



ISO 9001: 2015 CERTIFIED

INFORMATION BULLETIN

Welcome NEW ENTRANTS
B.COM(H)/BBA/MBA/MBA (FM)
2024-25



DELHI INSTITUTE OF ADVANCED STUDIES

Re-Accredited with 'A' Grade by NAAC
(An ISO 9001:2015 Certified Institution)

(Approved by AICTE and Affiliated to GGSIP University for B. Com (H), BBA, MBA and MBA (FM) Programmes)

Plot No. 6, Sector 25, Rohini, Delhi-110085

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ABOUT THE INSTITUTE

Delhi Institute of Advanced Studies, ISO 9001:2015 Certified Institution is affiliated to Guru Gobind Singh Indraprastha University, New Delhi. The Institute has been established by Shri Laxman Dass Sachdeva Memorial Education Society (Regd.) and is providing dynamic learning and growth-oriented environment that is changing in response to the changing needs of society. The Institute seeks professional excellence through ethics, passion and perseverance. The guiding philosophy behind all academic activities of the Institute is to inculcate professionalism and to enhance the effectiveness of an organization.

Sh. S.K. Sachdeva, a well-known name in the educational arena, is the Chairman of the Institute. Dr. S.N. Maheshwari, Former Principal of Hindu College, Delhi University, Former Director and Director General of Delhi Institute of Advanced Studies is its Professor Emeritus and Academic Director. Dr. N. Malati is its Director.

PROGRAMMES, WITH SEAT INTAKE & FEE STRUCTURE

S. No.	Programmes	Intake Seats	Total Fees*
1	B.Com (H)	40	1,17,500
2	BBA	80	1,25,000
3	MBA	90	1,71,300
4	MBA (FM)	30	1,71,300

*(Inclusive of Tuition fee, Alumni contribution (Fund), University dues and others.)

*Please note that in the event of enhancement of fee, Students will bear the same.

The Institute offers MBA, MBA (Financial Management), BBA & B.com(H) Programmes affiliated to Guru Gobind Singh Indraprastha University. The credibility of education at the Institute is increasingly being realized and recognized by foreign universities as well as the corporate world.

We, at Delhi Institute of Advanced Studies, are committed to make this institution a hallmark in professional education by imparting holistic education. The aim of the Institute is fulfilled through its: -

VISION

“We strive to provide a dynamic learning environment for imparting holistic education that inculcates professional excellence, induces competitive spirit, instils leadership quality to carve a niche in the changing global scenario.”

MISSION

“DIAS believes in learning to excel and excelling to serve. The aim of the Institute is to develop a unique culture that seeks to scale heights of glory through ethics, passion and perseverance. The guiding philosophy of the Institute is to enhance team spirit, integrity and commitment to serve the cause of humanity.”

QUALITY POLICY

- ◇ **Education:** We provide the highest standard of teaching and learning.
- ◇ **Opportunities:** Our endeavor is to provide equal opportunities to students and staff with mutual respect and positive encouragement
- ◇ **Relationship Building:** We strive to build a continuously evolving partnership with University, parents, students and staff.

DISTINCTIVE FEATURES

INFRASTRUCTURE

- ◇ The Institute is located at Rohini, the heart of the National Capital. The campus is a beautiful blend of architectural innovation, functional convenience, ecological flourishing and conducive environment.
- ◇ The campus is WIFI ENABLED and possesses ultra-modern infrastructural facilities including state-of-the-art Computer Centre, well equipped Library, Language Lab, Conference Room, SIF Committee Room, Cafeteria, First aid Room, Conference Hall, Amphitheatre, Students' Common Rooms, Activity Room, Indoor Sports & Outdoor Sports Facilities.
- ◇ The classrooms are air conditioned and equipped with smart boards, LCD Projectors and CCTV'S that make learning a pleasant experience.
- ◇ Each smart classroom has interactive board attached to computers, multi-media projector and specially designed software to enable teachers to impart high quality education to the students.
- ◇ Barrier free environment, elevators, separate washrooms on each floor, separate common rooms for Boys & Girls, activity room.

INTERNAL QUALITY ASSURANCE CELL

The Institute has Internal Quality Assurance Cell (IQAC) to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution. It also promotes measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

DISTINGUISHED FACULTY

- ◇ The Institute has highly qualified, research oriented, experienced and dedicated full-time faculty with diverse educational backgrounds from reputed institutes. Eminent

academicians, professionals are invited as visiting/guest faculty to teach and guide the students.

TEACHING AND LEARNING

- ◇ **Teaching Methodology:** Quality Education is provided through modern teaching and learning methodology which includes:
 - Presentations
 - Live Projects
 - Case Studies Preparation
 - Management Games
 - Role Plays
 - Assignments, etc.
 - Research Orientation through projects, paper presentation in conferences/seminars etc.

- ◇ **Overall Grooming:** The emphasis on students' development is not limited to academics alone but it encompasses holistic development through:
 - Training & Personality Development Programmes
 - Communication Skill Enhancement Sessions
 - Language Lab Sessions
 - Guest lectures
 - Workshops
 - Seminars & Conferences
 - Industrial Visits
 - Alumni Meets
 - Value Added Courses
 - Extra-Curricular & Co-curricular Activities/Competitions, etc.

Holistic growth is being attained with the help of **various Committees & Clubs** formulated under the aegis of (IQAC). Student Support Service teams are constituted by various Committees focusing on academic, personal, social and professional growth as mentioned below:

- **Academic Committee** takes care of the academic activities for the students. It also evaluates and monitors students' academic performance.
- **Student Industry Interface Committee (SIIF)** provides assistance for internships and placement of the students.

- **Research and Consultancy Committee** helps to provide industry exposure through involving students in Live and research projects.
- **Social Responsibility Cell 'Kartavya'** involves students to make difference in the well-being of the less privileged and facilitates the process of uplifting the vulnerable population
- **Eco Club** aims to plant a seedling in the minds of younger generation to contribute to a greener society.
- **Library Committee** assists students in providing the knowledge resources through books & journals and other e-resources.
- **Alumni Association** strengthens the bond between the Institute and alumni for a mutually beneficial relationship through Alumni interactions, Corporate Mentorship and Alumni Meet. The Alumni Association has over **2525 members**.
- **Anti-ragging Committee** provides protection to freshers from any ragging activity by senior students of the Institute. This committee is constituted as per parameters defined by UGC/ AICTE and University
- **Equal Opportunity Cell for Disabled** aids in providing equal opportunity for the available avenues for career prospects to one and all students.
- **Sexual Harassment Committee** ensures that there is no sexual misconduct (harassment) with the employees and students of the Institutes.
- **SC/ST Committee** is primarily meant to ensure that benefits to these communities are made available as per rules in force.
- **Grievance Redressal Committee** is in force in the Institute to redress the problems/ grievances of the students and officials.
- **Code of Conduct Committee** ensures that students adhere to the code of conduct.

STUDENTS TECHNOLOGY FORUM (STF)

All the Students of DIAS shall be the members of the Student Technology Forum. The objectives of the Student Technology Forum are to:

- Organize various curricular, co-curricular and extra-curricular activities for the students to explore their hidden talent and instill competitive spirit.
- Groom students for Cultural events through various societies like TARANG (music), VENOM (dance), AGAAZ (drama), NAVYATA (fashion), IMPRESSION (photography), WORD CRAFTERS (Literacy) etc.
- Organize the Annual Cultural Fest 'ECSTASY'
- Encourage students to participate in various sports events at all levels.
- Organize various indoor and outdoor sports competition for the students.
- Acquaint the students with contemporary issues pertaining to the fields of Management and Commerce.

- Provide exposure to real life applications through industrial visits.
- Provide an environment for team building, event management and confidence building in the students.

STUDENTS INDUSTRY INTERFACE FORUM (SIIF)

- ◇ All the Students of DIAS shall be members of the Students' Industry Interface Forum. The objectives of the Students' Industry Interface Forum are to:
 - Assist the student in the Summer Internship and Final Placements.
 - Facilitate industry academia interface for enhancing practical knowledge through guest lectures, research orientation through seminars/conferences.
 - Provide training to the students for placement preparation through Personality Development Sessions, Mock Interviews, Mock Technical Tests etc. It also provides training for competitive examinations and hence prepares a cadre of professionals for the industry.
- ◇ The students should adhere to the placement policies notified from time to time. Active participation in all placement activities is also solicited.

STUDENT SCHOLARSHIPS

- ◇ Student Welfare Fund scholarships are offered to select meritorious and economically weak students on a semester basis.
- ◇ The Institute also facilitates the EWS, Minority, Post Matric scholarships offered by University, Government Departments & other agencies.

PARENT TEACHER ASSOCIATION

- ◇ Faculty members are in constant touch with the parents to inform and discuss their ward's problems.
- ◇ Regular Parent Teacher Meetings (PTM) for all programmes are also convened for direct interaction between Teachers and Parents/ Guardians for ameliorating the issues relating to their wards in their studies and their overall grooming & development.
- ◇ Institute also directly communicates with parents through telephone and letters for regular feedback about their wards and for maintaining cordial, cohesive, warm and confidence building relations.

ACHIEVEMENTS

The success of a professional educational Institution is evaluated and judged both on its academic performance and the placement of its students. DIAS has been successful on both these fronts.

1. ACADEMIC PERFORMANCE

UNIVERSITY TOPPERS

The students of DIAS have excelled in the University by securing Gold medals & Exemplary performance plaques in the offered programmes.

The University has conferred 28 Gold Medals and 13 Exemplary performers plaques. The list of the Gold Medalists and exemplary performers are as follows:

MBA Programme

1. **Ms. Pratibha Manchanda** (MBA 2000-2002)
2. **Ms. Manpreet Kaur** (MBA 2001-2003)
3. **Ms. Silky Mahajan** (MBA 2002-2004)
4. **Ms. Kavita Sharma** (MBA 2003-2005)
5. **Mr. Rahul Gupta** (MBA 2004-2006)
6. **Ms. Priyanka Rastogi** (2008-2010)
7. **Ms. Ruchika Sharma** (MBA 2009-2011)
8. **Ms. Deepika** (MBA PT 2008-2011)
9. **Ms. Swati Jain** (MBA 2012-2014)
10. **Ms. Niti Chopra** (MBA 2013-2015)
11. **Mr. Piyush Aggarwal** (MBA 2016-2018)
12. **Ms. Srishti Gupta** (MBA 2018-2020)
13. **Ms. Muskaan** (MBA(FM) 2020-2022)

MCA Programme

1. **Ms. Lovelina Massand** (MCA 1999-2002)
2. **Mr. Pratham Kailash** (MCA 2000-2003)
3. **Ms. Neha Jain** (MCA 2003-2006)
4. **Ms. Neha Chaudhry** (MCA 2004-2007)
5. **Ms. Shruti Gupta** (MCA 2005-2008)
6. **Ms. Astha Goyal** (MCA 2006-2009)
7. **Ms. Kanchan Agarwal** (MCA 2007-2010)
8. **Ms. Richa Gupta** (MCA 2008-2011)
9. **Ms. Sandhya Soman** (MCA 2009-2012)
10. **Ms. Sakshi Tyagi** (MCA 2010-2013)

BBA Programme

1. **Mr. Vikas Sharda** (BBA (H) 1999-2003)
2. **Mr. Salil Mahajan** (BBA 2002-2005)
3. **Ms. Simran Khanna** (BBA 2005-2008)
4. **Ms. Anu Jain** (BBA 2016-2019)

BCA Programme

1. **Jasmeen Rana** (BCA 2005-2008)

Exemplary Performers

MBA Programme

1. **Ms. Anjali Chhatwal** (MBA 2012-2014)
2. **Ms. Swati Jain** (MBA 2012-2014)
3. **Ms. Neeti Chopra** (MBA 2013-2015)
4. **Ms. Karishma Dhall** (MBA 2014-2016)

MCA Programme

1. **Ms. Vandana** (MCA 2010-2013)
2. **Ms. Sakshi Tyagi** (MCA 2010-2013)
3. **Ms. Harneet Kaur** (MCA 2011-2014)
4. **Ms. Preeti Gupta** (MCA 2011-2014)
5. **Ms. Deepti K.** (MCA 2012-2015)
6. **Ms. Nikita Singhavi** (MCA 2012-2015)
7. **Ms. Radhika Kakkar** (MCA 2013-2016)
8. **Mr. Saurabh Sharma** (MCA 2014-2017)
9. **Pulkit Manocha** (MCA 2014-2017)

2. PLACEMENTS AND INTERNSHIPS

The Institute's students are its brand ambassadors. Our students have been placed in some of the best companies in India like –

6W Research	Intellipaat
99 Acres	Iprocess Pvt. Ltd.
ABC Consultants	IT Globaliser
Accenture	JARO Education
Acuity Knowledge Partners	Just Dial.com
AdGlobal 360	Knownymous Online Marketing Solutions
Advantage Club	Koenig Solutions
Aglasem.com	Kotak Life Insurance
Airtel	Kotak Mahindra Bank
Amazon	L & T Infotech
Ambicollective	Lazzaro
Ameriprise Financial	LEARNING ROUTE
Aon Hewitt	Leeway Hertz
Archer & Bull	LEGITQUEST
Artech	Liberty

Asian Paints	Magic Pin
ATL Solutions	Mansukh Securities
AXA-XL	Mindfire Solutions
Bajaj Alliance	MINDFORCE RESEARCH
Bajaj Capital	Mirus
Blackrock	Mordor Intelligence
BMTG Advisors	Naukri Fastforward
Capitall	Naukri Gulf
Caterpillar India Pvt. Ltd.	Naukri.com
CITI Group	Nestkeys
Classplus	Niva Bupa
Cure Fit	OnGrid
Cvent	Oss Cubes
Daffodil Software Pvt. Ltd.	Pragiti Internet Technologies
Ease My Trip	Progressive Infotech Pvt. Ltd.
Edelweiss	Protiviti
Edumentor	RNM
Elements Manpower Solutions	RocSearch
Elevento Labs Pvt. Ltd.	Rural Naukri
ELK Education Consultants Pvt. Ltd.	S&P Global Market Intelligence
Evalue Serve	Sampurna Strategies
EXL Services	Secure Now
Federal Bank	Smartbox Tech.
FUTURE GENERALI	Spicejet
Havells	TCS
HCL	Tech Mahindra
HDFC Life	To The New
Hughes	Torrid Networks Iveda India
Human First Consulting	Unimrkt
ICICI Bank	URBAN CLAP
ICICI Securities	Veda Informatics

IDFC Bank	Vedicsoft Solutions
IITIIMShadi.com	WHEEBOX
Indus Valley Partners	Wipro
IndusInd Bank	WNS
Infoedge	Xen Bath Fittings
Innovacer	Zoxima Solutions
ZUNO	Zyoin

and many others. These ambassadors in the corporate world are making the Institute proud.

CODE OF CONDUCT

I. ATTENDANCE IN CLASSES

1. Students must be punctual in attending the classes. They must be in their seats/ log in by the scheduled time.
2. Students shall follow their Time Table and bring their Note Book, Pen, Pencil etc. required to attend the classes.
3. In case the students do not attend the classes and create any indiscipline inside the institute's premises, they may be asked to leave the premises apart from initiating disciplinary action.
4. Minimum Class attendance of 75% in each subject is required to appear in final examinations, according to the University rules. The same rule shall also be applicable for internal assessments.
5. Students shall not be allowed to leave their classes during the class/lecture.
6. Students shall not be allowed to create disturbance of any manner in the class. They shall be expected to maintain decorum like professional students in the class.
7. Students shall participate pro-actively in the class and abide by the instructions of the concerned faculty.
8. Institute also communicates regularly with the parents regarding the short attendance of their wards through post/ mail for each Programme.

9. Parents are also telephonically updated about the progress and shortcomings of their wards with the request to contact the concerned teacher/ programme coordinator for discussing the progress of their ward.

II. GENERAL RULES FOR CLASSES

1. Students are required to be dressed in official formals on Mondays and on any formal event organized in the Institute.
2. Students shall not bring expensive gadgets in the Institute. Institute shall not be responsible for any loss of belongings/valuables of students in the campus. Mobiles in possession of the students shall be switched off during the class.
2. Disturbance of any sort like throwing of chalk, creating noise and atmosphere of indiscipline in the class shall be considered as an act of gross indiscipline.
3. Students shall follow the seating arrangements desired by the respective teachers and invigilators (during examination) in the Class Room.
4. In case, a student is found creating disturbance in the class, the concerned teacher may ask the student to leave the class. In such cases, student shall be expected to leave the class quietly without disturbing the class and go to library. The matter may be discussed by the student separately with the concerned teacher.
5. Students shall not be allowed to eat snacks/meal and chew gum while the class is going on.
6. Students shall keep the classroom neat and tidy. They should not spoil and damage the tables, chairs and other items of the classroom.
7. Students should take care of ACs installed in their classrooms. They should ensure that the door remains closed, and power should be switched off when not in use.

III. DISCIPLINARY RULES

1. Students are expected to conduct themselves like professionals in and outside the Institute's campus. They are not supposed to indulge in any such activity that would hamper the image of the Institute and the dignity of the professional programme.
2. Students shall maintain discipline and conducive environment in the Institute and shall not create disturbance in any manner.

3. Ragging of students is strictly prohibited in and outside the Institute's Campus. Guidelines for prevention & prohibition of ragging issued by AICTE are attached as **Annexure-1**.
4. Any act of disturbance and violence like shouting, fighting, running in the building, spoiling and damaging the Institute's property, burning crackers, playing with colours, slogan shouting, forced entry / exit from the closed gate / boundary, misbehaviour with classmates, faculty and staff shall be considered as acts of indiscipline.
5. Students shall maintain proper decorum and discipline during educational visits to various organizations, Summer Training and Final Placements.
6. Students are expected to be polite and respectful with the management, faculty and staff of the Institute.
7. Talking, copying, facilitating copying and using any unfair means during the internal tests and examinations shall be considered major acts of indiscipline.
8. The students shall dress up to attend the Institute in a presentable manner and a formal dress code is mandatory as and when notified.
9. The students are required to participate actively in Seminars/Conferences/Guest Lectures, or any other extra and co-curricular activity being organized by the Institute. Disciplinary action can be taken in case the student remains absent during the activities. Formal dress is compulsory on all these occasions.
10. In order to provide personalized attention to individual students and to cater to their academic and other problems mentor groups have been formed and mentors have been assigned. Students are required to meet their respective mentors regularly for their holistic development.

IV. GRIEVANCE REDRESSAL MECHANISM

Grievance Redressal Committee: As a remedial measure in the event of any grievance, the student can approach the Grievance Redressal Committee which looks into the student grievances to redress them. The following are the members of the committee:

1	Dr. N. Malati, Director	Chairperson
2	Ms. Neetu Chadha, Coordinator-MBA	Member
3	Dr. Anju Batra, Coordinator-BBA & B. Com(H)	Member
4	Mr. Prahalad Singh, A.O.	Member
5	Mr. Aman Gaur, (MBA- III, 2023-25) Student Representative	Member
6	Ms. Tanya Mishra, (BBA- V, 2022-25) Student Representative	Member

The committee has also been apprised of its objective to ameliorate the grievance of the student with reformative approach and in a very amicable / sympathetic manner within the shortest possible time. Institute has uploaded the above details and advisory of University on its website under “Quick Links” for information and immediate access by the students in the event of any grievance in the Institute.

V. PROCTORIAL BOARD

1. Any student found guilty of an act of indiscipline, misbehaviour, violation of the Institute’s rules and regulations, unfair means in the examinations and tests, miscreant behaviour, disrespect towards faculty/staff/any employee of the Institute, would be required to be present in person before the Proctorial Board of the Institute. Proctorial Board comprises of following:

Chairperson	Dr. Pratiksha Tiwari, IQAC Coordinator & SIIF Faculty Advisor
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Members	Ms. Neetu Chadha- Coordinator-MBA Dr. Anju Batra, Coordinator-BBA & B. Com(H) Mr. Prahalad Singh, A.O
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2. The Proctorial Board reserves the right of punishment which can be in the form of monetary fines/ termination/suspension or any other disciplinary decision taken by the Proctorial Board.
3. The decision of the Proctorial Board stands final.

VI. RULES FOR LIBRARY

1. No book shall be issued without Library Membership Card.
2. Students must sign in the Library Entry Register.
3. All personal belongings such as files, bags, umbrellas, handbags, laptops and books not belonging to the library or books not meant to be returned to the library etc. shall be left outside the library.
4. Students must not bring any personal book or books inside the library which has already been issued from the library except for the purpose of returning it.
5. The following books will not be issued:
 - a. Reference Books
 - b. Books marked **NOT FOR ISSUE**

c. Current and Back Volume of Periodicals / Newspapers

6. The Undergraduate and Postgraduate Student can borrow maximum of 5 and 7 books respectively for two weeks.
7. Marking in the books is not allowed. Any damage in the books should be notified to the Librarian at the time of issue.
8. Circulation of books within a group (s) of two or more persons is not permitted.
9. Books can be re-issued to the same student at an interval of 3 days provided there is no demand for the same book from other students.
10. Online reservation of a book can be done by the student by giving proper title and author of the Book with ID No.
11. Student may be asked to return the books at any time, if required, for stock Checking verification or for any other purpose.
12. At the end of session all books are to be returned to the library and clearance certificate is to be obtained.
13. Books can be issued and returned on weekdays between 09:30 AM to 01:30 PM and 02:00 PM to 5:00 PM.
14. The newspapers / periodicals should be put back in their respective places after reading.
15. Any difficulty experienced by the students in the use of library may be brought to the attention of the Librarian.
16. Talking and eating is not allowed in the Library.
17. ₹200/- will be charged for issue of Duplicate ID Card/ Library Membership Card in case it is lost / mutilated.
18. Mobile phones shall be switched off while the student is in the Library /Reading Room.
19. The Library has subscribed Databases like EBSCO, DELNET and EPWRF.
20. Students can access these E- resources and for details can contact Librarian.

VII. RULES FOR COMPUTER LAB

1. Students have to work only on their allotted systems.
2. Roaming in the lab is not allowed.
3. Shouting and playing games on the computers in the lab is not allowed. Anybody found doing so would be penalized.
4. Before leaving lab, students have to shut down their respective computer and place the chairs properly.

5. Students having any problem (s) must contact the concerned Faculty member or Lab Incharge.
6. Browsing of objectionable sites on the Internet is strictly prohibited.
7. Access to lab during breaks, sitting idle, eating and drinking etc. in the lab, is not allowed.
8. All mobile phones should be switched off.

VIII. *Miscellaneous*

1. Students must obtain their Identity Card/ Library Membership Card from Administration Office. Identity card shall be kept by the individual student with himself/herself all times in the campus of Institute. The same shall be shown to the authorities in case required to do so. In case of loss or damage of the original ID card, duplicate ID Card shall be issued on receipt of application regarding loss / damage of original card and charges of Rs. 200/-.
2. Students shall park their vehicles appropriately at the earmarked place outside the Institute's premises. They shall be liable for safety of their own vehicles and the accessories, gadgets etc.
3. Spreading of rumors of any kind by the students is not permitted.
4. The students are expected to take care of their own belongings, books, money etc.

ASSESSMENT & EVALUATION

I. **INTERNAL ASSESSMENT:**

The **INTERNAL ASSESSMENT** and the distribution of marks are as under:

	B.Com (Hons.) Programme	BBA Programme	MBA & MBA (FM) Programmes
<u>Theory Courses</u>	Class Test (15 marks) will be a written test as per schedule announced by the University. Class Assignment/ Viva-Voce/G.D/Presentation (15 Marks)	Class Test (15 marks) will be a written test as per schedule announced by the University. Class Assignment/ Viva-Voce/G.D/Presentation (15 Marks)	Class Test (15 marks) will be a written test as per schedule announced by the University. Class Assignment/ Viva-Voce/G.D/Presentation (15 Marks)
	10 marks for sessional Assessment (Total 40 marks)	10 marks for sessional assessment (Total 40 marks)	10 marks for sessional assessment (Total 40 marks)
<u>Practical/ Lab Courses</u>	30 marks for test 10 marks for sessional assessment (Total 40 marks)	30 marks for test 10 marks for sessional assessment (Total 40 marks)	30 marks for test 10 marks for sessional assessment (Total 40 marks)

II. **END-TERM SEMESTER EXAMINATION (UNIVERSITY)**

	B.Com (Hons.) Programme	BBA Programme	MBA/MBA (FM) Programmes
<u>Theory Courses</u>	60 marks	60 marks	60 marks
<u>Practical/Lab Courses</u>	60 marks	60 marks	60 marks

III. **SESSIONAL ASSESSMENT:**

The 10 marks for sessional assessment have been divided as follows:

- (a) 5 marks for class participation/ assignments and class behavior.
- (b) 5 marks for attendance
 - Less than 75% - (0 mark)
 - 75% to 79.99% - (3 marks)
 - 80% to 84.99% - (4 marks)
 - 85% and above - (5 marks)

Need for Syllabus Revision:

As per the New Education Policy 2020, the curriculum of undergraduate programmes introduced features as CBCS, Multi-entry and Multi-exit, Academic Bank of Credits, etc. The current syllabus and scheme has been worked out for 3 and 4 years with flexible entry and exit mode. The details of the BBA and B.Com(H) Programmes have been given:

UNDER GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION

Exit Criteria after First Year of BBA Programme:

1. The students shall have an option to exit after 1st year of Business Administration Program and will be awarded with a UG Certificate in Business Administration.
2. The exiting students will submit the Report during the end of the second semester and the same will be evaluated for the assessment.
3. Eligibility Criteria to get Certificate in Business Administration - Total 53 Credits to be earned from 1st Year BBA curriculum.

Re-entry Criteria in to Second Year (Third Semester):

The student who takes an exit after one year with an award of certificate may be allowed to re-enter into Third Semester for completion of the BBA Program within a period of maximum 3 years, subject to the condition that the total term for completing the degree course should not exceed 7 years.

UNDER GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

The students shall have an option to exit after 2nd year of Business Administration Program and will be awarded with **UG Diploma in Business Administration**.

Eligibility Criteria to get UG Diploma in Business Administration: Total **101 Credits** to be earned till 2nd Year BBA curriculum.

Re-entry Criteria in to Third Year (Fifth Semester):

The student who takes an exit after two years with an award of UG Diploma may be allowed to re-enter in to Fifth Semester for completion of the BBA Degree Program within a period of 3 years subject to the condition with the total term for completing the course should not exceed 7 years.

Summer Internship Project Report and Viva Voice:

At the end of the Fourth Semester **every student shall undergo Summer Training for Eight Weeks** in the Industry/Research or Academic Institute. After completion of training they would be required to submit the training report as per the dates decided by the University and they shall also appear for the viva voice. This component will be evaluated during the fifth semester.

The students who are re-entering (after exit) in the fifth semester / third year, students will submit the Internship Report within one month of joining the Fifth Semester for evaluation.

BBA Degree is offered with Major-Minor scheme and BBA Degree with Double Major. For this, a student has to choose electives as per the following combination.

The specializations (Major and Minor) will be decided as follows:

1. Major area means total six papers from one area of specialization (One elective each in 3rd and 4th semester, two elective papers each in 5th and 6th semester i.e. 4 credits in each semester of second year, 8 credits in each semester of third year, total 24 credits) and minor area means total two papers from another area of specialization in second year (One elective paper each in 3rd and 4th semester with 4 credits each) and Minimum two papers in third year(i.e. One elective paper each in 5th and 6th semester with 4 credits each)
2. Minimum six electives from any one specialization leads to **“Major Specialization”**. Minimum four electives from any one specialization leads to **“Minor Specialization”**.
3. Choosing at least two specializations is mandatory to fulfil the requirements for BBA Degree, that is, choosing minimum ten electives.
4. If a minimum of six electives are completed from Minor Specialization, it will be termed as the second Major Specialization, and the degree will be **“BBA with Double Major Specialization”**.

The Dissertation work will start from the beginning of fourth year (seventh semester) of BBA (Hons. with Research) Program. The research project / dissertation report shall be assessed by Viva-Voce examination as per the University guidelines. The student should produce one research article from his/her dissertation which shall be communicated to a journal of repute before the Viva-voce examination.

Eligibility for BBA (Hons. with Research): A student aspiring for BBA (Hons. with Research) Degree will have to secure atleast **75% aggregate marks till 6th semester**.

The student can choose three Discipline Specific Elective Courses from Major/minor specialization (already undertaken during second and third year).

UNDER GRADUATE CERTIFICATE IN COMMERCE

Exit Criteria after First Year of B. Com (Honours) Programme:

1. The students shall have an option to exit after 1st year of B. Com (Honours) Programme and will be awarded with a UG Certificate in Commerce.
2. Students on exit have to compulsorily complete one 4 Credit in work based Vocational Course/ Inhouse industrial skill based training / Internship/Apprenticeship after the first semester or during the second semester of minimum 40 hours of duration.
3. The exiting students will submit the Report during the end of the second semester and the same will be evaluated for the assessment.
4. Eligibility Criteria to get Certificate in in Commerce Total 45 Credits to be earned from 1st Year **B. Com (Honours)** curriculum including internship

Re-entry Criteria in to Second Year (Third Semester):

The student who takes an exit after one year with an award of certificate may be allowed to re-enter into Third Semester for completion of the B. Com (Honours) Programme within a period of maximum 3 years, subject to the condition that the total term for completing the degree course should not exceed 7 years.

UNDER GRADUATE DIPLOMA IN COMMERCE

EXIT OPTION

The students shall have an option to exit after 2nd year of **B. Com (Honours)** Programme and will be awarded with **UG Diploma in Commerce**. Students on exit have to compulsorily secure additional 4 Credit in skill based vocational Courses/Apprenticeship/Industrial Training offered during first year or second year summer term of **minimum 8 weeks of duration**. **The exiting students will submit the Internship Report within 2 weeks of joining the Fifth Semester and the same will be evaluated by a departmental committee followed by the assessment by GGSIPU.**

Eligibility Criteria to get UG Diploma in Commerce:

Total 83 Credits to be earned till 2nd Year **B.Com (Honours) curriculum** with 4 Credits in skill based vocational Courses offered during first year or second year summer term.

Re-entry Criteria in to Third Year (Fifth Semester):

The student who takes an exit after two years with an award of UG Diploma may be allowed to re-enter in to Fifth Semester for completion of the **B.Com (Honours) Degree** Programme within a period of 3 years subject to the condition with the total term for completing the course should not exceed 7 years.

Summer Internship Project Report and Viva Voice:

At the end of the Fourth Semester **every student shall undergo Summer Training for Eight Weeks** in the Industry/Research or Academic Institute. After completion of training they would be required to submit the training report as per the dates decided by the University and they shall also appear for the viva voice. This component will be evaluated during the fifth semester.

As per University rules, a student who secures less than 40% of marks in a Course shall be deemed to have failed in that Course and shall be allowed to re-appear in a Semester-end examination of the Course in a subsequent semester(s) where the Course is offered, subject to maximum permissible period of (n+4), n is the number of semesters without any further limits of additional attempts per course. For example, an MBA student can reappear in a course up to 4 additional semesters (i.e., maximum time period to complete the MBA/MBA (FM) programme in all courses/papers/subjects will be 2 years).

IV. PROMOTION TO NEXT ACADEMIC YEAR

A student will be promoted to the next academic year only if such student has obtained at least 50% (rounding to full digits) of the total credits of the existing academic year from which the promotion to next academic year is being sought.

All such students who fail to get promoted to next academic year for the reason of deficiency in required credits, as stated above or due to being detained in a particular academic year, will automatically be declared to have taken academic break to repeat such examinations of the year in which the student has failed or has been detained, so as to obtain sufficient credits to be promoted to the next academic year. Such a student shall not be required to repeat any course that student has already completed successfully.

On acquisition of sufficient credits for promotion, such students who have taken at least one academic break, shall be automatically readmitted in the regular batch of that academic year of the concerned programme.

Only two academic breaks are permissible for a student for the completion of the academic programme.

V. IMPROVEMENT OF INTERNAL MARKS

The re-appearing students who secured less than 40% of marks in the Teacher's continuous Evaluation (Internal Tests) have the option to repeat and improve the class test performance with the next batch of students. In such cases the improved internal marks of the student will be sent by the Institute and kept on record by the University.

VI. MINIMUM CREDITS REQUIRED FOR AWARD OF RELEVANT DEGREES (as per University's Syllabus w.e.f. year 2024-25)

Course	Duration (in year) and Name of Certificate	Minimum Credits	Maximum Credits
BBA	1 year- Certificate in BBA	53	53
	2 Year- Diploma in BBA	101	101
	3 Year- Degree in BBA with (Major Specialization)	137	145
	3 Year- Degree in BBA with (Double Major Specialization)	145	153
	4 Year- Degree in BBA (Honours)	177	193
	4 Year- Degree in BBA (Honours) with Research	185	193
B.Com(H)	1 year- Certificate in Commerce	45	45
	2 Year- Diploma in Commerce	83	89
	3 Year- Degree in B.Com(Honours)	123	132
	4 Year Degree in B.Com(Honours) with Research	163	177
MBA	2 Year- Degree in MBA	102	108
MBA(FM)	2 Year- Degree in MBA(FM)	102	108

FACULTY

Dr. S.N. Maheshwari, M.Com, Ph.D., Professor Emeritus & Academic Director	Dr. N. Malati, MBA, Ph.D., Professor & Director
Dr. H.V Kothari, Master of Management Studies, NET, Ph.D, Professor	Dr. Pratiksha Tiwari, M.Sc, M.Phil, NET, Ph.D, Associate Professor
Dr. Shilki Bhatia, M.Com, CS (Inter), NET, Ph.D., Associate Professor	Dr. Anju Batra, M.A., M.Phil., Ph.D(Eco), MBA, Ph.D (Mgt.), Associate Professor, Coordinator- BBA & B. Com(H)
Ms. Neetu Chadha, M.Com, M.Phil, MBA, NET, Ph.D (Pursuing), Asst. Professor, Coordinator – MBA	Dr. Meenakshi Kaushik, M.Com, B.Ed., NET, M.Phil., Ph.D, Associate Professor
Ms. Ekta Sachdeva, M.Com, NET, Asst. Professor	Dr. Divya Mohan, MBA, NET, Ph.D., Associate Professor
Ms. Divya Jain, MBA, NET, B.Ed., Ph.D (Pursuing), Asst. Professor	Ms. Getaksha Marwah, MBA, M.Com., NET, Asst. Professor
Ms. Sonali Taneja, MBA, NET, Asst. Professor	Ms. Manpreet Kaur, MCA, M.Phil(CS), Asst. Professor
Ms. Neha Yadav, M.Com, NET, B.Ed. (Pursuing), Asst. Professor	Ms. Dimpny Jindal, MCA, Ph.D (Pursuing), Asst. Professor
Ms. Aanchal Gupta, MBA, NET, Asst. Professor	Mr. Saurabh Sharda, MBA, Asst. Professor

Dr. Pooja Gupta, M.Com, NET(JRF), Ph.D, Asst. Professor	Ms. Juhi Ahuja, MBA, NET, Asst. Professor
Ms. Rita Rani, B.Sc, M.Sc, Ph. D (Pursuing), Asst. Professor	Ms. Komal, M.Com, NET, Ph.D Pursuing, Asst. Professor
Ms. Radhika Garg, MBA, NET, Asst. Professor	Ms. Jyakshi Sharma, M.Com, NET, Ph.D Pursuing, Asst. Professor

TECHNICAL & SUPPORT STAFF

Mr. Prahalad Singh, A.O.	Mr. Narinder Kumar, Sr. A/Cs Asst.
Mr. Hemant Rana, Sr. Lab Assistant	Ms. Rita Sharma, A/c Asst. Cum Computer Operator
Mr. Narendra Singh, Office Assistant	Ms. Anita Paul, Office Assistant
Ms. Jyoti Sharma, Asst. Librarian	Ms. Shilpa Kohli, Office Assistant
Mr. Rahul Kalra, Junior Lab. Asst.	Ms. Sunyana, Office Assistant
Ms. Neeti Behl, Office Assistant	Dr. Deepa, Psychologist (Student Counsellor)

This Information Bulletin is only for information and guidance of students. The contents are likely to be changed without notice. This does not constitute to be a legal document.

GUIDELINES FOR PREVENTION & PROHIBITION OF RAGGING ISSUED BY A.I.C.T.E.

Dated 01-07-2009

1. **Objectives:** In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16.05.2007 and in Civil Appeal number 887 of 2009, dated 08.05.2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in institution in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students.

2. **What Constitutes Ragging:** Ragging constitutes one or more of any of the following acts:
 - a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
 - b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
 - c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
 - d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
 - e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
 - f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without any intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

3. Measures for Prevention of Ragging:

	<u>Name and Designation</u>	<u>Address</u>
Chairperson	Dr. N. Malati, Director	C-380, DDA SFS Flats, Sector 19, Rohini, Delhi 110085
Members	Ms. Neetu Chadha, Coordinator- MBA	A-3/97, 2 nd floor, Paschim Vihar, New Delhi-110063
	Dr. Anju Batra, Coordinator- BBA & B. comm(H)	B-2/268, IInd Floor, Paschim Vihar, New Delhi-110063
	Sh. Prahalad Singh, A.O.	8, Shivam Apartments, Sector 15, Rohini, Delhi-110089
Nominees - Civil	Sh. Vishal Singh, Advocate	F-2/323-324, Near Balaji Hanuman Mandir, Shani Bazar Road, Sultanpuri, Delhi- 110086
Police	Sh. Vijay Dhiya SHO, Shahabad Dairy Police Station	Police Station Shahabad Dairy, Delhi - 110042
Local Media	Mr. Ishwar Singh, Jansatta	823/50, Trinagar, New Delhi-110035
NGO	Dr. Usha Bhatnagar, Chairperson, Shubhakshika	Sector-16, Rohini, Delhi-110085
Parents Representatives	Sh. Santosh Upadhyay DGM, Orient Electrics, C-Block, Sec- 63, Noida (BBA-III, 2023-26)	C-1/4, Budh Vihar Phase- I, New Delhi- 110086 Mobile No. 9818252220
	Sh. Sunil Kumar Section Officer, Delhi Jal Board, Dy. Director (B), Varunalaya Building Ph-II, Jhandewalan, New Dellhi (MBA- III, 2023-25)	D-170, Jhilmil Colony, Near ESI Hospital, Delhi- 110095 Mobile No. 9899515412
Senior Students Representatives	Ms. Prisha Shukla (MBA- III, 2023-25)	B-372, Avantika, Sec- 1, Rohini, New Delhi- 110085 Mobile No. 9305008264
	Mr. Harshit Garg (BBA- V, 2022-25)	G-9/238, Sec-16, Rohini, Delhi- 110089 Mobile No.9958123280

- I. **Anti-Ragging Committee:** The Institute has constituted an anti-ragging committee. The details of the members of the Committee are listed below.
- II. **Anti-Ragging Squad,** will ensure regular checks and report any case of ragging to committee:

Faculty / Office Staff	<u>Group-I</u> Ms. Neetu Chadha Ms. Sonali Taneja Dr. Anju Batra	<u>Group-II</u> Dr. Pratiksha Tiwari Dr. Deepa Ms. Aanchal Gupta	<u>Group-III</u> Mr. Narendra Singh Dr. H.V. Kothari Ms. Divya Jain
	<u>Group-IV</u> Mr. Hemant Rana Ms. Neeti Behl Ms. Jyoti Sharma	<u>Group-V</u> Dr. Divya Mohan Ms. Getaksha Marwaha Ms. Anurupa Ganguly	<u>Group-VI</u> Ms. Rita Sharma Ms. Anita Paul Dr. Pooja Gupta
	<u>Group-VII</u> Ms. Shilpa Kohli Mr. Rahul Kalra Ms. Rita Rani	<u>Group-VIII</u> Ms. Dimpay Jindal Ms. Neha Yadav Ms. Neeti Behl	<u>Group-IX</u> Ms. Sunyana Dr. Meenakshi Kaushik

- III. **Mentoring System:** Students shall be divided in different groups headed by a faculty member for providing mentoring to fresher students, on matters pertaining to ragging.

4. Actions to be taken against students for indulging and abetting ragging:

1. The punishment to be meted out to the persons indulged in ragging shall be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. For every single incident of ragging, a First Information Report (FIR) shall be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:
 - I Cancellation of admission.
 - II Suspension from attending classes.
 - III Withholding/withdrawing scholarship/fellowship and other benefits.
 - IV Debarring from appearing in any test/examination or other evaluation process. V Withholding results.
 - VI Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - VII Suspension/expulsion from the hostel.
 - VIII Rustication from the institution for period ranging from 1 to 4 semesters.

- IX Expulsion from the institution and consequent debarring from admission to any other institution.
- X Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

dr

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16/C, DWARKA, NEW DELHI - 110078

GGSIPIU/2017-18/ 1039/ Legal

Dated: 18/7/17

The Director/Principal
All Affiliated Colleges/Institutions of the GGS Indraprastha University

Subject: Advisory under Clause 3(ii)(d) of Statute 24 of the University.

Dear Sir/Madam,

The following advisory is hereby issued under Clause 3(ii)(d) of Statute 24 to all affiliated colleges and institutions for compliance and necessary action forthwith;

- a. The teachers and authorities of the Institution should maintain cordial, warm and confidence building relationship with the students in terms of Ordinance No. 32 of the Guru Gobind Singh Indraprastha University Act No. 09 of 1998. The Institution may also keep watch on such teachers and members of administration who are unable to build up such cordial and respectful relationship with students and appropriate remedial measures in the nature of counselling and short term training may be advised.
- b. Every letter /representation/e-mail in the nature of appeal by students should be attended with reformative approach and sympathetic consideration. The Institute should inform the parents of the students by writing the letter intimating the shortage of attendance, which should be sent by speed post / registered post. The parents may also be informed by e-mail or telephonically about such cases.
- c. Institutions should be absolutely transparent in taking the decision on detention of students so as to avoid any suspicion of whimsical or selective action. The detention list should be displayed at least 10 working days before the commencement of the examination.
- d. Every institution should constitute 'Students' Grievance Redressal and Welfare Office'. It should be empowered to receive grievances from students, consider and address them within the framework of the prevailing rules and regulations with the perspectives of the welfare of the students. Such Committee constituted at the level of every college should be publicised and directed to regularly engage in welfare activities of the students, so as to gain the confidence of the students in its effectiveness and genuineness. Such College/Institution level Committee should be federated with the Directorate of Students' Welfare of the University which may supervise and advise

c. *Joanin*
Page 1 of 2

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them, actively engage them and assist them in redressing the grievances of the students from time to time.

- e. Any issue relating to arbitrary action, personal vendetta or personal grudges against students by any teacher / authority of the Institute should be earnestly looked into by 'Students' Grievance Redressal and Welfare Office' and it should be brought to the notice of Principal / Director of the Institute. If the issues are not resolved at the level of concerned college, the student should be advised to approach the Grievance Redressal Mechanism at the level of the University which shall act as the appellate mechanism.
- f. The University level Grievance Redressal Mechanism for the students, parents, faculty etc. related to affiliated colleges has been constituted and communicated to all concerned vide University letter ref. GGSIPU/Aff/Notification/180-L dated 11.01.2013. All the grievances, communications to the University level Grievance Redressal Mechanism should be addressed to the Convener of the Committee Dr. Neelima Markandey, Affiliation Branch, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, Delhi 110078.

This issue with the approval of the competent authority.

C. Arvind
 17-7-17
 (C. Arvind)
 Registrar

Copy to:

1. All the Directors/Principals of the affiliated colleges/institutions affiliated to GGS IP University
2. Members of the University Level Grievance Redressal Committee
3. All Deans, University Schools of Studies
4. Controller of Examinations
5. Director, Students' Welfare
6. Director, Academic Affairs
7. Dr. Neelima Markandey, Convener, Grievance Redressal Committee
8. AR to Hon'ble Vice Chancellor, GGS IP University
9. AR to Pro Vice Chancellor, GGS IP University
10. AR to Registrar, GGS IP University