

INTRODUCTION TO IMS

IMS Ghaziabad was founded in 1990 by a group of visionaries and intellectuals to impart quality education in a stimulating and innovative environment where students are empowered with knowledge and professional skills while upholding the values of integrity, tolerance and mutual respect. Since its inception the group has promoted education in the areas of Management, International Business, Information Technology, Bio-Science, Engineering Sciences and Journalism through its three educational campuses equipped with state of art infrastructure. IMS has attained a unique and a highly respectable place amongst the best professional education institutions in India.

IMS Ghaziabad, University Courses Campus, has a unique trilogy of students, faculty and learning resources, producing some of the best human capital in the country. IMS intends to graduate persons with a global perspective who are competent, caring, creative, generous persons of potential and character. Its aim is to impart an unsurpassed educational experience, delivering both knowledge and the ability to use that knowledge effectively in their related professional areas.



IMS Ghaziabad has earned a reputation for academic excellence in providing practical and quality academic programmes in the field of Management Sciences, Tourism, Information Technology, Bio-Sciences and Journalism. IMS Ghaziabad offers full-time and part-time programmes, which are industry based, value-driven and rigorous. The professionally oriented programmes offered by IMS are designed to train the students to become well versed and accelerate in their respective fields.

The National Board of Accreditation (NBA) has also granted accreditation to the PGDM programme of our institute. Currently IMS Ghaziabad offers PGDM, PGDM-MM (Marketing Management), PGDM-TM (Tourism Management) and M.C.A courses. IMS has been ranked 4th in Top B-Schools of Excellence in All India as per latest CSR-GHRDC B-School Survey (Nov. 2011). IMS has been ranked amongst TOP 10 B-Schools of Delhi NCR by The India Today Group and Hindustan Times B-Schools surveys. IMS Ghaziabad has been ranked "A1" by AIMA (All India Management Association) as per the latest survey published in INDIAN MANAGEMENT Journal May 2011.



DIRECTOR'S MESSAGE

Welcome to the learning board of IMS Ghaziabad, University Courses Campus.....!!

With a vision of serving the society by imparting professional quality education, the Institute of Management Studies (IMS) was established and nurtured for more than two decades. The establishment of the new Adhyatmik Nagar Campus is one of the continuous effort in this direction to spread the wings across the larger part of the society. From the very beginning, the IMS has been concentrating to augment excellent academic delivery environment by creating all necessary inputs like most modern infrastructure, best intellectual resources, up to date syllabus as per the requirement of all stake holders- like Corporate, Government and Society in general. In addition to imparting professional knowledge and skills, we at IMS also develop the right attitude amongst students to serve the community too, while continuously advancing in their career.

We promote excellence in learning to develop competitive and insightful professionals, particularly looking to the social and economic integrating process across the world. Hence, our pedagogy forces students to look beyond the prescribed syllabus and transform them to be innovator to deal in such very dynamic environment. Our focus is always to transform the students to uphold the values related to strong character, integrity and developing professionals with character, integrity and compassion.

The IMS alumni are our best ambassadors, who are contributing to the society across the word. We are committed to deliver greater value for the time the students spend with us and continually marching ahead to strengthen our position in the professional education field arena.

I am confident that MIB students of 2017-2019 batch will fit into selection and recruitment criteria set by the company and suitable for both Indian and MNCs Organization and I wish MIB Batch 2017-19, a never before success at IMS.

Dr. Sapna Rakesh
Director
(IMS Ghaziabad, University Courses Campus)

DEAN'S MESSAGE

**“Education is the kindling of a flame
Rather than filling up a vessel”**

As dean, I am pleased to welcome prospective students and other website visitors including fellow researchers, management thinkers, community members, and loyal alumnus.

I have been associated with IMS, Ghaziabad-University Courses Campus, since 13 years and strongly believe that we are constantly fulfilling the never ending appetite of a student to learn and grow.

We provide ample educational opportunities which are one of the most fundamental obligations each generation owes to the ones that follow. The faculty is an asset of any educational institution, faculty at IMS are not only are best researchers, but carry an aptitude to deliver the skills in students, which are the need by today's corporate world. We are designing new learning environments and new technologies — in classrooms and partner with Knowledge thinkers to provide rigorous innovations and have added various value added certification courses which provide a student at IMS an edge over others.

With a large alumni base of 8000+ students who are the torchbearers of the programs that we offer- BBA, BCA, BJMC, B.Sc. (H) & M.Sc. Biotechnology, IMS Ghaziabad is synonymous with innovative pedagogy of teaching, conducive environment where students are empowered with professional knowledge & technical skills while upholding the values of integrity, tolerance and mutual respect. I can't think of a better place to live and learn.

Prospective students, if these commitments resonate with you and reflect the kind of learning you would like to do, I hope you will contact a faculty member or student ambassador or our institute to find out more.

Dr. Pooja Rastogi
Dean
(IMS Ghaziabad, University Courses Campus)

CHAIRPERSON'S MESSAGE

मनसि वचसिकाये पुण्यपीयूषपूर्णा
परगुणपरमाणूत्पर्वतीकृत्यनित्यं ।

Dear Students,

Welcome to IMS Family and to the MIB Programme 2017-19 Batch. From a modest beginning in the year 1990 by a group of visionaries and intellectuals to impart quality education, the group has promoted education in the areas of Management Sciences, Tourism, Information Technology, Bio-Science, Engineering Sciences and Journalism through its three educational campuses equipped with state of art infrastructure. IMS has attained a unique and a highly respectable place amongst the best professional education institutions in India.

The growing interest in MIB is understandable in the context of increasing market and governance challenges around the world. The syllabi for MIB compares favorably with the syllabi of some of the world's best International Business schools and is consistently revisited by undertaking peer/expert review of courses to reflect the industry requirement and the dynamics of a constantly changing business world.

We have strived to create a learning environment, where you will get a chance to unleash your potential. I extend an invitation to you to become a part of the dynamic learning process and set new standards in excellence and get ready to face the future by shaping your dreams to reality at IMS.

Chairperson
(IMS Ghaziabad, University Courses Campus)

IMS GHAZIABAD UNIVERSITY COURSES CAMPUS

IMS offers undergraduate and post graduate programmes affiliated to CCS University, Meerut. Courses of study leading to Masters Degree is offered in International Business and Biotechnology whereas courses of study leading to Bachelor' s degrees are offered in Business Administration, Computer Application, Journalism and Mass Communication , Bio-technology (Hons.).

It has consistently produced University toppers which speaks volume about the quality of education imparted by its erudite faculty . Regular sessions are organized for preparation of competitive exams/ entrance exams for higherstudies and jobs.

Recognitions

- The Institute is an ISO 9001:2008 certified.
- IMS is accredited by National Assessment and Accreditation Council (NAAC).
- Institute is ranked 1st in U.P ., 16th in All India by Membership CSI(Computer Society of India)
- Institute is Pioneer in BBA Course
- Best Private BBA institute in India, by ASSOCHAM INDIA, 2016
- IMS Ghaziabad Ranked 3rd in Northern India / Delhi NCR among Private Institutions as per Times B School Survey, Times Of India Group, June 2016.
- Rashtriya Siksha Gaurav Puruskar 2016 Award By: Centre for Education Growth and Research (CEGR)
- "Title of SkillTree Education Evangelist of India by SkillTree Knowledge Consortium" 2015

Vision

The Vision & zeal to Inculcate World Class – Education.

To develop the institution into a world class center for Management, Information Technology, Tourism, International Business, Bioscience, Engineering and other emerging related areas.

To contribute in the dissemination of academic and applied knowledge.

To inculcate in the students an academic environment, which will inspire them to realize their full potential and contribute to the development of the society.

Top create an understanding and regard amongst our students for human values, pride in their heritage and culture besides a keen sense of right and wrong

To impart intense professionalism in thought and practice.

Mission

"Our mission is to impart vibrant, innovative and global education and to make IMS the world leader in terms of excellence in education, research and to serve the nation in the 21st century"

MASTER OF INTERNATIONAL BUSINESS(MIB) & POST GRADUATE DIPLOMA IN MARKETING/FINANCE/ IT & OPERATIONS/HRM

The MASTER OF INTERNATIONAL BUSINESS is designed as an intensive Two year Programme aiming at creating a strong academic and professional foundation for development of holistic professionals in the area of International Business management. To keep students upgraded and walk with Industry prerequisite, contents & processes of POST GRADUATE DIPLOMA (PGD) is designed and updated through a process of continuous feedback and interface with academicians and captains of industry.

1. Academic Norms and Regulations

This student's handbook presents norms, regulation and practices governing students of MIB & PGD. All students of admitted to this programme at IMSGhaziabad, UCC are required to abide by these rules, and conduct themselves at all times in a manner that lends credibility to the Institute and enhances IMSGhaziabad, UCCprestige in society at large. The entire programme is a two year programme, divided into foursemesters which are further sub-divided into 8 LAPs, each spreading over 10 -12 weeks.

1.1. Award of Degree & Post Graduate Diploma

The CCS University, Meerut will award degree of MIB to all successful candidates and IMS Ghaziabad, UCC will award the Post Graduate Diploma in respective Specializations (Marketing/Finance/ IT & Operations/HRM) to all successful candidates.

1.2. Registration

All newly admitted students are required to register within stipulated time period as decided by the CCS University, Meerut. Students need to submit necessary documents to support their eligibility requirements and qualifications. Students appearing in the final year of graduation must submit their proofs of completing the Graduation according to prescribed last date of the CCS University, till which time the admission would be considered provisional. Failure to submit proof of completion or the mark- sheets by this day would invalidate the candidate's admission to the University Course.

In the subsequent semesters, students will be required to register on the first day of each year specified in the Academic Calendar, after producing the proof of clearance of all dues, unless permitted under special circumstances by the Director to register at a later date.

2. Orientation Programme

Before the commencement of regular classes, all students will undergo a compulsory Orientation Programme. Since the students joining the MIB Programme may be from different educational streams like, Engineering, Science, Commerce, Arts etc., bridge courses are imparted to bring them to a common knowledge base. The Orientation Programme would also ensure proper understanding of oneself, fellow students, group dynamics, communication skills and development of leadership qualities through interactive processes.

THE CURRICULUM 2017-2019

The Curriculum of MIB & PGDis an outcome of an elaborate and thorough reviews from distinguished industry experts and academicians and is influenced by the experience of the other premier Institutes and universities in the country and abroad.

1. The Programme curriculum is spread over 4 Semesters or 8 LAPs in a period of 2 years, during which the core and specialisation courses are offered by the Institute. The course outline is made available to the students, well before start of the course.
2. The course offered to the students may be a 4 credit course or 2 credit course. The Institute uses the concept of credit to define the weightage of a course in the curriculum. Courses are listed as 4 or 2 credits course depending on the enlisted workload for each course. The generally accepted norm is that One credit involves about 10 hours of academic work.
3. **Course outline**, referred to as 'Teaching and Learning Plan' provided to students generally covers:
 - 1.1. Objective and Outcome of the course.
 - 1.2. Pedagogy to be adopted.
 - 1.3. Prerequisites if any
 - 1.4. Sessionwise details of topics, required readings, additional readings and assignments.
 - 1.5. Scheme of evaluation and weightages.
4. **Semester-wise Credit Breakup**
 - 4.1. Equivalent number of credit hours for each course is indicated in the "Sememster-Wise Course Description".

5. Semester Wise Course Structure

Semester 1						
LAP 1			LAP 2			
S. No.	Course Code	Course	Teaching Hours	Course Code	Course	Teaching Hours
1	MIB-101	Management Concepts & Organizational Process	20	MIB-102	Financial & Management Accounting -II	20
2	MIB-102	Financial & Management Accounting –I	20	MIB-103	Managerial Economics-II	20
3	MIB-103	Managerial Economics-I	20	MIB-104	International Business-II	20
4	MIB-104	International Business-I	20	MIB-105	Marketing Management-II	20
5	MIB-105	Marketing Management-I	20	MIB-106	Business Statistics-II	20
6	MIB-106	Business Statistics-I	20		SPECIALISATION COURSE	20
7	LAP 1.1	Personal Discovery & Public Speaking	20	LAP 2.1	Goal Setting and Personality Development	20
8	LAP 1.2	Document Automation	20	LAP 2.2	Advanced Excel	20
9	LAP 1.3	Production and Operation Management	20	LAP 2.3	HRM	20
Total Teaching Hours of Semester I						360
WORKSHOP: DIGITAL FOOTPRINTS AND WEBPAGE PRESENCE						
WORKSHOP: FINANCE FOR NON-FINANCE						

Information/process/dates & duration can be changed under observance of other necessary factors and objective of the course

Semester 2						
LAP 3				LAP 4		
S. No.	Course Code	Course	Teaching Hours	Course Code	Course	Teaching Hours
1	MIB-201	International Marketing Management-I	20	MIB-201	International Marketing Management-II	20
2	MIB-202	Financial Analysis and Decision Making-I	20	MIB-202	Financial Analysis and Decision Making-II	20
3	MIB-203	Business Environment-I	20	MIB-203	Business Environment-II	20
4	MIB-204	Business Laws and Taxation-I	20	MIB-204	Business Laws and Taxation-II	20
5	MIB-205	International Marketing Research-I	20	MIB-205	International Marketing Research-II	20
6	MIB-206	Computer Applications-I	20	MIB-206	Computer Applications-II	20
7		SPECIALISATION COURSE	20		SPECIALISATION COURSE	20
8	LAP 3.1	Effective Communication	20	LAP 4.1	Professional Communication	20
9	LAP 3.2	Operation Research	20	LAP 4.2	SPSS	20
10	LAP 3.3	Digital and Social Media Marketing tools	20	LAP 4.3	Pre Summer Training Workshop	20
Total Teaching Hours of Semester II						400
WORKSHOP: CYBER SECURITY						
WORKSHOP: FINANCIAL MODELING						
WORKSHOP: ENTREPRENEURSHIP AND START-UP CREATION						
SUMMER TRAINING PROJECT						
Semester 3						
LAP 5				LAP 6		
S. No.	Course Code	Course	Teaching Hours	Course Code	Course	Teaching Hours
1	MIB-301	International Financial Management-I	20	MIB-301	International Financial Management-II	20
2	MIB-302	Organizational Behaviour and Development-I	20	MIB-302	Organizational Behaviour and Development-II	20
3	MIB-303	International Trade Procedures, Documentation & Logistics-I	20	MIB-303	International Trade Procedures, Documentation & Logistics-II	20
4	MIB-304	International Business Management-I	20	MIB-304	International Business Management-II	20
5	MIB-305	E-commerce-I	20	MIB-305	E-commerce-II	20
6	MIB-306	Foreign Language (Basic)-I German/French	20	MIB-306	Foreign Language (Basic)-II German/French	20
7		SPECIALISATION COURSE	20		SPECIALISATION COURSE	20
8	LAP 5.1	Business Communication	20	LAP 6.1	Employment and Communications	20
9	LAP 5.2	Data Analytics in R	20	LAP 6.2	Country Analysis	20
Total Teaching Hours of Semester III						360
WORKSHOP: Marketing Analytics						
WORKSHOP: Web Analytics						

Information/process/dates & duration can be changed under observance of other necessary factors and objective of the course

Semester 4						
LAP 7				LAP 8		
S. No.	Course Code	Course	Teaching Hours	Course Code	Course	Teaching Hours
1	MIB-401	Project Management -I	20	MIB-401	Project Management -II	20
2	MIB-402	Strategic Management-I	20	MIB-402	Strategic Management-II	20
3	MIB-403	Consumer Behaviour-I	20	MIB-403	Consumer Behaviour-I	20
4	MIB-404	Services Marketing-II	20	MIB-404	Services Marketing-II	20
5	MIB-405	Foreign Language (Advanced)-I German/French	20	MIB-405	Foreign Language (Advanced)-II German/French	20
6	MIB-406	Project Report & Viva-voce				
7	LAP 7.1	MS Project	20			
8	LAP 7.2	Environmental Management	20			
Total Teaching Hours of Semester IV						240
Total Teaching Hours for Entire Programme						1360

6. Choice Of Specialization:

Four specialization options are available to the students of MIB& PGD Batch2017-19. Students will have liberty to choose any one. Each specialization is comprised of basket of 5 courses, one course for each lap, starting from 2nd LAP.

6.1. Specialization Options

- 6.1.1. Marketing
- 6.1.2. Finance
- 6.1.3. IT & Operations
- 6.1.4. HRM

6.2. Specialization Basket

6.2.1. Functional Area: Marketing

MIB-Mktg1	Brand Management
MIB-Mktg2	Advertising Management
MIB-Mktg3	Sales & Distribution Management
MIB-Mktg4	B2B Marketing
MIB-Mktg5	CRM

6.2.2. Functional Area: Finance

MIB-Fin1	Cost Accounting
MIB-Fin2	Security Analysis and Portfolio Management
MIB-Fin3	International Financial Systems and Markets
MIB-Fin4	Derivatives and Risk Management
MIB-Fin5	International Trade Finance and Forex Management

6.2.3. Functional Area: Information Technology and Operations

MIB-ITOR1	Networking & Computer Communication
MIB-ITOR2	DBMS
MIB-ITOR3	Supply Chain Management
MIB-ITOR4	Enterprise Resource Planning
MIB-ITOR5	Vendor Management

Information/process/dates & duration can be changed under observance of other necessary factors and objective of the course

6.2.4. Functional Area: Human Resource

MIB-HR1	Learning and Development
MIB-HR2	Employee Relations Laws
MIB-HR3	Performance Management
MIB-HR4	Global HRM
MIB-HR5	Competency Mapping

7. Registration of Specialization Area

- 7.1. The specialization courses, to be taught from the second LAP onwards, will be announced in the First LAP to facilitate the pre-registration of specialisation.
- 7.2. Faculty members may evolve suitable criteria in consultation with the Director on the admission of students to the specialisation courses.
- 7.3. The Institute reserves the right to offer the specialization courses and can add or replace the existing ones with new ones.
- 7.4. Change of specialization will not be permitted after the stipulated date as indicated by the Institute for this purpose.
- 7.5. Students are advised to meet the concerned faculty members, to obtain details about the specialisation they may like to select. It is believed that these meetings and discussions would help students finalize their specialization.

8. Dropping/Suspension of Courses

- 8.1. No specialisation or course which has been approved and offered to the students for registration, will be dropped or suspended except with approval of the Academic Committee, in the following situation:
 - 8.1.1. Specialisation with registration of 25% or less students can be dropped as soon as the registration is completed. Students registered for such courses will be asked to re-register for another(substitute)specialization.
 - 8.1.2. Academic Committee may evolve suitable criteria in consultation with Director to decide on admission of students to specialisation. Such criteria will normally be based on:
 - 8.1.2.1. The academic background, aptitude and level of performance of the students in the related specialization.
 - 8.1.2.2. The number of students that can be permitted to specific specialisation.

9. Course Workload & Class Preparation

- 9.1. For each course, the students are advised to devote approximately 100 hours of work, both in and outside the classroom. This includes both individual and group preparation time. Many of the modules/courses require extensive group work.
- 9.2. Instructional Methodology: An optimum mix of lecture, discussions, case studies, role-plays, group discussions, special sessions from professionals from industry and trade, management games, sensitivity training, management films, industrial visits and industry interaction. Further opportunity is provided through participation of students in various seminars.
- 9.3. Reading Material: Reading material may or may not include supply of text books for courses in all semesters. Apart from this, based on requirements of a course, students may be supplied with adequate reading material for each course, both in hard copy as well as digital format.

ACADEMIC PROGRAMME EVALUATION & EXAMINATION SYSTEM

The Evaluation system in the MIB & PGD has been designed to help teaching faculty to evaluate the progress of learning of each student, to prescribe and promote certain acceptable and uniform standards of comprehension and to encourage a healthy and constructive competition among the students. We at IMSGhaziabad, University Courses Campus follow a system of continuous evaluation. Throughout the semester system, the student will be tested on his/her ability to understand concepts, learn techniques and apply them to problems in the real world. At each stage of the course, the student would be in a position to assess his/her performance and take measures to improve their performance in the course.

1. Examination and evaluation rules for CCS University Examination.

- 1.1. Ordinarily, an examination for First and Third Semesters will be held in the month of December and for Second and Fourth Semesters in the month of May every year.
- 1.2. There will be no re-evaluation or supplementary examination in either of the semesters.
- 1.3. No candidate will get an opportunity of improvement of marks once he has passed an examination.
- 1.4. Medium of instruction and examination will be English.
- 1.5. The minimum pass marks in each paper (including internal assessment) shall be 40% and in aggregate 50%.
- 1.6. In the first three semesters the candidate will be declared only as "PASS" or "FAIL" or eligible for appearing in "Back-Paper". Division will be awarded on the basis of combined result of all the four semesters.
- 1.7. Successful candidates shall be classified on the basis of combined results of four semesters as under:
 - 1.7.1. 75% & above marks : First Division with Distinction
 - 1.7.2. 60% & above but less than 75% marks : First Division
 - 1.7.3. 50% & above less than 60% marks : Second Division
 - 1.7.4. There will be no Third Division
- 1.8. Candidates shall be allowed to use simple calculator during the examination wherever permitted by the paper setter.
- 1.9. A candidate who secures 40% marks in each paper and 50% marks in aggregate in a semester examination will be eligible for promotion to the next semester. A candidate who fails to secure a minimum of 40% marks in individual paper shall be permitted to the next semester provided short fall is in not more than two papers. He/She shall get an opportunity to improve upon his/her marks performance in IIIrd / IVth semester respectively when the regular examinations of semester papers are held.
- 1.10. The facility of back paper (s) will be available to the candidates in not more than two papers in each semester. The examination for the back paper of I & II semester will be held alongwith III & IV semesters respectively. The examination for the back papers of III & IV semester will be held in the subsequent year as and when III & IV semester examinations are held. If the candidate fails to qualify in the Back-Paper, he/she will be declared fail and he/she will have to appear in the concerned semester afresh.
- 1.11. A candidate who fails in examination shall not be readmitted to this course. Any candidate who fails in the examination or is entitled to carry over papers as back-paper (s) may reappear in subsequent examination as an ex-student. However, the marks obtained previously by the candidate in Internal Assessment of the paper (s) concerned shall be retained and added with the marks obtained in subsequent semester examinations.
- 1.12. A candidate allowed to appear in the examination in any semester who has secured the minimum marks to pass in each paper, but has not secured the minimum marks to pass in aggregate may reappear in any two of the paper / courses of the semester concerned according to his /her choice to secure the minimum marks prescribed to pass in aggregate i.e. 50% as per provisions laid down above.

1.13. A candidate shall have to complete the course in a maximum duration four years after his/her first admission to semester I of the course.

1.14. All the paper setters/examiners shall ordinarily be external.

1.15. Each paper will be of three hours duration. The maximum marks allotted for each paper shall be as under:

- 1.15.1. Each Theory Paper : 75 marks
- 1.15.2. Each Internal Assessment : 25 marks

1.16. The grace marks shall be awarded as per the existing University Rules. However, no grace marks shall be awarded in the Project work and Viva-Voce examination. The existing University Rule for grace marks is that not more than five marks shall be awarded in two courses for passing the semester examination. Three marks shall be awarded as grace marks if the candidate is failing in aggregate or for improving his/her Division.

1.17. The Summer Training Project shall be evaluated for 100 marks (Project Report-75 marks and Viva-Voce-25 marks). The Project Report and Viva-Voce shall be conducted by Board of two examiners appointed by the University.

1.18. Project Report and Viva-Voce: Each student will be assigned a project in the beginning of IVth semester by the faculty to work on a topical subject having a bearing on International Business and Marketing. The student will be required to work in a business organization under the guidance of a person belonging to the business organization.

1.18.1. The Project Report shall be submitted by 30th April of the IVth semester. The Project Report shall be evaluated by a Board of the Examiners out of 100 marks. The division of 100 marks shall be as follows: Project Report-75 marks and Viva-Voce-25 marks.

2. Examination and evaluation rules for Post Graduate Diploma(PGD)

2.1. The evaluation will consist of two components - Internal and External.

2.2. External Component comprises of -

2.2.1. End LAP Examination – Courses spread over more than one LAP will have more than One End LAP Exams.

2.3. Internal component carries the weightage of 25% and external component carries the weightage of 75% towards the final evaluation of each course.

2.4. Internal Component

2.4.1. The internal components for evaluation may include Assignments, Case analysis, Presentation, Online quiz test, Group Assignments or any other form of assessment. The components of evaluation and their weightages are communicated to the student in the course outline for each course. However, depending upon the nature of the course, the faculty may devise any form of assessment method.

2.5. External Component

2.5.1. In External component, Examination of 3 Hrs Duration will be conducted at the end of each LAP. The total average of two components of each course will thus constitute the grade of that course. In total, external component for each course carries weightage of 75% towards the final evaluation.

2.5.2. The question paper may be set by the external faculty.

2.6. **The grading system** that will be used is a 7-point scale. Following is a description of these grades:

Grade	Grade Point	Rating
A+	10	91 and above
A	9	81 and above
A -	8	71 and above

B+	7	61 and above
B	6	51 and above
B -	5	41 and above
F	0 (Fail)	Less than 41

- 2.7. For each component of evaluation, the faculty member would communicate the performance of students through marks only. At the end of course, the faculty member will aggregate a student's performance on all the components of evaluation using the weights prescribed in the course outline.
- 2.8. In each course, a student is thus awarded a letter grade only. The weighted average for all course taken by a student in the Semester is called Semester Grade Point Average(SGPA) and in the whole programme is called as the Cumulative Grade Point Average(CGPA). A student must satisfy the following conditions to earn the PGD:
 - 2.8.1. A minimum Grade of 5.0(B-) needed to be earned in each and every course.
 - 2.8.2. A minimum SGPA of 6.0 (B) and a minimum CGPA of 6.0 (B) in all courses put together.
 - 2.8.3. 'F' Grade in not more than two courses throughout the program.

3. Conduct of Examination & Re-examination

- 3.1. In each LAP, End LAP examinations are conducted for each course.
- 3.2. If any student earns "F" Grade in any course then re-exam for the same will be carried out in the subsequent LAP/Semester.
- 3.3. A student is allowed to attend re-examination only for the courses in which he/she secures "F" Grade.
- 3.4. A candidate who does not secure an "F" Grade but fails to secure a minimum SGPA of 6.0 (B) will be allowed to reappear in any two papers of his choice to attain the minimum SGPA.
- 3.5. For a particular course, A student is allowed to appear only once in re-examination.
- 3.6. The student would be allowed to reappear in a paper in which he/she has secured less than the minimum passing grade on payment of Rs. 1000/- per paper.
- 3.7. If he/ she secures less than minimum passing grade obtained in any paper even after re-examination, a permanent F shall be marked against such papers.
- 3.8. If a student secures more than 2 F-Grade at any stage of his/her pursuing PGD, the student shall not be allowed to pursue the diploma further and would stand terminated automatically.
- 3.9. A student who fails in any of the subject(s), will be allowed to reappear for the same during the next LAP/Semester. In case a student has passed all the subjects but has not scored the minimum SGPA required for promotion, he will be allowed to reappear in any two papers of his choice to attain the minimum SGPA.

4. Examination Rules

- 4.1. Students are expected to equip themselves with writing equipments such as pen, pencil, ruler, calculator (non scientific only - unless and until specified by the concerned faculty for a particular course)
- 4.2. No papers, books, cell phones and data storable electronic devices should be taken into the examination room.
- 4.3. Use of LAPTOPs is allowed during certain exams as specified by the concerned faculty members.
- 4.4. No student will be allowed to enter the examination room after half an hour from commencement of the examination.
- 4.5. No student will be allowed to leave the examination room in the first one hour of the examination for any reason whatsoever.
- 4.6. A student will be allowed to leave the examination room only once, and not after two hours after the commencement, during the examination with prior permission of the invigilator for the purposes like drinking water, going to wash room etc
- 4.7. Any student who finishes his/her paper before the stipulated time will only be allowed to submit the answer script and leave the examination hall only after two hours after the commencement of examination.
- 4.8. An exchange of remarks, notes or gestures, or glances at any other student's paper may be treated

as a case of unfair means.

4.9. Anyone violating the above rules is liable to be booked as Unfair Means Case (UFM Case).

4.10. Detailed Examination rules will be issued from time-to-time by the Registrar/controller of the Examination.

5. Procedure for conducting fair examination

5.1. It is essential that examinations are conducted in a fair and orderly manner. Use of unfair means is strictly prohibited. The students are warned against use of unfair means during the examination. Unfair means will include any unbecoming behaviour like talking, consulting, copying or receiving transmitting any information pertaining to the subject during the examination. The invigilators may carry out random check to ensure that no incriminating material is found on the person of the examinees. The detailed procedure for handling UFM cases in MIB course is given in succeeding paragraphs.

5.2. **Constitution of Flying Squad:** The Director is authorized to constitute a 'Flying Squad' comprising of three Faculty members & two Staff member, of which one faculty & one staff member must be a female.

5.3. **Process of searching examinees:** The Flying Squad will be responsible to conduct random search of examinees at least once during the examination period. If any member of the Flying Squad finds an examinee in possession of any apparently incriminating material, concerned examinee shall be asked to surrender the answer script to determine the offence. A fresh answer script shall be issued to the examinee.

5.4. **Seized Incriminating Materials:** The seized incriminating material alongwith the surrendered answer script shall be sealed, signed and handed over to the Director for further action by the members of the flying squad who had detected the case. The Director shall forward the case to the Proctorial Board/ Unfair Means Panel/Academic Committee as set up by the Director which will then determine the category of offence and appropriate punishment.

6. Procedure for handling unfair means cases

6.1. Categorization of Cases

6.1.1. Category A: The category will include cases where the paper/ material found on person is irrelevant to the subject of examination which is being conducted at the relevant time.

6.1.2. Category B: This category will include cases where the student is found in possession of paper/ material, which is relevant to the subject of the examination but has not been utilized in the answer sheet till the time of being apprehended.

6.1.3. Category C: This category will include the cases where student is found to be in possession of any paper/material and the same has been used while answering by the time of being apprehended.

7. Evaluation of Answer-sheets of UFM cases

7.1. Original answer script, along with new/fresh answer script(if any), confiscated by the invigilator/flying squad will be duly evaluated by the nominated examiner. After the Proctorial Board/ Unfair Means Panel/Academic Committee categorizes the UFM cases, the disposal of these answer sheets will be as follows:

7.1.1. Category A: The student will be given due credit of marks allotted.

7.1.2. Category B & C: No credit will be given and action will be taken as per the punishment stipulated in each case.

7.1.3. Category-wise Punishment

7.1.3.1. Category A: In such cases, the students will be given a written warning not to indulge in such practices in future.

7.1.3.2. Category B: In such cases the student will be asked to reappear in the subject concerned.

7.1.3.3. Category C: In such cases the student will be given a permanent F grade in the mark sheet or may be asked to reappear in the subject concerned.

7.1.4. The punishment shall be conveyed to the students by the Examination Controller/ Course Chairperson/ Director's office on behalf of the Proctorial Board/ Unfair Means

Information/process/dates & duration can be changed under observance of other necessary factors and objective of the course

Panel/Academic Committee.

7.1.5. The accused may exercise his/their right to appeal against the decision to the Director.

7.1.6. The Director will have the final authority to exercise his/her discretion in awarding punishment to the student and may give an opportunity to the student of being heard in person.

8. PGD Course has to be completed within the period of 4 years from the date of admission/registration.

SUMMER TRAINING

The summer internship is a compulsory requirement for successful completion of the MIB and PGD. Students are required to undertake 8 weeks summer internship training in a company/ organization, during the break between IInd and IIIrd semesters. Objective of the Summer Internship is to help the student get a first hand exposure to working of an organization and to provide him/ her with an opportunity for applying the concept and techniques to managerial problems.

1. There shall be a Project and Viva-voce examination in MIB & PGD, IIIrd semester of Summer Training Project, which is in respect of the Summer Training undergone by a student for eight weeks after finishing IInd semester examination.
2. The Summer Training Project prepared by a student shall be submitted to the Institute by August 31st, during IIIrd semester.
3. All the students are required to submit their Summer Internship Report within the notified date to the Corporate Resource Centre (CRC), along with a certificate from the project guide of the organization in which the project was undertaken. Project report will not be accepted unless accompanied with project guide certificate.
4. Deadline for submission of summer project report presentation and Viva-Voce will be announced in third trimester. Attendance for summer project presentation is compulsory for all students for all days of presentations.
5. The Summer Training Project shall be evaluated for 100 marks (Project Report-75 marks and Viva-Voce-25 marks). The Project Report and Viva-Voce shall be conducted by Board of two examiners appointed by the University.
6. All students may also be required to give a formal presentation of Summer Project 10-20 minutes on summer training assignment, on scheduled date and time, which will be evaluated by a committee.
7. No extension will be granted under any circumstance for submission of Summer project report. All summer projects will be examined for plagiarism. Plagiarism cases will be dealt with strict disciplinary action and may result in expulsion from the Programme.
8. Normally each student is expected to work on a independent project but in case the organization providing training allocates a joint project, information about the same should be provided to CRC (duly supported by a letter from the organization) during the first week of summer training.
9. Students not completing their summer internship will not be eligible for promotion to next semester and may be debarred from the award of MIB and PGD.
10. Project Report and Viva-Voce: Each student will be assigned a project in the beginning of IVth semester by the faculty to work on a topical subject having a bearing on International Business and Marketing. The student will be required to work in a business organization under the guidance of a person belonging to the business organization.
 - 10.1. The Project Report shall be submitted by 30th April of the IVth semester. The Project Report shall be evaluated by a Board of the Examiners out of 100 marks. The division of 100 marks shall be as follows: Project Report-75 marks and Viva-Voce-25 marks.

PLACEMENT

A duly constituted **Corporate Resource Centre** with excellent facilities operates separately in the Institute. These Placement activities may be manned by Faculty along with Business Development officers but are largely student driven & are managed by them. The cell constantly stays in touch with companies and allocates them time slots to begin their selection process.

CRC has been conceived with an objective of bringing Corporate personnel and academia together, so that these corporate personnel can share their valuable inputs with our budding junior managers.

The main objective of the cell is to:

1. Facilitate students for all placement linked activities.
2. Supports students for summer training as well as Final placements.
3. Arranging Live Projects, Industrial Visit, Workshop & Seminars and Guest Lectures.

Placement Committee plays a vital role in the industry interaction, campus visit and all summer Internship and final placement related tasks.

Students Placement Committee comprises of members of MIB & PGD 1st year and 2nd year. The selection of this Committee is based on multiple objective criteria set by the CRC. Student members are expected to establish and strengthen ties with companies in various industrial segments under the guidance of Faculty and Officers of CRC. The Student Placement Committee under the guidance, organizes and arranges Pre Placement Talks (PPTs) and Campus Interviews for students. Each student is assigned different tasks related to facilitation of Summer Training and Final Placement Activities and it is expected that all the students would actively contribute in the above activities.

ACADEMIC DISCIPLINE

1. Attendance

- 1.1. Regular attendance is one of the key elements related to learning in professional education. The Institute insists on regular and prompt attendance in classes. Attendance will be taken by the faculty members directly. Students are advised to maintain 100% attendance in each subject. In light of the above, students are required to adhere to the following guidelines for the MIB programme.
 - 1.1.1. Students must put in a minimum of 80% attendance in every paper in each semester. A student who has not put in the required attendance in any course (s) shall not be allowed to take the examination in such course (s). He/She can do so only after acquiring the minimum stipulated attendance by repeating the course. However, he/she will be allowed to proceed to the next semester.
 - 1.1.2. The re-appear exam fee will be as per the CCS University.
 - 1.1.3. However, for PGD programme, Students with less than 80% attendance will not be allowed take the examination and will be awarded temporary F grade.
 - 1.1.4. Students carrying temporary FAIL grade, have an option of appearing in re-appear exam.
 - 1.1.5. The re-appear exam fee for will be Rs 1000/- per course.
 - 1.1.6. Absence without prior permission of the Director/Course Chair and the course faculty will be considered a serious breach of discipline. The student will be held responsible for losing any segment of internal evaluation because of absence. The course faculty may allow make up class tests/ assignment only to those students who were absent with prior permission and due convincing reasons supported with proper documents.
- 1.2. The students must maintain strict discipline in library, classrooms, examination, take-home assignments, and all other segments of academic work. Unless otherwise specified by the faculty members, the students must not collaborate in any way in their home assignments. The answers as presented to the faculty members should be the independent work of each student. They are advised that they should not, in their own interest, communicate their written reports or answers in home assignments to other students.
- 1.3. The faculty, if they think fit, may disallow or restrict discussion or consultation about the home assignments and take-home examinations or may adopt any other measure to prevent the use of unfair means in any segment of evaluation.
- 1.4. Faculty may also choose to report the incident to the Director, recommending disciplinary action against the involved student. Following actions can be taken:
 - 1.4.1. Expulsion from the Institute
 - 1.4.2. Suspension for a specified period
 - 1.4.3. Awarding a permanent 'F' grade in the course concerned
 - 1.4.4. Scaling down grades obtained in the specific module/course
 - 1.4.5. Repeating the module/course
 - 1.4.6. Withdrawal of Placement Services
 - 1.4.7. Any other

2. Dress Code

- 2.1. Students are expected to be dressed in proper presentable dress only, when coming to attend the classes or while on any Institute approved activity inside or outside the campus. The student shall wear corporate suits while attending any formal activity like Conferences, Guest Lecture, or representing the Institute outside the campus. Student Managers without proper dress may be refused entry by security personnel at main gate.
- 2.2. Sikh students are advised to wear proper turban (not 'Patka')

3. Handling of Institute's property

- 3.1. Institute's property is an asset of all the students. It is the responsibility of all the student managers

- to keep the property intact.
- 3.2. In case any financial responsibility is given to a student, he/she must fulfill it conscientiously.
 - 3.3. In case money is handed over to any individual student for any particular job assigned to him/her, the accounts for the money must be given to the authorized representative of the Institute within 24 hours/next working day of the completion of the assignment.
4. A student who is expelled from or is required to leave the Institute on any ground, may file an appeal to the Director for a reconsideration of his/her case. The decision of the Director in such cases shall be final and binding.

GENERAL CONDUCT

1. Discipline

1.1. The Institute attaches great importance to integrity, good conduct and a disciplined life. A sense of responsibility accompanied by a high degree of maturity is expected of all the students. The breach of discipline is considered as a serious offence and will invite immediate disciplinary action. The following cases of indiscipline will be treated as misconduct and will invite suitable punishments such as fine, suspensions, even expulsion depending on the gravity of the misconduct.

- 1.1.1. Habitual late coming.
- 1.1.2. Absence from the Institute and/or classes without prior permission.
- 1.1.3. Destroying/damaging/disfiguring/pilfering the property of the Institute.
- 1.1.4. Misbehaviour with other students/staff of Institute/ visiting faculty/ guests.
- 1.1.5. Slander or Libel of any kind pertaining to the Institute
- 1.1.6. Any other act(s) as considered objectionable and not in conformity with the letter and spirit of disciplinary rules.
- 1.1.7. All cases of gross misconduct such as indulging and /or inciting in physical violence, riotous or disorderly behaviour, making threats in persons or over telephone, fraud, misappropriation, embezzlement of funds, immoral behaviour directed at any student or staff or faculty of the institute.
- 1.1.8. Possession and/ or use of illegal materials like narcotics, firearm etc.
- 1.1.9. Abetting and indulging in ragging of any kind.
- 1.1.10. Abetting and indulging in Sexual Harassment.
- 1.1.11. Creating any kind of parochial feeling leading to disharmony.
- 1.1.12. Engaged in any firm/organization under any authority or studying in another institute without written permission from the Director.
- 1.1.13. Any other activity involving moral turpitude and against interest of the Institute or interest of public in general which may include behavioural aberrations by the students outside the Institute premises.
- 1.1.14. Any untoward incident outside the Institute shall be the sole responsibility of the student, even if the student has gone out as a part of academic activity.
- 1.1.15. Going on strike or instigating other students to go on strike for any reason whatsoever.

1.2. Smoking/Consumption of Drugs or Alcoholic Beverages

1.2.1. Smoking is strictly prohibited in the campus/administrative building, class rooms, library and computer lab. Consumption of alcoholic beverages is prohibited in the Institute premises at all times. No student shall come to the Institute in an inebriated condition.

1.3. General Conduct in Hostel

- 1.3.1. Students shall follow all advisories stated above as per the applicability in the hostels.
- 1.3.2. Students who are residents of hostel shall follow hostel rules and are warned against staying late outside the Institute hostel.
- 1.3.3. While the Institute shall provide adequate security, the student alone shall be liable for any loss due to theft etc. of their belongings.
- 1.3.4. Students are cautioned against wearing/keeping jewellery and other valuables with them or in their hostel rooms
- 1.3.5. Students are advised to open bank accounts in their own interest and are cautioned against keeping too much cash in their hostel rooms.

1.4. Notices

- 1.4.1. The notice boards are to be used by the authorized persons to give relevant information concerning their areas of responsibility.
- 1.4.2. No student shall put up any notice on the board without authorization by the Director.
- 1.4.3. No notice should be taken off the board when it is still relevant.
- 1.4.4. All notices issued, will be available in the respective departments.
- 1.4.5. Disfiguring or destruction of notice will be treated as a serious offence.

1.4.6. Not aware of a notice is not a sufficient excuse for any information not received by the students.

1.5. Class Timings: Students are expected to follow the time table schedule and shall be present in all classes well in advance before the scheduled timings.

2. General Academic Hours

2.1. The Administrative office timings are from 09:00 am to 05:00 pm on all working days. All Sundays and Institute's approved holidays are observed as closed days. However, classes may be conducted for students whenever necessary on these holidays or beyond the prescribed timings.

CO-CURRICULAR ACTIVITIES: BEYOND CLASS ROOM ACTIVITIES

In order to ensure overall grooming and development of a student, equal emphasis is given to activities beyond classroom. These activities are driven by students in the form of various functional clubs. Students are encouraged to take part in various club activities organized time to time as per their interest. Club activities provide opportunity and the platform to the students to showcase talent, to be creative and unleash their potential in different areas.

1. Student's Clubs: Following are the clubs driven by IMS Ghaziabad, UCC students. These clubs are

- 1.1. IT/Operations
- 1.2. Finance
- 1.3. HR
- 1.4. Marketing
- 1.5. IB
- 1.6. Corporate Social Responsibility
- 1.7. Cultural
- 1.8. Sports
- 1.9. Journalism
- 1.10. Bio Sciences
- 1.11. Literary Club
- 1.12. Big Ideas
- 1.13. Art and Theatre
- 1.14. Photography and Documentary

2. Constitution For Clubs

Article I – Name and Purpose of the Student Club

Club members have to decide and define the name and purpose of the club. They need to mention the vision, mission and goals of the club. The club will accomplish this goal by organizing and sponsoring meetings and minimum two events in every Semester, i.e, Four events in an academic calendar year.

Article II – Membership

General Membership is open to all students currently enrolled in MIB programme. A student compulsorily has to opt for two clubs. He/she, in order to be in good standing, shall attend all events held by all of the clubs. He/she has to compulsorily participate in at least one event of the club in which he/she is an active member.

Article III – Officers

Section 1. Executive Structure and Voting Authority

The Club's Officers are as follows: President, Vice President, Public Relations Officer, Secretary, Membership Officer, Treasurer, Five Active members.

All Officers are voting members of the Executive Committee.

Section 2. General Duties

As part of their general duties, all Officers shall:

Serve on the Executive Committee.

Attend all meetings and must not miss more than one meetings.

Coordinate the development of Club goals.

Assist with notification of Members and Provisional Members.

Assist Advisors with planning and conducting Provisional Member Orientations

Support and attend Club activities, including general meetings, fund raisers, socials, and service projects.

Section 3. Specific Officers' Duties

In addition to the general duties enumerated above, each Officer shall be responsible for the following specific duties:

A. The President will:

Represent the Club in the College and community.
Enforce the Constitution of the Club.
Preside over all meetings of the Club.
Prepare the agenda for the Meetings.
Present business to the Club.

B. The Vice President will:

Assist the President and carry out all duties assigned by the President.
Enhance and develop student involvement in community events.
Maintain a working knowledge of, and ensure adherence to, this constitution.
Have current copies of the governing documents readily available at all meetings.
Be responsible for scheduling events.

C. The Public Relations Officer will:

Assist the President and carry out all duties assigned by the President.
Appoint the Phone, Banner, and Newsletter Committees.
Chair the Phone, Banner, and Newsletter Committees.
Oversee the production and distribution of the Club Newsletter, including placing it on the Web Page.
Send thank-you notes and congratulatory cards and letters to College personnel, guest speakers, Club Members and community contributors.
Complete and submit necessary forms to any College departments involved in Club functions.
Request the use of video equipment, tape recorders, and all other audio-visual equipment from the Media Services Department when necessary.

D. The Treasurer will:

Assist the President and carry out all duties assigned by the President.
Maintain an account for club.
Receive all money, issue receipts, and deposit all money with the Cashier's Office.
Request funds by submitting the appropriate forms and documentation in a timely manner.
Maintain a file of forms and receipts for all money deposited and withdrawn.
Maintain a set of books that shall be kept posted and up-to-date at all times,
Present a financial report at each Meeting.
Place all financial records at the end of each trimester.

E. The Secretary will:

Take minutes of all meetings.
Submit copies of previous meeting minutes for approval.
Maintain a complete and accurate account of attendance, membership status, and meeting minutes.
Be responsible for collecting, sorting, and answering correspondence from their student organization mailbox located within Student Life.
Perform other duties as directed by the President.

F. The Membership Officer will:

Recruit new members for the interest of the organization.
Get information and ideas from the members/professors.
Notify members of upcoming meetings.
Perform other duties as directed by the President.
Keep records of attendance of

Article IV – Election of Officers

Section 1. Candidates for Office

All candidates for office must be Active Members in Good Standing with the Club by the end of the nomination period.

Section 2. Term of Office

The term of office is for one academic year.

Section 3. Nominations

Nominations will be accepted by email. A Member may be nominated by another Member, or may nominate him or herself.

Section 4. Election Period and Voting

Elections will be held at a General Member Meeting following the nomination. Only the votes of those members present at this meeting will be used for the election of the officers. The votes will be counted from member voting present to determine the winning candidate.

Section 6. Election of Officers

A simple majority of votes cast (51%) by General Members shall establish the winner. Votes will be counted by the Advisor(s). In case of a tie or a plurality (rather than majority) vote for a position, current officers will vote among themselves to select the candidate.

Article V – Vacancies of Offices

If an Officer vacates a position, the President will recommend to the Executive Committee a qualified Member in Good Standing who has agreed to fill the vacant position by appointment. For the vacancy to be filled, the Executive Committee must ratify the appointment by a simple majority vote.

Article VI – Removal of an Officer

Section 1. Establishment of Officer's Abandonment of Position

An Officer will be considered to have abandoned his/her position if any one or more of these conditions applies:

(1) If an Officer consistently fails to perform his/her duties to the Society in a reasonable and credible way.

Section 2. Removal of Officer Who Has Abandoned Position

If an Officer meets one or more of the conditions for abandonment of his/her position, the Executive Committee will vote on whether to remove the Officer from the abandoned position. A vote of three-fourths (60%) of the Executive Committee members present at Meeting will be necessary to remove the Officer from the abandoned position officially. When the Executive Committee declares that a position has been abandoned the Officer will be removed and forfeit, all rights to that position. The position will be declared vacant.

Section 3. Officer Notification of Abandonment of Position

A letter or email will be sent to the last known address of the Officer by the Executive Committee, stating the Club's official declaration of his/her abandonment and his/her removal as an Officer of the Club, resulting in a vacancy in that position.

Section 4. Replacement of Officer Who Has Abandoned Position

The vacant position will be filled at an Executive Committee Meeting according to Article V.

Article VII – Meetings

Section 1. General Meetings

General Meetings will be held at least once a month throughout the fall and spring semesters. Meeting dates will be announced on the Web Page, Facebook, Twitter, and by mails.

Section 2. Special Meetings

Special Meetings are unscheduled meetings for Executive Committee and or general membership, which may be called if the need arises. The President and/or the Primary Advisor can call a Special Meeting.

Article VIII – Faculty Advisor(s)

The faculty advisor(s) will:

- (1) Be a current College full-time faculty member.
- (2) Assist officers in executing their roles.
- (3) Approve any financial withdrawals from the organization's agency account.
- (4) Ensure plans for each activity conform to college policies and procedures.
- (5) Attend all on-campus events and all off-campus functions.
- (6) Oversee all voting procedures to ensure fairness.
- (7) Be a nonvoting member of the organization.

Article IX – Amendments and Revisions

Section 1. Revisions

The College requires the membership to review and ratify the Constitution, and submit the Constitution for administrative approval to Student Life every academic year, according to the guidelines set forth in the Student Organizations Policies and Procedures Manual.

Section 2. Amendments

Proposed changes to the Constitution will be announced, discussed, and voted on at a General Meeting. The Constitution may be amended by a vote of two-thirds of the Members present at any General Meeting.

MEDICAL FACILITIES

IMS Ghaziabad, University Courses Campus has an in campus medical centre with a medical attendant to look after the health of students with basic facilities like first aid and medication. The institute not only provides comprehensive medical facilities to the students living in hostel but also to day scholars. In addition to these in-house medical facilities the institute also has tie-ups with a number of hospitals in NCR to provide health insurance benefits to its students as well as employees. An independent Ambulance round the clock is available to render emergency services to the students, in the campus.

All students will be provided a Medclaim Insurance by the Institute which support in immediate Medical help and first aid in many Hospitals in India.

ANTI RAGGING POLICIES

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16/05/2007 and in Civil Appeal number 887 of 2009, dated 08/05/2009, the ragging is completely banned. To abide by the ruling of Supreme Court, The Institute is committed to a total prohibition of ragging in all forms. It is appealed to all students to desist from indulging in ragging. Depending upon nature and gravity of the offence, Severe Punishment will be given for those found guilty.

1. **Definition Of Ragging:** As per the order of Honourable Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students:

- 1.1. Any act of Indiscipline, Teasing or Handling with Rudeness.
- 1.2. Any act that Prevents, Disrupts the Regular Academic Activity.
- 1.3. Any activity which is likely to cause Annoyance, Hardship, Psychological Harm or creates Fear or Apprehension.
- 1.4. Any Act of Financial Extortion or Forceful Expenditure.
- 1.5. Any Act of Physical Abuse causing Assault, Harm or danger to Health.
- 1.6. Any Act of abuse by spoken words, emails, SMS or public insult etc.
- 1.7. Any Act of injury or infringement of the fundamental right to the human dignity.
- 1.8. Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
- 1.9. Any unlawful assembly or conspiracy to ragging.

2. **Anti Ragging Cell**

- 2.1. Ragging has ruined countless innocent lives and careers. In order to eradicate it, Honorable Supreme Court in Civil Appeal No. 887 of 2009, passed the judgement wherein guidelines were issued for setting up of a Central Crisis Hotline and Anti-Ragging database. The Cell is responsible for looking into any complaints filed by students about ragging at the institute and the hostel premise.
- 2.2. IMSGhaziabad, UCC have an Anti-Ragging Committee and an Anti -Ragging Squad. The Anti-Ragging Committee shall be headed by Security & Vigilance Officer and consists of chairpersons of different departments, Administrative Officer, Hostel Wardens, faculty members and non-teaching staff. It monitors the Anti Ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions including spelling out suitable punishments to those found guilty.

3. **Objectives of Anti Ragging Cell**

- 3.1. Anti-Ragging Committee will be the Supervisory and Advisory Committee on matters of Planning Action for Building and Preserving a Culture of Ragging Free Environment in the institution.
- 3.2. The Anti Ragging Squad will work under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Hostels, Buses, Canteens, Classrooms and other places of student congregation, for any incidences of Ragging, and shall educate the students at large in the University about Menace of Ragging and related Punishment Provisions.
- 3.3. Anti Ragging Committee will be involved in designing strategies and action plan for curbing the Menace of Ragging in the University by adopting array of activities.
- 3.4. To root out ragging in all its forms from the institution as it is prohibited by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

4. **Anti Ragging Committee**

- 4.1. In order to prohibit, prevent and eliminate the scourge of ragging an Anti Ragging Committee is constituted at IMSGhaziabad, UCC. In case of any incident of ragging, students can contact any member of the Anti Ragging Committee. Members of anti-ragging committee are:
 - 4.1.1. Mr. Sudhir Chaudhary Security & Vigilance Officer 9711260682
 - 4.1.2. Mr. Naresh Pal Singh Administrative Officer 9711260685

4.1.3.	Mr. Devendra Pandey	Boy's Hostel Warden	8586985876
4.1.4.	Ms. Renu	Girls's Hostel Warden	9711260683
4.1.5.	Ms. Pooja Rastogi	Dean	9899029831
4.1.6.	Ms. Charu Sharma	Chairperson BCA	9899885099
4.1.7.	Mr. Abha Vashistha	Chairperson Bio-Science	9205573955
4.1.8.	Mr. Rajshree Chatterjee	Chairperson BJMC	9891411575
4.1.9.	Ms. Geeti Sharma	Chairperson BBA	9818296455
4.1.10.	Mr. Santosh Shah	Faculty Member	9718633126
4.1.11.	Mr. A. K. Dubey	PRO	9999658981

5. Anti Ragging Squad

5.1. Anti Ragging Squad will be working under the Monitoring of Anti Ragging Committee and will seek advice from the Anti Ragging Committee.

5.2. Functions of Anti Ragging Squad

5.2.1. To keep a vigil and stop the incidences of Ragging, if any, happening /reported in the places of Student aggregation including, Classrooms, Canteens, Buses, Grounds, Hostels etc.

5.2.2. The Squad will also educate the students at large by adopting various means about the Menace of Ragging and related punishments thereto.

5.2.3. A gamut of positive reinforcement activities have been adopted by Anti- Ragging Squad for orienting students and molding their personality for a better cause.

5.2.4. They do work in Consonance and Guidance of Anti Ragging Committee.

5.3. All matters of discipline within teaching institutions must be resolved within the campus except those impinging on law and order or breach of peace or public tranquility, all of which should be dealt with under the penal laws of the land.

5.4. Mobile Numbers for Assistance

5.4.1. Mr. Sudhir Chaudhary, Security & Vigilance Officer - 9711260682;

5.4.2. Mr. Naresh Pal Singh, Asst. Admin. Officer - 9711260685;

5.4.3. Mr. S.P. Garg, Chief Warden (IMSEC) - 9711260672;

5.4.4. Warden , Boys Hostel (IMSEC) - 9711260673;

5.4.5. Warden, Girls Hostel (IMSEC) - 9711260683;

5.4.6. Mr. Devendra Pandey, Warden Boys Hostel (IMSUCC) - 8586985873;

5.4.7. Warden Girls Hostel (IMSUCC) - 8860089712;

5.4.8. Mr. A. K. Dubey, PRO - 9999658981;

5.4.9. Women's Help Line - 1090

6. Punishments

6.1. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments,for Indulging in Ragging related activities at the Institution level,for those found guilty of ragging shall be any one or any combination of the following:

6.1.1. The student can be expelled.

6.1.2. She/ He can be rusticated.

6.1.3. The student can be fined with the sum of Rs.10,000/-

6.1.4. She/ He may be debarred from taking exams and scholarships

6.1.5. The General Proficiency marks may be deducted.

7. Affidavit by the Student

7.1. An affidavit at the time of taking the admission has to be filled by the Students that he/she will not indulge in any ragging related activities.

Sexual Harassment

Sexual Harassment of any kind is strictly prohibited. No person shall indulge in any activity which is tantamount to sexual harassment to anyone including any such unwelcome sexually determined behavior (whether directly or by implication), in any manner whatsoever, such as physical contact and advances; a demand or request for sexual favours, sexually coloured remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

GENERAL RULES

1. Identity Card / Library Card

Students should invariably carry identity card cum library card issued. In case of loss or damage of I-Card, duplicate Identity Card can be issued to the student. Student would have to submit an affidavit and pay a fine of Rs.100/-.

2. Fees: Academic Fees, Hostel Fees & Payment Schedules

The payments of fees for each semester/year have to be made by the students as per the notification issued from time to time.

3. Mode of Payment of Fees

3.1. All fees are to be paid after confirmation with Accounts department, either in

3.1.1. Demand Draft in favor of 'IMS GHAZIABAD' Payable at Delhi

3.1.2. Online Payment / Net Banking

Bank Details for Online Payment / Net Banking	
Name of Institution	Institute of Management Studies
Bank Name	Oriental Bank of Commerce
Branch	Lal Quan, Ghaziabad
Current Account No.	51461131000392
IFSC Code	ORBC0105146

4. Late Fee

4.1. In case an installment of fee is not paid by a student by the due date, the same may be accepted along with late fee fine as per following guidelines:

4.1.1. Late payment of fee may be accepted after the due date of payment along with a fine @ Rs.100/- per day for each day including Saturday, Sunday and holidays.

4.2. Students who fail to pay an installment of fees from the due date of payment, may not be allowed to sit in classes or any forthcoming examination, and/or their result will not be declared, unless they clear their dues. The decision of the Director will be final in this case.

4.3. The results of the MIB students who fail to clear all the dues (including the late fees) may be withheld.

5. Final Clearance

Withdrawal from the programme and leaving the campus permanently must be on the basis of prior intimation to authorities concerned and completion of check out formalities by obtaining final clearance from all concerned, such as Director, Programme Chairperson, Registrar's Office, Library, Computer Centre, Placement Office, Accounts Office, etc. The students should also return their Identity cards before final clearance.

CONVOCATION

1. Degree of Master of International Business will be awarded to the student by the CCS University on successful completion of course.
2. Post Graduate Diploma in different specialization will be awarded to such students who in the judgment of the academic committee, faculty members and examination committee have fulfilled all conditions and requirements for the same. The diploma will be awarded at the Institute's Annual Convocation.
3. The different PGD that will be awarded are as follows
 - 3.1. Post Graduate Diploma in Marketing.
 - 3.2. Post Graduate Diploma in IT & Operations.
 - 3.3. Post Graduate Diploma in Finance.
 - 3.4. Post Graduate Diploma in HRM.
4. All students seeking diploma must clear all the dues and submit the clearance from various departments on a prescribed form, well in advance before the Convocation.
5. Medal Awards: Medals are awarded to the overall toppers category
 - 5.1. Gold Medal: Gold Medal is awarded to the graduating student who ranks first in academic performance in the MIB& PGD programme.
 - 5.2. Silver Medal: Silver Medal is awarded to the graduating student who ranks second in academic performance in the MIB & PGD programme.
 - 5.3. Bronze Medal: Bronze Medal is awarded to the graduating student who ranks third in academic performance in the MIB & PGD programme.
6. Medal Awards: Four Meritorious Medals are also awarded to the overall toppers of the four specialization areas.
7. Policy for issuing duplicate PG Diploma/Grade Card
 - 7.1. The Institute may issue a Duplicate Diploma/ Grade Card only in the case where the original is lost or damaged.
 - 7.1.1. In case of loss of Original Diploma/ Grade Card, the student shall have to furnish an affidavit and/ or a copy of FIR reporting that the Original Diploma/ Grade Card is lost.
 - 7.1.2. In case of damaged Diploma/ Grade Card, the student shall have to submit the damaged Diploma/ Grade Card.
 - 7.2. The duplicate Diploma/ Grade Card will be issued on letter head of the Institute and the present Director General, Director and the programme Chairperson may sign on it.
 - 7.3. An amount of Rs.1000/- will be charged for the issue of Duplicate Diploma/ Grade Card.
8. The Director reserves the right to change any of the above rules as and when deemed necessary without prior notice.

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