizational Behavior	3	30	C	HRM
5.	Financial Accounting	3	30	C	FIN
6.	Macroeconomics - Principles and Policies	3	30	C	EEP
7.	Management Information Systems	3	30	C	ITM
8.	Legal Aspects of Business-I	1.5	15	C	EEP
		21	210		

Term II

SN	Subject	CP	Hours	Type	Area
1.	Business Communication – II	1.5	15	C	BC
2.	Business Environment	3	30	C	EEP
3.	Business & Corporate Finance	3	30	C	FIN
4.	Marketing Management – II	3	30	C	MKT
5.	Managerial Accounting	3	30	C	FIN
6.	Supply Chain Management	3	30	C	OPR
7.	Human Resource Management	3	30	C	HRM
8.	Legal Aspects of Business – II	1.5	15	C	EEP
		21	210		

Term III

SN	Subject	CP	Hours	Type	Area
1.	Business Research Methods	3	30	C	MKT
2.	Strategic Management	3	30	C	SIE
3.	Core Elective #1	3	30	CE	
4.	Core Elective #2	3	30	CE	
5.	Core Elective #3	3	30	CE	
6.	Core Elective #4	3	30	CE	
		18	180		

Workshops

SN	Subject	CP	Hours	Type	Area
W1	Design Thinking and Innovation (TI)	2	20	C	SIE
W2	Data Science and Analytics (TII)	2	20	C	BA
W3	Entrepreneurship and New Venture (TIII)	2	20	C	SIE
		0	60		

Elective Tracks in following Areas:

1.	Marketing
2.	Finance
3.	Operations
4.	Human Resource Management

Personal Development Courses

A	Psychometric Assessment/Counselling Sessions	Aug-Sep
B	Industry/Company Lecture Series	Aug-Mar

Internship (Apr-Jun) (8-10 Weeks)

SN	Subject	CP	Hours	Type
1.	SIP/Company Project	3	--	C

Term IV

SN	Subject	CP	Hours	Type	Area
1.	Cross Functional Simulation	3	30	C	SIE
2.	Emerging Technologies and Sectoral Analysis	3	30	C	ITM
3.	Specialization Elective # 1	3	30	SE	
4.	Specialization Elective # 2	3	30	SE	
5.	Specialization Elective # 3	3	30	SE	
		15	150		

Term V

SN	Subject	CP	Hours	Type
1.	Specialization Elective # 4	3	30	SE
2.	Specialization Elective # 5	3	30	E
3.	Specialization Elective # 6	3	30	E
4.	Specialization Elective # 7	3	30	SE
		12	120	

Management Project in Term V & VI

1.	Sustainability and Social Responsibility Course (Field work based)	3	30	C

Term VI

SN	Subject	CP	Hours	Type
1.	Specialization Elective # 8	3	30	SE
2.	Free Elective Courses	9	90	FE
		12	120	

Professional Development Courses

C	New Emerging Technologies Series	Aug – Sep
D	Leadership/CxO Series	Aug - Mar

Total Credits	111
Core Courses credits	63
Core Elective (Track) Courses Credits	12
Specialization Electives Credits	24
Free Elective Credits	9
Total Credits for Major	24
Total Credits for Minor	12
Total Credits Equivalent for Workshops	6

*Note: The programme architecture is tentative and it can be changed depending on Institutional requirements.

Programme Structure PGDM DCP (2023 - 25) Batch

Foundation Term - IMT Ghaziabad

SN	Subject	CP	Hours
1.	Spread Sheet Modelling	NC	15
2.	Case Learning Pedagogy	NC	12
3.	Quantitative Methods	NC	21
4.	Micro Economics	NC	21
5.	Personal Growth Lab	NC	9
6.	Critical and Analytical Thinking	NC	15
7.	Experiential Learning Lab	NC	9
		-	102

Term I - IMT Ghaziabad

SN	Subject	CP	Hours
1.	Business Communication – I	1.5	15
2.	Marketing Management – I	3	30
3.	Operations Management	3	30
4.	Organizational Behavior	3	30
5.	Financial Accounting	3	30
6.	Macro Economics Principles and Policies	3	30
7.	Management Information Systems	3	30
8.	Legal Aspects of Business – I	1.5	15
		21	210

Term II - IMT Dubai

SN	Subject	CP	Hours
1.	Business Communication – II	1.5	15
2.	Business Environment	3	30
3.	Business & Corporate Finance	3	30
4.	Marketing Management – II	3	30
5.	Managerial Accounting	3	30
6.	Supply Chain Management	3	30
7.	Human Resource Management	3	30
8.	Legal Aspects of Business – II	1.5	15
		21	210

Term III - IMT Dubai

SN	Subject	CP	Hours
1.	Business Research Methods	3	30
2.	Strategic Management	3	30
3.	Specialization Track Course # 1	3	30
4.	Specialization Track Course # 2	3	30
5.	Specialization Track Course # 3	3	30
6.	Specialization Track Course # 4	3	30
		18	180

International Internship- (Apr-Jun) (8-10 Weeks)

SN	Subject	CP	Hours
1.	SIP/Company Project	3	--

Term IV - IMT Dubai

SN	Subject	CP	Hours
1.	Specialization Course # 5	3	30
2.	Specialization Course # 6	3	30
3.	Specialization Course # 7	3	30
4.	Specialization Course # 8	3	30
5.	Specialization Course # 9	3	30
		15	150

Term V - IMT Ghaziabad

SN	Subject	CP	Hours
1.	Specialization Course # 10	3	30
2.	Specialization Course # 11	3	30
3.	Specialization Course # 12	3	30
4.	Specialization Course # 13	3	30
5.	Specialization Course # 14 (AQF)/ Industry Project - I (ITL & IBM)	3	30
		15	150

Term VI - IMT Ghaziabad

SN	Subject	CP	Hours
1.	Specialization Course # 15	3	30
2.	Specialization Course # 16	3	30
3.	Specialization Course # 17	3	30
4.	Specialization Course # 18 (AQF)/ Industry Project - II (ITL & IBM)	3	30
		12	120

Workshops - IMT Ghaziabad

		CP	Hours
W1	Design Thinking and Innovation (TI)	2	20

Workshops - IMT Dubai

W2	Data Science and Analytics (TII)	2	20
W3	Entrepreneurship and New Venture (TIII)	2	20
W4	Mathematics for Finance (Only for AQF) (TIII)	NC	20

Personal Development Courses - IMT Ghaziabad & IMT Dubai

A	Psychometric Assessment/Counselling Sessions	Aug – Sep
B	Industry/Company Lecture Series	Aug - Mar

Professional Development Courses - IMT Ghaziabad & IMT Dubai

C	New Emerging Technologies Series	Aug-Sep
D	Leadership/CxO Series	Aug-Mar

UAE Immersion Program - IMT Dubai

UIP		Oct- Mar

Core Courses credits	48
Specialization Elective Courses Credits including Industry Projects	54
SIP/Company Project	3
Total Credits Equivalent for Workshops	6
Total Credits Equivalent for UIP	0
Total Credits	**111**

*Note: The programme architecture is tentative and it can be changed depending on Institutional requirements.

Programme Structure PGDM BFS - Batch 2023 - 25

Term-Foundation (Non Credit)

SN	Subject	CP	Responsible
1	Spreadsheet Modelling	NC	IMT
2	Case Learning Pedagogy	NC	IMT
3	Quantitative Methods	NC	IMT
4	Micro Economics	NC	IMT
5	Personal Growth Lab	NC	IMT
6	Critical and Analytical Thinking	NC	IMT
7	Experiential Learning Lab	NC	IMT
8	Introduction to Python	NC	IMT
9	Introduction to Data Visualization	NC	IMT

Term I

SN	Subject	CP	Responsible
1	Financial Accounting	3	IMT
2	Introduction to Banking and Financial Services	3	IMT
3	Corporate Finance	3	IMT
4	Communication for Managers	2	IMT
5	Macro Economics & Monetary Policy	3	IMT
6	Organizational Structure and Behaviour	3	IMT
		17	

Term II

SN	Subject	CP	Responsible
1	Basics of Database and SQL	3	IMT
2	Financial Statement Analysis	3	IMT
3	Regulatory Framework and Expectations for BFSI	3	IMT (2) + VBS (1)
4	Risk Management in BFS-I	3	IMT (2) + VBS (1)
5	Business Valuation	3	IMT
6	Introduction to Financial Markets	2	IMT
7	Marketing Management	3	IMT
		20	

Term III

SN	Subject	CP	Responsible
1	Investment Banking	2	IMT
2	Risk Management in BFS-II	1	IMT
3	Mergers, Acquisitions and Corporate Restructuring	2	VBS
4	Asset Liability and Capital Management	2	IMT
5	Corporate Banking	3	IMT
6	Marketing of Financial Services (Retail Products)	2	IMT
7	Service Excellence in Banking Projects	3	IMT
8	Selected Topics in BFS	2	IMT (1) + VBS (1)
9	Navigating Bloomberg and Reuters	NC	IMT
		17	

Two Weeks Bootcamp/Capstone Project Pre SIP

SN	Subject	CP	Responsible
1	Bootcamp / Capstone Project	4	IMT (2) + VBS (2)
		4	

Internship (Apr-Jun) (8-10 Weeks)

SN	Subject	CP	Responsible
1	Summer Internship Project	3	IMT

Term IV

SN	Subject	CP	Responsible
1	Risk Management in BFS-III	3	VBS
2	Insurance Management	3	VBS
3	Fintech	3	IMT (2) + VBS (1)
4	Wealth Management	3	IMT
5	Data Analytics and Artificial Intelligence	3	IMT (2) + VBS (1)
6	Security Analysis and Portfolio Management	3	IMT
		18	

Term V

SN	Subject	CP	Responsible
1	Global Asset Allocation	2	VBS
2	Venture Capital & Private Equity	2	VBS
3	Platforms, Ecosystems and Open Banking	3	VBS
4	Machine Learning for BFSI	3	IMT
5	Elective 1	3	IMT
6	Elective 2	3	IMT
		16	

Term VI

SN	Subject	CP	Responsible
1	Digital strategy	3	IMT (2) + VBS (1)
2	Innovation and Entrepreneurship	2	IMT
3	Leadership and Negotiation Skills	2	IMT (1) + VBS (1)
4	Financing Large Projects	3	IMT
5	Strategic Management	3	IMT (2) + VBS (1)
6	Human Resource Management	3	IMT
7	Behavioural Economics	3	IMT
		19	

Note 1: There may be small modifications based on faculty and logistical issues.

Note 2: The programme architecture is tentative and it can be changed depending on Institutional requirements.

INSTITUTE OF MANAGEMENT TECHNOLOGY, GHAZIABAD
POST GRADUATE PROGRAM
Academic Calendar (2023–24)*

PGDM – 1st Yr (2023 – 25)

Activity	Start Date	Duration
Registration Process	Tue – Wed, June 27 – 28, 2023	2 days
Holiday – Id-ul-Zuha (Bakrid)	Thu, June 29, 2023	1 day
MILAAP – 2023	Fri – Sun, June 30 – July 2, 2023	3 days
Welcome & Batch Orientation	Mon, July 3, 2023	First half
Foundation Term	Mon, July 3 – Mon, July 31, 2023	4 Weeks
Term – I	Tue, Aug 1 – Fri, Oct 20, 2023	12 Weeks
Teaching plan	Tue, Aug 1 – Sun, Oct 15, 2023	10 weeks
Holiday - Independence Day	Tue, Aug 15, 2023	1 day
Holiday - Janmashtami	Thu, Sept 07, 2023	1 day
Holiday Mahatma Gandhi Jayanti	Mon, Oct 02, 2023	1 day
End Term Exam	Mon, Oct. 16 – Fri, Oct 20, 2023	5 days
Term – II	Mon, Oct 23 – Fri, Jan 19, 2024	13 weeks
Teaching plan	Mon, Oct 23 – Sun, Jan 14, 2024	10 weeks
Holiday - Dusherra	Tue, Oct 24, 2023	1 day
Holiday - Diwali	Sun, Nov 12, 2023	1 day
Holiday - Gurunanak Jayanti	Mon, Nov 27, 2023	1 day
Christmas Day	Mon, Dec 25, 2023	1 day
Holiday - New Year	Mon, Jan 1, 2024 *	1 day
End Term Exam	Mon, Jan 15 – Fri, Jan 19, 2024	5 days
Term – III	Mon, Jan 22 – Fri, Mar 29, 2024	10 weeks
Teaching plan	Mon, Jan 22 – Sun, Mar 24, 2024	9 weeks
Holiday - Republic Day	Fri, Jan, 26, 2024	1 day
End Term Exam	Mon, Mar, 25 – Fri, Mar. 29, 2024	5 days

Note: Workshop courses will be tentatively scheduled during weekends in Term I, Term II and Term III.
* Dates are subject to change depending on Institutional requirements and as per regulatory guidelines.
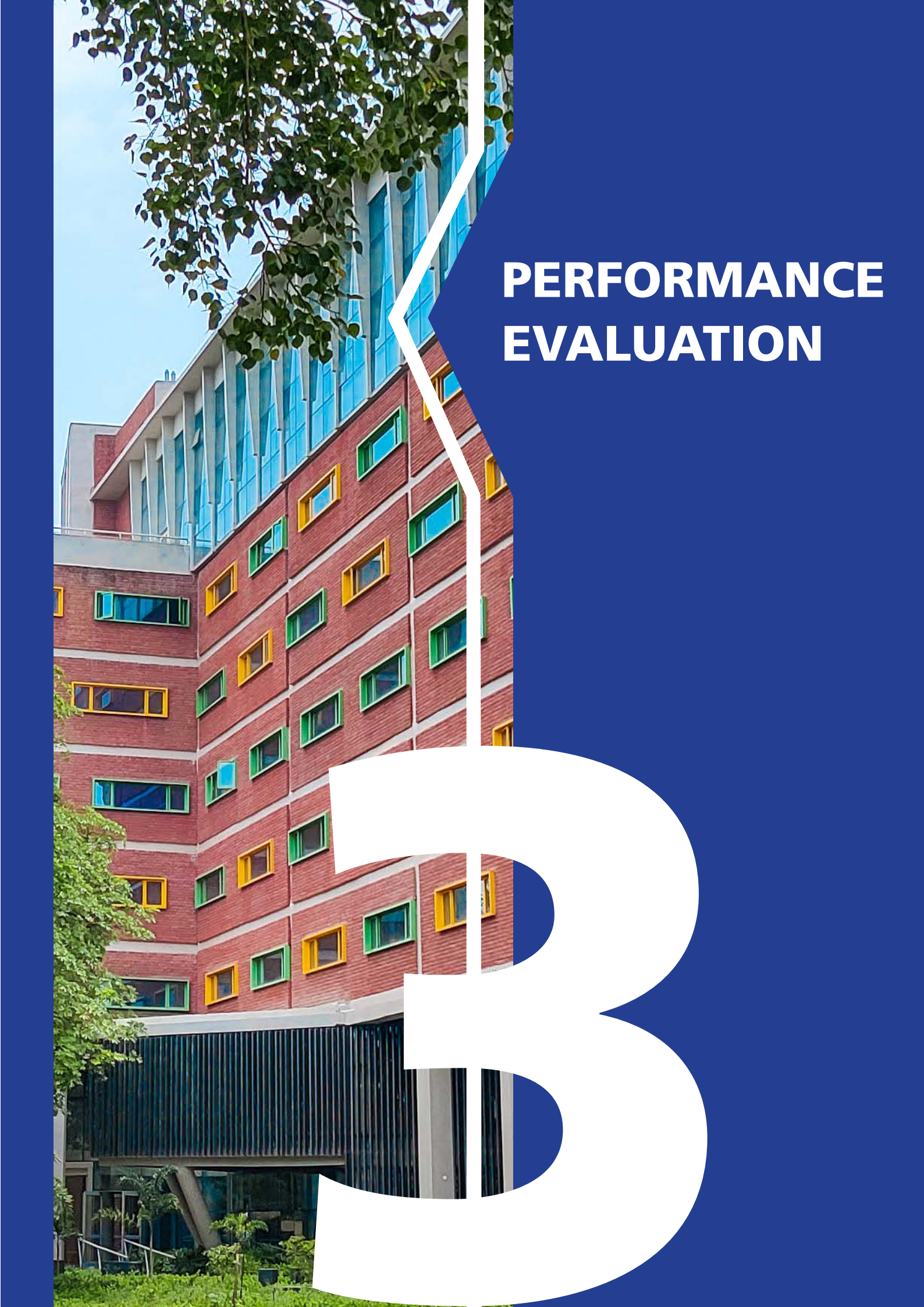
INSTITUTE OF MANAGEMENT TECHNOLOGY
POST GRADUATE PROGRAM - DCP
Academic Calendar 2023–24*

PGDM (DCP) – 1st Year (Batch 2023 – 25)

Registration Process (at IMT Ghaziabad)	June 27 – 28, 2023	Tuesday & Wednesday	2 days	At IMT Ghaziabad
Holiday – Id-ul-Zuha (Bakrid)	June 29, 2023	Thursday	1 Day	
MILAAP - 2023	June 30 – July 2, 2023	Friday- Sunday		
Welcome & Batch Orientation	July 3, 2023	Monday	First Half	
Foundation Term	July 3 – July 31, 2023	Monday-Monday	4 weeks	

Term I	**Aug 1 – Oct 20, 2023**	Monday – Friday	**12 weeks**	At IMT Ghaziabad
Teaching Plan	Aug 1 – Oct 15, 2023	Tuesday – Sunday	10 days	
Holiday- Independence Day	Aug 15, 2023	Tuesday	1 day	
Holiday- Janmashtami	Sep 07, 2023	Thursday	1 day	
Summer Placement Week (Classes Suspended)	Sep 25 – Oct 01, 2023	Monday - Sunday	7 days	
Holiday Mahatma Gandhi Jayanti	Oct 02, 2023	Monday	1 day	
End Term Exam	Oct 16– Oct 20, 2023	Monday -Friday	5 day	

Reporting to Dubai Campus	**Oct 23rd to Oct 25th 2023**	**Monday – Wednesday**	**3 days**	At IMT Dubai
Induction Program (at IMT Dubai)	Oct 26rd to Oct 28th 2023	Thursday - Saturday	3 days	

Term II	**Oct 30th – Jan 19th, 2024**	**Monday – Friday**	**12 weeks**	At IMT Dubai
Teaching Plan	Oct 30th – Jan 14th, 2024	Monday – Sunday	10 weeks	
Student Activity – Tatva and Passion **(Classes suspended)**	Nov 04 – Nov 05, 2023	Saturday-Sunday	2 day	
Holiday - Diwali	Nov 12, 2023	Sunday	1 day	
UAE Commemoration Day	Dec 1, 2023	Friday	1 day	
UAE National Day	Dec 2, 2023	Friday	1 day	
Christmas Day	Dec 25, 2023	Saturday	1 day	
New Year - Holiday	Jan 01, 2024	Monday	1 day	
End Term Exam	Jan 15 – Jan 19, 2024	Monday	5 days	

Term III	**Jan 22 - Mar 29th , 2024**	**Monday-Friday**	**10 weeks**	At IMT Dubai
Teaching Plan	Jan 22 - Mar 24, 2024	Monday-Sunday	9 weeks	
Career Fair * Tentative	Feb 21–Feb 22, 2024	Wednesday-Thursday	2 days	
End Term Exam	Mar 25 – Mar 29, 2024	Monday-Friday	5 days	

Note: Workshop courses will be tentatively scheduled during weekends in Term I, Term II and Term III.

* Dates are subject to change depending on Institutional requirements and as per regulatory guidelines.

INSTITUTE OF MANAGEMENT TECHNOLOGY
POST GRADUATE PROGRAM - BFS
Academic Calendar (2023–24)*

PGDM (BFS) – 1st Year (Batch 2023 – 25)

Activity	Start Date	Duration
Registration Process	Tue-Wed, June 27 – 28, 2023	2 days
Holiday – Id-ul-Zuha (Bakrid)	Thru, June 29, 2023	1 day
MILAAP - 2023	Fri - Sun, June 30 – July 2, 2023	3 days
Welcome & Batch Orientation	Mon, July 3, 2023	First Half
Foundation Term	**Mon, July 3 – Mon, July 31, 2023**	4 Weeks
Term – I	Tue, Aug 01 – Fri, Oct 06, 2023	10 Weeks
Teaching plan	Tue, Aug 01 – Sun, Sept 24, 2023	09 weeks
Holiday - Independence Day	Tue, Aug 15, 2023	1 day
Holiday - Janmashtami	Thur, Sept 07, 2023	1 day
Holiday Mahatma Gandhi Jayanti	Mon, Oct 02, 2023	1 day
End Term Exam	Tue, Oct. 03 – Fri, Oct 6, 2023	4 days
Term – II	Mon, Oct 09 – Fri, Dec 29, 2023	12 weeks
Teaching plan	Mon, Oct 09 – Sun, Dec 24, 2023	11 weeks
Student Activity – Tatva and Passion (Classes suspended)	**Sat - Sun, Nov 04 – 05 Nov 2023**	2 days
Holiday - Dusherra	**Tue, Oct 24, 2023**	1 day
Holiday - Diwali	Sun, Nov 12, 2023	1 days
Holiday - Gurunanak Jayanti	Mon, Nov 27, 2023	1 day
IMT Innovation and Incubation Centre event	Sat – Sun, Dec 16 – 17, 2023	2 days
Christmas Day	Mon, Dec 25, 2023	1 day
End Term Exam	Tue, Dec 26 – Fri, Dec 29, 2023	4 days
Holiday - New Year	**Mon, Jan 01, 2024***	1 day
Term – III	Tue, Jan 02 – Fri, Mar 15, 2024	11 weeks
Teaching plan	Tue, Jan 02 – Sun, Mar 10, 2024	10 weeks
Holiday - Republic Day	Fri, Jan, 26, 2024	1 day
Student Activity – Chakravyuh (Classes suspended)	Fri – Sun, Feb 09 -11 Feb 2024	3 days
End Term Exam	Mon, Mar, 11 – Fri, Mar 15, 2024	5 days
Bootcamp / Capstone Project	Mon, March 18 – Fri, March 29, 2024	2 Weeks

*Dates are subject to change depending on Institutional requirements and as per regulatory guidelines.

PERFORMANCE EVALUATION

3

3.1. The Methodology

Evaluation at the Institute is a continuous process. The students are evaluated in each course on different components like class preparation, unannounced and/or announced quizzes, individual and group assignments, term papers, project reports, case presentations, mid-term and end-term examinations. The emphasis of evaluation is on testing conceptual clarity; group activities, including group assignments, are encouraged. However, balance is maintained between individual and group assignments.

The weightage for individual evaluation components for each course is provided in the course structure, which is circulated to students before the course delivery begins.

3.2. Continual Assessment and Grading System

Throughout the term, the student is provided feedback on his/ her ability to understand concepts, learn techniques, and apply those to real-world problems. At each stage of evaluation in a course, the student should assess his/ her performance and accordingly take measures to improve his/her performance in the course.

3.2.1. Grades

The grading system for all the Programmes will be on a 10-point scale. Each student is assigned a Letter Grade based on his/ her performance in each Course. Following is the description of those grades:

Letter Grade	Grade Point	Description	Student percentage	Remark
A+	A+	Exceptional	5	
A	A	Excellent	10	30% of the class
A-	A-	Proficient	15	
B+	B+	Very Good	25	
B	B	Good	20	60% of the class
B-	B-	Fair	15	
C+	C+	Satisfactory		
C	C	Low Pass		
C-	C-	Poor	10	10% of the class
D	D	Very Poor		
F	F	Fail		
I*	I*			

* I is an incomplete course.

3.2.2. Marks

For each evaluation component, the instructor (through the exam office) communicates students' performance through marks only. The student can also see marks/ grades on an online system. However, if a student finds a totalling error or discrepancy in the marks awarded, He/She should bring it to immediate notice of the Examination Section for necessary corrections.

3.2.3. The system of Relative Grading

IMT follows a system of relative grading. The methodology used is to fit the marks obtained by the students in the course delivered by a particular instructor into a Normal Distribution. The Mean of this distribution, in general, is assigned a grade of B+, and the rest of the grades are assigned accordingly. It is, therefore, not uncommon to find a student obtaining a B grade even while scoring 75% marks. The Moderation Committee, however, has the discretion of opting for a different Grade rule, including some absolute limits to award such Grades. Therefore, it may also be a case that nobody in a particular course gets Grade A+.

3.2.4. CGPA

The weighted average of the Grades in all the core and elective, other than non-credit courses (with 'the number of Credits for a course' as the 'Weight') is the Cumulative Grade Point Average (CGPA) earned by a student.

3.2.5. Finalization of Grades

At the end of a Term, the Examination Department aggregates marks earned in all the evaluation components, using the weights assigned to each component by the instructor. The Moderation Committee, headed by Dean (Academics), finalizes the appropriate grade for the course. Subsequently, the attendance criterion, as per norms stated in para 3.3 below, is applied to the grades before the final declaration is made to students.

3.2.6. Computation of GPA and CGPA

The Grade Point Average (GPA) of a Term and the Cumulative Grade Point Average (CGPA) are calculated (considering credit courses only) as follows:

$$GPA_t = \frac{\sum_{i=1}^{n} C_i\, G_i}{\sum_{i=1}^{n} C_i}$$

Where C_i = credit associated with the course "i", G_i = Grade point obtained in the course "i", n = No. of courses credited in the term, GPA_t = GPA for term "t", CGPA is calculated over all the courses (other than non-credit courses) studied throughout the period.

3.2.7. **Formula for conversion of CGPA to Percentage of Marks is:**

Percentage of Marks (%) = (CGPA – 5.0) X 8 + 60

3.3. Class Attendance

3.3.1. 100% attendance is desirable for all courses. Students should be seated in the classroom as per the seating arrangement assigned 5 minutes before the commencement of the class session, with nameplates prominently displayed.

3.3.2. Penalty for short-fall of attendance with/ without prior authorization/ permission will be as follows for 3 credits, 2 credits & 1.5 credits courses, respectively:
Please note that percentage ranges are only indicative, the actual grade loss will be calculated based on the sessions attended.

3 Credits course (20 sessions, each session of 90 Minutes) - 30 Hours

Total Sessions	Sessions Missed	Attended Sessions	Grade Loss	Percentage Range
20	1 - 4	16 -20	No grade loss	80 - 100
20	5 - 6	14 - 15	1 sub grade loss	70 - 79
20	7	13	2 sub grade loss	65 - 69
20	8	12	3 sub grade loss	60 - 64
20	9 or more	Less than 12	Fail	0 - 59

2 Credits Course (14 sessions, each session of 90 Minutes)- 20 hours

Total Sessions	Sessions Missed	Attended Sessions	Grade Loss	Percentage Range
14	1 - 2	12 - 14	No grade loss	80 - 100
14	3-4	10-11	1 sub grade loss	70 - 79
14	5	9	2 sub grade loss	60 - 69
14	6 or more	Less than 9	Fail	0 -59

2 Credits Course (16 sessions, each session of 75 Minutes)- 20 hours

Total Sessions	Sessions Missed	Attended Sessions	Grade Loss	Percentage Range
16	1 - 3	13 - 16	No grade loss	80 - 100
16	4 - 5	11 - 12	1 sub grade loss	70 - 79
16	6	10	2 sub grade loss	60 - 69
16	7 or more	Less than 10	Fail	0 - 59

1.5 Credits course (10 sessions, each session of 90 Minutes)- 15 Hours

Total Sessions	Sessions Missed	Attended Sessions	Grade Loss	Percentage Range
10	1 - 2	8 - 10	No grade loss	80 - 100
10	3	7	1 sub grade loss	70 - 79
10	4	6	2 sub grade loss	60 - 69
10	5 or more	Less than 6	Fail	0 - 59

Course Participation Details for Foundation Courses:
For the courses of the foundation term, course participation status will be provided for each course as per the following table based on the attendance:

S. No.	Attendance Percentage Range	Course Participation Status
1	80 - 100	Complete
2	Below 80	Incomplete

Note: The attendance for the courses in the Foundation Term will be counted from the date of registration of each student. The above details for each of the foundation courses will be provided along with the student

3.3.3. Given the use of different pedagogy in different courses, some courses may not have classroom sessions for a part of a course, and students may be required to complete a project. In such cases, students are required to submit interim/ final project reports, design documents, or demonstrate part of the project under development. Attendance is taken during the sessions in which students are required to present their initial/ final project designs, intermediate reports, project presentations, etc.

3.3.4. Students must provide periodic course and faculty feedback according to the schedule by the PGDM office, for which the date and time will be separately communicated. The penalty for repeated failure to provide course feedback without prior authorization/ permission might lead to one sub-letter downgrade for course decided by the PGDM committee.

3.4 Student Leaves

It is desirable to maintain 100% class attendance. The student leaves are categorized into three types as follows:

3.4.1. Leave of Absence (upto 20% of total number of sessions)
This category of leave would be counted between 80 – 100 % attendance range as described in the Tables in section 3.3.2. **No separate attendance exemption will be provided for leave under this category.**

3.4.2. Medical Leave with Hospitalization (with a cap of 15 days per Academic Year)
This would be counted in addition to the **Leave of Absence** subject to the submission of required medical documents, reports, discharge summary, bills, receipts and approval of the Program Chair/ Co-Chair/ Program Committee/ Dean(Academics). If the no. of days for hospitalization are more than 15, then the same will be evaluated on case to case basis by the Program Chair/ Co-Chair/ Program Committee/ Dean(Academics).

3.4.3. Leave for Official Events (with prior approval)
This would be counted in addition to the two above-mentioned leave categories. Prior approval is required from the Faculty Coordinator and Program Chair/ Co-Chair to avail this category of leave. Also, the student needs to inform the concerned faculty members who are taking their classes during the leave tenure.

The details of the above category of leaves are described below:

3.4.1. Leave of Absence (upper cap for this category of leave is 20% of total class sessions for each course and the same will be counted in the 80-100% of the attendance range)

   i) illness of self (where no hospitalization is required)
   ii) Unforeseen circumstances in the family
   iii) The marriage of self or sibling(s)
   iv) Any exigency

This category of leave would be counted between 80 – 100 % attendance range as described in the Tables in section 3.3.2.

For example, in 3 credit course of 20 sessions, if a student is absent in 6 sessions due to *Leave of Absence* (as defined in Clause 3.4.1), he/she will get an exemption only for 4 sessions (20% of the sessions of that course) and for further sessions grade loss policy will follow. Please refer to the grade loss table for a 3 credit course as defined in the Tables section 3.3.2. In this example (leave of absence for 6 sessions), since he/she has missed two additional sessions (beyond 4 sessions), one sub-grade loss will apply. Similarly, grade loss policy will apply in other cases.

Thus, it is advised that students should attend all sessions and try to maintain a record of 100% attendance so that they have a buffer in case some leaves are required due to medical/emergency reasons as no leave of absence beyond 20% of total sessions would be considered.

3.4.2. Medical Leave with Hospitalization (Over and above 20%, but subject to a cap of total 15 days per Academic Year)
The approval for Medical Leave that requires hospitalization may be considered over and above 20% (but subject to a total cap of 15 days per Academic Year) only if the same is approved by the Program Chair/ Co-Chair/Program Committee and Dean(Academics). If the no. of days for hospitalization are more than 15, then the same will be evaluated on case to case basis by the Program Chair/ Co-Chair/ Program Committee/ Dean(Academics). For all cases of Medical Leave with Hospitalization, medical discharge certificate along with all the medical reports, printed bills, fitness certificate and receipts must be submitted to the Program Office within 5 working days from the date of joining.

The institute may verify all such documents submitted and in case it is found that the documents are not authentic then this will lead to disciplinary action against the concerned student that may include expulsion from the institute.

3.4.3. Leave for Official Events (Sports or Academic Competitions - over and above 20%)
The students are allowed to participate in competitions organized by a few reputed institutes/ organizations. They can participate maximum three times a year, and the total period of absence should not exceed seven days (including travel time) if it is a national-level competition subject to a minimum attendance of 60% for all courses in that Term.

For the international competition, a student can participate only once, and the period of absence should not exceed ten days (including travel time) subject to a minimum attendance of 60% for all courses in that Term.

The Leave for Participation in such events has to be duly sanctioned by the Faculty Coordinator / In-charge of Event and Program Chairperson prior to participation in each such event, for which a separate form is available at the Program Office. Students will not be awarded any attendance exemptions if timely and prior approval is not there with the application.

3.4.4 Other Important Instructions

i)   Sanction of leave does not imply entitlement to the make-up exam.
ii) Students will not be granted leave to pursue any other courses or take any other examination during the duration of the program (except in the case when the same has been approved by the institute).
iii) Students are not allowed to carry any food and drinks other than water inside the classrooms/ lecture halls.
iv) Students must keep their mobile phones switched off mandatorily inside the classrooms/ lecture halls.
v)   Students will not be granted leave to pursue any other courses or take any other examination during the duration of the program.

3.5. Promotion to Second Year

3.5.1. To qualify for the second-year promotion, a student's academic cumulative grade point average (CGPA) in the first year should not be less than 4.5.

a) He/She can carry 2 'F' or 4 'D' overall.
b) He/She needs to pass all NC courses wherever an exam is a part of the course.

3.5.2. For promotion/ graduation, a F or a D in any course is treated as full F or full D irrespective of the number of credits (3 credits, & 1.5 credits, NC, etc.).

3.5.3. In exceptional cases, an instructor may award the grade 'I' (Incomplete) to a student if in the judgment of the faculty, the student has not satisfied the pre-specified academic requirements of the course.

3.5.4. A student who fails to complete the academic requirement of a course (in which he/she may have earned an "Incomplete" grade) will be deemed to have not qualified for promotion to the 2nd year or the award of diploma unless and until he/she is completes the requirements within the specified period.

3.5.5. It is the student's responsibility to complete all the academic requirements satisfactorily, including the minimum number of credits for the award of a diploma.

3.5.6 The grade awarded by an instructor in any segment of evaluation is final. The instructor will not be called upon to justify the grade. A student who wants clarification of his/ her grade must re-submit his / her answer sheet for re-evaluation with PGDM Office as per clause 4.5.

3.6. Award of Diploma

3.6.1. To qualify for the award of a Diploma, the Cumulative Grade Point Average (CGPA) of a student at the end of the second year must be at least 5.0.
Also, to be awarded the Diploma, the student must complete the SIP.

In addition, a student should fulfil the following criteria:

a) He/She can carry 2 'F' or 4 'D' overall.
b) He/She needs to pass all NC courses wherever an exam is a part of the course.

3.6.2 Eligibility Criteria for Medal Winners:

a) Minimum 8.5 CGPA: Gold Medal
b) and 8.00 CGPA: Silver Medal
c) Repeat student is not eligible for any award.
d) In case any student is found guilty of any malpractice during the examination, they will not be eligible for any award.

3.6.3. Award: The Post Graduate Diploma in Management" (PGDM) will be awarded to such PGDM students at the end of the second year who, in the judgement of the faculty, have fulfilled all conditions and requirements for the award at the institute's Annual Graduation Ceremony held at the end of each academic year.

3.6.4. Time Limit for Completion of the Programme: A student should fulfil the requirements for the Post Graduate Diploma in Management (PGDM) within thirty-six months (3 years) of his/ her admission to the programme.

3.7. Feedback to Students/ Recruiters

3.7.1. Firms participating in Campus Placement may be informed of a student's academic and non-academic performance.

3.7.2. Implication: Graded assignments and answer scripts are either returned or shown to the students specified on dates mentioned by the Examination Department. An answer key may be provided wherever possible. Students seeking more feedback / challenging grades assigned are required to complete and submit a feedback request form to the Examination Department. The Examination Department will forward these requests to the concerned instructor for responses. If the score of a question is contested, the instructor may re-evaluate the entire answer sheet and revise the scores/ grades downwards or upwards as the case may fit. The decision taken by the faculty is final and may not be contested further. All feedback request forms must be submitted within the time specified by the Examination Office.

3.7.3. All policies regarding Placements are the sole prerogative of the Institute. These policies are stated in a separate section titled 'Placement Rules' in this handbook

3.7.4. The student who is on sabbatical/ study leave will not be eligible for the Institute's Placement process.

3.8. Feedback Administration for Courses

3.8.1. Faculty feedback for courses will be taken twice (mid-term and end-term)

3.8.2. For gathering feedback, a separate slot/ session will be scheduled and announced as part of the regular weekly schedule.

3.8.3. The feedback would be for the course and include all faculty members who taught the course, wherever applicable.

3.8.4. All the mid-term and end-term feedback will be compiled, and the consolidated feedback will be handed over to the Director and Dean (Academics).

3.8.5. Students must provide periodic course feedback conducted in the classroom. The penalty for failure to do so will be imposed as mentioned in clause 3.3.4.

3.9 Sustainability & Social Responsibility Course (Project-based) (3 credit) (Terms V and VI)

Inspired by Mahatma Gandhi ji's eternal teaching: "Be the change you want to see in the world" and designed in alignment with the overarching vision of IMT Ghaziabad of contributing to the development of business and society, the Sustainability & Social Responsibility (SSR) course under the aegis of the "I'M The Change Initiative on Sustainability & Social Responsibility" is a project-based, 3-credit, core course that is conducted during Terms V and VI.

Each student, working as part of a team of seven/eight students will work with community in Delhi-NCR through development sector partners on 10 to 12 demarcated days (mostly Saturdays) that will spread over Term V and Term VI. The exact dates and detailed instructions will be shared with students before starting of the SSR course. Learning will be predominantly experiential, with the course containing only a few in-door sessions.

Each team will be assigned a specific project idea and then exposed to situations that will allow them to observe how people live, especially the underprivileged. Throughout the duration of SSR course, the team of students will

work on the project idea through a "problem-solving" mode under the guidance of the partner and a project faculty mentor. Each team will be required to measure the impact of their project at the end.

3.9.1 Attendance and Grade Loss Rules:

SSR course has its own attendance, grade loss and "F" grade rules (for individual student) which will be communicated before starting of the course.

3.9.2 Evaluation:

SSR course has a multi-pronged evaluation structure that include attendance, written reflection, journey video, evaluation by project partner, project faculty mentor, faculty-panel, etc. The detailed evaluation structure will be communicated before starting of the course.

3.9.3 Logistics:

SSR course will require each students' team to visit field locations of the project on the officially demarcated field visit days, which will be somewhere in Delhi-NCR including Ghaziabad, Noida, Greater-Noida, Delhi, and Gurugram.

PROGRAMME ADMINISTRATION

4

4.1. Registration

4.1.1. Admission to the PGDM Programme is complete upon registration.

4.1.2. During the process of registration at the campus, the following documents must be produced:

a) Original copy of all certificates (school/ college/ University/ others) including transcripts for verification. These include certificates of all extracurricular activities and other credentials as stated in the application form.

b) If a student has yet to get the final certificate, he /she is required to produce the provisional certificate. In case he/ she is yet to appear for the final examination or the final results are not yet out, he/ she should produce the original the examination passing certificate for the year preceding the final year, i.e. up to 3rd year in the case of Engineering, 2nd year in case of graduation in other three-year degree course along with a declaration from the Principal/ Director of the Institute that he/ she has appeared for the final year examinations. The final results of such candidates are to be produced by December 31, 2023, failing which, the student will be withdrawn from the Institute.

c) Original work experience certificate(s) from all the employers.

d) Original "release" letter from the last employer.

e) Original "salary" certificate from the last employer.

f) Original copy of qualifying CAT / XAT or GMAT score cards.

g) Attested photocopy of all the above certificates to carry for submission.

h) Students must fill in the complete details and upload certificates to IMT Online System through the student login id by December 31, 2023.

4.1.3. Students must re-register with the PGDM Office on completion of the following:

• Summer Internship
• Any scheduled/ pre-sanctioned leave lasting beyond three days

Students, who do not register on the due date, shall be deemed to have withdrawn from the course unless they have prior permission from the Programme Chairperson. Under special circumstances, a student may be allowed to join late with prior permission. No leave will be sanctioned for absence owing to late registration.

4.2. Course Registration

Students will have to complete pre-registration, and final registration for courses during each term by the dates stipulated in the academic calendar. Course options, revised options, and dropping of courses are allowed only within the stipulated dates mentioned in the academic calendar or as may be intimated by the PGDM Office.

4.2.1 Major and Minor Specialization - Elective selection (PGDM)

In trimester 3, students are expected to study core electives in the area of their major specialization. Students who are enrolled as PGDM(Marketing) undergo electives in Marketing as a major functional area. Similarly, students who are enrolled as PGDM (Financial Management) undergo electives in Finance as major functional area. The students enrolled in PGDM(FT) have an option to choose any functional area as their major specialization.

The criteria for qualifying as a major specialization in a functional area are

i) Students should earn 12 credits in term III through core electives of the area.
ii) He/She should earn 12 credits in term IV and V in the same area through optional electives.

In total, students should earn 24 credits in one functional area, their major specialization (refer program structure). PGDM(FT) can choose their functional areas for major specialization during trimester II dates

of which will be informed by the PGDM office. Once all the students have chosen major specialization; subsequently electives for trimester IV, V and VI are floated at the end of term III, year 1.

The Major functional areas offered are:

1. Marketing
2. Finance
3. Human Resources Management
4. Operations

The minor specialisation are: All functional areas listed as major and additionally

1. Strategy Innovation and Entrepreneurship
2. IT Management
3. Business Analytics
4. Economic Environment and Policy

In case students choose four electives (or electives with total of 12 credits) from any one functional area other than their major functional area, then the area is designated as the minor area. In terms of V and VI, students are offered free electives. These are cross functional electives and contribute to the holistic development of students.

Guidelines for Elective Selection

Details	Credits	Courses	Term	Remarks
Major	24 (Min/Max)	4	III	Core Electives from Specialization area
		3	IV	Major Electives from Specialization area
		1	V	
Free Electives	21	3	V	Free Electives: 7 courses spread across Terms V (3 courses) and VI (4 courses), which could be of any combination of Free Elective courses offered by Areas other than the chosen Area of Major.
		4	VI	

Note:

- One cannot have Minor or Free Electives from the same Area as that of Major.
- Students pursuing PGDM (Marketing) and PGDM (Finance) programs must choose their Major specialization courses from that stream.
- Students have a choice to pursue a Minor stream if they choose four courses from Free Electives offered by one Area.
- If a student opts for a Major-Minor combination, the remaining three free electives have to from non-major, non-minor areas.
- Students can pick a basket of 7 free electives from various areas and choose not to have a Minor Specialization also.
- Students will be allowed to change a maximum of three electives from Free electives (Term – V & VI) after completion of their SIP, at least one week before the beginning of Term – IV but no change will be entertained in their selected list of Major Courses.

PGDM – DCP : Super Specialization Tracks

Before the start of trimester 3, PGDM DCP students will be asked to choose from one of the below mentioned super specialization tracks.

• Advanced Quantitative Finance (AQF)
• International Trade and Logistics (ITL)
• International Business and Marketing (IBM)

The dates for the selection of the Super specialization tracks will be communicated by the Program Office. Students in each of the super specialization tracks will undertake a prescribed set of compulsory courses specific to tracks in trimesters 3-6, in addition to some courses common across the tracks. The super specialization tracks cannot be changed post the commencement of Trimester III and the basket of courses remains fixed for each track.

PGDM(BFS) Free Electives

PGDM (BFS)-2023-25 Program Architecture offers 2 Free Elective Courses in Second Year. Each student has to opt 2 Free Electives out of bouquet of the courses. Free Elective course will usually be offered only if there is a minimum subscription of 10 – 15 students depending on overall size of the batch.

As per Program Architecture 2022-24, a bootcamp is part of the program. If held, this will be compulsory for all students. However, based on input from all stakeholders including prior attendees, this has not been finalised and it is possible that students will be given an option, AS A GROUP, to choose between the bootcamp and domestic capstone group projects. For avoidance of doubt, the entire batch will have to choose ONE option. For the 2023-25 batch, it is anticipated that we will offer capstone group projects.

4.2.2 Non-Credit Courses:

Students can opt for non-credit courses on payment of INR 6000, where students will be awarded Pass or Fail on completion of the course. Such credits will not be considered in the computation of CGPA of the students.

4.3. Examinations

4.3.1. A student should occupy the seat allotted to him/ her as per the seating plan 5 minutes before the scheduled time.

4.3.2. Students will not be allowed to carry eatable and soft drinks other than water inside the examination rooms/ halls.

4.3.3. Students will not be allowed to carry or keep mobile phones/smart watches, alarm Clocks (Digital watches) in their possession during examinations inside the examination room/hall.

4.3.4. Students will not be allowed to enter the examination hall for mid-term and end- term examinations 5 minutes after the commencement of the exam, unless they obtain necessary approval in writing from the PGDM Chairperson and/ or Dean.

4.3.5. For an examination lasting 90 minutes or less, students are not allowed to leave the examination hall without submitting their answer scripts. For an examination lasting more than 90 minutes, students can go to washroom only after obtaining permission from the invigilator.

4.3.6. Books, papers, notes, laptops, Bluetooth devices, digital / electronic wrist watch and the mobile handset will not be allowed in the examination hall unless announced.

4.3.7. In an open book examination, only books and notes will be allowed to be referred to as per the instructions of faculty concerned.

4.3.8. In the examination hall, the invigilators will be the sole authority for any queries/ disputes.

4.3.9. The penalty for the breach of examination rules and regulations may amount to penalty as per clause

4.3.10. At the close of the examination, the invigilator on duty will collect the answer sheets from the desk; therefore, the students should stay back until the answer sheets are collected.

4.3.11. Under no circumstances will answer sheets be taken from the examination hall. Handing the answer sheet to the invigilator will be the student's sole responsibility.

4.3.12. The Examination Committee may initiate disciplinary proceedings, in case any student is found guilty of any malpractice during the examination (namely, quiz, mid-term, and end term. The penalty may be any one or an appropriate combination of the following in addition to withdrawal of awards, grants, support, etc.

a) Expulsion from the Institute
b) Suspension for a specific period
c) Awarding an F grade in the course concerned
d) Scaling-down grades obtained in the specific course
e) Repeating the course
f) Withdrawal of placement services
g) Examination component Zero

4.3.13. The same rule will apply in case of malpractice including plagiarism in Term Paper/ Project Report/ Autumn Project Report and or submission of Group Works. Submissions made by students and or student groups will be subjected to plagiarism check using licensed software.

4.3.14. Notwithstanding the academic regulations mentioned above, the Dean/ PGDM Chairperson is empowered to refer to the PGDM Committee any deserving case for review. The PGDM Committee will review such cases and make appropriate recommendations.

4.3.15. Any Misdeed/ tempering, plagiarism, etc. during the course of an Examination/ Evaluation that may be revealed at any point of time or a later date, shall be awarded 'F' Grade in that particular course, withdrawals of Awards, Grants support, etc. in addition to initiation of disciplinary action. The final decision taken will depend on the severity of the act and may even lead to rustication. The decision of the Programme Chairperson/ PGDM Committee will be final and binding on the student.

4.3.16. Online Quiz/ exams

All classroom quizzes are generally conducted online through the laptops of the students. It is the responsibility of the student to ensure that their laptops are correctly configured to take the quiz or exam online.

4.3.17. If any student is appearing in examination on behalf of any other student must be considered as criminal case. Penalty will be imposed as per clause 4.3.12.

4.3.18. If a student misses out on any internal component. In that case, it is the responsibility of the student to request the faculty to conduct the assessment of the missing internal component before the start of the end-term examination. However, it is entirely the decision of the concerned faculty to agree to conduct the assessment of the missing internal component.

4.3.19. The passing criteria for the clearing the course is 35 marks (out of 100).

4.3.20. Plagiarism

The Institutes follows zero tolerance policy for plagiarism. All online exam answer sheets will be checked for plagiarism. Beyond the 10% similarity index on the plagiarism report, the answer sheet will go under Scrutiny, and if plagiarism is found then the student will receive an "F" grade in that end term paper and further penalties on a repeat of the above case in subsequent terms.
Please refer to the latest Plagiarism Policy as issued by the institute.

Plagiarism Policy for Online End-Term Exams

Penalty for Plagiarism
1) Answer scripts with content similar to more than the approved permissible limit (10%) will be reviewed by a Program Committee and cases, where plagiarism is found, will be marked 'zero'.
2) A student committing such offence will get 'zero' in all the end term papers that exceed approved

permissible limits in the Term when such offence is committed for the first time.

If a student repeats this behaviour in subsequent Terms, following will be the progressively stringent penalty in addition to the penalty mentioned in Point 1 above:

a) One Grade loss in GPA in the Term (when a student commits such offence in a subsequent Term after the Term of committing the offence first time)

Example: If a student commits the offence first time in Term I, he or she will get 'zero' in end term of all such papers in Term I wherever the similarity exceeded approved permissible limits. If the student commits same mistake in Term II as well, in addition to marking 'zero' in all such papers violating similarity norms, the student concerned will lose one Grade in the GPA of Term II.

b) Two Grade loss in GPA in the Term (when a student commits such offence in a subsequent Term after the Term of committing the offence a second time)

Example: If a student commits the offence the first time in Term I, he or she will get 'zero' at the end term of all such papers in Term I wherever the similarity exceeded approved permissible limits. If the student commits the same mistake in Term II as well, in addition to marking 'zero' in all such papers violating similarity norms, the student concerned will lose one Grade in the GPA of Term II. If the student commits the same mistake in Term III as well, in addition to marking 'zero' in all such papers violating similarity norms, the student concerned will lose two Grades in the GPA of Term III.

Dos & Don'ts for Students

1) Don't repeat the question in the answer sheet
2) Don't quote any paragraph directly from any case or other reference source. In case it is essential to quote a sentence, just refer to the page number and line number of the book or the reference material for the faculty member to understand.

4.4. Makeup Examinations

4.4.1. If a student has missed the end term examinations for reasons other than mentioned in clauses (3.4.1, 3.4.2 & 3.4.3), he/ she will not be awarded any marks for the same.

4.4.2. Make-up examinations will only be conducted with prior approval of Program Chairperson and Dean(Academics) under any of the below-mentioned reasons:
a) Conducted only for students who were absent during the end-term examination due to reasons mentioned in clauses (3.4.1 & 3.4.2) duly approved by the Program Chairperson/ Dean(Academics) after submission of relevant documents.
b) The leave of absence for participation in institutional events must be sanctioned by Faculty Coordinator-Institutional events and Program Chairperson as per clause (3.4.3).

At the end of each Term, the Examination office will prepare a course-wise list of students who are eligible for make-up examinations upon scrutiny of necessary documents submitted by the concerned students. In case any document is found erroneous, it should be communicated to the concerned students.

4.4.2.a. Students appearing for make-up examinations in a given course will not be eligible for grades 'A+' and 'A' in the said course. The maximum grade could be A- (equivalent 8 - point grade).

4.4.2.b Student has to pay a make-up examination fee of Rs. 5000/- (five thousand only) per course.

The final discretion regarding eligibility for makeup examination will lie with the PGDM Committee and the Programme Chairperson/ Dean(Academics).

Rules of Improvement Examination

a) Those students with C + or lesser grades can attempt an improvement examination up to a maximum of one course per trimester per year for improvement. The fee for a writing improvement exam is

Rs/- 10,000 per subject, and the maximum grade a student can receive is B (equivalent to 6 - point grade).

b) No student receiving a grade above C + will be eligible to appear in the improvement examination. Students who have received an 'F grade' in a Non-credit course due to low attendance or any other issue are also allowed to apply for the improvement exam for the respective course.

c) If a student takes an improvement exam, the marks obtained in the improvement exam's result would be considered as final irrespective of gain or loss of marks in the improvement exam.

d) Once an improvement exam has been given then grade loss penalty due to attendance will not apply on the result of the given improvement exam.
e) Improvement examination shall only be taken for the End Term evaluation component.

4.5. Procedure for Review of Answer Scripts and Revision of Grades

4.5.1. The Examination department will announce the grades in all courses offered after approval for release by a committee consisting of the Dean, PGDM Chairperson & concerned teaching faculty.

4.5.2. The Examination department will announce a schedule for displaying corrected answer scripts of End-Term Exams for each of the terms, except for courses offered in Trimester III and VI, to the students at a scheduled time. The Examination Department will be showing the answer scripts for a brief, pre-specified duration. After that, the department shall collect back the answer scripts.

Suppose any student feels that a review of answer scripts is necessary. In that case, a request for the same should be made for re-evaluation in the prescribed form with a fee of Rs.1000/- (non-refundable) payable in cash within 24 hours. Under no circumstances can the students take the answer scripts away from the PGDM Office's custody. After the evaluation is over, all answer scripts are retained by the examination department and will be kept in its custody. Under any circumstances, answer scripts will not be given to students after re-evaluation.

4.6. Academic Probation

If GPA of a student falls below 4.5 in any Term, the student will be placed on academic probation. The office will review all cases of academic probation and will allow for exceptions to the above rules in case of medical or other atypical situations.

4.7. Role of Student Course Co-Ordinators

4.7.1. Every course organised at the Institute shall have at least one student coordinator whose primary responsibility will be the successful conduct of the course. The course coordinator is expected to work in close liaison with the concerned faculty.

4.7.2. The primary responsibilities of the course coordinator are two-fold: routine and developmental. All course coordinators need to coordinate with "Academic committee" in case they are not already part of the same. The specific responsibilities will include:
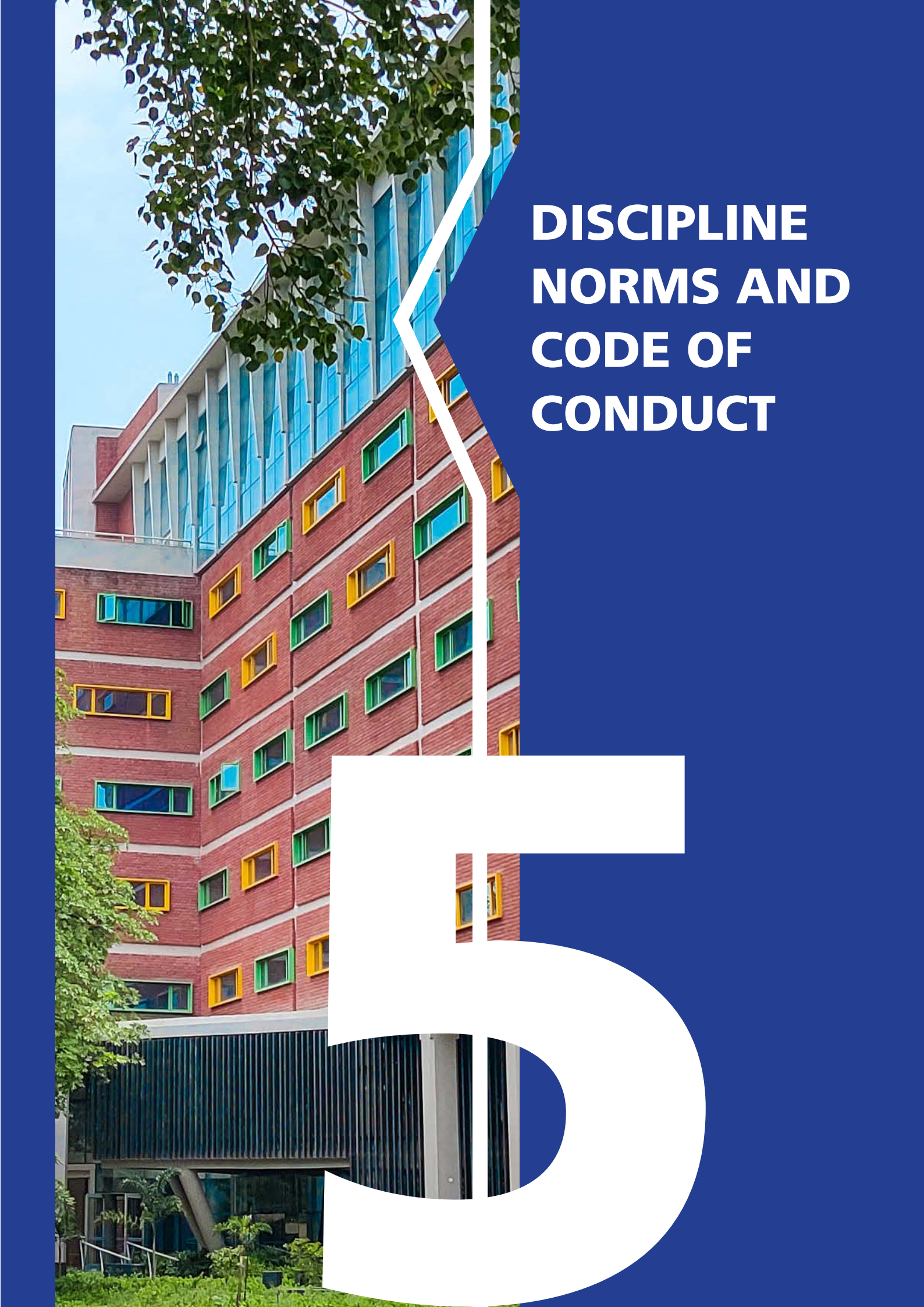
i. Obtaining the course outline and transmitting the same to all before commencement of the course.
ii. Help in compiling initial documentation of the course.
iii. Circulating the study material in time
iv. Ensuring, in close coordination with the faculty, conduct of the classes in time. In case, there is any change in schedule, ensuring that each student receives this information.
v. Giving feedback to the faculty and arranging for mid-term correction, if needed.
vi. The arrangement of the class and ensuring the presence of necessary infrastructures, like microphone, overhead projector, etc. in the class.
vii. Getting the attendance of each class, writing the session details of the same. Getting both authenticated by faculty & then submitting it to PGDM office.

viii. Co-coordinating with faculty regarding timely submission of assignment by all students & informing the PGDM Office about the same.
ix. Suggesting new topics and innovations in the course, in consultation with the faculty.
x. Ensuring evaluation on time.
xi. To coordinate, at least a week in advance with Administration about the venue, invigilation arrangements, etc. related to all tests/exams.
xii. Timely submission & getting all entries filled in attendance registers.

4.8. Release Formality

On completion of the programme or withdrawal from the course, the students are required to complete a set of procedures including the return of Library books and materials, settling outstanding dues, alumni information documents, etc. Each student will be required to submit a copy of their appointment letter (received through campus placement process) on completion of the programme. Details of these procedures will be intimated to you separately. The PGDM Office will take appropriate action where students fail to complete the formalities specified in the exit procedures document which may include withholding of graduation diploma and/ or transcripts.

DISCIPLINE NORMS AND CODE OF CONDUCT

5

5.1. Rules on Ragging

a) Students should note that they are prohibited from engaging in "any disorderly conduct, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do by act or perform something which such student will not do in the ordinary course and which has the effect of causing generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student" (Order of the Supreme Court of India, dated May 4, 2001).

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

c) Any student found to be included in one or more of the activities mentioned above is liable to be punished. Punishment could include expulsion from the Institute, suspension from the Institute for a limited period, a fine with a public apology, withholding of scholarships, debarring from representation in events, withholding of results and suspension or expulsion from the hostel or mess.

d) The Committee to prevent ragging is formed to address such issues.

e) Each student and his/ her parent guardian need to furnish an Affidavit on a Non-Judicial stamp paper of Rs.10/- duly sworn before an oath commissioner as per the AICTE Public notice on 'Curbing the Menace of Ragging in AICTE Approved Technical Institutions dated May 25, 2012.

5.2. General Code of Conduct

5.2.1. It is the responsibility of the students to secure and safeguard all their valuable and personal belongings. The Institute shall not be responsible for any loss, damage or theft of such items.

5.2.2. Students should come to class in a proper dress. Casual dresses will not be allowed. No student shall be dressed in or any other scheduled event obscene manner within the Institute premises at any point in time.

5.2.3. As a dress code, only ankle length garments are permitted in the Institute (no shorts, etc.)

5.2.4. No student shall be found smoking/ under the influence of alcohol or intoxicant within the hostel/ Institute premises. Drinking alcohol and consumption of intoxicant of any nature within the campus boundary or entering inside campus under the influence of liquor or intoxicant of any kind (even consumed outside) is strictly prohibited. Anyone found violating the rule will face strict disciplinary action including the penalties mentioned in clause 4.3.12. Institute has a policy of zero tolerance for such violation and students with such misdemeanour will not be eligible for awards grants, support, etc.

5.2.5. No student shall carry refreshments including tea/ coffee, etc. to the classroom, library, or computer centre.

5.2.6. Students are not to use faculty offices even when the faculty is not occupying his/ her room.

5.2.7. Any recreational activity on the institute premises can be held only after obtaining prior permission and must come to an end at or before 10 p.m. Details of the event must be stated while seeking prior approval of the event from the Programme Chairperson.

5.2.8. Any unruly behaviour inside/ outside the campus which brings disrepute to the Institute will be deemed as a misdemeanour as stated in clause 5.2.4 above.

5.2.9. Any act of physical intimacy or public display of affection is strictly prohibited within the campus premises. Students are expected to carry themselves with exemplary behaviour.

5.2.10. Students must always carry their identity cards so that they can show these to the security staff or other designated authorities on the campus.

5.2.11. The student will strictly follow the rules framed for the use of facilities in the computer centre, library, hostel, etc. besides strictly adhering to the academic code of conduct.

5.2.12. No student can leave the campus (for overnight stay outside) without the prior permission of the Programme Chairperson.

5.2.13. During the programme, students are not entitled to any leave, except for the declared holidays as per the academic calendar. Every student has to obtain prior permission in writing, from the Dean/ PGDM Chairperson before proceeding for any leave. Deviation shall not be allowed under any Circumstances. If a student has to leave the campus on an emergency after office hours, he/ she must contact the Dean and obtain permission.

5.2.14. Students leaving the station temporarily are required to leave their outstation address with the PGDM office.

5.2.15. If a student is sick continuously for three days, he/ she should keep the PGDM Chairperson informed of his/ her condition. The medical certificate should be produced.

5.2.16. Any incidence of infectious disease (e.g. chickenpox, Jaundice) must be reported immediately, and all precautions should be taken to prevent the spreading of the infection.

5.2.17. No student is permitted to engage any person for service of any kind, personal or otherwise.

5.2.18. No parking of any vehicle is allowed in the Campus premises. We strongly advise you not to bring your personal two/ four wheelers to the campus due to the restriction on parking.

5.2.19. Use of helmets and seatbelts are compulsory when riding a two wheeler or driving a four wheeler respectively.

5.2.20. Use of mobile phones etc. is strictly prohibited within classrooms, group work room, Examination Halls, Computer Centre, Library & Reading Rooms. If any student found using mobiles in Class or in the Examination room, it will be ceased by faculty and will be handed over to the the PGDM office locker only to be returned after 72 hours.

a) Ragging, gambling in any form, and consumption of any narcotic drugs is strictly prohibited on the campus.
b) If a student is found to be disturbing peace and tranquillity in hostel/ campus, under the influence of alcohol or otherwise, appropriate action will be taken against him/ her.
c) The students will not carry firearms of any kind with them on the campus.
d) Common Area, Furniture, newspapers and magazines are not to be removed/ displaced under any circumstances.
e) Glass panes and walls of the dining hall and other places at the hostel premises must not be used for displaying notices/ posters (for which separate notice boards are available in the hostels) without prior permission of the "Cultural Committee". In case posters are put after such permission is obtained, care must be taken not to damage the walls, and they must be removed promptly after the event.
f) Students are requested not to litter the campus and use the dustbins provided around the campus to dispose of refuse.
g) The students will be responsible individually or collectively, as the case may be for littering, breakages and damages of any property of the Institute, for which appropriate fine will be imposed.
h) Hacking in any form and sending Spam emails inside or outside the Institute is strictly prohibited.

5.3. Academic Discipline

5.3.1. Class timings from 09:00 a.m. to 05:00 p.m. Classes may extend beyond 5 pm, if required.

5.3.2. Each classroom session of 90 minutes requires adequate of preparation by students before class. The preparation may be in terms of library readings, case analysis, the discussion in groups, collection & analysis of data, etc. A student must do adequate preparation for the class/ case to be discussed. A student attending a class without adequate preparation may be asked to leave the class.

5.3.3. Students must maintain regular and prompt attendance in classes, group work sessions and scheduled beyond classroom activities. As per the Institute rules, 80% attendance is compulsory for all scheduled sessions without attracting any academic penalty (refer clause 3.3.2).

5.3.4. Students are expected to be in the class at least 5 minutes before the start of the session. A student entering late for the class will depend upon permission of respective faculty and if allowed will be automatically marked late for the respective class.

5.3.5. No student shall leave the class while the session is in progress.

5.3.6. Every student has to conduct himself/ herself in a manner that does not disturb the proceedings of an on-going session. Mobile phones need to be switched off inside the classroom all the time.

5.3.7. A student shall not be allowed to remain absent from a class without prior permission from the PGDM chairperson. This is also applicable for group activities. This type of unauthorised absence shall attract initiation of disciplinary proceedings besides penal provision of a downgrade for the said course.

5.3.8. Students will not be allowed to carry laptops in their possession inside the classroom unless specifically mentioned by the course faculty.

5.4. Hostel Rules and Regulations

5.4.1. Students are expected to display acceptable form of behaviour, maintain discipline and decorum in the hostel complex.

5.4.2. Allotment of the hostel is subject to availability of rooms, and it is not a matter of right of any student. Allotment of rooms is done by the Head – Administration. No mid-session withdrawal from the hostel is permissible, and therefore no refund will be made under any circumstances. Students are not allowed to change their allotted rooms.   It may be changed under special circumstances only after the permission of the concerned hostel authorities. The Hostel Management reserves the right to move students to other hostel units if there is a necessity.

5.4.3. All fixtures and fittings such as fans, bulbs, tube lights, tables, chairs, cots and almirahs are issued by the Institute to the students at the time of allocation of the room and the students have to return all these in good condition at the time of leaving the room after the end of academic session.

5.4.4. POSSESSION, DISTRIBUTION AND CONSUMPTION OF ALCOHOLIC BEVERAGES, PROHIBITED DRUGS, CHEWABLE TOBACCO AND SMOKING IN THE HOSTEL ARE STRICTLY PROHIBITED, AND STUDENTS FOUND INVOLVED IN THESE ACTIVITIES WILL BE FINED AND MAY BE EXPELLED/RUSTICATED FROM THE HOSTEL/ INSTITUTE.

5.4.5. Students are not allowed to carry food or utensils from Mess to their rooms. If any student found violating this rule, the first time will be fined Rs.250/- and after that Rs.500/- on each such violations.

5.4.6. Cooking food and using any electrical appliances/loud music systems except laptops are strictly prohibited in hostel rooms.   Violation of this rule will lead to strict disciplinary action. Confiscation along with the fine of Rs.1000/- shall be imposed.

5.4.7. Relatives, visitors and non-hostellers are not allowed entry in hostels. Hostellers can meet their visitors at the reception lounge only. All visitors including the parents/ guardians will have to make necessary entries in the visitor's book available at the entrance (Gate No. 2) with the security guard. All the visitors are expected to carry an identification of some sort e.g. PAN card, I-Card, Driving License, etc.

5.4.8. Parties, social or political gatherings in the hostel complex are strictly prohibited.

5.4.9. In case of any unacceptable behaviour by the roommate, the other roommate must report it to the hostel authorities. Any student, who finds his /her roommate missing for more than 24 hours, must report to the hostel superintendent immediately. This is to enable the hostel authorities to take immediate action

and to avoid any untoward incidents. Students are duty-bound to report to the Dean, Head - Administration Hostel Superintendent and PGDM Chairperson in case they notice any unwarranted incident or undesirable activity going on in the hostel or on the campus.

5.4.10. Students are responsible for keeping their rooms and the common areas in the hostel including bathrooms, staircase and common room, etc. clean and tidy at all times. All fans, lights and electrical appliances must be switched off when not in use. Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is a punishable act. Also, students cannot change the wall paint inside the hostel room/almirah or common area, if found, a fine of Rs. 2000 each will be charged from them. Students cannot change their room with any other student without the prior approval of the hostel superintendent.

5.4.11. Any damage to the hostel property must be reported immediately to the hostel supervisor. Students will be charged for all damages, except damages caused by normal wear and tear.

5.4.12. NO MALE STUDENTS OR RELATIVES ARE ALLOWED TO ENTER IN THE FEMALE STUDENTS' HOSTEL AND NO FEMALE STUDENTS OR RELATIVES ARE ALLOWED TO ENTER IN THE MALE STUDENTS' HOSTEL STUDENTS ARE NOT ALLOWED TO GO OUTSIDE THE IMT CAMPUS AFTER 09:00 PM. THEY ARE ALSO NOT ALLOWED TO ENTER THE CAMPUS AFTER 10:00 PM.

5.4.13. Students are advised to take appropriate security measures for their belongings. The Institute is not responsible for any loss or theft of the student's belongings. Students are strongly advised to lock all their valuables, e.g. Mobile phones, laptops, watches, money, etc. at all times.

5.4.14. A hostel campus should be a place where students can have the best possible conditions for studying and rest. As such, due consideration must be accorded to fellow hostel-mates at all times. Noise level must be kept low to allow others the opportunity to study or rest in comfort. Students are not allowed to play music loudly in their respective rooms. The area behind the hostels till the outer boundary wall of the institute has been marked as the 'SILENCE ZONE' since the nearby premises host a number of important official residences and offices. The students are instructed to observe and maintain silence in this zone, so as not to attract any unwarranted complaints or action from the neighbours.

5.4.15. The Institute authorities and its representatives are authorised to search any hostel room anytime, open or locked, if required, under urgent and exigent circumstances.

5.4.16. Students shall leave the campus only with prior approval of leave by the Programme Chairperson. Students are required to apply for leave in the prescribed leave application form. While availing the leave, they must make an entry in the hostel register when going out and returning to the hostel.

5.4.17. Students are required to vacate their rooms within seven days after the Convocation, failing which the room would be broken open and all belonging would be removed at students' own risk and cost. Though IMT facilitates the placement of its students, lack of placement will not be a valid reason for the outgoing students to continue staying in the hostel after completion of the PGDM programme.

5.4.18. First year students are required to vacate their hostel rooms during summer Internship period. They will be allotted rooms afresh after their summer internship is complete. In case students fail to comply with this rule, after seven days of the start of summer internship period, the rooms would be broken open, and all belongings would be shifted out at students' own risk and cost. During summer break, all rooms in the hostel of the campus are to be cleaned, white-washed for next academic year. However, the students will be allowed to keep their belongings in luggage rooms which will be notified separately.

5.4.19. First year students who undergo Summer Internship in NCR and wish to stay on campus will be provided accommodation (in two separate hostels earmarked for boys and girls) on payment of Rs. 500/- per day on twin sharing basis on request in writing. These students would be charged separately for meals during this period.

5.4.20. The students of PGDM (Executive), whose academic session remains on, will be shifted to other rooms in notified hostel block.

5.4.21. BOY AND GIRL STUDENTS ARE NOT PERMITTED TO VISIT EACH OTHER's HOSTELS AT ANY POINT OF TIME.

5.4.22. Providing hostel is a facility to the students, which can be withdrawn at any time. Continuance of this facility is squarely subject to the satisfactory conduct and behaviour of the student(s) concerned, where discipline, decency, decorum and etiquette are to be maintained.

5.4.23. The Hostel Management reserves the right to revise the rules and regulations from time to time and will keep the students informed of any changes in the form of notices on the hostel notice boards.

5.5. Mess Rules

5.5.1. Self-service is practised in the Mess. The Mess is managed by the Mess Committee under the overall supervision of Head - Administration. The Committee approaches the Chairperson-Students Affairs or GM - Administration as and when it encounters any difficulty.

5.5.2. The tentative working hours of the Mess are:

- Breakfast   :   08:00 a.m. to 9:30 a.m.
- Lunch   :   12:30 p.m. to 2:15 p.m.
- Evening Tea   :   05:00 p.m. to 6:00 p.m.
- Dinner   :   08.00 p.m. to 9.30 p.m.

5.5.3. A student, who is ill or has any other health problem and needs a special diet (for the period of illness), is required to inform the same to hostel supervisor in advance.

5.5.4. Students are required to cooperate with the Mess staff. Grievances, if any, about the mess, should be conveyed to the Hostel and Mess in-charge or the mess secretary.

5.5.5. The students are required to maintain cleanliness in the Mess.

5.5.6. No student is permitted to enter the kitchen area. Mess Committee members can, however, monitor activities of the kitchen.

5.6. Instructions

5.6.1. Office Timings: The office timings of the Institute are from 9.00 a.m. to 5.30 p.m. Saturdays and Sundays are closed. Any change in these shall be notified on the notice board. The Students are advised to see the notice boards regularly. The timetable is also displayed on the notice board and circulated through e-mails.

5.6.2. IDENTITY CARD: Students are expected to carry their Identity Cards with them especially during their visits outside the campus. Security guards are instructed not to allow the students to enter in the Institute without checking their identity cards.

5.6.3. DUES: Students must pay all their dues before the stipulated date to avoid fines/ readmission fee.

5.6.4. Fine for Late Payment of Fees and Charges

- A late fee will be charged @ Rs.50/- for Two-Year PGDM students for payment of fees during the first week after the due date.
- During 8th-30th day after the due date, the fine will be Rs.50/- per day for Two-Year PGDM.
- After a lapse of 30 days, the name will be struck off the rolls, and the attendance in classes will not be counted. Re-admission will have to be sought by paying Rs.300/- as re-admission fee (if re-admission is granted) and a fine of Rs.50/- per day until the date of readmission will be payable.
- The above rates are subject to revision.

5.6.5. Smoking Zones

Our campus is a 'No Smoking Zone' and hence smoking is prohibited in the campus except for certain designated and marked areas for the same. Students found smoking will be fined Rs.500/- each time and will be barred from the placement process.

5.6.6. INFRASTRUCTURE IN CLASSROOM AND ACADEMIC BLOCK

• Do not litter and use the dustbins placed at various locations.
• It is incumbent upon the student to clear his/ her desk before he/ she leaves the classroom as a consideration to his fellow students.
• No furniture/ hardware in the classroom can be removed without permission.
• Damaging of property in the classroom is a serious offence. Each student of the class will be charged a fine of Rs.10,000 /-, and other appropriate disciplinary action will be taken for any damages in the classroom/ hostel's Infrastructure.
• Etching on desks, graffiti, defacing of walls is strictly prohibited.
• Tampering with notice boards or removing any notice is prohibited.

5.6.7. Infectious /Contagious Diseases

If a student is detected with the infectious/ contagious disease, he/ she would be quarantined. All efforts will be made to send the student home.

5.6.8. Mental Illness

The fellow student should report promptly to the Disciplinary Committee if they suspect their fellow student displaying deviant behaviour. On confirmation of such cases, the student would be immediately sent home for treatment.

5.6.9. Complaints and Suggestions

a) Any hostel resident, who may have a complaint/ suggestion of any kind, including maintenance, may record the same in the register provided for the purpose which shall be kept with the hostel warden.
b) A suggestion box will be kept at the hostel. The keys of this box will be kept with the Hostel Warden. The box will regularly be opened, and complaints/ suggestions will be attended to.
c) In case a complaint is not attended to despite providing a reasonable time period, the complaint may be submitted in writing to the Chairperson (SAWC)/ Dean (Academics)/ GM - Administration of the Institute.
d) All suggestions for improvement will be presented to the Hostel Committee for consideration.

5.7. Prohibited Misconduct

Any student found to have engaged, or attempted to engage, in any of the following conduct, will be subject to disciplinary action by the Institute.

5.7.1. Academic Misconduct: Any activity that tends to compromise the academic integrity of the institute, or subvert the educational process. Examples of academic misconduct include, but are not limited to:

a) Violation of course rules as contained in the course syllabus or other information provided to the student: violation of programme regulations as established by departmental committees and made available to students:
b) Knowingly providing or receiving information during examinations such as course examinations; or the possession and/ or use of unauthorised materials during those examinations:
c) Submitting plagiarised work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/ or paraphrasing of another person's work, and/ or the inappropriate unacknowledged use of another person 's ideas:

d) Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement, without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement;

e) Falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results, and/ or any other assignments;

f) Serving as, or enlisting the assistance of a substitute for a student in the taking of examinations:

g) Alteration of grades or marks by the student in an effort to change the earned grade or credit;

h) Alteration of academically-related Institute forms or records, or unauthorised use of those forms or records: and

i) Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system.

5.7.2. Endangering health or Safety:

a) **Endangering behaviour:** Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action, whether intentionally or as a result of recklessness or gross negligence.

b) **Stalking:** Engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action.

5.7.3. Destruction of property: Actual or threatened damage to or destruction of Institute's property or property of others, whether done intentionally or with reckless disregard.

5.7.4. Dangerous weapons or devices: Use, storage, or possession of dangerous weapons or devices including, but not limited to, firearms, ammunition, or fireworks even if otherwise permitted by law.

5.7.5. Dishonest conduct: Dishonest conduct, including, but not limited to, knowingly reporting a false emergency; knowingly making a false accusation of misconduct; misuse or falsification of institute's documents by actions such as forgery, an alteration, or improper transfer; submission of information known by the submitter to be false.

5.7.6. Theft/ unauthorised use of property: Theft, or the unauthorised use or possession of Institute property or services, or the property of others.

5.7.7. Failure to comply with Institute or civil authority: Failure to comply with legitimate directives of authorised institute officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.

5.7.8. Drugs: Use, production, distribution, sale, or possession of drugs in a manner prohibited by law.

5.7.9. Alcohol: Use, production, distribution, sale, or possession of alcohol is strictly prohibited.

5.7.10. Unauthorised presence: Unauthorised entrance to or presence in or on institute premises.

5.7.11. Disorderly or disruptive conduct: Disorderly or disruptive conduct thatunreasonably interferes with Institute activities or with the legitimate activities of any member of the Institute.

5.7.12. Hazing: Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include but are not limited to, use of alcohol, and the creation of excessive fatigue, paddling, punching or kicking in any form.

5.7.13. Riotous Behaviour:

I. Participation in a disturbance with the purpose to commit or incite any action that presents a clear

and present danger to others, causes physical harm to others, or damages property.

II. Proscribed behaviour in the context of a riot includes but is not limited to:

a. Knowingly engaging in conduct designed to incite another to engage in riotous behaviour; and

b. Actual or threatened damage to or destruction of Institute property or property of others, whether done intentionally or with reckless disregard; and

c. Failing to comply with a directive to disperse by institute's officials, law enforcement or emergency personnel; and

d. Intimidating, impeding, hindering or obstructing an institute's official, law enforcement or emergency personnel in the performance of their duties.

5.7.14. Recording of Images without Knowledge of others: Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/ locker rooms, hostel rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorised records by any means is also prohibited.

5.8. Conduct Sanctions

When a student is found in violation of institute's policies or campus regulations, any of the following sanctions or combination thereof may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

The following forms of sanctions may be imposed on the guilty students:

1. Warning/ Censure
2. Disciplinary Probation
3. Loss of Privileges and Exclusion from Activities
4. Suspension
5. Dismissal/ Termination
6. Exclusion from Areas of the Campus or Official Institute Functions
7. Interim Suspension
8. Debarring from Placement Process
9. Restitution (Reimbursement)
10. Revocation of Awarding of Diploma
11. Others - Other disciplinary actions, such as monetary fines, community service, or deferral or withholding of transcripts, diplomas, or other student records to be sent to third parties, withholding of diploma/ certificate/ medals/ scholarships/ diplomas at the time of award, as setforth in campus regulations.

• The Institute reserves the right to maintain the status-quo of the sanction in abeyance of pending future conduct.

• The institute may also advise appropriate counselling or other professional assistance including but not limited to psychological counselling, drug and alcohol counselling, and anger management workshops for the student. Thus the student will be handed over to the parents or the guardian and will be asked to undergo such sessions. An appropriate proof of attendance and improvement in the overall condition of the student will be required at the time of return; additionally, the student will be placed under observation for 3 months.

• The Institute reserves the right to impose a single form of sanction or multiple sanctions, depending on the nature of the misconduct and the subsequent decision by the authorities.

5.9. Sexual Harassment and Violence Policy

The student is provided a safe environment for all members of the Institute's community, along with their

visitors. The Institute has strict policies on sexual harassment and violence on campus grounds.

Violence is defined as any physical conduct that threatens the physical safety and health of an individual. Please report all complaints in this regard directly to the Head (Admin) /Dean's / Director's office

I) The Institute has a committee for sexual harassment in line with the Supreme Court guidelines.

II) a) The Indian Constitution provides equally for women under Articles 14 & 15 and the right to live with dignity under Article 21.
   b) India has signed the Convention of the Elimination of all forms of Discrimination against Women in June 1993.
   c) The Supreme Court issues the Vishaka Guidelines against Sexual Harassment at Workplace in 1997.

   d) The Government has passed the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 in Parliament on April 22, 2013.

   e) The National Commission for Women has issued guidelines in an Advertisement in January 2014.

III) As required by the Act, the Institute have set up an Internal Complaints Committee in line with the norms laid down in the Act. The constitution of the said committee is available at www.imt.edu.

IV) a) The committee will meet periodically, at least once in 3 months, or earlier if there is a complaint.
    b) The committee will follow the guidelines laid down in the Act and any additional stipulations in the Vishaka Guidelines of the Supreme Court.
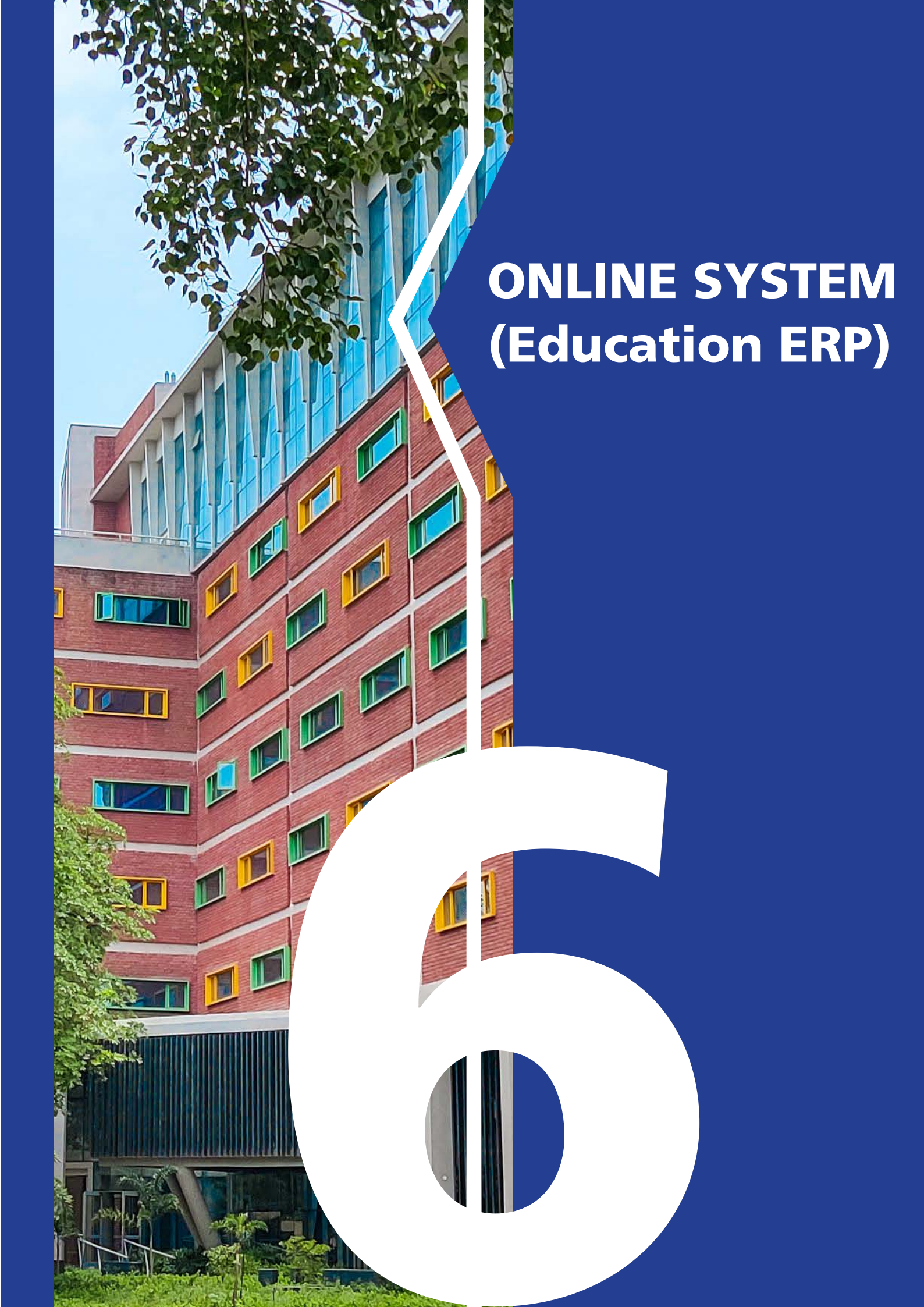
CHANGES/ MODIFICATION TO RULES

1) The Institute reserves the right to delete/ modify any of the above rules as and when deemed necessary.

2) The Institute reserves the right to add any other rule to the above rules as and when deemed necessary.

IN CASE ANY VIOLATION OF THE ABOVE RULES/ GUIDELINES/ CODE OF CONDUCT IS REPORTED OR DISCOVERED, APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN.

NOTE: THE ABOVE RULES AND REGULATIONS MAY UNDERGO CHANGE AT ANY TIME AND THE CHANGED RULES WILL BE APPLICABLE FROM THE DATE OF ISSUE OF REVISED GUIDELINES. FOR ANY CLARIFICATION REGARDING ADMINISTRATIVE ISSUES, THE PARTICIPANT MAY CONTACT THE DIRECTOR.

ONLINE SYSTEM
(Education ERP)

6

6.1. Online System

• IMT Ghaziabad uses an integrated Online system for managing academic and non-academic functions. The system is in use by students, faculty, academic administrators, and others. This is a web-based application and can be accessed by all authorized users.

• Students can use their email ids upon registration for the first semester of first academic year. They are expected to login and update their complete profile and upload softcopies of important documents. The information entered will be used for placements, transcripts, communication and all other important purposes. The student login will be maintained throughout the program.

• The portal maintains all the relevant data related to all academic and non-academic activities. Students can access the following information:

   o   Check academic performance related data such as marks, grades, GPA and CGPA.

   o   View academic calendar, time table, attendance and examination schedule.

   o   Check for announcements made by the faculty, PGDM or administration.

   o   Check assignments along with their deadlines; work on the assignments and upload the same.

   o   Attempt online quizzes.

   o   Choose electives to be studied and participate in the feedback process.

   o   Access course outlines and session plans.

   o   Participate in internship and placement related activities such as apply for job postings, view company information, submit CVs and know stage-wise status during placement process etc.

   o   View information related to campus events, information such as important phone etc.

   o   Participate in forums and interact with faculty and peers.

   o   Users can download and use iOS & Android apps to view announcements, class schedule and attendance.

   Essentially, the system aids the process of smooth and timely conduct of academic activities and processes.

PLACEMENT RULES

7

The Institute facilitates placements and internships of its eligible students who register with the Placement Office. It does not guarantee the placements of its students.

It is the student's responsibility to make themselves familiar with all the placement rules, regulations and guidelines. If there is any doubt or clarification required by any student, it is their responsibility along with their right and duty to get it clarified with the Placement Office on time.

IMPORTANT

Since the Placement Office works according to the schedules/deadlines of the corporates/organizations/ companies, who engage with the institute for various placement related activities, students are required to go through the placement rules, follow the rules and adhere to the rules and deadlines.

Students who defy placement rules are served a Show Cause Notice by the placement office. Students, who receive Show Cause Notice by Placement Office for any event or action, must respond with a written explanation within the stipulated deadline of the show cause notice. In case of any delay in receiving a valid response to the show cause notice, the explanation will NOT be considered/ entertained later.

7.1 CONFIDENTIALITY

Each student is required to maintain the confidentiality of all information related to placement activities. Any student found guilty of associating in some way in disclosing any confidential information about placement related activities (name of the company, date of process, no. of students placed, slotting details, etc.), strict action will be taken including debarment from the entire placement process. Placement related details (including congratulatory messages to batch mates, etc.) should not be mentioned/shared/discussed on any social networking site and it includes no discussions on WhatsApp as well.

7.2 NOTICES

Students are liable to keep a close watch on every communication/notice/ email from the placement office, from time to time. All the students are supposed to adhere to the deadlines (for sign-ups, submission of documents, placement related activities, etc.) as per the mail/ notice sent.

All students must mandatorily carry/keep their ID Cards for all the placement activities viz. PPTs, Guest Lectures, Leadership Talks, Pre Placement Talks, Sign-ups, Recruitment Process, etc.

7.3 CORRESPONDENCE

Students are required to mention their Roll Number, Name & Mobile Number in each correspondence/email with the Placement Office

The following rules are strictly applicable to all students: -

7.3.1 Students not adhering to any deadlines viz. submission of documents/ important details/ verification of documents, etc., would be subject to penal action and it will lead to temporary/ partial or permanent debarment from the placement process.

7.3.2 Students are advised not to wait till the last minute of a deadline as there could be internet connectivity issues and glitches which may prevent timely submission of application.

7.4 ATTENDANCE:

7.4.1 Attendance for Pre-Placement Talks (PPTs), Guest Lectures/Leadership Talks & Placement Committee Meetings/ Open Houses, Career Guidance and Placement Preparatory Sessions etc. is compulsory for all the students including placed/opted out/debarred as per the notices.

7.4.2 Students should not miss PPTs, Guest Lectures/Leadership talk & Placement Committee (Placecom) meetings/ open houses, etc. without sufficient logical reason and proof shared with the Placement Office at

least 3 hours prior to the event / activity, for any scope of consideration. The following rules are applicable:

7.4.3 Students may miss a maximum of 2 events which could be a miss in one of the events or a combination of 2 separate events. Events are defined as PPTs, Guest Lectures & Placecom meetings/ open houses, etc. in each academic year. Eg: Missed 2 PPT's or missed 1 PPT and 1 guest lecture.

7.4.4 Provision given in point 7.4.3 (mentioned above) is not applicable to any kind of placement preparedness training/workshop facilitated by the placement office, at any time during the course of PGDM program.

Any further miss or absenteeism from any other event can lead to consequences as mentioned below:

a) 3rd Miss - will lead to debarment from the first 5 short-listed/processes of companies
b) 4th Miss - will lead to debarment from the processes of companies till 75% of the batch gets placed.
c) 5th Miss - will lead to complete debarment from the Placement process

7.4.5 Students may nominate any of their friends from their respective batch to attend the PPTs on their behalf only in exceptional circumstances (in case of ill health, hospitalisation of self or parents, necessary documents which compulsorily include hospitalisation bills need to be presented), and with prior intimation to Placement Office. However, in case the nominee does not attend the presentation, the nominating student would be marked absent, and the above rules will apply.

7.5 MAINTAINING DECORUM:

7.5.1 Each student is supposed to follow the instructions of the Placement Office staff &
Process handlers during PPT/ Guest Lectures/ placement process, B-School events, etc. In case of any kind of harassment/ misbehaviour/ sleeping /talking/ use of mobile phone, etc., is noticed, necessary disciplinary action will be taken which may even lead to debarment from the Placement process.

7.5.2 At no point in time, while attending the Open House/ PPT or in the Placement Process, students should raise questions on salary negotiation or job/work location or any other irrelevant question. This will be treated as misbehaviour and disciplinary action will be taken which may even lead to debarment from the Placement process.

7.5.3 In case of a physical process, Mobile phones, laptops, eatables, newspapers, etc. will not be allowed into the Hall during Open House/ Placecom meeting/ PPT/ Guest Lecture, etc.

7.5.4 In the case of a Virtual Process, you are required to attend the process in a common class room/hall designated by the placement office and not from your hostel rooms. Anyone found attending any part of the virtual selection process of a company from the venue, not designated/communicated by the placement office, shall be immediately debarred from the entire placement process.

7.5.5 Attend all the virtual placement processes through a laptop, and dress up in professional attire. No excuse related to the internet being slow / not working; camera; microphone not working shall be entertained. It is students' responsibility to ensure his laptop is in good working condition, and check for networking issues with IT Office beforehand.

7.5.6 Students are supposed to reach the venue of Process / Event(s) / login to the process / PPT etc. at least 15 minutes prior to the scheduled time. Students will NOT be allowed to enter the hall/venue after the company officials have entered /logged in, and this shall be considered as ABSENT from the event

7.6 SIGN-UPs:

7.6.1 Whenever an organization/company invites applications for any placement related activities (i.e. Summer & Final Placements, Short Term Projects, B-School Events, Training/ Workshops, Competitions, etc.), notices will be sent through email mentioning the details and deadlines for the same. Students have to sign up through ERP (Placement Online Portal) after carefully going through the details regarding the process within the deadline and are required to fulfil all the formalities. If any student, as per notice/ e-mail, fails to submit the application within the stipulated time, he /she will not be allowed to participate in the placement process for that particular company. It is not advisable to wait till the last minute to apply as technical glitches/internet connectivity issues may be faced.

Please note that sign-up through the Placement Online System is mandatory for every placement related activity as notified through mail/ notice from the Placement Office.

7.6.2 The students are required to clear all their doubts before signing up for various placement related processes.

7.6.3 Students are required to sign up/ register according to the eligibility criteria (Work exp./relevant work experience, Academic marks, Specialisation, etc.) for Summer & Final placement processes, Short Term Projects, B-School Events, Training/ Workshops, Competitions, etc. ONLY ELIGIBLE STUDENTS are supposed to sign up for these.

7.6.4 Students found signing up for organizations/companies repeatedly without taking into account their eligibility for the same will be considered as not serious/disinterested in the campus placement process. Strict disciplinary action will be taken against them.

7.6.5 Students are encouraged to sign up for a maximum number of companies for which they are eligible; to enhance their chances of job opportunities. If any student does not sign up for more than 4 consecutive placement sign-ups in their respective eligibility criteria, they will be considered as NOT interested in the campus placement process and appropriate action would be taken against them, which would be at the discretion of the placement office.

7.7 ONLINE SIGNUPS/ SUBMISSION OF DOCUMENTS THROUGH ERP (PLACEMENT ONLINE SYSTEM)

7.7.1 Due to security reasons, students are requested to change their ERP Login passwords immediately and keep them confidential. The concerned student will be held responsible for any misuse of their Login account by anybody else with regards to various placement related activities, sign-ups, etc.

7.7.2 Students are requested to synchronize the time in their Laptops with IMT Clocks to avoid any delays in Sign-Ups, where the timelines are stringent.

7.7.3 Since ERP is an automated software, the uploaded CV & Batch profile will be sent via email to the Companies automatically after the deadline is over. Hence, the students are requested to sign up at least 15 minutes before the deadline.

7.7.4 If any student is not able to sign up / apply to an opportunity for any particular reason within the deadline due to Technical Issues, please inform the same to any of the placement Committee student member/ Placement office by sending an e-mail with the "screenshot of the error" at least 30 minutes before the deadline. No requests shall be entertained after that.

7.7.5 Students are required to save the "screenshot" of each Online sign-up on ERP and Google form submission response as proof of their timely sign-up and Google form submission.

7.8 Documents verification rules for placement related processes:

7.8.1 Students are supposed to fill up the forms/ Google forms/ details/ documents, etc.in
accordance with the document verification rules of IMT Placement Office (subject to CV & Batch Profile filling instruction rules).

7.8.2 If the students are required to fill up any details/upload CV at the time of signing up through the company's website, they have to upload/ complete the details in accordance with the verified CV available in the placement Online System.

7.8.3 Any student found guilty of filling in wrong details (other than verified CV)/submitting forged documents, would be debarred from the entire placement process without any intimation.

7.8.4 Students are fully responsible for the details mentioned in their CV, Batch Profile, etc. IMT will not be responsible for the revocation of any Placement offer due to incorrect details mentioned therein.

7.9 PROCESS (Summer & Final)

7.9.1 Students are supposed to fill up the CVs/ forms/ Google forms/ details/ documents, etc. in accordance with the verified CV/ Batch Profile filling instruction rules of IMT Placement Office.

7.9.2 Students tampering with the prescribed format (CV template, excel format, etc.), while sending certain documents, will be dealt with strongly and may be subjected to penal action.

7.9.3 Once the CVs are dispatched to the company post the sign-up, the students are not allowed to withdraw their application and would have to actively participate in the selection process.

7.9.4 Any student if found guilty of fudging/ cheating during any placement related activity/ process or sign-ups/sharing forged documents with the placement office, would be dealt with severe penal action, and this will lead to complete debarment from the Placement Process.

7.9.5 While filling up the placement related Google Forms, students are required to save the "Screen Shot" of such Google forms/ Google form submission response at their end as proof of timely submission of Google Form links.

7.9.6 If the students, who are short-listed by an organization/company for any placement related activity, fail to appear for the selection process on time, they would be subjected to penal action, and this will lead to complete debarment from the Placement Process. In case there is an emergency, wherein the student or their family; or direct blood relations (parents & siblings) have been hospitalized or because of any personal tragedy, the student may be exempted from debarment on producing the necessary valid proof (hospitalization documents, etc. [medical certificate is not accepted]). Such students are required to inform the Placement Office before the process and submit the hospitalization documents immediately once they have joined back.

7.9.7 Any students, found guilty of associating in any way to fudge/tank the interview i.e. deliberately underperform during the selection process/show dis-interest during an interview or group discussion/show casual approach by not representing themselves appropriately/ get into salary/role/location negotiation with the company officials, would be subjected to severe penal action and this will lead to complete debarment from the Placement Process.

7.9.8 If a student is found to have approached a company on their own/through any of their friends or forwarded their CV for any placement related activities, without intimating the placement office, they would be subjected to penal action, and this will lead to complete debarment from the Placement Process.

7.9.9 If any student receives any placement related process intimation mail/ call directly from any company, they are required to inform the same to the placement office personnel on an immediate basis, and they are NOT supposed to send any reply without the consent of the Placement Office.

7.9.10 If a student wants to apply to any organization/company for their placement, from outside the campus, they have to inform the Placement Office in writing and will have to opt out of the campus placement process (opt-out form available in Placement Office) before applying. They can only apply to those companies, which are not on the "follow up list" of the placement office or companies which have completed their recruitment process from the campus. Otherwise, they would be subjected to penal action, and this will lead to complete debarment from the Placement Process.

7.9.11 Students who are seeking Summer and Final placements support from the Placement Office are expected to treat their placement opportunities with utmost care and ensure that they prepare for the processes as per sign up details and make every effort to successfully convert these opportunities. They should demonstrate seriousness in their attempts and half-hearted efforts/ ill-preparedness would be dealt with severely. They need to be in touch with their faculty mentors for help and preparation.

7.9.12 If any student tries to meet/contact the company officials directly for any clarification/ initiate communication directly with the company officials on email/ message/ WhatsApp the company officials, without prior approval of Placement Office, would be treated as a disciplinary issue and would lead to a severe penalty including debarment from the placement process.

7.9.13 The students are expected to be fully prepared for the placement process. Each student would be given ONLY 10 shortlisted processes opportunities; this includes first level shortlisting of CVs (Summer/ Final

placement). In case the student is not able to convert within 10 shortlisted processes, they will no longer be a priority for the placement process and will have to sign a conditional Opt-Out form. Not signing an Opt-Out Form would lead to appropriate action taken against them which would be at the discretion of the placement office. Such students may be considered for opportunities once the whole batch is placed.

7.9.14 IMT follows the principle of "ONE PERSON, ONE OFFER". Once a student has received an offer (intimated to the placement office by the company through the mail), they have to accept the same, making them 'not available for any further placement process, irrespective of any pending/ waitlisted PPO/ PPI process/recruitment process/ results etc. Students not accepting the offer would be subjected to penal action, and this will lead to complete debarment from the Placement Process and necessary disciplinary action will be taken against such students.

7.9.15 Students would be expected to join the organization/company as per the date/timeline mentioned in the offer letter/communicated to them through email. Both in the case of Summer and Final placement, no negotiation on work location and joining date shall be entertained.

7.9.16 If a student takes up a summer internship in a company other than the one which recruited them during the campus drive or if a student fails to report for summer training in the relevant company, their Summer Internship will not be mentored by the Faculty and therefore will not be considered for academic purpose and they shall be debarred from the entire Final Placement process.

7.9.17 As per the instructions given by some of the organizations/companies, those students, who have ever been charged/ prosecuted/ convicted /arrested/, for any criminal offence, are not eligible for the campus final placement process. Such students are required to inform us of the same well in advance.

7.9.18 Students undergoing any kind of medication, undergoing treatment for mental health issues, have any history of abnormal medical condition, need to inform the Placement Office in advance, at the time of registering with the Placement Office/signing the undertaking to enrol for the campus placements. If any student is found hiding this information from the Placement office, it would lead to strict disciplinary action and non-eligibility for placements.

7.9.19 Joining date, location, stipend, etc. cannot be cited as reasons for not accepting Summer Training and Final placement offers by the students.

7.9.20 Students will be expected to complete their Summer Training in a single company and NOT in multiple companies.

7.9.21 Students taking leave from companies during Summer Internship, without prior approval /citing flimsy reasons, would be dealt with severe disciplinary action. Students taking/requesting longer leaves from company officials, citing whatever reason, without consulting Faculty Mentor and Placement Office, would face disciplinary action.

7.9.22 Telephone calls from the parents/ relatives of the students to the placement office staff will not be entertained for any kind of placement related issues.

7.10 Summer Internship Do's/ Don'ts

7.10.1 All students need to report to their respective internship organization/company on time daily.

7.10.2 Students are required to fulfil the assigned tasks and responsibilities during the internship. They are required to deliver and complete the tasks as per the defined timelines given by the organization/project supervisor.

7.10.3 Students need to ensure that they are maintaining decorum and conduct at their workplace and that no behaviour and attitude related issues are escalated by the organisation/ company

7.10.4 No leaves to be taken without prior approval from the industry mentor/guide

7.10.5 Students who fail to perform and do not achieve their targets/deliverables/ accomplish tasks assigned

by the company/indulge in misdeeds/dereliction of duties may bear severe consequences leading upto termination of services from the organisation/company.

7.10.6 Students are required to keep their Faculty Mentor and the Placement Office in the loop at all times for all activities and developments during Summer Internship

7.10.7 Any complaints received from the organization/company on student behaviour and conduct will be dealt with strict disciplinary action

7.11 SHORT TERM PROJECTS/ EVENTS/ B-SCHOOL COMPETITIONS

7.11.1 IMT Ghaziabad participates in some of the best B-School competitions and has won laurels in many of them in the past. Winning such competitions helps the Institute in positioning itself among the leading B-Schools and the corporate world. Hence, the Institute expects all the eligible students to participate actively in such competitions. Once a student registers for such a competition, it is mandatory for him/her to actively participate and complete all the stages of the competition.

7.11.2 Whenever a company invites applications for any Short Term Projects/Training/ Workshops, etc., notices will be sent through email mentioning the deadline for the same. Eligible/interested students are required to sign-up/ register/ actively participate and attend the same.

7.11.3 Once the student is selected for a project, event, competition, etc. through campus/off-campus they need to complete the same as per the guidelines of the organization/ deadlines shared for deliverables, otherwise, they would be debarred from the placement process.

7.11.4 All external projects/Short Term Projects, which are eligible to be mentioned in the final placement CV have to be registered at the placement office. The successful completion certificate regarding the Short Term Project (from the company) would also be required to be submitted to the placement office. Only registered projects will be allowed to be mentioned in the CV.

7.11.5 Students securing projects on their own / through any other committee or club, need to share details regarding the project in the format as prescribed by the Placement Committee student members. Failure to do so, their projects will not fall into registered category, and will not be added in their CV. Students will be allowed up to a maximum of four projects (short term projects & academic projects inclusive) including a minimum of 1 Academic Project in their Final Placement CV.

7.11.6 Students will be allowed to pursue only one external short-term project per term per stream through the Placement Office. In case they have already completed one short-term project in a particular stream, they would not be allowed to take up a fresh project in the same term.

7.11.7 Any adverse remark about the conduct of the student, while working on the project from the organization, shall lead to debarment of the student from all placement processes and further projects being offered through the Institute.

7.11.8 In case a company insists on the Institute shortlisting the students for them, a panel of faculty members shall do so by conducting the screening process as deemed appropriate. The panel would be constituted by the Placement Office.

7.11.9 If a student is short-listed for any B-School event/ Competition/short term project, etc. he/ she has to actively attend/participate/deliver on the same. Withdrawal/opting out of the same is not an option else, such student would be out of the entire placement process.

7.11.10 Attendance exemption will not be given for doing a Short Term Project. Also, there will be no exception for attending the selection processes. Placement Office will try to schedule the process during the free slots of the students, if the company permits, otherwise students will have to manage their academic classes for attending the process.

7.12 OPTING OUT OF THE PLACEMENT PROCESS

7.12.1 If any student wishes to opt-out of the Summer/ Final Placement process, they should inform the Placement Office in writing as per the format available in the placement office before the start of the season. Students who secure their Summer Internships on their own, must get it validated by their respective Program Chair, and then share the information with the Placement Office.

7.12.2 Students exploring Summer Internship on their own must ensure that the organization/ company, from which they are expecting/have got an offer is a legal entity i.e. an organization/company registered with the Ministry of Corporate Affairs, either as a Limited Liability Partnership, Private Limited Company, or Public Limited Company.

7.12.3 If a student wishes to apply to any company for their placements, from outside, they have to inform the Placement Office in writing and will have to opt-out of the campus placement process (opt-out form available in Placement Office) before applying. They can only apply to those companies, which are not on the "follow up list" of the Placement Office, otherwise, strict action would be taken including debarment from all campus-related activities and the matter shall be taken up with the Disciplinary Committee.

7.12.4 While applying to organizations/companies from outside (opted out/ debarred students), the students cannot forward their CV with IMT logo/ Placement office details. They will have to send a non IMT CV.

7.12.5 If after opting out of the Placement Process of the Institute, a student applies and receives an offer from a company through their own source, they need to submit the offer letter within 10 days from the date of issue to the Placement Office. Further, they must accept the offer and stop approaching other companies as it affects brand IMT. Students should not approach multiple companies at a time, otherwise strict penal action would be taken against them.

7.12.6 Students who have opted out are NOT supposed to contact multiple companies at a time for their placement opportunity. After getting permission from the Placement Office, students can contact a single company at a time and if they are not getting an offer from that particular company, only then they should contact the next company. This will avoid multiple offers being generated.

7.12.7 Once a confirmed offer is received from a company, the student has to accept that offer. In the advent of any complaint received regarding the rejection of an offer from any company, strict action will be taken including debarment from the Summer/ Final placement processes and the matter shall be taken up with the Disciplinary Committee.

7.13 FINAL PLACEMENT ELIGIBILITY CRITERIA

Each final year students shall be eligible to participate in the placement process subject to the following requirements:

7.13.1 Student/s having IMT CGPA below 5.5 will not be eligible for Final Campus Placements Process as per the current guidelines.

7.13.2 Student/s having more than one 'D' will not be eligible for Final Campus Placements Process as per the current guidelines.

7.13.3 Student/s having One 'F' will not be eligible for Final Campus Placements Process as per the current guidelines.

7.13.4 Student/s should not have any record of misdemeanour / disciplinary action taken against him/ her by IMT

7.13.5 In general, for Placement Opportunities that come to campus, 60% throughout the academic scores (i.e. in Graduation, 12th and 10th) is the minimum eligibility criteria. In some cases, eligibility requirements for academic scores may be higher. Students with less than 60% marks in their graduation, 10th and 12th, must keep this in mind, while participating in the campus placement process, and maximize the opportunities that come their way.

7.13.6 In some cases, organizations/companies may specify NO Gap Year as the eligibility criteria, i.e. the gap between 10th and 12th, 12th and Graduation, Graduation and work experience etc. Students with a Gap year must check carefully, if they meet the eligibility criteria specified by the company or not, before applying.

7.13.7 Students with Sabbaticals are not eligible to participate in the Summer as well as Final placement process. To be eligible to sit in the Summer and Final placement, student concerned will have to resign from sabbatical company, and forward the copy of the resignation to the Placement office.

7.13.8 Students should not have any medical/psychological condition which could impede the performance of duties and responsibilities at the workplace. In case such a condition exists, the student/s is required to share the details with the placement office immediately, which can be shared with the organization.

7.13.9 Students undergoing any kind of medication, undergoing treatment for mental health issues, have any history of abnormal medical condition, need to inform the Placement Office in advance, at the time of registering with the Placement Office/signing the undertaking to enrol for the campus placements. If any student is found hiding this information from the Placement office, it would lead to strict disciplinary action and non-eligibility for placements.

Such student(s) need to meet/write to Placement office, with valid documents while registering their interest with the Placements, or before signing up for any specific Summer/Final placement opportunity.

7.14 Company Joining Policy

7.14.1 Any student placed in an organization through the campus Final Placement process and not joining the company and/ or not working for a minimum 6 months, the case will be taken up with the disciplinary committee and the following penal action would be taken.

7.14.2 Their PGDM Mark-sheet or Degree may be withheld till the disciplinary committee reaches a decision on what penal action needs to be taken.

7.14.3 Their membership to the Alumni Association may be suspended.

7.14.4 The student will not be invited to any institute sponsored Alumni events and will not be a part of the IMT alumni mailing list.

7.14.5 There will be No Background Verification support given to such students by the Institute.

7.14.6 Any other action recommended by the disciplinary committee.

7.15 PRE-PLACEMENT OFFER (PPO/ PPI) & Waitlisted offer

7.15.1 Students are supposed to work hard during their Summer Internships as per the requirement of the organizations. If we receive any kind of complaint from any organization regarding the non-compliance of their summer project formalities, absence without prior information or approval, insubordination, delay in submission of project deliverables, indulgence in deceitful act, sharing forged data/ documents/bills with the company; strict action will be taken against such students, including debarment from the final placement process.

7.15.2 A company may give PPO/ PPI to students based on their performance during summer training/ B-School events. In the case of PPO/PPI offers, students have to accept the same in consultation with the Placement Office. These students will be considered as placed and they will not be allowed to participate in the final Placement process of the Institute.

7.15.3 PPO/PPI with minimum annual CTC of 12.0 LPA would be binding on the students. However, offers not meeting CTC of 12.0 LPA through PPO/PPI route, can be discussed on a case to case basis, subject to students' interest.

7.15.4 IMT follows the principle of "ONE PERSON, ONE OFFER". Once a student gets an offer they have to accept the offer and are out of further placement process, irrespective of any pending / waitlisted PPO/ PPI

of any event. Rejection/Failure to accept the offer or deliberate underperformance during the PPI will lead to necessary disciplinary action to be taken against such student and may lead to permanent debarment from Final Placements.

7.15.5 In case a PPO/ PPI is offered or informed to the student directly by the company, they must immediately inform the Placement Office regarding this so that it can be processed further. Failure to inform the Placement office regarding a PPO/PPI offer shall lead to the permanent debarment from any further placement opportunities. Students must accept the offer within the deadline given by the organization/ company/placement office.

7.15.6 Please note that if any student is waiting for the PPO/ PPI of any competition/ event/ summer internship, etc. they can get an exemption from attending any placement activity/event/ process till they get the final result of the PPO/ PPI competition/ event/ summer internship. However, such students need to inform the Placement office through email, sharing the name(s) of the competition/event/internship company from where they are expecting PPO/PPI along with the timelines.

7.16 FINAL OFFER

7.16.1 Once the "FINAL OFFER" is confirmed by a company in writing/email to the Placement Office, during the physical/virtual/on campus/off campus process, the student(s) has to accept the same, otherwise, he/she will be out of further placement processes and necessary disciplinary action will be taken against such student.

7.16.2 Complete debarment from the placement process of students on account of any disciplinary issues would be put up for consideration to the Disciplinary Committee, who will decide on the action to be taken depending on the severity of the issue.

7.16.3 Students contacting the company directly for any reason would be treated as a disciplinary issue and would lead to a severe penalty.

7.16.4 The Disciplinary Committee (Placements) would comprise of Dean (Academics), PGDM Chairperson, Faculty Committee and Head Placement. Any appeal with respect to the placement related issues needs to be addressed with the Disciplinary Committee (Placements).

7.17 In addition to the above rules, please follow the below rules during Virtual Process/sessions:

7.17.1 Login/fill up of google forms as and when required using Official IMT email ID only.

7.17.2 Students are required to join the meeting/ event, using their Full Name to be displayed, on time and leave when instructed. To avoid any technical glitches, it is advised to be ready for the Virtual Interaction/ PPT/ Group Discussion/ Interview process at least 10 to 15 minutes before the scheduled time.

7.17.3 Students will keep their Video & Mic On/ Off as per the requirement of the event.

7.17.4 No unnecessary distractions (sending emojis, keeping yourself unmute, etc.) and personal chats while the industry personnel is delivering the session. Such behaviour will be dealt with severely.

7.17.5 Students are required to make the session interactive and turn on their videos while interacting with the speaker.

7.17.6 Should not share/ forward meeting links to anyone else.

7.17.7 Students should not record any kind of virtual event/take screenshots of the Pre Placement Talks

7.18 STUDENT COMPETITION POLICY
We promote the spirit of healthy competition and culture at IMT as an extracurricular activity based source of learning. It is a means to develop students' skills of working in teams, understand the nuances of various challenges in an organization and participate in competitions, organized by companies. There are several prominent International and National Case/Quiz competitions in a year. The students are encouraged to

participate in them. The details about the same will be shared with the batch from time to time along with the timelines.

The Placement Office will be driving this initiative and would encourage all the students to participate in the competitions shared with them. All students who wish to participate are advised to consult a faculty member for guidance.

Policy of Participation

7.18.1 Once a student registers for such a competition, it is mandatory for him/her to actively participate and complete all the stages of the competition.

7.18.2 Whenever a company invites applications for a B School Competition., notices will be sent through email mentioning the deadline for the same. Students may be advised to register for such competitions through company's own platform for outsourced platform e.g. Unstop. Eligible/interested students are required to sign-up/ register/ actively participate and attend all the stages of the competition.

7.18.3 Students can participate in competitions as individuals or as teams as per the rules of competition organizers. The Leave of absence for participating in such events has to be duly sanctioned by the PGDM Chairperson and Head – Placements.

7.18.4 Once the student is shortlisted/selected for a competition, etc. through campus/off-campus route, they need to complete the same as per the guidelines of the organization/ deadlines shared for each and every stage/deliverable. Failure to do so can lead debarment from complete placement process.

7.18.5 Students can participate in as many competitions as they want, but they must do so in consultation with their faculty mentors, so as to manage both academics and expected outcome in the competition.
7.18.6   If any internal competition is required amongst the students/ teams, their cases and presentations will be screened by a committee convened by the Dean Academics and will have subject matter/ domain experts to evaluate each entry and they will recommend in order of merit to submit to the Competitions they are participating in.

7.18.7 Student (s)/ Team shortlisted for the competition will be eligible for travel and lodging support from the Institute, which has to be pre-approved by Head – Placements and PGDM Chairperson.

7.18.8 In case the competition organizers giving travel support to the student(s), teams then they will not be eligible for travel and lodging support from the Institute as mentioned in point number 3 above.

7.18.9 In case a company insists on the Institute shortlisting the students for them, a panel of faculty members shall do so by conducting the screening process as deemed appropriate. The panel would be constituted by the Placement Office.

7.18.10 Any adverse remark about the conduct of the student, while going through the competition at any stage, from the organization, shall lead to complete debarment of the student from all placement processes. Such student shall not be allowed to participate in any further new competitions being offered through the Institute.

7.18.11 If a student is short-listed for any B-School Competition, he/ she has to actively attend/participate/ deliver on the same. Withdrawal/opting out of the same is not an option else, such student would be out of the entire placement process.

7.19 FORMAL DRESS CODE (BUSINESS FORMALS/ PLACEMENT FORMALS) FOR PLACEMENT RELATED ACTIVITIES

7.19.1 DRESS CODE

The Official Dress Code (known as the Placement Formals/ Business Formals) that will be followed at IMT Ghaziabad for all placement related activities such as Pre-Placement Talks, Group Discussion, Interviews, Guest Lectures, B-School Competitions & Events or any other placement related activity / process/ meetings.

7.19.1.1   Boys: Summers: June to October

Shirts:
- Light coloured solid formal full-sleeve shirt. Preferably white/ light blue/ pink. Only light pastel shades will be allowed.
- Under no circumstances will a Half Sleeve, Striped or check shirt be allowed.

Trousers:
- Dark Blue or Black coloured, double pleated well fit trousers. Trousers should be matt finished and no sheen.

Tie & Belts
- The tie should be Dark Blue or Black, non-pattern and no sheen. Please note that pencil ties will not be allowed.
- Black, non-flashy buckle leather belts.

Shoes & Socks
- Black leather OXFORD shoes with laces (a similar design is allowed).
- Dark blue or black coloured formal socks. Ankle-length socks will not be allowed. Socks should match the shade of the trousers.

7.19.1.2   Boys: Winters: November to March

Shirts   : Same as Summers.
Trousers   : Same as Summers.
Ties & Belts   : Same as Summers.
Shoes & Socks : Same as Summers.

Blazer/ Coat:
- No sheen Dark Blue or Black plain, non-pattern coat matching the colour of trouser, Tie & Belt.
- The blazer/ coat should have hemlines
- Must have 2 plain buttons without any company logo

Other Key Comments
- At all times and for all activities, boys should either be clean shaven. Under no circumstances, a student without shave shall be allowed in placement related activities.
- Long hair/pony tails are strictly NO.
- Shoes should be well polished
- Hair should be neatly combed - well trimmed and styled
- Nails should be neatly trimmed
- Tie length should be exactly till the belt buckle, neither too long nor too short
- Shirts and Trousers should be properly ironed
- Slim-fit placement formals are not allowed.

7.19.1.3   Girls: Summers: June to October

Shirts:
- Light colored plain/ solid formal full-sleeve shirt. Preferred colors are white/ light blue/pink. Only light pastel shades will be allowed.
- The shirts must have collar buttons. V-neck shirt will not be allowed under any circumstances.
- The buttons should not be dark in color and must be visible (no covering/ flaps allowed).
- Hemlines on shirts are allowed but creases/ loops/ folds on the back are not allowed.
- Under no circumstances will a Half Sleeve, Striped or checked shirt be allowed.

Trousers:
- Dark Blue or Black colour. No denims/ corduroys will be allowed. Trousers should matt finished and sans sheen
- Trousers must not be above ankle length (ankles must be covered)

Bellies:
- Plain Black, leather bellies without any visible stitch-line/ buckle/ ribbon with maximum 2 inches of heels (similar design is not allowed).
- Pencil heels are not allowed.
- Closed bellies are allowed, no peep-toes.
- Bellies must not have pointed tips.

7.19.1.4   Girls: Winters: November to March

Shirts   : Same as Summers.
Trousers   : Same as Summers.
Bellies   : Same as Summers.

Blazer/ Coat:
- Non-glossy Dark Blue or Black plain, non-pattern coat matching the colour of trouser, Tie & Belt.
- The blazer/ coat should have hemlines.
- Must have 2 plain buttons without any company logo.

Other Comments
- Shirts will not be tucked at any point of time during summers.
- Hair should be neatly tied with black rubber-bands. No fancy clips allowed.
- Hairbands/ Hair pins should be black in colour.
- Shoes should be clean/ polished
- Wearing socks/ stockings is optional. Should match the colour of trouser
- No accessories, nail polish, lipsticks or heavy makeup allowed
- Nails must be neatly trimmed at all times
- Slim-fit placement formals are not allowed.

7.19.2 FORMAL DRESS CODE & OTHER RULES TO ENTER PLACEMENT OFFICE:
- Permission to enter Placement office only on official purpose during allocated/allowed students' meeting time.
- Dress code for entry into office: Smart Casuals (no slippers allowed).
- Bags to be kept outside placement office prior to entry.

Note: Any variation in the above official dress code will NOT be allowed for attending any placement related activities.

The above placement rules are strictly applicable to all students, who wish to get placement assistance through the campus. Those students, who agree to the above placement rules, are required to sign the undertaking within the given timelines as per notification/communication from the placement office, otherwise, they are considered to have opted out of Campus Summer and Final Placement processes.
The Rules and Regulations mentioned here will be valid for the PGDM 2023 - 25 batch, and the Institute reserves the right to prospectively change the terms and conditions thereof at any time. Change in the rules if any incorporated, shall be communicated to the batch.

INTERNATIONAL RELATIONS CENTRE

8

8.1. Introduction

International Relations Centre (IRC), IMT Ghaziabad, was established with the vision of creating opportunities for IMT fraternity to exchange ideas and thoughts with world-class insitutitions all over the world aiming at mutual growth and development.

IMGT has always encouraged overseas exposure for its students. Exchange Programs with leading business schools around the globe help students to assimilate diverse management practices and understand the importance of cross-cultural issues in managing a business, trade, and industry. Many international speakers and faculty visit the campus, reflecting the increased focus on positioning IMTG at global stature. IMTG has been actively extending its ties with renowned and reputed foreign institutions in its efforts to bring world-class education and multi-cultural exposure to students.

As a result of its proactive efforts in this direction, IMTG today is proud of its numerous academic and research collaborations with leading universities and B-Schools across the globe.

8.2. Role of the International Relations Centre

The International Relations Centre (IRC) coordinates and facilitates faculty and student exchange, international immersion programs, short-term exchange programs (STEP), collaborative research activities, guest lectures, and organization of joint conferences, symposia, and workshops with the partner schools/universities and also conducts foreign language classes.

In addition to managing our current partnerships, IRC continually monitors universities worldwide for potential partnership opportunities. IRC has always endeavoured to grow its network of partners and provide possible global exposure to the community of IMT.

IRC's 'Buddy Program' is another initiative that helps international students settle down and mingle with the students of IMT. It also allows the students of IMT to interact with international students in day-to-day activities, which helps enhance the brand of IMT with them. IRC shares information from time to time to update students about various exchange programs with our global partners.

8.3. Guidelines for Outgoing Exchange Students

Students are advised to take special care on the following points while going abroad under any Exchange Program or International immersion organized by IRC-IMT:

a) Students must opt for courses at foreign schools/universities under the exchange program from the same area of specialization (Major and Minor at IMTG), which he/she is planning to pursue at IMT Ghaziabad. Students are advised to submit the Course Consent Form (before Learning Agreement) to the IRC office, which IRC and PGDM Office must vet.

b) The students must ensure that the course/credit requirements of the PGDM course at IMT must be fulfilled. They must submit their Learning Agreement to IRC containing the following information:

• Name of the student
• Duration with specific dates
• Course/s to be studied at the partner school/university should match the course consent form submitted to the IRC office (as per point a). Copy of the Learning Agreement signed and stamped by a foreign institution must be submitted to the IRC office to seek approval to proceed with the course/s. Unless IRC and PGDM give the go-ahead, course/s should not be pursued.
• The Learning Agreement must be submitted to IRC (scanned colour PDF) within the first week of student exchange. Please keep the original copy with you. The submission of Learning Agreement is the responsibility of the concerned student and not the hosting school/department or IRC.
• The students are advised to keep all the detailed syllabus/course outlines (softcopy), if required at home school.
• In case of any shortfall in the courses/credits, alternative course/s can be taken in the second year to complete the shortfall.

 c) Students are required to complete all the core courses (of the particular exchange term) at IMT once they are back at campus after the exchange term. PGDM program office shall notify in due course of

time about the scheduling of the core courses to be completed.

d) Any student who has dropped a year is not eligible for the international student exchange program.

e) Credits to be earned out of the exchange program should be equivalent to the credits offered at IMT during that particular Term. A maximum of 4 Credits (in case of a student pursuing a track/bouquet of courses compulsorily) could be earned in excess, which may be considered Non-Credit (NC).

d) Students must complete all the evaluations and submissions for the courses during the exchange. No separate examinations or assessments can be arranged at a later date at individual student's request. In case of certain unforseable emergency, if a student is unable to complete the course and its evaluation, the student must immediately inform the IRC office, Examination office, and PGDM program office of such a situation.

e) On return from the exchange Program, IRC shall submit the mark sheets and grades to Examination Cell.

f) A student could go for an Exchange Program for a maximum of two Terms (a fraction of Term would not be allowed).

g) According to the IRC rule book, the credit transfer formula of a course studied by a student during the student exchange program would be decided.

h) The Grades awarded by the partner Institution will be inconsequential in calculating a student's final CGPA. Grade in a course studied under the exchange program will be determined at IMT only based on the final marks awarded to a student in the course by the partner institution.

Our Expectations

Please make sure that you adhere to the following

a) Follow all the rules and regulations given in IMT students' handbook

b) Follow all the rules, regulations, and guidelines in IRC Rule Book

c) Please follow all the rules, regulations, and guidelines of the partner insititue where you complete your exchange term.

d) Please remember that you represent IMT Ghaziabad in our partner institute during an exchange/ immersion, and you are expected to act as a brand ambassador of IMTG. Hence, your actions and decisions will impact IMTG's image during the exchange.

You will be required to submit a one-page write-up/feedback and share your experiences in photos/video format explaining your cross-cultural learnings and experiences after returning from your exchange/immersion.

LIBRARY

9

IMT Library is the nerve centre and the heart of the Institute and plays a vital role in supporting, teaching and learning activities, and provides the primary source for individual research at IMT. The library is meant to help the academic community keep abreast with the latest development in their area of activities and provide information support for teaching, research, and consultancy. At the same time for students, the library is a source to get information and support for their course curriculum as well as for their self-development, with a vast collection of learning resources both in digital and print form covering most disciplines taught and researched and is continuously contributing to the Institute's mission and vision.

The library has developed the collection in every possible area of interest to the IMT community. The library has created an excellent infrastructural facility with all required software tools and technologies. Being an integral part of academic and research work on the campus, the library provides services to support academic and outreach activities by creating state-of-the-art facilities and offering innovative services. The library has been actively engaged in designing and delivering need-based information services to academics.

• Library serves as an innovative partner in teaching, learning, and research activities.
• Responsible for acquisition, processing, organizing, and providing access to high-quality scholarly information resources both in print & digital form.
• Equipped with the latest tools and technologies and subscribed to the world best databases, i.e., Bloomberg, Reuters-Eikon, EBSCO, ProQuest, and tools for social media and digital marketing like ComScore and Salesforce Radian6.
• Focused on web-based information services and conduct various information literacy programs for teaching, research, and consultancy
• More emphasis on user research support tools such as scholarly and citation databases, reference management, anti-plagiarism tools, academic writing and author workshop, etc.

Learning and Accessibility for Students

The library is committed to providing access to library collections, services and facilities for students. The library's priority is to select and acquire resources and technologies accessible to students for their course curriculum, projects, assignments, placements, and self-development. The resources procured by the library for use are accessible through the library's portal. These materials include electronic books, electronic journals, corporate, country and financial databases that are available to access on-campus and off-campus. 24x7 digital resources and remote access services are available for the students.

The library takes an active part in facilitating the learning process for the benefit of the students. At the beginning of the session, they are given the necessary practical training to get acquainted with various resources and databases. The library facilitates orientation sessions that include learning skills, using databases, and access to a wide range of books, periodicals, databases and other resources. The library is the focal point of various resources and provides information support to students for projects and assignments.

Learning Resources

A need-based collection of knowledge resources is being developed in line with the objectives and activities of the Institute in mind. In addition to print resources, the library e-books, e-journals, e-magazines, videos, e-cases, newspapers and many more. You can access these resources anytime from anywhere on campus and off-campus.

• Reference Books
• Textbooks
• General Reading Books
• e-Books
• Journals & e-Journals
• Magazines & e-Magazines
• Case-Study & e-Cases
• Newspapers & e-Newspapers
• Online Databases
• Training Manuals
• Educational CD/DVD

Key links for the library and its services to explore more:
• Library and its Services: https://www.imt.edu/library
• Library Catalogue and Resources Dashboard: http://library.imt.edu

- Explore Online Resources Guides: https://www.imt.edu/library/online-resources
- Bloomberg Details: https://www.imt.edu/library/bloomberg
- Remote Access to Online Database (if you are off-campus): https://imtg.mapmyaccess.com
- Research and Teaching Assistance: https://www.imt.edu/library/research-assistance
- Guidelines and Rules of Library: https://www.imt.edu/library/guidelines-rules
- FAQS: https://www.imt.edu/library/faqs

If you have any queries with regard to the library and its services, please feel free to contact us in person, over the telephone or by email. We will be very happy to assist you in making the best use of resources to support your academic and research work.

The Librarian
Institute of Management Technology
Raj Nagar, Hapur Road
Ghaziabad-201001
Email library@imt.edu
Tel.: 0120-4083 302

IMTG LIBRARY, Guidelines & Rules

9.1 Commencement
These rules are framed to help and promote, rather than to constrain the use of library resources and services.

9.2 Definitions

'borrower' means a person who borrows an item from the Library.

'item' means any book or other print or non-print library material or piece of equipment which is the property of, or under the control of, or in possession of the Institute Library.

'Librarian' means the person holding the position of Librarian, or his or her delegate.

'Library' means those parts of institute premises that constitute the premises of the Library.

'Library resources' include Library items, printer resources, electronic resources under control or in possession of the Library, and any physical area of the Library.

'Library staff' means those persons who are employed within the institute Library. 'person' includes, where the context permits, a body corporate and its employees.

'Member' means a registered member of the library.

'replacement charges' means those charges levied on a borrower under these rules for an item that has been lost by the borrower, given a lost status by the Library while on loan to the borrower, or extensively damaged while on loan to the borrower.

'User' means one who uses a Library.

9.3 Opening Hours

The library shall remain open on all the days except the National and Gazetted holidays (**as declared by IMT/ GOI every year**) and shall observe the schedule as given hereunder for members/users:

Monday to Friday	08.00 AM - 06.00 AM (22 Hours)
Saturday to Sunday	08.00 AM - 10.00 PM (14 Hours)
Summer Vacation (April to June)	08.00 AM - 09.00 PM (13.00 Hours)
Lunch Hours	01.00 PM to 01.30 PM (00.30 Hours)

During examination/placement/other academic activities, the library may remain open overnight on Saturday and Sunday. The library opening/closing hours is subject to change by the Librarian/Library Committee as and when require.

9.4 Circulation Hours

Members	Period	Timing
PGDM, DCP, BFS Programs	Monday – Sunday	09.00 AM - 09.45 PM

The circulation opening/closing hours of issue-return is subject to change by the Librarian/Library Committee as and when require.

9.5 General Rules

i.   Registration should be done to become a library member before using the library resources.
ii. Library Membership Card is compulsory for getting access to the library.
iii. Enter your name, roll no. and sign in the register kept at the entrance counter before entry and exit.
iv. Show the books and other materials that are being taken out of the library to the security guard and staff at the entrance counter.
v.   Keep personal belongings, such as bags and other items at the property counter (personal beloings area) of the library at their own risk.
vi. The member/user of the library are requested to take care of their belongings (i.e., laptop, Pen drive, mobile, other devices, wallet, and other valuable items) inside the library premises; otherwise, the library is no way responsible for the loss of above said articles or goods.
vii. No monetary compensation can be claimed from the library in case of any damage to the personal belongings of member inside the library.
viii. The library follows an open access system. Books or other reading materials taken from the stacks should not be re-shelved by the readers but should be left on the reading tables. Please remember that a book misplaced is a book lost.
ix. Library items must not be marked, defaced, mutilated, or damaged in any way. If anyone is found doing so, he will be charged the full replacement cost of the material and other disciplinary actions.
x.   Silence to be maintained and no group discussion permitted inside the library premises.
xi. Pasting of the poster at the entrance, glass doors or inside the library premises not allowed.
xii. Refreshment of any kind shall not be taken anywhere in the library premises. Eating, drinking, and smoking is strictly prohibited inside the library.
xiii. A person may enter and remain only in those parts of the library that the person is authorized to use.
xiv. A person must behave with decency and decorum. Any irregularities may kindly be brought the notice of the Librarian / Library Committee / Dean (Academics) / Director for necessary action.
xv. Member is requested to follow a decent dress code inside the library. Wearing Bermuda, shots, half paints and knickers not allowed inside the library. The Librarian may prescribe that certain areas of the Library are to be used for specified purposes only, or by certain persons or groups only. A person must not use those areas in contravention of that prescription.

9.6 Library Membership

The enrolled students, faculty, adjunct faculty, faculty associates, officer, staff, research scholars (FPM), and research associates are entitled to enroll themselves as members of the library. Those who intend to use the library services are required to register themselves as member of the library by filling the prescribed LIBRARY MEMBERSHIP FORM. The form must have recommended by the respective head of the department.

i.   Library Membership Card: Single library membership card will be issued to a registered member of the library; member is responsible for the library card issued to him/her. Member is allowed to the library only on the production of their authorized Library Membership Card.
ii. Validity of Library Membership Card: The library membership card is valid for the entire duration of the course and service period to access library facilities. At the time of 'no dues and clearance', the library membership card shall be returned to the library Circulation Desk.
iii. Loss of Library Membership Card: Loss of library membership cards should be reported to the Librarian/

circulation desk. The duplicate membership card may be issued against filling a request form and fee Rs.100.00.

iv. No Dues and Clearance: Each member shall obtain 'no dues and clearance' from the library after returning all the books issued, surrendering the library membership card, and paying outstanding dues, if any. The fee Rs.100.00 shall be charged from the students (PG, DCP, BFS, Programs), if they fail to return the library membership card at the time of taking 'no dues and clearance' from the library.

9.7 External Library Membership Services

The Library extends their services to External Research Scholars (i.e., PhD, FPM, and MPhil - Registered with University/Insitute) and Alumni of IMT Ghaziabad under 'external membership services. (see details in Membership)

9.8 Borrowing Guidelines

i.   Borrowing facilities are given only to the member of the library.
ii.   Books will be issued on the presentation of the authorised library membership card.
iii. The library membership card is non-transferable, and their loss should be immediately reported to the library circulation desk.
iv. Member must satisfy themselve about the physical condition of the book(s) before borrowing. Member shall be responsible for any damage or mutilation noticed at the time of returning the book(s).
v.   The member is responsible for any book issued against the library membership card, as per the library records. Computer-generated check-out slip will be signed by the member at the time of book issue, and signed check-in slip will be given to a member at the time of book return by the circulation desk staff. At the time of the deposition of the book and other reading materials, member must collect the receipt of the deposition of the same.
vi. All books on the loan shall be returned on or before the due date marked on the Due-Date-Slip in the book, failing which overdue charges shall be realized from the member.
vii. At the time of deposition of overdue and other fines for book(s), the member must collect receipt for the payment from the circulation desk.
viii.For renewing, it is necessary that the book has to be presented at the counter.
ix. A member going on leave deputation, study leaves, or extra-ordinary leave will have to return all borrowed material before leaving the institute.
x.   Issued book(s) and other belongings will have to be shown to the person on duty at the Secutry Check.

9.9 Entitlement to Borrow Library Books

The registered member shall be permitted to borrow book(s) from the library by producing a library membership card at circulation desk. The entitlement of loan is given below:

Membership Category	Entitlement	Period of Loan
Students (PGDM, DCP, BFS Program)	Monday – Sunday	09.00 AM - 09.45 PM

9.10 Overdue and Fines

i. The overdue fine shall be charged (i.e., Rs. 5.00 per book, per day) from the student (PGDM, DCP, BFS Programs), if they fail to return the book(s) on or before the due date stamped on the Due-Date-Slip of the book.
ii. No overdue fine shall be charged from other membership categories.

9.11 Re-Issue and Recall of Books

i. Book(s) shall be re-issued to the same member at once only. But, if there is a demand for the book, the request for renewal may be turned down by the library.
ii. During the examinations, books and publications issued for the due period will not be renewed even if there is no demand for the said books.
iii. The librarian can recall books and publications at any time if the need arises.

9.12 Reservation of Books

A book on the loan can be reserved for a member on his/her formal request. Intimation will be put up at notice board to the member who had requested for reservation immediately after the return of the book. The requester shall collect the book within one day from the date of issue of notice. Failing which same shall go back in normal circulation and the reservation of book will be canceled.

9.13 Care of Library Resources

Students are required to handle the books, journals, magazines, and other reading materials of the library very carefully; marking with pencil, writing, or highlighting, tearing the pages, or mutilating the same in any other way will be viewed very seriously.

9.14 Use of Mobile Phones

To maintain the decorum of the library, the use of mobile (i.e., chatting and discussion) not allowed inside the library premises. A fine (i.e., Rs.500.00) shall be charged from students if found guilty for using a mobile phone inside the library.

9.15 Loss of Books and Periodicals

9.15.1 General, Text and Reference Books

i. A book lost/damaged, then the member shall replace the book with the same or latest edition or pay the cost of the book (as per the library accession register).
ii. Lost/damage of borrowed book(s) must be immediately reported in writing. The replacement cost for lost books will also include overdue charges, if applicable.

9.15.2 Rare and out-of-print Books

If a rare or out-of-print book is lost by the member, double the current price shall be realized.

9.15.3 Multivolume publications

If a volume of a multi-volume publication is lost, either the current price of the complete set shall be charged, or the set shall be replaced with the latest edition. If lost volume(s) of a set is/are available in the market, the member may be allowed to replace the lost volume (s) of the same edition. If the newer edition is available in the market, then the entire set of newer edition may be accepted as a replacement, or the cost thereof may be charged.

9.15.4 Current or single issue(s) of Journals

Lost issues of the journals shall be replaced by the member within one month from the date of loss; else, the member shall have to bear the current cost of the complete volume or set, as the case may be.

9.15.5 Bound volumes of Journals

If a bound volume is lost by a member, he/she shall have to either replace the volume or pay four times the cost of volume's subscription.

9.15.6 Non-Print Material

i. Educational Video CDs
If the CD lost by a member, he/she should have to either replace the CD or pay the current price of the same.

ii. CD (with Book)
If a CD (with the book) is lost by a member, he/she shall have to either replace the CD or pay the current price of the book.

9.15.7 Unpriced Publication
In case of loss of unpriced publication, the member must replace it with an original copy. Otherwise, the

library would recover three times its photocopying charges as per the prevailing photocopy charges at the IMT, Ghaziabad.

9.16 Penalties on Damage and Stealing of Books

The Librarian and Chairperson-Library Committee shall be competent to impose any of the following penalties if any member is found guilty of stealing/damaging/defacing/disfiguring etc. a book and other reading materials:

i. To realize the current cost of the book(s) with a fine of Rs.2000 /- will be charged and suspension of library membership for one semester, if the book is stealing by a member.
ii. To realize the current cost of the book(s) with a fine of Rs.1000/- will be charged and suspension of library membership for one month, if the book is damaged/defaced/disfigured by a member.

9.17 Use of Library Computers

i.   Computers should be used only for educational purpose
ii. Library computers can be used for academic purposes only.
iii. Playing games on computers is strictly prohibited
iv. Changing the settings and display of computers kept in the library is not permitted.
v.   Members should not remove/unplug computer cables/connections, network cables, and other peripherals/accessories in the library.
vi. Do not install or uninstall any software on library computers.
vii. If any of the computers are not working, report the same to the librarian. Do not try to fix it.

9.18 Reference Section

This section has an handbook, encyclopedias, dictionaries, directories, reference books, etc. which are only available for reference. Members can make use of these resources inside the library only.

9.19 Periodical Section

In these section journals, general magazines and newspapers are available. These are arranged alphabetically. The latest issues are displayed on display rack, and other previous issues are arranged in the drawer. Members can make use of these resources inside the library only.

9.20 Copyright

All the online resources, CD-ROMS, Video Cassettes accessible from IMT Ghaziabad Library are copyrighted works. Hence, copying, publishing, disseminating, displaying, performing, or playing without permission of the copyright holder except by fair use of licensing agreement is not allowed. The library may terminate the library access to the member who is found to have repeatedly infringed the copyright of others.

9.21 Licensing Restrictions

Online resources listed on the IMT Ghaziabad Library portal are restricted by license agreement to members of the IMT community for research, teaching, and private study. Commercial use, systematic downloading, copying, or distributing of information is prohibited.

9.22 Misbehavior with Staff Member

Any Member found guilty of misconduct with library staff will be referred to Chairperson-Library Committee/ Dean (Academics)/Director for disciplinary action.

9.23 Authority of Librarian

i. The Librarian shall have the authority to take such steps as are demand necessary from time to ensure discipline and decorum in the library.
ii. In special circumstances, the Librarian may reduce or waive any period of exclusion or fine imposed by these rules.

9.24 Administration, Interpretation and Amendments

i.   The Librarian / Chairperson-Library Committee / Dean (Academics) would be the executive authority for the proper administration of these Guidelines and Rules of IMT Ghaziabad Library.

ii. In case of any dispute, the same will be resolved by the Librarian / Chairperson-Library Committee / Dean (Academics), who shall be the Authority for interpretation of these Guidelines and Rules of IMT Ghaziabad Library.

iii. In case a member of the library is dissatisfied with any decision taken by the Librarian / Chairperson-Library Committee / Dean (Academics) as per above 2, he will be permitted to refer his case to the Director, who shall take steps to resolve the issue. The Decision of the Director shall be final.

These Guidelines and Rules of IMT Ghaziabad Library may be changed or amended from time to time by the Library Committee.

COMPUTER CENTRE

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10.1. Introduction

The Computer Centre is accessible round-the-clock and is equipped with state-of-the-art technology. IMT has 900 + 500 Mbps Internet links for internet facility on the campus network. IMT is among the few Institutes in India to have a campus agreement with SAP & Microsoft for their latest licensed software. The computer labs are equipped with top of the line AIO Desktops, Laptops and Servers. The Computer Lab resources are used for academic research, study, and conducting class assignments. Lab users have the right to expect a quiet, clean, academic lab environment.

10.2. Guidelines for Availing IT Lab/ Services

a) Each student receives a network user account to access computers and systems that have been designated for students use. Students are not permitted to share their network account information with anyone. If the user inadvertently gives out his/her account information on and password, he/she will be held responsible for any problems that affect Institute computers, systems, or network.

b) Use of the lab is restricted to the current students, faculty, and staff. IT Staff has the right to see the Students ID card for verification purpose.

c) Students must log off from the computer after using it. Failure to do so may result in a temporary deactivation of user account. This is to protect the account and files associated with the account, if any.

d) Smoking, drinking, or eating in the lab is not allowed as it can damage the equipment and attract insects or rodents.

e) The lab shall be kept clean at all times; students shall clean up any messes, use rubbish bins, and leave equipment and furniture properly arranged.

f) Loud conversations are not permitted in the labs, as it is a disturbance to other users. Students engaged in loud, disruptive conversations in the labs would be asked to leave.

g) Users must not damage or mishandle either hardware or software. Report any problem in hardware or software to IT staff. If a user is found responsible for (or the cause of) damage to a computer, then it is his/ her financial responsibility for the repair or replacement of the computer or damaged computer part.

h) To avoid copyright violations, no software will be issued to the students for their personal computers.

i) Illegal activities such as installing unlicensed software, uttering threats, using obscene language or viewing, using or attempting to gain access to another's resources without their permission are not permitted in the lab.

j) Frivolous use of any computer, such as playing games or chatting is not permitted.

k) Use of Mobile phone is strictly prohibited in the IT Lab.

l) The computer lab provides a learning environment to the students regardless of the time. Students are expected to dress appropriately and shall be asked to leave the computer lab if found violating the dress code.

m) Students should not disconnect, tamper with or move any computer, computer parts (not even a mouse or mouse pad), or swap cables.

n) IT service support will be extended to hostels only for network related problems (from 09:00 a.m. to 05:00 p.m.). Students complaint should be recorded in the ERP System; then only the complaint will be attended.

o) Viewing and printing pornographic images/videos is a punishable offence.

p) Students must keep their feet off the furniture.

q) Sleeping or Reading Books in the lab is strictly prohibited.

r) Students of Distance Learning and e-Learning Programmes won't be allowed to use IT Lab as the resources available are limited and meant for regular Programmes only.

s) Intentional failure to comply with these guidelines will result in action that may include suspension of user privileges.

t) Lab Timings :

Centre for Financial Markets

Monday to Saturday   8:00 AM -6:00 AM
Sunday   8:00 AM 10:00 PM

Eklavya (SAP Next Gen Lab), Aryabhatta (Language Lab) & Analytics Lab

Monday to Friday	8:00 AM -10:00 PM
Saturday & Sunday	9:00 AM -6:00 PM

In case of emergency, please contact:
Tel. No. +91 120 4083227
Mobile No. +91 9871090039

CHANGES/ MODIFICATION TO RULES

1) The Institute reserves the right to delete/ modify any of the above rules as and when deemed necessary.

2) The Institute reserves the right to add any other rule to the above rules as and when deemed necessary.

IN CASE ANY VIOLATION OF THE ABOVE RULES/ GUIDELINES/ CODE OF CONDUCT IS REPORTED OR DISCOVERED, APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN.

NOTE: THE ABOVE RULES AND REGULATIONS MAY UNDERGO CHANGE AT ANY TIME AND THE CHANGED RULES WILL BE APPLICABLE FROM THE DATE OF ISSUE OF REVISED GUIDELINES. FOR ANY CLARIFICATION REGARDING ADMINISTRATIVE ISSUES, THE STUDENT MAY CONTACT THE DIRECTOR

LIST OF KEY CONTACTS 2023

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11. LIST OF KEY CONTACTS 2023

Department	Phone No.	Ext. No.
Dean (Academics)	+ 91 120-4083310	310
PGDM (FT) Chairperson	+ 91 120-4083259	259
PGDM (DCP) Chairperson/ Co-Chairperson	+ 91 120-4083372	372
PGDM (BFS) Chairperson	+ 91 120-4083247	247
PGDM – 1st Year	+91 120-4083482	482
PGDM – 2nd Year	+ 91 120-4083207	207
PGDM-BFS (1st/2nd Year)	+91 120-4083365	365
Head – Examinations	+ 91 120-4083290	290
Examination Office	+ 91 120-4083236	236/486
Accounts	+ 91 120-4083278	278/205/308/281
Head - Administration	+ 91 120-4083205	203
Administration	+ 91 120-4083203	220/309
Placement	+ 91 120-4083220	215
Alumni	+ 91 120-4083309	212
IT Dept.	+ 91 120-4083215	227/264
IRC	+ 91120-4083212	270
Hostel/Mess	+ 91 120-4083227	250
Library	+ 91 120-4083264	302/225
Medical Room	+ 91 120-4083270	317
Ambulance Services (24 hours)	+ 91 120-4083250 + 91 120-4083302	

**Institute of
Management Technology**

Ghaziabad, Delhi NCR

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