TENTATIVE ACADEMIC CALENDAR
SESSION 2015-2016
MCA
Semester – I

JULY-2015

Date	Day	Activities		Remarks (Teaching Days)
		Academic	**Co-Curricular**	
1	Wednesday			
2	Thursday			
3	Friday			
4	Saturday			
5	**Sunday**			
6	Monday			
7	Tuesday			
8	Wednesday			
9	Thursday			
10	Friday			
11	Saturday			
12	**Sunday**			
13	Monday			
14	Tuesday			
15	Wednesday	**Commencement of Session (Semester- III & V)**		
16	Thursday	**Orientation Session(For Optionals) (Semester- V)**		
17	Friday	**Orientation Session(For Optionals) (Semester- V)**		
18	Saturday	**Eid-ul-Fitr**		
19	**Sunday**			
20	Monday			
21	Tuesday			
22	Wednesday			
23	Thursday			
24	Friday			
25	Saturday	**Workshop On Blue Mix (Semester- III & V)**		
26	**Sunday**			
27	Monday			
28	Tuesday			
29	Wednesday			
30	Thursday			
31	Friday			

AUGUST-2015

Date	Day	Activities	Remarks (Teaching Days)

		Academic	Co-Curricular	
1	Saturday		**NSS Activity**	
2	**Sunday**			
3	Monday			
4	Tuesday			
5	Wednesday		**NSS Activity**	
6	Thursday		**NSS Activity**	
7	Friday		**NSS Activity**	
8	Saturday			
9	**Sunday**			
10	Monday			
11	Tuesday			
12	Wednesday			
13	Thursday			
14	Friday			
15	Saturday	**Independence Day Celebration**		
16	**Sunday**			
17	Monday			
18	Tuesday			
19	Wednesday			
20	Thursday			
21	Friday			
22	Saturday			
23	**Sunday**			
24	Monday	**Semester-I Commences with Orientation Week**		
25	Tuesday	**Orientation Week** **Seminar on Upcoming Trends**		
26	Wednesday	**Orientation Week**		
27	Thursday	**Orientation Week**		
28	Friday	**Orientation Week**		
29	Saturday	**Raksha Bandhan**		
30	**Sunday**			
31	Monday	**Orientation Week**		

SEPTEMBER-2015

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Tuesday	**Commencement of Classes (Semester-I)**		
2	Wednesday			
3	Thursday	**SMDP Interactions**		
4	Friday			
5	Saturday	**Janmashtami**		
6	**Sunday**			
7	Monday			
8	Tuesday	**Sessionals- I (Semester III & V)**		
9	Wednesday	**Sessionals- I (Semester III & V)**		

Date	Day	Activities		Remarks
		Students' Presentations **(Semester-I)**		
10	Thursday	**Sessionals- I** **(Semester III & V)** **Students' Presentations** **(Semester-I)**		
11	Friday			
12	Saturday		**Talent Search**	
13	**Sunday**			
14	Monday	**Students' Presentations** **(Semester-I)**		
15	Tuesday	**Students' Presentations** **(Semester-I)** **Industry Institute Interface**		
16	Wednesday	**Students' Presentations** **(Semester-I)**		
17	Thursday		**NEN Orientation**	
18	Friday		**Freshers' Day**	
19	Saturday			
20	**Sunday**			
21	Monday	**Students' Presentations** **(Seminar)** **(Semester-V)**		
22	Tuesday	**Students' Presentations(Seminar)** **(Semester-v)**		
23	Wednesday			
24	Thursday		**Technical Club Meetings(#** **include, Webscape)**	
25	Friday	**Id Ul Zuha (Bakrid)**		
26	Saturday			
27	**Sunday**			
28	Monday			
29	Tuesday			
30	Wednesday	**Industry Institute Interface**		

OCTOBER-2015

Date	Day	Activities		Remarks (Teaching Days)
		Academic	**Co-Curricular**	
1	Thursday		**NSS-Blood Donation Camp**	
2	Friday	**Mahatama Gandhi Jayanti**		
3	Saturday			
4	**Sunday**			
5	Monday			
6	Tuesday			
7	Wednesday			
8	Thursday			
9	Friday			
10	Saturday			
11	**Sunday**			
12	Monday			
13	Tuesday	**Navratra Sthapna**		

14	Wednesday	**Montage**		
15	Thursday	**Montage**		
16	Friday			
17	Saturday			
18	**Sunday**			
19	Monday	**Students' Presentations(Project) (Semester-V)**	**Technical Club Activity(# include, Webscape)**	
20	Tuesday	**Students' Presentations(Project) (Semester-V)**	**Extempore (Semester-I, III)**	
21	Wednesday	**Maha Navami / Durgastami**		
22	Thursday	**Vijay Dashmi (Dusshera)**		
23	Friday	**Sessionals – I (Semester-I) Sessionals-II (Semester-III & V)**		
24	Saturday	**Muharram (Tajia)**		
25	**Sunday**			
26	Monday	**Sessionals – I (Semester-I) Sessionals-II (Semester-III & V)**		
27	Tuesday	**Sessionals – I (Semester-I) Sessionals-II (Semester-III & V)**		
28	Wednesday	**Communication & Soft Skills Workshop**		
29	Thursday	**"**		
30	Friday	**"**		
31	Saturday			

NOVEMBER-2015

Date	Day	Activities		Remarks (Teaching Days)
		Academic	**Co-Curricular**	
1	**Sunday**			
2	Monday	**One Person Workshop**		
3	Tuesday			
4	Wednesday	**Farewell (Semester-V)**		
5	Thursday			
6	Friday			
7	Saturday	**Commencement of Semester End Exam(Semester- III & V)**	**Alumni Meet**	
8	**Sunday**			
9	Monday	**Deepawali Break**		
10	Tuesday	**"**		
11	Wednesday	**Deepawali**		
12	Thursday	**Goverdhan Puja**		
13	Friday	**Bhaiya Dooj**		
14	Saturday	**Deepawali Break**		
15	**Sunday**			
16	Monday			
17	Tuesday			
18	Wednesday			
19	Thursday			
20	Friday		**General Knowledge Quiz**	

		(Semester-I)		
21	Saturday			
22	**Sunday**			
23	Monday			
24	Tuesday			
25	Wednesday	**Gurunanak Jayanti**		
26	Thursday	**Sessionals-II (Semester- I)**		
27	Friday	**Sessionals-II (Semester- I)**		
28	Saturday	**Sessionals-II (Semester- I)**		
29	**Sunday**			
30	Monday			

DECEMBER-2015

Date	Day	Activities		Remarks (Teaching Days)
		Academic	**Co-Curricular**	
1	Tuesday		**NSS-World AIDS Awareness Day**	
2	Wednesday			
3	Thursday			
4	Friday			
5	Saturday		**NSS Activity-Health Check-up Camp**	
6	**Sunday**			
7	Monday			
8	Tuesday			
9	Wednesday			
10	Thursday			
11	Friday			
12	Saturday			
13	**Sunday**			
14	Monday	**Commencement of Semester End Exam (Semester-I)**		
15	Tuesday			
16	Wednesday			
17	Thursday			
18	Friday			
19	Saturday			
20	**Sunday**			
21	Monday			
22	Tuesday			
23	Wednesday			
24	Thursday	**Barawafat**		
25	Friday	**Christmas Day**		
26	Saturday	**Winter Break**		
27	**Sunday**	"		
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	**Sunday**			
4	Monday			
5	Tuesday	**Semester Commencement(Semester-IV)**		
6	Wednesday	**Orientation for Optionals(Semester-IV)**		
7	Thursday	**Orientation for Optionals(Semester-IV)**		
8	Friday			
9	Saturday			
10	**Sunday**			
11	Monday	**Project Commencement (Semester-IV)**		
12	Tuesday			
13	Wednesday		**NSS Activity**	
14	Thursday	**Makar Sankranti**		
15	Friday			
16	Saturday			
17	**Sunday**			
18	Monday			
19	Tuesday			
20	Wednesday			
21	Thursday	**SMDP Interactions (Semester-IV)**		
22	Friday			
23	Saturday			
24	**Sunday**			
25	Monday			
26	Tuesday	**Republic Day**		
27	Wednesday	**Semester Commencement (Semester-II)**		
28	Thursday	**Industry Institute Interface**		
29	Friday			
30	Saturday			
31	**Sunday**			

FEBRUARY-2016

Date	Day	Activities		Remarks (Teaching Days)
		Academic	**Co-Curricular**	
1	Monday	**SMDP Interactions (Semester-II)**		
2	Tuesday			
3	Wednesday			
4	Thursday			
5	Friday			
6	Saturday			
7	**Sunday**			

8	Monday			
9	Tuesday			
10	Wednesday	**Certificate Course in Big Data & Hadoop**		
11	Thursday			
12	Friday			
13	Saturday		**Local Industrial Visit**	
14	**Sunday**			
15	Monday			
16	Tuesday	**Industry Institute Interface**		
17	Wednesday	**Sessionals-I (Semester-IV)**		
18	Thursday	**Sessionals-I (Semester-IV)**		
19	Friday	**Sessionals-I (Semester-IV)**		
20	Saturday	**International Conference with IDCA**		
21	**Sunday**			
22	Monday	**Industry Institute Interface**		
23	Tuesday	**Coding & Debugging Competition**		
24	Wednesday	**One Person Workshop**		
25	Thursday			
26	Friday	**Certificate Course in Cloud Computing**		
27	Saturday		**NSS Activity**	
28	**Sunday**			
29	Monday			

MARCH-2016

Date	Day	Activities		Remarks (Teaching Days)
		Academic	**Co-Curricular**	
1	Tuesday		**IT Quiz (Semester-II, IV)**	
2	Wednesday			
3	Thursday			
4	Friday			
5	Saturday			
6	**Sunday**			
7	Monday			
8	Tuesday	**Maha Shivratri**		
9	Wednesday			
10	Thursday			
11	Friday			
12	Saturday			
13	**Sunday**			
14	Monday	**Sessionals-I (Semester-II) Sessionals-II (Semester-IV)**		
15	Tuesday	**Sessionals-I (Semester-II) Sessionals-II (Semester-IV)**		
16	Wednesday	**Sessionals-I (Semester-II) Sessionals-II (Semester-IV)**		
17	Thursday	**Industry Institute Interface**		
18	Friday			
19	Saturday		**Technical Club Meetings(# include, Webscape)**	
20	**Sunday**			

21	Monday			
22	Tuesday			
23	Wednesday	**Holi**		
24	Thursday	**Dhulandi**		
25	Friday			
26	Saturday		**Sports Meet**	
27	**Sunday**			
28	Monday	**Project Presentations (Semester-IV)**		
29	Tuesday	**Project Presentations (Semester-IV)**		
30	Wednesday	**Project Presentations (Semester-IV)**		
31	Thursday	**Industry Institute Interface**		

APRIL-2016

Date	Day	Activities		Remarks (Teaching Days)
		Academic	**Co-Curricular**	
1	Friday			
2	Saturday			
3	**Sunday**			
4	Monday	**One Person Workshop**		
5	Tuesday			
6	Wednesday			
7	Thursday			
8	Friday	**International Conference - 2016**		
9	Saturday	**International Conference - 2016**		
10	**Sunday**			
11	Monday			
12	Tuesday			
13	Wednesday			
14	Thursday	**Ambedkar Jayanti**		
15	Friday	**Ram Navami**		
16	Saturday			
17	**Sunday**			
18	Monday		**NSS- Guest Lecture**	
19	Tuesday	**Mahaveer Jayanti**		
20	Wednesday			
21	Thursday	**Sessionals-II (Semester-II)**		
22	Friday	**Sessionals-II (Semester-II)**		
23	Saturday	**Sessionals-II (Semester-II)**		
24	**Sunday**			
25	Monday			
26	Tuesday			
27	Wednesday			
28	Thursday			
29	Friday			
30	Saturday			

MAY-2016

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	**Sunday**			
2	Monday			
3	Tuesday			
4	Wednesday	**Commencement of Semester End Exam**		
5	Thursday			
6	Friday			
7	Saturday			
8	**Sunday**			
9	Monday			
10	Tuesday			
11	Wednesday			
12	Thursday			
13	Friday			
14	Saturday			
15	**Sunday**			
16	Monday			
17	Tuesday			
18	Wednesday			
19	Thursday			
20	Friday			
21	Saturday			
22	**Sunday**			
23	Monday			
24	Tuesday			
25	Wednesday			
26	Thursday			
27	Friday			
28	Saturday			
29	**Sunday**			
30	Monday			
31	Tuesday			

JUNE-2016

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Wednesday			
2	Thursday			
3	Friday			
4	Saturday			
5	**Sunday**			
6	Monday			
7	Tuesday			
8	Wednesday			
9	Thursday			
10	Friday			
11	Saturday			

12	**Sunday**			
13	Monday			
14	Tuesday			
15	Wednesday			
16	Thursday			
17	Friday			
18	Saturday			
19	**Sunday**			
20	Monday			
21	Tuesday			
22	Wednesday			
23	Thursday			
24	Friday			
25	Saturday			
26	**Sunday**			
27	Monday			
28	Tuesday			
29	Wednesday			
30	Thursday			

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 and half. 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 -2014. 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 computer and management education institutes 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.

The MCA Programme aims at enhancing quality technical 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 IT professionals 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 computer professionals and 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 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 imbibes 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 mining, developing Web Applications, and Data Base concepts. The students are imparted comprehensive knowledge of networking and data communications, .NET technologies, Artificial Intelligence and Software Engineering.

2.2. 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.

2.3 Course Structure

The three years of the MCA programme are divided into six semesters, five semesters for theoretical and practical papers and sixth semester for industrial training. Students are required to study 25 subjects in initial five semesters, including one elective in fourth and two electives in fifth semester. To enrich students' knowledge four labs are designed in each of the initial five semesters. For technocrats it is imperative to take hands-on experience, therefore students need to undertake training for six months to hone their IT skills.

2.4 Admission Process & Fee Structure

Admission to MCA programme is made as per the rules prescribed by AICTE and the Rajasthan Technical University, Kota. For admission to MCA, the candidate must possess 10+2 at school level with Mathematics + Graduation (3 years duration) in any subject from recognized University with at least 50% aggregate or a student should have graduation (10+2+3) in any subject with mathematics as one of the subjects from any recognized University with at least 50% aggregate.

The admission process is as guided by the State Government and RTU norms.

The fee structure is as per the State Government Regulations.

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 with blue Jeans.

- 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 VI   : 1325 – 1425

Session VII   : 1425 – 1525

(**Note**: Out of these seven sessions, atleast two sessions at a stretch are for practicals (labs))

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 a Community Radio Station – RADIO – 7, 90.4 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, 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.
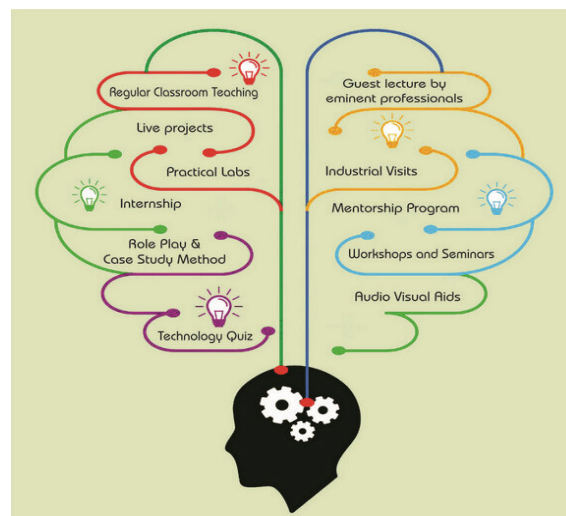
The emphasis is on involving the students in gaining knowledge and helping them relate concepts and theories to industry requirements. The pedagogic approach is such that the students are stimulated and enriched by involvement in managing a plethora of academic and other activities. Campus training and corporate exposure sets the momentum for a bright career.

The present developments in each of the specific area are discussed, using articles and research papers from reputed, national and international journals and workshops on upcoming technologies. A strong emphasis is laid on project work. Regular presentation by individual students and groups are conducted, which help in enhancing communication skills and also lead to self-growth and personality development.

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.

- 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 late comers 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 may be 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

- The working hours of the library are from 8 a.m. to 8 p.m.

- Access to the library is restricted to staff and students of IIIM 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

- Certificate course in Cloud Computing

- Certificate course in Big Data with Hadoop

- Certificate course in Communication and Soft Skills.

11. Training and Placement

At IIIM 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.

12. Publications and CRS Radio 7

IIIM 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 IIIM and reflects on the IIIM 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.

13. IT Facilities

IIM has state-of-art computer facilities which include

- PC nodes and servers with requisite configuration.

- 8 MBPS Leased Line

- Wi-fi enabled campus

- Application softwares as per curricular requirements and for research

- Scanning and printing facilities.

Rules and regulations

- The access to computer labs 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 Lab 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 Lab. Students must visit the Computer Lab 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 Lab will not be responsible for any loss of data. Pen drives or CDs, and 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 academics, research and administrative purposes.

- Students are strictly prohibited from viewing pornographic material in the computer Lab 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.

14. 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.

15. 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 institute, the E-Cell, prepares the students for the challenges they may face after graduation by organizing innovative events that will expand their knowledge of the marketplace and help them develop networks.

16. Activities

Student Clubs form an essential part of IIIM technical 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 this club. Open to everyone in the institute community, these events complement academic activities with a vibrant and sociable integration of the members.

 # Include – The Programming club has a team of software engineers & designers from MCA programme contributing towards the development of in-house automation and MIS applications. The successful realization of these projects is based on a combination of knowledge and abilities, providing students a strong inter-disciplinary and interpretive experience.

WebScape – The web - designing club – The club emphasizes on the conceptualization, designing and development of web applications that can cater to a full spectrum of web technologies. It offers insights to designing high quality and result – oriented web solutions.

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

- Inter & Intra – Institution competitions

- MONTAGE (Annual Inter-Institute IT Fest)

- Roopantar (Business Plan Competition), etc

Sports Facilities:

There is a Provision of Indoor and Outdoor games in campus. The facilities include kits and space for Carom, Chess, Volley Ball, Badminton, etc. Sports Meets are regularly organized.

17. 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 in events will be uploaded on the website through website coordinator.

18. 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.

- Student Mentorship and Development Programme

- Suggestion box

- Meetings with parents

- Interface with experts from industry and academia

- Corporate recruiters

- Alumni of the Institute

19. Students Mentorship 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 MCA 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 new horizons in IT and its implications. The students are expected to meet their faculty mentor regularly as per the mentor's convenience and availability.

20. 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.

21. Anti-Ragging Mechanism

The Institute has constituted two units 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 as:

- Anti Ragging Squad
- Anti-Ragging Committee

22. 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.

23. 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 while on campus.

24. Assessment and Evaluation

The university assessment process comprises two components - Semester End Examination of 80 marks and Continuous Assessment of 20 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.

Pattern of Question Papers for Semester-End Examinations

The question paper comprises a total of five questions. The first question contains ten very short answer type questions of one mark each (1*10= 10 marks).The second question comprises five short answer type questions (50 words) each for 3 marks (3*5=15 marks).The next question carries five parts (150 words) each for 4 marks (4*5=20 marks).The fourth question consists two parts each for 10 marks (2*10 = 20 marks). The last is a long answer type question with an internal choice (1*15= 15 marks). The maximum marks for the question paper is 80.

Continuous Assessment

The Continuous Assessment in the institution for 20 marks in theory papers comprises tests, class room interaction and attendance, the relative weightage for which is shown below:

Activity	Written Tests (Best out of two)		Class Participation and Interaction	Attendance	Total
	I	II			

Max. Marks	10	10	05	05	20

CA Test Papers

The CA test papers include short answer type questions and programming/ application-based descriptive questions.

The evaluation system followed in the institution is as per the norms prescribed by Rajasthan Technical University, Kota which are in accordance with AICTE specifications.

At the end of each Semester, the consolidated statements of CA marks are shown in the class notice boards for verification by the students. Posting errors, if any, can be brought to the notice of the teacher concerned who will take necessary action. After verification by the students, the marks are entered in the "Continuous Assessment Booklet" (Yellow Booklet) which the students are required to attest by signing in the column provided for the same.

Evaluation of Practical papers

Scheme of Continuous Assessment in Lab papaers

Scheme of Continuous Assessment for Labs

Lab Record	Lab Attendance	Assignments	Total Marks
05	05	10	20

The external evaluation of the students' performance in the practical examinations is done as per the RTU guidelines.

Industrial Project

The evaluation of Industrial Projects in Semester-VI is based on report writing, execution of the project, electronic pesentation by the candidate, followed by viva-voce. The evaluation of Industrial Project involves Continuous Assessment and Semester End Examination. The Continuous Assessment comprises 50 marks, and the Semester End examination is of 150 marks, the details of which are as shown below:

Semester - VI

Industrial Project

Scheme of Evaluation for Continuous Assessment in Industrial Project

Presentation & Execution of the Project	Contents of the Report	Project knowledge and comprehension	Total Marks
20	10	20	50

The external evaluation of the students' performance in the Industrial Project is done as per the RTU guidelines.

25. Evaluation of Answer Books

The Semester End Examination copies are centrally evaluated by external examiners nominated by RTU, Kota. Practical examinations for Labs and Industrial project are conducted by the external examiners appointed by RTU, Kota

26. 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 etc., prescribed for that particular Semester in the syllabus.

27. 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, as laid down by the affiliating University:

a) First Division with Honours

70% & more marks in aggregate (provided that the candidate has passed all the papers and examinations in first attempt)

b) First Division

60% or more marks but failed to satisfy the criteria for being classified as first division with honours as laid down in (a)

c) Second Division

All other than those included in (a) & (b) above.

28. Declaration of Result

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

29. Transcripts, Migration and Provisional Certificates

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

30. Transcripts/ Consolidated Mark Sheets

On successful completion of the programme, a transcript/ consolidated mark sheet is issued by Rajasthan Technical University Kota showing the marks and division obtained by the candidate.

31. Award of Degree

The students admitted to the MCA programme of IIIM shall be awarded MCA Degree by Rajasthan Technical University Kota on successful completion of all the necessary requirements as per the University norms.

32. Rules for Promotion

The candidate may be promoted to the subsequent semester as per the guidelines of Rajasthan Technical University.

33. Provision for Unsuccessful Candidates

The affiliating university has laid provisions for unsuccessful candidates. The candidates with due papers and opting for ex-studentship are required to follow the guidelines stated by Rajasthan Technical University.

34. Maximum Time Limit

The maximum time allowed for completing the MCA course shall be 6 (Six) years from the year of admission, failing which he/she shall not be allowed to continue for his/her MCA Degree

35. 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.

36. 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.