## TENTATIVE ACADEMIC CALENDAR**
## SESSION 2019-2020
### Semester – I

**AUGUST-2019**

| Date | Day | Activities | | Remarks (Teaching Days) |
|---|---|---|---|---|
| | | Academic | Co-Curricular | |
| 1 | Thursday | | | |
| 2 | Friday | | | |
| 3 | Saturday | | | |
| 4 | Sunday | | | |
| 5 | Monday | | | |
| 6 | Tuesday | | | |
| 7 | Wednesday | **Semester I Commences with Orientation Week** | | 1 |
| 8 | Thursday | Orientation Week | E-Igniters' Orientation | 2 |
| 9 | Friday | " | E-Igniters (Movie Screening) | 3 |
| 10 | Saturday | " | NSS Orientation & NSS Registration | 4 |
| 11 | Sunday | | | |
| 12 | Monday | Id Ul Zuha (Bakr-Id) | | |
| 13 | Tuesday | Orientation Week | | 5 |
| 14 | Wednesday | " | | 6 |
| 15 | Thursday | Raksha Bandhan | Independence Day Celebration | |
| 16 | Friday | Orientation Week | | 7 |
| 17 | Saturday | Orientation Week – Local Industrial Visit | | 8 |
| 18 | Sunday | | | |
| 19 | Monday | Orientation Week | | 9 |
| 20 | Tuesday | | | 10 |
| 21 | Wednesday | | | 11 |
| 22 | Thursday | | | 12 |
| 23 | Friday | SMDP Interactions (Semester-I) | Talent Hunt | 13 |
| 24 | Saturday | Janmashtami | | |
| 25 | Sunday | | | |
| 26 | Monday | | | 14 |
| 27 | Tuesday | | E-Igniters (Rs. 100 Exercise) | 15 |
| 28 | Wednesday | | | 16 |
| 29 | Thursday | Industry Academia Interface | National Sports Day | 17 |
| 30 | Friday | | Tree Plantation Activity (NSS) | 18 |
| 31 | Saturday | | Talent Hunt | 19 |

**SEPTEMBER-2019**

| Date | Day | Activities | | Remarks (Teaching Days) |
|---|---|---|---|---|
| | | Academic | Co-Curricular | |
| 1 | Sunday | | | |
| 2 | Monday | | E-Igniters (Workshop on Start-up India) | 20 |
| 3 | Tuesday | | | 21 |
| 4 | Wednesday | | | 22 |
| 5 | Thursday | | Teachers' Day | 23 |
| 6 | Friday | | | 24 |

| Date | Day | Academic | Co-Curricular | Remarks |
|------|-----|----------|---------------|---------|
| 7 | Saturday | | Table Tennis and Chess Tournament | 25 |
| 8 | Sunday | | | |
| 9 | Monday | | E-Igniters (E-Baithak) | 26 |
| 10 | Tuesday | Muharram(Tajia) | | |
| 11 | Wednesday | | Genesis -Club Activity | 27 |
| 12 | Thursday | Industry Academia Interface | | 28 |
| 13 | Friday | | E-Igniters (Idea Generation & Back of the Envelope) | 29 |
| 14 | Saturday | | **Freshers' Party** | 30 |
| 15 | Sunday | | | |
| 16 | Monday | | | 31 |
| 17 | Tuesday | | NSS Day Celebrations | 32 |
| 18 | Wednesday | | Intra Institute Activity | 33 |
| 19 | Thursday | Industry Academia Interface | | 34 |
| 20 | Friday | **Certificate Course in Communication & Soft Skills** | NSS Blood Donation Camp | 35 |
| 21 | Saturday | " | | 36 |
| 22 | Sunday | | | |
| 23 | Monday | **C.A. Tests I** | | 37 |
| 24 | Tuesday | " | | 38 |
| 25 | Wednesday | " | | 39 |
| 26 | Thursday | " | | 40 |
| 27 | Friday | " | | 41 |
| 28 | Saturday | " | | 42 |
| 29 | Sunday | **Navratra Sthapna** | | |
| 30 | Monday | | | 43 |

## OCTOBER-2019

| Date | Day | Activities | | Remarks (Teaching Days) |
|------|-----|-----------|--|---------|
| | | **Academic** | **Co-Curricular** | |
| 1 | Tuesday | | Eye Checkup Camp | 44 |
| 2 | Wednesday | | Mahatma Gandhi Jayanti-Swacch Bharat Abhiyan | 45 |
| 3 | Thursday | | | 46 |
| 4 | Friday | | | 47 |
| 5 | Saturday | | | 48 |
| 6 | Sunday | | | |
| 7 | Monday | Maha Navmi | | |
| 8 | Tuesday | Vijay Dashmi (Dusshera) | | |
| 9 | Wednesday | | | 49 |
| 10 | Thursday | | | 50 |
| 11 | Friday | | White Knight Club Activity | 51 |
| 12 | Saturday | | Current Affairs Forum Meet (CAFM) | 52 |
| 13 | Sunday | | | |
| 14 | Monday | | E-Igniters (Money out of waste) | 53 |
| 15 | Tuesday | One Resource Person Workshop | | 54 |
| 16 | Wednesday | | Badminton Tournament | 55 |
| 17 | Thursday | | | 56 |
| 18 | Friday | | | 57 |
| 19 | Saturday | | Intra Institute Activity | 58 |
| 20 | Sunday | | | |
| 21 | Monday | | | 59 |

| 22 | Tuesday | | | 60 |
|---|---|---|---|---|
| 23 | Wednesday | | Unity Day Celebration NSS) | 61 |
| 24 | Thursday | Industry Academia Interface | | 62 |
| 25 | Friday | Deepawali Break | | |
| 26 | Saturday | " | | |
| 27 | Sunday | **Deepawali** | | |
| 28 | Monday | Goverdhan Pooja | | |
| 29 | Tuesday | Bhaiya Doj | | |
| 30 | Wednesday | " | | |
| 31 | Thursday | | | 63 |

## NOVEMBER-2019

| Date | Day | Activities | | Remarks (Teaching Days) |
|---|---|---|---|---|
| | | Academic | Co-Curricular | |
| 1 | Friday | | | 64 |
| 2 | Saturday | | | 65 |
| 3 | Sunday | | | |
| 4 | Monday | | E-igniters (E-baithak) | 66 |
| 5 | Tuesday | | | 67 |
| 6 | Wednesday | | Humanagers Club Activity | 68 |
| 7 | Thursday | Industry Academia Interface | | 69 |
| 8 | Friday | | | 70 |
| 9 | Saturday | **Roopantar – B-Plan Competition** | | 71 |
| 10 | Sunday | | | |
| 11 | Monday | | | 72 |
| 12 | Tuesday | Gurunanak Jayanti | | |
| 13 | Wednesday | | | 73 |
| 14 | Thursday | Industry Academia Interface | | 74 |
| 15 | Friday | | | 75 |
| 16 | Saturday | | | 76 |
| 17 | Sunday | | | |
| 18 | Monday | **C.A. Test II** | | 77 |
| 19 | Tuesday | " | | 78 |
| 20 | Wednesday | " | | 79 |
| 21 | Thursday | " | | 80 |
| 22 | Friday | " | | 81 |
| 23 | Saturday | " | NSS Activity | 82 |
| 24 | Sunday | | | |
| 25 | Monday | | | 83 |
| 26 | Tuesday | | | 84 |
| 27 | Wednesday | | E-Igniters (Manthan) | 85 |
| 28 | Thursday | Industry Academia Interface | | 86 |
| 29 | Friday | **International Conference on Management & IT (ICMIT – 2019)** | | 87 |
| 30 | Saturday | " " | | 88 |

## DECEMBER-2019

| Date | Day | Activities | | Remarks (Teaching Days) |
|---|---|---|---|---|
| | | Academic | Co-Curricular | |
| 1 | Sunday | | | |
| 2 | Monday | | | 89 |
| 3 | Tuesday | | | 90 |

| 4 | Wednesday | **Semester End Exams Commences** | | |
|---|---|---|---|---|
| 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 | | **Alumni Meet** | |
| 22 | Sunday | | | |
| 23 | Monday | | | |
| 24 | Tuesday | | | |
| 25 | Wednesday | **Christmas Day** | | |
| 26 | Thursday | **Winter Break** | | |
| 27 | Friday | " | | |
| 28 | Saturday | " | | |
| 29 | Sunday | | | |
| 30 | Monday | **Winter Break** | | |
| 31 | Tuesday | " | | |

## JANUARY-2020

| Date | Day | Activities | | Remarks (Teaching Days) |
|---|---|---|---|---|
| | | **Academic** | **Co-Curricular** | |
| 1 | Wednesday | **New Year's Day** | | |
| 2 | Thursday | **Commencement of Semester-II** | | 1 |
| 3 | Friday | | | 2 |
| 4 | Saturday | | | 3 |
| 5 | Sunday | | | |
| 6 | Monday | | E-Igniters (Success Story Sharing ) | 4 |
| 7 | Tuesday | | | 5 |
| 8 | Wednesday | | | 6 |
| 9 | Thursday | Industry Academia Interface | | 7 |
| 10 | Friday | | NSS Activity | 8 |
| 11 | Saturday | | Cricket Tournament | 9 |
| 12 | Sunday | | | |
| 13 | Monday | | E-Igniters (E-talk) | 10 |
| 14 | Tuesday | Makar Sankranti | | |
| 15 | Wednesday | | | 11 |
| 16 | Thursday | Industry Academia Interface | | 12 |
| 17 | Friday | | | 13 |
| 18 | Saturday | | | 14 |
| 19 | Sunday | | | |
| 20 | Monday | | | 15 |

| 21 | Tuesday | | | 16 |
|---|---|---|---|---|
| 22 | Wednesday | | Intra Institute Activity | 17 |
| 23 | Thursday | | | 18 |
| 24 | Friday | | | 19 |
| 25 | Saturday | **B-Quizzing 2019** | | 20 |
| 26 | Sunday | Republic Day | Republic Day Celebration | |
| 27 | Monday | | | 21 |
| 28 | Tuesday | | | 22 |
| 29 | Wednesday | | E-Igniters( E-week) | 23 |
| 30 | Thursday | | E-Igniters( E-week) | 24 |
| 31 | Friday | | E-Igniters( E-week) | 25 |

### FEBRUARY-2020

| Date | Day | Activities | | Remarks (Teaching Days) |
|---|---|---|---|---|
| | | Academic | Co-Curricular | |
| 1 | Saturday | | | 26 |
| 2 | Sunday | | | |
| 3 | Monday | | E-Igniters( E-week) | 27 |
| 4 | Tuesday | | | 28 |
| 5 | Wednesday | | | 29 |
| 6 | Thursday | SMDP Interactions (Semester-II) | | 30 |
| 7 | Friday | | | 31 |
| 8 | Saturday | Local Industrial Visit | | 32 |
| 9 | Sunday | | | |
| 10 | Monday | | | 33 |
| 11 | Tuesday | | | 34 |
| 12 | Wednesday | | | 35 |
| 13 | Thursday | Industry Academia Interface | | 36 |
| 14 | Friday | | Humanagers Club Activity | 37 |
| 15 | Saturday | | | 38 |
| 16 | Sunday | | | |
| 17 | Monday | | | 39 |
| 18 | Tuesday | | Special Camp (NSS) | 40 |
| 19 | Wednesday | | " | 41 |
| 20 | Thursday | | " | 42 |
| 21 | Friday | Maha Shivratri | " | 43 |
| 22 | Saturday | | " | |
| 23 | Sunday | | | |
| 24 | Monday | **International Conference with IDCA-2019 & Certificate Course in Citizenship and Social Entrepreneurship** | Special Camp (NSS) | 44 |
| 25 | Tuesday | " | " | 45 |
| 26 | Wednesday | | | 46 |
| 27 | Thursday | Industry Academia Interface | | 47 |
| 28 | Friday | | | 48 |
| 29 | Saturday | | Sports Activities | 49 |

### MARCH-2020

| Date | Day | Activities | | Remarks (Teaching Days) |
|---|---|---|---|---|
| | | Academic | Co-Curricular | |
| 1 | Sunday | | | |
| 2 | Monday | | | 50 |

| | | | | |
|---|---|---|---|---|
| 3 | Tuesday | | | 51 |
| 4 | Wednesday | **Post Budget Analysis** | | 52 |
| 5 | Thursday | Industry Academia Interface | | 53 |
| 6 | Friday | | | 54 |
| 7 | Saturday | | | 55 |
| 8 | Sunday | | | |
| 9 | Monday | Holi | | |
| 10 | Tuesday | Dhulandi | | |
| 11 | Wednesday | | NSS Activity | 56 |
| 12 | Thursday | Industry Academia Interface | | 57 |
| 13 | Friday | | Current Affairs Forum Meet | 58 |
| 14 | Saturday | Local Industrial Visit | | 59 |
| 15 | Sunday | | | |
| 16 | Monday | **MOSAIC 2020** | | |
| 17 | Tuesday | " | | |
| 18 | Wednesday | " | | |
| 19 | Thursday | | | 60 |
| 20 | Friday | | | 61 |
| 21 | Saturday | | NSS Activity | 62 |
| 22 | Sunday | | | |
| 23 | Monday | **CA Tests I** | | 63 |
| 24 | Tuesday | " | | 64 |
| 25 | Wednesday | Navratra Sthapna | | |
| 26 | Thursday | **CA Tests I** | | 65 |
| 27 | Friday | " | | 66 |
| 28 | Saturday | " | | 67 |
| 29 | Sunday | | | |
| 30 | Monday | **CA Tests I** | | 68 |
| 31 | Tuesday | " | | 69 |

**APRIL-2020**

| Date | Day | Activities | | Remarks (Teaching Days) |
|---|---|---|---|---|
| | | **Academic** | **Co-Curricular** | |
| 1 | Wednesday | | | 70 |
| 2 | Thursday | Ram Navami | | |
| 3 | Friday | | Singing Competition | 71 |
| 4 | Saturday | | | 72 |
| 5 | Sunday | | | |
| 6 | Monday | Mahaveer Jayanti | | |
| 7 | Tuesday | | | 73 |
| 8 | Wednesday | | | 74 |
| 9 | Thursday | Industry Academia Interface | | 75 |
| 10 | Friday | | | 76 |
| 11 | Saturday | | | 77 |
| 12 | Sunday | | | |
| 13 | Monday | Summer Training Details Form Submission | NSS Activity | 78 |
| 14 | Tuesday | Ambedkar Jayanti | | |
| 15 | Wednesday | | | 79 |
| 16 | Thursday | One Resource Person Workshop | | 80 |
| 17 | Friday | | | 81 |
| 18 | Saturday | | Farewell Party for Seniors | |
| 19 | Sunday | | | |
| 20 | Monday | **CA Tests II** | | 82 |
| 21 | Tuesday | " | | 83 |

| 22 | Wednesday | " | | 84 |
|----|-----------|---|---|----|
| 23 | Thursday | " | | 85 |
| 24 | Friday | " | | 86 |
| 25 | Saturday | " | | 87 |
| 26 | Sunday | | | |
| 27 | Monday | **CA Tests II** | | 88 |
| 28 | Tuesday | " | | 89 |
| 29 | Wednesday | | | 90 |
| 30 | Thursday | | | 91 |

## MAY-2020

| Date | Day | Activities | | Remarks (Teaching Days) |
|------|-----|------------|---|---|
| | | Academic | Co-Curricular | |
| 1 | Friday | | | 92 |
| 2 | Saturday | | | 93 |
| 3 | Sunday | | | |
| 4 | Monday | **Semester End Exams** | | |
| 5 | Tuesday | | | |
| 6 | Wednesday | | | |
| 7 | Thursday | | | |
| 8 | Friday | | | |
| 9 | Saturday | | | |
| 10 | Sunday | | | |
| 11 | Monday | | | |
| 12 | Tuesday | | | |
| 13 | Wednesday | | | |
| 14 | Thursday | | | |
| 15 | Friday | | | |
| 16 | Saturday | | | |
| 17 | Sunday | | | |
| 18 | Monday | | | |
| 19 | Tuesday | | | |
| 20 | Wednesday | | | |
| 21 | Thursday | | | |
| 22 | Friday | | | |
| 23 | Saturday | | | |
| 24 | Sunday | Eid-Ul-Fitr | | |
| 25 | Monday | | | |
| 26 | Tuesday | | | |
| 27 | Wednesday | | | |
| 28 | Thursday | | | |
| 29 | Friday | | | |
| 30 | Saturday | | | |
| 31 | Sunday | | | |

## JUNE-2020

| Date | Day | Activities | | Remarks (Teaching Days) |
|------|-----|------------|---|---|
| | | Academic | Co-Curricular | |
| 1 | Monday | | | |
| 2 | Tuesday | | | |
| 3 | Wednesday | | | |
| 4 | Thursday | | | |
| 5 | Friday | | | |
| 6 | Saturday | | | |

| | | | | |
|---|---|---|---|---|
| 7 | Sunday | | | |
| 8 | Monday | | | |
| 9 | Tuesday | | | |
| 10 | Wednesday | | | |
| 11 | Thursday | | | |
| 12 | Friday | | | |
| 13 | Saturday | | | |
| 14 | Sunday | | | |
| 15 | Monday | | | |
| 16 | Tuesday | | | |
| 17 | Wednesday | | | |
| 18 | Thursday | | | |
| 19 | Friday | | | |
| 20 | Saturday | | | |
| 21 | Sunday | | | |
| 22 | Monday | | | |
| 23 | Tuesday | | | |
| 24 | Wednesday | | | |
| 25 | Thursday | | | |
| 26 | Friday | | | |
| 27 | Saturday | | | |
| 28 | Sunday | | | |
| 29 | Monday | | | |
| 30 | Tuesday | | | |

**\* \* \* \* \***

\*\***Subject to change.**

**1. About IIIM**

Established in 1995, International School of Informatics & Management, Technical Campus (popularly known as IIIM) is among the top three B-Schools of Rajasthan which has been imparting quality education for over two decades. The Institute offers MBA & MCA programmes duly approved by the AICTE & affiliated to the Rajasthan Technical University, Kota. The RTU has recognized IIIM as a Research Center for Management & Computer Applications to offer the Ph.D. programme.

National Assessment and Accreditation Council (NAAC) has granted the coveted 'A' grade accreditation to the institute. With this the institution became state's first institute to have A Grade amongst the MBA and MCA institutions.

The institute has been ranked first and has been awarded "Certificate of Excellence" in the category "A" through the Quality Index Value (QIV) Survey conducted by the Rajasthan Technical University, Kota for MBA and MCA Programmes for consecutively three years from 2017-18, 2018-19 to 2019-20.

The milestones achieved by the institute in its journey towards academic excellence include recognition among top 50 Business Schools in the country by the Business World Survey, 2013 and CSR GHRDC Survey 2008-2018. The institute received 'A' rating in Business Standard Best B-School Survey 2013 and 2014 and Indian Management Survey 2015. Business and Management Chronicle, in Pan India B-School Survey 2013 and 2014 has conferred 'Certificate of Excellence to the institute. IIIM has also been ranked among top 150 Business Schools by Business Today Survey, 2016. The institute has been ranked among the Best 25 Preparation Centers in South Asia for "Best Employability Support for students" by the Cambridge English Assessment, 2017.

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 cornerstone of educational excellence at IIIM is its focus on developing in its students an ability to think analytically and critically, to translate challenges into opportunities, to assume leadership of initiatives for social transformations and to harmonize excellence with humanism. Thus in line with the vision, mission and goals of the institute we have initiated '**STAR**' :- a one of its kind development programme for our students from last year where '**STAR**' aims to improve the **Soft Skills, Technical Skills, Awareness of Self and Readiness** of MBA students**.**

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 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 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 MBA 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 |
| | **Total** | **26** | **2** | **4** | **360** | **640** | **1000** |

| 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 |
| | **Total** | **24** | **4** | **4** | **360** | **640** | **1000** |

| **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)** | | | |
| **Compulsory Subject** | | | | | | | |
| 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 |
| **Optional Subjects** | | | | | | | |
| **Dual Specialization is proposed:  Six Subjects (Three from each group) The student will get specialized in two Majors. For example a Finance major  & Marketing major student will have to opt any three from M-310, 311, 312 & 313 and** | | 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 |

| any three from M-320, 321, 322, 323) | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Total | 15 | 7 | 8 | 390 | 610 | 1000 |

| Fourth 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) | | | |
| **Compulsory Subject** | | | | | | | |
| 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[#] | 0 | 0 | 3 | 120/60 | 80/40 | 200 |
| M-405 A | Major Optional Subject lab-2[##] | 0 | 0 | 3 | 60/30 | 40/20 | 100 |
| **Optional Subjects** | | | | | | | |
| **Dual Specialization: Four subject (two from each group). For example Finance major & Marketing major student will have to opt any two from M-410, 411, 412, 413 and any two from M-420, 421, 422, 423.[###]** | | 3 | 1 | 0 | 30/12 | 70/28 | 100 |
| | | 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 expected to behave, both within and outside the institute's campus, in a manner befitting a sincere student of a reputed Institute. Any instance of unseemly behavior or of activities indicating lack of integrity and honesty on the part of the students will be regarded as a breach of discipline. 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 authorities 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 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 offered (Session 2018-19)**

**Value Added Courses**: With an objective to enhance students' learning and employability the following value – added skill development courses are being offered to the students:

| S.No. | Name of the course | Course Objectives |
|---|---|---|
| 1. | **Business English Certificate (BEC) from Cambridge University** | The objective is to assess Business English proficiency of the English for the Speakers of Other Languages (ESOL). It is a recognized certificate by leading employers, educational institutions and government bodies worldwide. The course is common for MBA and MCA students. |
| 2. | **Communication & Soft Skills Development Programme** | To expose students to a wide range of practical tools and concepts thereby developing clear and powerful communication. |
| 3. | **Certificate Course in Information Technology (IT)** | To allow students to gain working knowledge in the field of IT in order to remain updated and harness the potential of IT for Decision making, Re-engineering and Organizational transformation. |
| 4. | **Certificate Course in Citizenship and Social Entrepreneurship in collaboration with IDCA, USA** | Dedicated to combining the concepts of business growth, societal concerns and environmental issues for a holistic development. |

And this year perceiving the uproaring need of data analytics the institute has further initiated a '**One Year Post Graduate Diploma in Business Data Analytics'**. The course is designed to provide in depth knowledge of handling data and business analytics tools that can be used for fact based decision making. The course will equip students to use statistical and data mining techniques and understand relationships between the underlying business processes of an organization. This course also seeks to prepare budding managers to use analytics in customer requirement analysis, general management, marketing, finance, operations and supply chain management. The course comprises two theory papers and one practical paper consisting of lab sessions delivered by experienced faculty and industry experts.

This course seeks to fulfill the following objectives:

- Analyse data using statistical and data mining techniques and understand relationships between the underlying business processes of an organization.

- Manage business processes of different industries such as manufacturing, service, retail, software, banking and finance, pharmaceutical etc., using analytical and management tools.

- To increase the employability of the students in different sectors.

## 11. Research and Consultancy

IIIM 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 IIS (Deemed to be 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 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.

## 13. 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.

## 14. IT Facilities

IIIM has a state of art computing facility consisting of PC nodes and IBM Pentium based servers, connected on a high speed Gigabit Ethernet UTP based network in Windows and Linux environment. All these nodes have access to the internet through a 45 MBPS Broadband connectivity. Licensed application software as required for Computer Applications and Management Programmes are available for the students and faculty. Facilities for scanning and printing including high speed Laser jet Network printers are also available. The campus network is protected using Symantec Endpoint Protection.

- The campus is wi-fi enabled.

- The smart classroom acts as an ideal place for a rich & immersive learning experience.

- These high-tech IT facilities contribute towards enhancing professional capacity of the students by keeping them abreast of the latest technology and happenings in the management & IT world.

**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

- **Conferences/Workshops:** Institute regularly organizes conferences workshops in order to get learners involved in serious discussions and study of crucial issues relevant to the times in the corporate world. They get an opportunity to interact with prominent leaders in industry and eminent academicians. Students are also encouraged to contribute research papers in the same. International Conference on Management & Information Technology (ICMIT) is the

annual conference which is organized on campus each year and also an International Conference in collaboration with India Development Coalition of America (IDCA) is a regular feature in the institute's annual calendar.

- **STAR Initiative:** The development of the students is imbibed in the vision of the institute, thereby leading to perpetual efforts to enhance their proficiencies and personality. One such focused effort is the STAR Initiative which aims to improve the **S**oft Skills, **T**echnical skills, **A**wareness of self and **R**eadiness of MBA students.

  The objectives of STAR Project include:

    - To assess the students on various parameters of STAR.
    - To grade the students based on their STAR scores.
    - To design and execute suitable Interventions for developing the STAR in students.
    - To measure the impact of STAR project post interventions on the students.

- **Current Affairs Forum:** The institute in its endeavor of creating vibrant and conversant managers organizes the Current Affairs Forum Meet every quarter of an year to acquaint its budding managers with the latest events taking place in global business scenario.

- **Post-Budget Panel Discussion:** Every year within a week of the budget announcement a Post-Budget panel discussion is held where eminent economists, academicians, industry experts, chartered accountants, etc. highlight & discuss the salient features of the budget and its implications on various sectors.

- **Research Orientation Learning:** For enhancing research aptitude, apart from the lecture method, project based learning and computer assisted learning are practiced in the curriculum. Mathematical modeling, working on SPSS & other statistical and econometric tools along with use of charts and diagrams are also included in the curriculum contents of many subjects.

- **Students Club:** Student Clubs form an essential part of the institute 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 for those with an interest, background, and/or career aspiration in marketing. The club has a mission to enrich the marketing knowledge of members, assist members in career planning and development in marketing field, and foster the reputation of marketing at IIIM 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, résumé reviews, and specific finance-related events.

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

  *Humanagers* - The HR Club has been constituted to promote IIIM HR specialization 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-adding activities, and increasing the visibility of IIIM – HR specialization through Student-Industry interaction. The club thus facilitates the dissemination of conceptual knowledge about HR and its practical applications.

- **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 Carrom, 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 and Parents feedback form

- Interface with experts from industry and academia

- Interaction with Corporate recruiters and Recruiters feedback form

- Meeting with Alumni and Alumni Feedback form.

**20. Student 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 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

The Flying squads/officials on ragging duty/other faculty members/staff members in the campus, general public and first year students may report any Incident of ragging on the numbers Dr. Kavya Saini (9783307389), Dr. Vijay Gupta (9783307362)

### 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 university has divided the assessment process into two parts consisting of 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.

### Pattern of Question Papers for Semester-End Examinations

The question paper is divided in two sections. Section A contains 6 questions out of which the candidate is required to attempt any 4 questions. Section B contains short case study/ application based one question which is compulsory. All questions carrying fourteen marks.

### Continuous Assessment

The Continuous Assessment in the institution for 30 marks in theory papers comprises tests, class room interaction and attendance, the relative weightage for which is shown below:

| Activity | *Periodicals Test (Subject to minimum of two tests for each course) | Assignments/Case analysis | Seminar & Discussions | Class participation & attendance | Total |
|---|---|---|---|---|---|
| Max. Marks | 10 Marks | 05 | 10 | 05 | 30 |

*Attendance in both the Tests is compulsory

### CA Test Papers

The CA test papers include short answer type questions and 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 UGC/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 the 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.

The evaluation of practical papers per Semester is done as per norms prescribed by Rajasthan Technical University, Kota.

**Evaluation of Practical Papers**

The various practical papers in MBA curriculum as per RTU syllabus are as follows:

| I Semester | II Semester | III Semester | IV Semester |
|---|---|---|---|
| • Information & communication Techniques Lab (ICT)<br><br>• Communication Lab | • Computer Application Lab (CA)<br><br>• Seminar on Contemporary issues | • Capacity building Lab<br><br>• Major Optional subject lab<br><br>• Summer Training Project Report | • Major optional subject lab<br><br>• Project Study Report |

For Practical papers, Continuous Assessment (CA) carries 60% of total marks and 40% of total is evaluated during Semester-end examination. Further, the break-up of CA components and Semester-end evaluation is as mentioned under:

For **ICT Lab (Sem I), Communication Lab (Sem I), Computer Application Lab (Sem II), Capacity Building Lab (Sem III), and Optional Subject Labs (Sem III and IV)** following will be the break-up:

| | Components | Percent Weight-age | Total |
|---|---|---|---|
| Continuous Assessment Components | Attendance | 25 | 60% |
| | Class Participation and Interaction | 05 | |
| | Assignments/ Lab Report | 10 | |
| | Written Tests/ In-class Quiz | 20 | |
| Semester-End Components | Report | 20 | 40% |
| | Viva-voce | 20 | |

Break-up of components for evaluation of **Seminar on Contemporary issues (Sem II), Summer Training Project Report (Sem III) and Project Study Report\* (Sem IV)**

| | Components | Percent Weight-age | Total |
|---|---|---|---|
| Continuous Assessment Components | Interaction with Mentor/ faculty supervisor | 10 | 60% |
| | Project daily-activity record | 10 | |
| | Report | 15 | |
| | Presentation[1] | 25 | |
| Semester-End Components | Report[2] | 20 | 40% |
| | Viva-voce | 20 | |

*\*Total maximum marks 200*

*1 Evaluation of Presentations is done on the following parameters:*

| Relevance and Originality of Topic | Industry and Company knowledge | Thoroughness of Research | Interpretation & Discussion | Total marks |
|---|---|---|---|---|
| 05 | 05 | 05 | 10 | 25 |

*2 Evaluation of Seminar and Project Reports is based on the following parameters:*

| Relevance and Originality of Topic | Objective and Research Methodology | Findings and Data Analysis | Recommendations and Suggestions | Total marks |
|---|---|---|---|---|
| 05 | 05 | 05 | 05 | 20 |

## 26. Evaluation of Answer Books

The centre of examination for the students will be allotted by the University which is any other institution besides IIM. 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 that 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 University, Kota.

## 31. Transcripts/ Consolidated Mark Sheets

On successful completion of a programme, a transcript/ consolidated mark sheet is issued by Rajasthan Technical University, 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 University, 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 & II 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.

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