



IILM UNIVERSITY

Global | Inclusive | Responsible



STUDENT HANDBOOK

MANAGEMENT CLASS 2018-20



www.iilm.edu

1. Guiding Principles	03
2. Academic Norms	04
3. Placement Capability Desk Norms	08
4. Student events, club activities and Behaviour within external community	12
5. IILM – Vision 2022	16



Guiding Principles

Academic

IILM is place for learning and for laying foundation of a career in management. Central to this idea, students have to follow intellectual honesty and integrity in all actions, punctuality and maintain a spirit of team work and responsible behaviour.

Career Development

Career Development is central to everything students and faculty do at IILM. The objective is to maximize the job opportunities available to the students in terms of quantum and quality. The activities enhance students' capacity to convert opportunities into job offers.

Students and Club Activities

The Students Clubs provide a platform to students for expressing their talents and acquired knowledge. The University has a host of clubs and societies from which students can choose and obtain membership. Clubs help the students grow and enable students to enhance their non-academic skills.



Alumni

The 9000+ alumni closely associated with the University, are involved in mentoring existing students and also help the institute in placement of students .

Disciplinary Committees

Discipline is the core of teaching and learning at the University. Student misconduct is taken very seriously and gets addressed by the disciplinary committee consisting of the senior members of the faculty and the decisions are binding.

Community Enforcement

Students, faculty members and staff members share common values. Any violation of these values and norms would be immediately reported to the Director and also the disciplinary committee. This includes academic discipline as well as overall conduct of everyone involved in the process.



Academic Norms

Graduation Requirements

A student should complete 132 credits to graduate with the following criteria:

- Student should pass all core modules of Term 1, 2 and 3 with minimum 40% marks. In case a student fails to clear all modules in the first attempt, one more chance will be given. The supplementary exam will be held during April 2020. A student will not graduate if he/she fails to clear core modules Term 1, 2 and 3 modules through first or second attempt. In such case student will have to repeat the module with attendance along with the next batch and clear all assessments of the module afresh. Attendance requirement of the module is applicable to the repeat student. Waiver of attendance will be given by the module leader only after prior approval from the Academic committee.
- For all the other modules (Term 4-Term if a student fails to clear these in the first attempt, the student will have to appear for alternate assessments or opt for other electives. A student will progress to second year only if he/she earns an aggregate of 40% in first year.
- Student will be given a chance for a supplementary basis the university regulations.
- A student can complete PGDM/MBA with an aggregate of 40%, if he/she passes all the modules in the very first attempt. If he/she fails in one or more modules, the student will require an aggregate of 50% to graduate.

In the Classroom

- Formal dress code is prescribed every Monday, Thursday; Industry Interactions and for presentations.
- 75% minimum attendance is compulsory for any course. Formal exemptions are required from the Dean, Mentor in case of unplanned situations and other interactions duly approved by the Director.
- No Electronic gadget except laptop and the calculator is allowed in the classrooms.



- Any misbehavior with the faculty or fellow students shall be strictly punished.
- Students are requested to take care of the classroom furniture (Tables, Chairs, Ac's etc.)
- Leave the room in an orderly manner after the lecture /session gets over.
- All the rooms are installed with CCTV cameras and any damage to any college property, intentional / unintentional, will have to be borne by the person responsible for the same.
- Students are expected to be have responsibly & with maturity.
- Switch off lights, AC's, fans etc. when leaving the classroom or not in use. Don't use the classrooms while any housekeeping or maintenance work is being carried out. Your cooperation will only help improve things.

Studying with our Partners

- Participants are required to stay for the whole duration of the programme.



Participants are expected to take part in all scheduled activities (classes, team-work, company visits, meals, as well as all cultural and social activities). Only in special circumstances, and with the approval of the coordinator, may a participant miss a scheduled activity.

- Participants must obtain permission to leave the campus. Sign-out sheets will be used to record destination, time in and time out; this should be duly approved by the coordinator of the partner institute. Sign-out procedures will be explained during the orientation. Violation of sign-out procedures may cause dismissal from the programme.

Assessment Policy

The assessment for the Management Programs of IILM may be in various forms as described in each module plan. It may consist of any one of the following, or any combination of following: Case Study Analysis, Project work, Presentations/Viva, Quiz, Class Participation, Course Work and End Term Examination. Students who fail to meet



the deadlines for submission of projects or assignments are not entitled to any credits assigned for the same. In their own interests students are advised to follow the guideline and schedule for submission of project reports and assignments.

For all end term examination, the following guidelines will be followed:

- All examinations will be pre-decided and will be reflecting in the Time Table/Academic Schedule.
- Admit cards will be issued to those students who cleared fee dues. Students with fee dues will not be allowed to give examination until and unless the Director issues a conditional admit card to those students.
- All students should be seated according to the seating plan 10 minutes prior to the commencement of the examination. No student will be allowed once the invigilator announces the commencement of exam.
- Students must not carry Mobile phones, Laptops and any other material

(until and unless allowed) inside the exam hall. An invigilator can cancel the exam of the student in case of possession of any material mentioned above.

- Students will not be permitted to leave the exam hall (water, washroom etc.) until and unless it is an emergency. In extreme emergency the student will be permitted only once for a limited period of time.

For more details please refer to:
[Program Handbook 2018-20](#)

Plagiarism in Coursework

Management education is concerned with learning and understanding as a basis for functioning effectively and developing and extending knowledge. The appropriate way of enhancing learning and understanding is to interpret information within your own knowledge base and in your own words. Each year cases of plagiarism are uncovered and dealt severely. To avoid anyone from copying your work, students are advised to keep the files password protected and



delete from the net-book after copying the same to pen drive.

Policy for Plagiarism and Copying

- Minor Cases or the inclusion of unacknowledged material accounting less than 20% of the assignment- This would result in a reduction of marks by 20%
- Moderate cases or the inclusion of unacknowledged material accounting for 20% - 30% of the assignment - This would result in a reduction of marks by 50%.
- Severe Cases or the inclusion of unacknowledged material accounting for over 30% of the assignment - The student will be awarded a mark of zero.
- Even in no-copy-paste reports, the students have to mention the references/sources of the data.
- In the absence of the references, 10% marks will be deducted.
- Copying of answers/assignments/ reports among friends results in awarding zero to all similar copies. Academic Misconduct and possible sanctions.

Academic Misconduct and possible sanctions

All cases of academic misconduct by students will be referred to the Academic Committee. This includes the inappropriate behavior by the student in the classroom and during assessments. The possible sanctions include

- Letter of Warning
- Cancellation of Assessment/Exam

- Suspension
- Expulsion

The academic Committee may consider the absence due to Major Personal Events or Medical reasons. A prior approval for leave is required in case of leaves due to personal events. In case the absence is on account of medical reasons, the following procedure is applicable:-

- A leave application for such a case stating your name, registration and reason for absence supported by certificate from the relevant doctor should be submitted to the mentor within 2 days after joining back.
- In case of absence for more than 3 days copies of medical reports have to be attached.
- The leave application should clearly state the number of sessions missed for each course.
- All leave applications to be approved by mentor and forwarded to concerned team members for necessary action.

Appeal process: Incase student is not convinced about the decision of the Academic Committee Decision they can appeal to the Dean/Director within 5 days. The appeal must comprise of a Letter of Appeal setting out in writing the grounds for and the nature of the appeal.

* Subject to change

Placement Capability Desk Norms

The Placement Capability Desk (PCD) at IILM offers services such as career counselling, placement workshops, pre placement talks & presentations, on-campus recruiting, job/internship databases, and alumni networking, to help students make informed decisions and to plan for life at /after IILM. These services are designed to focus individual goals for professional development and are open to all the participants.

The aim of PCD is to facilitate students with an understanding of skills required to get into a corporate and do well in a job. In order to promote professional behaviour during the industry interface, students are required to comply with the below mentioned guidelines.

Highlights

1. Pathway to Great Placements

- Career Courses
- Sectoral & Placements Weeks
- Live Project
- Summer Internship Programme (SIP)

Students must put in their best efforts to translate these interfaces into a PPO/ PPI (Pre Placement Offer/Pre Placement Interaction)

2. Student Preparation for Placements

- Student Preparation for Placements
PCD would also conduct workshops in order to prepare you well for placement process.
- Career courses are designed to bring in the latest practices from the industry
- Also Aptitude Test, Case based discussions, Group Discussions and Personal Interviews are mandatory to attend.

- 4 Placement Weeks are on the calendar which you are advised to attend.
- Attendance criteria in these workshops in order to be eligible for multiple offers (Final Placement/Full Time Offer) is as follows:
 - You may hold simultaneously a maximum of three offers (provided you meet the criteria below) made through on-campus placement so that other students may increase their chances of receiving an offer.
 - If your aggregate attendance is 75% and above in placement workshops conducted by PCD then you are eligible for three offers
 - If your aggregate attendance is above 50% but less than 75% in placement workshops then you are eligible for two offers
 - If your aggregate attendance is less than 50% in six placement workshops then you are eligible for only one offer
 - You will be giving name of one company as your dream company to your faculty mentor after completion of your Summer Internship. If you get an offer from your dream company then you would not be allowed to appear for any other company. So, in case of getting offer from dream company you will be eligible for only one offer. This rule would be applicable even if your attendance is more than 75% in placement workshops.
 - Written confirmation from the company about the final selection would be considered equivalent to offer letter. You will be given maximum 15 days to accept the offer where the last date of accepting the offer is not mentioned.

3. Pre Placement Talks and other On-campus Recruitment Events

- Information about companies' placement schedule, job descriptions, interview details, and compensation for final placement will be shared through Online Placement Portal, PB Works. The onus to check PB Works regularly completely stays with the student.
- A student needs to go through the placement schedule from Sept onwards, job details, job location and compensation package for a position posted on PB Works carefully and if interested, may apply for the same by filling in details as per the format shared.
- Only apply to the companies for which you have a genuine desire to work. Trial interviews are not acceptable as they may mar the image of both the student and the University.

Mandatory Expectations:

- Going through company website and understanding of job description and specification is a must.

- Attending ELS, Group Discussions & Personal Interviews

- Dress code is business attire for all industry facing activities. The dress code details are stated below:

For Boys: Blazer/Trouser with matching tie/Business Suit.

For Girls: Blazer/Trouser with Scarf/ Business Suit/Sari.

Penalties for Non-Compliance

- Once you have applied for a company, it is mandatory for you to report on the day of presentation. Not attending the Pre Placement Talk or other on-campus recruitment events after registering for the same will amount to misconduct and you will be suspended from the placement process.
- However, in the first instance of such misconduct, suspension can be revoked after 10 days on the recommendation of the mentor if you undertake not to repeat it. But if the same misconduct is repeated by you in future, Academic Committee may decide to debar you



from the placement process.

Summer Internships

- You are allowed to get only one offer for Summer Internship through campus. In the event of a student appearing in multiple companies' selection process for summer internship, it would be mandatory for the student(s) to join the company which makes the first offer.
- You have an option to get internship on your own but the project has to be approved by the Director, Dean and Head PCD.

Penalties for Non-Compliance

- If you are selected for internship through campus but you decide not to join the company. In such a case, you will be penalized by deducting 2 credits out of total 6 credits allotted to summer internship. This means that Summer Internship project in your case

will be evaluated out of 4 credits only.

Full Time Offers

- You will be provided a maximum of three offers through on-campus placement, subject to meeting the criteria for the same. (mentioned under Point 2 above)
- You need to inform the PCD as soon as you have accepted an offer.
- Once you have accepted an offer/joined a company, you shall not be allowed to apply for any other company through campus placement process.
- Withdrawing from an accepted job offer or to renege on an offer violates IILM's professional and ethical standards, and is a serious violation of the IILM Code of Conduct.
- If, however, you find that due to unforeseen circumstances you are unable to keep a commitment to an employer, you must first inform the PCD of your intention to renege on your job offer. The PCD will work with you to



determine the appropriate course of action.

- You are allowed to join a company after completion of the Term 5 i.e., 1st February, 2020. Any decision regarding your joining the company earlier than 1st February needs to be approved by Academic Committee on case to case basis.
- You need to take No Objection Certificate (NOC) from the University before joining the company and shall clear all pending dues before your joining. University may take disciplinary action against students who fail to adhere to this guideline.

Penalties for Non-Compliance

Student is expected to honour job offer. To renege an accepted job offer damages not only the individual's professional reputation, but also diminishes IILM's image. Such actions spoil relationship of IILM with the employer who may decide not to hire from IILM in future. The renege of a finally accepted job offer is a serious breach of the Code of Conduct

and is subject to:

- Immediate debarring of the student from the placement process. It should also be noted that no student is allowed to interact / contact the company executives directly during or after the selection process unless authorized by the PCD. Non-compliance will result in debarring the student for the Final Placement for 10 days. If the same misconduct is repeated by the student, Academic Committee may decide to debar the student from the placement process.

In addition, note that purposefully providing false or inaccurate information in CVs, cover letters, emails or in any other form of communication, including official verbal statements such as interviews is also breach of IILM code of conduct and may result in debarring from campus placement process. Any decision regarding the same would be taken by the Academic Committee.

For more details please refer to: [Placement Capability Desk \(PCD\)](#), [SIP Manual 2017-2019](#) & [Pre Placement Offer \(PPO\)](#)



Student events, club activities and Behaviour within the external community

A diverse range of co-curricular activities is available to students at IILM. The faculty and staff encourage students to become involved in campus organizations and to participate in campus activities. Students can initiate new clubs/society at any time.

On campus, you are expected to

- Organize extracurricular activities, as part of various societies/clubs. Also ensure avoiding conflicts with class schedules, placement week/on campus recruitment events, exam periods, etc while planning/participating in the Club activities.
- Value and maintain cleanliness of the harassment will be dealt strictly.
- Student groups and clubs may be charged with violations of the Code of Conduct. A student group or clubs/society and its representatives/ leaders may be held collectively and/or individually responsible.

- When violations of this code occur either during an event sponsored by the University or by an individual representing or associated with the club/society or group.
- Clubs/Society must obtain approval of all events, activities, publicity, and promotions from their designated authority.

While at our partner institutions

- Participants are allowed to have cellular telephones, but they are not allowed to have these phones turned on during class time or at any other time that requires their attention to be directed to various activities. The programme encourages students to engage in programme activities and socialise with others in the programme; therefore, excessive use of smart phones or other mobile devices for social networking, email, and games is not allowed.
- Participants are discouraged from having gatherings in their rooms; they should instead make use of common areas of the campus to meet with friends and to socialise.
- Participants are responsible for keeping their rooms clean. Participants are expected to help maintain the cleanliness of common spaces by cleaning up trash in the common areas, even if they did not leave it there.



- Participants must keep their rooms locked when unattended. All suspicious activity should be reported to the faculty coordinator.
- Participants shall not use, possess, or distribute alcohol, tobacco, or drugs, with the exception of prescription and over-the-counter medications and approved for use by the participant's parent or guardian. All prescription medications must be in their original, labeled packaging. Participation in an incident involving alcohol, tobacco, or drugs is cause for immediate dismissal, even if the participant did not consume or intend to consume these substances.
- Respect the property and building facilities of landlords, hotels and other external housing providers.
- Show respect for the area where you live. Signs of disrespect include, but are not limited to: littering; loitering; destruction of property; trespassing; public urination; nudity; insulting language; and illegal parking.
- Settle all financial obligations and fulfill any other contractual obligations related to your stay in the regions before leaving. It is your responsibility, and not the responsibility of IILM, to settle any disputes regarding such contractual terms and obligations.

- Pay your dues or any other financial obligations in time.

Off campus, you are expected to

- As representative of IILM, your behavior should maintain excellent reputation thereby enhancing brand IILM.
- Respect and values the rules and regulations and strictly refrain from unethical activities.

Drinking & Driving

- Drinking and driving is an offence and IILM will not tolerate such activities. Students shall be responsible to ensure appropriate precautions.

Clubs

- All club related activity guidelines



should be respected.

- Sponsored and non sponsored funding for student club activities and events must be sanctioned by designated authority in IILM administration. Any funding agreement with an external body must be approved by Legal Department or designated authority in IILM.

Possible Sanctions

IILM may postpone or cancel events such as NGO fairs, blood donation camps, etc.

- IILM may deactivate club email accounts or cancel club activities.
- Any behavior harmful to the community shall be dealt with strictly.

Non- discrimination Statement

- Discrimination on the basis of religion, race, caste, gender, personal belief, origin, marital status, or disability or any kind will not be tolerated.

Anti-Ragging Committee:

- IILM has an Anti-Ragging committee which is responsible to prevent any sort of ragging i.e. either mental or physical that is forced upon the students. A student can contact any of the members of the anti-ragging committee in this regard. Names of the members of the Anti Ragging Committee are available on University Notice Boards and programme office.

Complaint Committee for Prevention of Sexual Harassment:

- The University has formed a complaint committee for prevention of Sexual Harassment. This committee consists of senior faculty members and administration officials. Names of the members of the Committee are available on University Notice Boards and programme office.

For any complaints in this regard, employee & students of IILM can also contact / write to Chairperson.



Mentoring Support Available to Students

- IILM provides comprehensive mentoring support to all its students during the whole Programme.
- In the First year, your mentor will help you:
 - Identify your strengths, attributes and interests.
 - Focus on your preferences about job and career.
 - Prepare you for summer internship.
- During the second year, your mentor will:
 - Assist in identifying right organizations for your career.
 - Will help prepare you for final placement.
 - Support you in developing a well rounded personality.

Safety and Security

- IILM is committed to providing a safe and supporting environment for students which
- Minimize risk of harm and ensures all members of school community feel safe and secure.
- Supports the physical, social, academic, spiritual and emotional development of students.
- 24 hour manned premises (Campus & hostels) for proper monitoring & prevent any unauthorized entry.
- CCTV coverage & back up of all the areas within the premises and hostel.
- To ensure Health and Safety Components and the Emergency evacuation procedures are in place.
- Grounds and buildings are well maintained to minimize the risk of accidents and injuries to anyone who enters the IILM campus.
- To ensure Medical emergency response plan on time.

- A sharp focus on the cultivation of trusting, respectful, and caring relationships among students, staff and parents. College staff members regularly engage in two-way communications with Students and parents
- The school has a smoke free environment.

Hostel

- Students are expected to exhibit responsible behavior regardless of time or place.
- Students shall not engage in any form of harassment or ragging which creates an intimidating, hostile, or offensive residential environment.
- Every student is responsible for the care of the hostel property. Students are not allowed to remove any article.
- Any student who violates the hostel norms and discipline is liable for disciplinary action. Cases of misconduct or violation of hostel rules may even lead to expulsion from the University.
- Students are not permitted to engage / employ any private / unauthorized person for service of any kind, personal or otherwise, without the prior approval of the hostel warden.

For more details please refer to:
[Clubs & Committees, Safety & Security Manual,](#)
[Residential Handbook](#)

IILM- Vision 2022

Vision:

IILM will educate and develop innovative, entrepreneurial and responsible business leaders.

Our Mission:

We will offer with wider access, and in an inclusive and responsible manner

— An academically rigorous, practice and research supported, management education based on principled and ethical values, which maximizes the value add from entry to exit

— An inspirational learning environment which fosters the understanding of disruptive, technological changes; challenges current assumptions, and encourages continuous innovation and learning.

— An outstanding practice based and work related learning experience which focusses on the application of knowledge and skills and is globally relevant.

— Personal mentoring which respects individuality and inspires students to become responsive and responsible business leaders.

We will facilitate business and management research that leads to the creation of actionable knowledge, improves the understanding of management practices and provides inspiration for entrepreneurship and innovation

Our Values:

— A people's policy that allows flexibility, understands individual needs, promotes respect, values integrity and teamwork, and is committed to employee development.

— A culture of continuous improvement and total quality that encourages creativity and innovation through collaboration and trust.

— A deep commitment to the values of global social responsibility and sustainability putting larger interests above our own.

— An appreciation of the cultural heritage and socio- economic diversity of India.

Key Themes:

- Commitment to an exceptional student experience
- Proactive alumni engagement
- International linkages that promote understanding and sensitivity to diverse markets and culture
- Safe environment and enabling infrastructure
- Transparent and seamless communication with students and parents, faculty and staff, alumni, and employers

Learning Goals:

- L1-** An understanding of organizations, their external context and their management.
- L2-** An understanding of appropriate management techniques to allow investigation into business and management issues.
- L3-** The ability to acquire, analyze and understand data and information.
- L4-** Critical thinking and informed judgement leading to problem solving and decision making skills.
- L5-** Cognitive flexibility which enables adaptability to uncertainty in a rapidly changing world.
- L6-** An understanding of disruptive and technological change and the ability to seek innovative and entrepreneurial solutions.
- L7-** Be able to effectively communicate and negotiate.
- L8-** Demonstrate emotional intelligence and people's skills in working in teams and with people.
- L9-** Be cognizant of the impact of their individual and corporate actions on society recognize responsible and inclusive business practices and be sensitive to the social, economic and environmental responsibilities of business.



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