



# **STUDENT HANDBOOK 2022-23**

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## Preface

It is with immense pleasure and pride that we present to you the college handbook. This comprehensive guide outlines the policies, regulations, and guidelines that govern our esteemed institution, and it serves as a compass to navigate through the journey of academic excellence and personal growth. This student handbook is intended to provide important information required by students for their smooth academic progression and successful completion of all academic programmes.

By design, it covers all the essential aspects of student life. This Students' guide is published to answer all queries of students and their parents that they may have pertaining to the programme chosen, administration, academics, fee, and student affairs. This Rule Book serves as a roadmap to ensure that every member of our college community is aware of their rights, responsibilities, and the high standards of conduct we uphold.

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.

We wish you rich and rewarding years at Institute of Innovation in Technology and Management.

## **A Word of Welcome from the Chairman**

Dear Students,

I am delighted to welcome you to IINTM. With great pleasure, I present to you our comprehensive Student Handbook. This handbook serves as a guiding light throughout your college life, outlining the principles, policies, and expectations that will govern our collective pursuit of knowledge and personal growth.

The Student Handbook is carefully designed to foster an environment of respect, integrity, and collaboration, ensuring that each one of you can flourish in a safe and inclusive community. In these pages, you will find essential information about our academic standards, attendance policies, code of conduct, and guidelines for respectful behavior. Moreover, it provides insights into the various support services available to you, empowering you to navigate any challenges you may encounter during your time here.

Please take the time to read and familiarize yourselves with the Student Handbook thoroughly. Should you have any questions or require further clarification, our faculty and staff are hereto assist you. Once again, I wholeheartedly welcome you to our college family.

Wishing you all a fulfilling and successful academic year!

Warm regards,

Chairman, IINTM

## **A Word of Welcome from the Director**

Dear Students,

I extend my heartfelt welcome to each one of you as you embark on an exciting chapter of your academic life here at Institute of Innovation in Technology and Management. We are thrilled to have you as part of our vibrant and diverse community of learners.

At IINTM, we strongly believe that education is not just about acquiring knowledge but also about nurturing character, empathy, and responsibility. The Student Handbook embodies the core values that define our college ethos: respect, integrity, collaboration, and a commitment to continuous growth. Within its pages, you will find essential information about our academic policies, campus guidelines, and student support services. Moreover, the handbook will acquaint you with the diverse opportunities available to engage in co-curricular and extracurricular activities that will enrich your college experience.

I urge you to approach this new phase with an open mind, ready to learn from the diverse experiences and viewpoints of your peers and mentors. The relationships you build and the knowledge you gain during your time here will pave the way for a successful and fulfilling future. Embrace the opportunities that await you, and know that we are here to guide and inspire you every step of the way.

Wishing you all an enriching and memorable college experience!

Warm regards,

Director, IINTM

## **IINTM's 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

## **IINTM's Mission**

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



## **Administration of Student Affairs: Proctorial Board**

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.

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.

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 behavior 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.

The 'Proctorial Board' shall report its findings and recommendations to the Director, who shall be the Chairman of the board.

### **Members of Proctorial Board**

- 1. Mr. Sanjay Shukla**
- 2. Mr. Saharsh**
- 3. Dr. Renu Sharma**
- 4. Dr. Geetali Banerji**
- 5. Mr. Jitendra**

## **Programme Contents & Duration**

Each education programme comprises of several 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](http://www.ipu.ac.in). Students must read it while planning their studies.

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

The minimum period required for completion of BCA/BBA/ B.COM (H) programmes shall be three academic years (six semesters). The maximum period allowed for completion of a programme shall be the maximum programme duration as specified in the Syllabi and Scheme of Teaching and Examination for the concerned programme. All the programme requirements shall have to be completed in the specified duration.

## **Working Hours of the Institute**

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

## **ACADEMICS**

### **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.

### **Student Intake**

<b>Sr. No.</b>	<b>EXISTING PROGRAMME</b>	<b>STUDENT INTAKE</b>
<b>1</b>	<b>BBA (IST SHIFT)</b>	<b>180</b>
<b>2</b>	<b>BBA (IIND SHIFT)</b>	<b>180</b>
<b>3</b>	<b>BCA (IST SHIFT)</b>	<b>120</b>
<b>4</b>	<b>BCA (IIND SHIFT)</b>	<b>120</b>
<b>5</b>	<b>B.COM (IST SHIFT)</b>	<b>60</b>
<b>6</b>	<b>B.COM (IIND SHIFT)</b>	<b>60</b>
<b>TOTAL</b>		<b>720</b>

## **Attendance**

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

- 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.
- 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.
- 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.
- 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.

**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.**

### **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.

## Examination & Evaluation

Conduct of Semester-end examinations:

- In the semester-end examinations students shall be examined in the course papers prescribed for the specified semester as given in the respective syllabi.
- Semester-end examinations shall be conducted by the University at the specified examination centers, notified by the University, which shall not be the Institute.
- The examinations shall be conducted as per the prescribed schedule notified by the University.
- 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.
- 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.

**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 weightage for under graduate programmes as given below: -

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

**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.

**Pass Percentage:** Minimum pass percentage in each paper is 40% for undergraduate programmes.

**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
1	BCA	162	150
2	BBA	142	134
3	B.Com (H)	160	150

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

**Grading System:** After adding the teaching continuous evaluation marks to the the term end examination marks, the marks secured by a student from maximum 100 shall be converted into a letter grade. The grade points are the numerical equivalent of letter grade assigned to a student in the points scale as given below:

Marks	Grade	Grade Point
90-100	O	10
75-89	A+	9
65-74	A	8
55-64	B+	7
50-54	B	6
45-49	C	5
40-44	P	4
Less than 40 or Absent	F	0

Grade P (grade point 4) shall be the course passing grade unless specified otherwise by the Syllabi and scheme of teaching and Examination for the programme. For grade(s) below the passing grade as defined in the syllabi and scheme of Teaching & Examination, the associated grade points shall be zero. Both acquired marks and grades shall be reflected on the term end marksheets.

**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 (40%). These marks shall be awarded by the University at the time of finalization of semester-end examination results.

### **Reappear:**

(a) A student obtaining less than 40% 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 40% 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.

### **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.

### **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 2<sup>nd</sup> year shall have to obtain at least 90% credits in the 1<sup>st</sup> year of their examination and at least 50% credits in the 2<sup>nd</sup> 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, 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.

### **Academic Flexibility**

If a student has poor performance in several 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).

### **NEP 2020 and CBCS (Credit Based Choice System)**

With NEP (New Education Policy) 2020, changes have been made by the GGSIPU in the curriculum of BBA, BCA and B.Com(H) programmes to incorporate the required features such as CBCS, Multi-entry and multi-exit, Academic Bank of Credits, etc. The entire syllabus of these programmes have been divided into following types (mentioned in Appendix A1, A2 and A3):

- a) Core Papers - A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
- b) Ability Enhancement Papers-
- c) Skill Enhancement Papers
- d) Discipline Specific Elective Papers
- e) Generic Elective Papers
- f) Major and Minor Projects
- g) MOOC Courses
- h) Summer Internship Projects

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses.

1. Core Course: A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
2. Elective Course: Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/



subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

a) Discipline Specific Elective (DSE) Course: Elective courses offered by the main discipline/subject of study are referred to as Discipline Specific Electives.

b) Project work/Dissertation is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A candidate studies such a course on his own with an advisory support by a teacher/faculty member. The work done will have to be submitted in writing as a dissertation.

c) Generic Elective (GE) Course: Elective courses that are generic or interdisciplinary by nature chosen from an unrelated discipline/ subject with an intention to seek exposure beyond discipline/s of choice are called Generic Electives.

3. Ability Enhancement Courses (AEC): The Ability Enhancement (AE) Courses are the courses that lead to Knowledge enhancement. These are of two types.

a) AE Compulsory Course (AECC): Environmental Studies, English Communication/MIL Communication.

b) AE Elective Course (AEEC): AEEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc. These courses / papers are to be chosen from a pool of courses designed to provide value-based and/or skill-based instruction.

### **Academic Credit Bank**

Each course shall be assigned a weightage in terms of specified credits. The minimum and/ or maximum credits to be acquired for the award of the degree shall be specified by the Syllabi and Scheme of Teaching and Examination of the concerned programme. The maximum marks in a course shall be 100 irrespective of the credits assigned to the course.

A candidate who has earned the minimum number of credits prescribed in the concerned Syllabi and Scheme of Teaching and Examination, either entirely from the concerned University School of Studies/ Affiliated Institute/ Centre for Learning and Education or including those credits which have been transferred after earning them for one semester/ semesters from any other University operating in and outside India and with which MoU has been entered by the Guru Gobind Singh Indraprastha University, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree or diploma.

#### **Maximum and Minimum Credits of the Programme (BBA)**

The total number of the credits of the BBA Programme is 142.

Each student shall be required to appear for examination in all courses. However, for the award of the degree a student should secure at least 134 credits.

#### **Maximum and Minimum Credits of the Programme (BCA)**

The total number of the credits of the BCA programme = 162.

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.

### Maximum and Minimum Credits of the Programme (B.COM (H))

The total number of the credits of the BCom (H) programme = 160.

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.

### **Use of Unfair Means**

**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.

**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.

### **Conduct of Examinations**

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.

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.

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. 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. 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.'

### **Students' Grievances regarding Examinations**

**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).

**Semester-End Examinations:** In case of semester-end examination (s) the written representation/complaints are 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 Redressal Committee' constituted by the University for this purpose at the University.

### **Attendance**

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.

### **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.

### **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.

## **FEES**

**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.

**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.

### **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 counselling and balance fee is to be deposited at the Institute as per the prescribed schedule.

**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.

**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.

**Other Fee:** Students are to pay ‘Reappear 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.

### **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.

# **STUDENT'S CODE OF CONDUCT**

## **General Conduct**

We emphasize respect for others, academic integrity, and responsible behaviour. Students are expected to attend classes regularly, be punctual, and maintain a high standard of academic honesty. We promote an inclusive and diverse environment where all individuals are treated with courtesy and respect. The college prohibits any form of substance abuse, harassment, or bullying. We encourage students to be responsible digital citizens and use technology appropriately. By adhering to these principles, we create a safe and conducive learning environment for everyone in our college community.

## **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 classes, tests, examinations, 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.

### **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 from 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.

### **Rules Regarding Ragging**

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.

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.

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 honor 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 behavior.

### **Procedure for Disciplinary Action**

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.

In all matters of discipline, the decision of the Director will be final.

### **Library Rules**

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

- i. Identity Cards, when demanded, should be shown.
- ii. Books will be issued on Library Cards for the period of Seven Days.
- iii. Books should be returned within due date.
- iv. Overdue fine is Rupee One per day for first seven days after that Rupee Two per day.
- v. Reference books/Journals will not be issued.
- vi. Books can be reserved for issue or for extended use if no other user has demanded for the same book.
- vii. Books borrowed during the examination are to be returned within One Week after the Exam.
- viii. Borrowers are responsible for the safety & upkeep of books.
- ix. On loss or damaging/disfiguring a book, the cost of replacement will be charged.
- x. 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.

xi. No book/reading material is to be taken outside the library for any purpose without the proper issue.

xii. Bags/eatables/personal books/reading material and use of cell phone are not permitted within the library.

xiii. Students are to maintain complete silence while in the library.

xiv. 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.

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

## **Computer Centre Rules**

Computer Centre at the Institute consists of five Labs, viz., Lab No. 1, 2, 3, 4 and 5.

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.

If a student wishes to use the computing resources in a Lab beyond stipulated timings, he / she has to take specific permission from the concerned Lab In charge.

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 In charge 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 In charge.

### **DON'Ts**

1. Do not upload any outside software/hardware.
2. Do not delete or rename any system/programme file.
3. Do not shift any hardware within or outside the Lab.
4. Do not try to repair any hardware or software problem yourself. Bring it to the notice of Lab In charge.
5. Do not bring any eatables or drinks inside the Lab.
6. Wandering and gossiping inside the Lab is strictly prohibited.



## **STUDENT AFFAIRS**

### **Students' Representation**

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.

The tenure of "Class Representative" shall be one academic year.

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).

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.

### **Role of Class Representatives**

The Class Representatives are to act as interface between the class and the Director.

All issues related to academics and discipline of students is to be reported to the Director through the channel of Class Mentor-Programme Director.

All issues related to facilities are to be reported to the Registrar directly.

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.

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.

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

Participation in both curricular and co-curricular activities is integral to your holistic development and overall college experience. Engaging in curricular activities, such as lectures, seminars, and practical sessions, provides you with valuable academic knowledge and skills. It is essential to attend classes regularly, actively participate, and seek clarification from faculty to maximize learning. Additionally, co-curricular activities, such as clubs, sports, cultural events, and community service, offer opportunities to explore your interests, build leadership skills, and foster a sense of belonging within the college community.

### **Committees and Clubs**

Committees and clubs play a crucial role in a college, offering numerous benefits that contribute to the overall development and success of students. Participation in the activities organized by various committees and clubs will lead to skill development, social engagement, and personal growth among students. Various committees and clubs of college are mentioned below: -

### **Grievance Redressal Committee**

The grievance redressal committee functions as an official body of college that is responsible for promoting a positive and harmonious environment within the college, as it allows individuals to voice their concerns and seek resolution in a structured manner. The committee ensures that all grievances are treated with utmost fairness and impartiality. The organization ensures that the decisions and recommendations of the grievance redressal committee are followed and implemented.

**Chairperson – Dr. Geetali Banerjee**

**Convener – Dr. Narinder Kaur Seera**

#### **Members**

Dr. Mohita Mathur

Dr. Renu Sharma

#### **Student Coordinators**

Ms. Vidhi (BCA)

Ms. Krati (BCOM)

Mr. Ishu (BBA)

### **Anti-Ragging Committee**

The primary purpose of the anti-ragging committee is to create a safe and inclusive environment for all students, ensuring that no individual is subjected to any form of physical or psychological harassment or humiliation. The committee works proactively to raise awareness about the consequences of ragging and promotes a culture of respect and kindness on campus. The committee monitors the implementation and effectiveness of anti-ragging measures, continuously reviewing and improving the anti-ragging policy. The committee organizes workshops, seminars, and campaigns to sensitize the college community about the negative consequences of ragging and the importance of a ragging-free campus.

#### **Faculty Coordinators**

Dr. Mohita Mathur

Mr. Tapan Kumar Jha

#### **Student Coordinators**

Mr. Md Farhan (B.COM)

Mr. Anirudha (BBA)

Mr. Malkeet (BCA)

### **Internal Complaints Committee/POSH (Prevention of Sexual Harassment)**

The Internal Complaints Committee (ICC), also known as Prevention of Sexual Harassment, is a mandatory committee established in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. Its primary purpose is to address complaints of sexual harassment and ensure a safe and respectful work or educational environment for women. POSH plays a critical role in creating a safe and empowering environment for women, ensuring that they can work or study without fear of harassment. By enforcing strict policies and taking prompt and impartial action, the committee contributes to fostering a culture of respect, dignity, and gender equality.

#### **Faculty Coordinators**

Dr. Renu Sharma

Dr. Geetali Banerji

Dr. Nitya Khurana

Dr. Priyanka Indoria

#### **Student Representatives**

Ms. Ankita (BBA)

Ms. Mehak (BCOM)

Ms. Umang (BCA)

### **Marketing club -Marketing Maestros**

The Marketing Club empowers students to explore the dynamic world of marketing, develop practical skills, and gain a deeper understanding of the strategies behind successful businesses. It helps members enhance their marketing skills by offering hands-on activities, simulation games, and practical exercises.

**Faculty In-charge– Ms. Jyoti and Ms. Monika**

### **Entrepreneurship and Development Cell (ED Cell)**

ED Cell is a club of comprising of creative and dedicated students that focuses on fostering an entrepreneurial mindset, providing resources, and supporting the development of innovative and entrepreneurial initiatives among students. The EDC encourages students to brainstorm, develop, and refine innovative business ideas that have the potential to address market needs. The EDC promotes creativity, risk-taking, problem-solving, and resilience, nurturing an entrepreneurial mindset among students.

**Faculty In-charge – Ms. Soni and Mr. Akhilesh**

### **IT Club - Innovage Tech**

The IT Club plays a significant role in fostering a tech-savvy community, supporting students' growth in the IT field, and encouraging collaboration and innovation. It provides a space for enthusiasts to share their passion, learn from each other, and stay connected with the evolving world of information technology. The club organizes workshops on coding, programming languages, software development, web design, and other technical topics.

**Faculty In-charge – Ms. Ankita**

### **Environment & Community Service (Eco club -Dayitva)**

The eco-club and community service club work together to promote positive social impact and the value of a healthy environment within an institution. While the Eco Club primarily focuses on environmental sustainability, the Community Service Club concentrates on social service and community development. However, both clubs often collaborate on projects that have overlapping goals, such as organizing environmental clean-up drives or supporting eco-friendly initiatives within the community.

**Faculty In-charge – Ms. Yugshakti and Dr. Shefali**

### **Finance Club - Finshark Society**

The club helps in preparing students for careers in finance, investment, and related fields while fostering a community of finance enthusiasts who are informed, analytical, and prepared to navigate the complexities of the financial landscape. The club organizes workshops and seminars on various finance topics, such as financial analysis, investment strategies, risk management, and personal finance.

**Faculty In-charge – Mr. Atulit and Ms. Dikshita**

## **NSS Cell**

The NSS Cell plays a pivotal role in instilling a sense of social responsibility and empathy in students. By engaging in community service, volunteers develop a deeper understanding of societal issues and contribute positively to the well-being of local communities. The NSS Cell organizes activities that address social issues such as literacy, health awareness, environmental conservation, and rural development.

**Faculty In-charge** – Ms. Annu Agarwal and Mr. Dhruv Srivastava

## **Fine Arts Club –Rangkriti**

The club hosts art exhibitions, showcasing members' artworks and creating opportunities for students to share their creations with the wider community. The club provides a platform for students to explore their artistic talents, learn new techniques, and showcase their creations. It creates a supportive and inspiring space where individuals with a passion for visual arts can come together, learn from each other, and contribute to the artistic vibrancy of the institution.

**Faculty In-charge** – Ms. Kanika Dhingra Sardana

## **Skill Development Cell**

By fostering a well-rounded skill set, the cell empowers students to succeed in various professional roles, adapt to changing career landscapes, and navigate personal challenges with confidence. The cell offers training in technical skills relevant to specific fields, such as programming languages, software applications, and digital tools.

**Faculty In-charge** – Ms. Himanshi and Ms. Sushma

## **Debating and Literary Event**

The society provides a platform for students to engage in debates, discussions, and various literary activities that enhance communication skills, broaden intellectual horizons, and foster a love for literature. The society may organize larger-scale events such as debating tournaments or literary festivals, inviting participation from other institutions.

**Faculty In-charge** – Mr. Dipkesh and Ms. Meghna

## **Research Cell**

The research cell plays a crucial role in advancing knowledge, innovation, and the institution's reputation. The research cell actively promotes a culture of research by organizing workshops, seminars, and events that highlight the importance of research and its impact. The primary purpose of a research cell is to foster a research culture, support ongoing research projects, and encourage the exploration of new ideas and knowledge.

**Faculty In-charge** –Dr. Mohita Mathur

### **Elite Club**

Elite Club is a distinguished and exclusive group of students in an educational institution that brings together high-achieving students who have demonstrated exceptional academic, leadership, or talent-based accomplishments. The primary aim of an elite club is to provide a platform for these exceptional individuals to collaborate, engage in meaningful activities, and further excel in their respective fields. The club creates a platform for exceptional students to reach even greater heights in their academic, professional, and personal endeavors.

**Faculty In-charge – Ms Kanika Bhalla**

### **Sports Club**

Sports clubs bring together individuals with shared interests in sports, fostering a sense of camaraderie and teamwork among members. Individuals interested in sports can become members of the sports club. Membership may be open to students, faculty, staff, and even external community members. Joining a sports club offers individuals an opportunity to stay physically active, develop sports skills, build lasting friendships, and be part of a supportive community that shares a passion for sports and physical fitness.

**Faculty In-charge – Mr. Atulit**

### **Cultural Committee**

The cultural committee constantly strives to celebrate diversity, showcase artistic talents, and create a vibrant cultural environment on campus. Cultural committees provide platforms for students to showcase their artistic talents, whether in singing, dancing, acting, painting, poetry, or any other form of artistic expression. Cultural Committee helps in creating a lively and inclusive college environment.

**Faculty In-charge – Dr. Neeti Chopra and Ms. Pratishta**

### **Event Management Committee**

The committee aims at planning events, determining the theme, objectives, target audience, and desired outcomes of a particular event. Event Management Committees play a critical role in creating memorable experiences for attendees and contributing to the overall success of an institution's events.

**Faculty In-charge – Ms. Deepika, Ms. Yashika and Dr. Priya**

### **Social Networking & Knowledge Committee**

The committee facilitates the sharing of relevant information, news, articles, and resources that are beneficial to the organization's members. The committee plays a vital role in creating a dynamic and interactive online community, promoting knowledge sharing, and fostering a sense of belonging among members.

**Faculty In-charge – Ms. Vandana**

## **Alumni Cell**

The alumni cell of the college is a dedicated department that constantly works towards engaging alumni with the institution even after they have graduated. The alumni cell helps in strengthening alumni relations and networking along with organizing alumni events. Overall, the alumni cell acts as a bridge between the institution and its alumni community, promoting lifelong connections, support, and engagement with the college.

**Faculty In-charge – Dr. Madhu Chauhan**

## **Placement and Pre-placement Cell**

The Placement and Pre-placement Cell of the college plays a pivotal role in bridging the gap between academia and industry, ensuring that students have access to promising career opportunities and employers find talented and qualified candidates for their workforce. The placement cell organizes various seminars, workshops, and mock interviews to prepare the students for the rigorous placement process. The cell is also responsible for conducting placement drives and providing students with internship opportunities with reputed companies.

**Faculty In-charge – Mr. Vikas and Programme Directors of Final Year**

## **Library Committee**

The committee's primary purpose is to ensure that the library meets the academic and research needs of the students, faculty, and staff effectively. Additionally, the library committee may organize events, workshops, and activities to promote library usage and encourage a reading culture among students.

**Faculty In-charge – Dr. Seema and Mr. Ashok**

## **Parents-Institute Interaction**

This interaction is crucial for creating a positive and supportive learning environment, fostering student success, and building a strong sense of community within the institution. 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. Besides, parents are welcome to meet the Director on any working day, after obtaining prior appointment over phone.

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

The primary purpose of an alumni association is to maintain a lifelong connection between the college and its former students, fostering a sense of community, collaboration, and mutual support. By providing avenues for networking, support, and collaboration, the association enhances the value of the college education and strengthens the sense of belonging among its alumni community. 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**

## **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.

## **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.

## **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:

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

**b.** 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 the important notices shall also be placed on the "Notices" link of the Institute's website <http://www.iitmjp.ac.in> .

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

## **Reservation of Rights**

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.

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.

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**

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.



**APPENDIX – A1**

**COURSE STRUCTURE FOR BBA PROGRAMME**

<b>SEMESTER I</b>			
<b>Subject Code</b>	<b>Subject Name</b>	<b>Type</b>	<b>Credits</b>
BBA 101	Management Process and Organizational Behaviour	Core	4
BBA 103	Business Mathematics	Core	4
BBA 105	Financial Accounting and Analysis	Core	4
BBA 107	Business Economics	Core	4
BBA 109	IT Applications in Business	Skill Enhancement Course	3
BBA 111	IT Applications in Business Lab	Skill Enhancement Course	1
BBA 113	Entrepreneurial Mindset (NUES)	Ability Enhancement	2
<b>Total</b>		22	

<b>SEMESTER II</b>			
<b>Subject Code</b>	<b>Subject Name</b>	<b>Type</b>	<b>Credits</b>
BBA 102	Cost Accounting	Core	4
BBA 104	Decision Techniques for Business	Core	4
BBA 106	Business Environment	Core	4
BBA 108	E- Commerce	Skill Enhancement Course	3
BBA 110	Business Communication	Ability Enhancement	3
BBA 112	E- Commerce Lab	Skill Enhancement Course	1
BBA 114	Minor Project-I	Skill Enhancement Course	3
BBA 116	MOOC*	Ability Enhancement	3
<b>Total</b>		25	

\*The student is required to choose one MOOC course of 3 credits as per his or her preference/choice from Swayam portal or any other online educational platform approved by the UGC / regulatory body from time to time at UG level and after completing the course, the student has to produce successful course completion certificate for claiming the credit. The course chosen by the student should be intimated to the MOOC Coordinator of the respective institution.

An Under-Graduate Certificate will be awarded, if a student wishes to exit at the end of first year/two semesters upon successful completion.

A Student having qualified in Under-Graduate Certificate from GGSIP University can join the BBA programme in 3rd Semester any time during the period. The procedure for depositing credits earned,

its shelf life, redemption of credits, would be as per UGC (Establishment and Operationalisation) of Academic Bank of credits (ABC) scheme in higher education) Regulations 2021. The admission would be subject to availability of seats in the programme. Number of years spent for studies of this programme cannot be more than N+2 years

<b>SEMESTER III</b>			
<b>Subject Code</b>	<b>Subject Name</b>	<b>Type</b>	<b>Credits</b>
BBA 201	Business Laws	Core	4
BBA 203	Marketing Management	Core	4
BBA 205	Human Resource Management	Core	4
BBA 207	Management Accounting	Core/Skill Enhancement	4
BBA 209	Production and Operations Management	Core/Interdisciplinary	3
BBA 211	Business Research Methodology	Skill Enhancement	3
BBA 213	Business Research Methodology Lab	Skill Enhancement	2
BBA 215	NSS/NCC/NSO/others as notified by the university (NUES)	Ability Enhancement	2
BBA 217	Environmental Science* (NUES*)	Interdisciplinary	4
<b>Total</b>		30	

**\*NUES: Non University Examination System**

<b>SEMESTER IV</b>			
<b>Subject Code</b>	<b>Subject Name</b>	<b>Type</b>	<b>Credits</b>
BBA 202	Business Analytics	Ability Enhancement	4
BBA 204	Financial Management	Core/ Skill Enhancement	4
BBA 206	Corporate Governance, Ethics & Social Responsibility of Business	Core/Interdisciplinary	4
BBA 208	Income Tax Law and Practice	Skill Enhancement/ Interdisciplinary	4
BBA 210	MOOC*	Ability Enhancement	3
Elective I (one paper to be selected from the list of electives)	Discipline Specific Electives		4
BBA 218	Minor Project - II	Skill Enhancement	3
<b>Total</b>		26	

**List of Elective I:**

**BBA-212 Training and Development****BBA-214 Sales Management****BBA-216 Financial Markets and Institutions****\*NUES: Non-University Examination System**

The student is required to choose one MOOC course of 3 credits as per his or her preference/choice from Swayam portal or any other online educational platform approved by the UGC / regulatory body from time to time at UG level. After completing the course, the student has to produce successful course completion certificate for claiming the credit. The course chosen by the student should be intimated to the MOOC Coordinator of the respective institution.

At the end of the Fourth Semester all the students shall have to undergo Summer Training for six to eight weeks.

An Under-Graduate Diploma will be awarded, if a student wishes to exit at the end of second year/four semesters upon successful completion.

A Student having qualified in Under-Graduate Diploma from GGSIP University can join the BBA programme in 5<sup>th</sup> Semester any time during the period. The procedure for depositing credits earned, its shelf life, redemption of credits, would be as per UGC (Establishment and Operationalisation) of Academic Bank of credits (ABC) scheme in higher education) Regulations 2021. The admission would be subject to availability of seats in the programme. Number of years spent for studies of this programme cannot be more than N+2 years.

**SEMESTER V**

<b>Code No.</b>	<b>Paper</b>	<b>Type</b>	<b>Credits</b>
BBA 301	Goods and Services Tax	Skill Enhancement	3
BBA 303	Business Policy and Strategy	Core	3
BBA 305	Information Systems Management	Skill Enhancement	3
BBA 307	Information Systems Management Lab	Skill Enhancement	2
	Elective II (one elective to be selected from the list of electives)	Discipline Specific Elective	4
BBA 315	Summer Training Report	Skill Enhancement	4
		<b>Total</b>	<b>19</b>

**List of Elective-II**

BBA-309 Marketing Analytics

BBA-311 Performance Management

BBA-313 Financial Modeling

### SEMESTER VI

<b>Code No.</b>	<b>Paper</b>	<b>Type</b>	<b>Credits</b>
BBA 302	Project Management	Core	3
BBA 304	Digital Marketing	Skill Enhancement	4
	Elective III* (one elective to be selected from the list of electives)	Discipline Specific Elective	4
BBA 312	Entrepreneurship Development	Interdisciplinary	3
BBA 314	Major Project	Skill Enhancement	6
		<b>Total</b>	<b>20</b>

#### List of Electives-III

BBA-306 HR Analytics

BBA-308 Advertising and Sales Promotion

BBA-310 Investment Analysis and Portfolio Management

**BBA III Year (Old Syllabus)**

**For Batch 2020-23**

**SEMESTER V**

<b>Code No.</b>	<b>Paper</b>	<b>Type</b>	<b>Credits</b>
BBA 301	Income Tax Law & Practice	Core Discipline	4
BBA 303	Production & Operations Management	Generic Elective	4
BBA 305	Services Marketing	Core Discipline	4
BBA 307	Entrepreneurship Development	Generic Elective	4
BBA 309	Goods & Service Tax (GST)	Core Discipline	4
BBA 311	Summer Training Report	Skill Enhancement Course	<b>6</b>
	<b>Total</b>		<b>26</b>

**SEMESTER VI**

<b>Code No.</b>	<b>Paper</b>	<b>Type</b>	<b>Credits</b>
BBA 302	Project Management	Core Discipline	4
BBA 304	Digital Marketing	Core Discipline	4
BBA 306	International Business Management	Core Discipline	4
BBA 308	Business Policy and Management	Core Discipline	4
BBA 310	Sales & Distribution Management	Core Discipline	4
BBA 312	Project Report	Skill Enhancement Course	<b>6</b>
	<b>Total</b>		<b>26</b>

## APPENDIX- A2

### COURSE STRUCTURE FOR BCA PROGRAMME

**Programme Objectives:** It is envisioned that the graduates passing out BCA degree, will achieve the following objectives and will be able to:

Programme Objectives (POs)	Description
PO1	Understand the fundamental concepts of Computers, Software hardware and peripheral devices and evolution of computer technologies.
PO2	Familiarized with Business environment and Information Technology and its Applications in different domains.
PO3	Gain knowledge to identify, explain and apply functional programming and object-oriented programming techniques and use of databases to develop computer programs.
PO4	Analyze, design, implement and evaluate computerized solutions to real life problems, using appropriate computing methods including web applications.
PO5	Understand the front end and backend of software applications.
PO6	Gain expertise in at least one emerging technology.
PO7	Acquire knowledge about computer networks, network devices and their configuration protocols, security concepts at various level etc.
PO8	Apply techniques of software validation and reliability analysis to the development of computer programs.
PO9	Acquire Technical, Communication and management Skills to convey or present information, applications, instructions, policies, procedures, decisions, documentations etc. verbally as well as in writing.
PO10	Recognize the various issues related to society, environment, health and vivid cultures and understand the responsibilities to contribute in providing the solutions.
PO11	Acquire technical skills to lead a productive life in the society as a professional or as an entrepreneur.

**Programme Learning Outcomes:** The detailed list of programme learning outcomes is as follows:

PLO	Attribute	Description
PLO1	Communication Skills	The student should be able to communicate the technical information both orally and in writing professionally.
PLO2	Use of Software Tools	Create, select, adapt and apply suitable tools and technologies to a wide range of computational activities.
PLO3	Technical Skills	Acquire necessary knowledge of technical, scientific as well as basic managerial and financial procedures to analyze and solve real world problems within their work domain.
PLO4	Domain Awareness	Clarity on both conceptual and application oriented skills in commerce, Finance & Accounting and its Applications in Business context.
PLO5	Technical Support	Must be able to provide technical support for various software applications.
PLO6	Analysis and investigation of Complex Computing Problems	Ability to analyze research and investigate complex computing problems through design of experiments, analysis and interpretation of data and synthesis of the information to arrive at valid conclusions.
PLO7	Design / Development of Solutions	Apply the knowledge gained in core courses to a broad range of advanced topics in computerscience, to learn and develop sophisticated technical products independently.
PLO8	Imbibe Cyber Ethics	Awareness on ethics, values, sustainability and creativity aspects of technical solutions.

### SEMESTER I

Code No.	Paper	Course Category	Credits
BCA101	Discrete Mathematics	Core Course Theory	4
BCA103	Programming Using 'C' Language	Core Course Theory	4
BCA105#	Fundamentals of Computers & IT	Core Course Theory	4
BCA107#	Web Technologies	Core Course Theory	4
BCA109	Technical Communication	AECC	4
BCA171	Practical – I 'C' Prog.Lab	Core Course Practical	2
BCA173#	Practical – II IT Lab	Core Course Practical	2
BCA 175#	Practical-III Web Tech Lab	Core Course Practical	2
BCA 181 <sup>+</sup>	Bridge Course in Mathematics	Mandatory for Students from Non-Mathematics background	0
	<b>Total Credits</b>		<b>26</b>

<sup>+</sup>Non Credit subject mandatory for the students who do not have mathematics in 12<sup>th</sup> Std. The student has to obtain at least 40 marks. The examination of this paper shall be conducted by the concerned teacher teaching the course / paper as Teacher's Continuous Evaluation for total 100 marks. Only the pass or fail status is to be specified on the marksheet of examination and the result of the student. Passing in this paper is mandatory for the student.

# Generic Elective (GE) for other undergraduate programmes

### SEMESTER II

Code No.	Paper	Course Category	Credits
BCA102	Applied Mathematics	Core Course Theory	4
BCA104	Web based Programming	Core Course Theory	4
BCA106	Data Structure & Algorithm Using 'C'	Core Course Theory	4



BCA108#	Database Management System	Core Course Theory	4
BCA110	Environment Studies	AECC	2
BCA132	**MOOC course From SWAYAM/NPTEL	SEC-1	2
BCA134	Front End Design Tool VB.Net Lab	SEC-1	2
BCA136	Statistical Analysis using Excel	SEC-1	2
BCA138	Designing Lab Photoshop	SEC-1	2
BCA172	Practical-IV WBP Lab	Core Course Practical	2
BCA174	Practical – V DS Lab	Core Course Practical	2
BCA176 #	Practical – VI DBMS Lab	Core Course Practical	2
	<b>Total</b>		<b>26</b>

**\*NUES(Non–University Examination Subject)–Only Internal Assessment by the Institute)**

**# Generic Elective (GE) for other undergraduate programmes**

**\*\*Instructions for MOOC course**

1. MOOC Course should be done from SWAYAM/NPTEL as per the guidelines of UGC.
2. For securing the credits, the student is required to complete the assessment of the course and to provide the certificate of the course done from SWAYAM/NPTEL.
3. The fees (if any) for the registration and/or assessment of the MOOC course must be borne by the student only.
4. If the student secures more than 2 credits for the MOOC Course even then 2 credits shall be considered for this subject and the grade/marks provided by assessing authority shall be transferred to the university by the institution where the student is studying. The result of the MOOC courses shall be taken on record by the University's Examination Division and a result declared for these papers. The student must submit the result of such papers to their respective institutions. All results for the MOOC's course may be submitted before the completion of other requirements including credit requirements.

### SEMESTER III

Code No.	Paper	Course Type	Credits
BCA201	Computer Network	Core Course Theory	4
BCA203	Computer Organization and Architecture	Core Course Theory	4
BCA205 #	Object Oriented Programming with C++	Core Course Theory	4
BCA-207	Human Values and Ethics	AECC	2
BCAT211 T#	Basics of Python Programming	DSE-1	4
BCAP211 #	Basics of Python Programming Lab	DSE-1	1
BCAT213	Cyber Security	DSE-1	4
BCAP213	Cyber Security Lab.	DSE-1	1
BCA221	Principles of Management & Organizational Behaviour	GE-1	4
BCA223	Open Elective offered by other Department/School /programme	GE-1	4
BCA231	****MOOC course from SWAYAM/ NPTEL	SEC-2	2
BCA233	Designing Lab Corel Draw	SEC-2	2
BCA235	ASP.Net	SEC-2	2
BCA237	AR/VR	SEC-2	2
BCA239	Cyber Ethics	SEC-2	2
BCA271 #	Practical – VII C++Lab #	Core Course Practical	2
	<b>Total</b>		<b>27</b>

# Generic Elective (GE) for other undergraduate programmes

\* First Subject from Discipline specific chosen group

\*\* Choose one subject from list of GE-1

\*\*\* NUES (Non – University Examination Subject) – Only Internal Assessment by the Institute), that is the assessment shall be conducted by the institution for all 100 marks as Teacher’s Continuous Assessment.

**\*\*Instructions for MOOC course**

1. MOOC Course should be done from SWAYAM/NPTEL as per the guidelines of UGC.
2. For securing the credits, the student is required to complete the assessment of the course and to provide the certificate of the course done from SWAYAM/NPTEL.
3. The fees (if any) for the registration and/or assessment of the MOOC course must be borne by the student only.
4. If the student secures more than 2 credits for the MOOC Course even then 2 credits shall be considered for this subject and the grade/marks provided by assessing authority shall be transferred to the university by the institution where the student is studying. The result of the MOOC courses shall be taken on record by the University’s Examination Division and a result declared for these papers. The student must submit the result of such papers to their respective institutions. All results for the MOOC’s course may be submitted before the completion of other requirements including credit requirements.
5. If the student secures more than 2 credits for the MOOC Course even then 2 credits shall be considered for this subject and the grade/marks provided by assessing authority shall be transferred to the university.

**SEMESTER IV**

<b>Code No.</b>	<b>Paper</b>	<b>Course Type</b>	<b>Credits</b>
BCA202	Java Programming	Core Course Theory	4
BCA 204	Software Engineering	Core Course Theory	4
BCA206	Introduction to Management & Entrepreneurship Development	AECC	4
BCAT212	Introduction to Data Science	DSE-2	4
BCAP212	Introduction to Data Science Lab	DSE-2	1
BCAT 214	Introduction to Artificial Intelligence	DSE-2	4
BCAP 214	Introduction to Artificial Intelligence Lab.	DSE-2	1

BCAT216	Network Security	DSE-2	4
BCAP216	Network Security Lab.	DSE-2	1
BCAT 218	Web Development with Python and Django	DSE-2	4
BCAP 218	Web Development with Python and Django Lab.	DSE-2	1
BCA 222	Digital Marketing	GE-2	4
BCA224	Principles of Accounting	GE-2	4
BCA226	Open Elective offered by Other Department/ School/programme	GE-2	4
BCA 232	Personality Development Skills	SEC-3	2
BCA 272	Practical–XII Java Lab	Core Course Practical	2
BCA274	Practical–IX SE Lab	Core Course Practical	2
	<b>Total</b>		<b>27</b>

\*Second Subject from Discipline specific chosen group

\*\*Choose one subject from list of GE-2

\*\*\* NUES (Non – University Examination Subject) – Only Internal Assessment by the Institute), that is the assessment shall be conducted by the institution for all 100 marks as Teacher's Continuous Assessment. Summer Training will be held for 4 weeks after the end of fourth semester. Viva-Voce will be conducted in fifth semester.

### SEMESTER V

Code No.	Paper	Course Type	Credits
BCA301	Operating System & Linux Programming	Core Course Theory	4
BCA303	Computer Graphics	Core Course Theory	4
BCA305	Cloud Computing	Core Course Theory	4
BCA307	Minor Project	AECC	4
BCAT311	Data Visualization & Analytics	DSE-3	4
BCAP311	Data Visualization & Analytics Lab.	DSE-3	1
BCAT313	Machine Learning with Python	DSE-3	4
BCAP313	Machine Learning with Python Lab.	DSE-3	1
BCAT315	Web Security	DSE-3	4
BCAP315	Web Security Lab.	DSE-3	1
BCAT317	Web Development with Java & JSP	DSE-3	4
BCAP317	Web Development with Java & JSP Lab.	DSE-3	1
BCA331	**Summer Training Project	SEC-4	2
BCA371	Practical–X Linux - OS Lab	Core Course Practical	2
BCA373	Practical– XI CG Lab	Core Course Practical	2
	<b>Total</b>		<b>27</b>

\* Third Subject from Discipline specific chosen group

\*\* NUES (Non – University Examination Subject) – Only Internal Assessment by the Institute), that is the assessment shall be conducted by the institution for all 100 marks as Teacher's Continuous Assessment.

**SEMESTER VI**

<b>Code No.</b>	<b>Paper</b>	<b>Course Type</b>	<b>Credits</b>
BCA302	Data Ware Housing & Data Mining	Core Course Theory	4
BCA304#	E-Commerce	Core Course Theory	4
BCA306	Internet of Things	Core Course Theory	4
BCA308	***Major Project	AECC	6
BCAT312	Machine Learning with Python	DSE-4	4
BCAP 312	Machine Learning with Python Lab.	DSE-4	1
BCAT314	Deep Learning with Python	DSE-4	4
BCAP 314	Deep Learning with Python Lab.	DSE-4	1
BCA316	IT Act and Cyber Laws	DSE-4	5
BCAT318	Mobile Application Development	DSE-4	4
BCAP 318	Mobile Application Development Lab.	DSE-4	1
BCA332	Seminar/Conference Presentation	SEC– 5	2
BCA372	Practical–XIIIOT Lab	Core Course Practical	2
BCA374	NSS/NCC/Cultural clubs / Technical Society/Technical clubs	Mandatory	2
	<b>Total</b>		<b>29</b>

\*Fourth Subject from Discipline specific chosen group

\*\* NUES (Non – University Examination Subject) – Only Internal Assessment by the Institute), that is the assessment shall be conducted by the institution for all 100 marks as Teacher's Continuous Assessment. Evaluation will be based on the presentation on any latest technology/research article in in-house/external seminar/conference and will be conducted by the college committee only.

\*\*\* The student shall do the Major project in the Discipline Specific Area/Curriculum based subject /any emerging technology.

# Generic Elective (GE) for other undergraduate programmes

\$NUES : Comprehensive evaluation of the students by the concerned coordinator of NCC / NSS / Cultural Clubs / Technical Society / Technical Clubs, out of 100 as per the evaluation schemes worked out by these activity societies, organizations at the institution / University level; the co-ordinators shall be responsible for the evaluation of the same. These activities shall start from the 1st semester and the evaluation shall be conducted at the end of the 6th semester for students admitted in the first semester. Note: Any Elective Subject will be offered if minimum 1/3 rd of the total strength of students in the class will opt for it.

**BCA III Year (Old Syllabus)****For Batch 2020-23****SEMESTER V**

<b>Code No.</b>	<b>Paper</b>	<b>Course Type</b>	<b>Credits</b>
BCA 301	Operating System	<b>Theory Paper</b>	<b>4</b>
BCA 303	Computer Graphics	<b>Theory Paper</b>	<b>4</b>
BCA 305	E- Commerce	<b>Theory Paper</b>	<b>4</b>
BCA 307	Software Testing	<b>***Elective</b>	<b>4</b>
BCA 309	Microprocessor	<b>***Elective</b>	<b>4</b>
BCA 311	Advance Computer Networks	<b>***Elective</b>	<b>4</b>
BCA 313	Web Based Programming	<b>***Elective</b>	<b>4</b>
BCA 315	Business Economics	<b>***Elective</b>	<b>4</b>
BCA 351	Practical – IX CG Lab	<b>Practicals</b>	<b>4</b>
*BCA 355	Summer Project/ Training	<b>Practicals</b>	<b>2</b>
BCA 357	Minor Project	<b>Practicals</b>	<b>4</b>
	<b>Total</b>		<b>26</b>

\*Evaluation will be based on Summer Training held after fourth semester and will be conducted by the college committee only.

\*\*\* Any Elective Subject will be offered if minimum 1/3 rd of the total strength of students in the class will opt for it.

\*\*NUES



**SEMESTER VI**

<b>Code No.</b>	<b>Paper</b>	<b>Course Type</b>	<b>Credits</b>
BCA 302	Data Ware Housing & Data Mining	<b>Theory Paper</b>	<b>4</b>
BCA 304	Mobile Computing	<b>Theory Paper</b>	<b>4</b>
BCA 306	Linux Environment	<b>Theory Paper</b>	<b>4</b>
BCA 308	Multimedia & Its Applications	<b>***Elective</b>	<b>4</b>
BCA 310	Bio Informatics	<b>***Elective</b>	<b>4</b>
BCA 312	Artificial Intelligence	<b>***Elective</b>	<b>4</b>
BCA 314	Network Security	<b>***Elective</b>	<b>4</b>
BCA 316	Network Programming	<b>***Elective</b>	<b>4</b>
BCA 352	Practical – X Linux Lab	<b>Practicals</b>	<b>2</b>
*BCA 356	Major Project	<b>Practicals</b>	<b>5</b>
BCA 358	Seminar	<b>Practicals</b>	<b>2</b>
	<b>Total</b>		<b>25</b>

\*\*\* Any Elective Subject will be offered if minimum 1/3 rd of the total strength of students in the class will opt for it

## APPENDIX-A3

### **COURSE STRUCTURE FOR BCOM (H.) PROGRAMME**

#### **Programme Outcomes:**

On completion of the program of B.Com (H), Graduates will be able to:

1. Develop comprehensive understanding of overall business and financial environment in India.
2. Exhibit in-depth knowledge of financial operations and decision making in an organization.
3. Enhance problem solving abilities for decision making in financial services and operations.
4. Augment critical thinking skills and analytical abilities to analyse business data using various techniques and technological tools.
5. Communicate effectively, articulate accurately and present professionally.
6. Create an inclusive culture with congenial interpersonal relationships and
7. Lead productive and proactive teams.
8. Demonstrate awareness of ethical issues and sensitivity towards social and environmental challenges.

#### **Programme Specific Outcomes (PSOs):**

On completion of the program of B.Com (H), Graduates will be able to:

1. Demonstrate an understanding of technological interventions in Finance.
2. Augment skills for investments and trading in capital markets.
3. Develop understanding on banking and financial services in India.
4. Apply quantitative techniques and tools in Commerce.
5. Imbibe human values and sense of responsibility towards self, society and environment.
6. Undergo holistic personality development with skills for effective functioning.

### **SEMSESTER I**

<b>Subject Code</b>	<b>Subject Name</b>	<b>Type</b>	<b>Credits</b>
BCOM 101	Financial Accounting	Core	4
BCOM 103	Micro Economics	Core	4
BCOM 105	Quantitative Techniques for Commerce	Core	4
BCOM 107	Management Process and Organizational Behaviour	Core	4
BCOM 109	Business Communication	Core	4
BCOM 111	Information Technology For Commerce	Skill Enhancement	2
BCOM 113	Information Technology For Commerce (Lab)	Skill Enhancement	2
<b>Total</b>			24

## SEMESTER II

Subject Code	Subject Name	Type	Credits
BCOM 102	Corporate Accounting	Core	4
BCOM 104	Business Laws	Core	4
BCOM 106	Macro Economics	Core	4
BCOM 108	Business Statistics	Core	4
BCOM 110	Environmental Science and Sustainability	Core	4
BCOM 112	Minor Project I	Skill Enhancement	3
BCOM 114	MOOC I	Ability Enhancement	3
<b>Total</b>		26	

- The student is required to choose one MOOC Course of 3 credits as per his/her preference from SWAYAM platform or any other educational platform approved by UGC / regulatory body from time to time at UG level. After the completion of the course, the student has to produce successful course completion certificate for claiming the credit. The course chosen by the student should be intimated to the MOCC coordinator of the respective institution.
- An Under-graduate certificate will be awarded if a student wishes to exit at the end of the first year/two semesters upon successful completion.

## SEMESTER III

Subject Code	Subject Name	Type	Credits
BCOM 201	Cost Accounting	Core	4
BCOM 203	Corporate Laws	Core	4
BCOM 205	Business Research	Core	3
Generic Elective-I (one elective to be chosen)		Generic Elective	4
BCOM 211	Basic Accounting Software (Lab Based)	Skill Enhancement	2
BCOM 213	Research Based Methods for Commerce (Lab Based)	Skill Enhancement	2
BCOM 215	Group Discussions and Interview Skills (NUES)	Skill Enhancement	2
BCOM 217	Entrepreneur Mindset	Ability Enhancement	2
BCOM 219	NSS/NCC/NSO/others as notified by the university (NUES)	Ability Enhancement	2
<b>Total</b>		25	

**\*NUES: Non University Examination System**

**Generic Elective I (one to be chosen)**

**BCOM 207 – Financial Markets and Institutions****BCOM 209 – Human Resources Management****SEMESTER IV**

Subject Code	Subject Name	Type	Credits
BCOM 202	Management Accounting	Core	4
BCOM 204	Corporate Finance	Core	4
BCOM 206	Business Ethics and CSR	Core	4
Generic Elective - II (one to be chosen)	Generic Elective		4
BCOM 212	Data Analysis with Spreadsheets (Lab based)	Skill Enhancement	2
BCOM 214	Income Tax Laws	Core	4
BCOM 216	Minor Project II	Skill Enhancement	4
	MOOC II	Ability Enhancement	3

- The student is required to choose one MOOC Course of 3 credits as per his/her preference from SWAYAM platform or any other educational platform approved by UGC / regulatory body from time to time at UG level. After the completion of the course, the student has to produce successful course completion certificate for claiming the credit. The course chosen by the student should be intimated to the MOCC coordinator of the respective institution.

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

**Generic Elective II (one to be chosen)**

B.Com 208 Investment and Portfolio Management

B.Com 210 Marketing Management

An Under-graduate diploma will be awarded if a student wishes to exit at the end of the second year/four semesters upon successful completion.

**SEMESTER V**

Code No.	Paper	Type	Credits
B.Com 301	Corporate Taxation	Core	4
	Discipline Specific Elective I (one to be chosen)	Discipline Specific Elective	4
	Discipline Specific Elective II (one to be chosen)	Discipline Specific Elective	4
	Generic Elective III (one to be chosen)	Generic Elective	4

B.Com 315	Internship Project Report	Skill Enhancement	4
		<b>Total</b>	<b>20</b>

### **Discipline Specific Elective I**

B.Com 303 Investment Banking

B.Com 305 Valuation of Fixed Income Securities

### **Discipline Specific Elective II**

B.Com 307 Banking Operations

B.Com 309 Capital Market Operations

### **Generic Elective III**

B.Com 311 Basics of Actuarial Science

B.Com 313 Basics of Econometrics

**B.Com (H) Course offers specialization in Two Areas:**

**Specialization I - Financial Services and operations**

**Specialization II - Investment and Trading.**

**In order to specialize in one specific area the students must choose all the papers from the area as per list given below:**

#### **Area I Financial Services and Operations**

1. Banking Operations
2. Investment Banking
3. Financial Technology
4. New Venture Financing

#### **Area II - Investment and Trading**

1. Capital Market Operations
2. Equity Research and Analysis
3. Introduction to Derivatives
4. Valuation of Fixed Income Securities

## SEMESTER VI

Code No.	Paper	Type	Credits
B.Com 302	GST and E Filing (NUES)	Skill Enhancement	2
	Discipline Elective III	Discipline Specific Elective	4
	Discipline Elective IV	Discipline Specific Elective	4
B.Com 312	Financial Modeling using Spreadsheets (Lab)	Skill Enhancement	2
B.Com 314	Major Research Project	Skill Enhancement	6
		<b>Total</b>	<b>18</b>

### Discipline Specific Elective III

B.Com 304 Financial Technology

B.Com 306 Introduction to Derivatives

### Discipline Specific Elective IV

B.Com 308 New Venture Financing

B.Com 310 Equity Research and Analysis

**B.Com (H) III Year (Old Syllabus)**

**For Batch 2020-23**

**SEMESTER V**

<b>Code No.</b>	<b>Paper</b>	<b>Type</b>	<b>Credits</b>
B.Com 301	Income Tax Law and Practice	Core Discipline	4
B.Com 303	Entrepreneurship Development	Skill Enhancement Elective Course	4
B.Com 305	Information Systems Management	Core Discipline	4
B.Com 307	Information Systems Management Lab	Skill Enhancement Course	2
B.Com 309	Summer Training Report	Skill Enhancement Course	6
B.Com	Elective I	<b>Discipline Specific Elective (DSE)</b>	<b>4</b>
	Total		<b>24</b>

**Elective I:**

BCOM 311 – Investment Management

BCOM 313 – Financial Markets & Institutions

BCOM 315 – Sales & Distribution Management

BCOM 317 – Advertising & Brand Management

BCOM 319 – Industrial Relations & Labor Laws

BCOM 321 – Training & Development

## SEMESTER VI

Code No.	Paper	Type	Credits
B.Com 302	Project Management	Core Discipline	4
B.Com 304	Goods & Service Tax (GST)	Generic Elective	4
B.Com 306	E-Commerce	Skill Enhancement Elective Course	4
B.Com 308	E-Commerce Lab	Skill Enhancement Course	2
B.Com 310	Environmental Science (NUES)*	Skill Enhancement Course	2
B.Com 312	Research Project	Skill Enhancement Course	6
B.Com	Elective II	Discipline Specific Elective	4
	<b>Total</b>		<b>26</b>

### Elective II:

B.Com 314 – Introduction to Derivatives

B.Com 316 – Principles and Insurance

B.Com 318 – Services Marketing

B.Com 320 – International Business Management

B.Com 322 – Compensation Management

B.Com 324 – Organizational Development



**APPENDIX-B**  
**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' Handbook 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' Handbook.

(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: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **APPENDIX-C1**



**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 (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.

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.
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.”