

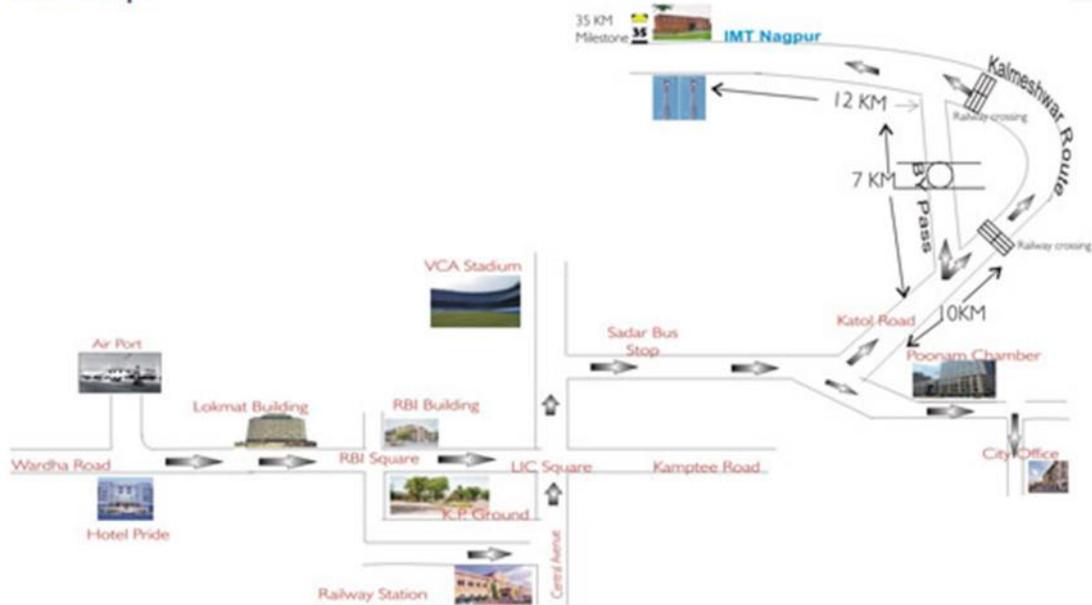


# SURVIVAL GUIDE

## Campus Address:

35 Km Milestone,  
Katol Road, SH 248, Dorli,  
Nagpur, Maharashtra 441502

### Route Map



## **PLANNING YOUR EXCHANGE**

### **Visa**

- › It is mandatory for all exchange students to come to India on a student visa.

### **Weather**

- › September to November: The temperature ranges from 85 F during daytime to 60 during the night.
- › December to January: The temperature ranges from 70 F during daytime to 45 F during the night.
- › Summers extend from April to August, with temperature touching 113 F in June.

Ensure that you have appropriate clothing. We suggest light cotton clothes for September to November. From December to January you will require light woolens and a few heavy jackets/ pullovers.

### **Vaccination**

Kindly consult your local physician and ensure that you are adequately vaccinated before you reach India.

### **Residence Permit:**

All foreign students who come to India for 180 days or more, need to register themselves at the local Foreign Registrar's Office, within 48 hours of their arrival in India. A fine of USD 30 is levied on students failing this rule. This registration is not compulsory for students staying in India for less than 180 days.

### **Currency Exchange:**

You can exchange USD/Euro and all major Foreign Currencies at the Airport itself (after you clear immigration, you will find a Thomas Cook and other currency exchange counters at the airport itself). There are many exchange counters in New Delhi and Ghaziabad. The working hours for the same are between 10 am and 6 pm (Monday to Friday). The closest counter is at 5-7 minutes walking distance from Campus.

Since most international ATM cards have a maximum withdrawal limit of INR 10,000 per week, it is advisable that you carry 500-600 USD/Euro/GBP in cash when you arrive in India.

## **HOSTEL ACCOMMODATION**

- I. This being a residential institute, all students are to stay on campus. They have a choice to choose between the hostel (non-AC) and AEC guest house (AC), if available.
- II. No change of allotted room is permitted under normal circumstances. Penal / disciplinary action will be taken if the allotted room, common areas are found defaced/made dirty deliberately by writing, sticking tapes or any other means.
- III. Coolers and air conditioners are not allowed in the hostel rooms, whereas ACs are already installed in the AEC guest house rooms. Students can choose them according to their priority.
- IV. All boys who enter the girl's hostel at any time are required to enter their details in the register maintained (for the purpose) by the security. To maintain the privacy, no male is allowed to remain inside the girl's hostel after 10:00 PM.
- V. Girl students who encourage presence of males inside their hostel between 10:00 PM and 7:00 AM will be equally responsible for the misconduct.
- VI. Similarly, girls entering into boy's hostel are to record their details in the register kept at the hostel gate. Girls are not permitted to stay in the boy's hostel beyond 10:00 PM. Disciplinary actions will be taken against defaulters.
- VII. They are also required to record their "going out" and "coming in" at the main gate security.

## **RULES AND REGULATIONS**

### **Use of IT Infrastructure**

The Institute provides computer facilities and access to its computer networks only for purposes directly concerned with the work of the Institute and with the normal academic activities of its users. Users are not permitted to use Institute facilities for any other purpose.

1. Users may avail of Institute's facilities only with the express authorisation of the I.T. Manager. Authorisation will be specific to an individual. Any password, authorisation code, etc. given to a user will be for his or her exclusive use, and must be kept secure and not disclosed to or used by any other person. The user is accountable for any loss/damage which occurs on account of violation of password secrecy.

Users are not permitted to use Institute IT resources for any unlawful or disruptive activities, as outlined in the Information Technology Act 2000. In particular, this includes: (a) Creation, transmission, storage, downloading or display of any offensive, obscene, indecent or menacing images or data. (b) Creation, transmission or display of material which is designed or likely to harass or cause mental anguish to another person, including defamatory material. (c) Transmission of files, folders or messages during the course of any examination. (d) Copying, transmission, storage or display of material in infringement of a copyright, moral right, trademark or other intellectual property right. (e) Destroying and/or invading the privacy of the files and folders belonging to other users or parties outside the Institute.

2. Users must also adhere to the following regulations with regard to the use of email and IP messenger

(a) Users are not permitted to send emails that do not correctly identify the sender or that attempt to disguise the identity of the computer from which it was sent. This includes a ban on all forms of impersonation and forgery.

(b) Users are not permitted to alter emails received from others and then subsequently forward/redirect these messages without explicitly mentioning where changes have been made.

1. Users must not indulge in tapping/unauthorized monitoring of a network by means of hardware or software (for example, "sniffer" programmes) mechanisms.

4. Users are forbidden from attempting to gain unauthorised access to any facility or service within or outside the Institute, or making any attempt to disrupt or impair such a service.

5. Software and computer-readable datasets made available on the Institute network may be used only subject to the relevant licensing conditions. Persons loading software on any Institute computer must adhere to all licensing requirements for the software. Except where allowed by Institute site licenses, software licensed for Institute use must not be copied for personal use.

6. Users shall be solely responsible for all violations of installing and utilizing unlicensed software without Institute permission and the Institute shall not be held liable. Users shall treat as confidential any information which may become available to them through the use of IT facilities

within the Institute and which is not clearly intended for unrestricted dissemination. Such information shall not be copied, modified, disseminated, or used either in whole or in part, without the express permission of concerned authority.

7. Connection of computers, whether college, departmental or privately owned, to the Institute network, is subject to the following additional conditions:

(a) IT service support will be extended to hostels only for network related problems (between 09:00 a.m. to 05:00 p.m.) Your complaint should be recorded in the complaint register kept in the lab.

(b) Computers connected to the Institute network may use only network identifiers which follow the Institute's naming convention.

(c) Students should login to the IMT domain from their computer in hostels so that Windows operating system's patches and updates get automatically updated from the server placed in IT Lab. It will help you in preventing your PC from getting infected from virus attacks.

(d) Students must install Anti-virus software on their machines in the hostel blocks; anti-virus software is available to the student managers from the anti-virus server available in IT Lab. By having the same anti-virus software across the campus, software will get regularly updated from the centralized anti-virus server from the IT.

(e) Students owning/allotted computer connected to the Institute network are responsible for ensuring their security against unauthorised access, participation in „denial of service“ attacks, etc.

(f) Students' usage of network services does not cause excessive amount of traffic on the Institute's internal or external network. The Institute may temporarily or permanently bar access to any computer or sub-network that appears to pose a danger to the security or integrity of any system or network, or which appears to be consuming unreasonable amount of network resources.

8. System Administrators in the institute have the right to access users' files and examine network traffic, but only if necessary in pursuit of their role as System Administrators.

9. In addition to the above listed restrictions, no user shall indulge in any other activity which results in:

(a) Wastage of staff effort or network resources, including time, on any system accessible via the Institute network.

(b) Corruption or disruption of other users' data.

(c) Violation of the privacy of other users except in exceptional circumstances as outlined in the guidelines above.

(d) Transmission and downloading of extremely large volumes of data, images, audio or video, which chokes the available bandwidth, thereby leading to a reduction in the performance quality for other users in the Institute.

(e) Willful introduction or transmission of malicious code into the network.

10. Violation of any of the guidelines mentioned in this section may cause the Institute to:

(a) Limit or withdraw the individual's access to some or all Institute IT resources. The Institute reserves the right, without notice, to limit any individual's use, and to inspect, copy, remove, or otherwise alter any data, file, or system resource which may undermine the authorized use of any computing facility or which is used in violation of the Institute's rules or policies.

(b) Enforce appropriate sanctions and penalties in accordance with the Institute's disciplinary procedures.

(c) Initiate legal action, including, but not limited to, criminal prosecution under appropriate laws.

(d) Require the violator to provide restitution for any improper use of service, the extent of which will be determined by the Institute authorities.

### **Guidelines for Availing IT Lab services**

a) Use of the lab is restricted to the students, faculty, and staff. IT Staff have the right to see the Student ID card for verification purpose.

b) The computer lab provides learning environment to the student managers, and hence, regardless of the time, students are expected to dress appropriately.

c) Students must logoff from the computer after using it. Failure to do so may result in a temporary deactivation of your account. This is to protect your account and your files.

d) Users must not cause damage or mishandle either to hardware or software. Any problem in hardware or software must be immediately reported to IT Staff. If a user is found responsible for (or the cause of) damage to a computer, then it will his/her financial responsibility for the repair or replacement of the computer or damaged computer part.

e) Phones located in computer lab are for helpdesk calls or emergency phone calls to security. These phones are not meant for personal calls.

f) Students can take B/W printouts by paying the prescribed charges. At present the print outs are taken on a laser printer.

g) Frivolous use of any workstation, such as playing games or chatting is not permitted.

h) Use of Mobile phones is strictly prohibited in the IT Lab.

- i) Eatables and Beverages are not permitted in the Computer Labs.
- j) Loud conversations are not permitted in the labs, as it is a disturbance to other users. Students engaged in loud, disruptive conversations in the labs would be asked to leave.
- k) Viewing and printing pornographic images is a punishable offence.

## **Hostel Rules**

**Students Residential Blocks:** Full time long duration programmes of IMT Nagpur are residential in nature. Hence, the institute provides comfortable double occupancy for boys, single and double occupancy rooms for girls. Boys and girls are housed in separate wings. These rooms compare favourably with the best institutes in the country. Apart from the rooms, there are sufficient facilities for recreation and building a sense of belonging. These include common rooms, gym, cafeteria etc. IMT Nagpur believes in freedom with responsibility. Hence, all individuals including the students are responsible for maintaining the institute property in good condition. In case of any damage to any property defacing / writing on the walls of hostel rooms etc., pasting of pictures or slogans anywhere in the campus by any student, the student will be required to make good the loss caused by paying its actual cost plus the labour charges for repairs or replacement of the damaged items. In case the defaulter is not traced, a collective penalty will be imposed to make good the loss. In the case of wilful damage to institute property, apart from collecting the costs of replacement of property, severe punitive action will be taken including summary expulsion from the Institute.

### **Hostel Procedures:**

- (a) This being a residential institute, all students are to stay on campus. They are also required to record their “going out” and “coming in” at the main gate security.
- (b) Students are not allowed to leave the campus at night or to stay out at night. All students who have gone out are to be back at the campus by 11.00PM. Security personnel have been advised not to allow ingress or exit between 11.00 p.m. and 6.00AM. In case of emergency or a need to be away from the campus at night, special permission may be granted by the Hostel warden. Such permission is to be obtained in advance/ prior to the departure from the campus. This being a residential institute, all students are to stay on campus. Students staying away from campus beyond the permissible time limits specified in clause – 2(b) or those who are leaving campus for outstation visit are required to fill – in and sign the „campus leaving form” (available at main gate security) before leaving the campus for such visits. They are also required to record their “going out” and „coming in” at the main gate security, for every exit and entry from and into the campus.
- (c) Students must appreciate that the institute has a responsibility for their wellbeing during their stay at the institute. Hence, the institute discourages unauthorized absence from the campus and will be constrained to take punitive action in such instances. No query or complaint will be entertained from the parents or guardian or any other person.

(d) Students are to behave in a manner befitting the good image of IMT Nagpur, even when they are outside the institute premises. Any behaviour not befitting a student of IMT Nagpur will lead to disciplinary action including expulsion from the institute.

(e) Permission to be away from the hostel should not be construed as permission to stay away from classes. Absence from classes will be governed by relevant rules and will be independent of hostel rules.

(f) While the Institute welcomes visitors and guests of students, in the larger interests it is not possible to allow them to stay in the hostels beyond 8.00 PM. In case of close relatives, a special permission be obtained in advance during working hours from the Facility Manager/ Dy. Chief Admin. Officer, for their stay in the campus. They will also be required to pay the prescribed charges for stay in the guest rooms. Male/female visitors may be permitted to stay in hostels for boys/girls respectively. Stay of visitors in the hostel is not a matter of right and permission is purely discretionary. (g) RAGGING IS STRICTLY PROHIBITED. ANY ONE INDULGING IN ANY ACT THAT CONSTITUTES RAGGING AS DEFINED IN THIS HANDBOOK WILL BE SUBJECTED TO STRINGENT DISCIPLINARY ACTION INCLUDING RUSTICATION / EXPULSION FROM THE INSTITUTE AND / OR OTHER ACTIONS AS PER THE PREVELANT CRIMINAL AND LAWS AND DIRECTIVES OF SUPREME COURT AND AICTE / UGC. (h) Students are prohibited from going to the roof tops of Hostel Blocks. Strict action will be taken against defaulters. As this poses danger to life and person, a student found indulging in these activities may be asked to leave the hostel and an undertaking will be taken from the parent that they are fully responsible for the consequence of such an act by their ward and they have advised her/ him not to indulge in such an act. Students are advised no to visit nearby lake as it is very dangerous and two cases of drowning have occurred in the past.

(i) Students are prohibited from burning any kind of fire-crackers/ lighting of fire of any kind/ creating a fireplace or triggering any device that produces noise or explosive sound inside or near the campus. Violation of this clause shall be treated as misconduct of serious nature attracting disciplinary action.

(j) Playing of loud music and creating public nuisance of any kind will be treated as grave misconduct attracting disciplinary action.

(k) Use of colours (liquid or powder) inside the hostel rooms/academic and administrative blocks including the mess and canteen premises are strictly prohibited.

(l) Students indulging in/supporting/instigating any disorderly/violent behavior and/or causing damage to property/person or unlawfully appropriating the property of other persons, shall be subjected to stringent disciplinary action including expulsion from the programme.

(m) No change of allotted room is permitted under normal circumstances. Penal / disciplinary action will be taken if the allotted hostel room, common areas are found defaced/made dirty deliberately by writing, sticking tapes or any other means. Students have to vacate their rooms in the Hostel during summer vacation period. They have to handover the rooms with complete furniture and fittings to the Manager (facilities). Arrangements will be made keeping their belongings in a separate room during their summer vacation. Unless permitted by the

administration (Facility Officer), locks of rooms will be broken and taken over if not vacated before departure for the summer vacation.

(n) (i) All males who enter the girls' hostel at any time are required to enter their details in the register maintained (for the purpose) by the security. To maintain the privacy, no male is allowed to remain inside the girls' hostel after 10:00 PM.

(ii) Girl students who encourage presence of males inside their hostel between 10:00 PM and 7:00 AM will be equally responsible for the misconduct. (iii) Similarly, girls entering into boy's hostel are to record their details in the register kept at the hostel gate. Girls are not permitted to stay in the boy's hostel beyond 10:00 PM. Disciplinary actions will be taken against defaulters. To facilitate group learning, a few AEC class rooms and the mess hall will be kept open throughout the night.

(o) Electrical Appliance like Room Geysers, Electric Kettles and Electric Iron, Induction Cooktop etc. are not permitted to be used in the rooms. If detected, the said appliances would be confiscated and suitable penalty imposed on the erring students.

**(p) Consumption of alcoholic drinks and narcotics is strictly prohibited.** IMT Nagpur is a non-smoking campus in accordance with the laws which prohibit smoking inside and around educational institutions. Students found smoking in public inside the campus, using alcoholic drinks, narcotics etc shall be subjected to imposition of fine and/or disciplinary action.

(q) Coolers and Air conditioners are not allowed in the hostels.

(r) Students are not allowed to keep any pets in the campus.

**3. Disciplinary Action:** The Hostel Warden is authorized to take spot / suo-moto action against students for any kind of misconduct and / or for violation of any of the provisions of Students' Handbook concerning non-academic issues. Such actions of the Warden may include suspension of such students and/or imposition of fine against such students up to a maximum amount of Rs. 25,000/- in a single instance and/or other actions as the Warden deems fit and proper in the circumstances of each such case. The Hostel Warden is authorized to issue notices to students summoning their attendance as witnesses / accused / victims for examination and enquiry or may order for medical examination of students in connection with all such cases of indiscipline and misconduct. Absence of students from classes for such purposes shall be deemed to be absence for official purposes and the APO shall compensate their loss of attendance as certified by the Warden. The Hostel Warden may issue fresh guidelines / directives to students on all non-academic issues or alter/modify/change existing guidelines concerning non-academic issues from time to time as deemed fit and proper in the interest of protecting the sanctity, peace and reputation of the Institute and the well-being of campus inmates.

## **Other Facilities**

1. **Communication Facilities:** Mobile phone connectivity from most of the major service providers is available at the campus. Students may contact these service providers for special schemes. IMT Phones are meant for use for official purposes or in case of emergencies only.

2. **Cafeteria:** There is a cafeteria in the campus which operates late into night and meets the requirements for refreshments.

3. **Medical Care:** There is a Medical Dispensary in the Campus. Qualified medical practitioners (Doctors) and trained medical attendants are available. The Dispensary is intended to provide first aid, preliminary medical assistance and treatment of health disorders of minor nature. For severe cases, which cannot be treated on campus, the patient will be advised for treatment at the well-equipped hospitals in the Nagpur city. Ambulance facilities are available on call from nearby towns of Kalmeshwar and Katol. Students are insured for a certain amount towards health coverage. There is a capping for reimbursement towards treatment for different ailments. At times, the hospitalization bill may exceed the insuring company's laid down permissible reimbursement amount. All students are to understand and assess the medical expenditure likely to occur and make payment of to the hospital before discharge, the amount which is over and above approved by the insurance company.

4. **ATM Center:** ICICI bank ATM facility is available on the campus.

5. **Sports & Recreation:** Facilities are available for the following sports activities within the campus:

- a. Football/ soccer
- b. Cricket
- c. Volley ball
- d. Basket Ball
- e. Lawn Tennis
- f. Badminton
- g. Carrom Board
- h. Chess
- i. Table Tennis

More sports/fitness facilities are being added in the current academic year. A television with cable connection is available in the canteen. A Gym has also been provided to enable the students to maintain physical fitness.

6. **Vehicle Registration:** Students bringing their vehicles inside the campus must possess all the valid / statutory documents and ensure that their vehicles are registered with the Administration Department.

7. **Bus Service:** Institute provided a bus service, twice a week from campus to city and back at suitable timings to facilitate meeting requirements at the city.

8. **Parking facilities:** All vehicles are to be parked only at the designated students' parking area only and not anywhere else in the campus. Irregular / improper parking of vehicles or parking of vehicles at places other than the designated parking lots by students will be subjected to imposition of fine and / or disciplinary action.

Wearing of helmet while going out on two wheeler is compulsory for all riders of the vehicle. Booking out will not be permitted without helmet.

9. **Laundry:** A dhobi from the nearby village visits the hostels to collect soiled clothes every day. Delivery of washed and ironed clothes is done on the next day. Students can avail this facility available in the hostel for a nominal charge. In addition, ironing facility by dhobi is also available at the campus.

10. **Committees:** There are a number of Students' Action Committees to cover various professional and administrative activities. These Committees, each headed by a Faculty member/Officer, provide an excellent forum to strengthen managerial capabilities through practical application of life size project outside the class room. Being of immense educational value, each Student Manager is required to become member of one or more of these committees according to his/her aptitude.

11. **Railway Concession:** The facility for the issue of Railway Concession has been extended to the Institute by the Railway Authorities. Railway Concession vouchers are available from Administrative Office. Mr. Rajiv Dhanvijay is the Manager Establishment responsible for this. The types of concession issued are as under:

- Concession for Indian Students for home station.
- Concession for Education Tour and other official travel.

Students' concessions are also extended by the Indian Airlines and most of the private airlines operating in the country. Students can contact the Administration office for these facilities.

12. **Photocopy facility:** Photocopy facility is available in the campus from 9.00 a.m. to 6.00 p.m. This facility is outsourced. Students can avail this facility by paying the requisite charges directly to the service provider.

### 13. **General**

(a) The office timings of the Institute on all working days are from 0900 hours to 1730 hours.

(b) No notices are circulated in the classes. The Students are advised to see the notice boards regularly. The time table is also displayed on the notice boards.

(c) Students are warned against incurring debts or committing irregularities in money matters. For cases which bring discredit to the Institute, disciplinary action will be taken. The Institute however will not be responsible in any way for debts taken or given by the students.

(d) **Identity Card:** Students are expected to carry their Identity Cards with them all the time, especially during their visits outside the campus. Security guards are instructed not to allow entry into the Institute without checking the identity card.

(e) **Dues:** Students must pay their Institute, Mess and other dues before the stipulated date, to avoid fines/re-admission fee.

## **GENERAL CLAUSES**

1. In addition to the guidelines laid down in this handbook under various heads, the following acts by students will also be construed as “Misconducts” liable for appropriate punishment/penalty.

(a) Acts subversive of discipline and/or conduct that is unbecoming of a student pursuing a Professional Course.

(b) Acts which are detrimental to the good image of the Institute. Any act that tarnishes the image and reputation of the Institute will be viewed as a grave misconduct and strict disciplinary action will be initiated against the erring party.

(c) Acts of deliberate breach and/or circumvention of the provisions of this Handbook, for personal gain. Attempting to circumvent or misuse the provisions of this handbook by fraudulent means or by falsification of facts.

(d) Acts that violate prevalent Statues or Social Norms including “Ragging” or “Sexual Harassment”.

(e) Acts in relation to Property and People (including visitors) of the Institute which is declared as an offence under penal laws.

(f) To try to influence or coerce in any manner whatsoever through any means, (internal or external) the Director, Dean(A), Program Chairperson, Faculty, Staff of the Institute to change/modify the systems, processes, rules & policies of the Institute.

2. Excepting in cases where direct authority is already assigned by aforesaid provisions of this Handbook for punishment or corrective action, as and when information of an act of misconduct is received by the Director of the Institute, a Committee will be constituted to enquire into the alleged acts of misconduct or referred to the Disciplinary Committee for non-academic issues, as the case may be.

(a) The Committee will follow the “Principles of Natural Justice” in conduct of the enquiry.

(b) The Committee will submit its findings and its recommendation for punishment or corrective action to the Director.

(c) The recommendation of punishment or corrective action will be commensurate with the gravity of the misconduct.

3. The following punishments or corrective actions may be recommended by the Enquiry Committee:

(a) Expulsion – expulsion from the Programme; If expelled from the programme, a student will be required to discontinue the programme and leave the campus. The student will be required to vacate the hostel premises and remove all his personal belongings from the premises immediately. There will be no refund of fees nor will any claims be admissible against the institute.

(b) Suspension – debarring a student from attending all academic schedules and placement interviews for a maximum period of twelve months. The student will not be allowed to attend classes nor be awarded marks for all evaluation components missed during the suspension period. However, the loss of attendance as a consequence of suspension will not be reckoned for the purposes of awarding an “Incomplete” qualification, though the CGPA criteria will continue to apply.

(c) Any student who has been suspended from the institute for any period of time will be debarred from taking part in the placement process of “day zero” companies. If the student had been suspended twice, then the student will be permanently debarred from the placement process. If the student had been suspended during his / her first year coursework, then the embargo will apply when the student is ready for taking part in the permanent placement process. If the student is suspended after getting placed, then the institute will write to the company wherein the student has been placed about the suspension. This will be in addition to the general ineligibility from being awarded any scholarship, prize or medal in the institute, and recall of the same if already awarded.

(d) Fine – quantum of cash required to be paid by the student, for instituting corrective behaviour, not exceeding a sum of Rs.25,000/= in one instance. Imposition of a fine, in excess of Rs 5000/= will be notified to the parents / guardian of the student stating the nature of misconduct.

(e) Warning – an official communication for instituting corrective behaviour and cautioning the student that repetition of similar misconduct would attract more severe levels of penalty.

4. The management reserves the right to modify or alter any of the above rules if it considers such modification to be of benefit the Institute and its Students towards achieving the stated mission of creating Leaders for the Future.

(a) However, such changes will be discussed at a faculty body meeting (involving any other staff who may have the requisite knowledge of the matter) and implemented after a faculty resolution.

(b) Such changes will be notified and administered with prospective effect and will, then on, be binding on all students of the PGDM Programme

## **GENERAL GUIDELINES**

*“Young men know the rules, wise men know the expectations”*

Keeping above in mind certain guidelines have been set to be followed to ensure better understanding of institute expectations.

### **I. DRESS CODE:**

- **Classroom:** Smart Casuals (except shorts, sleeveless shirts/T-Shirts, Short Skirts, Sneakers, Slippers).
- **Outside Classroom:** Casuals
- **Presentations/ Interviews/ Formal Occasions/ Guest Lectures:** Strictly Full Formals- Blazers for both boys and girls, Tie for boys.

### **II. SMOKING AREAS:**

- Outside Campus
- Canteen Backside

### **III. CAMPUS GENERAL TIMINGS AND RULES:**

- No entry in the campus after 11 PM.
- No entry in the girls hostel after 10 PM.

#### **❖ WEEKDAYS:**

- IT Lab closes around 6 pm.
- Academic Program Office (APO) closes at 5:30 PM.
- Official Xerox shop closes at 5:30 PM.
- Student Driven Xerox shop is open 24X7. (Room No. 109)
- Administration department closes at 5:30 PM.
- **GYM TIMINGS ANF FEES:** 4 PM to 8 PM
- **PANCHU/TAPRI TIMINGS:** 8 AM TO 8 PM (Eateries outside campus).
- **ATM TIMINGS:** 24X7.
- Hot water available till 9:30 AM for bathing.
- **DISPENSARY:**
- **LAUNDARY TIMINGS:**
  - CO<sub>2</sub>
  - Piyush Laundry: Available upto 9 PM.

- **DAILY ESSENTIALS AND NECESSITY PRODUCTS:** Available at Cooperative Store.
- **SPORTS RULES:**
  - Timings:
  - Sport shoes compulsory

## **FOOD OUTLETS**

### **Mess:**

A committee of students elected by the students is responsible for preparation of menu, ensuring food quality, its preparation, and management of the mess. Students pay a fixed amount per month as hospitality charges. The charges are for a standard menu and arrangements

(a) Food will be served in the mess as per the schedule declared on the notice board adjacent to the Mess Hall. (b) Students are not allowed to take utensils, crockery and cutlery belonging to the mess outside the mess. If found, suitable penal action will be taken.

c) Chicken is served thrice in the week and only at the time of dinner.

d) Food is a little spicy as and when compared with what you get to eat in your country.

### **TIMINGS:**

**BREAKFAST:** 8am to 10am

**LUNCH:** 12:50pm to 1:50pm

**HIGH TEA:** 5pm to 6pm

**DINNER:** 8pm to 10pm.

### **Cafeteria (9:30am to 4am)**

There is a cafeteria in the campus, right next to the mess, which operates late into the night (4 am) and serves both packed and cooked food.

### **Cooperative store (7pm to 2am)**

This is a student driven initiative, wherein you get stationery items, items for everyday use (including shampoo, toothpaste, soap, etc.) and packed and cooked food items.

This store serves ice creams, books birthday cakes and brings in yummy pastries so that we do not feel that we are far from the city.

### **Frost and Fun (8pm to 3am)**

Another student-run initiative, popularly known as FnF, serves refreshing shakes, mocktails and a variety of cooked food items.

## **ACADEMIC PROGRAMMES**

### **Two-year full time Post Graduate Diploma in Management – (PGDM programmes):**

Students undergoing PGDM program are required to successfully complete studies of 110.75 credits of work load spread over two years and a summer internship project. The academic programme is divided into 6 terms of 10-12 weeks each.

Term	Core course	Electives to be chosen	No of credits
5	2	5	17.5

***# 1 Credit means 10 hours of classroom teaching which includes case analysis, role plays and discussions etc.***

Every 2nd year student has to choose 5 electives out of the elective courses offered by the Institute, during 5<sup>th</sup> term. Although all attempts will be made to have non-clashing schedule, it may happen that some students are asked to drop out of an elective, when a large number of students are affected by clashing schedules.

A student may specialize in the following functional areas:

- Finance
- Marketing
- HR & OB
- Operations
- Economics
- Information Technology Management

Change of specialization during the continuance of any term is not allowed. Area of specialization should be indicated during the third term when notified by the Programme Chairperson (PGDM). An elective course, as indicated in the curriculum, shall be offered only if a minimum of number of students opt for it as a credit course (This number may vary from year to year which will be notified to the students).

## **PEDAGOGY**

1. IMT Nagpur follows various interactive & participative methods and styles of pedagogy like class room teaching, small projects, assignments, role plays, simulations, case discussions/presentations etc. for effective understanding and communication of concepts, theory & management principles.
2. In the beginning of the term, faculty members will provide detailed course outlines for their respective courses. The course outlines will contain the course objectives, learning outcomes, session plans, reading material, teaching methods and evaluation pattern. The course outline will be made available on Online Portal.
3. Faculty may follow different methodologies to enhance the understanding of the students. Hence, various methods of evaluation will be adopted. Every course will have different components of evaluation like quizzes, projects, term examinations etc.
  - a. The weightage for any single evaluation component shall not be more than 20% and less than 10% of the total evaluation components for the term and the End Term would be compulsorily of 40%.
  - b. There will be a minimum of 3 components of internal evaluation and a maximum of 5 components for a full credit course.
  - c. All courses shall have End Term Evaluations, which will be held at the end of the term as per the examination schedules released by APO. However, Midterm exam is optional for both compulsory and elective courses. The Midterm examination of II year courses will be the part of regular teaching sessions.
  - d. In Open Book examination students can carry any material, printed or handwritten or photocopied during the examination. However, the faculty member can specify or restrict the use of any material for an open book examination. Exams may be held Closed Book where use of any study material in either print or electronic form will be strictly prohibited.
4. For each component of evaluation, a faculty member shall award marks and not grades. The faculty member will communicate performance of students through marks only.
5. Although it is desirable to have fixed class schedules, classes may be held at short notice, due to emergencies or availability of visiting faculty.
6. Each session shall be of one hour & fifteen minutes. Normally, for each course, two or three sessions will be held per week. This number may go up in case of visiting faculty.
7. As IMT Nagpur runs fully residential programmes, classes may be scheduled on any day of the week, as well as outside institute's office hours. That is, classes may be held on Sundays and holidays as also before 9 am & after 5:30 pm.

## **EVALUATION**

All programmes at IMT Nagpur follow a continuous evaluation system in order to assess the students throughout the course. The components of evaluation and the relative weightage for each component are decided entirely by the course faculty.

1. The course faculty has full authority to assign weightages, not more than 20% and less than 10% to each of the various components of evaluation in a course. However the End Term would be of 40%. The components of evaluation and their respective weightages will be communicated to the students along with the course outline at the beginning of each term.
2. The grading system will be on a 10-point scale. Following is a description of these grades:

<b>Letter Grade</b>	<b>Grade Point</b>	<b>Description</b>
A+	10	Exceptional
A	9	Excellent
A-	8	Proficient
B+	7	Very Good
B	6	Good
B-	5	Fair
C+	4	Satisfactory
C	3	Low Pass
C-	2	Poor
D	1	Very Poor
F	0	Fail
I	-	Incomplete

3. (a) Students who miss single component of evaluation with weightage of more than 20%, owing to attending pre-approved assignment of the nature of institutional work, will be allowed to appear for a re-examination. In case of components with lesser weightage i.e. up-to 20% the concerned faculty member will prorate the marks from similar components. APO will initiate the process for conducting re-exam of End Term. It is the student's responsibility to co-ordinate with the concerned faculty member for other components of evaluation.

(b) Students who misses the End Term exam for being away for reasons other than pre-approved work of the institute, particularly of the nature of health related personal or family exigencies or other such ground as approved by the PGDM Committee, will be allowed to appear for a re-examination. In such cases only 50% of the actual marks obtained in the Re-Exam will be considered for the purposes of assigning total Term Marks or Grades. To appear for re-examination, student should get an approval from Programme Chairperson within 5 working days of the original scheduled date of examination.

(c) For all the other cases, if a student misses an exam with weightage of more than 20%, he/she will not be given any chance to reappear in any re-examination.

4. The PGDM programme follows a system of relative grading. This implies that the grade a student obtains for performance is relative to grades obtained by the class as a whole. The weighted average for all courses taken by a student in the programme is called the Cumulative Grade Point Average (CGPA).

## **Impact of Attendance on Evaluation**

As all programmes at IMT Nagpur follow a continuous evaluation system, based on principles of learning through interaction in the class and outside, a high emphasis is placed on attending classes. A student is not only expected to attend all the classes, but also to participate actively.

1. A student will be awarded ZERO in the end term examination in the course if the attendance is below 60% in that course.
2. If a student's attendance is less than 60% in the course and also a student remains absent for more than 40% of the evaluation components in terms of weightage in that course, the student will be awarded an "I" grade which signifies "Incomplete". In this case, the student would be required to repeat the course (not the program) during the next academic year (subject to obtaining minimum qualifying CGPA in the previous academic year) in the term when that particular course will be scheduled. Till the course is successfully cleared, the student will not be entitled to qualify for next academic year or for award of diploma whichever applies.
3. Final grades as well as the marks in various components are posted on Online Portal. All students are required to obtain their user ids and passwords for logging on to the system, answer online quizzes, check their attendance, marks, grades & CGPA and also to give feedback about the faculty members.
4. Lost Certificates

The institute will provide duplicate certificates; mark sheets and transcripts in case these are lost, misplaced or destroyed. To procure duplicate certificates, mark sheets and / or transcripts the student has to submit a written application along with a notarized affidavit, to that effect, to the APO specifying programme, academic year, roll number and reason for requesting duplicate copies. The student will also have to remit processing fees in form of a demand draft favouring "Institute of Management Technology, Nagpur" payable at Nagpur. The amount of the processing fees will be notified by the APO. On receipt of the application and fees the APO will prepare the duplicate certificates and dispatch them to the address communicated by the student in

## **GUIDELINES PERTAINING TO EXAMINATIONS**

1. Students are expected to clear all their dues to the institute on time. This includes all dues such as fees, hostel charges, mess charges, fines, and cost of any purchase they might have done through the institute, any payment due to the dispensary, library dues, unadjusted advances taken from institute for placement trips, RTC trips, attending conferences and seminars etc. In case of any pending dues, the student will not be allowed to appear for the End Term exam in the particular term and the re-exam rule applies.

2. (a) Students are required to carry their LRC card for all Mid Term and End Term examinations. Failing which a fine of Rs.500/- per course would be charged.

(b) During Mid Term or End Term Examinations, students should occupy their seats 15 minutes before the commencement of examinations as per the seating plan.

3. If a student is found guilty of any kind of malpractice during the examination/test of any type, he/she will be liable to punishment as deemed appropriate. The punishment may be as severe as expulsion from the Programme, repeating the course concerned or even being awarded “F” in the concerned subject.

(a) The above will apply in case of malpractices including plagiarism (which includes “copy and paste” from internet or any other source, not specifically marked and under quotation with the full citation of the source) in all forms of evaluations such as assignment paper/project reports etc.

4. Students should write their roll numbers immediately on receipt of the answer sheets, continuation sheet, question paper, case studies or any other material received by them during the examination. Any student who has not written his/her roll number on the answer sheet runs the risk of the answer paper not being evaluated.

5.

a. Any kind of conversation among students or any attempts to offer or receive help (like exposing answer sheet, hand-signs etc.) inside the examination hall will attract disciplinary action.

b. Once inside the examination hall, students will not be allowed to borrow or exchange anything with their colleagues or from the invigilators. Students are not allowed to bring eatables or drinks etc. inside the examination hall.

c. Mobile phones or devices which may have any communicating facility will not be allowed inside the examination hall. In case, by mistake, if you have brought your mobile to the examination hall, the same needs to be placed in the drop box, at your own risk, before the commencement of examination.

d. Laptops will not be allowed even during an open book examination. However laptops will be allowed only in case of Computer Based Testing examinations, subject to approval of the concerned faculty.

e. In case of Computer Based Testing examinations, students should ensure that required software is installed before the commencement of the exam, as per the instructions given by the concerned faculty/ IT lab/ APO.

6. Books or support material like handouts etc. (except in case of Open Book Exam) should be handed over to the invigilator before the start of examination. Any books or support material left by students outside the classroom/examination halls may be construed as malpractice and will attract appropriate disciplinary actions.

7. Any student who is found to be indulging in any malpractice in any of the components of evaluation will be dealt with as per provisions of malpractices pertaining to examinations.

8. During 2 Hrs End Term Exam following rules will apply: If a student enters the hall in the following circumstances,

Late entry till 30 Minutes : No punishment

Late entry after 30 Minutes “Late Comer” Punishment clause - 70% Weight (30% Penalty)

After 60 minutes : No Entry in the venue

A student cannot leave the venue before 60 minutes from the commencement of the examination.

9. Timeline to keep in Mid Term Examination (Pen & Pare – One Hour – Written Examination):

Late entry till 30 Minutes : No punishment After 60 minutes : No Entry in the venue

10. Students dressed in shorts / knickers / half-pants or attired in any form of indecent dressing shall not be allowed to enter the examination halls.

## **LEARNING RESOURCE CENTRE**

### **1. LRC Hours:**

Monday to Sunday - 9.00 AM - 4.00 AM Summer Vacation (April to June) - 9.00 AM - 5.30 PM  
Lunch Hours - 1.00 PM - 1.30 PM

Issue Return (All Seven Days) - 9.00 AM - 11.00 PM Issue Return (During Examination) - 9.00 AM - 01.00 AM

### **2. LRC Users:**

2.1. The following are entitled to enrol themselves as LRC members:

Enrolled Students of IMT, Nagpur

Faculty Members

Visiting Faculty

Officer & Staff Members

Research Scholars and Research Associates

2.2. External can take library membership under the 'External Membership'

2.3. Those who intend to use the LRC facilities are required to enroll themselves as members by filling the prescribed form. The form must recommend or approved by the respective head of the Department.

### **3. LRC Card:**

The LRC Card issued to the enrolled members is strictly non-transferable. User has to produce his/her card for all type of LRC transaction.

### **4. Loss of LRC Card:**

Members shall be responsible for the loss and misuse of LRC Card. A member who loses his/her Card shall make a written report to the Librarian. Duplicate card will be issued at the cost of Rs. 100/-

### **5. Borrowing from the Library:**

5.1. Books can be borrowed against the membership card issued by the LRC to the borrowers.

5.2. The date by which, a user must return each book is stamped on the label inside it.

5.3. Users are responsible for all books issued against you. Do not pass them on to other people or lend your library card to others.

5.4. You will not be able to borrow books if you have overdue books or unpaid fine.

5.5. Loss of borrowed material must be immediately reported in writing. The replacement charge (double the current price) for lost material, will also include overdue charges if applicable.

## **6. Lost borrowed Material:**

6.1. In case of loss of borrowed material issued against the user's LRC card, a procedure will be followed by the card holder:

6.1.1. The Librarian will inform in writing, at the earliest opportunity.

6.1.2. The Lost borrowed material will be replaced / made good, irrespective of any difference between the current market price and price of purchase. If the lost material is not available in the market, the card holder will pay the amount equivalent to double the current cost of the book.

## **7. Reissue and Recall of Book:**

7.1. The books shall be re-issued to the same borrower at as many times. But, in case of reservation the books will not re-issued.

7.2. You may be asked to return your books earlier, if need arises.

## **Student Activities:**

IMT students organize academic, corporate, cultural and social events through their various forums and committees.

Some of these events are:

**Pan-o-Rama** - A business and fun event conducted by International Relations Committee.

**Milestone 34 & 35** – Flagship event conducted by Milestone Committee.

**Concord** – National Level Intercollege academic and cultural event.

**Marque Wars** – conducted by marque forum to give student managers a marketing prespective.

**Ranbhoomi** –Intra-college sports event organized by the sports committee.

All these events are conceptualized, designed and organized by the students. The management gives them full autonomy to take decisions and showcase their creativity to the fullest. This exposure provides our students with a platform to develop into all-round, socially responsible and successful global managers

## **BLOCK A**

- Boys hostel
- Girls hostel
- Int dispensary (ground floor)
- Sports room (ground floor)
- Badminton court 1

## **BLOCK B**

- Girls hostel
- Co-operative store (general store)
- T.v. room (1<sup>st</sup> floor)

## **BLOCK C**

- Boys hostel
- Int gym (1<sup>st</sup> floor)
- Badminton court 2

## **BLOCK D**

- Boys hostel
- Frost n fun - pool center and food cafe(ground floor)
- Co2 - laundry service (ground floor)
- Leo gym (ground floor)
- Barber shop (ground floor)
- T.t. room (ground floor)
- T.v room (ground floor)

## **AEC BLOCK**

- AEC guest house
- AEC classrooms – 1,2,3,4,7,8
- AEC hall

**TENNIS COURT** – Between B & C block

**FOOTBALL FIELD, BASKETBALL COURT, VOLLEYBALL COURT, CRICKET FIELD** – Opposite block A&B.

## **LEARNING RESOURCE CENTER**

- Lrc hall
- Library
- Study area

## **ACADEMIC BLOCK**

- Tiered Classrooms ( Ground floor and 1<sup>st</sup> floor)
- Academic Programme Office (APO)
- IT Labs ( Ground Floor & First Floor)
- AB Rooms (1<sup>st</sup> floor)
- Placement Committee (PlaceCom) Office
- Faculty Block (Faculty Cabins)

## **DINING BLOCK**

- Mess
- Canteen
- Administration office
- Accounts office