

**TENTATIVE ACADEMIC CALENDAR\*\***  
**SESSION 2015-2016**  
**Semester – I**

**AUGUST-2015**

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Saturday			
2	<b>Sunday</b>			
3	Monday			
4	Tuesday			
5	Wednesday			
6	Thursday			
7	Friday			
8	Saturday			
9	<b>Sunday</b>			
10	Monday	<b>Semester-I Commences with Orientation Week</b>		1
11	Tuesday	<b>Orientation Week</b>		2
12	Wednesday	<b>Orientation Week</b>		3
13	Thursday	<b>Orientation Week</b>		4
14	Friday	<b>Orientation Week</b>		5
15	Saturday	<b>Independence Day Celebration</b>		
16	<b>Sunday</b>			
17	Monday			6
18	Tuesday			7
19	Wednesday			8
20	Thursday			9
21	Friday		<b>NEN Orientation</b>	10
22	Saturday	<b>Local Industrial Visit</b>		11
23	<b>Sunday</b>			
24	Monday		<b>NSS Tree Plantation</b>	12
25	Tuesday			13
26	Wednesday		<b>NEN-E- Baithak</b>	14
27	Thursday		<b>Talent Hunt</b>	15
28	Friday	<b>Industry Academia Interface</b>		16
29	Saturday	<b>Raksha Bandhan</b>		
30	<b>Sunday</b>			
31	Monday		<b>NEN-Rs. 50 Exercise</b>	17

**SEPTEMBER-2015**

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Tuesday			18
2	Wednesday			19
3	Thursday	<b>Industry Academia Interface</b>	<b>NSS Activity</b>	20

4	Friday		<b>Fresher's Day</b>	21
5	Saturday	<b>Janmashtami</b>		
6	<b>Sunday</b>			
7	Monday			22
8	Tuesday			23
9	Wednesday			24
10	Thursday	<b>Industry Academia Interface</b>		25
11	Friday			26
12	Saturday	<b>Local Industrial Visit</b>	<b>NEN Activity (Idea Generation)</b>	27
13	<b>Sunday</b>			
14	Monday			28
15	Tuesday			29
16	Wednesday			30
17	Thursday	<b>Industry Academia Interface</b>		31
18	Friday			32
19	Saturday		<b>Sports Meet</b>	33
20	<b>Sunday</b>			
21	Monday	<b>One Resource Person - Workshop</b>		34
22	Tuesday			35
23	Wednesday			36
24	Thursday	<b>Industry Academia Interface</b>		37
25	Friday	<b>Id UI Zuha (Bakrid)</b>		
26	Saturday			38
27	<b>Sunday</b>			
28	Monday	<b>CA I Tests</b>		39
29	Tuesday	"		40
30	Wednesday	"	<b>Current Affairs Forum Meet</b>	41

## OCTOBER-2015

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Thursday		<b>NSS-Blood Donation Camp</b>	42
2	Friday	<b>Mahatama Gandhi Jayanti</b>		
3	Saturday		<b>NEN-Movie Screening</b>	43
4	<b>Sunday</b>			
5	Monday			44
6	Tuesday			45
7	Wednesday			46
8	Thursday	<b>Industry Academia Interface</b>		47
9	Friday			48
10	Saturday		<b>Sports Meet</b>	49
11	<b>Sunday</b>			
12	Monday			50
13	Tuesday	<b>Navratra Sthapna</b>		
14	Wednesday			51
15	Thursday	<b>Industry Academia Interface</b>		52
16	Friday			53

17	Saturday		<b>HR Club Activity</b>	54
18	<b>Sunday</b>			
19	Monday			55
20	Tuesday			56
21	Wednesday	<b>Maha Navami / Durgastami</b>		
22	Thursday	<b>Vijay Dashmi (Dusshera)</b>		
23	Friday			57
24	Saturday	<b>Muharram (Tajia)</b>		
25	<b>Sunday</b>			
26	Monday			58
27	Tuesday			59
28	Wednesday			60
29	Thursday	<b>Industry Academia Interface</b>		61
30	Friday		<b>Current Affairs Forum Meet</b>	62
31	Saturday		<b>NSS-Guest Lecture</b>	63

## NOVEMBER-2015

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	<b>Sunday</b>			
2	Monday			64
3	Tuesday			65
4	Wednesday			66
5	Thursday		<b>Current Affairs Forum Meet</b>	67
6	Friday			68
7	Saturday		<b>Alumni Meet</b>	69
8	<b>Sunday</b>			
9	Monday	<b>Deepawali Break</b>		
10	Tuesday	"		
11	Wednesday	<b>Deepawali</b>		
12	Thursday	<b>Goverdhan Puja</b>		
13	Friday	<b>Bhaiya Dooj</b>		
14	Saturday	<b>Deepawali Break</b>		
15	<b>Sunday</b>			
16	Monday			70
17	Tuesday			71
18	Wednesday			72
19	Thursday	<b>CA II Tests</b>		73
20	Friday	"		74
21	Saturday	"	<b>Sports Meet</b>	75
22	<b>Sunday</b>			
23	Monday	<b>Filling of Enrollment &amp; Examination Forms</b>		76
24	Tuesday	"		77
25	Wednesday	<b>Gurunanak Jayanti</b>		
26	Thursday	<b>Industry Academia Interface</b>		78
27	Friday			79
28	Saturday		<b>NEN Activity</b>	80
29	<b>Sunday</b>			
30	Monday			81

## DECEMBER-2015

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Tuesday		NSS-World AIDS Awareness Day	82
2	Wednesday			83
3	Thursday	Industry Academia Interface		84
4	Friday			85
5	Saturday	Local Industrial Visit	NSS Activity-Health Check-up Camp	86
6	<b>Sunday</b>			
7	Monday			87
8	Tuesday			88
9	Wednesday			89
10	Thursday			90
11	Friday			91
12	Saturday	B-quizzing		
13	<b>Sunday</b>			
14	Monday	Commencement of Practical Exams		
15	Tuesday		Marketing Club Activity	
16	Wednesday			
17	Thursday	Industry Academia Interface		
18	Friday		Current Affairs Forum Meet	
19	Saturday		Sports Meet	
20	<b>Sunday</b>			
21	Monday	One Resource Person - Workshop		
22	Tuesday			
23	Wednesday			
24	Thursday	Baravafhaat		
25	Friday	Christmas Day		
26	Saturday	Winter Break		
27	<b>Sunday</b>	"		
28	Monday	"		
29	Tuesday	"		
30	Wednesday	"		
31	Thursday	"		

## JANUARY-2016

Date	Day	"		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Friday	New Year's Day		
2	Saturday			
3	<b>Sunday</b>			
4	Monday			
5	Tuesday			
6	Wednesday			

7	Thursday	<b>Industry Academia Interface</b>	
8	Friday		
9	Saturday	<b>Local Industrial Visit</b>	
10	<b>Sunday</b>		
11	Monday		
12	Tuesday		
13	Wednesday		<b>NSS-Fly Peace Kite Competition</b>
14	Thursday	<b>Makar Sankranti</b>	
15	Friday		
16	Saturday	<b>Semester End Examinations</b>	<b>NEN Activity</b>
17	<b>Sunday</b>		
18	Monday	<b>Semester End Examinations</b>	
19	Tuesday	”	
20	Wednesday	”	<b>Intra-Institute Activity</b>
21	Thursday	”	
22	Friday	”	
23	Saturday	”	
24	<b>Sunday</b>		
25	Monday	<b>Semester End Examinations</b>	
26	Tuesday	<b>Republic Day</b>	
27	Wednesday	<b>Semester End Examinations</b>	
28	Thursday	”	
29	Friday	”	
30	Saturday	<b>Rupantar: B- Plan competition</b>	
31	<b>Sunday</b>		

## FEBRUARY-2016

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Monday			
2	Tuesday			
3	Wednesday			
4	Thursday	<b>Industry Academia Interface</b>		
5	Friday			
6	Saturday	<b>NEN e-week</b>		
7	<b>Sunday</b>			
8	Monday	<b>Semester II commences</b>		1
9	Tuesday			2
10	Wednesday			3
11	Thursday			4
12	Friday			5
13	Saturday			6
14	<b>Sunday</b>			
15	Monday			7
16	Tuesday			8
17	Wednesday			9
18	Thursday		<b>Current Affairs Forum Meet</b>	10

19	Friday			11
20	Saturday	<b>International Conference with IDCA</b>		12
21	<b>Sunday</b>			
22	Monday			13
23	Tuesday			14
24	Wednesday		<b>Finance Club Activity</b>	15
25	Thursday	<b>Industry Academia Interface</b>		16
26	Friday		<b>NSS Activity</b>	17
27	Saturday		<b>Sports Meet</b>	18
28	<b>Sunday</b>			
29	Monday			19

## MARCH-2016

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Tuesday			20
2	Wednesday			21
3	Thursday	<b>Industry Academia Interface</b>		22
4	Friday	<b>Post-Budget Analysis</b>		23
5	Saturday			24
6	<b>Sunday</b>			
7	Monday			25
8	Tuesday	<b>Maha Shivratri</b>		
9	Wednesday			26
10	Thursday	<b>Mosaic - 2015</b>		
11	Friday	"		
12	Saturday	"		
13	<b>Sunday</b>			
14	Monday			27
15	Tuesday			28
16	Wednesday	<b>CA I Tests</b>		29
17	Thursday	"		30
18	Friday	"		31
19	Saturday	<b>One Resource Person - Workshop</b>		32
20	<b>Sunday</b>			
21	Monday	<b>Filling of Examination Forms</b>		33
22	Tuesday		<b>Current Affairs Forum Meet</b>	34
23	Wednesday	<b>Holi</b>		
24	Thursday	<b>Dhulandi</b>		
25	Friday			35
26	Saturday		<b>Sports Meet</b>	36
27	<b>Sunday</b>			
28	Monday			37
29	Tuesday			38
30	Wednesday			39
31	Thursday	<b>Industry Academia Interface</b>		40

## APRIL-2016

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Friday			41
2	Saturday	<b>Completion of Pre Summer Training Formalities</b>	<b>Industry Academia Interface</b>	42
3	<b>Sunday</b>			
4	Monday			43
5	Tuesday			44
6	Wednesday		<b>NEN Activity - Funnovation</b>	45
7	Thursday	<b>Industry Academia Interface</b>		46
8	Friday	<b>International Conference - 2016</b>		47
9	Saturday	"		48
10	<b>Sunday</b>			
11	Monday			49
12	Tuesday			50
13	Wednesday			51
14	Thursday	<b>Ambedkar Jayanti</b>		
15	Friday	<b>Ram Navami</b>		
16	Saturday	<b>Industry Academia Interface</b>		52
17	<b>Sunday</b>			
18	Monday		<b>NSS- Guest Lecture</b>	53
19	Tuesday	<b>Mahaveer Jayanti</b>		
20	Wednesday			54
21	Thursday	<b>Industry Academia Interface</b>		55
22	Friday			56
23	Saturday		<b>Sports Meet</b>	57
24	<b>Sunday</b>			
25	Monday			58
26	Tuesday			59
27	Wednesday			60
28	Thursday	<b>CA II Tests</b>		61
29	Friday	"		62
30	Saturday	"		63

## MAY-2016

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	<b>Sunday</b>			
2	Monday			64
3	Tuesday			65
4	Wednesday			66
5	Thursday			67
6	Friday			68
7	Saturday		<b>Farewell Party</b>	
8	<b>Sunday</b>			69

9	Monday		70
10	Tuesday		71
11	Wednesday		72
12	Thursday		73
13	Friday		74
14	Saturday		75
15	<b>Sunday</b>		
16	Monday		76
17	Tuesday		77
18	Wednesday		78
19	Thursday		79
20	Friday		80
21	Saturday		81
22	<b>Sunday</b>		
23	Monday		82
24	Tuesday		83
25	Wednesday		84
26	Thursday		85
27	Friday		86
28	Saturday		87
29	<b>Sunday</b>		
30	Monday		88
31	Tuesday		89

## JUNE-2016

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Wednesday			90
2	Thursday			91
3	Friday			92
4	Saturday			93
5	<b>Sunday</b>			
6	Monday	<b>Commencement of Summer Internship</b>		
7	Tuesday			
8	Wednesday			
9	Thursday			
10	Friday			
11	Saturday			
12	<b>Sunday</b>			
13	Monday			
14	Tuesday			
15	Wednesday			
16	Thursday			
17	Friday			
18	Saturday			
19	<b>Sunday</b>			
20	Monday			
21	Tuesday			
22	Wednesday			



23	Thursday			
24	Friday			
25	Saturday			
26	<b>Sunday</b>			
27	Monday			
28	Tuesday			
29	Wednesday			
30	Thursday			

**\*\*Subject to change**

Detailed programme of an individual activity will be put up on the website [www.rtu.ac.in](http://www.rtu.ac.in) from time to time.

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## **1. About IIIM**

Established in 1995, International School of Informatics and Management Technical Campus popularly known as IIIM is among the top three B-Schools of Rajasthan which has been imparting quality education for over a decade. The milestones achieved in this journey towards academic excellence include recognition among top 50 Business Schools in the country by the Business World survey, 2013 and CSR GHRDC survey 2008 -2013. The Institute received 'A' rating in Business Standard Best B-school Survey 2013. IIIM is one of the constituents of the IIS Institutional Network promoted by the Indian Council for International Amity (ICFIA).

The student centric pedagogy in teaching and learning process and impetus on holistic development has made IIIM one of the best management institutes of higher education in the state which is well admired in the academic, corporate and student fraternity for its efforts to add vibrancy to the educational environment. The institute strives to impart quality education that helps the learners discover a wealth of opportunities in a supportive environment based on empowerment, sense of purpose, compassionate judgment, commitment to learning and positive values.

Realizing the challenges of the 21st century IIIM has started the MBA Programme with the objective of enhancing quality management education by striking a good balance between academic work and the rest of life. The entire learning process is focused on inculcating a habit of independent thinking and communicating ideas without hesitation so as to groom competent managers and enthusiastic entrepreneurs with a global mindset and a strong foundation of core human values.

At IIIM, the students are nurtured and trained for success. The institution has sustainable good practices in teaching, learning and evaluation to achieve academic excellence. The course design and pedagogy equip the students to lead diverse organizations in a cross-continental environment. Innovative pedagogy, qualified and experienced faculty, structured industry interface and a state-of-the art fully integrated campus, contribute immensely towards making the students future-ready managers.

### **Vision**

To be globally responsive and socially conscious, committed to innovation and creativity by developing and disseminating knowledge and practice for learning and resource use optimization and to emerge as an organization with an optimal blend of value based growth and future preparedness, leading to prosperity of the society and nation at large.

**Mission**

We stand committed with a spirit of enterprise, will to succeed, zeal to grow and objective-achievement orientation through value based education for community at large by creating an environment of intellectual stimulus, scientific orientation and social responsibility.

**Goals / Objectives**

- To impart education that enables the students to acquire the desired skills and abilities necessary to answer the challenges of the modern world and the process of globalization, due to technological advancements.
- To inculcate the spirit of enquiry, self expression and independent judgment amongst the students and staff.
- To enhance the ability to utilize the full potential of Intellectual Capital and learning resources through quality research, consultancy, scholarship and creative performance.
- To cherish the Indian value system with focus on the Indian culture, traditions and heritage, imbibing the best of the West at the same time.

**Internal Quality Assurance Cell (I.Q.A.C):**

- The Internal Quality Assurance Cell (IQAC) ensures the delivery of a superior and consistent program. Under the quality assurance policy of the institute; the processes are well documented and updated on a regular basis. The periodic assessment of various activities and processes ensuring quality delivery of all programs.

**2. Programmes****2.1. Master in Business Administration**

The two year MBA programme is designed to establish the match between management theory and practice, develop the capacity for analysis and judgment, inculcate the zeal for individual excellence and enhance the ability to utilize the full potential of human and material resources. The programme is approved by AICTE and affiliated to Rajasthan Technical University, Kota.

The programme comprises 39 courses, which are of synergistic and integrative nature spread over four Semester and provides the students a well balanced insight into quantitative techniques such as Operations Research, Statistics, Business Economics, etc. along with Management Theories and Methodologies covering, Strategy, Systems, Marketing, Finance and HRD with the aim of effectively integrating all.

## 2.2 Master of Computer Applications

The three-year full time programme approved by AICTE leads to MCA degree awarded by the Rajasthan Technical University, Kota. The programme endeavours to impart quality education to the students and imbues in them an ability to understand and assimilate all new ideas and innovations taking place in the rapidly evolving technology sector.

The programme provides the students a deep insight into programming techniques like Structured and Object Oriented methods along with data warehousing and manipulation using Web Applications, DBMS and RDBMS concepts. The students are imparted latest and comprehensive knowledge of networking, data communications and latest storage and computing techniques, the buzzwords of the IT industry.

### 2.3 (i) Course Structure

- The programme offers dual specialization in Marketing, Finance, Human Resource Management, and Information Technology Management.
- The total number of courses covered in MBA shall be 39 which are synergistic and integrative in nature.
- The first year i.e. Semesters I and II include 20 core papers i.e. 8 theory papers and 2 practical papers per Semester encompassing various managerial functions over and above the case studies which shall be an integral part of the curriculum. All papers included in the first two Semesters are compulsory.
- The second year i.e. Semesters III and IV include:
  - a) Internship and summer training with reputed organizations at the end of second Semester. The internship will, normally, be spread over 6 to 8 weeks. This exposure is a mandatory requirement for the completion of the Programme.
  - b) 4 core theory papers and five core practical papers including summer internship and project study spread over the third and fourth, Semesters are compulsory.
  - c) RTU offers 4 fields of specialization out of which a candidate has to opt for any two specializations for the purpose of dual specialization in the MBA Programme.

In the III semester a student has to opt Six Subjects (Three from each group). The student will get specialized in two Majors.

In IV Semester a student has to opt Four subject (two from each group). Thus the students study 10 elective papers in all in third semester and fourth semester.

The elective courses offered in the second year will be announced during the third Semester of the first year. The students will be required to indicate their preferences for the electives during the stipulated time period before they proceed on their internship. The final offer of electives shall be made depending on the number of registrants and availability of seats.

### 2.3 (ii) Admission Process & Fee Structure

Admission to MBA programme is made as per the rules prescribed by AICTE and the Rajasthan Technical University, Kota. For admission to MBA programme a candidate should have Bachelor's degree of minimum three year duration or any higher degree in any discipline with minimum 50% marks from any University recognized by UGC and declared equivalent by RTU.

The fee structure is as per the State Government Regulations.

### 2.4 (i) Credit System

Technical Communication course in M. B. A. programme (s) shall be optional and of 2 credit weightage. The credits shall be included in the requirement of total credits in the concerned programme. This course shall be run in both Semesters of the academic session. The Faculty Advisor of the students may advise the weak students to opt for this course.

The structure of 4 Semesters M. B. A. programme (s) shall be as follows :

Semester I : Total credits 26-30

Semester II : Total credits 26-30

### 2.4 (ii) Credit Templates- MBA

First Semester MBA					Marks		
Code No.	Name of Subject	Number of hours per Week			Internal/ Minimum Marks	External/ Minimum Marks	Total
		Lecture (L)	Tutorial (T)	Laboratory (P)			
M-101 A	Fundamentals of Management	3	0	0	30/12	70/28	100
M-102 A	Organizational Behavior	3	0	0	30/12	70/28	100

M-103 A	Business Mathematics and Statistics	3	1	0	30/12	70/28	100
M-104 A	Managerial Economics	3	0	0	30/12	70/28	100
M-105 A	Accounting for Management	3	1	0	30/12	70/28	100
M-106 A	IT for Managers	3	0	0	30/12	70/28	100
M-107 A	Business Environment	3	0	0	30/12	70/28	100
M-108 A	Communication for Management	3	0	0	30/12	70/28	100
M-109 A	Information and Communication Techniques Lab	0	0	2	60/30	40/20	100
M-110 A	Business Communication Lab	0	0	2	60/30	40/20	100
	<b>Total</b>	<b>26</b>	<b>2</b>	<b>4</b>	<b>360</b>	<b>640</b>	<b>1000</b>

Second Semester MBA					Marks		
Code No.	Name of Subject	Number of hours per Week			Internal/ Minimum Marks	External/ Minimum Marks	Total
		Lecture (L)	Tutorial (T)	Laboratory (P)			
M-201 A	Human Resource Management	3	0	0	30/12	70/28	100
M-202 A	Cost Accounting for Management	3	1	0	30/12	70/28	100
M-203 A	Financial Management	3	1	0	30/12	70/28	100
M-204 A	Marketing Management	3	0	0	30/12	70/28	100
M-205 A	Operation and Supply Management	3	0	0	30/12	70/28	100
M-206 A	Research Methods in Management	3	1	0	30/12	70/28	100
M-207 A	New Enterprise and Innovation Management (NE&IM)	3	0	0	30/12	70/28	100

M-208 A	Operation Research	3	1	0	30/12	70/28	100
M-209 A	Seminar on Contemporary Issues	0	0	2	60/30	40/20	100
M-210 A	Computer Applications Lab	0	0	2	60/30	40/20	100
	<b>Total</b>	<b>24</b>	<b>4</b>	<b>4</b>	<b>360</b>	<b>640</b>	<b>1000</b>

Third Semester MBA					Marks		
Code No.	Name of Subject	Number of hours per Week			Internal Minimum Marks	External Minimum Marks	Total
		Lecture (L)	Tutorial (T)	Laboratory (P)			
<b>Compulsory Subject</b>							
M-301 A	Business Policy & Strategic Management	3	1	0	30/12	70/28	100
M-302 A	Summer Training Project Report	0	0	2	60/30	40/20	100
M-303 A	Capacity Building Lab	0	0	3	60/30	40/20	100
M-304 A	Major Optional Subject lab-1	0	0	3	60/30	40/20	100
<b>Optional Subjects</b>							
<b>Dual Specialization is proposed: Six Subjects (Three from each group) The student will get specialized in two Majors. For example a Finance major &amp; Marketing major student will have to opt any three from M-310, 311, 312 &amp; 313 and any three from M-320, 321, 322, 323)</b>		2	1	0	30/12	70/28	100
		2	1	0	30/12	70/28	100
		2	1	0	30/12	70/28	100
		2	1	0	30/12	70/28	100
		2	1	0	30/12	70/28	100
		2	1	0	30/12	70/28	100
	<b>Total</b>	<b>15</b>	<b>7</b>	<b>8</b>	<b>390</b>	<b>610</b>	<b>1000</b>

Fourth Semester MBA					Marks		
Code No.	Name of Subject	Number of hours per Week			Internal Minimum	External Minimum	Total
		Lecture	Tutorial	Laboratory			

		(L)	(T)	(P)	Marks	Marks	
<b>Compulsory Subject</b>							
M-401 A	Business Ethics & Corporate Governance (BE&CG)	2	0	0	30/12	70/28	100
M-402 A	Project Management	2	1	0	30/12	70/28	100
M-403 A	Business laws	2	1	0	30/12	70/28	100
M-404 A	Project Work <sup>#</sup>	0	0	3	120/60	80/40	200
M-405 A	Major Optional Subject lab-2 <sup>##</sup>	0	0	3	60/30	40/20	100
<b>Optional Subjects</b>							
<b>Dual Specialization:</b>		3	1	0	30/12	70/28	100
<b>Four subject (two from each group). For example Finance major &amp; Marketing major student will have to opt any two from M-410, 411, 412, 413 and any two from M-420, 421, 422, 423.###</b>		3	1	0	30/12	70/28	100
		3	1	0	30/12	70/28	100
		3	1	0	30/12	70/28	100
	Total	18	6	6	390	610	1000

### 3. Discipline Norms

The students are required to adhere to certain norms prescribed by the institute.

- Cleanliness of the premises must be maintained by everyone in the institute at all points of time.
- Smoking and consumption of alcoholic beverages / toxic materials while in campus is a serious offence.
- Use of cell phones in classes/ computer centre / library is not permitted. Any student found using the cell phone will be penalized as per the regulations in force.
- Mode of communication to students is via Notice board/ email/ website. Students are advised to check the notice boards at least once a day, and not rely on rumor or hearsay about any matter.



- Ragging is strictly prohibited on campus and strict action including suspension, rustication, termination and FIR in police may be taken against anyone found indulging in the same.
- All the students are provided with an Identity Card which they are advised to wear on campus at all times. Entry is strictly through Identity Card and will be monitored by the institute authorities. Penalty will be levied/ action will be taken for non compliance.
- Any kind of misbehavior, indulgence into unethical practices including use of drugs, alcoholic drinks, harassment etc, violence, dis-obedience and non compliance of the rules of the institute and orders of the institute authorities will be treated as an act of indiscipline. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions.
- The institute will not be held responsible for any actions which may be initiated by the regulatory authority like police, corporation etc. on account of violation of societal norms.

#### **4. Dress Code**

- The students should strictly follow dress code norms prescribed by the institute.
- On all weekdays, except Saturdays students are required to wear plain white shirt, formal black trousers and institute's tie with formal black leather shoes. Self lined shirts, puffed sleeves shirts and shirts with shoulder flaps will not be permitted under formal dress code. Black jeans and flat front trousers will not be allowed.
- On Saturdays students are required to wear Institute's T-Shirt.
- For all functions, including seminars and conferences students are required to dress in Institute blazer, Institute Tie, etc.
- Violators will attract strict disciplinary action.

#### **5. Class Schedule**

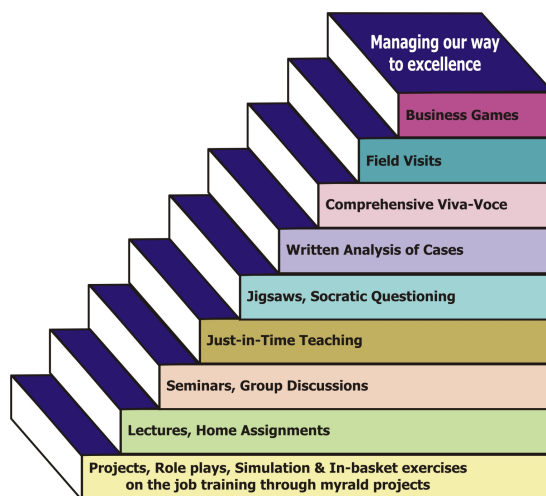
- Session I : 0840- 0940 hrs.
- Session II : 0940-1040 hrs.
- Session III : 1040-1140 hrs.
- Session IV : 1140-1240 hrs.

- Session V : 1325-1425 hrs.
- Session VI : 1425-1525 hrs.
- Session VII : 1525-1600 hrs.

## 6. Pedagogy

IIIM boasts of a Wi-fi campus with e-class rooms which are equipped with state-of-the-art facilities to facilitate a complete professional grooming of the students. The institution facilitates the effective conduct of the teaching-learning processes by means of strategically designed and efficiently implemented teaching pedagogy. Adding momentum to its efforts to impart quality education, the institute has established an FM Community Radio Station in its campus and has an up link with Edusat, India's exclusive Satellite for education.

As part of innovations in pedagogical techniques, there is a greater emphasis on experiential approaches over predominantly teacher-centric methodologies. Experiential learning at the institutional level is ensured through industrial visits, field trips, case-study discussions, projects, interaction with eminent personalities from industry and through the extension and outreach programmes in neighborhood communities. An appropriate mix of the following tools is used for effective learning



The emphasis is on involving the students in gaining knowledge and helping them relate concepts and theories to business requirements. The pedagogic approach is such that the students are stimulated and enriched by involvement in managing a plethora of academic and other activities. Campus training and corporate exposure sets the momentum for a bright career.

## 7. Attendance Norms

- The Attendance in classes is compulsory.
- For being eligible to appear in the Semester-End Examination, it is necessary for a candidate to have attended a minimum of 75% of the total classes held in that Semester in individual course, failing which the candidate may be debarred from appearing in Semester-End Examination.
- However there is provision of duty leaves up to a maximum of 20% for participation in games and sports, inter-institute fests, cultural and other co-curricular/extra curricular or academic activities so as to enable the participants to fulfill the minimum requirement of attendance.
- Attendance also constitutes an important component of Continuous Assessment. Marks are awarded for attendance in each paper. The relative weightage of marks allotted for attendance is as follows:

Attendance (%)	Marks
95% and above	5
90% and above but less than 95%	4
85% and above but less than 90%	3
80% and above but less than 85%	2
75% and above but less than 80%	1

- Students are required to monitor their own attendance. No separate notice will be displayed in this regard.
- Coming late to the classes is not permitted. The faculty members have the authority not to allow latecomers to enter the classroom.
- Students are advised to attend guest lectures, workshops, and other events organized by institute from time to time. However, the institute reserves the right to declare compulsory attendance for any event on or off the campus. In case of absenteeism in such events, action maybe taken against defaulters.

- The students are required to obtain prior permission from the coordinator before leaving the station on personal or institutional work. This applies even to those students who are representing the institute for social, cultural, and co-curricular events.
- Students are required to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the institute or the faculty concerned. Any request for change of date or postponement of schedule will not be entertained.

## **8. Library**

Library is fully automated and has an extensive collection of books, journals, databases, audio-visual materials, CDs/ DVDs, e-journals, reports, case studies, conference proceedings, training manuals, online resources, etc.

### **Library rules and regulations**

- Access to the library is restricted to staff and students of IIM only, who are in possession of a current valid identification card issued by institute.
- Each student may be issued a maximum of three books for a period of ten days.
- When necessary, the librarian may recall a book at any time before the due date. Librarian may also deny lending any material if in his/her opinion such material is necessary for use by a larger group.
- A fine of Re. 1/- per day will be charged if books are not returned within the stipulated period. The overdue charges on "reserved" books will be Rs. 10/- per day. Absence and illness are not acceptable excuses for exemption from paying any overdue charges.
- Library membership card is non-transferable and the borrower is fully responsible for the books borrowed on his/ her membership card. Members should return all materials borrowed from the library before proceeding on any kind of long leave. Membership cards reported to be misused may be suspended and the library may refuse to issue books or any other material on such cards.
- In case a book is lost/ or torn by the student he/ she will be liable to replace the book, failing which a fine of double the cost of the book will be imposed on the student.
- Mutilations, markings or removal of pages from the books will be considered as "damage" and such documents as also the lost ones will have to be replaced or paid for at the current price. Price assessment will be done by the librarian and the decision will be final and binding.

- For reasons of security, bags and other personal possessions are not allowed in the library and should be kept at the counter outside. The institute shall not bear the responsibility for any kind of theft or loss of unattended belongings.
- The consumption of food and drinks (with the exception of bottled water) and the use of personal audio/video equipment are not permitted in the Library.
- Photography, filming, video-taping, audio-taping and Xeroxing of Books/Journals is not allowed in the library without the prior permission of the librarian.
- Violation of the rules will lead to a fine and /or suspension of the defaulter for at least 3 weeks.

### **9. Book Bank**

In order to reach out to a range of students, IIIM offers the Book Bank facility irrespective of their financial background which enables them to borrow books for a Semester and retain them during the examination period as well, on minimum membership charges.

#### **Rules and regulations**

- Membership of the Book Bank is optional and on a payment of requisite fee.
- A fee of Rs. 500/- per Semester will be charged for the membership
- Members will be required to renew their membership at the commencement of each Semester.
- Library membership card of each member student will be marked for its membership status.
- A student may get a maximum of five books per Semester from the Book Bank at a time.
- Books will be issued at the beginning of each Semester as per the schedule notified for the purpose.
- Books will be issued for the complete Semester. Members will be required to deposit the books after the completion of the examinations on the due date.
- A fine will be levied if book/s are not returned on the due date.
- Members will be responsible for any damage caused to the books. Members are advised to verify the physical condition of the books at the time of issuing.

- If a book is lost, the member will be required to pay twice the cost of the current market price of the book.
- Three Books will be issued on first come first serve basis, where as for issue of the remaining two books priority will be decided on need-cum-merit basis.

**10. Value Added Courses (Session 2015-16)**

- Business English Certificate (BEC) from Cambridge University
- Communication Skill Development Programme
- Certificate Course in Data Analytics
- Certificate Course in Citizenship and Social Entrepreneurship
- Certificate Course in Banking and Finance
- Certificate course in Corporate Social Responsibility (CSR) organized by SIDART
- Certificate Course in Financial Modeling & Stock Market Trading

**11. Research and Consultancy**

IIM aspires to be an innovative educational institution promoting research and consultancy. The facilities and infrastructure available at the institute are developed for promotion of research and consultancy activities. To strengthen the effective contribution of the institute's capacities in conceptual analysis and strategic planning, need-based and core research is systematically promoted. Research oriented activities have received further momentum with faculty members being registered as research supervisors with The IIS University and registration of research students with them for doctoral programme in the fields of Marketing, Finance and Human Resource Management. The institute is actively involved in a number of consultancy services. The overall objective of consultancy assignments is to offer the faculty and students an opportunity to deal with real and concrete needs of companies, and to gain experience of operation in factual situations. Institute's active MDP Cell conducts Management Development Programmes aimed at a more comprehensive and symbiotic relationship with business and industry.

**12. Training and Placement**

- At IIM placement is considered to be a strategic activity. Immaculate planning of the placement process and activities are carried out to suit the need of the changing corporate scenario. The co-curricular activities are also aligned accordingly for grooming effective

leaders and industry ready professionals. The placement cell of the institute conceives, organizes, directs and coordinates various activities so as to enhance employability of the students. These activities guide the career planning and management process, which is a cooperative effort between the student community and the institute.

- Though placement is a vital outcome of the programme, the academic work of the students takes pre-eminence over placement activity, and in no case is it subordinated to placement. Though the institute shall make every effort for placement of its students, there is no obligation on the part of the institute to find placement for every student.

### 13. Publications and CRS Radio 7

- IIM has its own publication wing which brings out Newsletters, Magazines, Brochures, Bulletins and other literature periodically. The institute publishes its own Tri Annual Refereed International journal of Management and IT, "OORJA" (ISSN (PRINT): 0974-7869, (ONLINE): 2395-6771) thrice a year. Faculty and students are encouraged to contribute quality papers and articles in it.
- "Cambuzz"- the in-house newsletter is a picture of IIM and reflects on the IIM campus life. It is a short publication that contains specific information about the happenings, events, interests of the students and their achievements. It serves to bond all together into a family unit and keeps all the stakeholders informed of all planned activities and functions.
- **CRS Radio 7:** Radio-7 is a community radio station of the students, for the students and by the students wherein all the programs are conceived, designed and created by the budding talents which expose the students to broadcasting, creativity, leadership and communication skills.

### 14. IT Facilities

IIM has state-of-art computer facility which includes

- PC nodes and IBM Pentium based servers
- 4 MBPS Leased Line
- Wi-fi enabled
- Application softwares like MS-Project, IBM DB2, RAD, Tivoli, SQL Server
- Scanning and printing

- Laser Jet Network printers
- Internet connectivity

### **Rules and regulations**

- The access to computer lab is allowed between 8:00 a.m. to 8:00 p.m. on production of ID card.
- For security reasons students are required to wear their ID cards while in the computer centre and sign logbook at the time of entry and exit.
- Students must not play games and access objectionable unauthorized sites/content.
- Eatables, carry bags, hand bags, audio visuals like radio, stereo, walkman etc. are not allowed in the Computer Centre. Students must visit the Computer Centre in Uniform.
- Students are required to logout from their machines when they leave, remove their old files from the Computer disk routinely and immediately, switch off the computer, monitor and power line to the computer after use. Computer centre will not be responsible for any loss of data. Floppy or data cartridge, loose sheets will not be provided to any student.
- Request for loading of any new software, if it is available, will be entertained only if it is made at least 24 hours before use.
- Students are required to adhere to the terms and conditions of all license agreements relating to IT facilities being used including software, equipment, services, documentation and other goods. Students must use the IT facilities only for academic, research and administrative purposes.
- Students are strictly prohibited from viewing pornographic material in the computer Centre or on any other computer including their laptops. Playing games, hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. projector cables, are also prohibited. Strong disciplinary action will be taken against students found guilty, of such acts.

### **15. National Service Scheme (NSS) Unit:**

With the motive of inculcating social responsibility amongst the students and imbibing the motto of "Not me but you" of NSS, the institute has set up a NSS Cell. The cell undertakes community activities like, blood donation camps, adoption of slums, polio vaccination camps, adult literacy drives and other



environment friendly initiatives etc. The unit has been envisioned to foster a sense of commitment, devotion, discipline and nationalism among IIIMites.

### **16. E-Igniters - The Entrepreneurship Cell**

E-Igniters - The Entrepreneurship Cell facilitates conceiving and nurturing of viable ideas. Its aim is to assist students interested in innovation and entrepreneurship, whether in the context of starting their own business or working for a firm with an entrepreneurial culture, to make good most of their time at the B-School and to equip them for the challenges they face after graduation by organizing innovative events that will expand their knowledge of the marketplace and help them develop networks.

### **17. Activities**

Student Clubs form an essential part of IIIM business learning experience. They provide students with an opportunity to explore new areas of interest as well as develop important networks with the alumni and in wider interest with the institute community.

Speaker series, presentations and special meetings are typical activities organized by these clubs. Open to everyone in the institute community, these events complement academic activities with a vibrant and sociable integration of the members.

#### **Genesis - The Marketing Club**

Genesis The Marketing Club is the primary club of IIIM MBA for those with an interest, background, and/or career aspiration in marketing. The club has a mission to enrich the marketing education of members, assist members in career planning and development, and foster the reputation of marketing at the institute to prospective employers.

#### **White Knight - The Finance Club**

White Knight The Finance Club is for number crunchers who huddle over balance sheets and pink papers to become tomorrow's wealth generators. The Finance Club creates a forum where students with common interests can share professional information and advice on career opportunities through professional speaker programs, information sessions, mentor programs, resume reviews, and specific finance-related events.

#### **Humanagers - The HR Club**

Humanagers The HR Club has been constituted to promote IIIM MBA-HR as a globally renowned brand in the professional arena. It aims at providing an ideal platform for all-round development of student managers by organizing value-added activities, and increasing the

visibility of IIIM MBA-HR through Student-Industry interaction. The club thus facilitates the dissemination of conceptual knowledge about HR and its practical applications.

### **Current Affairs Forum**

IIIM realizes that in order to make students employable they have to learn beyond their curriculum. Thus the institute conducts various activities like guest lectures, live projects/ and activities under Current Affairs Forum Meet & Specialization clubs etc. to focus on their holistic development.

**Co – Curricular Activities** are a regular feature at the institute like:

- Inter & Intra – Institution competition;
- MOSAIC (Annual Inter-Institute Management Fest);
- B-Quizzing (Quiz competition for B-Schools & Corporates);
- Roopantar (Business Plan Competition), etc

### **Sports Facilities:**

Provision of Indoor and Outdoor games in campus like Carom, Chess, Volley Ball, Badminton, etc. Sports Meets are regularly organized

## **18. Rules for participating in National/International Level Events**

- Information regarding various inter-institute fests/events/contests will be put up on the notice board as well as circulated through student email groups.
- The constitution of the team for participation in the aforesaid events will be finalized by the institute.
- Any event that has not been routed through the institute will not be considered for participation.
- For all outside contests, the faculty will select the students' team, which will represent the institute at the contest.
- Any student who has won any contest is required to provide full details of the contest and awards won to the event coordinator within 7 days of winning the contest.

- The information regarding winning and participation of events will be uploaded on the website through website coordinator.

### **19. Feedback Mechanism**

There is a robust and multi-channeled feedback system for evaluating teaching and non-teaching staff, management policies, student performance, curricula and courses, syllabi and examination system. The feedback system helps in maintaining checks and balances and furtherance of ongoing process of improvement. The feedback is generated through:

- Student feedback form for all the courses at the end of each Semester.
- Faculty self-appraisal form
- Student Mentorship and Development Programme
- Suggestion box
- Meetings with parents
- Interface with experts from industry and academia
- Corporate recruiters
- Alumni of the Institute

### **20. Students Mentoring and Development Programme**

SMDP i.e. Student Mentorship and Development Programme is an integral part of the institute's academic work. Each faculty member of IIIM acts as a mentor for a group of 10-15 students. The students have an option of choosing a faculty member as a mentor other than the one assigned. The role of faculty mentors is to help the students assimilate the institute culture, guide them in making intelligent choices regarding dual specialization electives, help in identification of resources needed by them. The students are expected to meet their faculty mentor regularly as per the mentor's convenience and availability.

### **21. Counseling Cell**

The institute extends counseling services to the students through a fully active counseling cell on campus. The cell caters to diverse needs of the student community including academic, career, personal, psychological and social through one to one interactions and suggesting developmental and soft skills program for professional success. The Counselor helps the students assimilate the institute

culture, guides them in making intelligent career choices and helps in identification of resources needed by them.

## **22. Anti-Ragging Mechanism**

The Institute has two units constituted as per the directives of the Honorable Supreme Court and the guidelines of the AICTE & the affiliating university, to check and curb the menace of ragging and to ensure totally ragging free atmosphere in the campus. These units function at two levels:

- Anti Ragging Squad
- Anti-Ragging Committee

## **23. Committee against sexual harassment (C.A.S.H)**

The committee has been formed as per the guidelines of the Ministry of Human Resources, Government of India, under the directive of Supreme Court of India. This committee is an instrument for addressing issues/grievances/cases of sexual harassment and recommending their redressal working.

## **24. Medical Facilities**

IIIM has its Medical Care Facilities and First Aid Facilities in the campus. The institute maintains an "Infirmary" with a qualified nursing Superintendent on duty to provide and facilitate medical assistance and fitness counseling to all the students and staff members.

The Institute has a tie up with three reputed Hospitals in the neighborhood to provide medical facilities to all teaching, non-teaching staff and the students

## **25. Assessment and Evaluation**

The affiliating university assessment process comprises two components Semester End Examination of 70 marks and Continuous Assessment of 30 marks

### **Semester-End Examinations**

The Semester-End Examinations are conducted by RTU, Kota and are held at the end of each semester according to the schedule issued by the Examination Department RTU, Kota.

## **26. Evaluation of Answer Books**

The centre of examination for the students will be allotted by the University which is any other institution besides IIIM. The Semester End Examination copies are centrally evaluated by external examiners nominated by RTU, Kota. Practical examinations for Summer training, project report,

project study report, Comprehensive Viva Voce, ICT Lab, Business Communication Lab etc. are conducted by the external examiners appointed by RTU, Kota

### **27. Criteria for Passing**

In order to pass in a paper, a candidate must secure minimum 40% pass marks individually in CA (Continuous Assessment) and Semester-End Examination (SEE) of that paper. A candidate is deemed to have failed in CA and / or SEE of a theory paper /project/seminar, etc. if the above condition is not fulfilled.

A candidate is considered to have passed in a Semester of the programme if he/she has passed both the CA and SEE of individual theory papers/ projects/ case analysis etc., prescribed for that particular Semester in the syllabus.

### **28. Award of Division**

Division is based on marks obtained by the candidate and is awarded only on the completion of the course according to the following criteria:

**a) First Division with Honours**

>= 75% (if passes all exams in first attempt without grace)

**b) First Division**

>= 60% but less than 75%

**c) Second Division**

>= 50% but less than 60%

### **29. Declaration of Result**

The results are declared by the Rajasthan Technical University. The roll numbers of successful candidates are displayed on the notice boards.

### **30. Transcripts, Migration and Provisional Certificates**

For the students who are enrolled with IIIM for the MBA programme, the Transcripts, Migration and Provisional Certificates are issued by Rajasthan Technical Campus Kota.

**31. Transcripts/ Consolidated Mark Sheets**

On successful completion of a programme, a transcript/ consolidated mark sheet is issued by Rajasthan Technical Campus Kota showing the marks obtained, credits earned in different Semesters throughout the programme, CCWA and class / division obtained by the candidate.

**32. Award of Degree**

The students admitted to the Management programme of IIIM shall be awarded MBA Degree by Rajasthan Technical Campus Kota.

**33. Rules for Promotion**

Promotion to the Semester-III will be open to those students only who have cleared all papers of Semester I & II or have due papers not more than 4 in Semesters – I & III taken together and have obtained minimum 50% marks in aggregate at Semester I & II

- a) A candidate satisfying all the requirement of passing clause 8 (given in RTU ordinance) shall be promoted to the next academic year of study.
- b) All failing candidates shall be required to take re-admission or to opt for ex-studentship.

**34. Provision for Unsuccessful Candidates****34 (i) Due Papers**

If a student does not pass in all the courses/ papers prescribed in semester I and II, he/ she will be eligible to appear in an Examination organized soon after the declaration of Semester I result.

**34 (ii) Ex Student**

A candidate opting for ex-studentship shall be required to appear in all the external theory/practical/viva subjects in the end semester examination of both semesters of the same academic year. However the internal marks shall remain the same as those secured earlier. A candidate opting for ex-studentship shall be required to apply to the college by paying only examination fee within 15 days from the start of new session.

**35. Maximum Time Limit**

The maximum time allowed for completing the MBA course shall be 4 (four) years from the year of admission, failing which he/she shall not be allowed to continue for his/her MBA Degree

**36. Revaluation /Scrutiny**

Re – valuation of answer books shall be permissible in not more than 25% of the theory papers in which a student is actually appeared, at an examination (to be raised to the next whole number). For which the student must submit his application on the prescribed form (duly forwarded by Head of the institute) to the University within 15 days from the date of issue of mark sheet. Incomplete application or application without requisite fee or received after the due date will be rejected. Re-valuation is not permitted in Back paper examinations.

**37. Grievance Redressal Policy**

The institution has a Grievance Redressal Cell to ensure that grievances / complaints are promptly attended to and resolved effectively. There is also a mechanism to analyze the nature of grievances for promoting better discipline in the institution. It assists in collecting, articulating and handling of the grievances raised by the students.

**38 Awards and Medals**

Students excelling in academics, co-curricular and extra-curricular activities will be felicitated through various awards and Letters of Appreciation instituted by the institute.

# Curriculum

## MBA – I<sup>st</sup> year