

## **PREFACE**

Institute of Innovation in Technology & Management is affiliated to Guru Gobind Singh Indraprastha University, Delhi. It is presently running the following programmes:

- Bachelor of Computer Applications (BCA) - in two shifts
- Bachelor of Business Administration (BBA) - in two shifts
- Bachelor of Business of Commerce – B.Com (H)- in two shifts

These rules and procedures are promulgated to facilitate smooth conduct of the above programmes, bring transparency in the system and uniformity in their implementation.

This Students' guide is published to answer all queries of students and their parents that they may have pertaining to programme administration, academics, fee and student affairs. The contents of this Guide are consistent with the guidelines issued by the University on different aspects for conducting the various educational programmes.

It is strongly recommended that all students and parents must read this Guidebook carefully. Students are required to sign an 'Undertaking' in the form of a declaration attached as Appendix B.

**Prof. (Dr.) Vani Vasakarla**  
Director

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## Vision

The Institute aims to be a Centre of Excellence promoting value based Quality Education in the emerging areas of advanced professional studies in Information Technology & Management.

## Mission

The Institute endeavours to contribute towards meeting the growing demands for competent and trained Information Technology professionals, Software Engineers and World Class Managers determined to achieve excellence.

# **CHAPTER-1: PROGRAMME ADMINISTRATION**

## **1. Academic Administration of Programmes**

- 1.1 There shall be a Head of the Department of each education programme who will be the overall in-charge for the smooth conduct of the programme and achieving academic excellence.
- 1.2 There shall be a '**Programme Review and Administrative Committee**' for each education programme comprising of the Programme Director and three senior faculty members acting as Class Mentors for each year of the programme.
- 1.3 All issues pertaining to academic administration shall be referred to the 'Programme Review and Administrative Committee'. It shall also take sue-motto cognizance of issues and problems related with academic performance of students.
- 1.4 'Programme Review and Administrative Committee' shall report its findings and recommendations to the Director of the Institute at least once every fortnight or whenever exigencies demand.

## **2. Administration of Students Affairs: Proctorial Board**

- 2.1 The Institute shall have a 'Proctorial Board' comprising of Programme Directors of all the programmes as its ex-officio members. If all the Programme Directors are male, an additional senior female faculty member shall be nominated as member of the Proctorial Board. One of the Programme Directors shall be nominated as the Chief Proctor.
- 2.2 The Proctorial Board is empowered to monitor and control the conduct and discipline of all the students studying across all the programmes run in the Institute.
- 2.3 A member of Proctorial Board may give suitable directions to any student in respect of any activity that is considered not befitting the good conduct and behaviour and it shall be binding on the student to follow such directions. Any disregard or disobedience of a direction given by a 'Proctorial Board' member shall be treated as an act of indiscipline and action shall be taken against the student (s) accordingly.
- 2.4 The 'Proctorial Board' shall report its findings and recommendations to the Director, who shall be the Chairman of the board.

## **3. Administration of Academic Calendar/Time Table**

- 3.1 A senior faculty shall be the Academic Coordinator who shall act as single point source of preparing and notifying routine time-tables for all the programmes run in the Institute. He shall also notify schedule for class tests and all other academic activities.

3.2 The schedule for all other co-curricular and extra-curricular activities shall be notified by the respective Programme Director/Class Mentor/Committee Incharge.

#### 4. **Programme Contents and Duration**

4.1 Each education programme comprises of a number of courses and other components as specified in the syllabi issued by the University for the Particular Batch. The course structure for different education programmes is attached as **Appendix-A** to these rules. The detailed syllabus for each education programme is given on the website of the University **www.ipu.ac.in**. Students must read it while planning their studies.

4.2 Teaching in the Institute shall be conducted within the framework of the syllabi for the respective programme as laid down by the University.

4.3 The minimum period required for completion of BCA/BBA/ B.Com (H) programmes shall be three academic years (six semesters).

4.4 The maximum permissible period for completing any of above programmes shall be five academic years (ten semesters).

#### 5. **Working Hours**

Institute shall work from Monday to Saturday from 8:30 am to 5:30 pm excluding Sundays and holidays notified by the Institute.

## **CHAPTER-2: ACADEMICS**

### **5. Academic Calendar**

The Institute follows the academic calendar as laid down by the University. However, the Institute may modify the academic calendar for effective management of teaching-learning process and for balancing the co-curricular and extra-curricular activities. The academic calendar shall be notified to the students through the notice board.

### **6. Attendance**

#### **6.1 For Semester-End Examinations:**

- (a) A student shall be required to have a minimum attendance of 75% in the aggregate of all the courses taken together in an Academic year, provided that the Director may condone attendance shortage up to 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in an Academic year shall be allowed to appear in the semester-end examination.
- (b) Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next Academic year and he/she will be required to take re-admission and repeat all courses of the said academic year with the next batch of students. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programme in a maximum permissible period of five academic years.
- (c) The Director shall announce the names of all such students who are not eligible to appear in the semester-end examination, at least five calendar days before the start of the examination and simultaneously intimate the same to the Controller of Examinations.
- (d) In case any student appears by default, who in fact has been detained by the Institute, his/ her result shall be treated as null and void.

**6.2 Adherence to Time Table:** The time-table/schedule of classes and all other activities shall be announced by the Academic Coordinator, Programme Director, or concerned faculty. **Students are expected to be present five minutes before the commencement of the activity, wherever they are required to be present.**

### **7. Summer Training & Project Study etc**

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

## 8. Examination & Evaluation

### 8.1 Conduct of Semester-end examinations:

- (a) In the semester-end examinations students shall be examined in the course papers prescribed for the specified semester as given in the respective syllabi.
- (b) Semester-end examinations shall be conducted by the University at the specified examination centers, notified by the University, which shall not be the Institute.
- (c) The examinations shall be conducted as per the prescribed schedule notified by the University.
- (d) Class tests etc for continuous evaluation and practical examinations, however, shall be conducted at the Institute. Wherever required, University shall appoint external examiners for evaluation of practical, summer training and project study.
- (e) For appearing in the semester-end examination students are to apply on a prescribed form through the Institute. University shall issue admit card. Students must possess the admit card for appearing in each paper.

8.2 **Scheme of Marks:** Specific scheme of marks for each paper and pattern of question paper is given in the detailed syllabi issued by the University. However, general scheme of examination and evaluation comprises of two components (viz., Semester-end examinations conducted by the University and Continuous Evaluation conducted internally at the Institute) with different weightages for postgraduate and under graduate programmes as given below.

S.No.	Type of Evaluation	Programme/Weightages BCA/BBA/B.Com (H)
A	<b>Theory Papers</b>	
	(i) Semester-end Written Examination	75%
	(ii) Continuous Evaluation by Subject Faculty	25%
B	<b>Practical/Lab Papers</b>	
	(i) By University Appointed External Examiner at the Semester End	60%
	(ii) Continuous Evaluation by Subject Faculty	40%
C	<b>Continuous Evaluation</b>	
	(i) Class Tests (one)	40 marks
	(ii) Assignments/Presentation	5 Marks

**Note-1:** Each paper shall be of 100 marks.

**Note-2:** For Project Reports & Summer Training, marking scheme is given in Appendix A under respective programmes.

- 8.3 **Continuous Evaluation:** The continuous evaluation shall be conducted as per the schedule notified by the Institute. **Students abstaining from any test/activity related with the continuous evaluation shall be awarded zero marks in that test/activity.**
- 8.4 **Pass Percentage:** Minimum pass percentage in each paper is 50% for both the undergraduate and postgraduate programmes.
- 8.5 **Credit of Each Paper:** The numbers of credits assigned to each paper are mentioned against each paper in the Course Structure attached as appendix. Minimum numbers of credits that are required to be earned in different programmes for the award of degree are given below:

S.No.	Programme	No. of Credits for the Programme	No. of Credits to be Earned for Award of Degree
2	BCA	160	150
3	BBA	156	150
4	B.Com (H)	160	150

**Important Note: Students are required to appear in examinations in all the papers.**

- 8.6 **Grading System:** The grading shall be done on the basis of ‘Cumulative Performance Index (CPI)’ system by using the following formula for all the papers prescribed for all four semesters:

$$CPI = \frac{\sum Mi Ci}{\sum Ci}$$

Where,

Mi = Marks obtained in each paper

Ci = Numbers of Credits assigned to respective papers

Final Grading shall be based on following basis:

- Excellent:** If CPI is equal to or greater than 90 % (provided all the papers are passed in first attempt).
- First Division with Distinction:** If CPI is equal to or greater than 75% but less than 90% (provided all the papers are passed in first attempt).
- First Division:** If CPI is equal to or greater than 60% but less than 75%.
- Second Division:** If CPI is equal to or greater than 50% but less than 60%.
- Fail:** If CPI is less than 50%.

8.7 **Grace Marks:** A total of six marks can be given as grace marks either in one or distributed in more than one paper, if the aggregate marks (total of semester-end and continuous examination) are below the passing percentage (50%). These marks shall be awarded by the University at the time of finalization of semester-end examination results.

8.8 **Reappear:**

- (a) A student obtaining less than 50% of maximum marks (including semester end examination and Teacher's Continuous Evaluation) in a paper/course and failing in the course shall be allowed to re-appear in a semester-end examination of the course in a subsequent semester (s) when the course is offered, subject to maximum permissible period of five academic years.
- (b) The re-appearing students who secure less than 50% marks in the teacher's continuous evaluation have the option to repeat and improve the two class tests performance with the next batch of students.
- (c) A student who has to reappear in a semester end examination shall be examined as per the syllabus which will be in operation during the subsequent semester (s). However, in case the student (s) claimed that there are major modification in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Chairman/Coordinator of the Programme Committee of the University so certifies, the examination may be held in accordance with the old syllabus, provided such request is received by the Controller of Examination at least 3 weeks prior to commencement of semester end examination.
- (d) Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the Institute to be allowed to reappear in an examination and pay the fees prescribed by the University.
- (e) There shall be no reappear/retest in continuous evaluation in the same semester.
- (f) **Students are advised to check the admit card for the paper code in which they are permitted by the university to reappear and notify to the institution immediately, in case of any discrepancy.**

8.9 **Rechecking through RTI**

- (a) A student may apply to the University through the Institute, within two weeks from the date of the declaration of the result, for re-checking of the semester-end examination script (s) on the payment of prescribed fee on a prescribed form. Rechecking shall mean, verifying whether all the questions and their parts have been duly marked/ attempted as per the question paper, and the totaling of marks. In the event of discrepancy being found, the same shall be rectified by the University.

- (b) Students are permitted to submit an application under RTI Act for rechecking of answer scripts directly to the University.

## 8.10 Promotion:

- (a) **Promotion from First to Second Year:** A student who obtains less than 50% credits in the 1st year examinations (1st & 2nd semester combined) shall not be promoted to 2nd year of the concerned programme.
- (b) **Promotion from Second to Third Year:** Students who have been promoted to 2nd year shall have to obtain at least 90% credits in the 1st year of their examination and also atleast 50% credits in the 2nd year of their examination to be eligible for promotion to the 3rd year of the programme.
- (c) **Academic Year Break:** Students, who have not been promoted in either case (a) or (b) above, shall automatically be declared to have taken “Academic Year Break” and are to reappear in such papers of previous semester (s) in which they have failed, so as to obtain sufficient credits to be promoted to the next academic year.
- (d) Maximum two “Academic Year Breaks” are permissible to a student for the completion of the academic programme; failure to complete the course in prescribed limits of n+2 academic years would automatically imply cancellation of admission of such students.

## 9. Academic Year Break

If a student has poor performance in a number of courses in a particular semester, he/she may, at his/her option, take an academic break for one year, and re-register for either or both the semesters of that academic year in the next academic year. Such a student may have the option of repeating any or all the courses in the semester (s) and retain the credits already earned by him in other course (s).

## 10. Use of Unfair Means

10.1 **Internal Examinations:** All cases regarding reported use of Unfair Means in the internal examinations shall be placed before the ‘Programme Administration Committee’ of the concerned programme to which the student belongs for investigation and recommending penalties, if any, to the Director.

10.2 **Semester-End Examinations:** In case of semester-end examinations, students found using unfair means are to appear in person before an Unfair Means Committee of the University.

## 11. Conduct of Examinations

11.1 **The Institute attaches great importance to integrity, honesty and discipline in all spheres of activity by the students. A sense of responsibility and a high degree of maturity is expected from all the students inside and outside the campus befitting the conduct of professionals.**

- 11.2 The students must maintain honesty and integrity in classrooms, examinations, home assignments and all other aspects of academic work. Resorting to copying or helping to copy in any shape or form in examinations or quizzes or home assignments or other elements of evaluation and/or reproducing passages from written work of others, without necessary acknowledgement and/or passing or receiving papers in connection with any academic work to be evaluated and/or canvassing for grades is strictly prohibited.
- 11.3 Rules governing the conduct of students in examinations are given on the admit card issued by the University and the answer sheet. Students are required to adhere to these rules scrupulously.
- 11.4 Unless specified by the faculty, students must not collaborate in any way in their home assignments. The assignment should be the independent work of each student. Students are advised, in their own interest, not to communicate their written analyses or answers in home assignments to any other students. In all cases students are to ensure timely submission of academic work.
- 11.5 Faculty will be free to adopt suitable measure to penalize students for breach of academic discipline. Any such violations and measures taken by the faculty shall be reported to the 'Programme Director'.

## 12. **Students' Grievances regarding Examinations**

- 12.1 **For Internal Examinations:** If students have any representation/complaint regarding setting up of question paper etc, a written representation is to be submitted to the concerned 'Programme Director' within seven days after completion of the examination. The Programme Director is to examine the students' representation along with 'Programme Review Administration Committee' members and submit its recommendations to the Director. The Director shall take appropriate decision on the recommendations of the 'Programme Administration Committee' before the declaration of result (s) of the said examination (s).
- 12.2 **Semester-End Examinations:** In case of semester-end examination (s) the written representation/complaints is to be forwarded to the Controller of Examinations through the Director (along with his/her specific recommendations) within seven days after completion of the examination regarding setting up of question paper etc. Such representations shall be considered by the 'Students Grievance Committee' constituted by the University for this purpose at the University.

## 13. **Award of Degree**

1. A student shall be eligible for the award of degree subject to:
  - (a) He/she has undergone the course of studies, completed the project report/training report specified in the curriculum of his/her programme within

the stipulated time, and secured the minimum credits prescribed for award of the Degree.

- (b) There are no dues outstanding in his/her name to the Institute/University; and
- (c) No disciplinary action is pending against him/her.

2. Annual Convocation to confer degree to the students shall be held in the month of November every year.

## **Attendance**

### **For Semester-End Examinations**

A student shall be required to have a minimum attendance of 75% in aggregate for all the courses taken together in a semester, provided that the Director may condone attendance shortage up to 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in a semester shall be allowed to appear in the semester- end examination.

Attendance is one of the most important indicators of student performance. It reveals the possibility of failure or dropout at an early stage. Mentors keep a record of attendance on a monthly basis. Also, daily subject wise attendance is maintained and monitored by mentors. Students having less than 75% of required attendance are counseled by their mentors to analyze the problems at individual level. Parents Teacher Interaction is a regular monthly activity of the Institution. Information to parents is sent through SMS and letters are sent to parents whose wards fail to secure 75% attendance in the class. Such students are counseled and re-oriented towards the classes by their mentors and Program Directors.

### **13. Promotion to Next Semester**

The University follows the system of “Carry Forward” wherein students shall be promoted to the next semester in all cases except if detained due to shortage of attendance or on disciplinary grounds.

### **14. Award of Degree**

A student shall be eligible for the award of degree subject to:

- (a) He/she has undergone the course of studies, completed the project report/training report specified in the curriculum of his/her programme within the stipulated time, and secured the minimum credits prescribed for award of the Degree.
- (b) There are no dues outstanding in his/her name to the Institute/University; and
- (c) No disciplinary action is pending against him/her.

## **CHAPTER-3: FEE**

15. **General:** The fee for different programmes is decided by the State Level Fee Committee constituted by the Government of NCT of Delhi. The fee so decided by the Fee Committee can be different for different batches of the same programme concurrently running in the Institute. For the same programme the fee can be different in different institutions. The Institute charges fees as prescribed by the State Level Fee Committee for the Institute for different programmes and as given in the University Admission Information Brochure.
- 15.1 **Fee Charged by the Institute:** The fee charged by the Institute has four components, viz. Academic Fee, University Fee, Student Activity Fee and Security Deposit.
- 15.2 **Payment of Fee:**
- (a) For the first three components, students of second and third year are to pay fees once in a year as per the prescribed schedule by the University. Security deposit is to be paid once at the time of joining the Institute.
- (b) For first year students, part of first year fee is collected by the University during the counseling and balance fee is to be deposited at the Institute as per the prescribed schedule.
- 15.3 **Late Payment Charges:** If the students do not deposit fee by the due date they have to pay late payment charges to the Institute as prescribed by the University.
- 15.4 **Mode of Payment:** Fee is to be submitted through a demand draft in the name of “**Institute of Innovation in Technology & Management**” payable at New Delhi.
- 15.5 **Other Fee:** Students are to pay ‘Re-appear Examination Fee’ and ‘Rechecking Fee’ as prescribed by the University through demand draft in favour of “Registrar Guru Gobind Singh Indraprastha University” payable at Delhi through the Institute, whenever they apply for the same.
- 15.6 **Refund of Fee:**
- (a) The security deposit shall be refunded on completion of the programme or on withdrawal of the student after obtaining clearance from the Institute. The Institute may deduct an amount on account of fine levied for damage of property/equipment or indiscipline committed individually or collectively and duly notified.
- (b) After the commencement of a programme if a student withdraws from the programme and the seat remains vacant no fee shall be refunded.

## **CHAPTER-4: STUDENTS CODE & CONDUCT**

### 16. **General Conduct**

All students are to maintain good conduct and behaviour during their stay in the Institute. In this respect, acts of indiscipline and penalties have been laid down in the succeeding paragraphs. All students must read and understand pros and cons of the same.

### 17. **Rules for Misconduct/Discipline**

Following activities of the students shall be deemed as act of indiscipline:

- a. Physical assault or threat to use physical force, against any member of the teaching or non-teaching staff of the Institute.
- b. Remaining absent from the class, test, examination or any other curricular/co-curricular activity, which he/she is expected to participate in.
- c. Carrying of, use of or threat to use, any weapon.
- d. Misbehaviour or cruelty towards any other student, teacher or any other employee of the University/college/institution.
- e. Use of drugs or other intoxicants except those prescribed by a qualified doctor.
- f. Any violation of the provisions of the Civil Rights Protection Act, 1976 (Copy is available in the library).
- g. Indulging in or encouraging violence or any conduct, which involves moral turpitude.
- h. Any form of gambling.
- i. Violation of the status, dignity and honour of a student belonging to a SC/ST.
- j. Discrimination against any student/member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.
- k. Practicing casteism and untouchability in any form or inciting any other person to do so.
- l. Any act, whether verbal or otherwise, derogatory to women.

- m. Drinking or smoking in the campus.
- n. Any attempt at bribing or corruption of any manner.
- o. Willful destruction of the property of the institute.
- p. Behaving in a rowdy, intemperate or disorderly manner in the premises of the institute or encouraging or inciting any other person to do so.
- q. Creating discord, ill will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so.
- r. Causing disruption in any manner of the academic or other functioning of the Institutional system.
- s. Indulging in or encouraging any form of disruptive activities connected with tests, examinations or any other activity of the institute.
- t. Truancy and unpunctuality.
- u. Indulging in Ragging as defined in Para 17.
- v. Using unfair means in the examination.

#### **18. Penalties for Breach of Discipline**

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

- a. The defaulter may be expelled from the Institute, in such cases he/she shall not be re- admitted to the Institute.
- b. For a stated period, the defaulter may be rusticated and shall not be allowed to attend the programme, till the expiry of the period of rustication.
- c. For a stated period, the defaulter may not be admitted to a course or courses of study of the University.
- d. The defaulter or the whole class may be imposed with collective fine of a specified amount of money.
- e. The defaulter may be debarred form taking an examination or examinations for one or more years.
- f. In cases of using unfair means, the result of the concerned student of the examination or examinations at which he has appeared be cancelled.

## 19. **Rules Regarding Ragging**

- 19.1 Ragging in any form shall be strictly prohibited within the premises of the Institute or in any part of the University system as well as on public transport, or at any other place, public or private.
- 19.2 Any individual or collective act or practice of ragging shall constitute an act of gross indiscipline and shall be dealt with under the provisions as mentioned in Para 15 & 16.
- 19.3 Ragging shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts or practices which
- a. Involve physical assault or threat to use physical force;
  - b. Violate the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe;
  - c. Expose students to ridicule or contempt or commit an act which may lower their self esteem; and
  - d. Entail verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour.

## 20. **Procedure for Disciplinary Action**

- 20.1 Any complaint received against any student will be dealt with in the following manner:
- a. An inquiry shall be ordered by the Director.
  - b. Proctorial Board shall conduct the inquiry with Chief Proctor as its Presiding Officer.
  - c. The involved student (s) would be given a chance to explain his/her conduct in writing. The Board may call others for facilitating the enquiry.
  - d. During the conduct of inquiry the Board may suspend the student, if the situation so demands.
  - e. The Board shall submit its findings and recommendations to the Director for approval.
- 20.2 In all matters of discipline, the decision of the Director will be final.

## 21. **Library Rules**

21.1. The Institute has two libraries one each for undergraduate and postgraduate programmes. Students are to use their respective libraries only.

21.2 For using the library facilities students are to adhere to the following rules:

1. Identity Cards, when demanded, should be shown.
2. Books will be issued on Library Cards for the period of Seven Days.
3. Books should be returned within due date.
4. Overdue fine is Rupee One per day for first seven days after that Rupee Two per day.
5. Reference books/Journals will not be issued.
6. Books can be reserved for issue or for extended use if no other user has demanded for the same book.
7. Books borrowed during the examination are to be returned within One Week after the Exam.
8. Borrowers are responsible for the safety & upkeep of books.
9. On loss or damaging/disfiguring a book, the cost of replacement will be charged.
10. Students are to ensure, at the time of issue, that the book is in good condition. At the time of return, no plea about its condition at the time of issue shall be accepted, if returned in damaged/disfigured condition. .
11. No book/reading material is to be taken outside the library for any purpose without the proper issue.
12. Bags/eatables/personal books/reading material and use of cell phone are not permitted within the Library.
13. Students are to maintain complete silence while in the Library.
14. At the time of passing out from the Institute a clearance is to be obtained for release of Security Deposit. Students are to return the Library card on completion of the programme. Cost of any loss or damage would be deducted from the Security Deposit. .

21.3 Any violation of the above rules shall be treated as an act of indiscipline and be dealt with accordingly.

22. **Computer Centre Rules**

- 22.1 Computer Centre at the Institute consists of five Labs, viz., Lab No. 1, 2, 3, 4, 5 are undergraduate programmes.
- 22.2 Entry and exit of students into the respective computer labs shall be controlled in accordance with the Time-Table issued by the Academic Office for each class. Students are to use their respective labs in the stipulated timings only.
- 22.3 If a student wishes to use the computing resources in a Lab beyond stipulated timings, he / she is to take specific permission from the concerned Lab Incharge.
- 22.4 Specific Dos and Don'ts for the use of computer labs are given below. All students are to strictly adhere to these.

### **DO's**

1. Switch-on and Switch-off the computer in systematic sequence.
2. Keep your work-files at the assigned location only.
3. In case of power failure, save your data within 15 minutes and switch-off computer and monitor systematically to avoid battery drainage of the UPS.
4. Any CD or Pen Drive is to be used with prior permission of Lab Incharge and after a proper scan for virus.
5. Before leaving the Lab ensure that chairs are kept in proper manner.
6. Show your Identity Card if asked for by the Lab Incharge.

### **DON'Ts**

1. **Don't** upload any outside software/hardware.
2. **Don't** delete or rename any system/programme file.
3. **Don't** shift any hardware within or outside the Lab.
4. **Don't** make an attempt to repair any hardware or software problem yourself. Bring it to the notice of Lab Incharge.
5. **Don't** bring any eatables or drinks inside the Lab.
6. Wandering and gossiping inside the Lab is strictly prohibited.

## **CHAPTER-5: STUDENT AFFAIRS**

### **23. Students' Representation**

- 23.1 To develop leadership qualities among the students, to make them responsible citizens and to provide a mechanism for presenting their perspective in a peaceful and responsible manner a system of "Class Representative" is in place. Each class shall elect two "Class Representative" one boy and one girl.
- 23.2 The tenure of "Class Representative" shall be one academic year.
- 23.3 In case no student comes forward to be the Class Representative, the Director on the advice of Class Mentor shall nominate the Class Representative (s).
- 23.4 The Director along with 'Programme Director' and Class Representatives of respective programmes shall hold at least one meeting per month to review the programme management.

### **24. Role of Class Representatives**

- 24.1 The Class Representatives are to act as interface between the class and the Director.
- 24.2 All issues related to academics and discipline of students is to be reported to the Director through the channel of Class Mentor-Programme Director.
- 24.3 All issues related to facilities are to be reported to the Registrar directly.
- 24.4 Class Representatives are to look after safety of the teaching aids, furniture and fixtures available in the class. Any unserviceability or damage/breakage in the class is to be reported to the Registrar/Class Mentor immediately.
- 24.5 They are to ensure that communication between the class and the authorities of the Institute (Class Mentor, Programme Director, Registrar and Director) are always maintained for timely resolution of any issue.

### **25. Participation in Co-curricular & Extra-curricular Activities**

Institute, during the conduct of semesters, carry out many co-curricular and extra-curricular activities. It is mandatory for all the students to participate in these activities and be present. Failure to do so shall be treated as an act of indiscipline & be dealt with accordingly. Such non-participation shall also be taken into consideration for Continuous Evaluation purposes.

### **26. Be a Part of your Childs' Education: Parent-Institute Interaction**

In order to keep the parents updated with the progress of their wards, every second Saturday of each month is reserved for Parents-Institute interaction. Parents are requested to use this opportunity to share their views and suggestions with the Institute.

In specific cases, the Institute may call the parents to appraise them about the problems related to their wards. Parents are requested to appreciate that education and all embracing personality development of their wards, at this highly impressionable age, is of utmost importance and needs continuous monitoring and exchange of views with the faculty entrusted with these responsibilities. Parents are requested to kindly cooperate in this joint endeavor.

Besides, parents are welcome to meet the Director on any working day, after obtaining prior appointment over phone.

26.3 Besides, parents are welcome to meet the Director on any working day, after obtaining prior appointment over phone.

## 27. **Institute of Innovation in Technology & Management Alumni Association**

The Institute has an active alumni association. The aim of this association is to promote the ex-students networking, guiding the present students and provide feedback and support to the institute for desired improvement to the curriculum. IITM Alumni Association shall hold its annual meeting during March every year as notified on the Institute's website. The membership of the association is compulsory for all students on payment of fee as mentioned below:

Life membership fee : Rs.1000.00

## 28. **Identity Card**

Each student shall be issued with an identity card by the Institute. Students are to always carry identity card, while they are in the campus and produce the same as and when required by appropriate authorities. This I-card shall also act as a Library Card for the issue of books. They should surrender this card at the time of leaving the Institute. A fee of Rs.100/- shall be charged for the issue of duplicate identity card.

## 29. **Final Clearance**

A student who withdraws from the programme permanently on his/her own accord or on completion of programme shall obtain "No-dues Certificate" from all the concerned departments. The students should also return their identity cards to Academics Office before final clearance.

## 30. **Dress Code**

IITM is conducting professional courses, wherein the students are expected to acquire academic excellence and attitudinal training to follow norms of the organizations, where they are finally placed. This in turn requires a professional bent of mind along with decent dressing sense. Keeping this in view, the students at this Institute are to strictly adhere to following dress code:

- **For Boys:** Shirt/T-shirt and Trousers with shoes/Sandals.

- **For Girls:** Salwar Suit, Trouser & Formal Top with Shoes/Sandals/Chappals.

**Note: Shorts/Shorts/Bermuda/Capri/Sleeveless Tops/Bathroom slippers are strictly prohibited.**

The Students are advised to follow formal dress code on the day of presentations and special functions.

### **Notification of Information**

All information in respect of conduct of a programme shall be conveyed through Notice Boards.

All important notices shall also be placed on the “Notices” link of the Institute’s website <http://www.iitmjp.ac.in>, <http://www.iitmdelhi.com> and Knowledge Portal <http://iitmjp.iitmkn.org>.

Information conveyed through the Notice Boards/Website/Knowledge Portal of Institute shall deem to have been conveyed to all students. Students in their own interest must read the notices/website/Knowledge Portal of Institute on daily basis.

### **31. Reservation of Rights**

- 31.1 Notwithstanding anything stated in these rules, for any unforeseen issues arising, and not covered by these rules, or in the event of differences of interpretation, the Director may take a decision, after obtaining the opinion/advice of the ‘Programme Administration Committee’. The decision of the Director shall be final.
- 31.2 The Institute reserves the right to add, delete, modify or change any of the requirements for admission, course structure, fee charged, scholarships, awards and rules & procedures affecting students, which are deemed necessary in the interest of the students, the Institute and the profession.
- 31.3 Besides these rules, any rule that is promulgated or changed by the regulatory bodies such as University, AICTE, UGC or Govt of NCT of Delhi shall be applicable to the students of the Institute.

### **Undertaking**

32. All students are to read and understand the above stipulations and required to give an undertaking in this respect on a prescribed form placed as **Appendix-B**.

**COURSE STRUCTURE FOR BBA PROGRAMME****Semester I**

<b>Subject Code</b>	<b>Subject Name</b>	<b>Discipline</b>	<b>L</b>	<b>T/P</b>	<b>Credits</b>
BBA 101	Management Process and Organizational Behaviour	Generic Elective / Interdisciplinary Course	4	-	4
BBA 103	Business Mathematics	Core Discipline	4	-	4
BBA 105	Financial Accounting and Analysis	Core Discipline	4	-	4
BBA 107	Business Economics	Core Discipline	4	-	4
BBA 109	Computer Applications	Skill Enhancement Course	4	-	4
BBA 111	Computer Applications Lab	Skill Enhancement Course	-	4	2
<b>Total</b>			<b>20</b>	<b>4</b>	<b>22</b>

**Semester II**

<b>Subject Code</b>	<b>Subject Name</b>	<b>Discipline</b>	<b>L</b>	<b>T/P</b>	<b>Credits</b>
BBA 102	Cost Accounting	Core Discipline	4	-	4
BBA 104	Quantitative Techniques	Core Discipline	4	-	4
BBA 106	E- Commerce	Core Discipline	4	-	4
BBA 108	E- Commerce Lab	Skill Enhancement Course	-	4	2
BBA 110	Business Communication	Ability Enhancement - Compulsory	4	-	4
BBA 112	Business Environment	Core Discipline	4	-	4
<b>Total</b>			<b>18</b>	<b>4</b>	<b>22</b>

**Semester III**

<b>Subject Code</b>	<b>Subject Name</b>	<b>Discipline</b>	<b>L</b>	<b>T/P</b>	<b>Credits</b>
BBA 201	Business Laws	Core Discipline	4	-	4
BBA 203	Marketing Management	Core Discipline	4	-	4
BBA 205	Business Ethics and Corporate Social Responsibility	Generic Elective / Interdisciplinary Course	4	-	4
BBA 207	Management Accounting	Core Discipline	4	-	4
BBA 209	Indian Economy	Core Discipline	4	-	4
BBA 211	Environmental Science* (NUES)	Ability Enhancement - Compulsory	2	-	2
<b>Total</b>			<b>22</b>	<b>-</b>	<b>22</b>

\*NUES: Non University Examination System

#### Semester IV

Subject Code	Subject Name	Discipline	L	T/P	Credits
BBA 202	Human Resource Management	Core Discipline	4	-	4
BBA 204	Financial Management	Core Discipline	4	-	4
BBA 206	Research Methodology	Generic Elective / Interdisciplinary Course	4	-	4
BBA 208	Research Methodology Lab	Skill Enhancement Course	-	4	2
BBA 210	Information System Management	Core Discipline	4	-	4
BBA 212	Information System Management Lab	Skill Enhancement Course	-	4	2
BBA 214	Managerial Skill Development * (NUES)	Skill Enhancement Course	2	-	2
<b>Total</b>			18	8	22

Note: At the end of fourth semester all the students shall have to undergo Summer Training for Six to eight Weeks.

\*NUES: Non University Examination System

#### Semester V

Subject Code	Subject Name	Discipline	L	T/P	Credits
BBA 301	Income Tax Law & Practice	Core Discipline	4	-	4
BBA 303	Production and Operation Management	Generic Elective / Interdisciplinary Course	4	-	4
BBA 305	Service Marketing	Core Discipline	4	-	4
BBA 307	Entrepreneurship Development	Generic Elective / Interdisciplinary Course	4	-	4
BBA 309	Goods & Services Tax	Core Discipline	4	-	4
BBA 311	Summer Training Project	Skill Enhancement Course	-	-	6
<b>Total</b>			20	-	26

#### Semester VI

Subject Code	Subject Name	Discipline	L	T/P	Credits
BBA 302	Business Policy & Strategy	Core Discipline	4	-	4
BBA 304	Project Planning & Evaluation	Core Discipline	4	-	4
BBA 306	Entrepreneurship Development	Core Discipline	4	-	4
BBA 308	International Business Management	Core Discipline	4	-	4
BBA 310	Project Report & Viva	Core Discipline	4	-	4
BBA 312	Environmental Science	Skill Enhancement Course	-	-	6
<b>Total</b>			20	4	26

**COURSE STRUCTURE FOR BCA**  
**PROGRAMME**

<b>SEMESTER I</b>		
<b>Code No.</b>	<b>Paper Name</b>	<b>Credits</b>
BCA 101	Mathematics – I	4
BCA 103	Technical Communication	3
BCA 105	Introduction to Programming Language using C	4
BCA 107	Introduction to Computers & IT	4
BCA 109	Physics	4
BCA 151	Practical – I C Prog. Lab	3
BCA 153	Practical – II IT Lab	3
BCA 155*	Communication Skills	2
<b>Total</b>		<b>27</b>

**SEMESTER II**

<b>Code No.</b>	<b>Paper Name</b>	<b>Credits</b>
BCA 102	Mathematics – II	4
BCA 104	Principles of Management	3
BCA 106	Digital Electronics	4
BCA 108	Data Structure Using C	4
BCA 110	Database Management System	4
BCA 152	Practical – III DS Lab	3
BCA 154	Practical – IV DBMS Lab	3
BCA 156*	Cyber Ethics	2
<b>Total</b>		<b>27</b>

### SEMESTER III

<b>Code No.</b>	<b>Paper Name</b>	<b>Credits</b>
BCA 201	Mathematics – III	4
BCA 203	Computer Architecture	4
BCA 205	Front End Design Tool VB.Net	4
BCA 207	Principles of Accounting	3
BCA 209	Object Oriented Programming using C++.	4
BCA 251	Practical – V .NET Lab	3
BCA 253	Practical – VI C++ Lab	3
BCA 255*	Software Development Skills	2
	<b>Total</b>	<b>27</b>

### SEMESTER IV

<b>Code No.</b>	<b>Paper Name</b>	<b>Credits</b>
BCA 202	Mathematics – IV	4
BCA 204	Web Technologies	4
BCA 206	Java Programming	4
BCA 208	Software Engineering	4
BCA 210	Computer Networks	4
BCA 252	Practical – VII Java Lab	3
BCA 254	Practical – VIII Web Tech Lab	3
BCA 256*	Personality Development Skills	2
	<b>Total</b>	<b>28</b>

### SEMESTER V

Code No.	Paper Name	Credits
<b>THEORY PAPERS</b>		
BCA 301	Operating System	4
BCA 303	Computer Graphics	4
BCA 305	E- Commerce	4
<b>***ELECTIVES (Select any One)</b>		
BCA 307	Software Testing	4
BCA 309	Microprocessor	4
BCA 311	Advance Computer Networks	4
BCA 313	Web Based Programming	4
BCA 315	Business Economics	4
<b>PRACTICALS</b>		
BCA 351	Practical – IX CG Lab	4
BCA 355*	Summer Project/ Training	2
BCA 357	Minor Project	4
	<b>Total</b>	<b>26</b>

### SEMESTER VI

Code No.	Paper Name	Credits
<b>THEORY PAPERS</b>		
BCA 302	Data Ware Housing & Data Mining	4
BCA 304	Mobile Computing	4
BCA 306	Linux Environment	4
<b>***ELECTIVES (Select any One)</b>		
BCA 308	Multimedia & Its Applications	4
BCA 310	Bio Informatics	4
BCA 312	Artificial Intelligence	4
BCA 314	Network Security	4
BCA 316	Network Programming	4

<b>Code No.</b>	<b>Paper Name</b>	<b>Credits</b>
<b>PRACTICALS</b>		
BCA 352	Practical – X Linux Lab	2
BCA 356	Major Project	5
BCA 358**	Seminar	2
	<b>Total</b>	<b>25</b>

**Note:**

1. Summer Training will be held for 4 weeks after the end of fourth semester. Viva-Voce will be conducted in fifth semester.
2. \*Evaluation will be based on Summer Training held after fourth semester and will be conducted by the college committee only.
3. \*\*\* Any Elective Subject will be offered if minimum 1/3 rd of the total strength of students in the class will opt for it.
4. The total number of the credits of the BCA programme = 160.
5. Each student shall be required to appear for examinations in all courses. However, for the award of the degree a student shall be required to earn the minimum of 150 credits

**COURSE STRUCTURE FOR BCOM (H.) PROGRAMME****Semester I**

<b>Subject Code</b>	<b>Subject Name</b>	<b>Discipline</b>	<b>L</b>	<b>T/P</b>	<b>Credits</b>
BCOM 101	Management Process and Organizational Behaviour	Core Discipline	4	-	4
BCOM 103	Financial Accounting	Core Discipline	4	-	4
BCOM 105	Micro Economics	Generic Elective	4	-	4
BCOM 107	Business Communication	Ability Enhancement - Compulsory	4	-	4
BCOM 109	Computer Applications	Skill Enhancement Elective Course	4	-	4
BCOM 111	Computer Applications Lab	Skill Enhancement Elective Course	-	4	2
<b>Total</b>			<b>20</b>	<b>4</b>	<b>22</b>

**Semester II**

<b>Subject Code</b>	<b>Subject Name</b>	<b>Discipline</b>	<b>L</b>	<b>T/P</b>	<b>Credits</b>
BCOM 102	Business Mathematics	Core Discipline	4	-	4
BCOM 104	Business Laws	Core Discipline	4	-	4
BCOM 106	Macro Economics	Generic Elective	4	-	4
BCOM 108	Cost Accounting	Core Discipline	4	-	4
BCOM 110	Business Studies	Core Discipline	4	-	4
BCOM 112	Minor Project Report	Skill Enhancement Elective Course	-	-	4
<b>Total</b>			<b>20</b>	<b>-</b>	<b>24</b>

### Semester III

Subject Code	Subject Name	Discipline	L	T/P	Credits
BCOM 201	Marketing Management	Core Discipline	4	-	4
BCOM 203	Management Accounting	Core Discipline	4	-	4
BCOM 205	Human Resource Management	Core Discipline	4	-	4
BCOM 207	Business Ethics and Corporate Social Responsibility	Ability Enhancement - Compulsory	4	-	4
BCOM 209	Business Statistics	Generic Elective	4	-	4
BCOM 211	CAS Lab	Skill Enhancement Elective Course	-	4	2
BCOM 213	Managerial Personality development * (NUES)	Skill Enhancement Elective Course	2	-	2
<b>Total</b>			22	4	24

\*NUES: Non University Examination System

### Semester IV

Subject Code	Subject Name	Discipline	L	T/P	Credits
BCOM 202	Fundamentals of Financial Management	Core Discipline	4	-	4
BCOM 204	Auditing	Core Discipline	4	-	4
BCOM 206	Corporate Accounting	Core Discipline	4	-	4
BCOM 208	Indian Economy	Generic Elective	4	-	4
BCOM 210	Financial Modelling	Core Discipline	4	-	4
BCOM 212	Financial Modelling Lab	Skill Enhancement Course	-	4	2
BCOM 214	Research Methodology	Skill Enhancement Elective Course	4	-	4
BCOM 216	Research Methodology Lab	Skill Enhancement Course	-	4	2
<b>Total</b>			24	8	28

**Note: At the end of fourth semester all the students shall have to undergo Summer Training for 6 to 8 Weeks.**

### Semester V

Subject Code	Subject Name	Discipline	L	T/P	Credits
BCOM 301	Income Tax Law and Practices	Core Discipline	4	-	4
BCOM 303	Entrepreneurship Development	Skill Enhancement Elective Course	4	-	4
BCOM 305	Information Systems Management	Core Discipline	4	-	4
BCOM 307	Information Systems Management Lab	Skill Enhancement Course	-	4	2
BCOM 309	Summer Training Project	Skill Enhancement Course	-	-	6
BCOM 313	Financial Markets and Institutions (Elective)	Discipline Specific Elective (DSE)	4	-	4
<b>Total</b>			16	4	24

### Semester VI

Subject Code	Subject Name	Discipline	L	T/P	Credits
BCOM 302	Project Management	Core Discipline	4	-	4
BCOM 304	Goods & Services Tax (GST)	Generic Elective	4	-	4
BCOM 306	E-Commerce	Skill Enhancement Elective Course	4	-	4
BCOM 308	E-Commerce Lab	Skill Enhancement Course	-	4	2
BCOM 310	Environmental Science*(NUES)	Skill Enhancement Course	2	-	2
BCOM 312	Research Project	Skill Enhancement Course	-	-	6
BCOM 314	Introduction to Derivatives	Discipline Specific Elective (DSE)	4	-	4
<b>Total</b>			18	4	26

\*NUES: Non University Examination System

**Institute of Innovation in Technology & Management, New Delhi**

**UNDERTAKING**

I, \_\_\_\_\_, S/o/D/o of \_\_\_\_\_, Roll Number \_\_\_\_\_ of Batch \_\_\_\_\_ a student of \_\_\_\_\_ programme at Institute of innovation in Technology & Management, New Delhi declare that

- (a) The information furnished by me in Registration Form is true to the best of my knowledge & belief. If on later date any information given by me is found to be incorrect, my admission from the Institute shall be cancelled and I will have no claims what so ever on the Institute and all my payments including fee, security deposit etc shall be forfeited.
- (b) I have read and understood the rules and penalties in respect of General Discipline, Ragging and Attendance as given in the Students' Rulebook and undertake to abide by them.
- (c) In case I fail to abide by the prescribed rules, the Director of the Institute may take any appropriate action against me as prescribed in the Students' Rulebook.
- (d) I am aware that if attendance falls short of 75% in aggregate I am liable to be detained from appearing in the Semester-end Examination.

Signature of the Student: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



To

The Director /Principal  
All Affiliated Colleges/Institutions of the Guru Gobind Singh Indraprastha  
University

**Subject: Directions issued under clause 3(ii)(d) of Statute 24 of University.**

Dear Sir/Madam,

In pursuance to the oral observations and directions of the Hon'ble High Court dated 17.05.2019 in WP (CrL.) 793/2017, the following directions are hereby issued for immediate compliance by all the affiliated Colleges/Institutions;

1. Publish the University's advisory dated 18-07-2017 and these present directions dated 23.05.2018 at a prominent and conspicuous place on their website. Compliance Report with copy of the website publication to be sent by 7:00 PM on 23.05.2019 by return email message.
2. Incorporate the University's advisory dated 18.07.2017 and these present directions dated 23.05.2018 in their Prospectus/Admission Brochure issued for the current academic session i.e. AY 2019-20, if necessary, in the form of an Addendum to an already issued Prospectus/Admission Brochure. Compliance Report with copy of the Prospectus/Admission Brochure or the Addendum thereof be sent to the University within a week.

1/3

3. Mention at prominent and conspicuous place in their respective Prospectus/Admission Brochure for current Academic Year 2019-20 and their websites the full details about University's Student Grievance Redressal Committee and College/Institution Level Grievance Redressal Committee. Compliance Report with copy of the Prospectus/Admission Brochure or the Addendum thereof be sent to the University within a week.
4. The College/Institution Level Grievance Redressal Committee should adhere to the principles of natural justice in its proceedings and dispose of all grievances as expeditiously as possible; but no later than four weeks of its receipt. The Colleges /Institutions should hold meeting of Grievance Redressal Committee at least once every three months. The procedure for filling complaints, procedure for conduct of the proceedings and the time frame for disposal of the complaints/grievances shall be published on its website, Admission Brochure and Prospectus at a prominent and conspicuous places. Compliance Report with a copy of the document laying down the procedure be sent to the University within a week.
5. Immediately include elected student representative in the College/Institution level Grievance Redressal Committee and re-notify the newly constituted Committee at prominent and conspicuous places. All the Colleges and Institutions shall adopt the UGC (Grievance Redressal) Regulations 2012. The reconstituted Grievance Redressal Committee which includes the elected student representative and also complies with the provisions of the UGC (Grievance Redressal) Regulations 2012 shall be notified on their respective websites at prominent and conspicuous places. Compliance Report with copy of the re-constituted Grievance Redressal Committee be sent to the University before 15<sup>th</sup> September of each year.
6. Engage the services of medical practitioner(s) including specifically a Psychiatrist, a Psychologist and a professional Student Counsellor for regular consultation with students within the premises of the College/Institution.

Compliance Report to be sent to the University within two weeks from the commencement of the new Academic Session every year.

7. Maintain comprehensive, meticulous and verifiable documentation of all the compliances of the above directions, including documentation of the proceedings of the Grievance Redressal Committee and the services rendered by the professional medical practitioners such as Psychiatrist, Psychologist and professional Student Counsellors.
8. The documentation of the compliances of the aforesaid directions shall be subject matter of audit and evaluation by the University through the existing mechanisms of Joint Assessment Committees (JACs), the Academic Audit Committees or such other mechanism as deemed fit by the University from time to time.

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9. The Convener of the University Level Grievance Redressal Mechanism shall ensure comprehensive and verifiable documentation of all compliance reports submitted by the affiliated Colleges/Institutions from time to time.

This issues with the approval of the Competent Authority.

  
**(Rinku Gautam)**  
Registrar

G. G. S Indraprastha University  
Sector-16C, Dwarka, New Delhi-110078

**Copy to:**

1. All the Directors/Principals of the affiliated colleges/ institutions affiliated to GGSIP University.
2. Members of the University Level Grievance Redressal Committee.
3. All Deans, University School of Studies.
4. In-charge (Affiliation), GGSIP University.
5. Director, Students' Welfare
6. Director, Academic Affairs
7. Convener, University Level Students' Grievance Redressal Committee
8. AR to Hon'ble Vice Chancellor, GGSIP University
9. AR to Pro Vice Chancellor, GGSIP University
10. AR to Registrar, GGSIP University.
11. In-Charge, Server Room for notification on the University website.

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
SECTOR 16/C, DWARKA, NEW DELHI - 110078

GGSIU/2017-18/ 1039/1/2017

Dated: 18/7/17

The Director/Principal  
All Affiliated Colleges/Institutions of the GGS Indraprastha University

**Subject: Advisory under Clause 3(ii)(d) of Statute 24 of the University.**

Dear Sir/Madam,

The following advisory is hereby issued under Clause 3(ii)(d) of Statute 24 to all affiliated colleges and institutions for compliance and necessary action forthwith;

- a. The teachers and authorities of the Institution should maintain cordial, warm and confidence building relationship with the students in terms of Ordinance No. 32 of the Guru Gobind Singh Indraprastha University Act No. 09 of 1998. The Institution may also keep watch on such teachers and members of administration who are unable to build up such cordial and respectful relationship with students and appropriate remedial measures in the nature of counselling and short term training may be advised.
- b. Every letter /representation/e-mail in the nature of appeal by students should be attended with reformatory approach and sympathetic consideration. The Institute should inform the parents of the students by writing the letter intimating the shortage of attendance, which should be sent by speed post / registered post. The parents may also be informed by e-mail or telephonically about such cases.
- c. Institutions should be absolutely transparent in taking the decision on detention of students so as to avoid any suspicion of whimsical or selective action. The detention list should be displayed at least 10 working days before the commencement of the examination.

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- d. Every institution should constitute 'Students' Grievance Redressal and Welfare Office'. It should be empowered to receive grievances from students, consider and address them within the framework of the prevailing rules and regulations with the perspectives of the welfare of the students. Such Committee constituted at the level of every college should be publicised and directed to regularly engage in welfare activities of the students, so as to gain the confidence of the students in its effectiveness and genuineness. Such College/Institution level Committee should be federated with the Directorate of Students' Welfare of the University which may supervise and advise

c. *Joain*  
Page 1 of 2

them, actively engage them and assist them in redressing the grievances of the students from time to time.

- e. Any issue relating to arbitrary action, personal vendetta or personal grudges against students by any teacher / authority of the Institute should be earnestly looked into by 'Students' Grievance Redressal and Welfare Office' and it should be brought to the notice of Principal / Director of the Institute. If the issues are not resolved at the level of concerned college, the student should be advised to approach the Grievance Redressal Mechanism at the level of the University which shall act as the appellate mechanism.
- f. The University level Grievance Redressal Mechanism for the students, parents, faculty etc. related to affiliated colleges has been constituted and communicated to all concerned vide University letter ref. GGSIPU/Aff/Notification/180-L dated 11.01.2013. All the grievances, communications to the University level Grievance Redressal Mechanism should be addressed to the Convener of the Committee Dr. Neelima Markandey, Affiliation Branch, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, Delhi 110078.

This issue with the approval of the competent authority.

c. *Arvind*  
17-7-17  
(C. Arvind)  
Registrar

**Copy to:**

1. All the Directors/Principals of the affiliated colleges/institutions affiliated to GGS IP University
2. Members of the University Level Grievance Redressal Committee
3. All Deans, University Schools of Studies
4. Controller of Examinations
5. Director, Students' Welfare
6. Director, Academic Affairs
7. Dr. Neelima Markandey, Convener, Grievance Redressal Committee
8. AR to Hon'ble Vice Chancellor, GGS IP University
9. AR to Pro Vice Chancellor, GGS IP University
10. AR to Registrar, GGS IP University



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
SECTOR 16/C, DWARKA, NEW DELHI – 110078

GGSIU/2019-20/Legal/1916

Dated: 23/05/2019

To

The Director /Principal  
All Affiliated Colleges/Institutions of the Guru Gobind Singh Indraprastha  
University

**Subject: Directions issued under clause 3(ii)(d) of Statute 24 of University.**

Dear Sir/Madam,

In pursuance to the oral observations and directions of the Hon'ble High Court dated 17.05.2019 in WP (CrI.) 793/2017, the following directions are hereby issued for immediate compliance by all the affiliated Colleges/Institutions;

1. Publish the University's advisory dated 18-07-2017 and these present directions dated 23.05.2018 at a prominent and conspicuous place on their website. Compliance Report with copy of the website publication to be sent by 7:00 PM on 23.05.2019 by return email message.
2. Incorporate the University's advisory dated 18.07.2017 and these present directions dated 23.05.2018 in their Prospectus/Admission Brochure issued for the current academic session i.e. AY 2019-20, if necessary, in the form of an Addendum to an already issued Prospectus/Admission Brochure. Compliance Report with copy of the Prospectus/Admission Brochure or the Addendum thereof be sent to the University within a week.

1/3

3. Mention at prominent and conspicuous place in their respective Prospectus/Admission Brochure for current Academic Year 2019-20 and their websites the full details about University's Student Grievance Redressal Committee and College/Institution Level Grievance Redressal Committee. Compliance Report with copy of the Prospectus/Admission Brochure or the Addendum thereof be sent to the University within a week.

4. The College/Institution Level Grievance Redressal Committee should adhere to the principles of natural justice in its proceedings and dispose of all grievances as expeditiously as possible; but no later than four weeks of its receipt. The Colleges /Institutions should hold meeting of Grievance Redressal Committee at least once every three months. The procedure for filling complaints, procedure for conduct of the proceedings and the time frame for disposal of the complaints/grievances shall be published on its website, Admission Brochure and Prospectus at a prominent and conspicuous places. Compliance Report with a copy of the document laying down the procedure be sent to the University within a week.
5. Immediately include elected student representative in the College/Institution level Grievance Redressal Committee and re-notify the newly constituted Committee at prominent and conspicuous places. All the Colleges and Institutions shall adopt the UGC (Grievance Redressal) Regulations 2012. The reconstituted Grievance Redressal Committee which includes the elected student representative and also complies with the provisions of the UGC (Grievance Redressal) Regulations 2012 shall be notified on their respective websites at prominent and conspicuous places. Compliance Report with copy of the re-constituted Grievance Redressal Committee be sent to the University before 15<sup>th</sup> September of each year.

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6. Engage the services of medical practitioner(s) including specifically a Psychiatrist, a Psychologist and a professional Student Counsellor for regular consultation with students within the premises of the College/Institution.

2/3

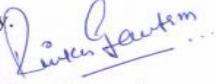
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Compliance Report to be sent to the University within two weeks from the commencement of the new Academic Session every year.

7. Maintain comprehensive, meticulous and verifiable documentation of all the compliances of the above directions, including documentation of the proceedings of the Grievance Redressal Committee and the services rendered by the professional medical practitioners such as Psychiatrist, Psychologist and professional Student Counsellors.
8. The documentation of the compliances of the aforesaid directions shall be subject matter of audit and evaluation by the University through the existing mechanisms of Joint Assessment Committees (JACs), the Academic Audit Committees or such other mechanism as deemed fit by the University from

9. The Convener of the University Level Grievance Redressal Mechanism shall ensure comprehensive and verifiable documentation of all compliance reports submitted by the affiliated Colleges/Institutions from time to time.

This issues with the approval of the Competent Authority.

  
**(Rinku Gautam)**  
**Registrar**

Registrar  
G. G. S. Indraprastha University  
Sector-16C, Dwarka, New Delhi-110078

**Copy to:**

1. All the Directors/Principals of the affiliated colleges/ institutions affiliated to GGSIP University.
2. Members of the University Level Grievance Redressal Committee.
3. All Deans, University School of Studies.
4. In-charge (Affiliation), GGSIP University.
5. Director, Students' Welfare
6. Director, Academic Affairs
7. Convener, University Level Students' Grievance Redressal Committee
8. AR to Hon'ble Vice Chancellor, GGSIP University
9. AR to Pro Vice Chancellor, GGSIP University
10. AR to Registrar, GGSIP University.
11. In-Charge, Server Room for notification on the University website.

## **QUALITY POLICY**

“Institute of Innovation in Technology and Management (IINTM) is committed to imparting Quality Education & Training leading to Degree in Management and Computer Application and aims at being a Global Institution through continual improvement of its scholastic ability and effectiveness of the Quality Management System. The Quality Policy is communicated and understood by all stake holders within the institute and is reviewed for continuing suitability.”