

# IIITM

*Nurturing Excellence*

## POLICY MANUAL



### **INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT**

**AFFILIATED TO**

**GGSIU UNIVERSITY, 'A' GRADE BY GNCTD & ASSESSED AS 'A+' BY SFRC**

**NAAC ACCREDITED & ISO 14001:2015 CERTIFIED INSTITUTE**

**(A UNIT OF SHREE MAA EDUCATION SOCIETY (REGD.))**

## Table of Contents

<b>1. VISION, MISSION &amp; GOAL</b> .....	<b>2</b>
<b>2. INFRASTRUCTURE</b> .....	<b>3</b>
<b>3. QUALITY POLICY</b> .....	<b>5</b>
<b>4. PROGRAMME POLICY</b> .....	<b>6</b>
<b>5. ACADEMIC POLICIES</b> .....	<b>7</b>
• TEACHING POLICY .....	7
• EXAMINATION POLICY (Theory & Practical) .....	8
<b>6. SYSTEMS AND PROCEDURES FOR MAINTENANCE &amp; UTILIZATION OF ACADEMIC &amp; AUXILIARY FACILITIES</b> .....	<b>19</b>
• LIBRARY POLICY .....	19
• LAB POLICY .....	21
• SPORTS POLICY .....	22
• CANTEEN POLICY .....	23
<b>7. CODE OF CONDUCT</b> .....	<b>24</b>
<b>8. SCHOLARSHIPS/FINANCIAL ASSISTANCE POLICY</b> .....	<b>25</b>
<b>9. STUDENT'S WELFARE POLICIES</b> .....	<b>26</b>
• GRIEVANCE REDRESSAL POLICY .....	26
• INTERNAL COMPLAINTS POLICY .....	30
• ANTI RAGGING POLICY .....	32
• POLICY OF WOMEN SAFETY CELL .....	34
<b>10. PLACEMENT POLICY</b> .....	<b>37</b>
<b>11. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES</b> .....	<b>39</b>
<b>12. ENVIRONMENT &amp; COMMUNITY SERVICE</b> .....	<b>42</b>
<b>13. RECRUITMENT &amp; PROMOTION</b> .....	<b>43</b>
<b>14. RESEARCH POLICY</b> .....	<b>49</b>

## 1. VISION, MISSION & GOAL

- **VISION**

The Institute aims to be the Centre of Excellence by promoting value-based quality education in the emerging areas of professional studies in Information Technology and Management

- **MISSION**

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

- **GOAL**

IITM aims to impart top-notch technical education and generate competent professionals, with a high degree of credibility, integrity and ethical standards. The Institute is passionate about grooming leaders who are not only thorough professionals, but also good human beings with values and “sanskars”.

Education is a life-long process, but it must develop on a firm and broad foundation. The goal of the Institute is to inculcate in students love for learning and a desire to excel at every level. The Institute also aspires at equipping the students with intellectual and practical skills that are necessary to meet the inevitable challenges in future.

- **VALUES**

- Commitment
- Honesty, Integrity and Ethics
- Diversity and inclusiveness
- Transparency and Accountability
- Self-discipline
- Innovative and constant Learning
- Social Responsibility

## 2. INFRASTRUCTURE

- **CAMPUS**

Institute of Innovation in Technology and Management (IITM) is a constituent of IITM Group of Institutions, setup in the year 1999 to provide services in the field of higher education to nurture excellence. Affiliated to the prestigious Guru Gobind Singh Indraprastha University, New Delhi, the institute runs undergraduate programmes of B.Com (H), BBA and BCA.

Suitably located in the bustling South West District of Delhi, The institute boasts of a modern infrastructure with well equipped air-conditioned classrooms, accompanied by LCD projectors, state of the art computer labs, a resource rich library and all the other facilities that would help facilitate a rich learning experience for the new age students.

With a highly qualified and research oriented faculty on its rolls, the institute is focused towards transformation of students through delivery of quality education and wide exposure to co-curricular and extra-curricular activities. Together with its physical and intellectual capital, the institute creates a salubrious environment, ideally suited to groom the students into technically proficient, socially conscious, value imbued and confident leaders of tomorrow.

- **CLASS ROOM**

All classrooms are air conditioned and equipped with multimedia and audio-visual equipments to facilitate effective learning and they are designed to promote maximum interaction between the faculty and the students. Each classroom has system loaded with Ubuntu. The Institute is equipped with Wi-Fi, with Internet and Intranet connectivity.

- **IT LABS**

The Institute has five IT Labs with 180 computers. All computers have internet connectivity of 50 Mbps. The configuration of systems are core i3(4th Generation) & i5 (6th Generation) processors with 4 GB RAM, with Operating System- Windows 7. The IT lab has two windows server as well.

- **LIBRARY**

The IITM Library is a repository of invaluable academic resource for the students & faculty of Management and Information Technology. Our library supports the educational programs of the Institute by providing physical and intellectual access to educational database and information which includes 12 National and 3 International Journals. It also provides access to various research papers in different areas through DELNET. With air-conditioned reading room, it is a modern facility, well stocked with latest editions of more than 34653 books by eminent authors to fulfill all the requirements of the faculty as well as students.

The availability of any book can be verified on library OPAC. In addition, the library has a good collection of CDs and cassettes containing useful information on all the fields of study conducted at the institute.

- **SEMINAR HALL**

The Institute has well furnished and magnificent centrally Air-conditioned seminar hall equipped with all the facilities such as audio-visual aids, LCD projectors, high-quality sound system, and other latest equipments. The hall has a seating capacity of more than 100 and is available for academic, placements and cultural events. The seminar hall hosts a variety of events and competitions every year such as expert talks, debates & discussions, seminars, developmental programmes, etc. The Seminar Hall is made available for the overall development of the students through extra-curricular activities.

- **CONFERENCE ROOM**

The Institute has three Hi-tech Conference rooms served for the Management Development programs.

- **CAFETERIA**

Students have a place to relish during breaks from their hectic academic curriculum. The multi ethnic tastes of students are catered within the bursting atmosphere of the multi cuisine cafeteria serving variety of snacks and meals.

- **PHOTOCOPIER OUTLET**

The college also has a photocopier outlet that provides photocopy, printing & binding facility. The outlet also keeps stationary items used by students on regular basis and remains open on all working days during college hours.

### 3. QUALITY POLICY

*“Institute of Innovation in Technology and Management (IITM) 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.”*

- **IMPLEMENTATION OF QUALITY POLICY**

There is an Internal Quality Assurance Committee in the institute which looks after the implementation of the quality policy. The institute is also a compliant with ISO 9001:2015 holding certificate no. Q205022031414 to provide education for BBA, BCA and B.COM(H) courses.

#### 4. PROGRAMME POLICY

The college offers three programs i.e. B.Com, BBA, BCA and the course curriculum for each of the programmes, in the institute, incorporates the latest educational methodologies in the course design and delivery. The salient features are:

- Choice Based Credit System (CBCS)
- ICT based pedagogy
- Research Lab
- Skill-based- practicum

Industry-student interaction

Regular Industrial visits

Explore Placement opportunities

Mentorship programme

The course structure of the three programmes have been recently revised by the university considering the National Education Policy 2020. The Choice Based Credit System approach allows the student to learn and alongside helps to reduce the rigidities of a course structure and ensuring a more learner-centric program. This has helped to create a diversity in the choice of subjects, which is an essential requirement in the contemporary landscape. Such an approach removes the communication asymmetry in the teaching-learning process, by re-centering the learner in the educational system and process.

## 5. ACADEMIC POLICIES

### • TEACHING POLICY

#### FUNCTIONS & DUTIES OF FACULTY MEMBERS:

1. Teaching is a noble profession which requires each faculty to be 'intellectually honest' and a 'role model' for their students.
2. Besides being a subject expert, faculty members have to, often, play a role of mentor without being an official 'Mentor' of the class. Each faculty is to read and understand the functions of a mentor as given in Appendix-E and develop themselves, accordingly, to fulfill this role.
3. Each faculty is to prepare week-wise Lesson Plan as per the Academic Circular 3/2007 for the subject (s) allotted to them and share them with the students. They would also need to prepare the study material/courseware as per the Lesson Plan (s).
4. Be punctual in the class and follow the Lesson Plans religiously for an efficient delivery of the content. Any shortfall of lectures in a week, due to leave etc, are to be completed in the following week by taking extra classes.
5. Rigidly follow the schedules/deadlines for completing the assigned tasks and inculcate this habit among the students as well.
6. Be conscious of the needs of weak students and be empathetic to them. Plan and implement 'Remedial' teaching for such students.
7. Each faculty is to maintain a 'Semester Performance File' containing the record of (a) A copy of University syllabus of the subject, (b) Lesson Plan, (c) Study material prepared, (d) Assignments, question papers, tutorials, quizzes etc prepared during the semester, (e) Record of delivery of Lesson Plan, (f) Result Analysis, and (g) Summary of your impressions including suggestions and difficulties, if any.

Handover this file to the respective Programme Director at the end of semester.

8. Each faculty member is to read and understand the meaning of the attributes of 'Annual Appraisal Report' and 'Students' Feedback' on which he/she is assessed.
9. Demonstration of academic tasks performed by the faculty is an essential part of faculty members' responsibility. For this purpose each faculty is to (a) Digitize the study material, (b) Develop quality assignments, tutorials and exercises, (c) Write research papers/articles in journals, (d) Participate and organise seminars/workshops/conferences, (e) Submit research papers in seminars/conferences, (f) Carry out consultancy work, and (g) Upgrade qualifications (NET, M Phil, PhD).



10. Carry out any other work assigned by the Director/Registrar/Programme Director.

- **EXAMINATION POLICY (Theory & Practical)**

### **CONDUCT OF INTERNAL THEORY EXAMS**

#### **OBJECTIVE :**

As per the GGSIP University Scheme for Continuous Evaluation, the Institute is to conduct one Class Test (Mid Term Exam) for every theory paper in order to assess the achievements of Programme and Course Outcomes. The Academic Circular lays down the procedure for standardization & smooth conduct of internal examinations and responsibility of various concerned personnel.

- **CONDUCT OF CONTINUOUS EVALUATION BY TEACHERS FOR INTERNAL EXAMINATIONS**

(i) The mechanism of conduct of Continuous Evaluation by the Teachers shall be decided by the Programme Administrative Committee, as applicable. The Syllabi and Scheme of Teaching and Examination shall specify the division of marks, for teacher's continuous evaluation, into class test and or other methods of continuous evaluation.

(ii) The Institute shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit, in any specific case(s).

- **CONTINUOUS COMPREHENSIVE EVALUATION/INTERNAL EVALUATION**

The continuous evaluation shall be conducted as per the schedule notified by the Institute. The continuous evaluation is based on the performance of the student in tests, presentations and assignments. Students abstaining from any test/presentation/assignment/activity related with the continuous evaluation shall be awarded zero marks in that test/presentation/assignment/activity.

### **INTERNAL TESTS**

In each semester, Unit tests and Class Test are conducted as per the schedule prescribed by the Institute. These tests are the early indicators about how well or how poorly the student is doing in a particular subject. The corrected papers are discussed with the students and sometimes also discussed with the parents/guardian on need basis in "Parents Teachers Interaction".

### **SCHEDULE OF CLASS TEST**

The detailed schedule of examinations is to be displayed by the Examination Committee at least 10 days before the commencement of Class Test.

- **EVALUATION SCHEME**

**BBA & BCOM (H)**

**Class Test (Mid Term Exam):** The Class Test (Mid Term Exam) will be of 40 marks with a weightage of 10 marks. Faculty members are to award marks out of 40 and **NOT to round off or apply the weightage**. Rounding off and weight factors shall be applied centrally after compiling all the marks.

**Presentations:** Fortnightly Class Presentations will be of 20 marks with a weightage of 5 marks.

**Unit Test & Assignments:** Four Unit Tests & Unit wise Assignments will be of 5 marks weightage.

**Attendance:** For attendance 5 marks will be awarded on pro-rata basis.

**Non-University Examination System (NUES)**

**Personality Development Module/General Awareness:** 50 marks

**Class/College Activities & Class Assessment:** 30 marks

**Quiz/Self Assessment Questionnaire:** 20 marks.

**BCA**

**Class Test (Mid Term Exam):** The Class Test (Mid Term Exam) will be of 40 marks with a weightage of 10 marks. Faculty members are to award marks out of 40 and **NOT to round off or apply the weightage**. Rounding off and weight factors shall be applied centrally after compiling all the marks.

**Presentations:** Fortnightly Class Presentations will be of 20 marks with a weightage of 5 marks.

**Unit Test & Assignments:** Four Unit Tests & Unit wise Assignments will be of 5 marks weightage.

**Attendance:** For attendance 5 marks will be awarded on pro-rata basis.

**Non-University Examination System (NUES)**

**Viva-voce by Internal Committee:** 50 marks

**General Proficiency/ Personality Development Module:** 30 marks

**Aptitude:** 20 marks

## **DURATION**

Class Test (Mid Term Exam) shall be of Two Hours.

## **FORMAT OF THE QUESTION PAPER**

The format of the Question Paper is attached as **Annexure-1 (Programme Wise)**. Each faculty is to strictly follow the given format to achieve standardisation. Remember that the nomenclature is “Class Test (Mid Term Exam)”. While setting questions faculty members are to strictly adhere to the following aspects:

- (a) Questions should be set in unambiguous language so that students know the scope of answer.
- (b) Questions are to be so designed that **average student should be able to answer each question in 30 minutes**.

## **INSTRUCTIONS FOR PAPER SETTER**

- (a) Coverage of the Class Test (Mid Term Exam) should be such, so that the portions that have been taught up to Class Test (Mid Term Exam) are appropriately covered. Based on this, the topics must be intimated to the students in advance.
- (b) Xeroxing shall be the responsibility of the Examination Committee. This job is to be completed at least one week prior to the date of test.
- (c) Subject coordinator setting question paper shall maintain the secrecy.
- (d) A common question paper will be for all the sections.
- (e) Answer sheets must be examined within seven days from the date of test and to be shown to the students collectively in the class. After showing the answer sheets to student these are to be deposited with the Acad Office along with list of marks and the question paper within ten days from the date of test.

**UNFAIR MEANS****USE OF UNFAIR MEANS**

All cases regarding reported use of Unfair Means (UFM) in the examination during Class Test shall be placed before the Examination Committee for decision on individual cases, and recommending penalties, if any. The actions deemed as “Use of Unfair Means” shall be specified by the Examination Division and the procedure for dealing with cases of suspected/ alleged/ reported use of unfair means shall be approved by the Director.

**ROLE OF EXAMINATION COMMITTEE**

- (a) Planning, arranging and distribution of stationary for the conduct of class tests.
- (b) Ensuring Seating Plan in respective to the examination hall.
- (c) Providing invigilators for class tests.
- (d) Ensuring that programme wise file of question papers along with name of paper setter written on it is maintained.
- (e) Preparation of class-wise Award Lists.

**Instructions for the Students during the Exams**

- (a) Students are required to write their roll no. on the question paper immediately after receiving it. They should not write anything except the roll number on the question paper.
- (b) Digital diaries and mobile phones are not allowed inside the examination hall.
- (c) Do not tear off any sheet from the answer sheet.
- (d) Rough work may be done on the last page of the answer book and if a separate sheet is taken for rough work it must be attached to the answer book.
- (e) Students should not take the question paper outside the examination hall before submitting the answer book.
- (f) No student will be allowed to leave the examination hall before the half time.
- (g) Late Entry into the examination hall will not be permitted. However, under exceptional circumstances, a student may be allowed entry up to 30 minutes after commencement of the examination after obtaining approval from Director.
- (h) Student are not allowed to use mobiles during the exam. There is provision of confiscation of mobile phone for 3 days in case it has been used for unfair means.

**Guidelines for Invigilators**

- (a) Seating arrangement should be displayed on the board at least 15 minutes before the schedule of examination.
- (b) Invigilators should collect the attendance sheet, answer sheets, supplementary sheets and question papers at least 20 minutes before the commencement of exam from the respective authorities.
- (c) Extra question papers should be handed over to the concerned coordinator after the exam.
- (d) Answer sheets, mark sheet and two question papers should be kept inside an envelope which should be then sealed and kept in the Director's/Head of Examination's room with the following information on the envelope:
  - o Course (course name, semester, etc.)
  - o Date and subject
  - o Number of answer sheets
- (e) Before the commencement of the exam it should be seen that seating arrangement is proper. Invigilator should sign on the answer sheet of each student and the date of the examination should be mentioned along with the signature.
- (f) It should be ensured that each student has filled-up the first page of answer sheet properly and signed on the attendance sheet for each sheet taken by him/her.
- (g) Students are required to write their roll number on the question paper immediately after receiving it. They should not write anything except the roll number on the question paper.
- (h) Digital diaries and mobile phones are not allowed inside the examination hall.
- (i) Do not tear off any sheet from the answer sheet.

**PRACTICAL EXAMINATION POLICY****CONDUCT OF INTERNAL PRACTICAL, COMPUTER APPLICATION PROJECT, SUMMER TRAINING REPORT, PROJECT DISSERTATION, MINOR PROJECT REPORT, PROJECT REPORT & RESEARCH PROJECT EXAM****OBJECTIVE**

In every programme, in every semester, there are papers based on computer practical, computer application project, summer training report, project dissertation, minor project report, project report and research project. These papers require continuous evaluation. This Academic Circular lays down the procedure for smooth conduct of these examinations.

**SCHEDULE**

- (1) Internal practical, summer training report, project dissertation, minor project report, project report & research project exams will be held only once in a semester.
- (2) Practical exams will be held in the penultimate week of cessation of classes.
- (3) Presentation and Viva-Voce will be held in the same month of the commencement of the semester.
- (4) For internal practical exam, the schedule will be circulated by the Examination Committee and will be notified to the students and faculty members at least 10 days before the commencement of the exam.
- (5) For summer training report, project dissertation, minor project report, project report & research project exams, the schedule will be circulated by the Programme Coordinator of the respective programme.

**MARKS DISTRIBUTION****BBA & BCOM (H)**

(1) The internal practical exam will be of 40 marks. Marks for practical exams are further divided as follows:

<b>S. No.</b>	<b>Evaluation Criteria</b>	<b>Marks</b>
1	Continuous File Evaluation	10
2	Program Execution	20
3	Viva	10
<b>TOTAL</b>		<b>40</b>

(2) Summer training report exam for BBA & BCOM (H) will be of 50 marks. These marks are further divided as follows:

<b>S. No.</b>	<b>Evaluation Criteria</b>	<b>Marks</b>
1	First Mid-term	10
2	Submission of Draft Report	10
3	Submission of Final Report (Spiral Bound)	10
4	Hard Bound Submission	05
5	Presentation and Viva-Voce	15
<b>TOTAL</b>		<b>50</b>

(3) Major project report & research project exam for BBA & BCOM (H) will be of 50 marks. These marks are divided as follows:

<b>S. No.</b>	<b>Evaluation Criteria</b>	<b>Marks</b>
1	Project Proposal	10
2	Questionnaire Preparation	10
3	Data Analysis & Interpretation	10
4	Unpublished Draft Report	10
5	Presentation and Viva-Voce	10
<b>TOTAL</b>		<b>50</b>



(4) Computer Application Project exam for BBA will be of 50 marks. These marks are divided as follows:

<b>S. No.</b>	<b>Evaluation Criteria</b>	<b>Marks</b>
1	Defining Need & Objectives of Project and Data Collection & Project Planning	10
2	Overall Functional Design of the System	10
3	Web Page Designing & Data Validation	10
4	Submission of Draft Report	05
5	Submission of Final Report (One Hard Copy & CD)	05
6	Presentation and Viva-Voce	10
<b>TOTAL</b>		<b>50</b>

**BCA**

(1) The internal practical exam will be of 40 marks. These marks for practical exams are further divided as follows:

<b>S. No.</b>	<b>Evaluation Criteria</b>	<b>Marks</b>
1	Continuous File Evaluation	10
2	Program Execution	20
3	Viva	10
<b>TOTAL</b>		<b>40</b>

(2) Summer training report and minor project exam for BCA will be of 40 marks. These marks are further divided as follows:

<b>S. No.</b>	<b>Evaluation Criteria</b>	<b>Marks</b>
1	Database Design (Database Schema Implementation in Lab) and Forms Designed	05
2	First Demonstration of Application Software Developed	05
3	Submission of Application Software Developed	10
4	Submission of Final Report (One Hard Copy & CD)	10
5	Presentation and Viva-Voce	10
<b>TOTAL</b>		<b>40</b>

**DURATION**

Internal practical exam will be conducted for the duration of 2 periods. The timing of exams will be intimated, along with the schedule by examination department.

Internal summer training report, project dissertation, minor project report, project report & research project exam will be conducted in a schedule that is to be decided by the programme director.

**INTERNAL EXAMINERS**

- (1) A list of internal examiners will be circulated by the Examination Committee at least two weeks before the conduct of internal practical exams.
- (2) The internal examiners, so announced, will coordinate both internal and external practical exams.
- (3) Internal examiners will not be allowed to take leave on the day of commencement of these exams.

**COMPILATION & SUBMISSION OF MARKS**

- (1) Internal examiner will submit the awards on the excel sheet to the Academic Office within 48 hours of completion of exam along with a hard copy signed by all the concerned faculty.
- (2) All the award lists should be signed by all subject teachers / project coordinators.
- (3) Academic office will display marks in the appropriate format on the notice board within one day of the receipt of the same.

## **6. SYSTEMS AND PROCEDURES FOR MAINTENANCE & UTILIZATION OF ACADEMIC & AUXILIARY FACILITIES.**

### **• LIBRARY POLICY**

Libraries store the energy that fuels imagination. They open up windows to the world and inspire us to explore, achieve and contribute towards improving the quality of our life. Libraries change lives for the better.

IITM Library is a repository of invaluable academic resource for the students & faculty of Management and Information Technology. Our library supports the educational programs of the Institute by providing physical and intellectual access to educational database and information. With air-conditioned reading room, it is a modern facility, well stocked with latest editions of more than 34653 books by eminent authors to fulfill all the requirements of the faculty as well as students. In addition, the library has a good collection of CDs and cassettes containing useful information on all the fields of study conducted at the institute.

With its unique collection of 12 National and 3 International Journals, the library serves as a resource center for the students and faculty and helps them explore in their area of interest. The library has also subscribed membership for large number of magazines, E-Journals & DELNET for research purposes. In addition to Issue return services, the library also provides Book Bank facility to all the students. It also provides the open access to the bookshelves, using OPAC (Online Public Access Catalogue). The students and faculty can avail the library services to enrich their knowledge in both academic as well as research areas.

### **Library Timings**

Monday – Saturday (8:30 AM – 5:30 PM)

### **Library Rules**

1. Identity cards, should be shown, when demanded
2. Book Issued at a Time: Three
3. Books will be issued on Identity card for the period of seven days and should be returned with in the due date
4. Reference books and journals will not be issued
5. Books can be reserved for issue or for extended use if no other user has demand for the same book
6. Books borrowed during the examination are to be returned within one week after the exams and Borrowers are responsible for the safety and upkeep of books.

7. 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 bad condition shall be accepted, if returned in damaged/disfigured condition

8. On the loss or damaging/disfiguring a book, the cost of the book will be charged.

## **Library Services at IITM Janakpuri**

### **Open Access of Documents**

Library provides open access of documents to its users. In this service users are free to access the documents on the shelves without taking any permission of library personnel.

### **Circulation Service**

It is a conventional service; Library users get the documents issued from the library and take them home.

### **Documents which can be lent out:**

#### **Text Books:**

**STUDENTS:** Maximum of three books can be issued for One week. It can be renewed further for one more week if there is no reservation.

**FACULTY:** Maximum of six books can be issued for entire semester.

**Periodicals:** Loose back-issues of journals can be given to the faculty for one week only.

**Reference Collection:** Reference Books can be accessed within the library premises only.

**CDs:** CDs are also issued to the students and faculty for maximum of 3 days.

**Reservation:** Books can be reserved by the students and faculty.

### **Book Bank Scheme**

To help the students in their studies library has introduced Book-Bank Scheme. The procedure of getting books from book-bank is mentioned below.

One set of books (one book per Paper) is issued to each student.

Book-Bank books are issued in one lot and have to be returned similarly.

- **LAB POLICY**

In order to deploy and upgrade the IT infrastructure, a lab monitoring committee known as Lab Quality Assurance Cell (LQAC) has been formed. This committee works towards the efficient conduction of the computer Labs.

**Objectives:**

1. Up gradation of computer hardware and software as and when required.
2. Maintenance of Lab Infrastructure
3. Monitoring the proper functioning of Labs
4. Maintenance of Lab Manual.

**Members:**

Faculty members are appointed as members of LQAC in consideration with Director & ACAD coordinator.

**Roles & Responsibilities of Lab Co-ordinators:**

The Faculty Lab In charge, monitors labs at regular interval and have the following Roles and Responsibilities:

1. Physical verification of the labs i.e. checking the hardware(Computer, printer etc) software(purchased ,installed and required) and Documentation.
2. Interacting with the lab Assistants regarding various issues of the lab.
3. Maintenance of the Lab Status Report.
4. Maintenance of the lab and lab notice board
5. Consistently working towards the improvement of the Lab.

## • SPORTS POLICY

This policy ensures consistency in the provision of sport within the institute and liaisons with the all sports related activities and events of the GGSIP University and other institutes.

### POLICY

1. Presenting sports to the students in a way that maximizes participation to ensure their fun, enjoyment, security and satisfaction.

#### **Action points:**

- A wide variety of team and individual sports are available for all students.
- Participation in University/Inter College Sports programmes which will include wide range of sports activities
- Strong and active relationships with government sport complexes like DDA Sports Complex and Hari Nagar Sports Complex, which will allow students to participate in sports additional to what the college provides at its premises
- Indoor games equipment will be made available to students during. lunchtime and their free lectures.
- A process, which ensures all new enrolments are encouraged to join and participate in sport, will be in place.
- Strong Institute activity clubs for students for indoor games will be developed and maintained.

2. Provide frequent opportunities for students to experience personal and group achievement and success in sport.

#### **Action points:**

- Students will be encouraged to represent their institute in sports team and as individuals in field days, sports exchanges, tournaments and regular competitions.
- Teams and individuals will be encouraged to compete at provincial or national tournaments.
- Sporting participation and achievement will be profiled on notice boards, at Institutes website, Annual Day and other functions of the institute

3. Encourage students to make informed decisions about their involvement and development in sport.

#### **Action points:**

- Students will be encouraged to take leadership roles within sport.
- Student coordinators for specific Sports will be nominated, as well as for sports as a whole.

- Teachers will be encouraged to assist in coaching, managing and supporting sport.

4. Promote the positive contribution sports can make in the lives of students.

**Action points:**

- Awards will be given to students who will win at college level, inter college level and university level.

- Leadership opportunities will be provided within the sports activities for students eg. Captaincy, coach, game coordinator, sports head.

5. Provide appropriate facilities and resources so that the sports activities are facilitated and accessible in a safe and effective manner.

**Action points:**

- First aid resources will be easily accessible.

- Sporting facilities and equipment will be maintained,

- X amount will be allocated to sports activities for equipments, kits and ground/sports complex fees annually also especially for annual sports meet.

6. Develop strategies which allow talented students to balance high performance sport with academic commitments.

**Action points:**

- Systems which have appropriate flexibility and which allow high performing students to pursue both academic and sporting success will be developed.

- High performing athletes will be monitored in terms of personal, academic and sporting development.

- **CANTEEN POLICY**

**Objectives:**

To monitor the operations of the canteen

To provide foods at affordable prices

To promote the Canteen as part of a healthy lifestyle.

**Policy:**

To ensure the Canteen meets the Canteen objectives

To determine the items that shall be stocked in the Canteen

To monitor whether sufficient stock quantity is available or not

To advise the Canteen manager on maintenance and operation of the Canteen



## 7. CODE OF CONDUCT

- The students are expected to aim for the highest achievement in every sphere with a proper and responsible conduct in and outside the campus.
- A student is required to have a minimum attendance of 75% in aggregate in a semester/year. However, Director may condone attendance shortage up to 5% (in case of University maintained/affiliated Institute) for individual students for reasons beyond the control of the students.
- Every student must be dressed decently and neatly as per the academic environment. Student also adhere to the dress code on prescribed days such as industrial visit/seminars/workshop or placement drives
- Students are required to carry their I-card with them.
- Use of mobile phones during class hours is not allowed. Mobile phones should be switched off during lecture hours.
- Students are required to take proper care of the property of the Institute, fittings, fixtures, equipment's, teaching aids and help in keeping the premises neat and clean. Students must not disfigure walls, tables, or benches. Any willful damage to the property of the college will be treated as breach of discipline.
- Smoking and consumption of alcohol within the college premises or near the college is strictly prohibited
- Students are not allowed to invite any outsider to the college or to the college canteen.
- Failure to observe any of the above rules will call for disciplinary action against the student.

## 8. SCHOLARSHIPS/FINANCIAL ASSISTANCE POLICY

Students who hail from low-income families find it difficult to pursue higher studies. But with the changing time and the introduction of scholarship schemes and grants pursuing higher education has become possible. The government and the Institute have initiated various measures to help out such talented but financially weak aspirants. The students only need to apply for these grants before the deadline and meet the required eligibility. Here are the schemes that help students to chase their dreams:

### 1. National Scholarship Portal (Sponsored by Central Govt.)

- a) Post Matric Scholarships Scheme for Minorities.
- b) Merit Cum Means Scholarship for Professional and Technical Courses <https://scholarships.gov.in/>

### 2. E-District Delhi (Sponsored by Delhi Government)

- a) Merit-cum-Means Income Linked Financial Assistance Scheme of Delhi Higher Education Aid Trust.
- b) Post Matric Scholarship for OBC Students (PMS-OBC).
- c) Post matric Scholarship schemes for SC.
- d) Reimbursement of Tuition Fees for Students Belonging to SC/ST/OBC/Minority Category.

<https://edistrict.delhigovt.nic.in/>

### 3. Financial Assistance to the Students Under Economically Weaker Section (EWS) Scheme (Sponsored by GGS Indraprastha University, Delhi) - <http://164.100.158.135/ews/Login.aspx>

## 9. STUDENT'S WELFARE POLICIES

### • GRIEVANCE REDRESSAL POLICY

#### PREAMBLE

Institute of Innovation in Technology & Management is committed to provide a safe, fair and harmonious learning and work environment. Grievance Redressal Committee was set up at Institute of Innovation In Technology & Management in accordance with the University Grants Commission regulations 2012 (The Gazette of India, March 23-29, 2013) for handling day-to-day grievances related to students.

Grievance Redressal Committee facilitates the resolution of grievances in a fair and impartial manner involving the respective Dept./Office (dealing with the substantive function connected with the grievance), maintaining necessary confidentiality, as the case may be. It is guided by the principles of natural justice while redressing the grievances. The committee will consider only formal grievances. Student with a grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in person, grievances may be dropped in writing at the Complaint/Suggestion box. Students may also represent their grievances through student representatives or via email at [grievanceredressal@iitmjp.ac.in](mailto:grievanceredressal@iitmjp.ac.in)

#### OBJECTIVES

- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the students.
- To uphold the dignity of the Institute by promoting cordial Student-Student relationship and Student-teacher relationship.
- To develop a responsive and accountable attitude among the students, thereby maintaining a harmonious atmosphere in the Institute.
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.

#### GRIEVANCE

A "Grievance/Complaint" can be defined as any communication that conveys dissatisfaction about an action or lack of action, about services/deficiency of services in an institute and the complainant asks for remedial action. Grievances pertaining to admission, attendance, discipline matters, student conduct, fee related matter, evaluation process, observation of norms and standards, violation of rules, discrimination, harassment and other academic and non-academic issues

## GRIEVANCE REDRESSAL MECHANISM IN RELATION TO THOSE INVOLVED IN GRIEVANCE REDRESSAL COMMITTEE

### Committee Members

Chairperson

Convener

Member

Member

Member

Psychologist

Psychiatrist

Student Counselors

### Functions of the Committee:

- To provide with proper advocacy to students to express their grievances freely and frankly without any fear of being victimized.
- To obtain the facts through relevant sources in a fair and objective manner, to work out a resolution of the issues.
- To ensure speedy disposal of every grievance.

### TYPES OF GRIEVANCES

**STANDARD OPERATING PROCEDURE (SOP)** Any student who wants to initiate a grievance may first bring the issue to the notice of the Mentor/Programme Director/Head of the respective department/office, who will address the issue and try to resolve it within 7 working days of the receipt of the grievance.

If, there is no response within the stipulated time from the respective department/office or student is dissatisfied with response/resolution to his/her grievance, then he/she is free to represent his/her grievance to the Grievance Redressal Committee.

**Formal Registration:** Any aggrieved student with a genuine grievance will submit his/her Grievance in any of the following modes:

- via e-mail at [grievanceredressal@iitmjp.ac.in](mailto:grievanceredressal@iitmjp.ac.in)
- grievances may be dropped in writing at the Complaint/Suggestion box
- represent their grievances through student representatives may approach the Grievance Redressal Committee Members in person

**Acknowledgement:** The Grievance Redressal Committee acknowledges the receipt of each grievance complainant immediately. In the case of e-mail at “grievanceredressal@iitmjp.ac.in the sender will receive an instant auto reply acknowledging the receipt of his/her e-mail.

**Forwarding:** Upon receipt of grievance the Grievance Redressal Committee shall analyze, and forward the grievance to the respective department/office/individual (dealing with the substantive function linked with the grievance) requesting them to enquire into the grievance and redress within such period as may be specified, not exceeding 7 days from the receipt of grievance complaint.

**Follow Up & Monitoring:** Grievance Redressal Committee shall coordinate, monitor and ensure redressal within the stipulated time. Depending up on the seriousness of grievance the Grievance Redressal Committee will follow them up regularly till their final disposal by way of reminders.

**Scrutiny:** Grievance Redressal Committee will make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the respective department/office/individual, then it will intimate the same to the student. Once the student indicates acceptance of the resolution at this level, then the matter is deemed

**General Guidelines:**

**Timeframe:** It shall be the endeavour of the Grievance Redressal Committee to ensure redressal/disposal of every grievance within a period of one month of the receipt of application/grievance complaint.

**Prohibition against Retaliation:** Institute will strictly prohibit retaliation against any grievant, witness, or any other participant in the grievance redressal process by reason of such participation. Any concerns about the retaliation related to this process should be disclosed by the party to the Grievance Redressal Committee via [grievanceredressal@iitmjp.ac.in](mailto:grievanceredressal@iitmjp.ac.in)

**Alternative avenues for redressal of grievances:** Although all students may avail themselves of this procedure towards resolving their grievances, they can also try to resolve issues informally – if they believe that an informal resolution is possible at their department/Office level.

**Exclusions:** The following complaints/grievances shall not be construed by the Grievance Redressal Committee for consideration and disposal:

- Complaints involving policy matters.
- Decisions with regard to the award of Fellowships, fee concessions, medals, etc.
- Decisions by competent authority on assessment and examination result/revaluation or remarking of answer sheets.
- Anonymous and frivolous complaints will not be entertained/processed

- **INTERNAL COMPLAINTS POLICY**

The Internal Complaints Committee has been constituted as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013. Any aggrieved women (including students, faculty and staff) who has experienced any kind of harassment in the institute can give a written complaint against the same to the committee within a period of 3 months of the date of incident.

**Objective**

To provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

**Prevention of Sexual Harassment**

- (1) No woman shall be subjected to sexual harassment at any workplace.
- (2) The following circumstances, among other circumstances, if it occurs, or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:—
  - (i) implied or explicit promise of preferential treatment in her employment; or
  - (ii) implied or explicit threat of detrimental treatment in her employment; or
  - (iii) implied or explicit threat about her present or future employment status; or
  - (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
  - (v) humiliating treatment likely to affect her health or safety.

**Procedure**

The Internal Complaints Committee of the institute follows the procedure laid down in the Sexual Harassment of Women at Workplace (prevention, prohibition and redressal) Act, 2013.

<https://legislative.gov.in/sites/default/files/A2013-14.pdf>

**Constitution of Internal Complaints Committee**

<b>S.No.</b>	<b>Designation</b>	<b>Role</b>
1	HoD and Professor	Presiding Officer
2	HoD and Professor	Member
3	Assistant Professor	Member
4	Associate Professor	Member
5	Associate Professor	Member
6	Assistant Professor	Member
7	Advocate	External member
8	Student	Student Representative



## • ANTI RAGGING POLICY

Ragging means resorting to any acts which causes, or is likely to cause any physical, psychological, apprehension, shame or embarrassment to a student and includes:

- Teasing or abusing or playing practical joke on or causing hurt to any student.
- Asking any Student to do any act, or perform anything, which he/she would not, in the ordinary course, be willing to do or perform.

Ragging is different from other crimes because the motive is solely to get perverse pleasure. Ragging is also different from other crimes as it actively promoted by certain sections of the society.

Ragging is absolutely prohibited at INSTITUTE OF INNOVATION IN TECHNOLOGY AND MANAGEMENT inside and / or outside the campus and anyone found guilty of ragging or abetting ragging whether actively or passively or being a part of conspiracy to promote ragging, is liable to be punished under the provisions of any penal law for the time being in force. IITM ensures that a congenial and welcoming environment is given to the fresher's. To achieve this, the Anti Ragging Cell of the Institute fulfills the following objectives:

### **Objectives and Functions of Anti Ragging Committee**

Creating ragging free atmosphere in and outside the campus.

Creating awareness among students regarding acts and punishments pertaining to ragging activities.

Creating cordial relations among students for fulfilling organization's mission and objectives.

- Creating awareness among students regarding how the self confidence of the individual influences the national interest.
- Anti-Ragging Committee is the Supervisory and Advisory Committee on matters of Planning Action for Building and Preserving a Culture of Ragging Free Environment in the Campus
- Anti Ragging Cell will be to keep a vigil and stop the incidences of Ragging, if any, happening /reported in the places of Student aggregation including, Classrooms, Canteens, Buses, Grounds etc.
- The procedure for handling issues of ragging and the information on ragging can be received in the following manner :
  - Through the notified contact details of the Committee members, and national help-line number on ragging for necessary relief in terms of the provisions of the UGC Regulations.
  - Through any other member of the Institute.

- From any external source.

In the event of receipt of information of ragging by any of the officers mentioned above, he/she will promptly alert/inform the Chairman of the Anti-Ragging Committee of the Institute or any of its members. The activity shall be completed, at the most, within two hour of receipt of this information.

The Anti-Ragging Committee of the Institute shall promptly conduct a preliminary on the spot enquiry and collect details of the incident as available prima facie. The preliminary investigation/details of the incident shall be immediately brought to the notice of the Chairman of the Institute. The activity shall be completed, at the most, within twenty hours of receipt of information.

The Anti-Ragging Committee of the Institute shall promptly conduct enquiry into the incident as per provisions laid down in Clause 6.3(e) of the UGC Regulations.

The Anti-Ragging Committee of the Institute shall complete the enquiry and submit its report along with recommendations to the Chairman of the Anti-Ragging Committee of the Institute within fifteen days of the incident.

Thereafter, the said report and recommendations shall be considered by the Anti- Ragging Committee for deciding the punishment on the erring students in terms of provisions contained at Clause 9.1 of the UGC Regulations.

## • POLICY OF WOMEN SAFETY CELL

Following the guidelines on the prevention and deterrence of sexual harassment at the workplace laid down by Honorable Supreme Court of India in August 1997, a Women Safety Cell is constituted in the institute for the awareness and deterrence of any gender based misconduct.

### AIM

The aim of the Women Safety Cell is to maintain congenial working environment for women employees and students of IINTM Institute in accordance with the guidelines provided by the Supreme Court of India.

### OBJECTIVES

The Women Safety Cell is constituted to ensure safety of women, both staff and students, on the campus. The specific objectives are:

- 1.The members of the Committee will organize programmes to educate and sensitize both staff and students about women safety and gender issues.
- 2.To attend to all the grievances related to women safety and sit together with all members to resolve the issue with immediate action and remedial action, if any, will be taken after approval by the Competent Authority.

### CONSTITUTION OF COMMITTEE

#### Process of Committee Formation

The Committee consists of members of the faculty, administration, service staff and students' representatives. The committee coordinator (chairperson) should be a woman and not less than half of its member should be women. The committee coordinator (chairperson) and members shall be appointed by the Director in consultation with other faculty members. The student representatives shall be appointed on the recommendation of mentors based on the interest and capabilities of the students and on the basis of voluntary participation by the students.

The committee shall comprise of the following members:

- (i) Coordinator (Chairperson)
- (ii) Member
- (iii) Member
- (iv) Member
- (v) Member (Nodal Officer)
- (vi) Chief Proctor (Ex-officio member)
- (vii) Student Member (Student Representative)
- (viii) Student Member (Student Representative)

## **ROLE OF THE COMMITTEE MEMBERS**

**Role of Coordinator:** The coordinator shall ensure proper redressal of all the complaints received by the Cell by initiating the enquiry process with its members. The role of the coordinator shall also be to oversee the committee's work.

**Role of Members:** The role of all the committee members shall be to assist the Coordinator in conducting the enquiry process and recommending further action required in each case as well as facilitating the Committee's work.

**Role of Student Representatives:** The student members shall assist in effectively carrying out the functions of the Committee.

### **Responsibilities of Women Safety Cell**

The Women Safety Cell shall perform following three major functions:

- Gender Sensitization and Orientation
- Crisis Management and Mediation
- Formal Enquiry and Redressal

The Women Safety Cell shall work in accordance to guidelines and norms laid down by the Hon'ble Supreme Court in Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384), i. e. Vishaka Guidelines.

## COMPLAINT REDRESSAL PROCESS

The Committee deals with women safety issues at the institute's campus. It is applicable to all students, staff and faculty. The complaint redressal process is as follows:

(i) A written complaint of discrimination or sexual harassment may be lodged by the victim to the Coordinator of Women Safety Cell. If the complaint is made to the Director, Deputy Director or any of the Women Safety Cell members, they may forward it to the Coordinator.

(ii) The person concerned can also personally approach/ telephone/ write/ e-mail any member of the Cell. Alternatively, e-mail can be sent to [womensafetycell@iitmipu.ac.in](mailto:womensafetycell@iitmipu.ac.in).

(iii) The Women Safety Cell will hold a meeting with the Complainant within 6 days

of the receipt of the complaint, but no later than a week in any case.

(iv) Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation, where after, an "Enquiry" shall be conducted and concluded.

(v) The Committee shall proceed with the Enquiry (if further required) of the case and communicate the same to the Complainant and person against whom complaint is made.

(vi) The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective case.

(vii) The Committee shall complete the "Enquiry" within reasonable period and communicate its findings and its recommendations for action to the Director.

(viii) The Director will direct appropriate action in accordance with the recommendation proposed by the Committee.

(ix) The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on.

(x) In case the Committee find the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Management, for making a Police Complaint.

## 10. PLACEMENT POLICY

- Every student who wants to avail the Training & Placement services has to register with Training & Placement office, failing which they cannot have any claim on T & P Services. Every student who registers with T & P office is bound by the terms and conditions in this Placement Policy. Registration implies submitting details in the prescribed format available with T & P office.
  - Eligibility criterion is specified by every company participating in campus recruitment. Every student, who fulfills this criterion, may attempt the recruitment process of any company until he/she gets the offer.
  - Companies are expected to give a Pre-Placement Talk (PPT) or a written communication laying out the details of the company and the offer before the process.
  - Students can pick up the company and profile they want to register for. Once registered, if a student backs out at any stage, he/she shall be marked ABSENT. In case, he/she backs out in the last round or not joins the company post selection, he/she shall be DEBARRED from all placement support.
  - Once student have accepted an offer, he/she will not be allowed to change the mind later except in very unusual circumstances. Remember, a verbal acceptance is binding. The reputation of the Institute and therefore the welfare and prospects of other students depend on students' behavior. Student may also want to approach the organization again in future, so a polite and courteous approach is necessary at all times.
  - Absenteeism from the placement drives (in which he/she is eligible & registered) would disqualify the student (as soon as A2 is marked against his/her name) from further placement support till the whole batch is placed. A genuine reason needs to be explained to the Placement Cell in advance along with a written permission.
  - If a student is placed in one company, he/she has an option to choose another opportunity to sit and appear for the Dream Company\*
- \*The candidate has to disclose his/her Dream Company name as he/she comes to know about the company visiting the campus to the concerned Placement Faculty Coordinator. It would be allowed on case to case basis. If he/she is unable to crack the offer or selected by the company (in any case), his/her case would be frozen. In case of selection in the dream company, he/she has to withdraw from the first offer received.
- Students can be debarred if any of the below mentioned is true:
    - = Students who have less than 70% attendance in Pre Placement Activities.
    - = Students who fail to achieve 60% marks in each paper in the University exam.

- = Students not actively participating in all co-curricular & extra-curricular activities conducted by the Institute.
- = If there is a misbehavior / indiscipline on the part of the student during the hiring process with any college or company's official.
- Debarred students shall be given opportunity again only after all the students are placed subject to their improved performance and fulfilling other criteria's as approved by the Placement Committee.

## 11. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Co-curricular activities like group discussions, elocution contests, business quizzes, class presentation, debates, inter-institute competitions etc are regularly held to stimulate the thinking process and form an integral part of the holistic personality development of the students. The following initiatives are taken to add an edge to the student's personality:

### **Guest Lectures**

Eminent subject experts are invited to address students on current developments and issues impinging on future developments in Management and IT disciplines. This gives valuable first hand opportunity to our students to meet the industry giants and have face to face interaction with them.

### **Seminars and Workshops**

Regular seminars and workshops are conducted to provide in-house training for the holistic personality development of the students. Apart from academics, students are required to develop public speaking and inter personal skills to develop an attitude to take on the world with confidence which helps them to perform in the group discussions & interviews.

### **Education Trips**

Educational – cum – industrial visits are regularly organized to expose the students with real business environment prevailing in industry. It helps the students to relate academic learning with the practical situations.

### **Inter College Meets & Events**

In each academic session, the Institute holds inter college contests like quiz, debate, elocution etc. Representatives of various colleges and institutes of NCR are invited to participate in these events.

### **Cultural Events**

Students are given ample opportunities to hone their skills in various forms of performing arts. Various cultural events are coordinated and organized by students themselves under the supervision of faculty members.

### **Student Support Services**

Personality Development and Leadership:

Apart from imparting value based education and preparing the students for achieving academic excellence, the Institute conducts regular lectures on “Personality Development and Leadership” and organises interaction with eminent experts from different disciplines.



**Some of the major topics covered are:**

Traits of well adjusted personality, positive thinking, assertive behaviour, effective communication, public speaking, team spirit, emotional intelligence, time management, ethics and values, rights and duties, social responsibility, relaxation, concentration and stress management. The Institute believes that professional knowledge should invariably be matched with personal growth of the students.

**Extra-Curricular** plays an important role in one's overall personality development. Extra-curricular means getting an exposure to things and activities that reside outside of the academic curriculum. College is a place that lays the foundation for the future and career of the students. It is a place where students not just gain the academic knowledge but also where their overall personality development takes place. And it's the extra-curricular activities that are responsible for grooming their overall personality.

In IITM, apart from academic excellence, we focus on overall personality development through extracurricular activities. Following student committees and clubs have been constituted to provide an expression to their latent creative talents:

- Culture and Fine Arts Committee
- Debate and Quiz Committee
- Social Networking & Knowledge Committee (SNKC)
- Eco Club
- Finance club-Finshark
- Marketing Maestros club
- Kranti-Drama Society
- Rangriti Club - Arts and Craft
- Melange Society
- Campus Radio
- Factech-Research Club
- Srijan- Entrepreneurship Development Club
- Games & Sports Committee
- IT Club
- Dayitva Club
- Newsletter and Journal Committee
- Training & Placement Committee

It is compulsory for students to join at least two of these committees according to their interest & inclination

## 12. ENVIRONMENT & COMMUNITY SERVICE

“EARTH PROVIDES ENOUGH TO SATISFY EVERY MAN'S NEEDS, BUT NOT EVERY MAN'S GREED.” — MAHATMA GANDHI

A group of people who are interested in doing something for environment can achieve much more than an individual can do. Popularly known as ‘DAYITVA’, Environment & Community Service club is conceptualized and initiated by the Institute of Innovation in Technology & Management. As the name suggests, DAYITVA gives us a platform to sensitize College students about social, environmental and sustainable development issues.

Objectives of the DAYITVA are:

- To encourage our students to care for themselves (their health and wellbeing), for each other and for the environment.
- To create awareness and consciousness of social issues among College students.
- To promote environmental awareness and interest in the environmental issues among College students
- To ensure training and manpower development for environment education, awareness and training.
- Motivate the students to keep their surroundings green and clean by undertaking plantation of trees.
- Promote ethos of water conservation by minimizing the use of water.
- Motivate students to imbibe habits and life style for minimum waste generation, source separation of waste and disposing the waste to the nearest storage point.
- To promote and practice the principles of social equity both in college and through our links with the local communities.
- To share responsibility with the wider community for promoting and practicing policies, which show concern and care for the future of the global environment.

### 13. RECRUITMENT & PROMOTION

The Recruitment and Promotion Policy of Institute of Innovation in Technology & Management will be applicable for recruitment and promotion of all regular employees of IITM. The institute follows UGC guidelines for the appointment of faculty members in the areas of IT and Management.

1. Objectives – the main objectives of Recruitment policy are:
  - To appoint the best-suited candidate for the post recommended by the academic committee.
  - To ensure a fair process of selection in accordance with the UGC guidelines/directions, Government of India from time to time.
  - To provide a career path to employees that will encourage consistent high performance and motivate employees to achieve excellence in their work, thereby attaining their career goals and
  - Retaining the good employees
2. Caderization: Under this rule, recruitment at IITM is done for the two major categories.

Recruitment for teaching posts and non-teaching posts. The teaching posts are fulfilled from different specialized areas – IT, Management, Mathematics and English.

#### **Regular Appointments**

These appointments may be made on a full-time or fractional-load basis in the ranks of Assistant Professor, Associate Professor or Professor. The teaching faculty appointments can be made at all these ranks.

#### **Appointments of Visiting Faculty**

These appointments are definite-term, normally of duration one year or less, and carry the titles Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor or Visiting Lecturer.

The non-teaching posts are further classified as technical and non-technical posts. The Non-Technical posts comprise of Administrative Cadre, Attendant cadre and Accounts Cadre. The Technical posts comprise of Technical Cadre, Lab assistants cadre, Specialist Cadre (doctor, Physician, Library Cadre, and other miscellaneous categories. The details of cadres and levels therein are provided in Annexure II.

3. The Sanctioned Strength which is the total number of employee's cadre wise will be determined by the Director of this Institute from time to time as per requirement. This will subsequently be approved by the Board of Governors.

The cadre ratio for teaching post for different programmes is determined by the university depending on the number of seats in that programme.

After assessment and on receipt of requirements of Officers and Employees from various department of the Institute, the Director initiates the process of the recruitment to fill the post(s) via various methods of recruitment.

#### 4. Methods of Selection – For Teaching Posts

Two methods of recruitment adopted by IITM are

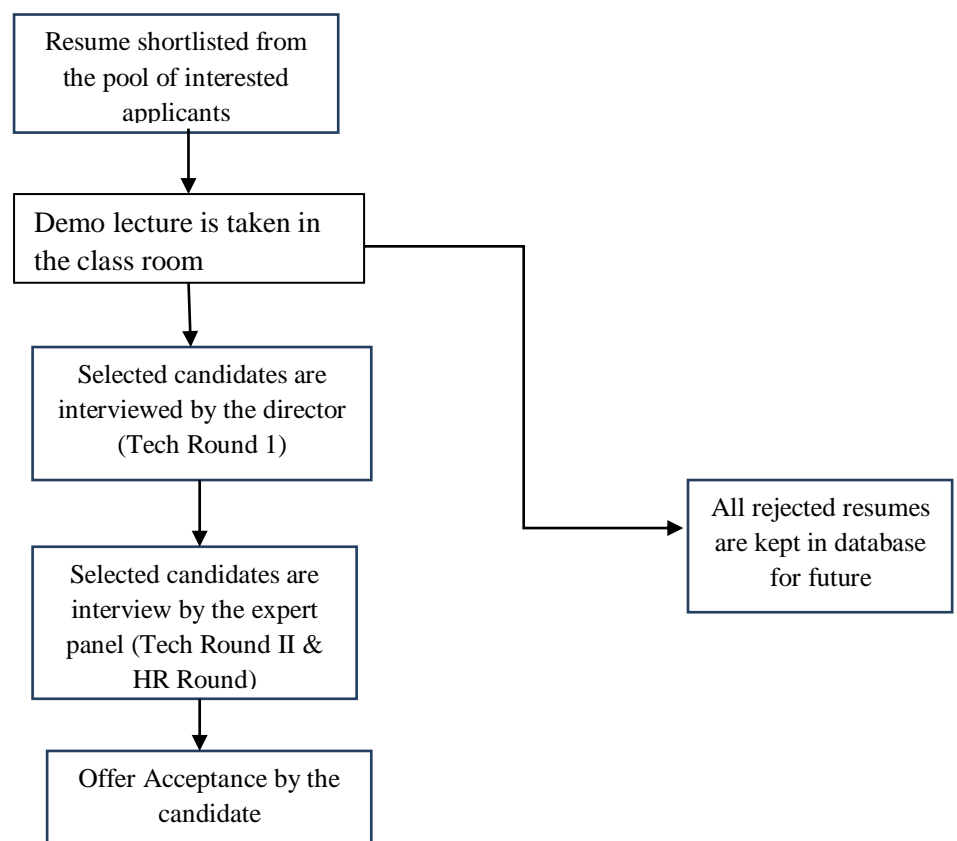
- 1) External Recruitment and
- 2) Internal Recruitment, through promotion

External recruitments are conducted by giving an advertisement in the leading newspaper and college website every year which is open to all candidates based on prescribed educational qualification, experience etc (as per the UGC norms).

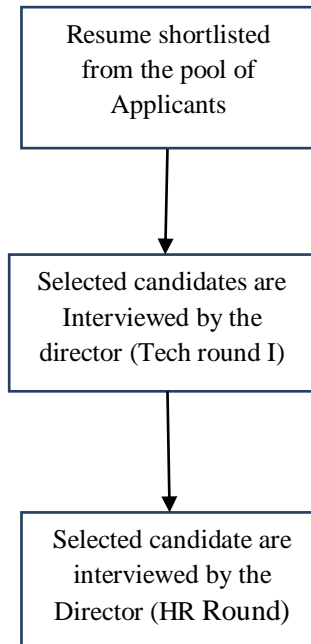
*/\*The minimum educational qualification, percentage of posts in a level, in each cadre, is to be filled by recruitment and experience required for external recruitment are mentioned in Annexure II\*/*

Internal Recruitment is conducted by offering higher posts to the employees of IITM depending upon the vacancy in a particular programme, qualification of the employees, number of years of qualifying service, percentage of posts to be filled by promotion etc. This type of recruitment provides opportunity to employees to develop competence and perform better to promote higher posts.

#### Selection Procedure – for teaching cadre



**For Non-teaching posts**



Appointing authority: All appointments for teaching and non-teaching posts in the institute, shall be made by –

The expert panel, if the appointment is made for the post of Professor, Associate professor and Assistant professor in the areas of Information Technology, Management, Mathematics and English.

The director, if the appointment is made for non-teaching posts.

Cadre-wise number of sanctioned posts for non-teaching cadre

Sr. No	Cadre	Sanctioned Posts
1	Administrative Cadre	06
2	Technical Cadre	10
3	Library Cadre	02
4	Specialist Cadre	02
5	Attendant Cadre	06
6	Maintenance Cadre	01
6	Accounts Cadre	05

Cadre-wise number of sanctioned posts teaching cadre

Sr. No	Cadre	Sanctioned Posts
1	Professor	12
2	Associate Professor	24
3	Assistant Professor	72

Administrative Cadre	No of Posts	Eligibility Criteria
1. Registrar	01	Every Registrar shall be appointed for a tenure of 5 years, which can be extended further. The qualification for the post of Registrar shall be as follows: 1. A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. 2. At least 15 years of experience as Lecturer (Sr. Scale)/ Lecturer with eight years in Reader's grade along with experience in educational administration. Or Comparable experience in research establishment and / or other institutions of higher education. Or 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post/grade.
2. Academic Assistants	06	Bachelor's degree with minimum 50% marks or Post Graduate with minimum 50% marks from any university, typing speed 40 wpm, proficiency in English and Hindi, Basic knowledge of computer. Age limit: Minimum age limit is 20 years while the maximum age limit is 30 years.
3. Librarian	02	A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks. Age Limit:
4. Lab Assistant	10	Bachelor's degree with at least 55% marks from a recognized university or equivalent. Diploma in computer Hardware and Networking.
5. Maintenance Cadre Peon Attendants	06	8th standard pass
6. Account Cadre	10	Graduation with minimum 50% marks in the commerce stream, Basic working knowledge of computers is required. Knowledge of some Accounts packages like Tally.
7. Specialist Cadre Psychologist  Doctor	02 01  01	Master's degree in Psychology (H) from a recognized university with minimum 55% marks.  Practicing Doctor (Physician) in a government/Private hospital.



Teaching Cadre	No of Posts	Eligibility Criteria
1. Assistant Professor	72	<p>Master's degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in a relevant/allied subject from an Indian University,</p> <p>Besides fulfilling the above qualifications, the candidate must have cleared the</p> <p>National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or have been awarded a Ph.D. Degree in accordance with the University Grants Commission ACT, 2009</p>
2. Associate Professor	24	<p>Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines and</p> <p>A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and</p> <p>A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven</p> <p>publications in the peer reviewed/UGC listed journals.</p>
3. Professor	12	<p>An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality actively engaged in research with evidence of published work with a minimum of 10 research publications in the peer reviewed/ UGC listed journals.</p> <p>A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and/or research experience at equivalent level at the University/National level institutions/industries.</p> <p>Contribution to educational innovation, design of new curricula and courses, and technology</p>

## 14. RESEARCH POLICY

### MONETARY GRANT/AWARD FOR RESEARCH ACTIVITIES

#### Objectives

1. The quality of education is directly linked with the domain knowledge of faculty members. Acquiring and increasing the knowledge is in turn linked with the research carried out by the faculty members. This Administrative Instruction lays down quantum of monetary grant/award to faculty members to encourage them to conduct & publish research.

#### Research Grant/Award

The Faculty Research committee of the Institute proposes Research Incentive for the Faculty Members for the Academic Year 2022-23.

A. Publication Incentive: On successful publication of the Research work in reputed journal categories listed below:

Publication in

a) ABDC listed Journals:

- a. A category / SCI : Rs. 10000
- b. B Category: Rs. 8000
- c. C Category: Rs. 6000

b) Scopus/ IEEE/ ESCI/ Ebsco/ ProQuest/ Taylor and Francis/ Elsevier listed Journals: Rs. 5000 per Paper / per Semester

c) UGC listed Journals: Rs. 3000 per Paper / per Semester

B. Patent: Rs. 10000

C. Incentives for attending FDP's

On successful completion of the Faculty Development Program, Institute would grant

a. Special leave of 5 days\*

b. Reimbursement of FDP Fee / 10% of the FDP Fee, whichever is lower

D. Publication of Book: International Publication: Rs. 5000

National Publication: Rs. 3000

E. Case Study Publication: Rs. 2000

F. Presenting Paper in Conference: Rs. 1000

G. Attending Seminar / Conference: Rs. 500

\*Special Leave can be extended to 6 days if the FDP is hosted by Top rated A+ grade Academic Institute