



STUDENT HANDBOOK 2024–25



Management



Computer Science



Ph.D



Design and Media



Hotel Management



Health Science



ITM Pathways Academy

The information contained in this handbook is applicable for the academic year 2024–25.

“Welcome to the gateway of ITM Skills University, Navi Mumbai’ s immersive learning experience! As you leaf through the pages of our Student Handbook, you are delving into a universe brimming with possibilities. At ITM Skills University we’re not just a community; we’re a collective of curious minds, eager to explore, create, and push boundaries. This handbook serves as your compass, guiding you through the myriad opportunities that await. So, before you dive headfirst into this world of innovation and growth, allow us to pave the way for your journey towards becoming the leaders and visionaries of tomorrow.”

This handbook is designed to be a comprehensive resource for all students at ITM Skills University. It outlines important information about academic policies, student support services, campus life, and more. We encourage you to familiarize yourself with the contents of this handbook to ensure a successful and enriching academic experience.

The proposed Student Handbook is designed for Undergraduate and Postgraduate Management Programs.

The proposed Student Handbook contains the following parameters.

1. Academics
2. Academic Administration
3. General Administration

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About ITM Group of Institutions

The Institute for Technology and Management (ITM) was started in 1991 under the Chairmanship of Dr.P.V.Ramana. Over the years, ITM Group of Institutions has spread its footprints in various verticals such as Management, Engineering, Health Care, Fashion Designing, Hospitality Management, Law, and Architecture. ITM offers 79 programs having its campuses in Mumbai, Navi Mumbai, Raipur, Visakhapatnam, and Vadodara. ITM Group has established three universities i.e. Navi Mumbai, Raipur and Vadodara.

ITM Skills University

Vision

To deliver world class skill education through continuous innovation in the learning process & transform students to be conceptually strong with excellent interpersonal skills and a positive attitude all wrapped in humility.

Mission

Mission 1: To be a high-quality world-class University providing affordable contemporary education.

Mission 2: To create a pool of academically strong and motivated teaching community to foster & develop entrepreneurship skills and cultivate leadership attributes in students.

Mission 3: To source, train and deploy young professionals to make a positive impact to the technology driven and skill-oriented industry.

Mission 4: To effectively contribute to society with a deep sense of integrity and ethics, professionalism and social responsibility thus contributing to nation building.

Objective

- To provide a congenial environment to the higher education eco-system for innovation and continuous improvement.
- To dovetail practices and education immersion resulting in holistic development.
- To be the University of choice for students, employers, and employees.
- To develop students to be competent, ethical, and socially responsible citizens.
- To contribute to the development of stakeholders and the society at large.

Left Alligned

2. Academics

2.1 List of Undergraduate and Post graduate degree programs offered by the University.

Program for the academic year 2024-25			
S.No.	Program	UG/PG	Duration
ITM Business School			
1	Bachelor of Business Administration (BBA)	UG	4 Yrs.
2	Bachelor of Technology in Computer Science Engineering [B.Tech-CSE]	UG	4 Yrs.
3	Master of Business Administration [MBA]	PG	2 Yrs.
4	Executive Master of Business Administration [Executive MBA]	PG	2 Yrs.

2.2 Academic Calendar

2.3 Program Overview

Program : Bachelor of Business Administration

Academic Calendar Batch: 2024-2025

Term I : 15th July 2024 to 18th July 2024

Registration	11 th & 12 th July 2024
Inauguration	15 th July 2024
Induction and Foundation Program	16 th July 2024 to 18 th July 2024

Term 1 – 19th July 2024 to 30th September 2024

Classes	19 th July 2024 to 30 th September 2024
Industrial Visit	23 rd August 2024
Outbound Training -2 Days	20 th to 21 st September 2024

Term 2 - 1st October 2024 to 14th December 2024

Refresher Week	1 st October – 4 th October 2024
Classes	5 th October – 14 th December 2024
Industrial Visit	12 th November 2024
Diwali Break	27 th October 2024 – 3 rd November 2024

Term 3 – 16th December 2024 to 28th February 2025

Refresher Week	16 th December 2024 to 18 th December 2024
Classes	18 th December 2024 to 28 th February 2025
Industrial Visit	23 rd January 2025
Winter Break	29 th December 2024 – 1 st January 2025

Term 4 – 3rd March 2025 to 31st May 2025

Refresher Week	3 rd March 2025 to 5 th March 2025
Classes	6 th March 2025 to 31 st May 2025
Industrial Visit	22 nd May 2025
Global Immersion at Singapore James Cook University	16 th -21 st March 2025
Summer Break	1 st June 2025 -15 th June 2025

Term 5 – 16th June 2025 to 5th September 2025

Refresher Week	16 th June 2025-18 th June 2025
Classes	18 th June 2025 to 13 th September 2025
Industrial Visit	25 th July 2025
NGO Project	27 th August 2025 to 5 th September 2025

Term 6 – 8th September 2025 to 30th November 2025

Refresher Week	8 th September 2025 - 10 th September 2025
Classes	11 th September 2025 to 30 th November 2025
Global Immersion at Dubai, Dubai University	2 nd November 2025 to 08 th November 2025
Diwali Break	19 th October – 26 th October 2025

Term 7 & Term 8 – 1st Internship 1st December 2025 - 15th May 2026

Internship	1 st December 2025 - 15 th May 2026
Summer Break	16 th May 2026 - 1 st June 2026

Term 9 Internship - 1st June 2026 to 31st August 2026

Refresher Week	1 st June 2026 -3 rd June 2026
Classes	4 th June 2026 to 31 st August 2026
Industrial Visit	24 th July 2026

Term 10 - 1st September 2026 to 30th November 2026

Refresher Week	1 st September 2026 to 3 rd September 2026
Classes	4 th September 2026 to 30 th November 2026
Industrial Visit	23 rd October 2026
Diwali Break	5 th November to 11 th November 2026

Term 11 – 1st December 2026 to 27th February 2027

Refresher Week	1 st December 2026 to 3 rd December 2026
Classes	4 th December 2026 to 20 th February 2027
Industrial Visit	18 th December 2027
National Immersion Program (Himachal Pradesh)	21 st February 2027 to 27 th February 2027
Winter Break	25th December 2026 to 2nd January 2027

Term 12 – 1st March 2027 to 30th April 2027

Capstone Project	3 rd May to 31 st July 2027
Summer Break	1st August to 15th August 2027

- The Bachelor of Business Administration (BBA) program, known as BBA-i Connect, equips students with the tools to navigate the modern business landscape.
- Through a well-rounded curriculum, students explore core business principles alongside specialized areas like Finance & Banking, Digital Marketing & E-Commerce, and Business Analytics, guided by industry experts.
- The program emphasizes hands-on learning, industry visits, and engaging projects, preparing students for diverse career paths.
- The curriculum promotes reflective learning and active industry involvement, fostering dialogue and collaboration among students.
- Continuous assessment ensures students' progress, with ongoing quizzes, assignments, and project evaluations.
- Infrastructure features modern classrooms, specialized labs, extensive library resources, robust ICT infrastructure, and emphasis on safety and sustainability.
- Holistic development, specialized tracks, professional enhancement courses, industry-desired certifications, and skill development across subjects, ensuring students are well-prepared for success in the business world.

Pedagogy:

Case Study Analysis	Assignments
Live Projects	Research based learning
Group Discussions	Computer aided learning
Theoretical Sessions	News Analysis
Experiential Learning and Simulations	Lectures by eminent speakers from the industry
Seminars	Videos related to relevant topics
Role Plays	Presentations by students
Industry Visits	Brainstorming sessions
Field Visits	Workshops
Extempore	Leadership Lab
Outbound Training	Hackathon

The program's objectives include equipping students for varied business management roles, nurturing versatile managers and entrepreneurs, cultivating critical thinking, enhancing research capabilities, and empowering students for advanced education or specialized roles.

Academic Calendar Batch: 2024-2028

Semester I : 1st August 2024 to 24th December 2024

Commencement	1 st August 2024
Classes for Sem – I	1 st August 2024 to 19 th December 2024
Diwali Vacation	29 th August 2024 to 6 th November 2024
Final Demo Days	20 th December 2024 to 24 th December 2024
Semester Break	25 th December 2024 to 1 st January 2025

Semester II : 2nd January 2025 to 15th June 2025

Commencement	2 nd January 2025
Classes for Sem - II	2 nd January 2025 to 14 th June 2025
Final Demo Days	16 th June 2025 to 20 th June 2025
Semester Break	21 st June 2025 to 14 th July 2025

Semester III: 15th July 2025 to 24th December 2025

Commencement	15 th July 2025
Classes for Sem - III	15 th July 2025 to 13 th December 2025
Diwali Vacation	20 th October 2025 to 27 th October 2025
Final Demo Days	19 th December 2025 to 24 th December 2025
Semester Break	25 th December 2024 to 1 st January 2026

Semester IV: 2nd January 2026 to 15th June 2026

Commencement	2 nd January 2026
Classes for Sem - IV	2 nd January 2026 to 13 th June 2026
Final Demo Days	15 th June 2026 to 20 th June 2026
Semester Break	22 nd June 2026 to 14 th July 2026

Semester V: 15th July 2026 to 24th December 2026

Commencement	2 nd January 2026
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Semester VI: 2nd January 2027 to 15th June 2027

Commencement	2 nd January 2027
Classes for Sem - VI	2 nd January 2027 to 14 th June 2027
Final Demo Days	15 th June 2027 to 21 st June 2027
Semester Break	22 nd June 2027 to 14 th July 2027

Semester VII: 15th July 2027 to 24th December 2027

Commencement	15 th July 2027
Classes for Sem - VII	15 th July 2027 to 17 th Dec 2027
Final Demo Days	18 th December 2027 to 24 th December 2027
Semester Break	25 th December 2027 to 2 nd January 2028

Semester VIII: 3rd January 2028 to 15th June 2028

Final Internship	3 rd January 2028 to 15 th June 2028
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ITM Skills University's Bachelor of Technology in Computer Science Engineering program is renowned for its comprehensive curriculum, including a one-year internship. The program covers

- Innovative Technologies i.e. AI, ML, Data Science, AR/VR, and Web3, ensuring students are equipped for success in the evolving tech landscape.
- Guidance from experienced developers and opportunities to work on projects similar to those developed by leading companies, students gain valuable hands-on experience and entrepreneurial skills.
- The program spans four years with specializations in key engineering fields, offering industry internships, extracurricular activities, and continuous evaluation to promote active learning and adaptability.
- Emphasizing industry alignment, skill development, specialization benefits, social responsibility, and holistic development prepares students for professional success.

Pedagogy:

Case Study Analysis	Assignments individual as well as group
Projects	Research based learning
Group Discussions	Computer aided learning
Theoretical Sessions	Power point presentations
Practical Sessions	Brainstorming sessions
Seminars	Videos related to relevant topics
Role Plays	Presentations by students
Theme Events	Lectures by eminent speakers from the industry
Field visits	Industrial/Educational Tours
Workshops	Industrial Training
Virtual Demo Practical sessions	Virtual Theory Sessions
Extempore speeches	Inter/Intra-collegiate competitions
Hackathon	Quiz Games
Make Own Applications/Website	Peer Mentoring Sessions

State-of-the-art facilities, experienced faculty, student-centered pedagogy, inclusive campus culture, and extensive industry connections are the program's unique features, ensuring students receive a rich learning experience and real-world exposure.

Program : Master of Business Administration

Academic Calander Batch: 2024-2026

Registration : 10th, 11th, 12th & 13th June 2024

Inauguration : 14th June 2024 & 15th June 2024

Term I : 17th June 2024 to 08th September 2024

Induction & Foundation Program	17th June 2024 to 29th June 2024
Classes for Term – I	1st July 2024 to 30th August 2024
Preparatory Leave	1st September 2024 to 3rd September 2024
End Term Exam	4th September 2024 to 6th September 2024

Term II : 09th September 2024 to 05th January 2025

Classes for Term – II	9th September 2024 to 18th December 2024
NGO Internship	18th November 2024 to 30th November 2024
Preparatory Leave	19th December 2024 to 23rd December 2024
End Term exam	24th December 2024 to 4th January 2025

Term III : 06th January 2025 to 13th April 2025

Classes for Term – III	6th January 2025 to 29th March 2025
Preparatory Leave	30th March 2025 to 2nd April 2025
End Term exam	3rd April 2025 to 9th April 2025

Term IV: IIP - 15th April 2025 to 30th August 2025

GIP	15th April 2025 to 21st April 2025
IIP Internship	15th April 2025 to 30th August 2025
IIP Presentation	15th to 17th September 2025

Term V: 01st September 2025 to 31st December 2025

Classes for Term - V	1st September 2025 to 18th December 2025
Preparatory Leave	19th December 2025 to 22nd December 2025
End Term exam	23rd December 2025 to 31st December 2025

Term VI: 1st January 2026 to 30th April 2026

Course of Independent Study (CIS)	January 2026 - March 2026
Capstone Project Presentation	19th to 21st February 2026

Master of Business Administration

ITM Skills University's ITM Business School Master of Business Administration (MBA) program aims to cultivate skilled managers through high-quality education within a stimulating environment. & and not 'and'

- MBA program offers specialisation in the area of Marketing, Finance, Operations and SCM, Human Resource Management, Financial Services, Fintech, Business Analytics, Digital Marketing & Media Management, Retail Management and E-Commerce, International Business
- The two-year program encompasses an induction, core courses, specialized tracks, value-added modules, internships, and projects across various specializations.
- The curriculum focuses on shaping industry-relevant skills, fostering personal and professional growth, and promoting values like professionalism and social consciousness.
- With diverse teaching methods and a five-month industry internship, students gain hands-on experience and bridge the gap between academic learning and real-world practices.
- Modern infrastructure, including labs and a comprehensive library, supporting academic and extracurricular activities.
- The program's include experienced faculty, industry collaboration, hands-on learning, self-development programs, industry certifications, diverse specializations, industry internships and societal impact projects.

specialisations

Pedagogy:

Case Study Analysis	Assignments
Live Projects	Research based learning
Group Discussions	Computer aided learning
Theoretical Sessions	News Analysis
Experiential Learning and Simulations	Lectures by eminent speakers from the industry
Seminars	Videos related to relevant topics
Role Plays	Presentations by students
Industry Visits	Brainstorming sessions
Field Visits	Workshops
Extempore	Leadership Lab
Outbound Training	Hackathon

Overall, ITM Business School's MBA program provides a holistic learning experience, preparing students for successful careers in various fields of management.

Objective of Program?

Program : Executive MBA

Academic Calander Batch: 2024-2026

Semester I : 3th March 2024 to 08th September 2024

Induction & Foundation Program	25th Feb 2024
Classes for Term – I	3th March 2024 to 08th September 2024

Semester II : 09th September 2024 to 02th March 2025

Classes for Term - II	09th September 2024 to 02th March 2024
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Semester III : 10th March 2025 to 07th Sept 2025

Classes for Term – III	10th March 2025 to 07th Sept 2025
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Semester IV: 08th Sept 2025 to 28th Feb 2026

Classes for Term – IV	08th Sept 2025 to 28th Feb 2026
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Executive Master of Business Administration (Executive MBA)

The Executive Master of Business Administration (Executive MBA) program is tailored for action-oriented professionals, offering an innovative, experiential curriculum aimed at bridging theory and practice. Through inquiry-based dialogue lectures, the program encourages executives to apply knowledge effectively in dynamic business environments, fostering problem-solving skills and leadership development.

The curriculum encompasses core business skills alongside training in leadership, communication, and emotional intelligence.

- The Executive MBA program key features include an industry-endorsed curriculum, emphasis on critical thinking, involvement in extracurricular activities for leadership development offers specializations in Digital Marketing & e-Commerce, Financial Services, and Business Analytics,
- The program adopts the "3S Framework" pedagogy, integrating self-awareness, social emphasis promoting teamwork, collaborative efforts and sustainability into learning.
- Highly qualified faculty provide mentorship and guidance.
- Continuous Evaluation ensures ongoing assessments through real-time projects and peer reviews, promoting practical application of concepts and continuous improvement.
- Program objectives focus on industry relevance, skill development, specialization benefits, social consciousness, industry internship experience, and holistic development.
- State of the art infrastructure, including well equipped classrooms, computer labs and library.

Pedagogy:

Case Study Analysis	Assignments
Live Projects	Research based learning
Group Discussions	Computer aided learning
Theoretical Sessions	News Analysis
Experiential Learning and Simulations	Lectures by eminent speakers from the industry
Seminars	Videos related to relevant topics
Role Plays	Presentations by students
Industry Visits	Brainstorming sessions
Field Visits	Workshops
Extempore	Leadership Lab
Outbound Training	Hackathon

Overall, the Executive MBA program empowers business leaders to become socially responsible, innovative, and effective in today's dynamic business landscape.

3. Policies and Procedures

3.1 Code of Conduct

I) Campus Discipline

The University attaches utmost importance to discipline and character building of students.

Definition: Campus means ITM premises including buildings and rooms therein i.e., classrooms, faculty rooms, laboratories, corridors, staircases, gardens, terraces own as well as hired buses, vehicles, own as well as rented and hostel premises.

II) Prohibited Activities (General)

If a student does not maintain discipline in the class, the concerned faculty may initiate action for debaring him/her from the course with immediate effect. For e.g. Use of laptop/mobiles/other electronic devices etc. by a student during the class even when it is not required, is also an offence, since it disturbs the faculty and the student is non-attentive in the class. It is as good as an absence from the class. It also spoils the environment of the class by instigating others to do the same. Same holds true for going through the websites not related to the class. In view of the above, decision taken by faculty to debar the student from the class will be final and can't be revoked by the concerned faculty later.

It is mandatory for the students to switch off the mobile phones before entering the class.

If a faculty finds any student using the mobile phone during lecture, it will be confiscated and will be handed over to the Administration department.

Except for the above-mentioned point no. 1 and 2 other disciplinary issues will be presented to the Disciplinary Committee comprising representatives of Students and the Institution.

- Smoking, drinking of alcoholic beverages and consumption of legally banned drugs.
- Quarrels, Fighting, Physical Assaults.
- Carrying eatable outside canteen is prohibited and it should be restricted to canteen only.
- Damaging ITM owned property and assets, Buildings, Furniture, Computers and related Peripherals, Communication Hardware, Software, Vehicles, Utilities etc.
- Use of ITM network and electronic media for illegal and immoral purposes (As per Indian IT Act 2000).
- Intercepting or attempting to intercept e-mail and file transfers.
- Trying to access ITM intra-net domain, viewing, erasing or transferring confidential files/data/information.
- Purposely dissipating wrong information or propagating rumors.
- Using ITM property for private use, personal business or any unethical practices.
- Eating and drinking beverages in classrooms.
- Conducting unauthorized meetings & organizing and participating in strikes.
- Conducting any act which will result in spoiling ITM image.
- Theft of any kind either involving the students or the University.

- Going for Picnic/Outing is not permitted. University cannot be held responsible for untoward incidents owing to student's actions during any outing or picnic. Student is solely responsible for his/her action.

a. Indulgence in Drug/Narcotics

Students who at any time are caught indulging in (using or possessing) drugs or narcotics, within the premises of the University or its Hostel or outside shall have their admission terminated with immediate effect and handed over to the relevant authorities.

b. Anti-Ragging Policy

Ragging inside and outside the campus is prohibited and it is a cognizable offence (Section 6(a) AICTE Notification, 1 July 2009).

"Ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes:

1. Teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or
2. Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do any act resulting in:

- Mental / Physical / Sexual abuse
- Verbal abuse
- Indecent behavior
- Criminal intimidation / Wrongful restraint
- Financial exploitation / Extortion
- Use of Force

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A Student indulging in ragging can be:

- Expelled from the Institution.
- Banned from the Canteen / Hostel
- His /Her Scholarship can be withdrawn.
- Debarred from the Examinations.
- Denied admission to any University.
- Prosecuted for criminal action.
- Booked by the Police.
- Institutions will file FIR with local police against those who RAG/ABET ragging.

Anti-Ragging Committee and Anti-Ragging Squad to prevent ragging are constituted and are communicated to the students at the time of registration.

c. Dress Code

- Dress code for Student: from Monday to Friday will be formal and only on Saturday it will be Casual.
- For Male: If wearing jeans then it should not be torn & worn out and must be worn with appropriate T shirt as well.
- For Female: Sleeveless, mini tops and miniskirts will not be allowed. They must wear decent dress while coming to campus.
- It is mandatory to be formal if the Guest lecture is scheduled on Saturday.

- ITM Uniforms to be worn on specified occasions. Dresses which damage the decorum will not be allowed.
- Students are refrained from applying tattoos either permanent or temporary if visible.
- Student must show ID card to the security staff for an entry to the campus.
- Student must wear ID card all the time while in campus or else he/she will be penalized.

d. Cultural Events at the Campus

- For all events due permission will be sought from the admin authorities and in no case the event shall go beyond the normal time limits i.e., 8:00 pm and event coordinator should be in touch with Admin department; any activity extending stipulated time will attract disciplinary actions.
- Student involved in illegal use or abuse drugs or alcohol on campus during events will face serious disciplinary action. It may result in suspension or expulsion, which will be decided by the University

e. Off-Campus Discipline

- Students must behave in an exemplary fashion on all off-campus visits. They must ensure that ITM name and image is not let down by their actions.
- Attendance for industrial visit or off campus is mandatory and students must be dressed in ITM formals and must wear their ID cards. Mobile phones should be kept on silent mode and proper time schedule should be followed.
- Any complaints of any misbehavior by students reported will be dealt by the Disciplinary Committee and strict disciplinary action will be taken.
- Any change in address for correspondence and telephone numbers, students should inform to the office in time.
- Rules and regulations regarding hostel will be applicable as per the norms of the Institution.
- Students must keep their Hostel rooms clean, tidy and hygienic.

f. Disciplinary Committee

In the event of any student not adhering to the academic discipline and general conduct expected of him/her, a complaint could be registered against the student(s) concerned. An inquiry into such complaint(s) is/are conducted by a Disciplinary Committee. In case a student is debarred by the Disciplinary committee, he/she will not be allowed to attend the classes and examination.

g. Disciplinary Procedure

On receiving a complaint against a participant or acting suo moto, the Dean shall initiate disciplinary action against any participant for any alleged misconduct. In such cases, the following procedure shall be adopted:

1. The Dean seeking an explanation for the breach of discipline will issue a letter to the involved student.
2. On obtaining a response from the involved student, the matter will be discussed in the Disciplinary Committee. The student would be given an opportunity to explain his/her case before the Disciplinary Committee. The Disciplinary Committee may call others also to facilitate the inquiry. After the inquiry, the Disciplinary Committee shall either exonerate the participant or impose any one or more of the following penalties:
 - Fine of Rs.5000/-
 - Public apology
3. Confiscation of mobile phones, communication devices, cameras and audio-video gadgets found in classrooms and other prohibited places.

4. Suspension from classes or the hostel for a specified period
5. Scaling down grades obtained in one or more courses.
6. Awarding a permanent 'F' grade in the course concerned
7. Repeating the course
8. Suspension, withdrawal or made ineligible for scholarships or participation in management festivals.
9. Withdrawal of Placement services
10. Community service
11. Expulsion from the University

The Institution will form a Disciplinary Committee comprising of the student and faculty/staff representative. Issues relevant to the Disciplinary Committee will be presented to the committee for decision or review and the same will be reported to the Dean. The decision of the Dean will be final and binding on this issue.

A student disqualified on the grounds of attendance, discipline, ragging may be expelled from the Institution. The decision of the Management will be final and binding on the student in such cases.

3.2 Enrollment and Registration Process

All students are required to register on the notified registration dates to enroll themselves for the respective programme.

Students should enroll with the Registrar's office for joining the University along with all the documents as stated in the joining instructions letter. They are required to carry the original marksheets, certificates and fees receipt for verification.:

- 1) Application Form
- 2) 10th Marksheet
- 3) 10th Passing Certificate
- 4) 12th Marksheet
- 5) 12th Passing Certificate
- 6) 12th Leaving Certificate
- 7) Graduation Marksheet(If any)
- 8) Graduation Degree Certificate
- 9) Post-Graduation Marksheet(If any)
- 10) Post-Graduation Degree Certificate
- 11) Entrance Test Score Card
- 12) 10 Recent passport size photographs
- 13) Aadhar Card
- 14) Passport
- 15) Fee receipt
- 16) Migration Certificate (if applicable)
- 17) Medical Fitness Certificate (Only for Hostel Students)
- 18) Learning Disability Certificate from recognized Govt. hospital (if applicable)
- 19) Work Experience Certificate (if any)
- 20) Certificate for participation in sports (if applicable) (Only State and National Level)
- 21) Caste certificate (if applicable)
- 22) Affidavit for Submission of Marksheets/Documents/Certificates
- 23) Anti-Ragging Affidavit from Student
- 24) Anti-Ragging Affidavit from Parents
- 25) Medical certificate for physically handicapped (PH) candidate from civil surgeon (if applicable)
- 26) Gap Certificate (if applicable).

All the above certificates are verified by the Admission Department and forwarded to the University for approval. Subject to the approval provisional admission is granted.

In case the University rejects the enrollment while pursuing the program, admission will stand cancelled.

If the student is suffering from any learning disability, it should be informed to the Admission Department at the time of enrollment itself with relevant documents and proofs.

3.3 Examination and Assessment

Examination

- 1) **Purpose:** Examination is a measure to assess a student's performance with a view to see whether he/she has acquired certain degree of proficiency in terms of predefined parameters which are derived from the mission statement of the University as well as existing regulatory bodies. The parameters in general one related to acquiring of knowledge, skills, aptitude, and attitude through various curricular, co-curricular and extracurricular interventions.

Examination Committee: All the rules and regulations and other matters related to examination are discussed, formulated, and accepted by the Examination Committee.

Roles: Assessment of student's Academic Performance and takes appropriate decisions.

- 2) **Composition :** The Academic Assessment of Students may be a continuous evaluation or Continuous and end term evaluation.

- 3) **Standard of Passing:** To successfully complete the course the student is required to pass in all evaluation Parameters.

If a student fails in the evaluation process, he/she will contact the Examination Department and re-appear for the examination by completing the re-examination registration process.

If a student is absent or fails Examination, he/she will be declared as failed in that particular subject even though if he/she passes in the end term examination. In this case the student has to reappear only for the Internal examination.

- 4) **Assessments:**

Continuous evaluation, in the backdrop of the above stated purpose, is at the center stage of the classroom activities. Hence, it responsibility a Course Faculty to assess the performance of the student throughout the duration of the term through multiple interventions. A complete transparency, proper record and authentic evaluation is of paramount importance to be able to convince the regulatory and rating agencies about the soundness of the system.

- 5) **End Term Examination (If Applicable)**

- Composition and Marks:
End Term Examination: weightage as per the respective course.
- Registrar will be responsible for conducting of all Examinations.

6) Assessment of Industry Internship Project (IIP) - 400 marks

Sr. No.	Rubrics	Marks
1	Offer Letter	10
2	Joining Report	10
3	Initial Report	20
4	Fortnightly Report	60
5	Presentation / Viva by Company Guide	100
6	Overall Performance by Company Guide	100
7	Final Project Report	50
8	Final Project Presentation (University)	50
	Total	400

In case if a student fails to submit the aforesaid report in time, he/she will get zero marks.

IIP carries a weightage of respective credits (400 marks), 200 by faculty guide and 200 by company guide.

Final report will be evaluated on parameters such as overall structure of the report, elucidation of objectives and methodology, Data analysis, interpretations, findings and conclusion, faculty interaction and content for 50 marks.

Presentation will be assessed in terms of communication, presentation skills, overall organization of presentation, contents, and ability to handle questions for 50 marks.

The student will be informed the design of Industry Project Manual and kit, allocation of the faculty guides to the interns, and the conduct of presentation-cum-viva. Students will submit the copy of the Industry Project.

7) Assessment of NGO Project

Assessment will be carried out by the Faculty Guide, NGO Guide and the Panel members who will evaluate the NGO Project Presentation by the student. The assessment will be on the overall performance of the NGO Project.

Sr. No.	Rubrics	Marks
1	Faculty Guide evaluation (20 marks)	
	# Weekly Report	10
	# Final Report	10
2	NGO Guide evaluation (20 marks)	
	# Overall Formatting of the Project Report	2
	# Behavior in the NGO/Company	12
	# Soft Skills Demonstrated	6
3	Poster Presentation (10 marks)	10
	Total	50

8) Capstone Project and its Evaluation: need to change

Capstone Project is an exclusive academic assignment carried out by each student individually.

Sr. No.	Rubrics (Specimen of Capstone Project)	Marks
CAPSTONE PROJECT – PHASE I		
1	Title of the Project.	2
2	Objectives depict the focus of the project.	5
3	A brief description about the sector.	5
4	Identifying the Research Gaps.	5
5	Referred previous studies related to the topic.	10
6	Research Methodology.	8
7	Format followed as per the guidelines.	5
8	Timely submission of the soft copy.	10
	Total	50

CAPSTONE PROJECT – PHASE II		
1	Introduction	5
2	Literature Review	5
3	Research Methodology	5
4	Data Collection	5
5	Analysis Of Data	10
6	Data Interpretation	10
7	Recommendations	3
8	Conclusion	5
9	References	2
	Total	50
CAPSTONE PROJECT – PHASE III (Final Report)		
1	Introduction	5
2	Objectives Of the Study	2
3	Literature Review	7
4	Research Methodology	5
5	Data Collection	8
6	Data Analysis	9
7	Data Interpretation	8
8	Recommendations	3
9	Conclusion	3
10	References	2
11	Submission of the Capstone Final Report	8
	Total	100

Capstone (Phase I & II) Project would enable student to know art and science of doing Secondary / Primary research and develop analytical thinking, data organizing skills, synthesizing, develop critical thinking and above all introduce students to issues and limitations faced during undertaking research.

The Capstone Project is a culminating project which is designed to encourage students to take multi-disciplinary research work wherein students use their overall business management learning in the preceding semesters and come up with a cogent analysis of the business phenomenon in some of the less explored areas of management. This project will ensure the integration of knowledge / application in various areas of Management by undertaking an issue/problem in industry/business or a comprehensive piece of research on contemporary business management issues/topics.

9) Grades

An eight-point grading scale would be used in all subjects for evaluating students. The grades awarded to students would be O, A+, A, B+, B, C, P, and F. Grade F will be considered as Fail and any student falling under F grade will have to re-appear in the evaluation component in which he/she has failed.

Table 9.1 Grades and Grade Points (UG)

Percentage	Letter Grade	Grade Point
≥ 80	O (Outstanding)	10
70-79	A+ (Excellent)	9
60-69	A (Very Good)	8
55-59	B+ (Good)	7
50-54	B (Above Average)	6
45-49	C (Average)	5
40-44	P (Pass)	4
<40	F (Fail)	0
Ab	Ab (Absent)	0

Table 9.2 Grades and Grade Points (PG)

Percentage	Letter Grade	Grade Point
≥ 90	O (Outstanding)	10
80-89	A+ (Excellent)	9
70-79	A (Very Good)	8
65-69	B+ (Good)	7
60-64	B (Above Average)	6
55-59	C (Average)	5
50-54	P (Pass)	4
<50	F (Fail)	0
Ab	Ab (Absent)	0

- Methodology**

Undergraduate Program: A student passes with an aggregate of 40% or more. If a student is absent or scores less than 40% in any course, they are marked as unsuccessful. The SGPA is calculated by dividing the sum of the product of credits and grade points by the total number of credits: $SGPA = \sum (C_i \times G_i) / \sum C_i$. Similarly, the CGPA is calculated for all courses across all semesters: $CGPA = \sum (C_i \times G_i) / \sum C_i$. Theory courses are labeled PP, and practical courses are labeled PR. SGPA and CGPA are calculated only after all courses for the semester are cleared.

Postgraduate Program: A student passes with an aggregate of 50% or more. If a student is absent or scores less than 50% in any course, they are marked as unsuccessful. The Semester Grade Point Average (SGPA) is calculated by dividing the sum of the product of credits and grade points by the total number of credits: $SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$, where C_i is the number of credits for the i th course and G_i is the grade point scored in the i th course. Similarly, the Cumulative Grade Point Average (CGPA) is calculated using the same formula, but it includes all courses taken by the student across all semesters: $CGPA = \sum (C_i \times G_i) / \sum C_i$. Courses are labeled as PP for Theory and PR for Practical. SGPA and CGPA are calculated only after the student has cleared all courses for the particular semester.

- Grade Cards**

The Registrar Office will issue Grade Cards for examinations within 30 days, from the date of declaration of result.

- Revaluation of Answer Scripts:**

Applicable only to theory courses from End Semester Examinations (ESE), not for CIA, practical's, projects, internships, dissertations, theses, or viva voce.

1. Only for students who appeared in ESE and are eligible.
2. Submit applications in the prescribed format with the fee and grade card copy to the COE via the HOD within 15 days of result publication. Late applications are not accepted.

3. Fees are non-refundable.
4. COE arranges revaluation in consultation with the concerned HOD.
5. For passed candidates, higher revaluation marks are final; otherwise, original marks stand.
6. For failed candidates, higher revaluation marks altering the result are final; otherwise, original marks stand.
7. If revaluation benefits the candidate, a new statement of marks is issued.
8. Revaluation marks are final for the grade card.

- **Retotalling of Answer Scripts:**

1. All candidates can apply for retotalling of ESE theory answer scripts for the current semester.
2. Submit applications in the prescribed format with the fee to the COE via the HOD within a week of result publication. Late applications are not accepted.
3. Fees are non-refundable.
4. COE arranges retotalling. Any discrepancies are reported to COE for correction.
5. Results of retotalling are communicated, and if affected, the results are modified accordingly.

- **Re-Examination**

Students who do not get minimum passing marks will have to appear for re-examination.

Re-examination will be conducted after the declaration of the results. Students are required to pay re-examination fee.

Two attempts per course will be allowed.

Re-examination result will be declared within 21 days of the completion of re-examination. Review and revaluation facility are not available for re-examination.

Defaulters: Students with less than 75% attendance in a subject are defaulters. They will have to appear for re-examination after the payment per subject as re-examination fee. They will get only one chance to clear the subject in the event if they fail in the re-examination.

- **Repeat Course:** A student unable to complete their program within the normal period (N) has an additional two years to clear their backlog and qualify for a degree. The time span for completion is therefore N + 2 years. In exceptional circumstances, one more year may be granted with clear justification by the university's statutory body. During the extended period, the student is considered a private candidate and ineligible for ranking. Ordinarily, no student should be given more than two extra years; however, in exceptional cases, the university may allow one more year based on individual merits.

3.4 Anti-Ragging Policy

ITM strictly prohibits ragging both on and off campus, aligning with UGC and AICTE regulations. Ragging, including physical or psychological abuse based on any discriminatory grounds, is a cognizable offense. The university commits to a safe and respectful environment, with policies in place to prevent and address such incidents. The designated Nodal Officer will ensure the implementation of these anti-ragging measures. These guidelines are effective immediately.

Objectives of the Policy

To prohibit, prevent and eliminate any conduct by any student or students which constitutes ragging.

Definition of Ragging

Ragging includes, but is not limited to, the following acts:

1. Teasing, abusing, threatening, or playing practical jokes on a student, causing them harm.
2. Asking a student to perform any act that they would not willingly do in the ordinary course, resulting in:
 - Mental, physical, or sexual abuse
 - Verbal abuse
 - Indecent behavior
 - Criminal intimidation or wrongful restraint
 - Financial exploitation or extortion
 - Use of force

Consequences of Ragging can be:

- Any student found involved in ragging may face the following consequences:
- Expulsion from the institution.
- Ban from accessing the canteen and hostel facilities.
- Withdrawal of scholarships.
- Debarment from examinations.
- Denial of admission to any institution.
- Prosecution for criminal action.
- Police booking.
- Filing of a First Information Report (FIR) with local police against the perpetrators of ragging

Helpline for Students in Distress

Students in distress due to ragging-related incidents can call the National Anti-Ragging Helpline at 1800-180-5522 (24x7 Toll Free) or email helpline@antiragging.in for immediate assistance.

Awareness and Compliance

- ITM Skills University will promote awareness and compliance with anti-ragging regulations through the following measures:
- Holding workshops and seminars on eradicating rag in higher educational institutions.
- Displaying Anti-Ragging posters at prominent places on campus, including admission centers, departments, library, canteen, hostel, and common facilities.
- Submission of online compliance reports on Anti-Ragging Regulations at www.antiragging.in.
- Making it mandatory for each student and parent to submit an undertaking every academic year

3.5 Prevention Of Sexual Harassment Policy (POSH Policy)

Every student of ITM has the right to be treated with dignity and respect, free from abuse or harassment. It is our desire to promote a healthy and congenial working environment irrespective of gender, caste, creed, or social class of the students. Therefore, we have zero-tolerance for sexual harassment and any violations will attract serious disciplinary action. This policy is meant to educate the students about what conduct constitutes sexual harassment the ways and means, which we are adopting to prevent occurrence of any such event, and in the unlikely chance of such an occurrence, to enable a fair mechanism for dealing with such conduct.

This policy is made in accordance with Supreme Court Guidelines on Sexual Harassment at Workplace, declared in Vishaka & others vs State of Rajasthan & Others (AIR 1997 SC 3011) and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

This policy extends to all categories of Students of ITM Skills University. This policy is deemed to be incorporated for all Students and comes into effect immediately.

The coverage is as under:

Every Student across the ITM Skills University.

An alleged act of Sexual harassment, whether the incident has occurred during or beyond the ITM Skills University hours.

- All ITM Skills University -related activities performed at any other site away from the premises.
- Any social or other functions where the conduct or comments may have an adverse impact on the ITM Skills University.
- Any act of sexual behavior is included if such an act is perceived to be detrimental to a healthy and congenial environment. This policy is only applicable when both or either the alleged harasser or the victim is Student. It is not applicable when both the alleged harasser and the victim are third parties.

1. RAISING COMPLAINT

1.1. Any aggrieved person may make, in writing, a complaint of sexual harassment to the Internal Committee, within a period of fifteen days from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident, in a sealed envelope. Alternately, the person can send complaint through an email. The student is required to disclose the name, roll no., division, and location of place to the Chairperson or the committee to contact and take the matter forward.

1.2. If the person cannot make such a complaint in writing, the Presiding Officer or any member of the Internal Committee as the case may be, shall render all reasonable assistance to the person for making the complaint in writing.

1.3. The committee can, for reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the victim from filing a complaint within the said period.

1.4. The aggrieved person may also contact his or her Faculty / HOD or any other Student to complain or seek assistance in registering a complaint.

1.5. Upon receiving the complaint, the Registrar shall send an email communication to the Complaints Committee providing all the necessary details of the Complaint. The Victim must be copied on such emails.

1.6. The complaint should include the contact details of the complainant/victim such as name, roll no., programme pursuing, address, contact number etc.

1.7. In both the cases above, the written complaint/email must provide the details of the incident together with the name/s of, the alleged harasser/s and the victim/s, as available.

2. PROCESS OF ENQUIRY

2.1. Depending upon the nature of the complaint, the Internal Complaints Committee or the Core Complaint Committee may direct that an Investigating Committee conduct an enquiry. The complaints committee may not order an enquiry if examination of witnesses/documents is not necessary to arrive at a conclusion. In either case, the Complaints Committee shall provide an opportunity, wherever possible, to the victim as well as the alleged harasser to represent their position.

3. NOTES:

3.1. ITM Skills University will provide counselor services to the victim/harassed on request, at no additional cost to the victim/harassed.

3.2. The intent of the policy is to create a harmonious & safe environment. To ensure that this is upheld in both letter and spirit, we urge Students to desist from lodging wrongful allegations.

3.3. ITM Skills University is committed to provide necessary facilities and support to the Internal Complaints committee for dealing with the complaint and conducting an inquiry.

4. APPEAL

4.1. If either party desires to appeal against the decision he /she may appeal in writing to the Chancellor, who shall decide the appeal within one month.

5. VICTIMIZATION/RETALIATORY ACTION

5.1. Every manager or supervisor must contact the complaints committee members immediately upon receiving a complaint and must be alert to any possible retaliatory actions. The victim may directly communicate with the members of the Complaints Committee or any other senior management team, in case of any suspected retaliatory action, the complaints committee must preferably transfer the alleged harasser or the victim to avoid victimization. The complaints committee should make its best efforts to protect the interests of the victim from victimization.

6. CONFIDENTIALITY

6.1. ITM Skills University understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential.

6.2. To protect the interests of the victim, the accused person and others who may report incident of sexual harassment, confidentiality will be maintained throughout any investigatory process to the extent practicable and appropriate under the circumstances.

6.3. ITM Skills University is committed to ensuring that no Student who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action.

6.4. We will ensure that victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. However, anyone who abuses the procedure will be subject to disciplinary action.

3.6 Grievance Redressal

ITM Skills University Navi Mumbai adheres to UGC Regulations on Grievance Redressal to address student grievances effectively. A Grievance Redressal Cell, comprising faculty, staff, and students, will handle issues related to university premises, hostels, and services. The cell includes a Disciplinary Committee, Anti-Ragging Committee, and Sexual Harassment Committee. Grievances are addressed initially by the Administration Department and, if unresolved, by the Grievances Committee, whose decisions are final. These guidelines are effective immediately.

Objectives of grievance redressal cell

- Well-defined disciplinary system and to make it acceptable to all
- To make the redressal process fair, impartial, consistent, with prior warnings and commensurate with gravity of misconduct
- Emphasize on prevention of misconduct rather than controlling through punitive measures
- All actions taken are prompt for better redressal of a grievance

Nature of grievance

The Grievances may broadly include the following complaints of the aggrieved students:

1. Academic grievance
2. Administration grievance
3. Unfair Treatment
4. Harassment and Discrimination

The details of the above categories of the Grievances are elaborated below:

1. Academic grievance
 - a. Issues related to course curriculum.
 - b. Issues regarding course requirement and course content.
 - c. Grievance related to Attendance.
 - d. Grievance related to Assessment and Examinations related issues.
 - e. Issues related to applying/receiving marksheets/certificates.

ITM Skills University prioritizes transparency and student involvement, providing a mechanism for grievance redressal. Upon receiving a grievance, it is recorded and initially handled by the administration department. If unresolved, the grievance is escalated to the Grievance Committee for a thorough review, including discussions and evidence assessment. Students may present their views to the committee, whose final decision must be abided by all parties.

1. The grievances shall be redressed depending on the nature of the grievance. The Grievances are invited through suggestion boxes provided in each floor of the building.
2. Department level counseling is offered where the matter can be resolved
3. Grievances pertaining to academic and internal evaluation shall be redressed at individual/faculty /HOD/ principal level.
4. For other grievances that require review shall be redressed by receiving written and signed application.
5. On receipt of the application, the Redressal Committee shall review the complaint and invites both the parties for discussion. The outcome of the discussion is reported for further action to be taken.

Redressal of Grievances

The grievances are redressed at the earliest by issuing warning letter, memo and reformation remedies. Priority is given according to the urgency of the complaint.

In all cases the aggrieved is informed of the measures taken. Checks in the system are introduced to ensure there is no repetition of the same complaint.

All the grievances concerning to women harassment and ragging shall be dealt by the respective committees as per the prescribed procedures.

3.7 Fees Chart

Sr.no.	Description	UG	PG
1	Revaluation Fees	Rs.1000	Rs.1000
2	Re-Examination Fees-Internal / & External per subject	Rs.1000	Rs.2000
3	Re-totaling Fees	Rs.500	Rs.500
4	Repeat of IIP/Capstone	Rs.2000	Rs.2000
5	Duplicate Marksheet per semester	Rs.1500	Rs.1500
6	Duplicate Course Completion Certificate	Rs.10000	Rs.10000
7	Duplicate Identity Card	Rs.500	Rs.500
8	Transcript charges	Rs.3000	Rs.3000
9	Extra Copy of Transcript	Rs.1500	Rs.1500
10	Attestation and Verification of Documents	Rs.2500	Rs.2500
11	Educational verification for employment	Rs.1500	Rs.1500
12	Migration/Transfer of Certificate	Rs.500	Rs.500

Student's Responsibilities of Learning

Appreciate institutional goals and objectives and contribute to the realization of the same by participating in relevant institution activities.

Have a clear knowledge of the programs, institutional arrangements such as Study Forums, Class Representatives, Course Coordinators etc.

Follow the time schedules, rules, and regulations of the institution.

Undertake regular and intense study of course materials and other learning objectives.

Make optimum use of the learning resources, databases and other support services available in the institution.

Prepare for continuous Class-based assessment and End Semester Examinations. Provide feedback for improvement of the program.

Live as worthy alumnus of the institution.

Note: University reserves the right to change any information given in the Handbook including the dates of the Academic Calendar wherever it is deemed necessary.