STUDENTS' INFORMATION MANUAL

CONTENTS

Chapter No	Topic	Page No
-	**Prelude**	3-4
	Organizational Chart	5
1	**Academic Administration** 1.1 Academic Planning & Coordination 1.2 Academic Administration of Programme 1.3 Administration of Students Affairs: Students' Affairs Committee (SAC) 1.4 Academic Calendar / Time Table 1.5 ERP 1.6 Programme Contents & Duration 1.7 Working Hours	6-7
2	**Academics** 2.1 Attendance 2.2 Summer Training, Minor Project, Project Report & Dissertation etc. 2.3 Examination & Evaluation 2.4 Promotion & Academic Year Break 2.5 Use of Unfair Means 2.6 Conduct of Examinations 2.7 Award of Degree 2.8 Exemplary Performance 2.9 Felicitation Day 2.10 Grievances Regarding Examinations	8-15
3	**Fee** 3.1 General 3.2 Fee Charged by the Institute 3.3 Scholarship Scheme	16-20
4	**Students' Code of Conduct** **Part A: Board of Discipline** 4.1 Power to Vest in the Head of Institutions 4.2 Board of Discipline Structure 4.3 Role/Functions of Board of Discipline 4.4 Principle of Natural Justice 4.5 Code of Conduct 4.6 Procedure for Inquiry 4.7 Punishment 4.8 Appeal **Part B: Rules to Adhere** 4.9 Library Rules 4.10 Computer Centre Rules 4.11 Attendance in Co-curricular & Extra-curricular Activities 4.12 Use of Mobile 4.13 Adherence to Rules	21-30

5	**Student Affairs** 5.1 Student Support Services 5.2 Students' Representation 5.3 Role of Class Representatives 5.4 Parents-Institute Interaction 5.5 Alumni Association 5.6 Clubs & Societies 5.7 Identity Cards 5.8 Dress Code 5.9 Mechanism for Students' Grievance Redressal 5.10 Internal Complaints Committee (ICC) 5.11 Final Clearance 5.12 Notification of Information 5.13 Reservation of Rights 5.14 Rendering undertaking 5.15 Statutory Bodies 5.16 Student Mentoring Programme	31-37
Appendix A-1	Course Structure MBA	38-43
Appendix A-2	Course Structure MBA (International Business)	44-47
Appendix A-3	Course Structure BBA	48-50
Appendix A-4	Course Structure Integrated BA-LLB (Hons.)	51-53
Appendix A-5	Course Structure Integrated BBA LLB (Hons.)	54-57
Appendix B-1to B-3	Formats of Undertaking to be rendered by Student & Parent	58-59
Appendix C-1	Excerpts of Grievance Redressal Advisory and Directives of GGSIP University	60-63

PRELUDE

ABOUT GIBS

Gitarattan International Business School (GIBS) was established in the year 2004. GIBS is affiliated to Guru Gobind Singh Indraprastha University, Delhi and is approved by All India Council for Technical Education (AICTE), Ministry of Education, Government of India for technical programmes and Bar Council of India (BCI) for Law programmes. At GIBS, the thrust is on 'process-oriented approach' for designing academic deliverables and quality outcome. Every sub-process in 'Teaching-Learning Processes' has been identified and incorporated into the pedagogical design. This ensures delivery of quality output at pre-determined timelines. Apart from providing quality education, emphasis is on to develop leadership qualities, risk-taking abilities and decision-making skills right from the students' professional education.

GIBS stresses overall personality development of students so that they can face the challenges in their competitive professional life with value-based approach. In addition to academic inputs students are exposed to various co-curricular and extra-curricular activities, which help them to hone their managerial skills both as professional manager and entrepreneur.

The Institute has state-of-the-art infrastructure, centrally air-conditioned building, a team of highly dedicated & well-qualified faculty, well stocked library with access to online journals and digital resources & computer labs and well-established placement assistance cell.

The Institute is well connected through DMRC Red Line Metro link and other public & private transport system.

Vision of the Institute

To prepare outstanding professionals in business management and other disciplines, who can provide intellectual-emotional-psychological leadership; design-develop-implement systems & processes; and research-innovate-compete at national & international level.

Mission of the Institute

- Provide an integrated learning experience stressing basic skill development, academic excellence, employable skill preparation and intellectual rigor;
- Promote holistic personality development of students;
- Encourage research and excellence in all activities of teaching learning process.
- Promote continuous improvement in processes and systems through innovative ideas and technologies, and
- Nurture culture of fairness, equity and partnership.

Quality Policy of the Institute

- Design Systems, Processes and Structure for quality delivery;
- Develop Culture to foster Value Proposition;
- Nurture Leadership; and
- Invest Funds to sustain Quality.

Values

- Abidance to Law: To conduct all operations within the prescribed legal framework, norms and standards;
- Ethics: Foster a learning environment that promotes responsible, principled and accountable behavior among all members of the community;
- Integrity: Commit to practices that are fair, honest and objective;
- Student Service: Respond to inquiries, requests, and concerns in an appropriate and timely manner, and
- Quality: Constant endeavour to enhance quality of delivery and technology level.

The Parent Organization: Rohini Educational Society

Rohini Educational Society is a registered society under Society Registration Act, 1860. The Society was set up to cater the need for high quality education for the youth. The Society is committed to provide quality education to the students and has been striving to instill zeal to accept challenges amongst the youth, equip them to face the realities of life and lead value based life.

In its journey of three decades, Rohini Educational Society has contributed enormously in providing education from kindergarten to higher professional education. Since inception Shri R. N. Jindal, the Chairman of the Society has been the guiding force in shaping the educational activities of the Society. Following educational institutions have been functioning under the aegis of the Society:

(a) Gitarattan Global School (Established in 1988 & Renamed in 2023)

(b) The Kindergarten- A Unit of Gitarattan (Established in 1995 & Renamed in 2023)

(c) Gitarattan Institute of Advanced Studies & Training (Established in 1999)

(d) Gitarattan International Business School (Established in 2004)

(e) The Sovereign School (Established in 2008)

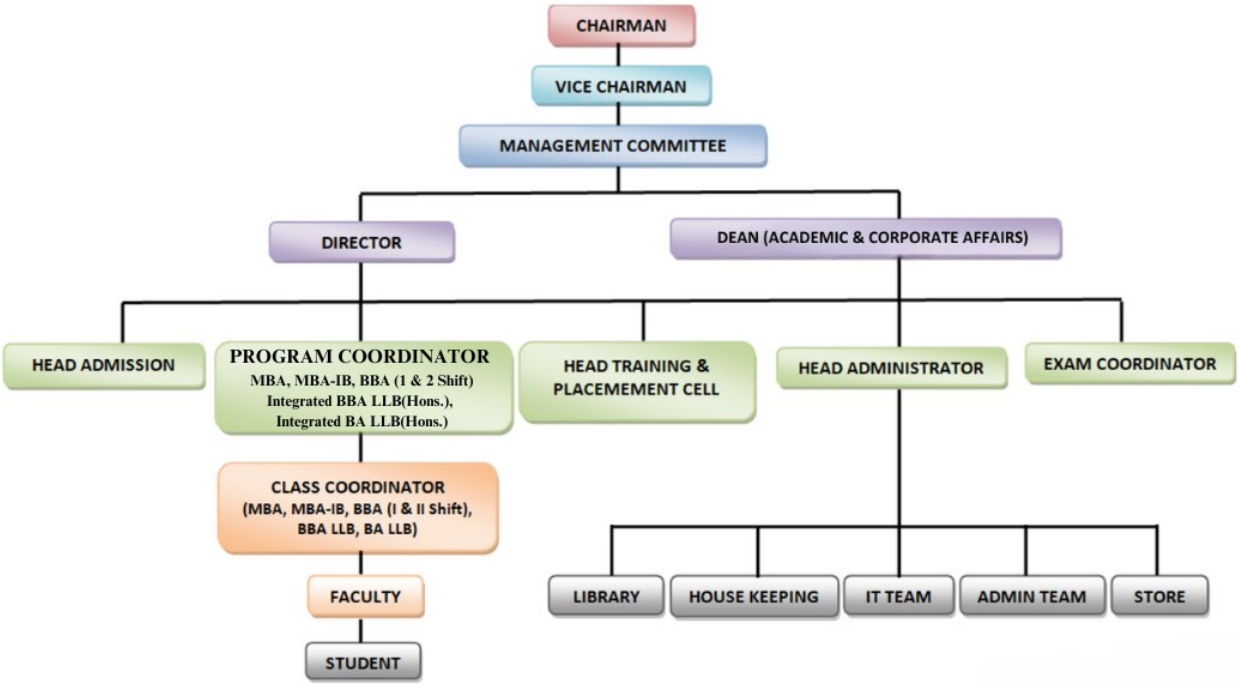
GITARATTAN GLOBAL SCHOOL is a co-ed Senior Secondary school started in the year 1988 with the name Gitarattan Jindal Public School and renamed in 2023. It is affiliated with Central Board of Secondary Education (CBSE) and is recognized by Govt. of NCT of Delhi. It is located in Rohini, Sector-7, Delhi.

THE KINDERGARTEN is a fully air-conditioned kindergarten school established in the year 1995 & Renamed in 2023. The school focuses on play & learning concept. It is located in Rohini, Sector-14, Delhi and is the most popular kindergarten school in its vicinity. The school is under renovation & will be functional by 2023.

GITARATTAN INSTITUTE OF ADVANCED STUDIES & TRAINING, established in the year 1999, is a teachers' training institute in education. It is conducting Early Child Care & Education (**ECCE**) and Elementary Teacher Education (**ETE**) programmes recognized and affiliated to SCERT, Govt. of NCT of Delhi. It is also conducting Bachelor of Education **(B.Ed)** in affiliation with GGSIPU, Delhi & approved by NCTE, Govt of India. It is located in Rohini, Sector-7, Delhi.

THE SOVEREIGN SCHOOL (TSS), established in 2008, is a Senior Secondary School. It is duly recognized and affiliated to Central Board of Secondary Education (CBSE). The school is ergonomically designed on a plot of four acres and is centrally air-conditioned. At TSS each classroom is equipped with LCD projector, Interactive white board, Sound system and 24 hours CCTV surveillance with state of the art sports facilities. It is located in Rohini, Sector-24, Delhi.

ORGANISATIONAL CHART



CHAPTER-1

ACADEMIC ADMINISTRATION

1.1 Academic Planning & Coordination

The academic planning and coordination at the Institute across all educational programmes shall be conducted by the Academic Coordination Committee (ACC) comprising of Programme Coordinators for each programme. The Committee shall be headed by the Director.

The broad functions of ACC are:

(a) Generate and disseminate academic policies of the Institute to all faculty members and students periodically.

(b) Plan, Schedule and control various academic, co-curricular, extracurricular and other student activities.

(c) Monitor and gather feedback on implementation of planned activities as per schedule.

1.2 Academic Administration of Programmes

Each education programme, namely MBA, MBA-IB, BBA-LLB (Hons.), BA-LLB (Hons.) and BBA (I & II shift) shall have designated Programme Coordinators and each class within the programme shall have an independent Class Coordinator as a faculty.

The implementation of academic activities for each education programme shall be conducted by the team of Programme Coordinator and Class Coordinators.

All students are to note that all academic activities shall be guided by the respective Programme and Class Coordinators. For any problem, students are to approach respective Class Coordinator, Programme Coordinator, and Director in the order.

1.3 Administration of Students Affairs: Students' Affairs Committee (SAC)

The Institute shall have a 'Students' Affairs Committee' (SAC) comprising of Programme Coordinators of all the programmes as its ex-officio members and additional members nominated by the Director. SAC shall be headed by the Director.

The SAC is empowered to monitor and control the conduct and discipline of all students studying across all the programmes run in the Institute.

A member of SAC may give suitable directions to any student in respect of any activity that is considered not befitting the good conduct and behavior and it shall be binding on the student to follow such directions. Any disregard or disobedience of a direction given by the SAC member shall be treated as an act of indiscipline and action shall be taken against the student under the ambit of Board of Discipline.

1.4 Academic Calendar/Time Table

The Institute follows the Academic Calendar as laid down by the University. However, the Institute may modify the Academic Calendar, within the ambit of the University calendar for the effective management of teaching-learning processes and for balancing the co-curricular and extra-curricular activities. The academic calendar shall be notified to the students through the notice board, ERP and website of the Institute.

All academic activities for an education programme shall be governed by the academic calendar and time table issued under the signatures of the Director of the Institute. The schedule for Examinations, Curricular, Co-Curricular, Extra Curricular Activities and all other academic activities shall be issued separately under the signatures of the Director on ERP.

1.5 ERP

The institute follows the centralized ERP system for dissemination of various Notices/Circulars. ERP contains all the important activities like Attendance, Evaluations, Assignment, Fee Payment, Grievance Redressal etc. Students are required to follow the ERP system of the college regularly. All information uploaded on the ERP will be considered as Official. Director/Authorized representative can amend the information if found incorrect or obsolete.

Student must always keep their user ID & Password Confidential. Any misuse of the ERP & Official Email ID of the Institute will be considered as indiscipline & will be dealt as per the rules of Board of Discipline.

1.6 Programme Contents and Duration

Each education programme comprises of a number of courses and other components as specified in the syllabi issued by GGSIP University for the particular Batch. The course structure for different education programmes is attached at Appendix A-1 to A-5. The detailed syllabus for each education programme is given on the website of the University www.ipu.ac.in and on the Institute's website www.gitarattan.edu.in. Students must read it while planning their studies. The hard copy is also available in the Central Library.

Teaching in the Institute shall be conducted within the framework of the syllabi for the respective programme as laid down by the University. This will be augmented by the Institute with additional Modules/Course (s) such as Skill Based Training Modules, Value Added Courses, Activities, Institute-Industry Interaction etc considering overall growth of the students.

The minimum duration required for completion of various programmes is:

a) MBA: Two Academic Years (four semesters).

b) MBA-IB: Two Academic Years (four semesters).

c) Integrated BBA-LLB (Hons.): Five Academic Years (ten semesters).

d) Integrated BA-LLB (Hons.): Five Academic Years (ten semesters).

e) BBA (1 & 2 Shift): Three Academic Years (six semesters).

The maximum permissible period for completing a programme is n+2 years, where n is minimum duration of the programme.

1.7 Working Hours

Institute shall work from Monday to Saturday from 8:30 am to 5:30 pm excluding holidays as per the GGSIP University/Institute Calendar.

CHAPTER- 2

ACADEMICS

2.1 Attendance

For Semester-End Examinations

A student shall be required to have a minimum attendance of 75% in aggregate for all the courses taken together in a semester, provided that the Director/Principal may condone attendance shortage up to 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in a semester shall be allowed to appear in the semester-end examination.

A student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next academic year and he/she will be required to take "Academic Break" and has to apply for re- admission and repeat all courses of the said academic year with the next batch of students. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programme in a maximum permissible period of n+2 academic years, where n is the duration of programme.

The Director/Principal shall announce the names of all such students who are not eligible to appear in the semester-end examination and notify to the Controller of Examination of GGSIP University.

In case any student appears by default, who in fact has been detained by the Institute, his/ her result shall be treated as null and void.

2.2 Summer Training, Minor Project, Project Report & Dissertation etc.

In terms of syllabi of different programmes, detailed guidelines, schedule, marking scheme and name of the guide are notified by the Director well in advance to pursue summer training, project study, Dissertation etc. The students are required to adhere to these guidelines strictly.

2.3 Examination & Evaluation

Conduct of End-Semester Examinations

a) In End-Semester examinations, students shall be examined in the courses prescribed for the specified semester as given in the respective syllabi.

b) End-Semester examinations shall be conducted by the University at the specified examination centers and schedule, notified by the University.

c) Class tests etc, as continuous evaluation and practical examinations shall be conducted at the Institute. Wherever required, University shall appoint external examiners for evaluation of Practical, Summer Training and Project Dissertation, Viva Voce etc.

d) For appearing in the End-Semester Examination, students are to apply/register on a prescribed form available with the Institute. University shall issue admit card, bearing the paper code in which students are permitted to appear. Students must possess the admit card for appearing in each paper. Students are advised to check and notify any discrepancy in the paper code in the admit card immediately to the Institute. No student can appear in End-Semester Examination without a valid admit card as issued by GGSIP University in every semester. If any student appears without possession of a valid admit card, the result of such student shall stand null & void.

Final Year Supplementary Term End Examinations

a) A supplementary examination shall be conducted after declaration of the final year result **ONLY** for those students who do not have any back-logs up to the pre-final year courses.

b) The supplementary examination shall be held **ONLY** for regular students and **ONLY** for failed final year courses/papers.

c) Students, who have earlier appeared in final year papers, shall not be permitted to appear in supplementary term end examination.

d) In Case student is failed in Continuous Internal Assessment, he/she must pay the required fee as declared by the Institute from time to time.

Scheme of Marks

Specific scheme of marks for each paper and pattern of question paper is given in the detailed syllabi issued by the University. However, general scheme of examination and evaluation comprises of two components, viz., end-semester examinations conducted by the University and Continuous Evaluation conducted by the Institute. Each paper shall be of 100 marks. The scheme of evaluation for each paper entails a weightage of 60 marks for semester-end examination and 40 marks for continuous evaluation for the students admitted w.e.f Academic Session 2023-2024. However, the university reserves the right to alter the scheme of marks under unprecedented circumstances.

Detailed Internal Assessment Evaluation Criteria, will be Circulated by the Institute from time to time through Circular. Institute reserves the right to alter the Scheme of Continuous Evaluation out of 40 as required.

- Note: The Internal Assessment for students admitted prior to Academic Session 2023-2024 will remain same as 25 Marks for Continuous Evaluation & 75 Marks for End term University Examination.

Pass Percentage

Minimum pass percentage in each paper is 40% (total of semester-end + continuous evaluation).

Scheme of Credits

The numbers of credits assigned to each paper are mentioned against the paper in the Course Structure placed at appendix A-1 to A-5. Students are required to appear in examinations in all the papers, however, minimum numbers of credits that are required to be earned for the award of degree as per new syllabus (2021 onwards) are given below:

S. No.	Programme	No. of Credits for the programme	No. of Credits to be Earned for Award of Degree
1	MBA	108	102
2	MBA-IB	108	102
3	Integrated BBA-LLB (Hons.)	260	260
4	Integrated BA-LLB (Hons.)	260	260
5	BBA (1 & 2 shift)	142	134

MOOCs- GGSIPU has made it mandatory to undergo MOOC (Massive Open Online Courses) of their choices from SWAYAM Portal or any other portal approved by UGC/regulatory bodies. After completion

the student need to submit a successful course completion certificate to earn the credits. In total 6 credits are assigned for BBA & MBA and 3 credits for MBA-IB to the MOOCs in entire programme duration of three years.

Grading System

a) Grade Point & Letter Grade: Each paper shall be of 100 marks; marks secured by the student in each paper shall be converted into a Grade Point and Letter Grade as per the following scheme.

Marks Obtained	Letter Grade	Numerical Grade Point
90 – 100	O	10
75 – 89	A+	9
65 – 74	A	8
55 – 64	B+	7
50 – 54	B	6
45 – 49	C	5
40 – 44	P	4
Less than 40 or absent	F	0

b) Semester Grade Point Average (SGPA): Performance in a semester will be expressed as Semester Grade Point Average (SGPA) and shall be rounded to two decimal digits. The formula for calculation of SGPA is

$$SGPA = \frac{\Sigma\, Ci\, Gi}{\Sigma\, Ci}$$

Where,

Ci = Number of credits for the i^{th} course.

Gi = Grade point obtained in the i^{th} course.

c) Cumulative Grade Point Average (CGPA): Cumulative performance of all the semesters together will reflect performance in the whole programme and it will be known as Cumulative Grade Point Average (CGPA), and shall be rounded to two decimal digits. The formula for calculation of CGPA is

$$CGPA = \frac{\Sigma\Sigma\, Cni\, Gni}{\Sigma\Sigma\, Cni}$$

Where,

Cni = Number of credits of the i^{th} course of the n^{th} semester.

Gni = Grade points of the i^{th} course of the n^{th} semester.

Note: Audit papers shall not be accounted for in the calculation of SGPA and CGPA.

d) Final Grading & Division: On earning prescribed number of credits for a programme each student shall be awarded division on the basis of following criteria:

a) Excellent: If CGPA is 10.

b) First Division: If CGPA is of 6.50 or above.

c) Second Division: If CGPA is between 5.00 - 6.49.

d) Third Division: If CGPA is between 4.00 - 4.99.

CGPA & Equivalence to Percentage of Marks: The CGPA x 10 shall be deemed equivalent to percentage of marks obtained by the student for the purpose of equivalence to percentage of marks.

Grace Marks

A total of six marks can be given as grace marks either in one or distributed in more than one paper, if the aggregate marks (total of semester-end and continuous examination) are below the passing percentage (40%). These marks shall be awarded by the University at the time of finalization of end-semester examination results. No grace marks will be given during reappear university examination.

A student who could not complete the programme after "n" academic years, may be given grace marks as per the following rules, if this enables the student to become eligible for award of degree.

Period of Grace	Grace Marks
Completion of course (n year)	6 marks
Completion of course (n+1 year)	9 marks
Completion of course (n+2 year)	12 marks

Reappear

a) A student obtaining less than 40% of maximum marks (in total of semester-end and continuous evaluation) in a paper/course and failed in the course shall be allowed to re-appear in a semester-end examination of the course in a subsequent semester (s) when the course is offered, subject to maximum permissible period of n+2 academic years.

b) The re-appearing students who secure less than 40% marks in the Continuous Evaluation have the option to repeat and improve the performance in class tests with the next batch of students. **Concern Student is to submit application for this purpose in the beginning of the semester to the Director/ Principal.**

c) A student who has to reappear in a semester end examination shall be examined as per the syllabus which will be in operation during the subsequent semester (s). However, in case the student claims that there is major modification in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Chairman/ Coordinator of the Programme Committee of the University so certifies, the examination may be held in accordance with the old syllabus.

d) Students who are eligible to reappear in an examination shall have to apply/register to the Controller of Examinations through the Institute to be allowed to reappear in an examination and pay the fees prescribed by the University. **Students are advised to check admit card for the paper code in which they are permitted by the University to reappear and notify to the Institute immediately, in case of any discrepancy.** Students can reappear/retest in continuous evaluation in the same semester by paying the prescribed fee.

e) The schedules for applying for re-appear examination, both semester end and continuous evaluation, shall be announced by the Institute through ERP & Notice Board.

Rechecking

a) A student may apply to the University through the Institute, within two weeks from the date of the declaration of the result, for re-checking of the semester-end examination script (s) on the payment of

prescribed fee on a prescribed form. Rechecking shall mean, verifying whether all the questions and their parts have been duly marked/attempted as per the question paper, and the totaling of marks. In the event of discrepancy being found, the same shall be rectified by the University.

b) Students are permitted to submit an application under RTI Act for rechecking of answer scripts directly to the University, against payment of prescribed fees.

2.4 Promotion & Academic Year Break

(a) A student shall be promoted to next academic year, if he/she obtains at least 50% credits (in both semesters combined of the academic year). Details regarding the same may be obtained from admin.

(b) Academic Year Break: Students, who have not been promoted shall automatically be declared to have taken "Academic Year Break" and are to reappear in such papers of previous semester (s) in which they have failed, so as to obtain sufficient credits to be promoted to the next academic year.

(c) Maximum two "Academic Year Breaks" are permissible to a student for the completion of the academic programme; failure to complete the course in prescribed limits of n+2 academic years would automatically imply cancellation of admission of such students.

2.5 Use of Unfair Means

Internal Examinations

All cases regarding reported use of Unfair Means in the internal examinations shall be placed before the Examination committee and Programme Administration Committee (PAC) comprising of Programme Coordinator and Class Coordinator of the concerned programme to which the student belongs to for investigation and recommending penalties, if any, to the Director. The decision of Director of the Institute in this regard will be final & binding.

Semester-End Examinations

Students found using unfair means in semester-end examinations are to appear in person before an Unfair Means Committee of the University.

2.6 Conduct of Examinations

The Institute attaches great importance to integrity, honesty and discipline in all spheres of activity by the students. A sense of responsibility and a high degree of maturity is expected from all the students inside and outside the campus befitting the conduct of professionals.

The students must maintain honesty and integrity in classrooms, examinations, home assignments and all other aspects of academic work. Resorting to copying or helping to copy in any shape or form in examinations or quizzes or home assignments or other elements of evaluation and/or reproducing passages from written work of others, without necessary acknowledgement and/or passing or receiving papers in connection with any academic work to be evaluated and/or canvassing for grades is strictly prohibited & will attract disciplinary action/s, as deemed fit.

Rules governing the conduct of students in examinations are given on the admit card issued by the University and the answer sheet. Students are required to adhere to these rules scrupulously.

Unless specified by the faculty, students must not collaborate in any way in their home assignments. The assignment should be the independent work of each student. Students are advised, in their own interest, not

to communicate their written analyses or answers in home assignments to any other students. In all cases students are to ensure timely submission of academic work.

Faculty will be free to adopt suitable measures to penalize students for breach of academic discipline. Any such violations and measures taken by the faculty shall be reported to the 'Programme Coordinator'.

2.7 Award of Degree

A student shall be eligible for the award of degree subject to:

(a) He/she has undergone the course of studies, completed the project report/training report specified in the curriculum of his/her programme within the stipulated time, and secured the minimum credits prescribed for award of the Degree.

(b) There are no dues outstanding in his/her name to the Institute/University; and

(c) No disciplinary action is pending against him/her.

(d) To award the degree, if any student opts for dropping any paper, he/she has to apply to the University in specified form after declaration of final semester result.

2.8 Exemplary Performance

With reference to the Ordinance 5 of the University dealing with institution of medals, prizes & awards to the outstanding students, superseding all existing procedures and regulations, the following regulation for the award of certificate of merit and certificates of exemplary performance for various programmes of study of the University, is approved as:

(a) The regulation shall be titled as: The regulation for the award certificates of merit and certificates of exemplary performance.

(b) Students of degree programmes only shall be considered for award of certificate of merit or certificate of exemplary performance, subject to following conditions:

   i. The student has passed all papers/subjects of the programme within minimum time stipulated in scheme of study applicable to the programme.

   ii. The student has passed each paper / subject of the programme when the paper is offered first time during regular examination of the batch in which student was admitted.

   iii. The students who take admission in second or subsequent years of the pgoramme through lateral entry or migration from other University shall not be considered.

(c) Certificate of Exemplary Performance and Silver Plaque shall be awarded to the students, who have obtained:

   i. Minimum nine (9) Cumulative Grade Point Average (CGPA) for credit bases programmes under grading system.

   ii. Minimum ninety (90) Cumulative Performance Index (CPI) for credit bases programmes under CPI system.

   iii. Minimum ninety (90) Percent marks for non-credit bases programme.

(d) Certificate of Merit and Gold Medal shall be awarded for only such programme groups/programmes of study in which minimum ten (10) students of the batch fulfill the conditions specified at clause (B)

and (C) above.

(e) CGPA / CPI / Percentage shall be counted upto third decimal place.

(f) In accordance with aforesaid clauses, Certificate of Merit and Gold Medal will be awarded for each programme group' programme of study to the topper to be decided as follows:

i. Student obtaining highest Cumulative Grade Point Average (CGPA) for credit based programmes under grading system.

ii. Student obtaining Cumulative Performance Index (CPI) for credit based programmes under CPI system.

iii. Student obtaining highest Percentage of marks for non-credit based programmes.

(g) In case of tie between two or more students of any programme group/ programme of study following procedure shall be followed to break tie and decide topper of programme group/ programme of study for award of the Certificate of Merit and Gold Medal:

i. For credit based programmes, the student with highest sum of product of marks obtained in each paper and credits assigned to each paper will be the topper.

ii. In case tie is not resolved by (A), then the student with highest total marks obtained divided by total maximum marks will be the topper.

iii. In case tie is not resolved by (B), then the student with highest marks in the theory papers or component will be the topper.

iv. In case tie is not resolved by (C), then the student with highest total marks in non-elective theory papers or component will be the topper.

v. In case tie is not resolved by (D), then the student with highest total marks in final year shall rank higher.

vi. In case tie is not resolved by (A). (B). (C) and (D) above, all such students shall be awarded Certificate of Merit and Gold Medal.

2.9 Felicitation Day

Students with exemplary performance during the Academic Year will be awarded by the Institute on the Felicitation day. The students will be awarded based on following criteria as per the laid down policy:

a) First and Second Award will be awarded to the student/s who have secured highest aggregate percentage in 2 semesters in a Academic Year, taken together. The merit will be prepared taking all the students admitted in one programme.

b) All the students who have secured 1st Rank in Curricular/Extra Curricular activities performed outside the Institute.

c) Best Club/Societies Award as per the laid down criteria.

d) Any other award as deemed fit by the college authorities from time to time.

2.10 Grievances regarding Examinations

(a) Internal Examinations: If students have any representation/complaint regarding setting up of question paper, marks awarded etc, a written representation is to be submitted to the Examination Coordinator

of the Institute within seven days or as announced by the Institute after completion of the examination or mail at **exam@gitarattan.edu.in.** The Coordinator shall examine the students' representation and submit its recommendations to the Director. The decision of the Director shall be communicated to the students & will be final and binding.

(b) Semester-End Examinations: In case of semester-end examination (s) the written representation/ complaint is to be forwarded to the Controller of Examinations through the Director (along with his/ her specific recommendations) within seven days after completion of the examination regarding setting up of question paper, marks awarded etc. Such representations shall be considered by the 'Students Grievance Committee' constituted by the University for this purpose at the University.

CHAPTER-3

FEE

3.1 General

The fee for different programmes is decided by the State Level Fee Regulatory Committee constituted by the Government of NCT of Delhi. The fee so decided by the Fee Regulatory Committee can be different for different batches of the same programme concurrently running in the Institute. For the same programme the fee can be different in different institutions. The Institute charges fees as prescribed by the State Level Fee Committee for the Institute for different programmes. If the Fee Regulatory Committee modifies the fee retrospectively or after commencement of programme, students would be required to pay the amended fee.

3.2 Fee Charged by the Institute

(a) The fee charged by the Institute has four components, viz. Academic Fee, University Share Fee, Alumni Contribution Fund Fee and Security Deposit.

(b) Other Fee: Students are to pay 'Re-appear Examination Fee' and 'Rechecking Fee', whenever applied for, as prescribed by the University and additional fee, as prescribed by the Institute.

Payment of Fee

For the first three components, students of second or subsequent years are to pay fees once in a year as per the prescribed schedule by the Institute. Security deposit and Alumni Contribution Fund is to be paid once at the time of joining the Institute.

For first year students, part of first year fee is collected by the University during the counselling and balance fee is to be deposited at the Institute as per the prescribed schedule notified by the Institute.

Late Payment Charges: If the students do not deposit fee by the due date notified by the Institute they have to pay prescribed late payment charges.

Mode of Payment: Fee is to be paid through digital means through ERP of GIBS or through demand draft in the favor of "Gitarattan International Business School" payable at Delhi.

Refund of Fee

(a) Refund of fee shall be based on the policy issued by AICTE/UGC/University from time-to-time.

(b) The security deposit shall be refunded after successful completion of the programme & award of Degree or on withdrawal of the student after obtaining clearance from the Institute/University. The Institute may deduct an amount on account of fine levied for damage of property/equipment or indiscipline committed individually or collectively and duly notified.

Note: All fees/ late fees charges, penalty has to be paid through ERP.

No Dues Certificate

No Dues Certificate is mandatory requirement for the Institute in case of: issuance of any type of documents from the concerned authorities.

(a) Issuance of any type of document like Bonafide Certificate/ Fee Loan Certificate / Migration Certificate

/ Marksheet / Provisional Certificate / Consolidated Marksheet / Degree etc.

(b) Any type of withdrawal or cancellation of admissions.

It may be noted that students must clear all applicable dues like Misc. fine / late fine / library fine etc.

(a) All books issued must be returned or compensated for by the students.

(b) Student may contact the Accounts department for the total applicable dues amount or Check their ERP.

(c) Student can pay the requisite amount / fee through ERP login by UPI/NEFT/Net Banking / Phonepay / Paytm / Googlepay etc. **No Cash payment is allowed.**

3.3 Scholarship

(a) Scholarship provided by the Government.

Following scheme will be provided to the eligible students as per Govt. order.

i. Merit Scholarship for students belonging to Minority Scheme studying in Professional / Technical Colleges / Institutions / Universities.

ii. Scheme of Post Metric Scholarship for students belonging to the SC/ST/OBC.

iii. Scheme of Post Metric Scholarship for students belonging to the Minority Communities.

iv. Merit Cum Means Scholarship For Professional and Technical Courses CS for students belonging to the Minority Communities.

v. Merit Scholarship for College / Professional Institutions for the students belonging to the SC/ ST/OBC.

vi. Financial Assistance to the Students under Economically Weaker Section (EWS) Scheme.

vii. Prime Minister's Scholarship scheme for Central Armed Police Forces and Assam Riffles.

viii. Prime Minister's Scholarship Scheme for RPF/RPSF.

ix. Prime Minister's Scholarship scheme for wards of states/UTs police personnel martyred during terror/naxal attacks.

x. Scheme for Award of Financial Assistance for Education (Scholarship) to the children of- (i) Beedi Workers, (ii) Iron Ore Manganese Ore and Chrome Ore Mine (IOMC) Workers (iii) Limestone and Dolomite Mine (LSDM) workers (iv) Cine Workers.

xi. Centre Sector Scheme of Scholarships for students with Disabilities.

(b) Scholarship provided by the Institute

The Rohini Educational Society is announcing its scholarship scheme for the students joining different programmes in the year 2023 at Gitarattan International Business School, Rohini, Delhi in the name GITARATTAN MEMORIAL SCHOLARSHIP SCHEME as per the Policy laid down vide Policy no GIBS/ ACD.POL./22-23/019 dated 06.06.2023.

The eligibility for different types of scholarship as described below:

Name of Scholarship	Eligibility	Scholarship Amount	Criteria to avail the scholarship
Scholarship Single Girl Child	This scholarship is available for the female students, who is single girl child of her parents and does not avail any such scholarship from any other sources in the same programme she is pursuing at Gitarattan International Business School, Rohini, Delhi. **The combined family Income should be –Less than 2 Lacs/year**	Rs 15000/- in first year only	Candidates, eligible for this scheme will apply in the following manner: Submit photocopy of GIBS Fee Receipt for first year (2023). Submit the attested copy of EWS certificate. Submit cancelled cheque copy of Aadhar linked bank account of the student. Submit the attested copy of ration card, Submit a certificate on stamp paper declaring a single child (Girl), and not availing any such scholarship from any other source. Any other document as required by Institute authority (not mentioned in above)
Scholarship for Meritorious students	Students whose academic records in the previous academic level are excellent, the society recognizes his/her performance by providing scholarship during the programme he / she is pursuing in the Institute. For MBA programme, student who have scored 90% and above marks in Bachelor's degree, & For MBA programme, student who have scored 80 percentile or more score in CAT Examination OR For MBA programme, student who have scored a rank of 100 or less in MBA-CET Exam conducted by GGSIPU. For UG programmes, (BBA/ LLB) students, who have scored90% or more marks in 10+2. For BBA programme, student who have scored a rank of 1000 or less in BBA-CET Exam conducted by GGSIPU. and For LLB programmes, student who have scored a rank of 10000 or less in CLAT Examination.	Rs 15000/- in first year only	Candidates, eligible for this scheme will apply in the following manner: i. Submit photocopy of GIBS Fee Receipt for first year (2023). ii. Submit cancelled cheque copy of the Aadhar, linked bank account of the student. iii. Any other document as required by Institute authority (not mentioned in above. iv. Submit the attested copy of bachelor' degree along with mark sheet of all semesters. v. Submit the attested copy of CAT score. OR Submit the attested copy of MBA-CET rank certificate FOR UG (BBA/ LLB) program Submit documents i), ii) and iii) as mentioned above, and iv. attested copy of mark sheet of 10+2 exam. v. attested copy of rank certificate of BBA-CET and for LLB program v. attested copy of rank certificate of CLAT examination

Scholarship for wards of Army/Paramilitary / Police personnel	This scholarship is available for the students whose father / mother deceased in war or during on duty while serving in Army / Paramilitary/ Police force, will be eligible for this scholarship.	Rs 15000/- In first year only	Candidates, eligible for this scheme will apply in the following manner: i. Submit photocopy of GIBS Fee Receipt for first year (2023). ii. Submit cancelled cheque copy of the Aadhar linked bank account of the student. iii. Submit the attested copy of proof, as received from the Army/Paramilitary/Police Forces. iv. Any other document as required by Institute authority (not mentioned in above)
Scholarship under 'Unity of GIBS' (Alumni)	The society wants to develop a culture of family in GIBS. To recognize this bonding, 'Unity of GIBS' scholarship will be awarded to 1. Alumni of GIBS pursuing his/her further higher studies from GIBS. 2. Siblings of any alumni of GIBS.	Rs 15000/- In first year only	Candidates, eligible for this scheme will apply in the following manner: Submit photocopy of GIBS Fee Receipt for first year (2023). Submit cancelled cheque copy of the Aadhar linked bank account of the student. Submit a copy of degree and marksheet of alumni/self Relationship Proof. Any other document as required by Institute authority (not mentioned in above)
Scholarship for ward of Single Parent (Mother)	There are many single parents (Mother) who are struggling hard for the nourishment of her children. To recognize their hardship, the society made this scholarship available to the student/s who have single parent (Mother). **Combined family income should be –Less than 2 Lacs/year**	Rs 15000/- In first year only	Candidates, eligible for this scheme will apply in the following manner: Submit photocopy of GIBS Fee Receipt for first year (2023). Submit the attested copy of EWS certificate. Submit cancelled cheque copy of the Aadhar linked bank account of the student. Submit a certificate on stamp paper declaring a child of single parent (mother), and not availing any such scholarship from any other source. Proof of Single Parent as the case may be. Any other document as required by Institute authority (not mentioned in above)

Scholarship for Sports Personnel	School always supports the students having acumen in sports and games. To recognize their talent, the society made this scholarship available to the students who have bagged medals in any State/ National/ International level sports or games are eligible for this scholarship.	Rs 15000/- In first year only	Candidates, eligible for this scheme will apply in the following manner: Submit photocopy of GIBS Fee Receipt for first year(2023) Submit cancelled cheque copy of the Aadhar linked bank account of the student submit a copy of certificate of getting a medal in game /sport at state/national/international level organized by approved game association authority approved by Government of India submit a photos of medal ceremony Any other document as required by Institute authority (not mentioned in above)

CHAPTER-4

STUDENTS' CODE & CONDUCT

All students are to maintain good conduct and behavior during their stay in the Institute. For any disciplinary matter, Board of Discipline will steer the issues as per the policies mentioned at Part A below. Further to that, students are to adhere the rules mentioned in Part B of this chapter.

PART - A: BOARD OF DISCIPLINE

Education should bring in moral ethical values of well being to learners and every educator and educating institutions should strive hard to bring in the core human values in the process of learning and focus on quality approach to ensure better living with better educated countrymen. Discipline is the bridge between goals and accomplishment ensures strict rules and regulations for students on behalf of discipline committee.

Objective

There are some basic principles that underpin an effective code of behavior. When the code takes account of and is in keeping with these principles, it is likely to be successful in achieving its objectives. These objectives include:

(a) Creating a climate that encourages and reinforces good behavior.

(b) Creating a positive and safe environment for teaching and learning.

(c) Encouraging students to take personal responsibility for their learning and their behavior.

(d) Helping young people to mature into responsible participating citizens.

(e) Building positive relationships of mutual respect and mutual support among students, staff and parents.

(f) Ensuring that the institute's high expectations for the behavior of all the members of the college community are widely known and understood.

4.1 Power to Vest in the Head of Institutions

In terms of the power vested by the ordinance of GGSIP University Act—

(a) All powers relating to maintenance and enforcement of discipline among the students of the affiliated colleges and institutions shall vest in the Principals / Directors of affiliated colleges and institutions.

(b) Accordingly, all the power of maintaining and enforcement of Discipline in the Institute is with the Director, Gitarattan International Business School, Rohini, Delhi for all the students pursuing different programmes in this institute.

4.2 Board of Discipline Structure

As per the Guru Gobind Singh Indraprastha University Act, 1998, Ordinance 3: Maintenance of discipline among students, the Boards of Discipline at the level of affiliated colleges and institutions shall be constituted by the Vice Chancellor as follows-

(a) The Director of the institution or the Principal of the college concerned, Chairperson of BoD.

(b) Two senior teachers of the institution or the college to be nominated by the trust or the society running the college or the institution, member.

(c) One senior lady teacher of the college or the institution to be nominated by the trust or the society running the college or the institution, member

(d) A senior teacher of the institution or the college of the programme to which the act of indiscipline or misconduct by a student or students pertains to.

(e) The nominated members shall hold office for a period of two years and a vacancy occurring in the Board of Discipline shall be filled for the remaining period of the term of the member whose departure has caused the vacancy.

(f) Three members of the Board of Discipline including the chairperson shall form the quorum.

(g) In the absence of the chairperson of BoD, the senior most member of the Board of Discipline shall act as the chairperson of BoD.

Without prejudice to the generality of the power to maintain and enforce discipline under this board, the committee has been constituted and shall function for a period of two years from the date it is formed as per the Order/Notice. The committee is required to maintain discipline in the institute & perform various functions.

The Committee can be changed anytime during its tenure of two years at the discretion of the Director/ Management of GIBS.

4.3 Role/Functions of Board of Discipline

The Board of Discipline shall perform the following functions-

(a) To consider matters concerning maintenance of discipline among the students in the institution.

(b) To enquire into the acts of indiscipline or misconduct committed by a student or students whenever such cases are referred to the Board of Discipline by the Director and to submit their findings, conclusions and recommendations for the quantum of punishment to the Director.

(c) To supervise and monitor the disciplinary climate prevailing in the institution.

(d) To take preventive and precautionary steps such as issue of notices, warnings, instructions etc. as the case may be, for the purpose of forestalling acts of individual or collective indiscipline, misconduct and ragging, etc.

(e) To maintain liaison with the police authorities and the concerned departments of the Government, neighboring institutions and the concerned authorities of the University regarding maintenance of law and order in the institution.

(f) To perform such other functions as may be assigned to it by the Director from time to time.

The decision in each case shall be conveyed by the Chairperson/ Convener of the Board of Discipline concerned communicating the penalty or penalties, if any, imposed on a student or students.

A student or students, who are aggrieved with the penalty imposed upon them, may appeal to the Chairman of Rohini Educational Society/Vice Chancellor GGSIPU, whose decision in this regard shall be final and binding on the parties.

4.4 Principle of Natural Justice

The Board of discipline shall be duty bound, to consider principles of natural justice, while handling any complaint or is into any inquiry proceedings. Natural justice is the essence of fair adjudication, deeply

rooted in tradition and conscience, to be ranked as fundamental. The purpose of following the principles of natural justice is the prevention of miscarriage of justice.

The principle of natural justice is not confined to restrict walls the applicability of the principle but depends upon the characteristics of jurisdiction, grant to the administrative authority and upon the nature of rights affected of the individual.

The Board of discipline shall consider the following three recognized principles of Natural Justice:

(a) Doctrine of Bias: That is the authority sitting in judgment should be impartial and act without bias. To instill confidence in the system, justice should not merely be done but seen to be done.

(b) To hear the other side: This is necessary for providing a fair hearing and no doubt the rule against bias would also be a part of the procedure.

(c) Speaking orders or reasoned decisions: The third aspect of natural justice requires speaking orders or reasoned decisions. It is now universally recognized that giving reasons for a certain decision is one of the fundamentals of good administration and a safeguard against arbitrariness. When the order to be passed is an appealable order, the requirement of giving reasons would be a real requirement. Thus, reasons are also required to be given when the appellate or revisionary authority affirms the order of the lower authority.

4.5 Code of Conduct

General Conduct

The judicial process, which exists in order to maintain the safe and efficient operations of the Institution and to aid in advancing its academic mission, is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, to foster a respect for the rights of others, and to protect the rights, freedoms and safety of all members of the University community. Hearings or appeals processes are not courts of law and are not governed by criminal or civil court procedures. The only process to which a student is entitled is the process provided for in this Handbook. However, because some violations of the Code of Conduct are also violations of the law, students may be accountable to both law enforcement agencies and the University for their actions. The University's judicial process will normally proceed notwithstanding any external civil or criminal proceeding.

All students are to maintain good conduct and behavior during their stay in the Institute. In this respect, acts of indiscipline and penalties have been laid down.

Acts of Misconduct/Indiscipline

Following activities of the students shall be deemed as act of indiscipline:

1. Physical assault or threat to use physical force, against any member of the teaching or non- teaching staff or any student of the Institute.
2. Remaining absent from the class, test, examination or any other curricular/ co-curricular/ extra-curricular activity, which he/she is expected to participate in.
3. Carrying of, use of or threat to use, any weapon against any student/s, or teaching &/or non-teaching staff inside the institute or outside the institute.

4. Misbehavior or cruelty towards any other student, teacher or any other employee of the institution / university.
5. Use of drugs or other intoxicants except those as prescribed by a qualified doctor inside the institute.
6. Any violation of the provisions of the Civil Rights Protection Act, 1976 (Copy is available in the institute library).
7. Indulging in or encouraging violence or any conduct, which involves moral turpitude.
8. Any form of gambling.
9. Violation of the status, dignity and honor of a student belonging to a SC/ST.
10. Discrimination against any student/member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.
11. Practicing casteism and untouchability in any form or inciting any other person to do so.
12. Any act, whether verbal or otherwise, derogatory to women.
13. Drinking alcohol or Smoking or chewing tobacco in any form in the campus.
14. Any attempt at bribing or corruption of any manner.
15. Willful destruction of the property of the institute.
16. Behaving in a rowdy, intemperate or disorderly manner in the premises of the institute or encouraging or inciting any other person to do so.
17. Creating discord, ill will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so.
18. Causing disruption in any manner of the academic or other functioning of the Institutional system.
19. Indulging in or encouraging any form of disruptive activities connected with tests, examinations or any other activity of the institute / university.
20. Truancy and unpunctuality.
21. Using unfair means in the examination.
22. Sending an electronic message in text, image, audio, video and/ or any other electronic record, which is grossly offensive or has menacing character to the co students, staffs, faculty members or to the institute. Sending any electronic message, mail to any authority/person, during the pendency of any appeal before the Institute authority.
23. Transmits or publishes any false information about the institute in any electronic form with the purpose of insulting the repute of the institute.
24. Instigate co-students through an electronic message in text, image, audio, video and/or any other electronic record for any activity/ies with the purpose of insulting the repute of the co-students, staffs, faculty members, and institute or to stop the normal activities of the institute / university.
25. Publishes or transmits obscene material which is lascivious or appeals to the prurient interest.
26. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the institute / university.

27. Forgery, alteration or use of Institute / University documents, records or instruments of identification with intent to defraud.
28. Harassment and/or hazing in all forms or other treatment of a demeaning, abusive, threatening or alarming nature. Harassment includes, but is not limited to, striking, laying hands upon, intimidation, threatening with violence or offering to do bodily harm to another person, or invasion of privacy. Harassment may also be of a verbal nature and include suggestive comments, insults, humor and jokes about sex or gender-specific traits, and sexual propositions. Harassment also includes conduct that creates a hostile and intimidating environment that impairs an individual's ability to function normally in an educational environment. Hazing is usually defined as any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule, and is often, but not always, associated with conditions of group membership.
29. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other Institutional / University activities and other authorized activities on the institute premises.
30. Possession or use of alcohol by and the dispensation or distribution of alcohol to any individual.
31. Possession or use of firearms, fireworks, explosives, weapons, or items deemed by the institute to be weapons of any description, for any purpose. This includes, but is not limited to, air soft guns, BB guns, pellet guns, air rifles, crossbows and hunting knives etc.
32. Theft of or damage to Institute property or premises or possession of such stolen property. Theft or damage to property of any co-students / teaching / non-teaching staff members of the institute or possession of such stolen property.
33. Failure to comply with directions of the institute / university officials or disorderly abusive conduct toward institute / university officials acting in the performance of their duties.
34. Misuse of fire safety equipment, setting fires, causing disruption to evacuate the building during a fire alarm or violation of any fire safety policy. Open fires are also prohibited.
35. Violation of published Institute regulations, including the computer use policy, the web policy, smoking policy and regulations relating to entry and use of institute's facilities (see, for example, Students Information Manual).
36. Violations of National, State or municipal laws on or off campus in a way that adversely affects the functioning of the Institute / University.
37. Creation of any Social Media page/account, which defames the institute and its authorities, Faculty, staff, student or any other stake holders.
38. Hacking of any Email, ERP, Social Media or any other electronic account, page etc belonging to Institutes authorities, Faculty, Staff, Student or any other stakeholder.
39. Any type of alteration with Institute's software or hardware.
40. Any unlawful entry into any of Rooms/Areas of the institute, a person is not authorized to enter.
41. Any other form of indiscipline or disruption which is not listed above & considered to be unlawful as declared by the Institute Authorities.

Rules Regarding Ragging

The Hon. Supreme Court ordered that a number of recommendations made by the Raghavan Committee be

implemented in every University/ institution, where Ragging has been defined as any act that affects the mental health and self-confidence of a 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 Ragging in any form is strictly prohibited within the premises of the Institute or in any part of the University system as well as on public transport, or at any other place, public or private.

Accordingly,

(a) Ragging is a criminal offence.

(b) Any individual or collective act or practice of ragging shall constitute an act of gross indiscipline and shall be dealt with under the provisions as laid down in AICTE / UGC Regulations issued for curbing the menace of ragging in higher educational institutions, or any other law prescribed for the purpose of ragging, which includes police action.

(c) Each student & his/her parents are required to read and understand the provisions of these regulations which are available on www.aicte-india.org and **www.gitarattan.edu.in**

(d) What constitutes Ragging: Ragging constitutes one or more of any of the following acts:

   i. 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.

   ii. 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.

   iii. 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.

   iv. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

   v. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

   vi. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

   vii. 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.

   viii. Any act or abuse by spoken words, electronic means, 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.

   ix. Any act that affects the mental health and self-confidence of a 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.

(e) The Director of the institute shall take immediate action on the receipt of any information that ragging has taken place or is likely to take place.

(f) Notwithstanding anything contained in clause (d), the Chairman of the Board of Discipline of the Institute or the convener of the Board of Discipline may also Suo moto inquire into any incident of ragging or likelihood of such incident and make a report to the Director clearly pinpointing, among other details, the identity of the student or the students who were involved in the incident and the nature of the incident.

(g) The convener of the Board of Discipline may also submit an interim report to the Director establishing the identity of the perpetrators of ragging and the nature of the incident.

(h) Where the Director is satisfied, on receipt of a recommendation to this effect or otherwise, that it is not expedient to hold an inquiry into an incident of ragging, he shall order accordingly for reasons to be recorded in writing.

4.6 Procedure for inquiry

Any complaint/indiscipline received against any student will be dealt with in the following manner:

(a) Any act of indiscipline by the student (s) noticed by an authority (Faculty member, Class Coordinator, Programme Coordinator, Academic Coordinator or any other staff) of the Institute or any complaint by any student, faculty, staff against anyone is to be reported to the Director via written handwritten Complaint.

(b) Depending on the case, the Director may dispose-off the case summarily or refer it to Board of Discipline.

(c) During the conduct of inquiry, student concerned may be suspended from attending activities of the Institute.

(d) The Board of Discipline shall submit its findings and recommendations to the Director in a specified time period.

(e) Based on the report of the Enquiry the Director/Authorized representative will issue a show cause to student/(s) considering the Principles of Natural Justice.

(f) Considering the reply this submitted, Director/Authorized Representative will issue the Punishment as detailed in para 4.7 below.

(g) Aggrieved student can Appeal on the decision of the Director/Authorized Representative to The Chairman of Rohini Educational Society or Vice Chancellor GGSIP University and the decision thus taken will be Final & Binding.

4.7 Punishment

Penalties for Breach of Discipline

Following penalties are prescribed for committing any act of indiscipline defined above:

(a) The defaulter may be expelled from the Institute, in such cases he/she shall not be re-admitted to the Institute.

(b) For a stated period, the defaulter may be rusticated and shall not be allowed to attend the programme, till the expiry of the period of rustication.

(c) For a stated period, the defaulter may not be admitted to a course or courses of study of the University.

(d) The defaulter or the whole class may be imposed with fine of a specified amount of money.

(e) The defaulter may be debarred from taking an examination or examinations for one or more years.

(f) In cases of using unfair means, the result of the concerned student of the examination or examinations at which he has appeared shall be cancelled.

Penalties for indulging in Ragging at Institute Level

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:

(a) Cancellation of admission.

(b) Suspension from attending classes.

(c) Withholding/withdrawing scholarship/fellowship and other benefits.

(d) Debarring from appearing in any test/examination or other evaluation process.

(e) Withholding results.

(f) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

(g) Rustication from the institution for a defined period.

(h) Expulsion from the institution and consequent debarring from admission to any other institution.

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.

4.8 Appeal

The student/s who is/are aggrieved with the penalty imposed upon them, may appeal, in writing, before the Hon'ble Chairman Rohini Educational Society or Hon'ble Vice Chancellor, GGSIP University, to seek relief against the decision/s taken by the Disciplinary Authority, whose decision in this regard shall be final and binding on the parties.

PART - B: RULES TO ADHERE

4.9 Library Rules

For using the library facilities students are to adhere to the following rules:

(a) Enter Name, enrollment number in the entry register kept at the table on library.

(b) Entry for book issued/return to be properly entered in the register.

(c) Identity Cards, when demanded, should be shown.

(d) Books will be issued on Library Cards for the period of Seven Days.

(e) Books should be returned within due date.

(f) Overdue fine is Five Rupees per day.

(g) Reference books/Journals will not be issued.

(h) Books can be reserved for issue or for extended use if no other user has demanded for the same book.

(i) Books borrowed during the examination are to be returned within One Week after the Exam.

(j) Borrowers are responsible for the safety & upkeep of books.

(k) On loss or damaging/disfiguring a book double the cost shall be charged.

(l) Students are to ensure, at the time of issue, that the book is in good condition. At the time of return, no plea about its condition at the time of issue shall be accepted, if returned in damaged/disfigured condition.

(m) No book/reading material is to be taken outside the library for any purpose without the proper issue.

(n) Bags/eatables/personal books/reading material and use of cell phone are not permitted within the Library.

(o) Students are to maintain complete silence while in the Library.

(p) At the time of passing out from the Institute a clearance is to be obtained from library for release of Security Deposit. Students are to return the Library card on completion of the programme. Cost of any loss or damage would be deducted from the Security Deposit.

Any violation of the above rules shall be treated as an act of indiscipline and be dealt with accordingly.

4.10 Computer Centre Rules

The Institute has a Computer Centre and Computer Labs. The Computer Centre is for general use of computing facilities, Internet access, project work etc for students of all the programmes. Computer Labs are for the use of structured classes and specialized software.

Entry and exit of students into the respective computer labs shall be controlled in accordance with the Time-Table of the concerned class. Students are to use their respective labs in the stipulated timings only.

If a student wishes to use the computing resources in a Lab beyond stipulated timings, he/she is to take specific permission from the concerned Lab In charge.

Specific Dos and Don'ts for the use of computer labs are given below. All students are to strictly adhere to these.

DO's

(a) Always enter name & details in the entry register kept at the lab & computer centre by the student.

(b) Switch-on and Switch-off the computer in systematic sequence.

(c) Keep work-files at the assigned location only.

(d) In case of power failure, the student/s required to save data within 15 minutes and switch-off computer and monitor systematically to avoid battery drainage of the UPS.

(e) Any CD or Pen Drive is to be used with prior permission of Lab Incharge and after a proper scan for virus.

(f) Before leaving the Lab ensure that chairs are kept in proper manner.

(g) Show Identity Card if asked for by the Lab Incharge.

DON'Ts

(a) Don't upload any unauthorized/unlicensed software or connect hardware.

(b) Don't delete or rename any system/programme file.

(c) Don't shift any hardware within or outside the Lab.

(d) Don't make an attempt to repair any hardware or software problem yourself. Bring it to the notice of Lab Incharge.

(e) Don't bring any eatables or drinks inside the Lab.

(f) Wandering and gossiping inside the Lab is strictly prohibited.

4.11 Attendance in Co-curricular & Extra-curricular activities

The Institute, during the conduct of semesters, carries out many co-curricular activities (such as seminars, conferences etc.) and extra-curricular activities (such as cultural, sports, fest etc.). Wherever specified by written notice or otherwise, it is mandatory for all the students to participate in these activities and be present.

Absence in these activities shall be treated as an act of indiscipline and disciplinary action shall be taken against the defaulter (s).

4.12 Use of Mobile

Use of mobile is strictly prohibited in the library, computer centre/labs, classrooms and at all places during the conduct of organized curricular & co-curricular activities.

Failure to adhere to this rule shall be treated as an act of indiscipline and disciplinary action shall be taken against the defaulter (s).

4.13 Adherence to Rules

Students are to abide by the time schedules and deadlines given for submission of class assignments, summer training reports, project reports, class tests, depositing fee, issue & return of books, etc to avoid set back in their studies and penalties imposed on defaulter (s).

They must be punctual and regular in attending their classes and other activities to avoid penalties.

CHAPTER-5

STUDENT AFFAIRS

5.1 Student Support Services

To support the information needs, students and parents are advised to visit the website of the Institute **www.gitarattan.edu.in** The syllabus of various programmes along with other details about the programme are available on the website of the Institute. Each subject teacher through ERP software shall provide lesson plans, previous years question papers, question bank for various subjects, study material etc.

5.2 Students' Representation

To develop leadership qualities among the students, to make them responsible citizens and to provide a mechanism for presenting their perspective in a peaceful and responsible manner a system of "Class Representative" is in place. Each class shall elect two "Class Representatives" one boy and one girl.

The tenure of "Class Representative" shall be one academic semester / year.

In case no student comes forward to be the Class Representative, the Director shall nominate the Class Representative (s).

5.3 Role of Class Representatives (CR)

- The CR so selected should be intelligent student, Aggressive, clever with quality of a democratic leader, ability to be a role model for many others and he should be willing to work for the betterment of the class and GIBS.
- Duties and responsibilities of CR are to maintain discipline in the class, keep the projector ready, ~~others~~ before the class timings, distribution of notes etc.
- Upkeep of the Furniture & Fixtures, IT Equipments of the Classroom.
- Bridging a gap between students & Director.
- Fortnightly meetings with the Director.
- Communicating all information to the students.
- Collecting feedback related to day to day issues regarding class infrastructure and teaching, from the students.
- Communicating problems of the students to the CC.
- Ensure that the students comply with all the instructions, as notified from time to time.

5.4 Parents-Institute Interaction

In order to keep the parents updated with the progress of their wards, once in a semester before the minor exam is reserved for Parents-Institute interaction. Parents are requested to use this opportunity to share their views and suggestions with the Institute.

In specific cases, the Institute may call the parents to appraise them about the problems related to their wards. Parents are requested to appreciate that education and all-embracing personality development of their wards, at this highly impressionable age, is of utmost importance and needs continuous monitoring

and exchange of views with the faculty entrusted with these responsibilities. Parents are requested to kindly cooperate in this joint endeavour.

Besides, parents are welcome to meet the Director on any working day, after obtaining prior appointment over phone.

5.5 Alumni Association

The Institute has an active alumni association. The aim of this Association is to promote the alumni networking, guiding the present students and provide feedback and support to the institute for desired improvement in the curriculum. The membership of the Association is compulsory for all students.

Alumni meets are oragnised at regular intervals. The activities of "GIBS Alumni Association" are maintained through the dedicated Alumni website as notified from time to time. Alumni post jobs, network with alma mater and mentor the juniors with practical exposures through this website.

Alumni engagement for GIBS is maintained through AlmaConnect that facilitates communication and interaction between alumni, current students, and the institution itself.

1. AlmaConnect provides a comprehensive alumni directory, making it easy for alumni to find and connect with their fellow graduates.
2. The platform enables the creation and promotion of alumni events and reunions. Alumni can easily RSVP for these gatherings, fostering connections and relationships among graduates.
3. AlmaConnect often includes a job board and mentorship program where alumni can offer job opportunities, internships, or mentorship to current students and fellow alumni, creating valuable professional networks.
4. News, updates, and accomplishments are shared keeping alumni informed about the latest developments at the institute.

5.6 Clubs and Societies

There are different clubs and societies at the Institute led by the students to hone their potential / hobbies with a view to holistic development of students.

MUDRA: Mudra represents the dance and music society of GIBS. This society is all about those who love to dance, sing, and play instruments. It provides a platform for students who are inclined towards extracurricular activities to prove their talent and it is a good platform for them to have their artistic exploration.

ABHINAY: Abhinay is the Dramatics Society of GIBS. At its core it encourages inquisitive approach and critical thinking in students thus leading to their holistic development. Theatre allows them to grow naturally with freedom to enquire, explore and experiment. The motto of Abhinay-The Dramatics Society of giBS is 'The play is not in the words, it's in you'.

LAKSHYA: GIBS introduced Lakshya, the sports Club of GIBS for the physical and mental well being of its students as well as its employees. In order to encourage the students in sports activities LAKSHYA conducts Intramural tournament in various sports and games for Boys and Girls separately.

EXPRESSION: The formation of this society is an endeavor to support and stimulate various forms of art work like Canvas Painting, Sketching, Calligraphy, Doodling, Graffiti etc. The members of this society believe that there is a great deal of learning and inspiration in world of art. They seek to transmit this to the

youth through various activities; students involving in society learn and teach other that will benefit students in their professional art careers and beyond.

FRAMES: Frames is a platform built for photography beginners, amateurs, and enthusiasts. The club was formed on an idea to connect every photography enthusiast by a common thread at GIBS. The club aims to promote photographic interest among the students and provide a place for anyone with an interest in photography to meet and exchange ideas and share experiences. The Club welcomes anyone with whatever knowledge they have of photography as an art and promises to help them to cultivate, develop, enhance and endure their passion for photography.

MINDBENDERS: Mindbenders represents the Management Club of GIBS. Management club is a student driven initiative that collaborates with both the corporate and academia for both the UG and PG Students. The Club will act as a guide for Application of the acquired knowledge, abilities and acquisition of experiences and qualities necessary for students' future and professional development. The club aims to help the students to understand different functional areas of Management and stimulate their critical thinking.

GIBS – NSS UNIT: The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports. The motto of National Service Scheme is NOT ME BUT YOU. The NSS Unit at GIBS has been formed with the sole aim to provide hands on experience to young students in delivering community service.

IIC: IIC fosters the culture of Innovation and Entrepreneurship in the Institute. Students participate in activities organized by Ministry of Education with the aim to innovate and develop creative solutions for the nation's problems. Under the guidance of MOE, Innovation Cell at GIBS focuses on creating complete ecosystem for the students which will foster the culture of Innovation at the institute from ideas generation to pre-incubation, incubation and graduating from the incubator as successful start-ups. Round the year IIC keeps on organizing activities for the awareness and skill development of the students. IIC also promotes the MOE Innovation Cell activities among its students and encourages them to participate.

HERITAGE: Heritage –The Cultural Society of GIBS is a voluntary youth movement which promotes intangible aspects of Indian cultural heritage by promoting Indian classical music, classical dance, folk music, yoga, meditation, crafts and other aspects of Indian culture. The intention is to enrich the quality of formal education by increasing awareness about different aspects of Indian heritage and inspiring the young mind to imbibe the values embedded in it. The Society is in collaboration with SPICMACAY (The Society for the Promotion of Indian Classical Music and Culture Amongst Youth).

The COURT ROOM: COURT ROOM - The Law Society provides students with a more accurate depiction of the legal industry, whether through mentoring programmes, mooting, negotiation exercises or interview workshops, members get the chance to develop soft skills to boost their employability. The Law Society of GIBS is constituted for conducting and regulating the Moot Court, Debate, Youth Parliament and other activities in GIBS as well as to send representation on behalf of CLS GIBS in the External Events.

Mudra	Music, Singing, Dance Club	
Abhinay	Dramatics Society	
Lakshay	Sports Club	
Heritage	Cultural Activities Society in collaboration with Spic Macay	
NSS	National Service Scheme (GIBS Unit)	

Frames	Photography Club	
Mind Benders	Management Club	
Expressions	Fine Arts Society	
Courtroom	Legal Society	
IIC	Institute Innovation & Entrepreneurship Cell	

5.7 Identity Card

Each student shall be issued with an identity card by the Institute. Students are to always wear identity card around their neck, while they are in the campus and the classroom. This I-card shall also act as a Library Card for the issue of books. They should surrender this card at the time of leaving the Institute.

In case of applying for duplicate identity Card, student has to submit an application along with FIR and payment of a fee of Rs 500.

5.8 Dress Code

GIBS is conducting professional courses, wherein the students are expected to acquire academic excellence and attitudinal training to follow norms of the organizations where they are finally placed. This in turn requires a professional bent of mind along with decent dressing sense. Keeping this in view, the students at this Institute are to strictly adhere to dress code as prescribed below:

For day-to-day purposes

(a) For Boys: Shirt/T-shirt and Trousers with Shoes/Sandles.

(b) For Girls: Salwar Suit, Trouser & Formal Top with Shoes/Sandles

Note: 1. Shorts/Bermuda/Capri/Bathroom slippers in any color are strictly prohibited.

2. Tops/T-shirts with any kind of obscene captions/slogans are not allowed.

3. Ostentation in dresses/jewelry/mobiles/other accessories are to be avoided.

4. Non adherence of the directive at 1-3 will attract disciplinary action.

Formal Dress Code: On ALL WEDNESDAYs and specified occasions encompassing seminars, workshops, conferences, industrial visits, placement activities, external practical examinations or any other occasion so specified by the Institute, students (both Boys & Girls) shall wear formal dress as given below:

Center for Management Studies:

Any Color Plain/Cheques/Stripe Shirt, Any Color Plain/Cheques/Stripe Trousers, Any Color Tie, **Blue Institute Blazer** & Formal Closed Shoes (Girls may wear sandals & Scarfs).

Center for Legal Studies:

White Plain Shirt, Black Plain Trousers, Tie or Bow, **Black Institute Blazer** & Formal Closed Shoes (Girls may wear sandals). As specified by Bar Council of India

Note:

(a) Tie & Blazer are optional during summer months from April to October.

(b) On all National Level Events the students are required to wear college T-Shirts.

5.9 Mechanism for Students' Grievance Redressal

(a) Students having any grievance, complaint or suggestion in respect of academics/administration or any other issue are to submit their grievances on the ERP portal of GIBS. Student will receive a ticket number on his registered email ID & mobile number. The same is to be always followed for any future reference.

(b) Student can also submit his grievance in writing on a prescribed form to Grievance Redressal Committee. The prescribed form can be downloaded from the Institute's website, www.gitarattan.edu.in or may be obtained from the Admin Section. The list of members of Grievance Redressal Committee is also available on the website of the Institute & notice board.

(c) For any issue related to SC & ST category students, contact Coordinator of SC & ST Cell or submit representation/complaint in online mode on the ERP.

(d) For any personal issue, students can contact Coordinator Mentoring/ Counselling Cell.

(e) Students can use the channel of Class Coordinator, Programme Coordinator and Director in the order to discuss their problems/grievances. Students can also submit their suggestions/grievances in the Suggestion Box of the Institute.

(f) For handling any types of grievance/s, the Institute adheres to all the provisions of UGC (Grievance Redressal) Regulations 2012. Excerpts of the Advisory and direction of GGSIP University, to this regard, have been appended in APPENDIX C-1. The University level and Institute level Students' Grievance Redressal Committee have also been appended in the same APPENDIX C-1.

(g) A grievant may appeal, in writing, before the GGSIP University Level Grievance Redressal Committee, in case s/he is not satisfied with the decision of the Institute Level Grievance Redressal committee within 15 days from the communication from the Institute.

5.10 Prevention of Sexual Harassment

To prevent sexual harassment of female students an "Internal Complaint Committee" has been created. The composition of the Committee is given on the website of the Institute www.gitarattan.edu.in and on the Notice Boards. All female students are advised to report any matter of sexual harassment to the Coordinator or any member of the Committee.

5.11 Final Clearance

A student who withdraws from the programme permanently on his/her own accord or on completion of programme shall obtain "No-dues Certificate" from all the concerned departments. The students should also return their identity cards to Administrative Office before final clearance.

5.12 Notification of Information

All information in respect of conduct of a programme and other aspects shall be conveyed through Notice Boards and ERP Information conveyed through the Notice Boards/ERP shall deem to have been conveyed to all students. Students in their own interest must read the notices of Institute on daily basis.

One copy of this Students' Information Manual is placed in the library of the Institute for record.

5.13 Reservation of Rights

Notwithstanding anything stated in this Information Manual, for any unforeseen issues arising, and not covered by these rules, or in the event of differences of interpretation, the Director may take a decision. The decision of the Director shall be final & binding on all stake holders.

The Institute reserves the right to add, delete, modify or change any of the requirements for admission, course structure, examination, evaluation, fee charged, scholarships, awards and rules & procedures affecting students, which are deemed necessary in the interest of the students, the Institute and the profession.

Besides these rules, any rule that is promulgated or changed by the regulatory bodies such as University, AICTE, UGC, BCI or Govt. of NCT of Delhi shall be applicable to the students of the Institute.

The latest amended rules will be binding on each & every Stake Holder of the Institute.

Note: Stakeholder refers to Students, Parent/Guardian, Faculty, Staff, Alumni or any other member who is directly or indirectly related to the institute.

5.14 Rendering Undertaking

Students & their parent/guardian must read and understand the above rules and give an undertaking in this respect on a plain paper as per Appendix B-1.

Each student and his/her parents are to read and understand the AICTE / UGC Regulations for prevention of ragging in institutions and render an undertaking on a plain paper separately in this respect. The Format for the undertaking is placed as Appendix B-2 & B-3.

Rendering above undertakings is mandatory. Non-submission shall cause denial of permission to appear in semester-end examination.

5.15 Statutory Bodies

Various statutory committees that Institute has as per norms of AICTE/UGC/BCI/GGSIPU & others statutory bodies are mentioned below.

a) Board of Discipline

b) Anti-Ragging Committee

c) Anti-Ragging Squad

d) Internal Complaint Committee (ICC) for prevention of Sexual Harassment

e) SC/ST cell

f) Mentoring Cell

g) Code of Ethics Committee

The list of members is available on our ERP, Web site and notice board. The list of members can be changed at any time during the tenure of the committee & latest amended members will be applicable to all.

5.16 Student Mentoring Programme

The mentoring system at GIBS is an essential component of higher education, fostering holistic growth for students through a professional relationship between mentors and mentees. With over 100+ dedicated faculty members, GIBS promotes excellence in education by providing support in teaching, research, and psychosocial issues. The mentorship activities include guiding mentees in academics, networking, research, and problem-solving. Both mentors and mentees are expected to respect each other, set realistic goals, and maintain transparency. The roles of various stakeholders, including the Director, Programme Coordinators, and Teacher Mentors, are clearly defined. Mentors conduct regular meetings, encourage extracurricular activities, and maintain records. The system emphasizes self-assessment, personal goals, and professional development plans, ensuring a focused approach to mentorship. Periodic reviews enable continuous progress and goal refinement, enhancing the overall learning experience for the students at GIBS.

APPENDIX A-1

COURSE STRUCTURE FOR MBA

FIRST YEAR

FIRST SEMESTER

Paper Code	Subject	No of Hoursfor Teaching per week	T/P	No of Credits
MS 101	Management Process & Organizational Behaviour	3	-	3
MS 103	Quantitative Techniques	3	-	3
MS 105	Managerial Economics	3	-	3
MS 107	Accounting for Management	3	-	3
MS 109	Information Technology Management	3	-	3
MS 111	Marketing Management	3	-	3
MS 113	Communication in Organizations	2	1	3
MS 115	Legal Aspects of Business	3	-	3
MS 117	Information Technology Management Lab	-	2	1
	Total	23	3	25

SECOND SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	T/P	No of Credits
MS 102	Technology and Innovation Management	3	-	3
MS 104	Financial Management	3	-	3
MS 106	Business Research	3	-	3
MS 108	Sustainable Operations Management	3	-	3
MS 110	Management of Information System	3	-	3
MS 112	Human Resources Management	3	-	3
MS 114	Minor Project	-	-	4
MS 116	Professional Skill Development (NUES)	2	1	3
MS 118	MOOC/Open Elective*	3	-	3
	Total	23	1	28

Note:

The student is required to choose one MOOC course of 3 credits at PG level as per his or her preference/ choice from Swayam portal or any other online educational platform approved by the UGC/ regulatory body from time to time. After completing the course, the student has to produce successful course completion certificate for claiming the credit. The course chosen by the student should be intimated to the MOOC

Coordinator of the respective institution. Alternatively, student can pursue any course at PG level offered in the campus by any USS/College with due intimation to the Program Coordinator/Dean/Director of the School/College.

The Student is required to undergo Summer Training of Six to Eight Weeks after the end-term exam of 2nd Semester and obtain a Certificate of Training from the organization as per format prescribed.

A Post-Graduate Diploma in Management will be awarded, if a student wishes to exit at the end of first year/second semester upon successful completion.

A student having qualified in Post Graduate Diploma in Management from GGSIP University can join the MBA program in 3rd Semester any time during the period. The procedure for depositing credits earned, its shelf life, redemption of credits, would be as per UGC (Establishment and Operationalization) of Academic Bank of credits (ABC) scheme in higher education) Regulations 2021. The admission would be subject to availability of seats in the program. Number of years spent for studies of this program cannot be more than N+2 years.

SECOND YEAR

THIRD SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	T/P	No of Credits
MS 201	Summer Training Report	-	-	4
MS 203	Management of International Business	3	-	3
MS 205	Managing E- Business	3	-	3
MS 207	Entrepreneurship Development and Start Ups	3	-	3
MS 209	Strategic Management	3	-	3
MS 211	Business Analytics	2	-	2
MS 263	MOOC / Open Electives*	3	-	3
MS 265	Business Analytics Lab	-	2	1
	Electives Select (Two electives from 2 specializations)			
	MARKETING			
MS 213	Consumer Behavior	3	-	3
MS 215	Sales and Distribution Management	3	-	3
MS 217	Services Marketing	3	-	3
MS 219	Customer Relationship Management	3	-	3
	FINANCE			
MS 221	International Financial Management	3	-	3
MS 223	Financial Markets and Institutions	3	-	3
MS 225	Investment Analysis and portfolio Management	3	-	3
MS 227	Financial Econometrics	3	-	3
	HUMAN RESOURCE			
MS 229	Management of Training, learning and Development	3	-	3
MS 231	Managing Industrial Relations	3	-	3
MS 233	Talent Management	3	-	3
MS 235	Compensation and performance management	3	-	3
	INFORMATION TECHNOLOGY			
MS 237	Digitalisation and E Governance	3	-	3
MS 239	Artificial Intelligence and Machine Learning	3	-	3
MS 241	Database Management Systems	3	-	3
MS 243	Database Management Systems Lab	2	-	2
MS 245	Enterprise System	3	-	3
	INTERNATIONAL BUSINESS			
MS 247	International Business Environment & Strategy	3	-	3
MS 249	Export-Import Policies, Procedures and Documentation	3	-	3
MS 251	International Financial Management	3	-	3
MS 253	International Business Negotiation	3	-	3
	OPERATIONS & ANALYTICS			
MS 255	Enterprise Systems	3	-	3
MS 257	Operations Strategy	3	-	3
MS 259	Logistics and supply chain Management	3	-	3
MS 261	Predictive Analytics & Big Data	3	-	3
	Total	29	2	34

* The student is required to choose one MOOC course of 3 credits at PG level as per his or her preference/ choice from Swayam portal or any other online educational platform approved by the UGC/regulatory body from time to time. After completing the course, the student has to produce successful course completion certificate for claiming the credit. The course chosen by the student should be intimated to the MOOC Coordinator of the respective institution. Alternatively, student can pursue any course at PG level offered in the campus by any USS/College with due intimation to the Program Coordinator/Dean/Director of the School/College.

- The Students may undertake Education cum Industrial Tour to any station within India or Abroad (optional) with the prior permission of Dean/Director.
- For Project Dissertation to be done in 4th Semester, the allocation of Project Guide and selection of Topic will be done at the commencement of the 3rd semester and notified.

Students can choose/select at least two papers of their choice from the two specialization areas i.e. Dual Specialization. For earning a specialization, student is required to study four papers from each specialization stream. The two papers would be selected in III semester and two papers would be selected in IV semester. This will help a student to earn two specialization streams i.e., Dual Specialization. Students must opt distinct courses for each specialization i.e., the same course cannot be studied in two different specializations.

FOURTH SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	T/P	No of Credits
MS 202	Project Dissertation	-	-	6
MS 204	Corporate Social Responsibility, Human Values and Ethics	3	-	3
Electives Select (Two electives from two specializations)				
MARKETING				
MS 206	Advertising and Brand Management	3	-	3
MS 208	Digital & Social Media Marketing	3	-	3
MS 210	Marketing Analytics	3	-	3
MS 212	Retail Management	3	-	3
FINANCE				
MS 214	Mergers, Acquisitions and Corporate Restructuring	3	-	3
MS 216	Financial Derivatives	3	-	3
MS 218	Behavioral Finance	3	-	3
MS 220	FinTech	3	-	3
HUMAN RESOURCE				
MS 222	Managing Organizational Development	3	-	3
MS 224	Leadership and Teamwork in Blended Organizations	3	-	3
MS 226	People Analytics	3	-	3
MS 228	Managing Diversity and Inclusions	3	-	3
INFORMATION TECHNOLOGY				
MS 230	Advanced Business Analytics & Predictive Modelling	3	-	3
MS 232	Information Security	3	-	3
MS 234	Data Modelling with Python	2	-	2
MS 236	Business Intelligence and Applications	3	-	3
INTERNATIONAL BUSINESS				
MS 238	Global Competitiveness	3	-	3
MS 240	WTO and Intellectual Property Rights	3	-	3
MS 242	International Human Resource and Cross Cultural Management	3	-	3
MS 244	International Marketing	3	-	3
OPERATIONS & ANALYTICS				
MS 246	Business Process Management	3	-	3
MS 248	Advanced Business Analytics & Predictive Modelling	3	-	3
MS 250	Project Management	3	-	3
MS 252	Supply Chain Analytics	3	-	3
	Total	15	-	21

- Students can choose/select two papers of their choice from the two specialization areas i.e., Dual Specialization already selected by them in 3rd semester.
- Students can choose/ select two papers of their choice from the two specialization areas i.e. Dual Specialization. For earning a specialization, student is required to study four papers from each specialization stream. The two papers would be selected in III semester and two papers would be selected in IV semester. This will help a student to earn two specialization streams i.e., Dual Specialization

* NUES - Non-University Evaluative Subject

Note-1: Each paper is of 100 marks irrespective of number of credits assigned to it. Note-2: The total number of the credits for the MBA programme is 108.

Note-3: Each student requires appearing for examination in all courses. However, for the award to the degree a student requires to earn the minimum of 102 credits.

Note-4: At the end of second semester students are to carry out industry-based summer training.

Note-5: All students must specialize in two specializations. Total four (two in third Semester & two in fourth) papers.

Note-6: Separate Academic Circulars are issued for the conduct of summer training, dissertation project and NUES papers.

APPENDIX A-2

COURSE STRUCTURE FOR MBA (INTERNATIONAL BUSINESS)

FIRST YEAR

FIRST SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	T/P	No. of Credits
MIB 101	Management Process & Organizational Behavior	3	-	3
MIB 103	Quantitative Techniques	3	-	3
MIB 105	Managerial Economics	3	-	3
MIB 107	Accounting for Managers	3	-	3
MIB 109	Global Business Environment	3	-	3
MIB 111	Cross Cultural Management	3	-	3
MIB 113	Business Communication and Negotiation Skills	3	-	3
MIB 115	Information Technology Management	3	-	3
MIB 117	Information Technology Management Lab	-	2	1
	Total	24	2	25

SECOND SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	T/P	No. of Credits
MIB 102	International Trade Operations & Foreign Trade Policy	3	-	3
MIB 104	Management of International Business	3	-	3
MIB 106	International Human Resource Management	3	-	3
MIB 108	International Financial Management	3	-	3
MIB 110	International Marketing Management	3	-	3
MIB 112	Research Methods for International Business	3	-	3
MIB 114	Export Import Procedures and Documentation	3	-	3
MIB 116	Productions and Operations Research for International Business	3	-	3
MIB 118	Foreign Language Part-1*	2	-	2
MIB 120	MOOC**/ Open Elective	-	-	3
MIB 122	Minor Project	-	-	4
	Total	26	-	33

* NUES: NON-UNIVERSITY EXAMINATION SYSTEM

**The student is required to choose one MOOC course of 3 credits at PG level as per his or her preference/ choice from Swayam portal or any other online educational platform approved by the UGC/ regulatory body from time to time. After completing the course, the student has to produce successful course completion certificate for claiming the credit. The course chosen by the student should be intimated to the MOOC Coordinator of the respective institution. Alternatively, student can pursue any course at PG level offered in the campus by any USS/College with due intimation to the Program Coordinator/Dean/Director of the School/College.

The Student is required to undergo Summer Training of Six to Eight Weeks after the end-term exam of 2nd Semester and obtain a Certificate of Training from the organization as per format prescribed.

A Post-Graduate Diploma in Management will be awarded, if a student wishes to exit at the end of first year/second semester upon successful completion.

A student having qualified in Post Graduate Diploma in Management from GGSIP University can join the MBA program in 3rd Semester any time during the period. The procedure for depositing credits earned, its shelf life, redemption of credits, would be as per UGC (Establishment and Operationalization) of Academic Bank of credits (ABC) scheme in higher education) Regulations 2021. The admission would be subject to availability of seats in the program. Number of years spent for studies of this program cannot be more than N+2 years.

SECOND YEAR

THIRD SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	T/P	No. of Credits
MIB 201	International Strategic Management	3	-	3
MIB 203	Global Insurance and Risk Management	3	-	3
MIB 205	International Supply Chain Management & Logistics	3	-	3
MIB 207	Overseas Project Management	3	-	3
MIB 209	Entrepreneurship Development Startups	3	-	3
MIB 211	Global Business Ethics and Corporate Governance	3	-	3
MIB 243	Foreign Language Part-2*	1	-	1
MIB 245	Summer Training Project	-	-	4
(Electives (Select Three papers from any One specialization)				
MARKETING				
MIB 213	Global Buyer Behaviour	3	-	3
MIB 215	International Sales Promotion and Brand Management	3	-	3
MIB 217	International Customer Relationship Management	3	-	3
MIB 219	International Retail Management	3	-	3
IB 221	International Marketing Research	3	-	3
FINANCE				
MIB 223	Global Financial Markets and Instruments	3	-	3
MIB 225	Global Mergers and Acquisitions	3	-	3
MIB 227	International Investment and Portfolio Management	3	-	3
MIB 229	International Banking	3	-	3
MIB 231	Financing of International Trade	3	-	3
HUMAN RESOURCE				
MIB 233	International Strategic Human Resource Management	3	-	3
MIB 235	Global Leadership and Skills Development	3	-	3
MIB 237	Technology for HR value creation and Management	3	-	3
MIB 239	Global Human Resource and Organizational Development	3	-	3
MIB 241	Advanced Behavioral Science	3	-	3
	Total	28	-	32

Note: All Students must specialize in one functional area. Studying in total 6 papers, 3 in the third semester and 3 in the fourth semester

FOURTH SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	T/P	No. of Credits
MIB 202	Innovation and E- Business Management	3	-	3
MIB 204	Project Dissertation	-	-	6
Electives (Select Three papers from any one specialization opted in the third semester)				
MARKETING				
MIB 206	International Environment Marketing	3	-	3
MIB 208	International B2B Marketing	3	-	3
MIB 210	International Sales and Distribution Management	3	-	3
MIB 212	Digital Marketing For International Business	3	-	3
MIB 214	Marketing Analytics for International Business	3	-	3
FINANCE				
MIB 216	Investment Banking	3	-	3
MIB 218	International Accounting	3	-	3
MIB 220	Financial Analytics for International Business	3	-	3
MIB 222	Foreign Exchange Management	3	-	3
MIB 224	New Venture Creation and Financing Decisions	3	-	3
HUMAN RESOURCE				
MIB 226	International Performance Management Systems	3	-	3
MIB 228	HR Analytics for International Business	3	-	3
MIB 230	Training and Development for International Business	3	-	3
MIB 232	HRD Score Card 2500	3	-	3
MIB 234	Human Resource Accounting	3	-	3
	Total	12	-	18

* NUES - Non-University Evaluative Subject

Note-1: Each paper is of 100 marks irrespective of number of credits assigned to it.

Note-2: The total number of the credits for the MBA-IB programme is 108.

Note-3: Each student requires to appear for examination in all courses. However, for the award of the degree a student requires to earn the minimum of 102 credits.

Note-4: At the end of second semester students are to carry out industry based summer training.

Note-5: Separate Academic Circulars are issued for the conduct of summer training, dissertation project and NUES Papers

APPENDIX A-3

COURSE STRUCTURE FOR BBA

FIRST YEAR

FIRST SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	T/P	No. of Credits
BBA 101	Management Process & Organizational Behaviour	4	-	4
BBA 103	Business Mathematics	4	-	4
BBA 105	Financial Accounting & Analysis	4	-	4
BBA 107	Business Economics	4	-	4
BBA 109	IT Applications in Business	3	-	3
BBA 111	IT Applications in Business Lab	-	2	1
BBA 113	Entrepreneurial Mindset (NUES)	2	-	2
	Total	21	2	22

SECOND SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	T/P	No. of Credits
BBA 102	Cost Accounting	4	-	4
BBA 104	Decision Techniques for Business	4	-	4
BBA 106	Business Environment	4	-	4
BBA 108	E- Commerce	3	-	3
BBA 110	Business Communication	3	-	3
BBA 112	E- Commerce Lab	-	2	1
BBA 114	Minor Project-1	-	-	3
BBA 116	MOOC*	-	-	3
	Total	18	2	25

* The student is required to choose one MOOC course of 3 credits at as per his or her preference/choice from Swayam portal or any other online educational platform approved by the UGC/ regulatory body from time to time at UG level and after completing the course, the student has to produce successful course completion certificate for claiming the credit. The course chosen by the student should be intimated to the MOOC Coordinator of the respective institution.

An Under-Graduate Certificate will be awarded, if a student wishes to exit at the end of first year/ two semesters upon successful completion.

A student having qualified in Under-Graduate Certificate from GGSIP University can join the BBA program in 3rd Semester any time during the period. The procedure for depositing credits earned, its shelf life, redemption of credits, would be as per UGC (Establishment and Operationalization) of Academic Bank of credits (ABC) scheme in higher education) Regulations 2021. The admission would be subject to availability of seats in the program. Number of years spent for studies of this program cannot be more than N+2 years.

SECOND YEAR

THIRD SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	T/P	No. of Credits
BBA 201	Business Laws	4	-	4
BBA 203	Marketing Management	4	-	4
BBA 205	Human Resource Management	4	-	4
BBA 207	Management Accounting	4	-	4
BBA 209	Production and Operations Management	3	-	3
BBA 211	Business Research Methodology	3	-	3
BBA 213	Business Research Methodology Lab	-	4	2
BBA 215	NSS/NCC/NSO/ others as notified by the University	2	-	2
BBA 217	Environmental Studies	4	-	4
	Total	28	4	30

FOURTH SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	T/P	No. of Credits
BBA 202	Business Analytics	4	-	4
BBA 204	Financial Management	4	-	4
BBA 206	Corporate Governance, Ethics & Social Responsibility of Business	4	-	4
BBA 208	Income Tax Law and Practice	4	-	4
BBA 210	MOOC*	-	-	3
BBA 218	Minor Project-II	-	-	3
Electives (Select one paper)				
List of Electives				
BBA 212	Training and Development	4	-	4
BBA 214	Sales Management	4	-	4
BBA 216	Financial Markets and Institutions	4	-	4
	Total	20	-	26

* The student is required to choose one MOOC course of 3 credits as per his or her preference/choice from Swayam portal or any other online educational platform approved by the UGC/ regulatory body from time to time at UG level. After completing the course, the student has to produce successful course completion certificate for claiming the credit. The course chosen by the student should be intimated to the MOOC Coordinator of the respective institution.

At the end of the Fourth Semester all the students shall have to undergo Summer Training for six to eight weeks.

An Under-Graduate Diploma will be awarded, if a student wishes to exit at the end of second year/ four semesters upon successful completion.

A student having qualified in Under-Graduate Diploma from GGSIP University can join the BBA program in 5th Semester any time during the period. The procedure for depositing credits earned, its shelf life,

redemption of credits, would be as per UGC (Establishment and Operationalization) of Academic Bank of credits (ABC) scheme in higher education) Regulations 2021. The admission would be subject to availability of seats in the program. Number of years spent for studies of this program cannot be more than N+2 years.

THIRD YEAR

FIFTH SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	T/P	No. of Credits
BBA 301	Goods and Services Tax	3	-	3
BBA 303	Business Policy and Strategy	3	-	3
BBA 305	Information Systems Management	3	-	3
BBA 307	Information Systems Management Lab	-	4	2
BBA 315	Summer Training Report	-	-	4
Electives (Select one paper)				
List of Electives				
BBA 309	Marketing Analytics	4	-	4
BBA 311	Performance Management	4	-	4
BBA 313	Financial Modeling	4	-	4
	Total	13	4	19

SIXTH SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	T/P	No. of Credits
BBA 302	Project Management	3	-	3
BBA 304	Digital Marketing	4	-	4
BBA 312	Entrepreneurship Development	4	-	4
BBA 314	Major Project	4	-	4
Electives (Select one paper)				
List of Electives				
BBA 306	HR Analytics	4	-	4
BBA 308	Advertising and Sales Promotion	4	-	4
BBA 310	Investment Analysis and Portfolio Management	4	-	4
	Total	14	-	20

* NUES - Non-University Evaluative Subject

Note-1: Each paper is of 100 marks irrespective of number of credits assigned to it.

Note-2: The total number of the credits for the BBA programme is 142.

Note-3: Each student requires appearing for examination in all courses. However, for the award of the degree a student requires to earn the minimum of 134 credits.

Note-4: At the end of fifth semester students are to carry out industry-based summer training.

Note-5: Separate Academic Circulars are issued for the conduct of summer training, dissertation project and NUES papers.

APPENDIX A-4

COURSE STRUCTURE FOR INTEGRATED BA LLB (Hons.)

FIRST YEAR

FIRST SEMESTER

Paper Code	Subject	No of Hours forTeaching per week	PSDA	No. of Credits
LLB 101	Legal Method	4	1	4
LLB 103	Law of Contract-I	4	1	4
LLB 105	English I: Language, Law and Literature (Western)	4	1	4
BA LLB 107	History-I: Ancient and Medieval India	4	1	4
BA LLB 109	Sociology-I: Introduction to Sociology	4	1	4
BA LLB 111	Political Science-I: Introduction to Political Science	4	1	4
BA LLB 113	Economics-I: Micro Economic Analysis	4	1	4
	Total	28	7	28

SECOND SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	PSDA	No. of Credits
LLB 102	Law of Contract -II	4	1	4
LLB 104	Law of Torts & Consumer Protection	4	1	4
LLB 106	Constitutional Law-I	4	1	4
LLB 108	Legal History	4	1	4
BA LLB 110	Sociology II: Indian Society	4	1	4
LLB 112	English II: Language, Law and Literature (Indian)	4	1	4
LLB 114	Legal Research and Moot Court	3	3	4
	Total	27	9	28

SECOND YEAR

THIRD SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	PSDA	No. of Credits
LLB 201	Family Law-I	4	1	4
LLB 203	Law of Crimes-I	4	1	4
LLB 205	Constitutional Law-II	4	1	4
BA LLB 207	History – II: Rise and Growth of Indian National Movement	4	1	4
BA LLB 209	Economic-II: Macro Economic Analysis	4	1	4
BA LLB 211	Political Science –II: Political Systems and Political Thought	4	1	4
	Total	24	6	24

FOURTH SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	PSDA	No. of Credits
LLB 202	Family Law-II	4	1	4
LLB 204	Law of Crimes-II	4	1	4
LLB 206	Administrative Law	4	1	4
BA LLB 208	History-III: History of Modern Europe, 1740 -1947	4	1	4
BA LLB 210	Economics-III: Economic Development and Policy	4	1	4
BA LLB 212	Political Science III: International Relations	4	1	4
	Total	24	6	24

THIRD YEAR

FIFTH SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	PSDA	No. of Credits
LLB 301	Environmental Laws and Environmental Studies	4	1	4
LLB 303	Code of Civil Procedure - I	4	1	4
LLB 305	Code of Criminal Procedure - I	4	1	4
LLB 307	Human Rights	4	1	4
LLB 309	ADR: Arbitration, Mediation and Conciliation	3	3	4
BA LLB 311	Sociology -III: Sociology of Law and Deviance	4	1	4
LLB 351*	Summer Internship**	-	-	2
	Total	23	8	26

SIXTH SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	PSDA	No. of Credits
LLB 302	Jurisprudence	4	1	4
LLB 304	Law of Evidence	4	1	4
LLB 306	Code of Criminal Procedure - II	4	1	4
LLB 308	Property Law	4	1	4
LLB 310	Civil Procedure Code - II	4	1	4
LLB 312	Public International Law	4	1	4
	Total	24	6	24

FOURTH YEAR

SEVENTH SEMESTER

Paper Code	Subject	No of Hours forTeaching per week	PSDA	No. of Credits
LLB 401	Labour Law-I	4	1	4
LLB 403	Competition Law	4	1	4
LLB 405	Company Law	4	1	4
LLB 407	Law and Emerging Technology	4	1	4
LLB 409	Intellectual Property Rights – 1	4	1	4
LLB 411	Cluster – 1	4	1	4
LLB 451*	Summer Internship**	-	-	2
	Total	24	6	26

EIGHTH SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	PSDA	No. of Credits
LLB 402	Intellectual Property Rights-II	4	1	4
LLB 404	Interpretation of Statutes	4	1	4
LLB 406	Labour Law-II	4	1	4
LLB 408	International Trade Law	4	1	4
LLB 410	Income Tax Law	4	1	4
LLB 412	Cluster – 2	4	1	4
	Total	24	6	24

FIFTH YEAR

NINTH SEMESTER

Paper Code	Subject	No of Hours forTeaching per week	PSDA	No. of Credits
LLB 501	Legal Ethics and Court Crafts	3	3	4
LLB 503	Drafting, Pleading and Conveyancing	3	3	4
LLB 505	Land and Real Estate Laws	4	1	4
	Choose any 03 Elective from Cluster 03			
LLB 513*	Developing Entrepreneurial Mindset*	2	2	2
LLB 551*	Summer Internship**	-		2
	Total	12	9	16

TENTH SEMESTER

Paper Code	Subject	No of Hours for Teaching per week	PSDA	No. of Credits
LLB 502	Dissertation	-	-	08
LLB 504	Internship (Lawyers / Law firms)	-	-	20
	Total	-	-	28

APPENDIX A-5

COURSE STRUCTURE FOR INTEGRATED BBA LLB (Hons.)

FIRST YEAR

FIRST SEMESTER

Paper Code	Subject	No of Hours for Teaching per week (L)	PSDA	No. of Credits
LLB 101	Legal Method	4	1	4
LLB 103	Law of Contract-I	4	1	4
LLB 105	English I: Language, Law and Literature (Western)	4	1	4
BBA LLB 115	Principles of Management	4	1	4
BBA LLB 117	Managerial Economics	4	1	4
BBA LLB 119	Financial Accounting	4	1	4
BBA LLB 121	Quantitative Techniques	4	1	4
	Total	28	7	28

SECOND SEMESTER

Paper Code	Subject	No of Hours forTeaching per week (L)	PSDA	No. of Credits
LLB 102	Law of Contract -II	4	1	4
LLB 104	Law of Torts & Consumer Protection	4	1	4
LLB 106	Constitutional Law-I	4	1	4
LLB 108	Indian Legal History	4	1	4
LLB 112	English II: Language, Law and Literature (Indian)	4	1	4
LLB 114	Legal Research and Moot Court	3	3	4
BBA LLB 116	Financial Management	4	1	4
	Total	27	9	28

SECOND YEAR

THIRD SEMESTER

Paper Code	Subject	No of Hours for Teaching per week (L)	PSDA	No. of Credits
LLB 201	Family Law-I	4	1	4
LLB 203	Law of Crimes-I	4	1	4
LLB 205	Constitutional Law-II	4	1	4
BBA LLB 213	Business Environment	4	1	4
BBA LLB 215	Organization Behaviour	4	1	4
BBA LLB 217	Marketing Management	4	1	4
	Total	24	6	24

FOURTH SEMESTER

Paper Code	Subject	No of Hours for Teaching per week (L)	PSDA	No. of Credits
LLB 202	Family Law-II	4	1	4
LLB 204	Law of Crimes-II	4	1	4
LLB 206	Administrative Law	4	1	4
BBA LLB 214	Human Resource Management	4	1	4
BBA LLB 216	Business Ethics and CSR	4	1	4
BBA LLB 218	Entrepreneurship in the Global Era	4	1	4
	Total	24	6	24

THIRD YEAR

FIFTH SEMESTER

Paper Code	Subject	No of Hours forTeaching per week (L)	PSDA	No. of Credits
LLB 301	Environmental Laws and Environmental Studies	4	1	4
LLB 303	Code of Civil Procedure - I	4	1	4
LLB 305	Code of Criminal Procedure - I	4	1	4
LLB 307	Human Rights	4	1	4
LLB 309	Alternative Dispute Resolution (ADR)	3	3	4
BBA LLB 313	Strategic Management	4	1	4
LLB 351*	Summer Internship**	-		2
	Total	23	8	26

SIXTH SEMESTER

Paper Code	Subject	No of Hours forTeaching per week (L)	PSDA	No. of Credits
LLB 302	Jurisprudence	4	1	4
LLB 304	Law of Evidence	4	1	4
LLB 306	Code of Criminal Procedure - II	4	1	4
LLB 308	Property Law	4	1	4
LLB 310	Civil Procedure Code - II	4	1	4
LLB 312	Public International Law	4	1	4
	Total	24	6	24

FOURTH YEAR

SEVENTH SEMESTER

Paper Code	Subject	No of Hours forTeaching per week (L)	PSDA	No. of Credits
LLB 401	Labour Law-I	4	1	4
LLB 403	Competition Law	4	1	4
LLB 405	Company Law	4	1	4
LLB 407	Law and Emerging Technology	4	1	4
LLB 409	Intellectual Property Rights – 1	4	1	4
LLB 411	Cluster – 1	4	1	4
LLB 451*	Summer Internship**	-	-	2
	Total	24	6	26

EIGHTH SEMESTER

Paper Code	Subject	No of Hours forTeaching per week (L)	PSDA	No. of Credits
LLB 402	Intellectual Property Rights-II	4	1	4
LLB 404	Interpretation of Statutes	4	1	4
LLB 406	Labour Law-II	4	1	4
LLB 408	International Trade Law	4	1	4
LLB 410	Income Tax Law	4	1	4
LLB 412	Cluster – 2	4	1	4
	Total	24	6	24

FIFTH YEAR

NINTH SEMESTER

Paper Code	Subject	No of Hours forTeaching per week (L)	PSDA	No. of Credits
LLB 501	Legal Ethics and Court Crafts	3	3	4
LLB 503	Drafting, Pleading and Conveyancing	3	3	4
LLB 505	Land and Real Estate Laws	4	1	4
	Choose any 03 Elective from Cluster 03			
LLB 513*	Developing Entrepreneurial Mindset*	2		2
LLB 551*	Summer Internship**	-		2
	Total	12	7	16

TENTH SEMESTER

Paper Code	Subject	No of Hours for Teaching per week (L)	PSDA	No. of Credits
LLB 502	Dissertation	-	-	08
LLB 504	Internship (Lawyers / Law firms)	-	-	20
	Total	-	-	28

INTEGRATED BA LLB (HONS.) & INTEGRATED BBALLB (HONS.)

Cluster 03: List of Electives (Choose any 03): Lecture 4, PSDA 1, Credit 4

Paper Code	Subjects
LLB 507 (a)	Banking, Insolvency and Insurance Laws
LLB 507 (b)	Indirect Tax Laws
LLB 507 (c)	Law of International Organizations
LLB 507 (d)	Legal Research and Methodology
LLB 507 (e)	Socio Legal Dimensions of Gender Justice
LLB 507 (f)	Sports and Media Laws
LLB 507 (g)	Health Care Laws
LLB 507 (h)	Right to Information, Vigilance and Whistle Blowers Protection
LLB 507 (i)	Public Employment and Service Laws
LLB 507 (j)	Tele Communication Laws
LLB 507 (k)	International Humanitarian and Refugee Laws
LLB 507 (l)	Law and Empowerment of the Marginalized People

Elective Papers from Seventh to Ninth Semester

These shall be the elective courses to be taught with the purpose of developing specializations. These papers are to cover upcoming and specialized subjects of law which will offer a choice to the students to develop expertise in the areas of their interest/choice. The following papers will be offered as elective papers as may be decided by the APC for each batch.

Cluster – 1 7th Semester	Cluster – 2 8th Semester	Cluster – 3 9th Semester
a. Election Laws b. Socio – Economic Offences c. Private International Laws d. Law poverty and development	a. Criminology and Victimology b. Socio-Political System in India c. Women and Law d. International Commercial Laws e. Comparative Constitutional Law	a. Banking, Insolvency and Insurance Laws b. Indirect Tax Laws c. Law of International Organizations d. Legal Research and Methodology e. Socio Legal Dimensions of Gender Justice f. Sports & Media Laws g. Health care Laws h. Right to Information, Vigilance and Whistle Blowers protection i. Public Employment and Service Laws j. Tele Communication Laws k. International Humanitarian and Refugee Laws l. Law and Empowerment of the marginalized People

Explanations:

PSDA - Professional Skill Development Activities

* - NUES – Non University Evaluative Subject

** - After 4th, 6th and 8th Semester, students have to undergo a Compulsory Summer Internship for one month and on that a report has to be submitted by each student separately. The same shall be evaluated by a board of examiners constituted by the Academic Program Committee of the USLLS. In case of Affiliated Colleges, the board of examiners shall be constituted by a committee comprising of all faculty members of respective institutions involved in teaching LLB Students. The same board shall conduct the comprehensive viva of this semester.

APPENDIX B-2

(Refer Para 5.14 of Students' Information Manual)

GITARATTAN INTERNATIONAL BUSINESS SCHOOL

ANTI-RAGGING UNDERTAKING BY THE STUDENT

I,_____,S/o / D/o of _____, Enrollment No._____of Course_____Batch_____, having been admitted to Gitarattan International Business School, have read the AICTE/UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3) I hereby solemnly aver and undertake that

   a. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations

   b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

5) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this on _____ day of_____month of_____year

Signature of Student

Signature of Class Coordinator_____

Name of Class Coordinator_____Date_____

APPENDIX B-3

(Refer Para 5.14 of Students' Information Manual)

GITARATTAN INTERNATIONAL BUSINESS SCHOOL

ANTI-RAGGING UNDERTAKING BY PARENT/GUARDIAN

I, Dr./Mr./Mrs./Ms._____(full name of parent guardian) father/mother/guardian of _____Enrolment Number_____, having been admitted to course_____Gitarattan International Business School, read the AICTE/UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3) I hereby solemnly aver and undertake that

   a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

   b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

4) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

5) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this_____day of_____month of_____year

Signature of Parent/Guardian

Signature of Class Coordinator_____

Name of Class Coordinator_____Date _____

APPENDIX C-1

[Refer Para 5.9(f) of Students' Information Manual]

Excerpts of the Advisory under clause 3(ii)(d) of the statute 24 of the GGSIP University, issued in the matter of Grievance Redressal mechanism vide circular no. GGSIPU/2017-18/1039/Legal, dated 18/ 7/18 and conveyed through the direction vide letter no. GGSIPU/2019-20/Legal/1916, dated 23-5-19.

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 1988. 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 counseling 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 publicized 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 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 Brach, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, Delhi - 110078.

g. The GGSIP University constitute University level Grievance Redressal committee for the students, parents, faculty etc. related to affiliated colleges from time to time and communicated to all concerned. All the grievances, communications to the University level Grievance Redressal Mechanism should be addressed to the Convener of the Committee, Affiliation Brach, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, Delhi - 110078.

The current University Level Student Grievance Redressal Committee has been formed on 03.07.2023 in the following manner:

GURU GOBIND SINGH INDRPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
Sec. 16-C, Dwarka, New Delhi

F.No.: 1 (1) (15)/2023/Estt./P-I/ 2430 Dated: 03/07/2023

NOTIFICATION

In supersession of the University's Circular No.F-20/GGSIPU/USGRC/Policy/2022-23/539 dated 21.04.2022, the Competent Authority is pleased to constitute Student Grievance Redressal Committee (SGRC) comprising of the following **in terms of Section 5(ii) of the UGC's Regulations, 2023:**

1	Prof. Vaishali Singh, USBAS, GGSIPU	Chairperson
2	Prof. Manpreet Kaur Kang Director, Students Welfare & Dean, USHSS, GGSIPU	Member
3	Prof. Ravi K. Dhar Director, Jagannath International Managemetn School, Vasant Kunj, New Delhi-110070	Member
4	Dr. Tapan Sarkar, Professor, USCT	Member
5	Prof. Kanwal D.P. Singh, USLLS, GGSIPU	Member
6	Ms. Sunita Shiva, Registrar, GGSIPU	Member
7.	Student Representative	Special Invitee

This issues with the approval of the Competent Authority.

(Sunita Shiva)
Registrar

F.No.: 1 (1) (15)/2023/Estt./P-I/ Dated:

Copy forwarded to the following for information and necessary action :-

1. All Deans/ Directors, GGSIP University.
2. All Members of the Student Grievance Redressal Committee (SGRC).
3. Controller of Finance, GGSIP University.
4. Controller of Examinations, GGSIP University.
5. OSD to the Hon'ble VC, GGSIP University.
6. Proctor, GGSIP University
7. Chief Warden, of University's Hostel, GGSIP University
8. Librarian, In-Charge, UIRC, GGSIP University.
9. Consultant, UWD, GGSIP University.
10. All Branch Heads, GGSIP University.
11. AR, VC Secretariat GGSIP University.
12. AR, Office of the Registrar, GGSIP University.
13. Head, UITS Cell – for uploading the same on the University Website
14. Guard File

(P.R. Santhanam)
Deputy Registrar (Teaching)

2. As per para 3 (i) of the University Grant Commission (Redressal of Grievances of Students) regulation 2019 an aggrieved student can represent his / her Grievances includes complaints w r t following, namely:

i. admission contrary to merit determined in accordance with the declared admission policy of the institution;

ii. irregularity in the process under the declared admission policy of the institution;

iii. refusal to admit in accordance with the declared admission policy of the institution,

iv. non-publication of prospectus by the institution, in accordance with the provisions of these regulations;

v. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;

vi withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;

vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;

viii. violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;

ix. nonpayment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;

x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;

xi. failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;

xii. non-transparent or unfair practices adopted by the institution for the evaluation of students;

Cont….page 3

And the current **Institute Level Grievance Redressal Committee** has been formed with following members as selected vide Notice No. GIBS/ADM/STAFF/23-24/032 Dated 29-09-2023.

1.8 Grievance Redressal Committee

Faculty Name	**Position in Committee**	
Prof. (Dr.) Vikas Nath	Chairperson	As per AICTE Approval Process Handbook, 6.3.2 – Structure of Committee & GGSIPU Circular ref no: F-20/GGSIPU/USGRC /Policy/2022-23/539 dt. 21.04.22
Mr. Naresh Kapoor	Coordinator – Head Administration	
Sh. Amod Barthwal	Member of DTTE	
Prof. (Dr.) A.S. Ram Narayanan	Ex Officio Member – PC's	
Prof.(Dr.) Ekta Rastogi	Ex Officio Member – PC's	
Prof.(Dr.) Abhijit Das	Ex Officio Member – PC's	
Dr. Manisha Kaushal Arora	Ex Officio Member – PC's	
Ms. Muskan Grover	Member – Integrated BA LLB (Hons.)	
Dr. Anjali Gupta	Ex Officio Member – PC's	
Ms. Parul Lohia	Member – Integrated BBA LLB (Hons.)	
Dr. Sneha Chaudhry	Member – Exam Cell	
Mr. Shashi Sharma	Student Representative	
Mr. Aditya Raj	Student Representative	

Ragging is a Criminal Offence. The students can report related incidents on National Anti-Raging

Helpline at 1800-1800-5522 or email the Anti-Ragging Helpline at helpline@antiragging.in or write to us at antiraggingcell@gitarattan.edu.in