

**MBA-ISIM
2023-2024**

TENTATIVE ACADEMIC CALENDAR
SESSION 2023-2024**

Sep-23

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Friday			
2	Saturday			
3	Sunday			
4	Monday			
5	Tuesday			
6	Wednesday			
7	Thursday	Janmashtami		
8	Friday		International Literacy Day	
9	Saturday			
10	Sunday			
11	Monday	Welcome Day		1
12	Tuesday	Parichaya: The orientation Program/Idea Generation		2
13	Wednesday	"	NDLI Club Activity: User Awareness Session	3
14	Thursday	Workshop on communication skill	Hindi Diwas	4
15	Friday		International Peace Day	5
16	Saturday	Workshop on Design Thinking, Critical thinking and Innovation Design	NSS-Samutthan Cell Committee members seletion	6
17	Sunday			
18	Monday		#Genesis: The Marketing Club Activity	7
19	Tuesday	Expert talk on Process of Innovation Development, TechnologyReadiness Level (TRL); Commercialisation of Lab Technologies & ;Tech-Transfer		8
20	Wednesday		Eye Check up Camp	9
21	Thursday	Workshop on personality development		10
22	Friday		Re-Charge Activity	11

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23	Saturday	Workshop on Entrepreneurship Skill, Attitude and Behaviour Development	NSS Day	12
24	Sunday			
25	Monday		Value Added Course/Certification(online/offline)	13
26	Tuesday	Pitch Deck	Mentoring Event: Demo Day/Exhibition/Poster Presentation of Ideas	14
27	Wednesday	Talent Hunt	Sports Committee member selection	15
28	Thursday	Eid e Milad(Barawafat)		
29	Friday	Workshop on work place ethics		16
30	Saturday		Freshers(Abhinaadan)	17

Oct-23

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Sunday		National Blood Donation Day	
2	Monday	Gandhi Jayanti	Communal Harmony Day	
3	Tuesday	Session on Achieving Problem-Solution Fit and Product-Market Fit	Blood Donation Camp	18
4	Wednesday			19
5	Thursday	Industry Academia Interface/Aptitude test	Field/Exposure Visit to Pre-incubation units	20
6	Friday	Workshop on Prototype/Process Design and Development.		21
7	Saturday	Jugaad to Jhakas	Alumni Committee member selection	22
8	Sunday			
9	Monday			23
10	Tuesday		World Sight Day	24
11	Wednesday		Current Affairs Forum Meet (CAFM)/International Girl Child Day	25
12	Thursday	Workshop on CV making		26

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13	Friday		Editorial committee members selection	27
14	Saturday		Rs. 100 Exercise	28
15	Sunday	Navratra Sthapna		
16	Monday			29
17	Tuesday		Workshop on Business Model Canvas	30
18	Wednesday			31
19	Thursday		Industry Academia Interface/GD session	32
20	Friday		NDLI Club Activity: Ideation Competition	33
21	Saturday		Exposure Visit to Incubation	34
22	Sunday	Durga Astmi		
23	Monday	Maha Navami		
24	Tuesday	Vijaya Dashami		
25	Wednesday			35
26	Thursday		Workshop on interpersonal skills	36
27	Friday			37
28	Saturday	CA I Exam	Session on "How to plan for Start-up and legal & Ethical Steps"	38
29	Sunday			
30	Monday	"		39
31	Tuesday	"	National Unity Day	40
				41

Nov-23

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Wednesday	CA I Exam	Workshop on Intellectual Property Rights (IPRs) and IP management for start up (World Intellectual Property Day)	42
2	Thursday	Industry Academia Interface	Placement committee member selection	43
3	Friday		Re-Charge Activity	44
4	Saturday		Sports Activity	45
5	Sunday			
6	Monday		Session on Road Safety & Basic Life Support	46

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7	Tuesday	Bazaar on Campus		47
8	Wednesday	Industry Academia Interface/PI session	Food Distribution Drive	48
9	Thursday	Session on Innovation/Prototype Validation – Converting Innovation into a Start-up or Session on Achieving “Value Proposition Fit” & “Business Fit”	#White Knight: The Finance Club Activity	49
10	Friday			
11	Saturday			
12	Sunday	Diwali		
13	Monday	Goverdhan Pooja		
14	Tuesday			
15	Wednesday	Bhaiya Doj		
16	Thursday	Industry Academia Interface/seminar on listening and writing		50
17	Friday		NDLI Club Activity: Webinar	51
18	Saturday	Industrial visit		52
19	Sunday			
20	Monday	Session on Accelerators/Incubation - Opportunities for Students & Faculties - Early Stage Entrepreneurs	National Integration Day	53
21	Tuesday	e-talk(World Entrepreneurs Day)		54
22	Wednesday			55
23	Thursday		Industry Academia Interface/Corporate presentation	56
24	Friday	Soft Skills, Awareness Self and Readiness (Power of Image : Corporate Dressing And Personal Grooming , Effective Email Writing)		57
25	Saturday	Soft Skills, Awareness Self and Readiness (Art of Corporate Dining & Business Travel Etiquettes)		58
26	Sunday			
27	Monday	Guru Nanak Jayanti		

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28	Tuesday		Health Checkup Camp at Kachhi Basti/Pawaliya	59
29	Wednesday			60
30	Thursday	Alumni interaction		61

Dec-23

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Friday		Re-Charge Activity/World AIDS Day	62
2	Saturday	My Story - Motivational Session by Successful Innovators		63
3	Sunday			
4	Monday		#Humanagers: The HR Club Activity	64
5	Tuesday			65
6	Wednesday			66
7	Thursday	Workshop on preliminary round		67
8	Friday		NDLI Club Activity: Debate Competition	68
9	Saturday	Roopantar (B-Plan Competition)		69
10	Sunday			
11	Monday		World Human Rights Day	70
12	Tuesday			71
13	Wednesday	Session on "Lean Start-up & Minimum Viable Product/Business"		72
14	Thursday	Workshop on Corporate social responsibility		73
15	Friday			74
16	Saturday	Movie Review		75
17	Sunday			
18	Monday			76
19	Tuesday	Bhagwad Geeta Conference		77
20	Wednesday			78
21	Thursday		Industry Academia Interface/GD session	79

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22	Friday	Soft Skills, Awareness Self and Readiness (Craft your Talk: Functional English & Assertive Communication O-F-N-R)		80
23	Saturday	Soft Skills, Awareness Self and Readiness (Power Communication :Effectively using Body Language and Vocal Variety)		81
24	Sunday			
25	Monday	Christmas Day Winter Break		
26	Tuesday			
27	Wednesday			
28	Thursday			
29	Friday			
30	Saturday		Sports Activity	
31	Sunday			

Jan-24

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Monday	New Year's Day		
2	Tuesday			82
3	Wednesday		Road Safety Week	83
4	Thursday	Commencement of Live projects/mini projects		84
5	Friday		Re-Charge Activity	85
6	Saturday	E-Talk		86
7	Sunday			
8	Monday	CA II Exams		87
9	Tuesday	"		88
10	Wednesday	"	NDLI Club Activity: A talk show on recent Book Launch	89
11	Thursday	"		90
12	Friday		National Youth Day	91
13	Saturday		Sports Activity/Food Distribution Drive	92
14	Sunday	Makar Sankranti		

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15	Monday	Commencement of Semester I End Examination		
16	Tuesday	India Startup Day		
17	Wednesday		#Genesis: The marketing Club Activity:	
18	Thursday		Industry Academia Interface/Confidence building and public speaking	
19	Friday			
20	Saturday			
21	Sunday			
22	Monday			
23	Tuesday		NDLI Club Activity: Video Screening	
24	Wednesday			
25	Thursday	Workshop on preliminary round and personal grooming		
26	Friday	Republic Day		
27	Saturday			
28	Sunday			
29	Monday			
30	Tuesday			
31	Wednesday			

Feb-24

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Thursday	Commencement of semester II	Industry Academia Interface/GD session	1
2	Friday		Session on Angel Investment/VC Funding Opportunity for Early Stage Entrepreneurs	2
3	Saturday		Current Affairs Forum Meet	3
4	Sunday			
5	Monday	Post Budget Analysis		4
6	Tuesday			5
7	Wednesday			6

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8	Thursday		Industry Academia Interface/Self Growth session	7
9	Friday			8
10	Saturday	B-Quizzing 2024		9
11	Sunday			
12	Monday			10
13	Tuesday			11
14	Wednesday			12
15	Thursday	Industry Academia Interface/PI session		13
16	Friday	E-baithak (Panel Discussion with Alumni Entrepreneur) (National Innovation Day)		14
17	Saturday	Alumini Meet(Dharohar)		15
18	Sunday			
19	Monday		#White Knight: The Finance Club Activity	16
20	Tuesday			17
21	Wednesday			18
22	Thursday	Industry Academia Interface/PMA Session		19
23	Friday	IDCA 2024		20
24	Saturday	IDCA 2024		21
25	Sunday			
26	Monday			22
27	Tuesday			23
28	Wednesday		NDLI Club Activity: Poster Making Competition-Global Event	24
29	Thursday	Industry Academia Interface/GD session		25

Mar-24

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Friday	Montage Mosaic 2024		26
2	Saturday	Montage Mosaic 2024	Re-Charge Activity	27
3	Sunday			
4	Monday			28
5	Tuesday			29
6	Wednesday			30

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7	Thursday	Alumni Interaction	International Women's Day	31
8	Friday	Maha Shivratri		32
9	Saturday		Sports Activity	33
10	Sunday			
11	Monday		NDLI Club Activity: Video Presentation	34
12	Tuesday			35
13	Wednesday	HR Conclave		36
14	Thursday	Soft Skills, Awareness Self and Readiness (Harnessing the power of Social Media :Power tool for Digital Marketing and Communication , Maximizing Networking through LinkedIn)	Industry Academia Interface/Motivational session	37
15	Friday	Soft Skills, Awareness Self and Readiness (Team Spirit: Practicing Collaboration and Bonding for seeking Growth)		38
16	Saturday	Soft Skills, Awareness Self and Readiness (Self Exploration for realizing Life Driven by Passion)		39
17	Sunday			
18	Monday	CA I Exams	#Humanagers: The HR Club Activity	40
19	Tuesday	"		41
20	Wednesday	"		42
21	Thursday	"		43
22	Friday			44
23	Saturday	Industrial visit	Sports Activity	45
24	Sunday	Holi		
25	Monday	Dhulandi		
26	Tuesday			46
27	Wednesday		NDLI Club Activity: Webinar-Global Event	47
28	Thursday	Industry Academia Interface/GD session		48
29	Friday			49
30	Saturday			50
31	Sunday			

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Apr-24

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Monday			51
2	Tuesday			52
3	Wednesday			53
4	Thursday	Industry Academia Interface/PI session		54
5	Friday			55
6	Saturday		Sports Activity	56
7	Sunday			
8	Monday		World Health Day (Health Checkup Camp)	57
9	Tuesday	Navratra Sthapna/ Cheti-Chand/Eid-ul-Fitr		58
10	Wednesday			59
11	Thursday	Soft Skills, Awareness Self and Readiness (Changing Mindset for Enhancing Productivity)		60
12	Friday	Soft Skills, Awareness Self and Readiness (Building Network)		61
13	Saturday	Soft Skills, Awareness Self and Readiness (Conquering the fear Public Speaking & Effective Presentation Skills)		62
14	Sunday	Ambedkar Jayanti		
15	Monday		Value Added Course/Certification(online/offline)	63
16	Tuesday			64
17	Wednesday	Ram Navami		
18	Thursday	Industry Academia Interface		65
19	Friday			66
20	Saturday		Sports Activity	67
21	Sunday	Mahaveer Jayanti		
22	Monday			68
23	Tuesday			69
24	Wednesday			70
25	Thursday	Industry Academia Interface		71

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26	Friday	Workshop on IPR	72
27	Saturday		73
28	Sunday		
29	Monday		74
30	Tuesday		75

May-24

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Wednesday			76
2	Thursday			77
3	Friday			78
4	Saturday		Farewell(Udaan)	79
5	Sunday			
6	Monday			80
7	Tuesday			81
8	Wednesday			82
9	Thursday			83
10	Friday			84
11	Saturday			85
12	Sunday			
13	Monday			86
14	Tuesday			87
15	Wednesday			88
16	Thursday			89
17	Friday			90
18	Saturday			91
19	Sunday			
20	Monday	Commencement of Semester End Examination II		
21	Tuesday	"		
22	Wednesday	"		
23	Thursday	"		
24	Friday	"		
25	Saturday	"		
26	Sunday			
27	Monday	"		
28	Tuesday	"		
29	Wednesday	"		
30	Thursday	"		

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31	Friday		World No Tobacco Day
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Jun-24

Date	Day	Activities		Remarks (Teaching Days)
		Academic	Co-Curricular	
1	Saturday	Commencement of Summer Internship		
2	Sunday			
3	Monday			
4	Tuesday			
5	Wednesday		World Environment Day	
6	Thursday			
7	Friday			
8	Saturday			
9	Sunday			
10	Monday			
11	Tuesday			
12	Wednesday			
13	Thursday			
14	Friday			
15	Saturday			
16	Sunday			
17	Monday			
18	Tuesday			
19	Wednesday			
20	Thursday			
21	Friday		International Yoga Day	
22	Saturday			
23	Sunday			
24	Monday			
25	Tuesday			
26	Wednesday		International Day against Drug Abuse and Illicit Trafficking	
27	Thursday			
28	Friday			
29	Saturday			
30	Sunday			

1. About Institute

International School of Informatics & Management (popularly known as IIIM) is among the top three B-Schools of Rajasthan. ISIM, Technical Campus offers MBA & MCA Programmes duly approved by the AICTE & affiliated to the Rajasthan Technical University, Kota. The affiliating university has recognized ISIM as a Research Center for Management & Computer Applications to offer the Ph.D. programme.

International School of Informatics & Management (popularly known as IIIM) is amongst the top three B-Schools of Rajasthan. ISIM, Technical Campus offers MBA & MCA programmes duly approved by the AICTE & affiliated to the Rajasthan Technical University, Kota. The institution is accredited with grade 'A' (the highest in 2016) by NAAC and is state's first institute to have 'A' Grade amongst the MBA and MCA institutions. The institute has been consecutively ranked **first** in the category "A" for the academic sessions 2017 to 2020 by Rajasthan Technical University, Kota, for its MBA and MCA programs on the basis of Quality Index Value (QIV) score. It has also been ranked first in category "A" for its MBA program in 2020-21 and 2022 & is placed in category "A" in 2020 to 2023 for its MCA Programme. Furthermore, ISIM has also been felicitated with Rajasthan Education Leadership Award by World Education Congress for its contribution in the field of education in June 2022. The institute has acquired 4.5 stars out of 5 for its Institution Innovation Council, established as per the norms of Innovation Cell, Ministry of HRD, Govt. of India to promote Innovation and Startup in campus during the calendar year 2019-20. The institute has also bagged first prize in the institutional category in Rajasthan Energy Conservation Award for the year 2018 by Department of Energy, Government of Rajasthan.

The institute has also been able to achieve distinguished ranks among top 50 institutions in India, in the surveys conducted by agencies such as CSR-GHRDC, Indian Management and Business world in the last 5 years.

The student centric pedagogy in teaching and learning process and impetus on holistic development has made ISIM 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 ISIM 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 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 ISIM 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 ISIM, 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 two-year full time programme approved by AICTE leads to MCA degree awarded by the Rajasthan Technical University, Kota. The programme endeavors to impart quality education to the students and imbibe 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, Information Technology Management, Business Analytics and Production & Operation Management
- The total number of courses covered in MBA shall be 49 which are synergistic and integrative in nature.
- The first year i.e. Semesters I and II include 26 core papers i.e. 8 theory papers and 5 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) 6 core theory papers and four and three core practical papers including summer internship and project study spread over the third and fourth semesters respectively are compulsory.
- c) RTU offers 6 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.
- d) AUDIT course and Social Outreach Discipline & Extra Curricular Activities (SODECA) are mandatory in all the four semester.

In the III semester a student has to opt Six Subjects (Three from each group). The student will get dual specialization in Two Functional Areas.

In IV Semester a student has to opt six subjects (three from each group). Thus the students study 12 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 :

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Semester I : Total credits 27

Semester II : Total credits 27

Semester III : Total credits 24

Semester IV : Total credits 23

2.4 (ii) Credit Templates- MBA

FIRST SEMESTER MBA TEACHING SCHEME

SN	Course Type	Paper Code	Paper Title	No of Sessions		Credits	Internal	External	Total
				Per Semester	Per Week				
1	PCC	M-101	Fundamentals of Management	24	2	3	30	70	100
2	PCC	M-102	Managerial Economics	24	2	3	30	70	100
3	PCC	M-103	Operations Management-I	24	2	3	30	70	100
4	PCC	M-104	Marketing Management	24	2	3	30	70	100
5	PCC	M-105	Information Technology for Managers	24	2	3	30	70	100
6	PCC	M-106	Organizational Behavior	24	2	3	30	70	100
7	PCC	M-107	Cost and Management Accounting	24	2	3	30	70	100
8	PCC	M-108	Business Statistics and Analytics for Decision Making	24	2	3	30	70	100
9	MCC	MCC	AUDIT COURSE	12	1	0	30	70	100*
10	REW	M-109	Seminar on Contemporary Issues	24	2	1	60	40	100
11	PCC	M-110	Data Analytics Lab.	24	2	1	60	40	100
12	PCC	M-111	Business Communication Lab.	24	2	1	60	40	100
13	SODECA		Social Outreach, Discipline & Extra Curriculum Activities	-			-	100	100
Total for I Semester				276	23	27	420	780	1200

*Note: Marks of audit course will not be considered for credit purpose

SECOND SEMESTER MBA TEACHING SCHEME

SN	Course Type	Paper Code	Paper Title	No of Sessions		Credits	Internal/ Minimum Marks	External/ Minimum Marks	Total
				Per Semester	Per Week				
1	PCC	M-201	Legal and Business Environment	24	2	3	30	70	100
2	PCC	M-202	Corporate Strategy	24	2	3	30	70	100
3	PCC	M-203	Quantitative Techniques	24	2	3	30	70	100
4	PCC	M-204	Financial Management	24	2	3	30	70	100
5	PCC	M-205	Human Resource Management	24	2	3	30	70	100
6	PCC	M-206	Marketing Research	24	2	3	30	70	100
7	PCC	M-207	Operations Management- II	24	2	3	30	70	100
8	PCC	M-208	New Enterprise and Innovation Management	24	2	3	30	70	100
9	MCC		AUDIT COURSE	12	1	0	30	70	100*
10	REW	M-209	Mini-Project	24	2	1	60	40	100
11	PCC	M-210	Business Ethics Lab.	24	2	1	60	40	100
12	PCC	M-211	Managerial Computing Lab.	24	2	1	60	40	100
13	SODECA		Social Outreach, Discipline & Extra Curriculum Activities	-			-	100	100
Total for II Semester				276	23	27	420	780	1200

*Note: Marks of audit course will not be considered for credit purpose

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THIRD SEMESTER MBA TEACHING SCHEME

SN	Course Type	Paper Code	Paper Title	No of Sessions		Credits	Internal/Minimum Marks	External/Minimum Marks	Total
				Per Semester	Per Week				
Theory Courses : Dual Specialization is proposed: Six Subjects (Three from each group) The student will get specialized in two Majors.									
1	PEC1			24	2	3	30/12	70/28	100
2	PEC2			24	2	3	30/12	70/28	100
3	PEC3			24	2	3	30/12	70/28	100
4	PEC1			24	2	3	30/12	70/28	100
5	PEC2			24	2	3	30/12	70/28	100
6	PEC3			24	2	3	30/12	70/28	100
7	MCC		Audit Course	12	1	0	30	70	100*
8	REW		Summer Training Project Report	48	4	3	120/60	80/40	200
9	PEC1	M-317	Major Lab (Functional Area I)	24	2	1	60/30	40/20	100
10	PEC2	M-318	Major Lab (Functional Area II)	24	2	1	60/30	40/20	100
11	PCC3	M-319	Managerial Skills Development Lab	24	2	1	60/30	40/20	100
12	SODEC A		Social Outreach, Discipline & Extra Curriculum Activities	-			-	100/40	100
Total for III Semester				276	23	24	510	790	1200

*Note: Marks of audit course will not be considered for credit purpose

FOURTH SEMESTER MBA TEACHING SCHEME

SN	Course Type	Paper Code	Paper Title	No of Sessions		Credits	Internal/Minimum Marks	External/Minimum Marks	Total
				Per Semester	Per Week				
Theory Courses : Dual Specialization is proposed: Six Subjects (Three from each group) The student will get specialized in two Majors.									
1	PEC1			24	2	3	30/12	70/28	100
2	PEC2			24	2	3	30/12	70/28	100
3	PEC3			24	2	3	30/12	70/28	100
4	PEC4			24	2	3	30/12	70/28	100
5	PEC5			24	2	3	30/12	70/28	100
6	PEC6			24	2	3	30/12	70/28	100
7	MCC		Audit Course	12	1	0	30	70	100*
8	PEC	M-417	Major Lab (Functional Area I)	24	2	1	60/30	40/20	100
9	PEC	M-418	Major Lab (Functional Area II)	24	2	1	60/30	40/20	100
10	REW	M-419	Project Work	48	4	3			100
11	SODEC A		Social Outreach, Discipline & Extra Curriculum Activities	-				100/40	100
Total for IV Semester				252	21	23	330	670	1000

*Note: Marks of audit course will not be considered for credit purpose

*For detailed syllabus refer link : https://rtu.ac.in/index/view_menudata.php?page=RTU-Syllabus-MBA9

*or download from path : \\10.1.0.27\share\Scheme & Syllabus of MBA

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 : 09:00- 10:00 hrs.
- Session II : 10 :00-11:00 hrs.
- Session III : 11:20-12:20 hrs.
- Session IV : 12:20-01:20 hrs.
- Session V : 01:20-02:20 hrs.
- Session VI : 02:20-03:20 hrs.

6. Pedagogy

ISIM 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 ISIM 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, ISIM 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

Value Added Courses: With an objective to enhance students' learning and employability the following value – added skill development courses have been offered to the students in the past:

S.No.	Name of the course	Course Objectives
1.	Certificate Course in Digital Marketing	The program is uniquely designed to help students learn the functioning of the modern digital marketing industry, the use of technology and digital marketing channels like social media, emails, paid and organic search. This comprehensive digital marketing course will enable students to streamline their marketing processes, build digital marketing strategies and provide means to help businesses reach their target audience.
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	Dedicated to combining the concepts of business growth, societal concerns and environmental issues for a holistic development.

	collaboration with IDCA, USA	
5.	Certificate Course in Analytics Through Excel	Data Analysis with Excel is a comprehensive course that provides a good insight into the latest and advanced features available in Microsoft Excel. It will facilitate students to perform various data analysis functions using the features available in MS-Excel.

This year also 3-4 Industry-relevant Value-added Course will be offered to the current batch.

11. Research and Consultancy

ISIM 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. (a) Training and Placements

- At ISIM 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. (b) Strengthening Alumni-Institute Bond

With the motive to strengthen Alumni-Students connect the institute from current academic session has launched an “Alumni-Institute Interface Series- Inspire, Arise and Focus” to bridge Industry – Institute Gap & build Entrepreneurial Ecosystem on campus. The diverse and strategically planned interaction will provide a platform for enhanced knowledge-sharing by alumni and will facilitate in making students industry ready.

13. Publications and CRS Radio 7

- ISIM has its own publication wing which brings out Newsletters, Magazines, Brochures, Bulletins and other literature periodically. The institute publishes its own Bi-Annual Refereed International journal of Management and IT, “OORJA” (ISSN (PRINT): 0974-7869, (ONLINE): 2395-6771) twice a year. Faculty and students are encouraged to contribute quality papers and articles in it.
- “Cambuzz”- the in-house newsletter is a picture of ISIM and reflects on the ISIM 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

ISIM 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. Samutthan - 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 Samutthan- The 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 ISIMites.

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 **Soft Skills, Technical skills, Awareness of self and Readiness 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 ISIM 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 ISIM 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 ISIM 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 ISIM – HR specialization through Student-Industry interaction. The club thus facilitates the dissemination of conceptual knowledge about HR and its practical applications.

➤ **Recharge: Recreate, Refresh, Rejuvenate**

Activities planned under Recharge help students take a break from the demands of academia to indulge in fun-filled, engaging, and rejuvenating activities. The objective of these recreational activities is to refresh student's minds and bodies and make their leisure time more interesting and enjoyable.

○ **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 ISIM 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

ISIM 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 three sections. Section A contains 10 compulsory questions. Section B contains 8 questions out of which the candidate is required to attempt any 5 questions. Section C contains short case study/application based one question which is compulsory.

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. Candidate is required to attempt any 5 questions. Section C contain short case study/affiliation based one question which is compulsory.

Activity	Term Test (Minimum two tests for each course)	Assignments/ Quiz/Case analysis	Project Work/ Term Paper	Class participation & attendance	Total
Max. Marks	10	05	10	05	30

*Attendance in both the Tests is compulsory

Term Test Papers

The **Term 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
<ul style="list-style-type: none"> • Data Analytics Lab • Business Communication Lab • Seminar on Contemporary issues • Audit Course • SODECA 	<ul style="list-style-type: none"> • Business Ethics Lab. • Managerial Computing Lab. • Mini Project • Audit Course • SODECA 	<ul style="list-style-type: none"> • Managerial Skill Development Lab. • Major Lab(Functional Area I) • Major Lab(Functional Area II) • Summer Training Project Report • Audit Course • SODECA 	<ul style="list-style-type: none"> • Major Lab(Functional Area I) • Major Lab(Functional Area II) • Project Study Report • Audit Course • SODECA

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

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- For **Data Analytics Lab (Sem I), Business Communication Lab (Sem I), Business Ethics Lab (Sem II), Managerial Computing Lab (Sem II)**, 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	

- Evaluation Criteria for Managerial Skill Development Lab**

	Components	Marks	Total Marks						
Internal Evaluation Criteria	Attendance	05	60						
	Class Participation and Interaction	05							
	Written Tests/ In-class Quiz	10							
	External Evaluation: Evaluation Criteria of Report			40					
	SN				Unsatisfactory	Satisfactory	Good	Excellent	Score
					2	4	6	8	
	1	Understanding of Objectives with topic							
	2	Understanding of Reliance of topic							
	3	Interpretation & Analysis							
	4	Presentation							
5	Query handling								
External Evaluation Criteria	External Evaluation: Evaluation Criteria of Report		40						
	SN			Unsatisfactory	Satisfactory	Good	Excellent	Score	
				2	4	6	8		
	1	Understanding of Objectives with topic							
	2	Understanding of Reliance of topic							
	3	Interpretation & Analysis							
4	Presentation								
5	Query handling								

- Break-up: of components for evaluation of Major Lab Functional Area I & Functional Area II (Semester III and IV) is as follows:

Internal Evaluation Criteria			
	Components	Marks	Total Marks
Internal Evaluation	Attendance	05	60

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n Criteria	Class Participation and Interaction	05						
	Practical Component/Field Based Assignments :(2x15)	30						
	Hands on practice on any one software	10						
	Book Review(Any one)	10						
External Evaluation Criteria	External Evaluation: Evaluation Criteria						40	
	SN		Unsatisfactory	Satisfactory	Good	Excellent		Score
			2	4	6	8		
	1	Understanding of Objectives with topic						
	2	Understanding of Reliance of topic						
	3	Interpretation & Analysis						
	4	Presentation						
5	Query handling							

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

	Components	Marks	Total Marks					
Internal Evaluation Criteria	Interaction with Mentor/ faculty supervisor	20	120					
	Project daily-activity record	20						
	Summer Training Project Report Internal Evaluation: Evaluation Criteria							
	SN			Unsatisfactory	Satisfactory	Good	Excellent	Score
				4	8	12	16	
	1	Understanding of Objectives and relevance with topic						
	2	Research Methodology						
3	Data Analysis & Interpretation							
4	Conclusion and Recommendations							
5	Presentation Query handling							
External Evaluation Criteria	Summer Training Project Report External Evaluation: Evaluation Criteria						80	
	SN		Unsatisfactory	Satisfactory	Good	Excellent		Score
			4	8	12	16		
	1	Understanding of Objectives and relevance with topic						
	2	Research Methodology						
	3	Data Analysis & Interpretation						
	4	Conclusion and Recommendations						
5	Presentation Query handling							

**Total maximum marks 200*

Break-up of components for evaluation of Project Study Report(Sem IV)

	Components						Mark s	Total Mark s	
Internal Evaluatio n Criteria	Interaction with Mentor/ faculty supervisor						10	60	
	Project daily-activity record						10		
	Project Study Report Internal Evaluation: Evaluation Criteria								
	SN		Unsatisfactory	Satisfactory	Good	Excellent	Score		40
			2	4	6	8			
	1	Understanding of Objectives with topic							
	2	Understanding of Reliance of topic							
3	Interpretation & Analysis								
4	Presentation								
5	Query handling								
External Evaluatio n Criteria	Project Study Report External Evaluation: Evaluation Criteria								
	SN		Unsatisfactory	Satisfactory	Good	Excellent	Score		
			2	4	6	8			
	1	Understanding of Objectives with topic							
	2	Understanding of Reliance of topic							
	3	Interpretation & Analysis							
	4	Presentation							
5	Query handling								

26. Evaluation of Answer Books

The centre of examination for the students will be allotted by the University which is any other institution besides ISIM. 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, Seminar on Contemporary Issue, Mini Project, Data analytics lab., Business Communication lab., Business Ethics Lab., Managerial Computing Lab., Managerial Skill Development Lab., Major functional Area lab. etc. are conducted by the external examiners appointed by RTU, Kota.

Note: (The brief guidelines given below and overleaf are only indicative. For detail, the corresponding document I notification must be referred.)

1. Minimum passing marks: A candidate has to secure 40% (28 marks) out of 70 theory/ external examination and 40% (12 Marks) out of 30 marks in internal examination. Candidate has to secure 50% marks in each component of Laboratory/ Practical subjects.
2. 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.

3. A candidate may be allowed for re-admission provided he/she satisfies on the following conditions:
 - a. A candidate could not appear semester examination
 - b. A candidate as an ex-student passed the due examination of the academic year.
4. The result of a candidate shall be declared on the basis of performance of each semester of the same academic year. However, a final year student, who is not permitted in anyone of the previous semester examination due to shortage of attendance will be permitted in that particular semester of the next academic session to study as a regular student and appear at that semester examinations. Final result shall be declared on the basis of working out Grand Total by adding marks of all the semesters of study.
5. DIVISION:
 - (a) FIRST DIVISION WITH HONOURS $\geq 75\%$ (if passes all exams in first attempt without grace)
 - (b) FIRST DIVISION $\geq 60\%$ but less than 75%
 - (c) SECOND DIVISION $\geq 50\%$ but less than 60%
6. Promotion: Promotion to the semester- III will be open to those candidate only who have cleared all papers of semester- I & II or have due papers not more than 4 of semester – I & II taken together and have obtained minimum 50% marks in the aggregate of semester – I and semester –II.
 - a. A candidate satisfying all the requirement of passing clauses 6 shall be promoted to the next academic year of study.
 - b. All failing candidate shall be required to take re-admission or to opt for ex-studentship.
7. Answer books are not subjected to any inspection or production before any external or internal agency except at the instance of Vice-Chancellor.
8. In case any mistake being detected during the preparation of mark sheet or afterwards, the University will be fully empowered to correct the same at any stage of period.
9. Star(*) shown against the marks denotes FAIL in that paper and candidate is required to re-appear again in same subject in next following semester exam.
10. 'C' denotes "Carry Forwarded Grace"

11. "G" denotes Grace Marks awarded in that paper to pass the examination. However, grace marks are virtual marks which are not to be added in total 1 aggregate marks obtained. The Grace marks will be awarded only if, the student appears in all the papers prescribed for the examination.
12. Grace marks to the extent of 1% of the aggregate marks prescribed for an examination (to be raised to the next whole number) will be awarded to a student in the failed subject(s) provided the student passes the examination by the award of such Grace Marks.
13. Re-valuation of answer books shall be permissible for Maximum 4 (four) theory papers in which a student is actually appeared in examination. For re-valuation, the student must submit his/her application form (through 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.
14. A candidate will be allowed to pass the 2 year MBA course within maximum duration of 4 years.
15. All Court cases shall be subject to the jurisdiction to the Rajasthan Technical University Head Quarter i.e. Kota and not any other place.
16. Medium of instruction of the programme is English only.
17. Formula for conversion of percentage into CGPA= $[(\text{percentage}/10)+0.72]$

27. Criteria for Passing

In order to pass in a paper, a candidate must secure minimum 50% pass marks individually in Sessional Assessment and Semester-End Examination (SEE) of that paper. A candidate is deemed to have failed in Sessional Assessment 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 Sessional Assessment and SEE of individual theory papers/ projects/ case analysis etc., prescribed for that particular Semester in the syllabus.

28. 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.

29. 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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