

New Delhi Institute of Management

List of Policies

S.No	Policy
1	Policy on Programme Delivery and Programme Administration
2	Procedure - Course Planning and Delivery
3	Policy on Equal opportunities for students
4	Policy and Procedure for Promoting Research
5	Policy on MDP and Consultancy Projects
6	Process for Sourcing and Allocating Consultancy Projects and Faculty Engagement
7	Recruitment and Selection Policy
8	Policy on Equal Opportunity relating to Employment
9	Guidelines for Financial Support to Faculty for Conference
10	Faculty Mentoring Policy
11	Faculty Development Policy
12	Faculty workload Policy
13	Faculty and course Feedback Process
14	Policy for On Duty
15	Policy for Work from Home

16	MOOC Policy
17	NDIM Student Certificate Fee Reimbursement & Incentive Policy
18	Policy on National and International Collaborations
19	IT Policies & Guidelines
20	IT Infrastructure
21	Policy on CSR
22	Library policy
23	Recycling of E Waste Policy
24	Personal and Professional counselling
25	Exam Rules



New Delhi Institute of Management

Policy on Programme Delivery and Programme Administration

Objective

Program Administration and Program Delivery shall be one of the prime focus areas for the institution. The Institution shall constantly work for the overall maintenance and enhancement of the Academic Standards of its Programs and shall undertake zero tolerance policy for the non-maintenance of the set standards.

Policy

The overall administration of the programs shall be the responsibility of the respective Dean and/or Head in coordination with the faculty and the support staff. Program Administration shall be done throughout the year for effective Program Delivery and shall encompass the following:

- Planning for the courses prior to the commencement of the semester,
- Administration of the Courses, during the semester, for ensuring their delivery as planned,
- Monitoring of the Students' attendance,
- Conduct of the Examinations (both Continuous Comprehensive Evaluation (Internal Assessments) and End Term),
- Handling Students' Queries and Grievances pertaining to Academics,
- Monitoring Students' feedback and subsequent discussions with the concerned Faculty member,
- Monitoring Students' Progress and taking corrective actions,
- Monitoring the overall grooming of the Students and putting suggestive measures into place,
- Ensuring the involvement of the students in co-curricular and extra-curricular activities for their overall development and grooming.
- Experiential Learning points to be assessed for each individual student.

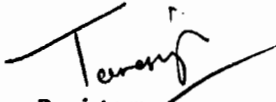
Procedures

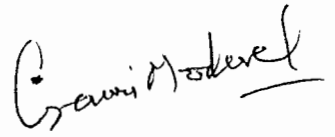
- 1) Procedure for Course Planning and Delivery
- 2) Procedure for Students Attendance and Examinations
- 3) Procedure for Feedbacks
- 4) Procedure for Handling Students' Grievances
- 5) Procedure Placement

Process Owner:

The Program Administration and Delivery Process is owned by the respective Program Dean/ Head.

The above policy has been accorded approval by the Board


Registrar


Director

Date:06.01.2025



New Delhi Institute of Management

Procedure - Course Planning and Delivery

The PGDM program operates on a Semester System. There are two academic semesters in a year, and each semester is of 4 months (16 weeks) duration. The semesters are allocated as follows:

- **December to March** (termed **Even Semester**),
- **July to October** (termed as **Odd Semester**).
- **May to June** (2 months i.e. 8 weeks) is reserved for **Summer Internships**.

Course Structure:

Each course is assigned credits. One credit is equated to 10 hours of teaching in a semester. Therefore, a course with 3 credits is allocated 32 instructional hours. The lab courses' instructional hours shall be 1.5 times of the theory courses summing to 48 hours for a 3 credit course. The curriculum comprises core and elective courses. Core courses lay the foundation and cover all aspects of Management and are mandatory. Electives are chosen based on the candidate's areas of interest. The syllabi for the courses, finalized after the Curriculum Enrichment Procedure and approved by the BOS and the CAAC, is delivered during the semester.

Course Planning:

The planning for the courses begins before the commencement of the semester. The planning involves the following steps:

- 1) Allocation of a Course to the faculty members and finalisation of their allocated sections, where the course is to be conducted.
- 2) Preparation of the Teaching plan for the allocated course in coordination with the faculty members taking the same course.
- 3) Preparation of the teaching material for the allocated course in consent with fellow members involved with the course.

Course Delivery:

The effective delivery of the course is the responsibility of the concerned Faculty Group allocated for the course. The faculty uses varied teaching methodologies designed to enhance their course content and individual teaching styles. The methods include:

- Formal lectures,
- assigned readings/ Independent study,
- Case study based discussion learning
- Activity based learning
- Interdisciplinary approach and learning
- Thrust on strategic thinking, global mind set, sensitivity and innovation
- Seminars/ Conferences
- individual/group projects,
- field studies,
- Periodic assessment,

Additional Courses/Inputs to Enhance the overall Program Curricula:

During the PGDM Program a variety of teaching techniques are used to impart knowledge and develop the skills and attitudes required of modern managers. Regular streams of *guest lecturers* from the industry provide ample opportunities for interaction with practicing professionals.

It is recommended that at least 15% course may be covered by Industry Professional(s) to incorporate Industry inputs into the curricula.

In addition to the academic learning, the entire education process in the program emphasizes upon the *development of personal qualities such as self-motivation, teamwork, effective communication and presentation, human values and ethics.*

A special course on *Organizational Sustainability with special focus on SDGs* has been introduced to sensitize the students towards their responsibility for the society.

The **Summer Project** and the **Final Term Project** help the students in applying the concepts and skills learnt in the classroom. It also provides invaluable opportunities for experiential learning that helps the students to become well-equipped and competent managers.

Evaluation of Courses:

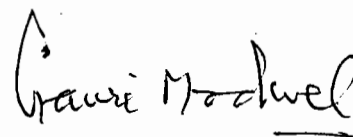
Evaluation follows a continuous evaluation system. A participant earns a letter grade in each course with an associated grade point. The credit weightage average of these grades in the programme is Cumulative Grade Point Average (CGPA)

The evaluation system of the courses has been designed to achieve the following:

- Help teaching faculty to evaluate the progress of learning of each student
- To prescribe and promote certain acceptable and uniform standards of comprehension
- To encourage a healthy and constructive competition among the students

Throughout the semester, every student is tested on his/her ability to understand concepts, learn techniques and apply them to problems in the real world. At each stage of the course, a student would be in a position to assess his/her performance and take measures to improve the performance in the course. Faculty mentors encourage and help the students in overcoming their difficulties throughout their learning engagement.

The above policy has been accorded approval by the Board



Director

Date:06.01.2025

NEW DELHI INSTITUTE OF MANAGEMENT

Policy for Equal opportunities for Students

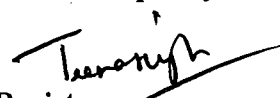
Being an AICTE approved higher education Institute, the Institute's equal opportunity policy has to be in tune with AICTE Norms which state that all higher educational institutes are aimed at imparting knowledge and training in the socially just and fair environment to encourage development of cohesive and inclusive culture. (http://www.aicte-india.org/downloads/higher_education_XIplan.pdf)

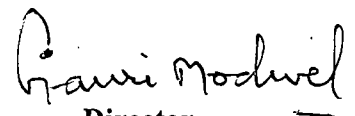
NDIM has an equal opportunity policy aimed at students' care. All facilities and resources are available to all students regardless of their gender, marital status, race, colour, creed, ethnic and national origin, religion, region, language, sex, age or disability. NDIM periodically reminds its fraternity that any discretionary behaviour towards any stakeholder or student would be dealt with strict disciplinary action.

The equal opportunity policy applies to recruitment of students, terms and conditions of admission, evaluation, grading and providing job opportunities/ placements and every aspect of NDIM's working.

Process owner: This policy is owned both by the Dean/Director and the Registrar.

The above policy has been accorded approval by the Board


Registrar


Director

Date:06.01.2025



New Delhi Institute of Management

Policy and Procedure for Promoting Research

Preamble:

Realizing importance of research and innovation in the field of higher education, NDIM aims to create an environment of insightful learning on various issues relevant for the industry and for further quality research efforts with both academia and industry experts.

Publication Support and Incentives:

NDIM has placed very high emphasis on research work. It expects every faculty to publish quality research papers in reputed referred journals at the National and International level. NDIM extends full support for quality in every possible manner.

It has laid down norms for sanctioning Registration Fees, Travel and Accommodation Reimbursements for National and International Conferences attended by the faculty. NDIM sponsors the faculty for participation in International Study Tours also.

The institute also encourage the faculties by providing incentives on publications of Research papers, Case studies, books, chapters in edited books, on presentation of paper at national and international conferences, on serving in the Editorial Board of Journal, Reviewing the papers of other institute/University journals, on Invited by other organization at various Forums (Under the Name and Banner of NDIM only) and for proving Consultancy/Training/MDP/FDP /Conference/Summit etc.

Following is the guidelines on Faculty Incentives

Guidelines for Faculty Incentives for Research, Publications and Other Contributions		
Sno.	Activity	Incentives
A.1	Publications	

I	Research Paper/Case Published in the SCOPUS Q1 Indexed Journal and Name of the Journal & ISSN N0. should be mentioned on the website in the relevant category. Website Add. of Scopus Journals: (https://www.scopus.com/)	3 Lakh
II	Research Paper/Case Published ABDC indexed Journal (category A*) and name of the Journal & ISSN N0. mentioned on the website in the relevant category . Website Add. of ABDC Journals : (https://abdc.edu.au/abdc-journal-quality-list/)	3 Lakh
III	Research Paper/Case Published in SCOPUS Q2 Indexed Journal and Name of the Journal & ISSN N0. should be mentioned on the website in the relevant category. Website Add.of Scopus Journals : (https://www.scopus.com/)	2.5 Lakh
IV	Research Paper/Case Published in ABDC indexed Journal (category A) and name of the Journal & ISSN N0. mentioned on the website in the relevant category. : Website Add.of ABDC Journals: (https://abdc.edu.au/abdc-journal-quality-list/)	2.5 Lakh
V	Research Paper/Case Published in SCOPUS Q3 Indexed Journal and Name of the Journal & ISSN N0. should be mentioned on the website in the relevant category.Website Add.of Scopus Journals: (https://www.scopus.com/)	1.5 Lakh
VI	Research Paper/Case Published in ABDC indexed Journal (category B) : and name of the Journal & ISSN N0. mentioned on the website in the relevant category. Website Add. of Scopus Journals : (https://abdc.edu.au/abdc-journal-quality-list/)	1.5 Lakh
VII	Research Paper/Case Published in SCOPUS Q4 Indexed Journal and Name of the Journal & ISSN N0. should be mentioned on the website in the relevant category. Website Add. of Scopus Journals: (https://www.scopus.com/)	1 Lakh
VIII	Research Paper/Case Published in Web of Sciences Indexed Journal and Name of the Journal & ISSN N0. should be mentioned on the website in the relevant category. Website Add. of Web of Science Journals : https://wos-journal.info	1.5 Lakh
IX	Research Paper/Case Published in UGC care Indexed Journal and Name of the Journal & ISSN N0. should be mentioned on the website in the relevant category : Website Add. of UGC Care Journals: https://ugccare.unipune.ac.in/apps1/home/index	5 K
A1 (X)	Collaborative Publication :	
a)	Colaboration with External Natioanl/Indian Faculty	

I	1st Author of the Published paper (If published by NDIM Faculty)	60% of incentive of relevant category of the Journal
II	2nd Author of the Published paper (If published by NDIM Faculty)	40% of incentive of relevant category of the Journal
II	3rd Author of the Published paper (If published by NDIM Faculty)	20% of the incentive of relevant category of the Journal
IV	Any other number of author excluding 1st, 2nd and 3rd number of author of the Published Paper (If published by NDIM Faculty)	10% of the incentive of relevant category of the Journal
b)	Collaboration with External Overseas/International Faculty :	
I	1st Author of the Published paper (If published by NDIM Faculty)	70% of incentive of relevant category of the Journal
II	2nd Author of the Published paper (If published by NDIM Faculty)	50 % of the incentive of relevant category of the Journal
III	3rd Author of the Published paper (If published by NDIM Faculty)	30% of the incentive of relevant category of the Journal
IV	Any other number of author excluding 1st, 2nd and 3rd number of author of the Published Paper (If published by NDIM Faculty)	10% of the incentive of relevant category of the Journal
c)	Published Paper jointly with Student of NDIM	1) 10 K in addition to the Incentive of relevant category of Journal 2) 5 K incentive to Student (if one student) 3) 2.5 K Students (if 2 students are involved) (Faculty concerned is responsible to write to Mr Negi with details of students for claim of the incentives for the students)

A1 (XI)	Patentee: New Delhi Institute of Management Name of the Inventor: concerned Faculty - Self published (not the one initiated by the Research Department)	20 K
	Patentee: New Delhi Institute of Management Name of the Inventor: concerned Faculty- Patent initiated by the Research Department)	5 k
A2	Published Teaching Case with Teaching Notes :	
I	Case in the Book published by the New Delhi Institute of Management	10k
II	Case Published with Teaching Notes by IVEY Publishing https://www.iveypublishing.ca/s/publish/ready-to-publish	1.5 Lakh
III	Case Published with Teaching Notes by SCOPUS Indexed Journals with : "The Case Journal" (published by Emerald)/"Asian Journal of Management Cases" (published by Sage)/Journal of "Information Technology Teaching Case" (Sage Journals)/"Emerald Emerging Markets Case Studies: - Published by Emerald /"Journal of International Academy for Case Studies"/"IGI Global Teaching Cases"	70K
IV	Case Published with Teaching Notes by Case Bank : IIM Ahemdabad Case Centres/ET Cases-Case Centre/Sage Business Cases/ICMR (The Case Centre) Case Research Centre -IIM Calcutta	50K
V	Case Published with Teaching Notes by organisation based on Case Conferences and Competitions : IIMA/AIMA/ ICFAI/other IIMs	30K
A.3	Published Case Study Book by NDIM Faculty :	
I	Case Study Book with compilation of Cases published by SCOPUS jointly with NDIM	70 K
II	Case Study Book with compilation of Cases published Jointly with NDIM B "A grade" Publisher :A grade Publisher (McGraw Hill Publication, Oxford University Press Publication, CENGAGE Publication, Pearson Publication, Penguin Publication, Wiley/Taylor Francis, Macmillian, Emerald etc.)	50 K
A.4	Conference paper published in proceeding of International Conference by (IEE xplore, Springer or other SCOPUS Indexed):	
I	Abstract Only	5K
II	Full Paper	10
A.5	Books (Text/Reference) Published (on Any of the courses or specialisations at NDIM)	
I	Book published by A grade Publisher (McGraw Hill Publication, Oxford University Press Publication, CENGAGE Publication, Pearson Publication, Penguin Publication, Wiley/Taylor Francis, Macmillian etc)	50 K
II	Book Published by B grade Publisher (Excel Group, Vikas Publication, Himalaya Publishing House, S Chand Publication)	30K

III	Any general book on Management Tips not based on curriculum (Any other Book with ISBN number)	10K
IV	Book Edited based on research papers Published by A grade Publisher (McGraw Hill Publication, Oxford University Press Publication, CENGAGE Publication, Pearson Publication, Penguin Publication, Wiley/Taylor Francis, Macmillian etc)	10K
A.6	Book Chapters Published	
I	Book Chapter in the Book published by SCOPUS	40 K
II	A grade Publisher (\$) (McGraw Hill Publication, Oxford University Press Publication, CENGAGE Publication, Pearson Publication, Penguin Publication, PHI Publication/Wiley/Taylor Francis, Emerald etc)	30 K
III	Published by B grade Publisher (Excel Group, Vikas Publication, Himalaya Publishing House, PHI, S Chand Publication Etc.)	8K
A.7	Paper Presentation:	
I	Research Paper presented in International conference organized by reputed International University and B-schools (TOP 100 QS Ranking)	6K
II	Research Paper presented in International conference organized by Indian reputed University and B-schools (NIRF Top 100)	5K
III	Research Paper presented in National conference organized by reputed University and B-schools of India (NIRF Top 100)	3K
B.	Guidelines for Other Parameters:	
B.1	Faculty on Editorial Board of Journal:	
I	Co-Editor/Managing Editor for International Journal (Indexed) (Yearly association)	8 K
II	On Editorial Board as Associate Editor for International journal (Indexed) (Yearly Association)	5 K
III	Co-Editor/Managing Editor for National Journal (Indexed) (Yearly Association)	3K
B.2	Research Paper Reviewer	
I	Research Paper reviewed by faculty as reviewer published in International Research Journal indexed - (ABDC Indexed (A* and A /Scopus Q1 & Q2)	5 K
II	Research Paper reviewed by faculty as reviewer published in International Research Journal indexed - ABDC Indexed B/Scopus Q3 & Q4/Web of Science)	4 K
B.3	Faculty Invited by Institutes/Universities at various Forums (Under the Name and Banner of NDIM only)	
I	Examiner Ph.D. Scholar /Expert for Research Advisory Committee/ Expert for faculty selection Committee	Official Duty after prior Approval (Travel and other expenses shall be reimbursed by inviting Institutes /organisation)

II	Charing Session at International Conference by Indian reputed University and B-schools (NIRF Top 100)	Official Duty after prior Approval (Travel and other expenses shall be reimbursed by inviting Institutes/organisation)
III	Ph.D. Awarded under your Guidance : 1). Co-Guide for Ph.d. Scholar in other university/B-School 2.) Guide for Ph.d. Scholar in NDIM FPM 3.) Co-Guide for Ph.d. Scholar in NDIM FPM	1) 10 K per awardee 2) 50 K per awardee 3) 20 K per awardee
B.4	Consultancy/Training/MDP/FDP /Conference/Summit:	
I	MDP / Training Organised	Total 15% of revenue sharing with faculty incase more than 1 faculty then it will be divided between the faculty equally.
II	MDP Sourced by the Faculty	10% of revenue sharing of 85 % of receipts with the sourcing faculty (If sourcing faculty is more than one it will be equally devided)
III	International Conference/Symposium Organized	10K
IV	National I Conference/Symposium Organized	5K
V	Supporting member in organizing International Conference/ Symposium	3.5 K
VI	Supporting member in organizing National Conference/ Symposium	2.5 K
VII	FDP Organised by NDIM with International Resource person (Resource Person should not be repititve Everytime)	10K
VIII	FDP Organised by NDIM with National Resource person (Resource Person should not be repititve everytime)	5K
VIII	Consultancy by the Faculty	As per terms of Appointment mentioned in the appointment letter
B.5	Qualification Enhancement /Career Progression:	
I	Certificate course (Pre approved by the College for value addition to curriculum/pedagogy)	Course Fee
II	Award of Ph.D (Submission of Proper Certificate approved by the Board of Management of University is Mandatory)	25K
B.6	Sponsored Research Project by Funding Agency	
I	Sponsored Research Project sourced by the Research department but excecuted by the faculty(s)	Total 15% of revenue sharing with all the faculty equally.
II	1.) Sponsored Research Project sourced by the Faculty 2) Excecuted by the faculty (s)	1.) 20% of revenue sharing of 85 % of receipts with the sourcing faculty (If sourcing faculty is more than one it will be equally devided) 2.) Total 15% of revenue sharing with all the faculty equally.
B7.	Credit Exchange Teaching with International University(s)/B-School(s) Accredited HEIS in Countries	
I	Faculty securing & delivering Course in the Online mode:	i). Retain entire compensation if NDIM work is not impacted ii) Rs. 15000 per credit per year subject to credit confirmation by that

		University/B-School
II	Faculty securing Online Credit based Programs (Delivered by Other Faculty)	i) 50% of the entire compensation to the securing faculty ii) 50% to be proportionally shared between the teaching faculty (if course is shared between two faculty or more)
III	NDIM securing Online Credit based programs, taught in the Online mode by faculty :	This will be part of faculty teaching load
IV	Faculty Traveling overseas for self-secured credit based Teaching in accredited institutions/universities:	i). Boarding, lodging, Travel to be borne by inviting body/faculty ii). Entire period to be treated as on duty iii) Incentive of Rs. 50,000 for 3 credit Program and proportionately increase
V	Faculty traveling overseas for NDIM secured/offered Programs:	i) Boarding, lodging, Travel and per diem to be paid by NDIM. Per Diem to be fixed based the location of the Country. ii) Entire period to be treated as on duty
VI	Faculty tying up & securing International students for offline Credit based teaching at NDIM Campus by any of NDIM Faculty/departments :	Rs. 30,000/- per every accepted credit exchange by the International Univ./B-School.
B.8	Contribution in Accreditation Work :	
I	Main Coordinator for: 1). Accreditation process of National Board of Accreditation 2). Accreditation process of AMDISA/NAAC	1.) Rs 50K 2) Rs. 40 K (Only the relevant task is delivered within the given time line by the concerned team)
II	Core Team Member for : 1) Accreditation process of National Board of Accreditation 2) Accreditation process of AMDISA/NAAC	1.) Rs. 25 K 2.) Rs. 20 K (Only if delivered within the given time line by the concerned team)
III	Team Members Handling the Accreditation Visit	Rs. 5000/- per member of the Team

Note: OD Leaves will be granted if required.

Conference/ Seminar Support

The standing of an Institute in the academic field is based on intellectual and professional standing of its faculty. NDIM provides conference support in three ways:

- i) **Organizing Conference/FDP's :**

- Institute provides 100% funding to faculty for hosting National and International conferences, summits, seminars and FDP's.
- Additionally, Faculty is also incentivized with suitable reward for organizing these events.

ii) Attending Conferences/Seminars/FDP's :

- Institute facilitates the faculty to attend National conferences and seminar at the expenses of NDIM to expand their knowledge horizon and their academic and industry connect.
- Institute facilitates the faculty to attend International conferences/FDPs in India at the expense of NDIM to expand their knowledge horizon and their academic and industry connect
- Additionally, NDIM also provides on duty leave for time spent in traveling to faculty to attend the National and International Conference in India.

iii) Presenting Paper in the Conference:

The Institute incentivizes its faculty for participating in National conference and International Conferences in India and abroad, wherein paper stands accepted and the faculty is invited for presentation for the paper. The support and incentives are given below:

- Reimbursement of Registration Fees as stipulated for National Conference and International Conferences in India and abroad.
- 100% assistance towards travel, boarding & Lodging to Conference duration for National and International Conference in India.
- For International Conference outside India, 100% travel support for top hundred colleges/universities in World Ranking and 50% in other colleges/universities.
- Full support like for collection of material and to develop industry connection for seeking information is provided during preparation of Conference Paper for National and International conference.

Doctoral Programme:

NDIM encourages faculty members to register themselves with a reputed University for doing their research work.

NDIM eases the workload of the faculty for their Ph.D. research work.

NDIM is also incentivizing faculty with cash reward of Rs. 25000/- on completion of PhD after six months of completion of Ph.D.

NDIM recognizes the importance of Research at the Ph.D. level and encourages its doctorate faculty in the academic research activities by allowing them to be guide Ph.D. scholars.

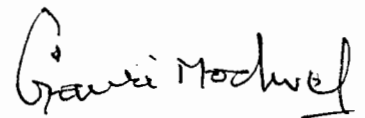
NDIM encourages its faculty to be Ph.D. Examiners consider the time spent on this as official duty. NDIM recognizes Faculty under whose guidance PhD gets completed.

Post-Doctoral Program: NDIM encourages its faculty members those have completed five years in job and have shown significant promise and potential for research to go for Post-doctoral Programme from Universities recognized by UGC. Faculty is incentivized by availing on-duty leave with 50% salary for one year. Faculty can take one more year leave without Pay.

Support for research projects:

NDIM encourages faculty by easing their workload if they work on Research Projects funded by ICSSR/ UGC or any other government funding agencies. 40% revenue is also shared with concerned faculty.

The above policy has been accorded approval by the Board.



Director

Date:06.01.2025

NEW DELHI INSTITUTE OF MANAGEMENT

Policy for MDP and Consultancy

NDIM's training department has trained more than 3,300 Corporate Professionals of 320+ top companies and PSUs. NDIM is well known for its 50+ Customised Training Programmes on AI-ML, Data Science, Employee well-being, Financial Analytics, Prevention of Sexual Harassment, Strategic Decision-making, Team-building, Leadership, Business Analytics, Communication Skills, Digital Marketing, Design Thinking, Innovative Selling Skills, etc. and for Japanese Language & job roles in Japan.

We are the only institute simultaneously declared as Best by all the apex industry & trade chambers and the Government of India, for the first time ever in the history of management education in India.

Delhi Management Association, BRICS Chamber of Commerce & Industry, National HRD Network and PHD Chamber of Commerce & Industry are our Training & Research partners and our Research department is led by former Chairman, UPSC - Prof. Dr DP Agrawal.

Compensation to Faculty Members from NDIM:

Category 1: When Training Department Secures Training Clients

"Compensation for Designing & Delivering/ Procuring Paid Trainings and or Consulting Programs" that was made effective from 1st July, 2020:

"1. Faculty would be paid 15% of the gross revenue (which is almost 40% of the net revenue) when they design & deliver the programme OR sell & procure paid trainings/ consultancies, and do not do both the things together."

15% of the gross revenue will be divided among the number of faculty members.

Compensation (%) to be Paid to Faculty Member(s) =

(15% * Gross Revenue) / Number of Faculty Members Who led the Training Programme

Category 2: When Faculty Member Secures Training Clients from their own Contact Reference

Compensation (%) to be Paid to Faculty Member(s) =

(40% * Gross Revenue) / Number of Faculty Members Who led the Training Programme

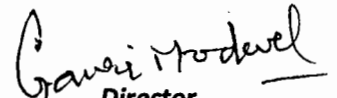
In Addition: If the Programme is conducted out of state, Faculty will receive the following allowances:
The following cost incurred by the faculty will be reimbursed as per actual:

- Accommodation/Hotel Cost
- To-and-Fro Travel Allowance

Support to Faculty Members from NDIM:

- Faculty Members are motivated to organize MDPs / Training programmes & Consultancy and they are facilitated from time to time for the same.
- MDPs, Trainings and Consultancies conducted are also important criteria in performance appraisal of faculty members.
- In case any faculty member is extensively involved in the training programme, they are also relieved and relaxed from the regular classes to concentrate more on such activities.
- Full support from CRC will be given in terms of reaching out to corporates for conducting training programmes.
- Infrastructural and other Cost pertaining to the training programme is borne by NDIM (Training Materials, Hospitality, Kit, Mementoes, and Honorarium to Other Guest, etc.)
- Faculty Members visiting outside for such activities are given support in terms of Logistics and OD leaves.

The above policy has been accorded approval by the Board.


Director

Date:06.01.2025

Process for Sourcing and Allocating Consultancy/Sponsored Research Projects and Faculty Engagement

1. Objective

To establish a structured, transparent, and performance-oriented mechanism for:

- Sourcing consultancy assignments from industries and organizations.
- Allocating suitable faculty based on domain expertise and workload.
- Ensuring compliance, quality delivery, and institutional benefit through proper monitoring and reporting.

2. Scope

This process applies to:

- All consultancy projects initiated or executed under **NDIM's name or brand**.
- Full-time and visiting faculty members engaged in consulting activities.
- Industry, government, and institutional partners seeking academic consultancy.

3. Governance Structure

Entity	Role & Responsibility
Director	Approves project proposals, final faculty allocation, and revenue-sharing terms.
IQAC	Oversees consultancy policy implementation, maintains repository, and conducts quality audits.
Faculty Consultant(s)	Execute project deliverables, maintain confidentiality, and submit periodic reports.
Finance & Accounts Office	Manages financial transactions, invoicing, and disbursement.

4. Consultancy Project Sourcing Process

4.1 Identification and Lead Generation

- Industry projects may be sourced through:
 - Faculty or alumni networks.

- Industry–Institute Collaborations, MoUs, and conferences.
- Corporate outreach initiatives (placement cell, EDP/FDP programs).
- Direct enquiries from companies or government agencies.
- All leads must be reported to the Director.

4.2 Preliminary Evaluation

Upon receipt of a consultancy lead, the Director shall:

1. Review the scope and objectives.
2. Verify alignment with NDIM's core competencies.
3. Conduct a preliminary feasibility check (time, expertise, confidentiality, and infrastructure).

4.3 Criteria for Faculty Selection

Faculty shall be allocated based on:

- Subject/domain expertise and prior consulting experience.
- Current workload (teaching, research, administrative responsibilities).
- Availability within project duration.
- Ethical compliance and non-conflict of interest.

4.4 Proposal Development

- A detailed proposal shall be developed by the concerned faculty team including:
 - Objectives and deliverables
 - Methodology and tools
 - Timelines and milestones
 - Budget (faculty honorarium, institutional overheads, contingency)
 - Confidentiality clause and ownership of deliverables
- The proposal is submitted to the Director for review.

4.5 Approval

- The Director approves the project.
- A formal **Memorandum of Understanding (MoU) / Letter of Intent (LoI)** is signed between NDIM and the client organization.

5. Financial and Administrative Guidelines

5.1 Project Budgeting

- Consultancy fee includes:
 - **Direct cost:** Faculty time, data collection, software usage, travel, consumables.
 - **Institutional overheads:** Typically 25–40% of total fee (as per NDIM norms).

5.2 Payment and Disbursement

- All payments are received in NDIM's institutional account.
- Disbursement follows the approved **Revenue Sharing Formula** (example):

5.3 Documentation and Compliance

- All contracts, MoUs, invoices, and deliverables must be archived by the IQAC.
- GST, professional tax, and audit compliance are managed by the Accounts Department.

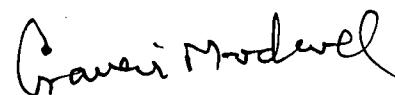
6. Monitoring and Reporting

Project conduct and completion is the responsibility of the Faculty/Team.

8. Ethical and Legal Considerations

- Faculty must maintain **confidentiality and IP protection** of client data.
- All outputs generated under NDIM consultancy shall carry **institutional attribution**.
- Use of AI tools, if any, must comply with NDIM's **AI Policy and Data Ethics Guidelines**.

Registrar



Director

Date: 06.01.2025

Recruitment and Selection Policy

Leader and Faculty selection process

The Institute has a well-defined selection process for all positions, Directors, Deans, Registrar, and Senior Administrative positions as well as for Faculty at all levels (Full Time, Contractual, Adjunct, Part-time, Visiting).

Faculty selection process is carried out based on clearly defined eligibility criteria, screening committee, selection committee and clearly laid down rules for probation and confirmation.

The roles and responsibilities of the faculty are also clearly defined. Eligibility criteria and roles and responsibilities are AICTE compliant.

The Recruitment Process is presented below:

Recruitment Process:

Every year in the month of January and June CAAC (Central Academic and Advisory Council) will assemble to assess the requirement of teaching for the next academic session. The CAAC will keep in mind the possibility of resignation/retranchment etc. of the existing employees while arriving at the future requirements. CAAC will also check details of the faculty who have become/may become eligible for promotion/ next grade by end of the ongoing academic session as per the AICTE eligibility criteria.

Keeping in view the recommendations of the various curriculum advisory committees and the need that may be expressed by the faculty/students for adding futuristic learning courses/modules/subjects, CAAC will also try to determine the areas where new faculty is required to be recruited.

In the event of requirement of new talent, the concerned support channels for short listing appropriate names will be activated so that recruitment processes can be started and the required faculty hired before start of the new academic session.

The recruitment process is carried out through the following open and transparent selection procedure:

Process for Selecting Director/Dean/Registrar:

A. Internal Recruitment:

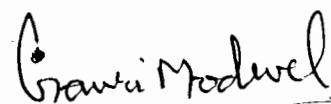
- i. The Director NDIM shall propose candidates for various leadership positions (Dean/Registrar) to the Chairman of the Board of Directors/ Governors.
- ii. Candidate can be an internal promotee or internal candidate applying in response to an advertisement.
- iii. Chairman of the Board presents the case(s) of the internal candidate for the selection and seek approval from the Board for the same.

B. Direct Recruitment:

- i. The external candidates applying in response to an advertisement are shortlisted by a committee constituted by the Chairman of the Board.
- iv. The proposed/shortlisted external applicants/candidates are presented for final selection to the duly constituted Institute selection committee.

Process for Other Positions

- Number of vacancies is discussed by the Director/ Designated Authority based on student strength /resignations or terminations of staff members to the CAAC for approval / information.
- Rolling announcement of vacancies on the Institute's web site (throughout the year), leading National English newspapers (number 1 or two per year).
- Applications may be received against advertisements, directly from the aspiring candidates or they may be referred by Members of the Board, Employees and the screening committee. (Employee Referral Scheme stated at the end of this document).
- Duly constituted department specific Screening Committees to shortlist as per AICTE norms and identify candidates to be interviewed.
- Departmental selection committees conduct technical presentations and interviews and forward the shortlisted candidates for final selection interview by the duly constituted Institute selection committee.



Director

Date:06.01.2025



NEW DELHI INSTITUTE OF MANAGEMENT

Policy for Equal Opportunities relating to Employment

NDIM is committed to the principle of equal employment opportunity for all persons, without any kind of bias or discrimination on any count. This policy applies to all employment practices including (but not limited to) recruitment, promotion and training. NDIM's policy is to promote fairness and just behaviour at the campus and with all the stakeholders in order to encourage students to imbibe these values.

It is NDIM's policy to maintain a positive work environment free of any kind of harassment or intimidation. Any type of harassment (including sexual harassment, verbal or implicit) or intimidation, is a violation of NDIM's policy, and is dealt with strictly.

All employment decisions at NDIM are based on the need for promoting Higher Education of the highest quality. Best candidate is selected based on individual's qualifications, without any regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, family's medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in India. NDIM does not allow discrimination or harassment or any of these characteristics or for any other reason.

Harassment of any stakeholder is prohibited at NDIM in every form. Harassment could take several forms, including verbal, visual or physical conduct that creates offensive, hostile or intimidating work environment.

Conduct that can contribute to harassment includes the following, but is not limited to:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments

2. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected characteristic
4. Threats and demands for sexual favors as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favors.
5. Retaliation for having reported or threatened to report harassment.

NDIM Employees should be encouraged to Report Discrimination, Harassment, Retaliation or the Threat of Retaliation.

NDIM employees who witness or believe they have been subjected to discrimination, harassment, retaliation or other inappropriate conduct are encouraged to report such conduct immediately in accordance with the Raising/Resolving Issues and Concerns section of the Code of Conduct. This includes, but is not limited to, contacting the Registrar or Dean or the Chairman. All such reports are investigated promptly and confidentially and appropriate corrective action taken. No employee who makes in good faith, reports of discrimination, harassment or retaliation would be subjected to reprisal or damage to their career, reputation or employment at NDIM.

NDIM Strives to Reasonably Accommodate Its Employees

NDIM provides equitable treatment and accommodates reasonable demands of its employees in accordance with the federal, state and local laws. A reasonable accommodation for an employee with a disability may include modification of policies and procedures, an adjusted work schedule, special equipment or transportation, or other job modification to optimize the individual's job performance, if such accommodation does not result in an undue hardship to NDIM's work culture.

Individuals who desire same support or seek to be accommodated differently may make a request for such accommodation in writing to the Registrar or Dean directly.

Enforcement and Potential Discipline

Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment from NDIM.

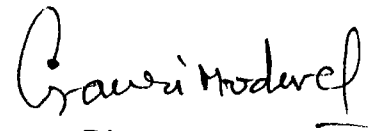
Revisions and Revocation

This policy in no way constitutes a contract between NDIM and any employee and may be revised or revoked at any point of time, with no advance notice.

Process Owner: This policy is owned by both the Dean/Director and the Registrar

The above policy has been accorded approval by the Board


Registrar


Director

Date:06.01.2025

Guidelines for Financial Support to Faculty for Conference

The faculty of New Delhi Institute of Management are encouraged to be actively engaged in research and also enhance and broaden their knowledge by participating in National and International Conferences to update themselves to the global changes in the concerned field of specializations through paper presentation in conference. Research finds its expression through presentation of papers in National and International Conferences and publications in indexed journals.

The following Policy Guidelines are laid down by the New Delhi Institute of Management for providing financial support to faculty members for presenting research paper in the National and International Conferences.

1. Eligibility:

All faculty members who have regular appointment as faculty in NDIM will be eligible.

2. Frequency of Support:

- (i) National Conferences: Two Conferences in a year
- (ii) International Conferences: One conference in a Year

3. Level of Conferences:

- (i) National Conferences : Organized by reputed National University and B-schools of TOP 100 NIRF Ranking
- (ii) International Conferences: Organized by reputed National University and B-schools of TOP 200 NIRF Ranking in India.
- (iii) International Conferences: Organized by reputed International University and B-school of TOP 300 QS Ranking

4. Requirements for Participation:

Essential:

- (i) The Research paper should have been accepted by the organising body of National University/B-School of TOP 100 NIRF Ranking for presentation for National Conference or for International Conference organised in India by the organising body of National University/B-School of TOP 200 NIRF Ranking
- (ii) The Research paper should have been accepted by the organising body of International University/B-School of TOP 200 QS Ranking for presentation.

5. Duty Leave:

Faculty member(s) attending Conferences may be granted “duty leave” for the period of Conferences and actual journey period.

6. Financial Support:**a. Registration Fees:**

Full Registration Fees will be reimbursed to attend and **Present Paper in National and International Conference.**

b. Travel :

- (i) 50% of travel cost (Air Ticket, Visa + Insurance) for International Travel to attend Conference
- (ii) Air travel cost Upto Rs. 5000/- to attend National Conference or 50% of Air Travel cost if it is more than Rs. 5000/- (one way)

c. Accommodation :**(i) National Accommodation:**

- (a) In Tier-I Cities - Reimbursement will be provided for hotel expenses or guest house charges - Upto Rs.6000/- per day and for Mumbai upto Rs. 8000/- per day only for maximum duration of the conference subject to full attendance days at the conference subject to production of the payment receipt.
- (b) In Tier-II Cities - Reimbursement will be provided for hotel expenses or guest house charges - Upto Rs.4, 500/- /- per day only for maximum duration of the conference subject to full attendance days at the conference subject to production of the payment receipt.
- (c) In Tier-III Cities – Reimbursement will b provided for hotel expenses or guest house charges - Upto Rs.3, 500/- per day only for maximum duration of the conference subject to full attendance days at the conference subject to production of the payment receipt.
- (d) Daily allowance will be Rs. 1000/ Per day only for maximum duration of the conference.

(ii) International Accommodation :

- (a) Reimbursement will be provided at the Airbnb rate for the single occupancy for actual conference days attended by the faculty or equivalent hotel charges subject to production of payment receipt to production of the payment receipt.
- (b) Daily allowance will be \$ 100 Per day for US and European region countries and \$50 per day for South Asian Countries only for actual conference days attended by the faculty.

d. Complementary Support:

Several organizations support participation in International Conferences such as AICTE, ICSSR, DST, UGC, etc. The faculty concerned is encouraged to apply for complementary financial support also from concerned organisations.

7. Procedure:

Approval:

The following documents will be forwarded to Registrar copy to the Director for approval at least one month in advance to give time for proper processing:

- (a) A copy of the Paper to be presented
- (b) Brochures of Conference
- (c) Mail/Letter of Acceptance of Conference Paper from the organizers
- (d) Information for the Ranking of the organizers of the International Conference/National Conferences
- (e) **Expenditure details as under:**
 - (i) Registration Fee
 - (ii) Air Fare
- (f) Details of Boarding & lodging

8. Reimbursement:

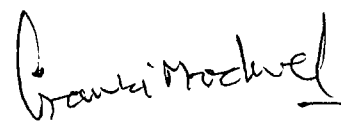
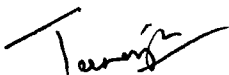
The following documents will be forwarded to Registrar copy to the Director for reimbursement of expenses within a week after attending and presenting Research Paper in the National/International Conference:

- (a) A copy of the Certificate of the presented Research Paper
- (b). Progress report on the international conference participated along with outcome and benefits of the event and its application in class room teaching
- (c) Original Receipt of the Registration Fees paid
- (d) Copy of Air Ticket, Visa, insurance and Boarding Pass
- (e) Receipt of the Payments towards Boarding and lodging (Hotel/Airbnb)

9. Expected Outcome :

- (a) Publication of the paper in Scopus/Web of Science Indexed journal.
- (b) Listing of best practices as learnt from the conference, and its implementation in the parent institute.
- (c) Novelty of ideas and research impact on the Major projects of PGDM

Important Note: Every reimbursement is subject to the faculty serving at NDIM full time for minimum 12 months **from the date of return from the Conference.** In case of resignation/dismissal within 12 months, the entire reimbursed amount will have to be essentially returned to the NDIM.



Director

Date: 06.01.2025



New Delhi Institute of Management

Faculty Mentorship Guidelines

Vision

At NDIM, we strongly believe that meaningful student engagement outside the classroom, especially through regular interactions with faculty is vital for nurturing well-rounded, confident, and professionally prepared individuals. The Faculty Mentoring Program is designed as a critical part of our student development journey — enabling personal growth, academic achievement, career readiness, and emotional well-being.

Objective of Faculty Mentorship

The objective is to foster an ecosystem where students feel supported, understood, and guided not just academically but also in their life aspirations and career goals. A faculty mentor acts as a facilitator, guide, and motivator who plays a significant role in the student's self-discovery and growth journey.

Role of Faculty Mentor

The faculty mentor is expected to:

- Act as a **guardian** for the assigned students.
- Establish a **safe and supportive environment** for the mentee to discuss academic or personal concerns.
- **Internship & Placement Readiness:** Resume review, mock interviews, and communication practice.
- Support the development of essential **life skills** such as emotional intelligence, ethics, resilience, and decision-making and in taking care of their mental health.
- Track and discuss **academic progress, attendance, and behavioral aspects** regularly.
- Guide students on building their professional profile — resume, LinkedIn, certifications, internships, etc.
- Keep a track of progress during CSR & Summer Internship projects. Guide the mentees for Final Research Project.

- Encourage participation in **clubs, events, internships, and community outreach** activities.
- Keep in touch with mentees parents /Guardians and report any issues in their fortnightly report , if urgent and important concern, then should be mailed to the concerned stakeholder like Registrar/Academics/Examination etc)
- **Well-being Check-ins:** Identifying signs of distress, isolation, or academic pressure and offering emotional support

Mentoring Frequency and Interaction Format

- At least **one formal fortnightly meeting** is mandatory (Will be reflected in the timetable as well)
- Informal check-ins (in-person or online) can happen more frequently, depending on need.
- Meetings should be documented briefly using a **Mentorship Interaction Sheet** capturing date, topics discussed, and action points (as per the format)

Expected Outcomes

- Improved **student-faculty rapport** and student engagement.
- Increased **student confidence and goal clarity**.
- Timely support for **academic or personal issues**.
- Enhanced readiness for **internships, placements, and higher education**.
- A sense of belonging and **positive institutional association**.

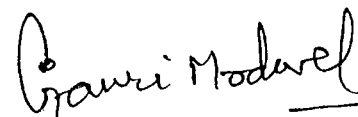
Faculty Mentoring Meeting Record Sheet

1st Fortnightly meeting (to be sent on 15 th of every month)						
S.no	Roll No	Name of the mentee	Date of Meeting	Present/Absent	Issue Discussed	Status /Follow up
1						
2						
3						
4						
5						
6						

7						
8						
9						
10						
11						
12						

Signature of Faculty

- Separate sheet for each fortnightly meeting will have to be made and uploaded in the same format.
- These sheets later when required will be printed and filed for records
- 1st Fortnightly report to be sent by 15th Of every month and 2nd meeting report to be sent on 30th of every month)



Director

Date:06.01.2025



Faculty Development Policy

At the New Delhi Institute of Management (NDIM), faculty development is integral to institutional excellence and continuous improvement. The policy is designed to enhance academic quality, research productivity, and pedagogical innovation by supporting faculty members in their professional and personal growth. NDIM's commitment to faculty development aligns with its mission to nurture leaders, educators, and researchers who contribute meaningfully to global academia and industry. This policy framework defines NDIM's approach to capacity building, professional advancement, and academic empowerment, ensuring that faculty members are equipped to meet global standards in teaching, research, and consultancy.

Objectives

The objectives of NDIM's Faculty Development Policy are to promote continuous professional learning, upskilling, and innovation among faculty; encourage research, publications, and knowledge dissemination through reputed journals and conferences; facilitate industry-academia collaboration for applied learning and consultancy; support the acquisition of advanced qualifications, certifications, and professional memberships; create a structured framework for academic mobility, international exposure, and exchange programmes; and build institutional excellence through a culture of mentorship, teamwork, and leadership development.



Faculty Development Scheme

NDIM has instituted a comprehensive Faculty Development Scheme (FDS) to promote globally recognized professional certifications, research activities, and teaching innovation. All full-time faculty members are eligible for fee reimbursement and financial incentives upon earning or renewing certifications that strengthen their teaching and research capabilities. Newly appointed faculty who already possess such certifications will be eligible upon renewal aligned with NDIM's academic objectives. Certifications that directly enhance NDIM's curriculum, pedagogy, or reputation will receive priority.

Faculty must submit certification proof and payment receipts via email to the HOD and Registrar, copying Accounts, the Director, and the Chairman. The HOD verifies and recommends reimbursement; the Accounts team releases payment in coordination with the Registrar. Verification includes ensuring authenticity, relevance, and contribution to institutional goals.

Full reimbursement of certification fees plus an additional incentive upon HOD and Director approval is provided. The amount may vary based on certification level, international recognition, and relevance to NDIM's teaching and research priorities.

Faculty and HODs are encouraged to propose new certifications or update existing lists to keep pace with industry and academic trends.

Key Components of Faculty Development Policy

NDIM encourages active participation in national and international events. Faculty are provided full financial assistance for travel, accommodation, and registration (as applicable), duty leave for attending academic and industry-linked events, and reimbursement of expenses for presenting research papers at reputed conferences.

NDIM fosters a strong research ecosystem through financial incentives for publications in ABDC, Scopus, and Web of Science indexed journals, reimbursement of Article

Processing Charges (APCs) for open-access journals, and annual Research Incentive Awards presented on Founder's Day by eminent academicians and industry leaders. Institutional encouragement is also provided for writing books, book chapters, and case studies supported through publication grants and collaborations.

Faculty members pursuing Ph.D. or other higher qualifications receive workload relaxation and duty leave for coursework or field research. In addition, regular faculty gets fees relaxation for doing AICTE approved FPM program offered by NDIM itself.

Faculty members also be granted a semester-long paid leave for doctoral research based on approval and receive a completion incentive of Rs. 25,000 upon successful defense of the Ph.D. thesis. Support is extended for attending advanced training, certification courses, and academic partnerships.

Faculty members guiding FPM scholars in NDIM get incentivisation and workload relaxation. Besides, faculty members guiding scholars of other universities and colleges as Co-guide get official duty leave as well as incentives.

NDIM actively promotes global exposure by nominating faculty to accompany students for international study tours and exchange programmes. The institution bears full travel and lodging expenses for participating faculty and encourages international collaborations, research exchanges, and visiting scholar opportunities.

NDIM strongly supports faculty engagement with the corporate sector. Faculty may organize and deliver MDPs, EDPs, or consultancy assignments individually or in teams. NDIM provides logistical, infrastructural, and financial support for these initiatives. Revenue is shared on a 60:40 basis (Faculty: Institute) for self-sourced programs. For Institute-sourced MDPs, faculty receive 15 percent of the gross revenue as an honorarium. Faculty engaged in MDPs are granted duty leave and academic flexibility.

To strengthen practical learning and corporate collaboration, faculty are nominated to events by FICCI, CII, ASSOCHAM, NHRDN, PHDCCI, and other professional bodies. NDIM bears travel and registration costs and grants duty leave. Faculty members are also encouraged to represent NDIM in industry committees and boards.

NDIM provides full funding for faculty-led academic initiatives such as National and International Conferences, Research Summits and Symposia, Faculty Development Programs (FDPs), and Specialized Training Workshops and Guest Lectures. Faculty receive administrative and logistical support, including resource person coordination, hospitality management, and publicity assistance.

Faculty members involved in funded projects from ICSSR, AICTE, UGC, or DST receive workload relaxation and 40 percent of the project revenue as a personal incentive. The institution supports proposal writing, data collection, and project execution.

NDIM emphasizes leadership grooming among faculty by assigning academic and administrative responsibilities. Faculty serving as coordinators, area chairs, or committee members receive workload adjustments and mentoring to prepare for higher leadership roles.

Brief heads covered in these policies for Faculty Development and Support are presented below:

S.No	Broad Area Covered	Brief Coverage
1	Participation in Seminars, conferences, workshops, FDPs etc. Presenting Papers in Conferences/Seminars	Institute facilitates the faculty to attend International/National conferences and seminar at the expenses of NDIM to expand their knowledge horizon and their academic and industry connect. They are provided Duty leaves. For presenting papers in conferences and seminars whether nationally /internationally the faculty is provided duty leaves, assistance towards travel, boarding and lodging.
2	Encouragement for Publication of Research Work, Books or Chapters	For publication of research papers in refereed journals, the faculty is incentivised, and the Institute pays the APC. For publication of books/book chapters the faculty is suitably incentivised by the Institute.
3	Qualification Enhancement (Higher	For faculty enhancing their Qualification (pursuing PhD), NDIM eases the workload

	Education/PhD, Certifications by Industry bodies, MOOC Courses etc.)	and at times gives and even semester off from teaching to faculty with full pay for their Ph.D. research work. NDIM is also incentivizing faculty with cash reward on completion of PhD which is increasing from year to year and is currently Rs. 25000/-.
4	Opportunity to Guide FPM/ Ph.D. Scholars	NDIM provides opportunity for faculty members to guide FPM scholars and incentivize them along with workload relaxation. Besides, faculty members also get opportunity to guide Ph.D. scholars of other universities and colleges as Co-guide by getting official duty leave as well as incentives.
5	Participation in Exchange Programmes	Faculty are delegated to accompany students in Exchange programmes. NDIM bears the travel and lodging expenses of all such faculty.
6	Undertaking Consultancy Projects, Trainings and MDPs/EDPs for the Corporates	Faculties are motivated to organize MDP's / Training programmes & Consultancy and they are facilitated from time to time for the same. In case anyone is extensively involved in this they are also relieved and relaxed from the regular classes to concentrate more on such activities. Infrastructural and other Cost are borne by NDIM (Training Materials, Hospitality, Kit, Mementoes, and Honorarium to Other Guest etc.) The revenue earned out of these activities is shared by the Faculty Concerned and the Institute on 60-40 percentage criteria for MDPs sourced by the faculty. While for the MDPs sourced by the Institute the faculty is paid 15% of the gross revenue (which is almost 40% of the net revenue) when they design & deliver the program OR sell & procure paid

		trainings/ consultancies, and do not do both the things together." Faculties visiting outside for such activities are given support in terms of Logistics and OD leaves also.
7	Industry Connect	NDIM sends faculty to events organized by various Industry chambers and associations thereby helping them connect with Industry. They are provided Duty leaves and travel allowance for the same. Faculty is also nominated as committee members of the business chambers by the Institute.
8	Organizing Conferences, Seminars, Workshops, FDPs etc.	Institute provides 100% funding to faculty for hosting National and International conferences, summits, seminars and FDP's.
9	Support for undertaking Sponsored Research Projects	NDIM encourages faculty by easing their workload if they work in Research Projects funded by ICSSR/ UGC or any other government funding agencies. 40 % of the revenue is also shared with concerned faculty.
10	Adequate opportunity for handling administrative roles and responsibilities with the aim of grooming future academic leaders	Faculty is offered opportunity for handling administrative roles and responsibilities. Such faculty has eased teaching load and management support for handling the additional work.

Monitoring and Review Mechanism

The Internal and Quality Assurance Cell monitors the implementation of the policy and reviews outcomes annually. Research outputs, certifications, MDPs, and faculty achievements are reviewed in the Academic and Administrative Council and Board of Directors' meetings. Feedback from faculty is incorporated to refine the policy periodically.

Expected Outcomes

Implementation of this policy will ensure enhanced research output and teaching quality, increased faculty participation in global academic networks, higher institutional reputation

through collaborative research and publications, greater synergy between industry and academia, and empowerment of faculty as mentors, innovators, and leaders.

Gauri Modwel
Director

New Delhi Institute of Management

Faculty Workload Policy

New Delhi Institute of Management has policy of faculty workload as per AICTE notification, 1st March 2019 (F. No. 61-1/RIFD/7th CPC/2016-1) after few additions with approval of Central Academic and Administrative Council Faculty involvement extends beyond teaching hours to encompass a wide range of activities that contribute to the overall educational experience, institutional effectiveness and professional growth of faculties.

As per policy, faculties shall involve in following activities:

1. **Teaching:** Classes taken based on classes allocated

2. **Departmental Activities:**

- Timetable Coordinator/ Lab Coordinator
- Leading Accreditation Activities
- Member of the Team of Accreditation Activities
- Leading AICTE work
- Member of the team of the AICTE work
- Leading NIRF work
- Member of the Team of NIRF Work
- Coordinator of Newsletter
- Supporting member of Newsletter
- Leadership of Experiential Learning Activities at the Campus (by conducting club activities)
- Placement guidance to each student Mentee till Placement
- Involvement in Consultancy
- **Leadership in Innovation and Self Development Initiative:**
 - Use of Participatory and Innovative Teaching Pedagogy and Evaluation
 - Guided Ph.D. Scholar for award of Ph.D.
 - Chaired session in the Conference/Panel Discussion
 - Review research Paper of Journal
 - Attended Conference/Seminar/Summit
 - Collaborative Research (National/International)
 - Whether you are member on Board of any college/ Institution/ Corporate House

- Whether you have been invited for any advice from any Institute/university
- Any other activity /initiative

3. Institute Activities:

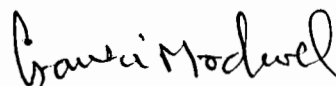
- Organising Conference/Seminar/FDP
- HOD /Course Coordinator of the Department
- Coordinator/Warden of Hostels
- Nodal Faculty of Committee(s)
- Any other administrative /academic activities

4. Contribution to the Society:

- Participation in AICTE notified initiative including Tree Plantation, Blood Donation and Yoga Classes.

5. Research/ Training and Development:

- Research Publication: Published Research Paper/Research Case in Journals /Published Book/Teaching Case. (Research Papers Cases Indexed: ABDC/Scopus/Web Of Sciences
- Research Papers presented in Conferences/ Seminars
- Research Project /Collaborative International/National Research Projects
- Organized Training/ Management Development / Executive Development Program/FDP



Director

Date:06.01.2025

Faculty and Course Feedback Collection Process

Objective

To ensure continuous improvement in teaching quality and course delivery by systematically collecting, analysing, and acting upon student feedback while maintaining confidentiality.

Feedback Types and Process Flow

1. Weekly Feedback

- **Collected by Academic Representatives (AR) and Class Representatives (CR):**
 - AR to collect weekly feedback for each course from their classmates.
 - CR to collect weekly feedback on overall class environment, infrastructure issues, and other concerns.
- **Review and Action:**
 - The Academic Office reviews the submitted feedback for **immediate action** as required.

2. Mid-Semester & End-Semester Feedback

- **Collected From:** All students* for each course.
- **Method:**

- Online Google Forms circulated by the Academic Office covering:
 - Teaching effectiveness
 - Content clarity
 - Pace of course delivery
 - Faculty support
- **Analysis and Reporting:**
 - Academic Office collates and analyses the feedback.
 - Summary reports are shared with **Director, HoD, and respective faculty members.**
- **Action Taken:**
 - Director and HoD discuss areas of improvement with faculty members for **self-improvement** and enhancing course delivery.

3. Faculty Coordinators / Faculty Mentors Feedback

- **Faculty Coordinators:**
 - Regularly interact with students to identify academic or faculty-related concerns and report them to the Academic Office.
- **Faculty Mentors:**
 - Collect feedback from mentee students regarding teaching or course-related issues.
- **Review and Action:**
 - Issues raised are reviewed for action by discussing with:
 - Director
 - Registrar
 - Academic Office
 - CRC/Exam Cell/Admin/IT
 - Concerned Faculty

4. Guest Lecture Feedback

- **Collected By:**

- Students submit an online feedback form after guest lectures.
- **Review and Action:**
 - Feedback is reviewed, and discussions are held with:
 - Director
 - Registrar
 - HoD
 - Concerned Faculty or organisers for future improvement.

Reporting Mechanism

- **Weekly Reports:** Reviewed for immediate action by the Academic Office.
- **Semester Reports:** Analysed and discussed for faculty development and course improvement initiatives.

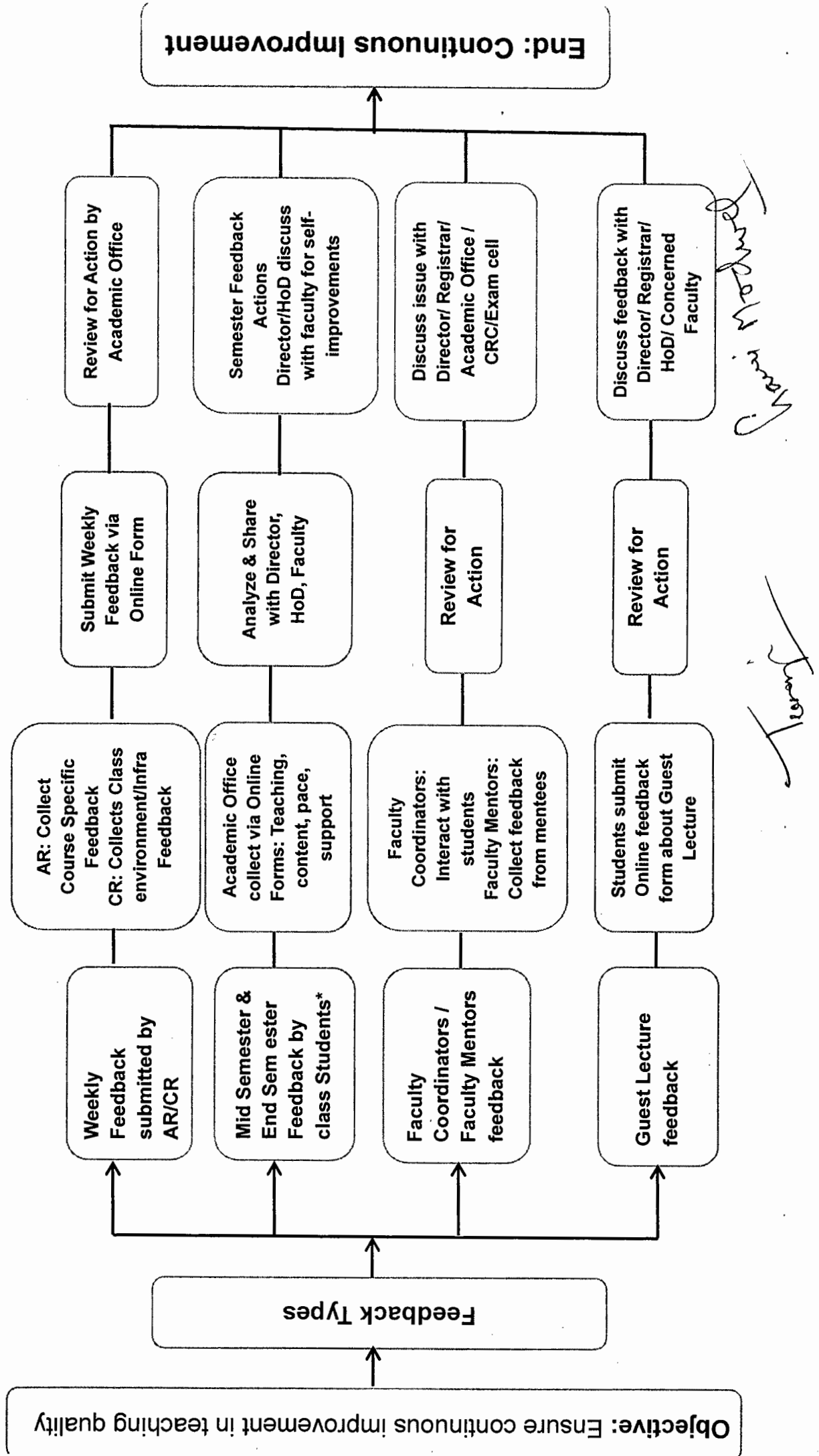
Confidentiality

- Student identity remains **strictly confidential** to encourage honest and unbiased feedback.

End Goal

Continuous Improvement in teaching effectiveness, learning outcomes, and overall student satisfaction.

Faculty and Course Feedback



Policy for Faculty Representation & On Duty Leave Guidelines

New Delhi Institute of Management (NDIM) has been having clear policy guidelines to govern the application and approval of On Duty (OD) leave. This initiative is designed to encourage faculty participation in academic, research, and institutional development activities while ensuring that student learning and academic schedules remain unaffected.

Based on the faculty inputs, the guidelines now outline a structured process for seeking approvals, honouring responsibilities, and ensuring compliance with accreditation bodies expectations. This is aimed at promoting professional growth and institutional visibility, while reinforcing accountability and academic integrity.

Seeking On Duty Leave

1. Nominated by NDIM

When faculty/Staff members are nominated by the Institute, an email will be sent by Academics to the concerned Faculty/Staff member, detailing the event and related information.

- The email is also marked to the HOD, keeping them informed about the faculty's unavailability.
- In case the concerned faculty has any pending tasks, the HOD holds the right to withhold OD approval.
- HRD must also be marked in the communication.

Post-event, the faculty is required to submit the details and post event report as per the timelines mentioned (i.e within 3 working days)

Note:

OD approval is conditional on the timely submission of the required deliverables. Failure to comply will result in the OD being treated as leave.

2. Self-Nomination

When a faculty member wishes to apply for OD leave on their own initiative, the following approvals must be obtained:

- A. **Examination-related clearance:** Seek approval from Controller of Examination for any responsibilities involving answer sheet evaluation, assessments, or any other examination related duties.
- B. **Class-related approval:** Contact Timetable coordinator in Academics. If the faculty has classes, they are responsible for arranging a substitute and informing Ms. Seema in advance.
 - a. Upon return, the faculty on OD is required to compensate for any missed classes, including taking the sessions conducted by the substitute.
- C. **Departmental approval:** Obtain consent from the concerned HOD.
- D. **Final approval:** Once all above approvals are in place, seek OD approval from the Director or Registrar.

For OD exceeding 3 days

After securing all prior approvals as listed above, the faculty must write an email to **Chairman**, keeping the Director, Registrar, HOD, HRD, Examination Cell, and Academics in CC.

Once approved:

- The final OD approval email must be shared with Ms. Seema (Academics) and HRD.
- Ms. Seema maintains the BTC (Beyond the campus report) records, and HRD will only mark the OD after verifying report submission.
- Faculty must submit a report along with the other documents (Like invitation mail, letter of appreciation/Certificate received/Thank you letter) related to the task for which OD was sought

OD will be considered valid only upon submission of the required report and other documents within the prescribed timeline. Otherwise, it will be treated as leave.

3. OD to be Granted Only If:

- **ONLY** If it is in the interest of NDIM and it doesn't impact the student learning or the academic calendar. (Refer Slide no 5,6,7)
 - Faculty to fill SM form so that the post can be published from NDIM handle or the inviting institute should post and tag NDIM
-
- The OD request aligns with NDIM's academic and institutional interest.
 - There is no disruption to the academic calendar or student learning.

- Faculty adhere to all deadlines (Like Answer sheet submission, any other academic, examination, or department or institute related task) even while on OD.
- ODs will not be approved during the **first and last two weeks** of the semester
- **ODs will not be granted during key institutional events such as Accreditation visits, Convocation, Orientation, or any other significant official engagements**
-
- The faculty member ensures that the organization inviting them for the event emails the Director directly or marks the Director in CC.
- OD or leave shall be sanctioned **only after** the concerned report is received else will be considered leave .

4.Post-Rejoining Requirements

Faculty must ensure the following are submitted on Re-joining

- Performance feedback report, letter of appreciation, or certificate of participation/Thanks letter etc.
- Completion of NDIM's Social Media Form (SM Form) to allow the Communications team to post from NDIM's official handles or ensure the inviting organization posts and tags NDIM on social media.(Links to be added in the report)

5. Engagements for which OD can be sought

In accordance with the guidelines of various accreditation bodies, OD is applicable in the following cases:

5.1 For Paper Presentations in Conferences:

- National Conferences: Up to two per academic year.
- International Conferences: Only one per academic year.

Conference Eligibility:

- **National Conferences:** Must be hosted by reputed universities or B-Schools ranked within the **Top 150 in NIRF**.
- **International Conferences in India:** Organized by B-Schools/Universities ranked in the **Top 200 NIRF**.
- **International Conferences Abroad:** Hosted by globally recognized institutions ranked in the **Top 300 QS Rankings**.

5.2 Facilitating/organizing MDPs or trainings under NDIM's banner.

5.3 Engagements under a sponsored research project funded by a recognized agency in NDIM's name.

5.4 Participation in FDPs with a minimum duration of 3-7 days with prior approval before registering . Once in a semester

5.5 Attending refresher training programs approved by accreditation authorities.

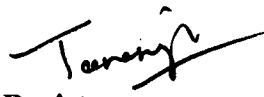
5.6 Any Admission related activity as approved by competent authority

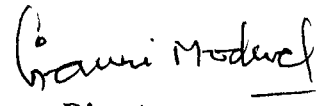
- 5.7 For PhD Work , Subject to the proof of invitation or mail from the concerned authorities
5.8 Examiner/Evaluator Ph.D. Scholars , Subject to proof of invitation
5.9 Charing Session at International Conference by Indian reputed University and B-schools (NIRF Top 150)
5.10 For attending any beyond the campus event , wherein nominated by the institute

Final Discretion

Approval of OD or leave is subject to the **discretion of the Chairman, Director, and Registrar**, and will only be granted if it does not interfere with academic responsibilities or institutional priorities.

- OD and Leaves will be approved subject to the above discretions only
- Applications to be routed through HOD for approval by the authorities
- In case of any engagement of more than a day or so, the same can be planned during the summers when no classes are there.


Registrar


Director

Date:06.01.2025



New Delhi Institute of Management

NDIM Work from Home (WFH) Policy

Effective from: August 2025 Onwards

- WFH will only be given when the work can't be postponed, or work is of such nature which required concentration or continuity and has to be finished the same day.
- Faculty /Staff can be sanctioned WFH only for that limited period for which the work cannot be postponed
- If the work can be postponed and is not super urgent and time bound in that event Faculty/Staff will not be permitted to avail WFH
- WFH can be given if the concerned person is not in the position to come to the office for valid personal reasons and simultaneously, he /she is expected to complete specifically allotted work on the same day. In such circumstances the approving authority will have to notify the work and the wfh will be counted as presence at campus.
- The above will be applicable if the work done is as per the satisfaction of the approving authority.
- The employee seeking WFH, will have to very specifically notify by the EOD, what work was done during the entire day, to the satisfaction of the sanctioning authority, Else it would be counted as leave.

Sanctioning Authority

Staff - 1 Day – Controlling Officer with approval from Registrar or Director

More than 1 Day – HOD with approval from Registrar or Director and final approval to be sought from Chairman sir

Information has to be sent to HRD, WFH will only be considered presence in absence, when the Work report is received by the EOD.

- WFH does not mean that a scheduled class be cancelled, substituted by any faculty or be arranged by academics. Under no circumstances will WFH be approved if the physical presence of a faculty staff is a must. (e.g. Classes, invigilation's or any other responsibilities as given from time to time by Director/Registrar/ DRs)

Faculty:

- WFH may be permitted only if **no teaching, invigilation, or student-facing responsibility** is scheduled on the requested day(s).
- Faculty must ensure that **lectures, mentoring sessions, and meetings are not scheduled**

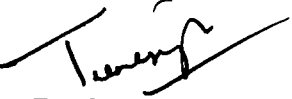
Staff:

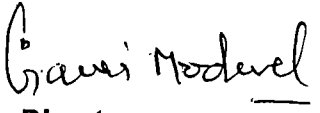
- WFH for non-teaching staff is allowed provided the employee's work can be performed remotely without affecting office efficiency.
- Department heads must ensure that **departmental functioning is not compromised**.

8. Exclusions

- WFH cannot be used during **examination periods, academic audits, induction/orientation programs, or campus events**, unless authorized by the Director.
- WFH is **not a substitute for leave** (casual, medical, or otherwise).

NDIM reserves the right to review and amend this policy based on institutional requirements and operational feasibility.


Registrar


Director

Date:01.08.2025

Guidelines for offering MOOCs Courses

Objectives

MOOCs (Massive Open Online Courses) offer students a flexible and accessible platform to pursue multidisciplinary learning beyond the boundaries of their formal curriculum, aligning with the vision of the National Education Policy (NEP) 2020. From a student's perspective, MOOCs help in developing 21st-century skills such as critical thinking, digital literacy, and problem-solving, while also allowing personalized and self-paced learning. They serve as an opportunity to earn academic credits under the Academic Bank of Credits (ABC) framework and enhance one's academic and professional profile. MOOCs also bridge knowledge gaps, prepare students for competitive exams, and expose them to global learning ecosystems. Ultimately, MOOCs empower students to become lifelong learners, ready to adapt to the dynamic demands of the future workforce and contribute meaningfully to society.

A .Guidelines on how to register for MOOC course

The SWAYAM shall notify in June and November every year, the list of the online learning Courses going to be offered in the forthcoming Semester on its website <https://swayam.gov.in>, <https://nptel.ac.in/>

Step-1: Select the Courses

The Department shall select the courses to be offered from Swayam /NPTEL Platform

Step-3: Designate Course Coordinator

The Department must designate a Course Coordinator/facilitator to guide the students throughout the course and to facilitate/conduct the doubt sessions/ registration /examinations etc

Step-4: Disseminate Information

The coordinators provide and collect all information about selected courses and motivate the students to follow all deadlines.

Step-5: Course Registration

Coordinator to facilitate registration of students. Every student must register for the MOOCs course. Faculty to make sure students are ready with their Aadhar Cards/Aadhar Nos, ABC Id.

NDIM Is a local Centre. Students to register under LC Id - 7185

Step-6: Evaluation

Coordinator to make sure all students are registered for the examination well within the timeline. The cost of registration for the examination is borne by the student.

Step-7: Marks of the Students

The coordinator will compile the list of students with their internal and external marks along with their final certificate post completion and provide the same to examination department. The examination department shall incorporate the marks/grades communicated by the Host Institution in the final mark sheet of the student which counts for award of diploma

B. For securing the credits, the student is required to complete the assessment of the course and to provide the certificate of the course done from SWAYAM /NPTEL.

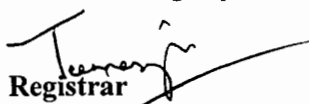
- The fees (if any) for the registration and/or assessment of the MOOC course must be borne by the student only.
- The result of the MOOC courses shall be taken on record by the Institutes Examination Division and a result declared for these papers.
- The student must submit the result of such papers to their respective Coordinators

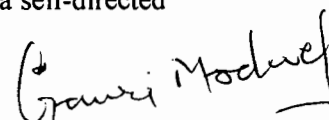
C. Handholding of Students

- The Coordinator/Mentor should facilitate the students in enrolling for the selected courses.
- The Coordinator/Mentor should work as a trouble shooter for any problem encountered by any learner of the SWAYAM platform.
- Coordinator is responsible for conducting doubt classes as scheduled by academics.
- The Coordinator/Mentor will provide technical help in guiding the students throughout the course including assistance in writing, quizzes, and submitting assignments and to appear for term end final examination.
- Coordinators and Mentors may themselves enrol in MOOCs courses to get a first-hand experience of the SWAYAM experiment.

D. SOPs for offering and conducting MOOC Courses

- These courses have to be only from Swayam or NPTEL platforms
- Minimum 1 course is to be done through MOOC offered by the department.
- All students of all courses have to mandatorily earn minimum prescribed credits as decided by the departments
- In case a candidate fails to appear for the proctored examination or fails to pass the selected online course. They have to complete a new course being offered by the department in the next cycle of courses being scheduled by Swayam/NPTEL. Departments to keep a track on the next cycle of courses being offered.
- Swayam courses should be preferably given in 2nd and 3rd Semester
- Department should avoid offering MOOC in 4th Semester as, it will be the responsibility of the student to ensure that they submit the SWAYAM course certificate before the last date of declaration of results at the Institute. Please note that a delay in the declaration of the SWAYAM results will delay the graduation
- The MOOC courses being offered by departments should not be additional courses but should be a replacement of any existing course or they may like to reduce the credits of the already existing courses and offer a 3 credit MOOC. The objective is to offer students a self-directed online learning experience without increasing their in classroom load.


Registrar


Director

Date:06.01.2025

NDIM Student Certificate Fee Reimbursement & Incentive Policy

At NDIM, we prioritize equipping our students with the skills and tools required to meet industry standards. Through our proficiency-based examination and evaluation exercises, we ensured our students are well-prepared for professional challenges. In alignment with this vision, our teaching also prepares students to earn globally recognized certifications, which often prepares them as entrepreneurs/top choices for recruiters. To strongly encourage the students in earning these global certifications, NDIM hereby notifies the following policy which has been in vogue for some time without formal notification:

1. Eligibility Criteria:

- Only certificates earned during the PGDM course curriculum will be considered for incentives/Fee reimbursement.
- Students who already possess any of these certificates are eligible for incentives only if they renew the certificate during the tenure of their PGDM studies. **(If certificate renewal is applicable)**

2. Submission Process:

- Students must submit proof of earning the certificate before the end-term exams to be considered for exemption from the end-term examination wherever so notified in the evaluation policy in lieu of the institute's evaluations.
- In addition, they will be reimbursed the fee plus incentive for such certifications as detailed in the annexure.

3. Incentive Details:

- The incentive will include fee reimbursement for the certification process and additional incentive as detailed.
- Reimbursement/incentives will be verified, processed and paid after document submission by the students to the faculty teaching that course with a copy to the HOD by mail, not in physical form.

4. Verification Process:

- All claims/documents submitted documents will be verified by the teaching faculty both in physical and soft form and checked with the certifying authorities and recommended for release of payment to HOD, Registrar, Accounts, with a copy to the Director.

5. HOD/Registrar/Accounts will have authority to seek further authentication from the concerned faculty. Accounts will consult the Registrar only if they have any

questions or doubts so that payments are released after the claim submitted by the student.

6. By adhering to these guidelines, students will not only gain valuable global certifications but also enjoy the incentives provided by NDIM to support their professional development.

7. **Road Ahead:**

Faculty/coordinators/HODs are welcome to improve/add/delete certifications in this list as per changing requirements and seek amendments to this list by writing formally to Registrar and Director with full justification.

Department of IT & Data Analytics

S. No	Issuing Authority	Certificate	Certificate Coordinator	Exam Fees and Incentive	Last Date to earn	Taught in Semester
1	MICROSOFT	Power BI Data Analyst Associate (PL-300) from Microsoft	Prof. Praveen Malik	5000/- Incentive + Fee Reimbursement	End of semester*	Second
2	SALESFORCE TABLEAU	Tableau Desktop Specialist from Tableau	Prof. Praveen Malik	7500/- Incentive + Fee Reimbursement	End of semester*	Third
3	MICROSOFT	(MO-211) Microsoft Excel Expert	Dr. Arpana Chaturvedi	5000/- Incentive + Fee Reimbursement	End of semester*	First
4	MICROSOFT	(MO-210) Microsoft Excel Associate	Dr. Arpana Chaturvedi	5000/- Incentive + Fee Reimbursement	End of semester*	First

Department of AI/ML - Data Science

S. No	Issuing Authority	Certificate Name	Certificate Coordinator	Exam Fees and Incentive	Last Date to earn	Taught in Semester
1.	UiPATH	UiPath	Dr. Shailee	2000/- Incentive + Fee Reimbursement	End of semester*	Third
2	KNIME	KNIME	Dr. Shailee	2000/- Incentive + Fee Reimbursement	End of semester*	Second

3	ALTERYX	ALTERYX	Dr. Shailee	2000/- Incentive + Fee Reimbursement	End of semester*	Third
4	SAS	SAS	Dr. Rinku	2000/- Incentive + Fee Reimbursement	End of semester*	Second
5	AZURE	Azure	Dr. Rinku	2000/- Incentive + Fee Reimbursement	End of semester*	Third

Department of Digital Marketing

S. No	Issuing Authority	Certificate Name	Certificate Coordinator	Exam Fees and Incentive	Last Date to earn	Taught in Semester
1.	HUBSPOT	Hubspot Content Marketing Certification	Prof. Sonal	2000/- Incentive + Free Certification	End of Semester*	3rd
2.	GOOGLE	Google Data Analytics Certificate	Prof. Sonal	4000/- full exam fee reimbursement	End of Semester*	3rd
3.	GOOGLE	Google Ads - Measurement Certification	Prof. Sonal	2000/- Incentive + Free Certification	End of Semester*	3rd
4.	GOOGLE	Grow with Google	Prof. Kunal	3000/- Incentive + Fee Reimbursement	End of Semester*	3rd
5.	KONNECT INSIGHT	Online Reputation Management	Prof. Kunal	2000/- Incentive + Fee Reimbursement	End of Semester*	3rd
6.	FACEBOOK	Facebook Blueprint	Prof. Kunal	7500/- Incentive + Fee Reimbursement	End of Semester*	3rd
7.	GOOGLE	GA Analytics	Prof. Sonal	1500/- Incentive	End of Semester*	2 nd
8.	GOOGLE	Google Search Ads	Prof. Kunal	1500/- Incentive	End of Semester*	2 nd

Department of Operations and Supply Chain Management

S. No.	Issuing Authority	Certificate Name	Certificate Coordinator	Exam Fees and Incentive	Last Date to earn	Taught in Semester
1.	E&Y	Certificate in Supply Chain Analytics using power BI	Dr. Ashish Yadav/ Dr. Uday Sankar	INR 12,000 + GST (Half of the fee is reimbursed)	End of semester*	Third

Department of Economics

S. No.	Issuing Authority	Certificate Name	Certificate Coordinator	Exam Fees and Incentive	Last Date to earn	Taught in Semester
1.	NDIM	Certification in Demand Forecasting and Pricing Strategies	Dr. Karan Khatri	Certificate of Appearance	End of First Sem	First

Department of Finance

S. No.	Issuing Authority	Certificate Name	Certificate Coordinator	Exam Fees and Incentive	Last Date to earn	Taught in Semester
1.	NISM NSE	NISM V A	Dr. Chand	Fee Reimbursement	End of Semester *	Second
2	NISM NSE	NISM (VII)	Dr. Somnath Dr. Chand	Fee Reimbursement	End of Semester *	Second
3	NISM NSE	NISM VIII	Dr. Somnath	Fee Reimbursement	End of Semester *	Third
4	NISM NSE	Certified Research Analyst	Dr. Chand	Fee Reimbursement	End of Semester	Third

		(CRA) – NISM Series XV			*	
5	NDIM	Certificate of Excellence (best three consolidated projects)	Dr. Silky (For Financial Analyst)	Rs.5000 to first Team Rs.4000 to second team Rs.3000 to third team	End of Semester *	Third

Department of Human Resource

S. No	Issuing Authority	Certificate Name	Certificate Coordinator	Incentive	Last Date to earn	Taught in Semester
1.	NDIM	Learning and Development - <i>Intermediate</i>	Prof. Parveen Kaur	Rs. 1000 (two Students)	Semester End	Third
2	NDIM	Learning and Development - <i>Advance</i>	Prof. Parveen Kaur	Rs. 2000 (Two Students)	Semester End	Third
3	NDIM	Learning and Development - <i>Expert</i>	Prof. Parveen Kaur	Rs. 3000 (Three Students)	Semester End	Third
4	NDIM	Compensation Management - <i>Intermediate</i>	Dr. Tanveer Shah	Rs. 1000 (two Students)	Semester End	Third
5	NDIM	Compensation Management- <i>Advance</i>	Dr. Tanveer Shah	Rs. 2000 (Two Students)	Semester End	Third
6	NDIM	Compensation Management - <i>Expert</i>	Dr. Tanveer Shah	Rs. 3000 (Three Students)	Semester End	Third
7	NDIM	Employee Relations and Labor Law - <i>Intermediate</i>	Dr. Teena Singh	Rs. 1000 (two Students)	Semester End	Third
8	NDIM	Employee Relations and Labor Law- <i>Advance</i>	Dr. Teena Singh	Rs. 2000 (Two Students)	Semester End	Third
9	NDIM	Employee Relations and Labor Law - <i>Expert</i>	Dr. Teena Singh	Rs. 3000 (Three Students)	Semester End	Third
10	NDIM	Organizational Transformation - <i>Intermediate</i>	Dr. Radha Sharma	Rs. 1000 (two Students)	Semester End	Third
11	NDIM	Organizational Transformation- <i>Advance</i>	Dr. Radha Sharma	Rs. 2000 (Two Students)	Semester End	Third
12	NDIM	Organizational Transformation - <i>Expert</i>	Dr. Radha Sharma	Rs. 3000 (Three Students)	Semester End	Third

**Preferably by the end of the respective semester, otherwise by December 31st of the second year.*

Find below the detailed Information about certificate eligibility criteria, Procedure for Reimbursement and Incentives, Contact details:-

Department of IT & Data Analytics

Incentivization Policy for Important Additional Certifications

Effective Date: 01 July 2024

Issued By Department of IT & Data Analytics

1. Objective of Policy

The aim of this policy is to encourage students to obtain additional industry-recognized certifications that are vital for enhancing their technical expertise and employability. By offering financial incentives and reimbursement for certification fees, the Department of IT & Data Analytics seeks to motivate students to pursue these credentials, thereby strengthening their professional profiles and better equipping them for careers in the IT and data analytics sectors.

2. Scope

This policy applies to all students enrolled in PGDM programs who are eligible to take relevant certification exams. The certifications covered by this policy focus on areas such as data analysis, business intelligence, and advanced software tools that are integral to the curriculum. The policy includes guidelines for exam fee reimbursement, incentive distribution, and procedures for claiming these benefits.

3. Certificate Details with Fee(if any) + Incentive(if any)

S. No.	Issuing Authority	Certificate	Certificate Coordinator	Exam Fees and Incentive	Last Date to earn	Taught in Sem
1	MICROSOFT	Power BI Data Analyst Associate (PL-300) from Microsoft	Prof. Praveen Malik	5000/- Incentive + Fee Reimbursement	End of semester*	Second
2	SALESFORCE TABLEAU	Tableau Desktop Specialist from Tableau	Prof. Praveen Malik	7500/- Incentive + Fee Reimbursement	End of semester*	Third
3	MICROSOFT	(MO-211) Microsoft Excel Expert	Dr. Arpana Chaturvedi	5000/- Incentive + Fee Reimbursement	End of semester*	First
4	MICROSOFT	(MO-210) Microsoft Excel Associate	Dr. Arpana Chaturvedi	5000/- Incentive + Fee Reimbursement	End of semester*	First

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***Preferably by the end of the respective semester, otherwise by December 31st of the second year.**

4. Eligibility Criteria:

- Students must be currently enrolled in the IT & Data Analytics programs.
- To qualify for fee reimbursement and incentives, students must complete the certification exams within the designated time frame (*preferably by the end of the semester or no later than December 31st of the second year*).
- Only students who pass the certification exams are eligible for reimbursement and incentives.
- Proof of certification must be submitted following the procedures outlined in this policy.

5. Procedure for Reimbursement and Incentives

- **Submission of Proof:**
Students must submit proof of certification completion to the Certificate Coordinator or department. Acceptable proof includes an official certificate, email confirmation, or other valid documentation.
- **Verification:**
The faculty coordinator or department will verify all submitted documents before any reimbursements or incentives are granted.
- **Reimbursement and Incentive Disbursement:**
Upon successful verification, the reimbursement and incentive amounts will be processed. All approved cases submitted during the semester will be paid together at the end of the semester, before the commencement of the next semester, by the Registrar's Office and the Accounts Department.

6. Contact Information

For any queries or assistance regarding the Reimbursement and Incentives policy, students can contact: HoD or Certificate Coordinator

Department Email id: - itdept@ndimdelhi.org

All Certificate Coordinator Email ids:-

Praveen.malik@ndimdelhi.org

Arpana.chaturvedi@ndimdelhi.org

Arpana
(Head of department)

Department of Digital Marketing

Incentivization Policy for Important Additional Certifications

Effective Date: 01 July 2024

Issued By Department of Digital Marketing

1. Objective:

The primary objective of this policy is to equip students with essential skills and certifications that align with industry demands. By encouraging participation in additional certification programs, the Department of Digital Marketing aims to enhance the employability and competency of its students in a competitive job market.

2. Scope :

This policy applies to all students enrolled in the Department of Digital Marketing. It encompasses a range of industry-recognized certifications that provide updated skills and knowledge essential for professional success. Students will have the opportunity to learn and earn certifications in various areas, ensuring they meet the evolving requirements of the digital marketing landscape.

3. Certificate Details with Fee(if any) + Incentive(if any)

S. No.	Issuing Authority	Certificate Name	Certificate Coordinator	Exam Fees and Incentive	Last Date to earn	Taught in Semester
1.	HUBSPOT	Hubspot Content Marketing Certification	Prof. Sonal	2000/- Incentive + Free Certification	End of semester*	3rd
2.	GOOGLE	Google Data Analytics Certificate coursera	Prof. Sonal	4000/- full exam fee reimbursement	End of semester*	3rd
3.	GOOGLE	Google Ads - Measurement Certification	Prof. Sonal	2000/- Incentive + Free Certification	End of semester*	3rd
4.	GOOGLE	Grow with Google	Prof. Kunal	3000/- Incentive + Fee Reimbursement	End of semester*	3rd

5.	KONNECT INSIGHT	Online Reputation Management	Prof. Kunal	2000/- Incentive + Fee Reimbursement	End of semester*	3rd
6.	FACEBOOK	Facebook Blueprint	Prof. Kunal	7500/- Incentive + Fee Reimbursement	End of semester*	3rd
7	GOOGLE	GA Analytics	Prof. Sonal	1500/- Incentive + Free Certification	End of semester*	2 nd
8	GOOGLE	Google Search Ads	Prof. Kunal	1500/- Incentive + Free Certification	End of semester*	2nd

4. Eligibility Criteria:

As per issuing authority who is conducting the examination.

5. Procedure for Reimbursement and Incentives

- **Submission of Proof:**

Students must submit proof of certification completion to the Certificate Coordinator or department. Acceptable proof includes an official certificate, email confirmation, or other valid documentation.

- **Verification:**

The faculty coordinator or department will verify all submitted documents before any reimbursements or incentives are granted.

- **Reimbursement and Incentive Disbursement:**

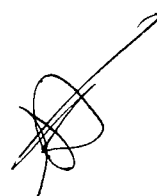
Upon successful verification, the reimbursement and incentive amounts will be processed. All approved cases submitted during the semester will be paid together at the end of the semester, before the commencement of the next semester, by the Registrar's Office and the Accounts Department.

6. Contact Information

For any queries or assistance regarding the Reimbursement and Incentives policy, students can contact: HoD or Certificate Coordinator

Department Email id: - digitalmarketingdept@ndimdelhi.org

All Certificate Coordinator Email id: kunal.jha@ndimdelhi.org
Sonal.gulati@ndimdelhi.org



(Head of department)

Department of AI/ML-Data Science

Incentivization Policy for Important Additional Certifications

Effective Date: 01 July 2024

Issued By: Department of AI/ML - Data Science, NDIM

1. Objective

The objective of this policy is to encourage and motivate students to obtain industry-recognized certifications by reimbursing certification costs and providing additional incentives upon successful completion.

2. Scope

This policy applies to all students enrolled in the Department of AI/ML - Data Science at NDIM who are pursuing certifications in UiPath, KNIME, ALTERYX, SAS and Azure.

3. Policy Details

S. No.	Issuing Authority	Certificate Name	Certificate Coordinator	Exam Fees and Incentive	Last Date to earn	Taught in Sem
1.	UiPATH	UiPath	Dr. Shailee	2000/- Incentive + Fee Reimbursement	End of semester *	Third
2	KNIME	KNIME	Dr. Shailee	2000/- Incentive + Fee Reimbursement	End of semester *	Second
3	ALTERYX	ALTERYX	Dr. Shailee	2000/- Incentive + Fee Reimbursement	End of semester *	Third
4	SAS	SAS	Dr. Rinku	2000/- Incentive + Fee Reimbursement	End of semester *	Second
5	AZURE	Azure	Dr. Rinku	2000/- Incentive + Fee Reimbursement	End of semester *	Third

***Preferably by the end of the respective semester, otherwise by December 31st of the second year.**

4. Eligibility Criteria:

- Proof of successful completion of the certification must be submitted to the HOD - Department of AI/ML - Data Science.
- The proof must be submitted within [30 days] of receiving the certification.

5. Procedure for Reimbursement and Incentives

- **Submission of Proof:**
Students must submit proof of certification completion to the Certificate Coordinator or department. Acceptable proof includes an official certificate, email confirmation, or other valid documentation.
- **Verification:**
The faculty coordinator or department will verify all submitted documents before any reimbursements or incentives are granted.
- **Reimbursement and Incentive Disbursement:**
Upon successful verification, the reimbursement and incentive amounts will be processed. All approved cases submitted during the semester will be paid together at the end of the semester, before the commencement of the next semester, by the Registrar's Office and the Accounts Department.

6. Contact Information

For any queries or assistance regarding the Reimbursement and Incentives policy, students can contact: HoD or Certificate Coordinator

Department Email id: businessanalyticsdept@ndimdelhi.org

All Certificate Coordinator Email ids:-

shailee.choudhary@ndimdelhi.org

rinku.dixit@ndimdelhi.org


(Head of department)

Department of Finance

Incentivization Policy for Important Additional Certifications

Effective Date: 01 July 2024

Issued By Department of Finance

1. Objective of Policy

The objective of this policy is to inspire and motivate students to obtain industry-recognized certifications by reimbursing certification costs and providing additional incentives upon successful completion.

2. Scope

This policy applies to all students enrolled in the Department of Finance at NDIM who are pursuing certifications in NSIM, Internal Certification on Financial Analytics , Additional qualification like CFA LEVEL II and Actuarial Sciences

3. Certificate Details with Fee(if any) + Incentive(if any)

S. No	Issuing Authority	Certificate Name	Certificate Coordinator	Exam Fees and Incentive	Last Date to earn	Taught in Semester
1.	NISM NSE	NISM V A	Dr. Chand	Fee Reimbursement	End of Semester*	Second
2	NISM NSE	NISM (VII)	Dr. Somnath Dr. Chand	Fee Reimbursement	End of Semester*	Second
3	NISM NSE	NISM VIII	Dr. Somnath	Fee Reimbursement	End of Semester*	Third
	NISM	Certified	Dr. Chand	Fee	End of	Third

4	NSE	Research Analyst (CRA) – NISM Series XV		Reimbursement	Semester*	
5	NDIM	Certificate of Excellence (best three consolidated projects)	Dr. Silky (For Financial Analyst)	Rs.5000 to first Team Rs.4000 to second team Rs.3000 to third team	End of Semester*	Third

***Preferably by the end of the respective semester, otherwise by December 31st of the second year.**

4. Eligibility Criteria & Policy Details:-

- (NISM V A) will be reimbursed by ICICI CSR foundation in the second semester In Financial Markets and Services
- NISM(VII) will be in lieu of internal Assessment with component of 20 marks in Financial Markets and Services Paper Semester II
- NISM VIII (equity derivatives) of all third semester finance students.

Interested Students of First semester can opt for following certification as optional though is not a part of curriculum of accounting for managers and the key learning of this certification would be covered in upcoming semesters

- **Certified Research Analyst (CRA) -** This is a Certification on **NISM series XV**
Students must submit proof of successful completion of the certification.
The proof must be submitted within (5 days) of receiving the certification.
- **Financial Analytics:**
 - Certificates of Appreciation**
The teams of best five consolidated projects of the class will be awarded a Certificate of Appreciation. This recognition will showcase the hard work and achievements of the teams.
 - Certificate of Excellence based on industry feedback**
The best three consolidated projects of the class will be sent to industry experts, and based on their feedback, the students will be awarded a Certificate of Excellence. Along with it, reward money of Rs.5000 to the first team, Rs. 4000 to the second team, Rs. 3000 to the third team will also be given to them. This recognition will showcase the hard work and outstanding achievements of the students.
 - Additional Qualification**
Successful completion of Modules on Actuarial sciences Students will reward money of Rs 5000/- thousand
Successful completion of Level II of Chartered Financial Analyst Students will reward money of Rs 5000/- thousand

5. Procedure for Reimbursement and Incentives

- **Submission of Proof:**
Students must submit the proof of certification completion to the Certificate Coordinator/department.

Proof may include an official certificate, email confirmation, or any other valid documentation.

- **Verification:**

All submitted documents will be thoroughly verified by the faculty coordinator/department before any incentives or reimbursements are granted.

- **Reimbursement and Incentive Disbursement:**

Upon successful verification, the reimbursement and incentive amount will be processed. All successful cases received during the semester will be paid together at the end of the semester before start of the next semester by the office of Registrar and Accounts Department on their satisfaction.

6. Contact Information

For any queries or assistance regarding the Reimbursement and Incentives policy, students can contact: HoD or Certificate Coordinator

Department Email id:

financedept@ndimdelhi.org

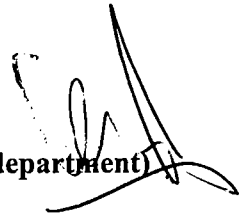
All Certificate Coordinators Email ids :-

Chand.tondon@ndimdelhi.org

somnath.paul@ndimdelhi.org

silky.kushwah@ndimdelhi.org

(Head of department)



Department of Operations and Supply Chain Management

Incentivization Policy for Important Additional Certifications

Effective Date: 01 July 2024

Issued By Department of Operation & SCM

1. Objective of Policy

The objective is to enhance their skills, increase employability, and provide industry-recognized validation of their knowledge. These certifications keep students updated with the latest trends and technologies, offer a competitive edge in the job market, and improve their professional credibility. Additionally, external certifications often align with global standards, helping students meet industry demands and broaden their career opportunities.

2. Scope

The students undergoing the suggested certification course will benefit the students in the following manner

- **Skill Development:** Certifications help students gain specialized skills that are directly applicable in their field, enhancing practical knowledge beyond academic theory.
- **Career Advancement:** Many certifications are valued by employers, giving students a competitive edge in hiring, promotions, or higher salary packages.
- **Industry Recognition:** Certifications from reputable bodies can demonstrate a student's expertise and commitment to professional standards, increasing credibility.

3. Certificate Details with Fee (if any) + Incentive (if any)

S. No.	Issuing Authority	Certificate Name	Certificate Coordinator	Exam Fees and Incentive	Last Date to earn	Taught in Semester
1.	E&Y	Certificate in Supply Chain Analytics using power BI	Dr. Ashish Yadav/ Dr. Uday Sankar	INR 12,000 + GST (Half of the fee is reimbursed)	End of semester*	III

***Preferably by the end of the respective semester, otherwise by December 31st of the second year.**

4. Eligibility Criteria for Certificates:

As per the guidelines given by issuing authority

5. Procedure for Reimbursement and Incentives

- **Submission of Proof:**

Students must submit proof of certification completion to the Certificate Coordinator or department. Acceptable proof includes an official certificate, email confirmation, or other valid documentation.

- **Verification:**

The faculty coordinator or department will verify all submitted documents before any reimbursements or incentives are granted.

- **Reimbursement and Incentive Disbursement:**

Upon successful verification, the reimbursement and incentive amounts will be processed. All approved cases submitted during the semester will be paid together at the end of the semester, before the commencement of the next semester, by the Registrar's Office and the Accounts Department.

6. Contact Information

For any queries or assistance regarding the Reimbursement and Incentives policy, students can contact: HoD or Certificate Coordinator

Department Email id: - operationsdept@ndimdelhi.org

All Certificate Coordinators Email ids :-

ashish.yadav@ndimdelhi.org

uday.sankar@ndimdelhi.org

arun.kumar@ndimdelhi.org


(Head of department)

Department of Economics

Incentivization Policy for Important Additional Certifications

Effective Date: 01 July 2024

Issued By Department of Economics

1. Objective of Policy

The objective of this policy is to encourage students to pursue relevant certifications that complement their academic curriculum, enhance their professional skills, and increase their employability in the field of economics. The policy aims to provide financial support and incentives for students who successfully complete approved certifications.

2. Scope

This policy applies to all students enrolled in the Department of Economics at NDIM. It covers the certifications approved by the department, along with associated incentives and reimbursement procedures. The policy is applicable for certifications earned during the academic tenure within the specified semesters.

3. Certificate Details with Fee(if any) + Incentive(if any)

S. No.	Issuing Authority	Certificate Name	Certificate Coordinator	Exam Fees and Incentive	Last Date to earn	Taught in Semester
1.	NDIM	Certification in Demand Forecasting and Pricing	Dr. Karan Khati	Certificate of Appearance	End of First Sem	First

		Strategies				
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4. Eligibility Criteria for NDIM certificates:

- The certificate will be offered during Managerial Economics in the first semester.
- It's compulsory for all and is part of internal evaluation
- Evaluation will be based on Case-Analysis
- All those who get above 70% marks will get the certification.
- Second chance would be given to students scoring less than 70%
- Students who get certified in the first attempt will be awarded 5 bonus marks in internals. Also, they will be given challenging case study to further improve competency.
- Top performance (more than 90% marks in first attempt) will be awarded Certificate of Appreciation as an added recognition.

5. Procedure for Reimbursement and Incentives

- Not Applicable

6. Contact Information

For any queries or assistance regarding the Reimbursement and Incentives policy, students can contact: HoD or Certificate Coordinator

Department Email id: economicsdept@ndimdelhi.org

Certificate Coordinator Email id : Karan.Khati@ndimdelhi.org



(Head of department)

Department of Human Resources

Incentivization Policy for Important Additional Certifications

Effective Date : 01 July 2024

Issued By Department of HR

1. Objective of Policy

The objective of this policy is to support students in pursuing advanced certifications relevant to human resources, enhancing their skills, knowledge, and career readiness. The policy aims to provide financial incentives for selected certifications that align with the department's goals and the demands of the HR profession.

2. Scope

This policy applies to all students in the Department of HR at NDIM. It covers department-approved certifications in key HR areas such as Learning and Development, Compensation Management, Employee Relations, and Organizational Transformation. The policy includes fee reimbursements and incentives based on certification level and the number of students permitted per certification.

3. Certificate Details with Fee (if any) + Incentive (if any)

S. No.	Issuing Authority	Certificate Name	Certificate Coordinator	Incentive	Last Date to earn	Taught in Semester
1.	NDIM	Learning and Development - Intermediate	Prof. Parveen Kaur	Rs. 1000 (two Students)	Semester End	3
2	NDIM	Learning and Development -	Prof. Parveen	Rs. 2000 (Two	Semester End	3

		Advance	Kaur	Students)		
3	NDIM	Learning and Development - Expert	Prof. Parveen Kaur	Rs. 3000 (Three Students)	Semester End	3
4	NDIM	Compensation Management - Intermediate	Dr. Tanveer Shah	Rs. 1000 (two Students)	Semester End	3
5	NDIM	Compensation Management- Advance	Dr. Tanveer Shah	Rs. 2000 (Two Students)	Semester End	3
6	NDIM	Compensation Management - Expert	Dr. Tanveer Shah	Rs. 3000 (Three Students)	Semester End	3
7	NDIM	Employee Relations and Labor Law - Intermediate	Dr. Teena Singh	Rs. 1000 (two Students)	Semester End	3
8	NDIM	Employee Relations and Labor Law- Advance	Dr. Teena Singh	Rs. 2000 (Two Students)	Semester End	3
9	NDIM	Employee Relations and Labor Law - Expert	Dr. Teena Singh	Rs. 3000 (Three Students)	Semester End	3
10	NDIM	Organizational Transformation - Intermediate	Dr.Radha Sharma	Rs. 1000 (two Students)	Semester End	3
11	NDIM	Organizational Transformation- Advance	Dr. Radha Sharma	Rs. 2000 (Two Students)	Semester End	3
12	NDIM	Organizational Transformation - Expert	Dr. Radha Sharma	Rs. 3000 (Three Students)	Semester End	3

4. Eligibility Criteria for certificates:

All Students of semester 3 with HR Specialization as Major 1 are eligible for this.

5. Procedure for Incentives

The evaluation will be based on the students' grades in the continuous assessments. The top seven students who have scored the highest grades in each specialization paper will be selected for further assessment. The selected top seven students will undergo an internal assessment, which can be either a written exam or a viva. This assessment will be conducted with an external examiner to ensure objectivity and fairness. The certification awarded will be based on the students' performance in this assessment.

6. Contact Information

For any queries or assistance regarding the Reimbursement and Incentives policy, students can contact: HOD or Certificate Coordinator

Department Email id: -

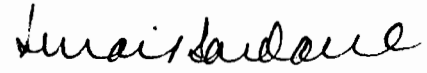
hrdept@ndimdelhi.org

All Certificate Coordinators Email ids :-

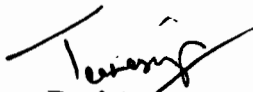
teena.singh@ndimdelhi.org

parveen.kaur@ndimdelhi.org

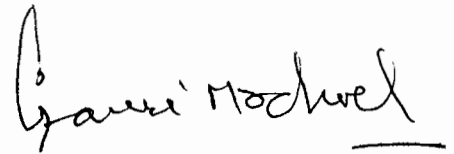
Radha.sharma@ndimdelhi.org



(Head of department)



Registrar



Director

Date:01.07.2024

NEW DELHI INSTITUTE OF MANAGEMENT

Policy on National and International Collaboration

Objective

To set out the process and procedures for establishing National and International Academic Collaborations with the following objectives:

- Create opportunities for students and faculty members to gain insights from world of Academia and Business across the globe
- Create and Provide avenues for global experiences to students and faculty members
- Benchmark best practices in the field of Academia and business
- To develop academic and educational cooperation and to promote healthy relations among academics at global level and to promote mutual synergy & understanding in various spheres of education.

Procedure:

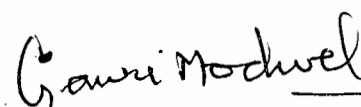
1. The Department of International Relations to explore tie-ups with institutions of higher learning in National and International Space.
2. To organize events where professionals of national and international repute speak to the faculty members and student community for their enhanced learning.
3. To host International and National Meets and Delegations for furthering partnerships and generating solutions to diverse problems of Business and Society
4. To organize events which connect various business stakeholders and Society.
5. Head – International Relations to conduct meetings with interested institutional representatives for exploring possible MOUs
6. To sign MOUs with one or more of the following objectives:
 - a. Encouraging all forms of academic exchanges and cooperation.
 - b. Joint research activities in areas of mutual interest and emerging areas.
 - c. Inviting each other's faculty members, research scholars and students for academic visits, exchanges and enhanced learning in existing and emerging areas.
 - d. Exchange of publications, researches and teaching materials between the two.
 - e. Conducting and hosting seminars, courses, workshops, academics, curriculum revision exercises and meets.
 - f. Supporting each other in developing global relations and international cooperation with industry, businesses and other academic institutes in their countries.
 - g. Promoting Innovation, Entrepreneurship, Research Collaborations, Exchanges, Learning environment between both the institutions.
 - h. Sharing best global practices for mutual growth.
7. Department of International Relations is fully empowered to adopt suitable strategies to implement various activities.

Process Owner

Head - International Relations

The above policy has been accorded approval by the Board


Registrar


Director

Date:06.01.2025

New Delhi Institute of Management IT Policies & Guidelines

Table of Contents

Sr. No.	Chapter
1	Need for IT Policy
2	Vision, mission and objectives
3	IT Hardware Installation Policy
4	Software Installation & Licensing Policy
5	Network (Intranet & Internet) Use Policy
6	Email Account Use Policy
7	Computer Virus Detection Policy
8	Institute Database Data Backup and Storage (Policy)
9	Responsibilities of Computer Lab
10	Responsibilities of Departments
11	Responsibilities of Administrative Departments
12	Guidelines for running Application or Information Server
13	Guidelines for Desktop Users
14	Video Surveillance Policy

15	Web Application Filter
16	Faculty Laptop Policy
17	Recycling Of E-Waste Policy
	Appendices
1	Campus Network Services Use Agreement
2	Requisition Form for e-mail account for Employees
3	Requisition Form for CCTV Footage
4	Requisition Form for any IT Peripherals
5	Laptop Scheme Declaration Form
6	Laptop Scheme Acceptance Form

1. Need for IT Policy

· IT Policy is being documented for fair and transparent academic purpose for use of various IT resources in the Campus for Students, faculty, Staff, Management and visiting Guests and Research Fellowship Members.

· Due to the policy initiative and academic drives, IT resource utilization in the Campus has grown by leaps and bounds during the last decade.

Now, NDIM has network connections to every computer system covering two buildings across the campus.

Computer Lab is the part of an IT department that has been given the responsibility of running the institute Intranet and Internet services.

Computer Lab is running the Firewall Security, DHCP and application servers and managing the network of the institute.

NDIM is getting its Internet bandwidth from Airtel. Total bandwidth availability from Airtel Leased Line is 155 Mbps and 10 Mbps RF Connection.

In order to secure the network, Computer Lab has been taking appropriate steps by installing firewalls, access controlling and installing virus checking and content filtering software at the gateway.

However, in the absence of clearly defined IT policies, it is extremely difficult to convince users about the steps that are taken for managing the network. Users tend to feel that such restrictions are unwarranted, unjustified and infringing the freedom of users.

As IT users are aware, all the educational institutions worldwide have IT policies implemented in their respective institutions.

Without strong IT Infrastructure and management policies, IT security measures will not be effective and not necessarily align with management objectives and desires.

Further, due to the dynamic nature of the Information Technology, Information security in general and therefore policies that govern information security process are also dynamic in nature. They need to be reviewed on a regular basis and modified to reflect changing technology, changing requirements of the IT user community, and operating procedures.

The Institute IT Policy applies to technology administered by the institute centrally which applies to the resources administered by the central administrative departments such as Library, Computer Lab, Classrooms, Examination Cell, Chairman Office, Director, Registrar, Deputy Registrar and all offices of the institute, or Faculty Rooms wherever the network facility was provided by the institute.

Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the Institute's information technology infrastructure, must comply with the Guidelines. Certain violations of IT policy laid down by the institute by any institute member may even result in disciplinary action against the offender by the institute authorities. If the matter involves illegal action, law enforcement agencies may become involved.

Applies to

- Students: PGDM Marketing, Finance, HR, Operations
- Employees (Permanent/ Half Day/Adjunct)
- Faculty/ Guests/Visiting Faculty
- Administrative Staff (Non-Technical / Technical)
- Higher Authorities and Officers

Resources

- Network Devices Wired/ Wireless
- Internet Access
- Official Websites, Web Applications
- Official Email Services
- Data Storage
- Mobile/ Desktop /Server Computing Facility
- Documentation facility (Printers/Scanners)
- Multimedia Contents

2. Vision, mission and objectives

▪ **IT Vision:** - To be globally competitive Management Institute destination that will strive to provide the latest Information Technological resources related to upcoming technologies used by Management Students like Data Analytics and Visualization using Advance Excel, Power BI, Tableau, Python, Machine Learning, Deep Learning, R, SQLite and many more. We provide all such technologies which are now-a-days used by all the Companies having employees working in various disciplines like Marketing, Finance, HR. IT department of NDIM provides quality Management education imparting on-demand Analytical and Technical skills.

▪ **IT Mission:** - To place NDIM amongst the most preferred Management Institutes when it comes to IT investment & Implementations through strategic planning combined with developing a globally

competitive and sustainable IT Resource Campus environment, thereby making NDIM as one of the most favored IT enabled Institutions.

• Policy Objectives: -

The objectives of the IT policy are as follows:

- o To provide all required IT resources as per the academic programs laid down by AICTE. Also, introduce new IT technologies which will benefit the students and research staff.
- o To effectively have an annual plan of introducing new technologies in-line with the Academia.
- o Create provision for priority up-gradation of the products
- o Create Provision for Annual Maintenance expenses to ensure maximum uptime of the products.
- o Plan and invest for redundancy at all levels.
- o To ensure that the products are updated and catered 24x7 in the campus or as per the policies lay down by the College Management.
- o Leveraging information technology as a tool for the socio-economic development of the Institute.

3. IT Hardware Installation Policy

Institute network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

a) Primary User

An individual in whose room the computer is installed and is primarily used by him/her is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and make a person responsible for compliance.

b) End User Computer Systems

Apart from the client PCs used by the users, the institute will consider servers not directly administered by Computer Lab, as end-user computers. If no primary user can be identified, the department must assume the responsibilities identified for end users. Computer systems, if any, that are acting as servers which provide services to other users on the Intranet/Internet though registered with the Computer Lab, are still considered under this policy as "end- users" computers.

c) Warranty & Annual Maintenance Contract

Computers purchased by any Department/Cells should preferably be with 3-year on site comprehensive warranty. After the expiry of warranty, computers would be maintained by Computer Lab or by external Service Engineers on call basis. Such maintenance should include OS re-installation and checking virus related problems also.

d) Power Connection to Computers and Peripherals

All the computers and peripherals should be connected to the electrical point strictly through Online UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring. Currently we have APC UPS of 40 KVA, 3-20 KVA, 1- 2KVA and 1-10KVA.

e) Network Cable Connection

While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

f) File and Print Sharing Facilities

File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and also with read only access rule.

g) Maintenance of Computer Systems provided by the Institute

For all the computers that were purchased by the institute centrally and distributed by the System Administrators of Computer Lab will attend the complaints related to any maintenance related problems.

h) Noncompliance

NDIM faculty, staff, and students not complying with this computer hardware installation policy may leave themselves and others at risk of network related problems which could result in damaged or lost files, inoperable computer resulting in loss of productivity. An individual's non-compliant computer can have significant, adverse effects on other individuals, groups, departments, or even whole institute. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

i) Computer Lab Interface

Computer Lab upon finding a non-compliant computer affecting the network will notify the individual responsible for the system and ask that it be brought into compliance. Such notification will be done via email/phone. The individual user will follow-up the notification to be certain that his/her computer gains necessary compliance. The Computer Lab will provide guidance as needed for the individual to gain compliance.

4. Software Installation and Licensing Policy

Any computer purchases made by the individual departments/cells should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.

Respecting the anti-piracy laws of the country, Institute IT policy does not allow any pirated/unauthorized software installation on the institute owned computers and the computers connected to the institute campus network. In case of any such instances, institute will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

a) Operating System and its Updating

Individual users should make sure that respective computer systems have their OS updated in respective of their service packs/patches, through Internet. This is particularly important for all MS Windows based computers (both PCs and Servers). Updating OS by the users helps their computers in fixing bugs and vulnerabilities in the OS that were periodically detected by the Microsoft for which it provides patches/service packs to fix them.

b) Antivirus Software and its updating

Computer systems used in the institute should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

Individual users should make sure that respective computer systems have current virus protection software installed and maintained.

He/she should make sure that the software is running correctly. It may be noted that any antivirus software that is running on a computer, which is not updated or not renewed after its warranty period, is of practically no use. If these responsibilities appear beyond the end user's technical skills, the end-user is responsible for seeking assistance from Computer Lab.

c) Backups of Data

Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible. Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into many volumes typically C, D and so on. OS and other software should be on C drive and user's data files on the other drives (e.g. D, E). In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume, will protect the data loss. However, it is not a foolproof solution. Apart from this, users should keep their valuable data on CD / DVD or other storage devices such as pen drives, external hard drives.

d) Noncompliance

NDIM faculty, staff, and students not complying with this computer security policy leave themselves and others at risk of virus infections which could result in damaged or lost files inoperable computer resulting in loss of productivity risk of spread of infection to others confidential data being revealed to unauthorized persons.

An individual's non-compliant computer can have significant, adverse effects on other individuals, groups, departments, or even whole institute. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

e) Computer Lab Interface

Computer Lab upon finding a non-compliant computer will notify the individual responsible for the system and ask that it be brought into compliance. Such notification will be done via email/phone. The individual user will follow-up the notification to be certain that his/her computer gains necessary compliance. The Computer Lab will provide guidance as needed for the individual to gain compliance.

List of Available Licensed Software's 2022

S. No.	Description	Category	Installation at
1	MS – , Windows 8.1, Windows 10 Professional, Windows Professional 11	Accessible through Microsoft campus Agreement	Computer Lab
2	Microsoft Office	Accessible through Microsoft campus Agreement	MS Office Lab
3	SPSS 25.0	Application Software	SPSS Lab
4	Ls Ease 4.0	Application Software	Library
5	URKUND Plagiarism Detection Software	Application Software	Library
6	Seqrite Software (Quick Heal) Antivirus	Application Software	Computer Lab
7	Orell Language Lab	Application Software	Communication Lab
8	Corel DRAW V19	Application Software	

9	Adobe Acrobat	Application Software	
10	UTM (SOPHOS XG2300 – Firewall) Software	Application Software	Gateway/Firewall
11	Ruckus campus Wi-Fi controller/AP software (9.12.2.0 build 219)	Application Software	Wi-Fi
12	Collpoll(ERP)	Web based Software	
14	MySQL (GPL)	Open-source software	Business analytics lab
13	Python	Open-source software	Business analytics lab
14	Tableau	Open-source software	Business analytics lab
15	Power BI	Open-source software	Business analytics lab
16	R Software	Open-source software	Business analytics lab
17	SAS	Open-source software	Business analytics lab

5. Network (Intranet & Internet) Use Policy

Network connectivity provided through an authenticated network access connection or Wi Fi is governed under the Institute IT Policy. NDIM IT- Network Administrator is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the Institute's network should be reported to Computer Lab.

Overview and Purpose

The Internet provides a source of information that can benefit every professional discipline represented in the NDIM.

This policy document delineates acceptable use of Internet capabilities by NDIM employees, volunteers, and contractors by means of equipment, facilities, Internet addresses, or domain names owned, leased, or registered to NDIM.

Coverage

Anyone who uses NDIM equipment and facilities, and performs using Internet Protocol addresses and domain names registered to NDIM. This includes, but is not limited to:

- Full- and part-time employees
- Volunteers authorized to use NDIM resources to access the Internet
- Departmental contractors authorized to use NDIM equipment or facilities

All content that resides on or passes through NDIM Information Resources, including computers, networks, and software, must conform to the NDIM Acceptable Use, Internet Policy.

This policy applies to Internet access only. It does not cover the requirements, standards, and procedures for the development and implementation of NDIM information sites on the Internet.

Roles and Responsibilities

Supervisors

Supervisors of employees, volunteers, and contractors have the final authority in determining whether an employee requires Internet access to fulfill job requirements. Supervisors are responsible for:

- Acquiring Internet access for subordinate employees, as needed
- Educating subordinate employees on restrictions against personal use of NDIM networks, systems, and other electronic resources
- Determination of appropriateness of subordinate employees' use of the Internet. This includes judgment of the acceptability of Internet sites visited and the determination of personal time versus official work hours.

System Users

Use of computer equipment and networks to fulfill job responsibilities always has priority over personal use of equipment and networks. In order to avoid capacity problems and to reduce the susceptibility of NDIM information technology resources to computer viruses and other malware, all Internet users must: Follow all security policies and procedures covering use of Internet services

Refrain from any practice that might expose, compromise, or otherwise jeopardize organizational networks, computer systems, data files, and other electronic resources

Understand legal requirements and limitations regarding access, protection, and use of data covered by the federal Privacy Act, copyright law, trademark law, and internal policy

Policy: Internet Access

If an employee's supervisor determines that Internet access is in the best interest of NDIM, the employee may, within the limits set forth below, use NDIM networks and equipment to access the Internet. Employees who do not require access to the Internet as part of their official duties, may not access the Internet using NDIM facilities under any circumstances.

Permitted Use

Access to online job-related information, as needed, to meet the job requirements.

Participation in news groups, chat sessions, email communications, and online discussion groups, provided those communications activities have direct relationship to the user's job responsibilities.

Access to online content to develop or enhance job-related skills. It is expected that these skills will be used to improve the accomplishment of job-related work assignments.

Use of Internet and Institute networks for non-business purposes

NDIM computer systems are for business use; however, when certain criteria are met, Departmental users may use Information Resources for personal activities. All personal Internet use through business Information Resources are subject to the following restrictions:

- They must not degrade or otherwise impede normal job performance
- They not incur direct costs to NDIM

- Storage of personal files and documents on NDIM Information Resources should not exceed [variable: Size quota]

Since employees that use NDIM Information Resources may be perceived by others to represent NDIM, employees may not use the Internet for any purpose that could reflect negatively on NDIM or its employees. Personal opinions expressed over the course of online communications activities should include a disclaimer stating that they do not reflect official positions of NDIM.

Employees may not initiate non-work-related Internet sessions using NDIM information resources from remote locations. For example, employees shall not log into organizational resources from home or other remote locations to engage in non-job-related activities.

Personal use of NDIM Information

Resources to access the Internet is restricted to approved users; it does not extend to family members or other acquaintances.

Reasonable Security and Privacy Precautions

All files downloaded from the Internet must be scanned for viruses using approved software and current virus detection software.

Any corporate data posted on internal Web sites must not be available to access by a broader online audience than is appropriate for the materials themselves

All sensitive business materials transmitted over external networks must be encrypted

No files or documents may be sent or received that may cause legal liability for, or embarrassment to the company

Use of Internet Client and Browser Software

All software used to access the Internet must be part of the NDIM standard software suite or approved by IT management.

IT staff must update Internet clients and browsers as vendor-provided security patches are released. Internet clients and browsers must be configured to use the NDIM Firewall(RUKUS) http proxy.

Prohibited Use

Employees may not use NDIM Information Resources, either during working hours or on personal time, to:

- Access, retrieve, or print text and graphics information that violate the Acceptable Use Policy
- Engage in unlawful activities or other activities that could in any way discredit NDIM
- Engage in personal commercial activities, including offering services or merchandise for sale, non-business-related online purchasing, and personal commercial advertising. Where online commercial transactions are permitted as part of legitimate job functions, transactions are subject to NDIM procurement rules.
- Engage in any activity that would compromise the security of NDIM systems, resources, or networks
- Engage in any fundraising activity, endorse any product or services, participate in any lobbying activity, or engage in any active political activity
- Access or download video and voice from the Internet, except in the service an approved job function.
- Store personal files obtained via the Internet on NDIM drives, servers, or other devices

Enforcement

All activity on NDIM Information Resources is subject to monitoring by management, system and security personnel, legal personnel, and other authorized staff. Monitoring includes logging and review. Use of NDIM systems constitutes consent to monitoring.

All files and documents—including personal files and documents—stored on or transmitted by company Information Resources are subject to managerial review and may be accessed in accordance with this policy.

Violation of this policy may result in disciplinary action, including termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of NDIM Information Resources access privileges, civil, and criminal prosecution

Bottom of Form

6. Email Account Use Policy

Overview and Purpose

The NDIM Electronic Mail (email) facility offers employees and contractors an efficient way to communicate with others inside, and outside (via Internet) NDIM using the organization's computer systems.

The purpose of the NDIM Acceptable Use, Email Policy is to:

- Establish rules for the creation and transfer of information through the NDIM's internal email system

- Prevent unintended disruption or degradation of network communications and the efficient operations of email systems

Coverage

All individuals authorized to use any NDIM information Resource with the capacity to send, receive, or store electronic mail.

Policy

NDIM email is provided for use to accomplish day-to-day business activities. Whenever possible, users should limit the distribution of email to the smallest group possible in order to eliminate unnecessary network congestion.

Authorized NDIM email users are not permitted to forward NDIM email or attachments to personal accounts managed by public email or Internet access service providers where the information might be compromised.

NDIM employees and contractors are not authorized to use the email system to send sensitive information via the Internet where information might be intercepted.

NDIM employees may make incidental personal use of email. Any incidental email usage may not interfere with official duties, must have a minimal effect on the organization, and must be consistent with standards of ethical conduct.

System users must not send, forward, receive or store confidential or sensitive NDIM information utilizing non-NDIM accredited mobile devices. Examples of mobile devices include, but are not limited to, tablets, netbooks and smart phones.

Appropriate Use of Email

Appropriate use of the NDIM email system includes generating and sending emails regarding:

- NDIM mission and program related activities
- Other NDIM business-related and endorsed activities
- Subject to the limitations contained in this email policy statement, brief occasional personal messages

Inappropriate Use of Email

The NDIM email facility may not be used to:

- Send email intended to intimidate or harass individuals or organizations
 - Conduct personal business
 - Send unsolicited messages to large groups, except as required to conduct organizational business
 - Sending excessively large messages or messages with attachments larger than 5 MB
 - Send or forward email that is likely to contain computer viruses
 - Sending or forward personal messages to everyone in the company directory or other large user groups
 - Send or forward chain letters
 - Conduct political lobbying or campaigning
 - Violate copyright laws by inappropriately distributing protected works
- Email system users may not:
- Represent themselves as anyone other than themselves when sending email, except when explicitly authorized to do so in an administrative support role
 - Use unauthorized email software
 - All sensitive NDIM material transmitted over external network must be encrypted.

- Email system users must not give the impression that the user is representing or making statements on behalf of NDIM, except under condition of explicit authorization. The following disclaimer must be included in all messages sent through the email system: "The opinions expressed in this message are my own, and not necessarily those of my employer."

- Use personal email Ids for official purpose both external & internal use. If an employee sends an email using personal ID for official purpose will not get revert on personal Ids.

For other terms and criteria of system use, refer to the organization's policy on Acceptable Use: Internet.

Enforcement

All activity on NDIM Information Resources is subject to logging and review.

If an inappropriate email is brought to our attention, the sender may be directed by either the email Postmaster or the Computer Security Officer to retract the message. Inappropriate or unauthorized email may be retracted by the Postmaster if the sender is not available.

Violation of this policy may result in disciplinary action, including termination for employees and temporaries; a termination of employment relations in the case of contractors or

consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of NDIM Information Resources access privileges, civil, and criminal prosecution.

7. Computer Virus Detection Policy

Overview and Purpose

The number of computer security incidents and the resulting cost of business disruption and service restoration continue to escalate. Implementing solid security policies, blocking unnecessary access to networks and computers, improving user security awareness, and early detection and mitigation of security incidents are some of the actions that can be taken to reduce the risk and drive down the cost of security incidents. The purpose of the Computer Virus Detection Policy is to describe the requirements for dealing with computer virus, worm and Trojan Horse prevention, detection and cleanup.

Coverage

The NDIM Computer Virus Detection Policy applies equally to all individuals that use any NDIM Information Resources.

Virus Detection Policy

All workstations whether connected to the NDIM network, or standalone, must use the NDIM IS approved virus protection software and configuration.

The virus protection software must not be disabled or bypassed.

The settings for the virus protection software must not be altered in a manner that will reduce the effectiveness of the software.

The automatic update frequency of the virus protection software must not be altered to reduce the frequency of updates.

Each file server attached to the NDIM network must utilize NDIM IS approved virus protection software and setup to detect and clean viruses that may infect file shares.

Each Email gateway must utilize NDIM IS approved email virus protection software and must adhere to the IS rules for the setup and use of this software.

Every virus that is not automatically cleaned by the virus protection software constitutes a security incident and must be reported to the Help Desk.

Enforcement

Violation of this policy may result in disciplinary action which may include termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of NDIM Information Resources access privileges, civil, and criminal prosecution.

8. Institute Database Data Backup and Storage (Policy)

Overview and Purpose

Electronic backups are a business requirement to enable the recovery of data and applications in the case of events such as natural disasters, system disk drive failures, espionage, data entry errors, or system operations errors. The purpose of the NDIM Data Backup and Storage Policy is to establish the rules for the backup and storage of NDIM electronic information.

Coverage

The NDIM Data Backup and Storage Policy applies to all individuals within the NDIM enterprise who are responsible for the installation and support of Information Resources, individuals charged with Information Resources Security; and data owners.

Policy

The frequency and extent of backups must be in accordance with the importance of the information and the acceptable risk as determined by the data owner.

The NDIM Information Resources backup and recovery process for each system must be documented and periodically reviewed.

Any vendor(s) providing offsite backup storage for NDIM must be cleared to handle the highest level of information stored.

Physical access controls implemented at offsite backup storage locations must meet or exceed the physical access controls of the source systems. Additionally, backup media must be protected in accordance with the highest NDIM sensitivity level of information stored.

A process must be implemented to verify the success of the NDIM electronic information backup.

Backups must be periodically tested to ensure that they are recoverable. Backup media must have the following details:

- System name

- Creation Date
- Sensitivity Classification [Based on applicable electronic record retention regulations.
- NDIM Contact Information

Enforcement

Violation of this policy may result in disciplinary action, including but not limited to performance penalties, employment termination, contract invalidation, civil action, and criminal prosecution. Additionally, violators may lose access privileges to NDIM Information Resources.

9. Responsibilities of Computer Lab

a. Campus Network Backbone Operations

- i. The campus network backbone and its active components are administered, maintained and controlled by Computer Lab.
- ii. Computer Lab operates the campus network backbone such that service levels are maintained as required by the Institute Departments, and served by the campus network backbone within the constraints of operational best practices.

b. Maintenance of Computer Hardware & Peripherals

Computer Lab is responsible for maintenance of the institute owned computer systems and peripherals that are under warranty or out of the warranty.

c. Receiving Complaints

Computer Lab may receive complaints from the users if any of the computer systems or peripherals that are under maintenance through them is having any problems.

The designated person in Computer Lab receives complaints from the users of these computer systems and coordinates with the service engineers of the respective brands of the computer systems (which are in warranty) to resolve the problem within a reasonable time limit. For out of warranty computer systems, problems resolved at computer center.

Computer Lab may receive complaints from department/users, if any of the networks related problems are noticed by them such complaints should be made by email/phone.

Computer Lab may receive complaints from the users if any of the user is not able to access network due to a network related problem at the user end. Such complaints may be generally through phone call.

The designated person in Computer Lab receives complaints from the users and coordinates with the user/service engineers of the network hardware or with internal technical team to resolve the problem within a reasonable time limit.

d. Scope of Service

Computer Lab will be responsible for solving the hardware related problems or OS or any other application software that were legally purchased by the institute and was loaded by the company as well as network related problems or services related to the network.

e. Installation of Un-authorized Software

Computer Lab or its service engineers should not encourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

f. Physical Demarcation of Campus Buildings' Network

- i. Physical connectivity of campus buildings already connected to the campus network backbone is the responsibility of Computer Lab.
- ii. Physical demarcation of newly constructed buildings to the "backbone" is the responsibility of Computer Lab. It essentially means exactly at which location the fiber optic based backbone terminates in the buildings will be decided by the Computer Lab. The manner in which the buildings to be connected to the campus network backbone (whether the type of connectivity should be of fiber optic, wireless or any other media) is also the responsibility of Computer Lab.
- iii. Computer Lab will consult with the client(s) to ensure that end-user requirements are being met while protecting the integrity of the campus network backbone.
- iv. It is not the policy of the Institute to actively monitor Internet activity on the network, it is sometimes necessary to examine such activity when a problem has occurred or when optimizing traffic on the Institute's Internet links.

g. Network Expansion

Major network expansion is also the responsibility of Computer Lab. Every 3 to 5 years, Computer Lab reviews the existing networking facilities, and need for possible expansion.

h. Wireless Local Area Networks

- i. Where access through Fiber Optic/UTP cables is not feasible, in such locations Computer Lab considers providing network connection through wireless connectivity.
- ii. Computer Lab is authorized to consider the applications of Departments, or divisions for the use of radio spectrum from Computer Lab prior to implementation of wireless local area networks.
- iii. Computer Lab is authorized to restrict network access to the Cells, departments, or through wireless local area networks either via authentication or MAC/IP address restrictions.

i. Electronic logs

Electronic logs that are created as a result of the monitoring of network traffic need only be retained until the administrative need for them ends, at which time they should be destroyed.

j. Global Naming & IP Addressing

Computer Lab is responsible to provide a consistent forum for the allocation of campus network services such as IP addressing and domain name services. Computer Lab monitors the network to ensure that such services are used properly.

k. Providing Net Access IDs and email Accounts

Computer Lab provides Net Access IDs and email accounts to the individual users to enable them to use the campus-wide network and email facilities provided by the institute upon receiving the requests from the individuals on prescribed proforma.

l. Disconnect Authorization

Computer Lab will be constrained to disconnect any Department, or cell from the campus network backbone whose traffic violates practices set forth in this policy or any network related policy. In the event of a situation where the normal flow of traffic is severely degraded by a Department, or cell machine or network, Computer Lab endeavors to remedy the problem in a manner that has the least adverse impact on the other members of that network. If a Department or division is disconnected, Computer Lab provides the conditions that must be met to be reconnected.

10. Responsibilities of Department

a. User Account

Any Centre, department, or cell or other entity can connect to the Institute network using a legitimate user account (Net Access / Captive Portal ID) for the purposes of verification of affiliation with the institute. The user account will be provided by Computer Lab, upon filling up the prescribed application form and submitting it to Computer Lab.

Once a user account is allocated for accessing the institute's computer systems, network, mail and web services and other technological facilities, that account holder is personally responsible and accountable to the institute for all the actions performed using that user account. Hence, users are advised to take reasonable measures such as using complex passwords, not sharing the passwords with others, not writing down the password at a place which is accessible to others,

changing the passwords frequently and keeping separate passwords for Net Access Id and for email account ID to prevent un-authorized use of their user account by others.

It is the duty of the user to know the IT policy of the institute and follow the guidelines to make proper use of the institute's technology and information resources.

b. Security

In connecting to the network backbone, department agrees to abide by this Network Usage Policy under the Institute IT Security Policy. Any network security incidents are resolved by coordination with a Point of Contact (POC) in the originating department. If a POC is not available to contact, the security incident is resolved by disconnecting the offending computer from the network till the compliance is met by the user/POC.

c. Preservation of Network Equipment and Accessories

Routers, Switches, Fiber optic cabling, UTP cabling, connecting inlets to the network, Racks, Online UPS, RUKUS-Firewall and their batteries that are installed at different locations by the institute are the property of the institute and are maintained by Computer Lab and respective departments.

Tampering of these items by the department or individual user comes under violation of IT policy.

d. Additions to the Existing Network

Any addition to the existing network done by department or individual user should strictly adhere to the institute network policy and with prior permission from the competent authority and information to Computer Lab.

Institute Network policy requires following procedures to be followed for any network expansions:

- i. All the internal network cabling should be as on date of CAT 6 UTP.
- ii. UTP cabling should follow structured cabling standards. No loose and dangling UTP cables are drawn to connect to the network.
- iii. UTP cables should be properly terminated at both ends following the structured cabling standards.
- iv. Only managed switches should be used. Such management module should be web enabled. Managed switches give the facility of managing them through web so that Computer Lab can monitor the health of these switches from their location. However, the hardware maintenance of so expended network segment will be solely the responsibility of the department/individual member. In case of any network problem created by any computer in such network, if the offending computer system is not locatable due to the fact that it is behind an unmanaged hub/switch, the network connection to that hub/switch will be disconnected, till compliance is met by the user/department.
- v. As managed switches require IP address allocation, the same can be obtained from Computer Lab on request.

e. Campus Network Services Use Agreement

The "Campus Network Services Use Agreement" should be read by all members of the institute who seek network access through the institute campus network backbone. This can be found on the institute Google Drive. All provisions of this policy are considered to be a part of the Agreement. Any Department or individual, who is using the campus network facility, is considered to be accepting the

institute IT policy. It is user's responsibility to be aware of the Institute IT policy. Ignorance of existence of institute IT policy is not an excuse for any user's infractions.

f. Enforcement

Computer Lab periodically scans the Institute network for provisos set forth in the Network Use Policy. Failure to comply may result in discontinuance of service to the individual who is responsible for violation of IT policy and guidelines.

11. Responsibilities of the Administrative Department

Computer Lab needs latest information from the different Administrative Department for providing network and other IT facilities to the new members of the institute and for withdrawal of these facilities from those who are leaving the institute, and also for keeping the NDIM web site up-to-date in respect of its contents.

The information that is required could be broadly of the following nature:

- Information about New Appointments.

- Information about Termination of Services.
- Information of Number of New Enrolments to know the requirements of systems per Lab Class
- Information on Important Events where IT support is required.
- Information by Placement Cell about the Company Specific IT Requirements for Recruitment Purpose
- Information on different Rules, Procedures, and Facilities.

12. Guidelines for Those Running Application or Information Servers

Departments may run an application or information server. They are responsible for maintaining their own servers.

- 1) Obtain an IP address from Computer Lab to be used on the server.
- 2) Get the hostname of the server entered in the DNS server for IP Address resolution.
- 3) Make sure that only the services that are essential for running the server for the purpose it is intended for should be enabled on the server.
- 4) Make sure that the server is protected adequately against virus attacks and intrusions, by installing the appropriate software such as anti-virus, intrusion prevention, personal firewall, anti-spam etc.
- 5) Operating System and the other security software should be periodically updated.

13. Guidelines for Desktop Users

These guidelines are meant for all members of the NDIM Network User.

Due to the increase in hacker activity on campus, Institute IT Policy has put together recommendations to strengthen desktop security.

The following recommendations include:

- 1) All desktop computers should have the latest version of antivirus. And should retain the setting that schedules regular updates of virus definitions from the central server.

- 2) When a desktop computer is installed, all operating system updates and patches should be applied. In addition, operating system updates and patches should be applied regularly, on an ongoing basis. The frequency will be a balance between loss of productivity (while patches are applied) and the need for security. We recommend once in a week cycle for each machine. Whenever possible, security policies should be set at the server level and applied to the desktop machines.
- 3) The password should be difficult to break.
- 4) The guest account should be disabled.
- 5) In addition to the above suggestions, Computer Lab recommends a regular backup strategy. It should be noted that even with all the procedures listed

above; there is still the possibility of a virus infection or hacker compromise. Backing up data on a regular basis (daily and/or weekly) will lessen the damage caused by the loss of a machine.

14. Video Surveillance Policy

The system comprises: Fixed position cameras; Monitors; digital video recorders; Storage; Public information signs.

Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. The Cameras are also available in all Classrooms, Staff Rooms, Examination Cells, Placement Cells, Auditorium. No camera will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation.

Signs will be prominently placed at strategic points and at entrance and exit points of the campus to inform staff, students, visitors and members of the public that a CCTV Camera installation is in use.

Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

• Purpose of the system

The system has been installed by institute with the primary purpose of reducing the threat of crime generally, protecting institutes premises and helping to ensure the safety of all staff, students and visitors consistent with respect for the individuals' privacy. These purposes will be achieved by monitoring the system to:

- Deter those having criminal intent
- Assist in the prevention and detection of crime
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order
- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is, or is threatened to be taken.

It is recognized that members of institute and others may have concerns or complaints about the operation of the system. Any complaint should be addressed in the first instant to the Computer Lab.

CCTV footage provided by the institute (Computer Lab) upon receiving the requests from the individuals on prescribed proforma.

15. Web Application Filter

Application	Management	Staff	Student	Guest/Visiting Faculty
Captive portal Session	2 concurrent sessions/ user			
Sites Blocked	Porn,torrents, Proxy & Hacking, Gambling, Marijuana, Criminal Activity			
YouTube	Allow	Allow	Time based	Allow
YouTube Educational	Mandatory Certificate needsto be purchased			
What's App	Allow	Allow	Allow	Allow
Facebook	Allow	Allow	Allow	Allow
Linked In	Allow	Allow	Allow	Allow
Zoom/Google Meet/Teams	Allow	Allow	Allow	Allow
Entertainment	Allow	Time based	Time based	Allow
TV news Channel	Allow	Allow	Allow	Allow
Online Games	Deny	Deny	Deny	Deny
Windows Update	Allow	Allow	Allow	Allow

Default Block Category in Firewall

- Weapon
- Phishing and fraud
- Militancy and Extremist

- Gambling
- Pro-Suicide and self-Harm
- Criminal Activity
- Marijuana
- Intellectual Piracy
- Hunting and Fishing
- Legal highs
- Controlled substances
- Anonymizers
- Sexually Explicit
- Nudity
- Advertisement
- P2P

16. Faculty Laptop Policy:

Laptops are required to be given to employees under Faculty Staff Laptop Loan Scheme. In this the Institute pays 50% of the total Cost and 50% is paid by an employee. NDIM also provides Officially Laptops to the Faculty/Staff who needs to move frequently for official purposes.

SCOPE

This policy is applicable to all the interested Faculty/Staff members of NDIM.

POLICY

Administrative Staff/ Senior employees required to move frequently and requiring information and data easily available with them all the time. Hence it is decided that such staff members or Senior employees are entitled for laptop, subject to their function require the same. The configuration of Laptop will be finalized by Head – Group IT.

Rest of the NDIM Faculties and Staff in case need the laptop then they can make a request under Laptop Loan Scheme wherein they have to 50% amount of total Cost and the balance 50% will be paid by NDIM

Depending upon the nature of the job, Management may approve laptop for other level of employees also, however, cost of such laptop and its configuration should be approved by HOD IT and will be completely based on profile and need.

On issuing the Laptop to employee, unit HRM to obtain company asset take over form and the same will be filed in the personal file of the user.

As technology is changing fast, laptops are also required to be updated regularly. Laptop can be replaced once in three years depending on the recommendation of Group IT department. In such case old laptop can be sold to the supplier in buy back scheme.

IT dept. will ensure that Insurance policy for Laptop is taken at the time of purchasing the laptop. The quantity record will have to be maintained and for that purpose a confirmation has to be taken from each Laptop allotted by December 31 every year.

The Laptop would be budgeted under Capital items and HOD-IT has to be put up to Management for approval.

Guidelines for Proper Care of the Laptop

1. The laptop is not to be loaned to anyone.
2. Other individuals, including children, should not be allowed to play on the computer.
3. Proper care is to be given to the laptop at all times, including but not limited to the following:
 - a. Give care appropriate for any electrical device.
 - b. Use a surge protector or unplug the laptop during electrical storms.
 - c. Keep food and drink away from the computer.
 - d. Do not leave the laptop exposed to direct sunlight or extreme cold.
 - e. Position the laptop on a safe surface so it does not drop or fall.
 - f. Do not attempt to repair a damaged or malfunctioning laptop.
 - g. Do not attempt to upgrade the computer or software.
4. Proper security is to be provided for the laptop at all times, including, but not limited to, the following:
 - a. Secure your laptop in a safe place at the end of the day.
 - b. Do not leave the laptop in an unlocked car.
 - c. Do not leave the A/C adapter behind when moving the laptop.

17.RECYCLING OF E-WASTE POLICY

As NDIM has signed the MOU with M/s Shiv Shakti Metals, a Proprietorship concern of Mr. Gaurav Rastogi for providing us Recycling facility for 5 years on 9th Nov 2022. The organization is authorized by **Uttar Pradesh Pollution Control Board (UPPCB)** and with a Valid Consent and Authorization from a State Pollution Control Board Operating its Recycling unit in Ghaziabad and have many Collection centers due authorized and considered by **Delhi Pollution Control Committee (DPCC)**.

MOU may be renewed for similar periods on the terms and conditions as may be agreed by and between the parties hereto

The IT department is responsible and committed to continuously explore innovative Technologies that help recycle all types of waste with an emphasis on all types of environments, health, and Safety

As per the NDIM IT policy, departments are required to dispose of E waste lying under the Information Technology and Telecommunications equipment category.

E waste shall mean waste electrical and electronic equipment whole or in part and scraps or rejects from manufacturing process which are intended to be discarded. The waste end of life equipment which can be useful directly or after recycling.

SSM provide services including but not limited to refurbishing, reusing, and recycling the E waste, hazardous and other Scrap, supplied by the NEW DELHI INSTITUTE OF MANAGEMENT and more fully described in schedule

The responsibility of SSM shall be to collect the material from NEW DELHI INSTITUTE OF MANAGEMENT's site.

SSM agrees and undertakes to have all relevant consents, authorizations licenses and permissions, etc., as required under all applicable Laws to fulfill its obligations under the agreement.

SSM shall ensure timely collection of e waste, hazardous and other waste from the NEW DELHI INSTITUTE OF MANAGEMENT premises as prescribed under the applicable laws and as mutually agreed between the parties.

SSM shall undertake that it shall not in any manner whatsoever use the trademark, name, logo of the NEW DELHI INSTITUTE OF MANAGEMENT or any abbreviation of the name of the customer for its private advantage or otherwise.

Obligation of NEW DELHI INSTITUTE OF MANAGEMENT

NEW DELHI INSTITUTE OF MANAGEMENT shall permit SSM and its employees to inspect the e waste and other scrap, that qualifies the definition of Scrap and meets the quality and quantity specifications as may be agreed between the parties from time to time. B. The NEW DELHI INSTITUTE OF MANAGEMENT shall permit SSM and its employees to inspect the e waste, hazardous and other waste in accordance with the clause and delivered to SSM. NEW DELHI INSTITUTE OF MANAGEMENT allows SSM to reject any e waste that fails to meet any specifications, of e waste, hazardous and other waste after recording the reasons of the same in writing.

C. NEW DELHI INSTITUTE OF MANAGEMENT shall notify SSM in case it is required to identify and furnish details of SSM as the E waste, hazardous and other scrap recycler of

NEW DELHI INSTITUTE OF MANAGEMENT to any governmental regulatory judicial quasi-judicial, industry, associations, nongovernmental organizations etc.

Collection and Transport of E Waste, hazardous and Other Scrap.

A. SSM shall collect the E Waste from NEW DELHI INSTITUTE OF MANAGEMENT's site and both the parties shall keep each other informed of the date and time of the delivery of E Waste, hazardous and other Scrap, in the event of any changes in the date and time of the delivery either party shall give a notice at least 24 hours prior to the scheduled delivery time.

B. NEW DELHI INSTITUTE OF MANAGEMENT shall arrange the documents like delivery Challan, Gate Pass, and declaration at the point of collection for movement of the material for transportation of e waste from delivery point.

Appendix I

Campus Network Services Use Agreement

Read the following important policies before applying for the user account/email account. By signing the application form for Net Access ID (user account)/email account, you agree to act in accordance with the IT policies and guidelines of NDIM. Failure to comply with these policies may result in the termination of your account/IP address. It is only a summary of the important IT policies of the institute. User can have a copy of the detailed document from the website & various intranet servers. A Net

Access ID is the combination of a username and a password whereby you gain access to Institute computer systems, services, campus networks, and the internet.

a. Accounts and Passwords

The User of a Net Access ID guarantees that the Net Access ID will not be shared with anyone else. In addition, the Net Access ID will only be used primarily for educational/official purposes. The User guarantees that the Net Access ID will always have a password. The User will not share the password or Net Access ID with anyone. Network ID's will only be established for students, staff and faculty who are currently affiliated with the Institute.

Students, staff and faculty who leave the Institute will have their Net Access ID, email id and associated files deleted.

No User will be allowed more than one Net Access ID at a time, with the exception that faculty or heads that hold more than one portfolio are entitled to have Net Access ID related to the functions of that portfolio.

b. Limitations on the use of resources

On behalf of the Institute, Computer Lab reserves the right to close the Net Access ID of any user who is deemed to be using inordinately large amounts of storage space or whose actions otherwise limit the use of computing resources for other users.

c. Data Backup, Security, and Disclaimer

Computer Lab will not be liable for the loss or corruption of data on the individual user's computer as a result of the use and/or misuse of his/her computing resources (hardware or software) by the user or from any damage that may result from the advice or actions of Computer Lab staff member in the process of helping the user in resolving their network/computer related problems. Although Computer Lab make a reasonable attempt to provide data integrity, security, and privacy, the User accepts full responsibility for backing up files in the assigned Net Access ID, storage space or email Account. In addition, Computer Lab makes no guarantee concerning the security or privacy of a User's electronic messages.

The User agrees to be held liable for the improper use of equipment or software, including copyright violations and agrees to defend, indemnify and hold Computer Lab, as part of NDIM, harmless for any such liability or expenses. NDIM retains the right to change and update these policies as required without notification to the User.

d. Account Termination and Appeal Process

Accounts on NDIM network systems may be terminated or disabled with little or no notice for any of the reasons stated above or for other inappropriate use of computing and network resources.

If the user feels such termination is unwarranted, or that there are mitigating reasons for the user's actions, he or she may approach the In Charge, Computer Lab, justifying why this action is not warranted.

Appendix II

New Delhi Institute of Management

Computer Lab

Requisition Form for E-Mail Account

1. Full Name :

(First Name) (Middle Name) (Last Name)

2. Designation :

3. Department :

4. Mobile No:

5. Existing Mail Id :

Date: Signature of Applicant: **.....Computer Lab Use
only.....**

The following email ID is created for Prof. /Dr. /Mr. /Ms.

on @ndimdelhi.org

Signature on Behalf of In Charge,
Computer Lab

Appendix III

New Delhi Institute of Management

Computer Lab

Requisition for CCTV Footage

1. Name of Applicant :

2. Employee / Student Id :

3. Department :

4. Mobile No:

5. Email Mail Id :

6. Date of Footage :_Time : From_To 7. Camera Location :

8. Description :

Date: Signature of Applicant: **.....Computer Lab Use**

only.....

CCTV Footage is given to Applicant.

Signature on Behalf of In Charge,

Computer Lab

Appendix IV

New Delhi Institute of Management

Employee Laptop Agreement

As a borrower of an NDIM laptop, I accept the following responsibilities:

- i. I will follow the guidelines established in the **NDIM Laptop Scheme Access Agreement** and I have signed the **Employee Authorization for Laptop Access**.
- ii. I will follow the guidelines listed below for proper care of the laptop.
- iii. I will use the computer for college professional development purposes. I will not install any software on the computer unless it has been approved by the college Information Technology HOD. (Requests for software modification or installation should be made 7 days in advance of when they are needed.)
- iv. I will not write on or place any labels or stickers on the laptop.
- v. I will not disable or uninstall the virus protection program that is provided with the machine.
- vi. I will ensure any documents I create will be moved from the laptop to the network on a monthly basis for backup purposes.
- vii. I will bring the laptop back to college and log in to the network at least once a month in order to ensure that antivirus software and other updates pushed out through the network are current.
- viii. I will report any problems/issues I encounter while using the laptop to the technology department immediately through the help desk. (E-mail itsupport@ndimdelhi.org, CC to: kamal.kundra@ndimdelhi.org)
- ix. I understand that reimaging may be a course of action for any repairs or modifications on the computer and this will result in the loss of all data from the laptop.
- x. Any modifications I make in the computer's settings will be for usability or cosmetic reasons only.
- xi. All laptops must be returned at the end of the academic session for inventory and software updates.
- xii. Laptops will be reassigned as deemed appropriate by the administration.

Appendix IV

New Delhi Institute of Management

Computer Lab

DECLARATION

To,
The HOD-IT
NDIM

Subject: Laptop Scheme for Faculty/Staff

Dear Sir,

This is to inform you that I have received a sum of amount Rs. ----- for the purchase of a new laptop for teaching and learning purposes. I have also gone through the Laptop Policy, 2022 of our College and have fully understood the same. I declare that I will adhere to the College Laptop Policy in the manner as stated in the Policy.

Thanking you,

Name:

Designation:

Department:

(SIGNATURE)

Date:

Laptop Acceptance Form

Date: Asset Tag Number:

Name:

Program: Work Phone Number:

Date Assigned: Date to be Returned:

I understand that all laptop computers, equipment, and/or accessories that the cooperative has provided to me are the property of the New Delhi of Institute. I agree to the terms outlined in the cooperative's Employee Laptop Agreement and the Laptop Access Agreement.

I understand that I will report any damage, loss, or theft of the laptop computer to the Technology Coordinator or NDIM Administration. Additionally, I understand that I will not be held responsible for computer problems resulting from regular Institute-related use; however, I understand that I am personally responsible for any damage, theft, or loss of the laptop computer and/or related equipment and accessories due to negligence.

I understand that a violation of the terms and conditions set out in the Employee Laptop Agreement and the Laptop Access Agreement will result in the restriction and/or termination of my use of the cooperative's laptop computers, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or legal action.

Items Loaned/Condition

Item Loaned Condition

Laptop Computer Yes No New Used Power Supply and Cord Yes No New Used Laptop Case Yes No New Used

Comments: (overall condition, scratches, dents, etc.)

Signature: Date:

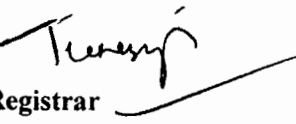
Computer Lab Use only.....

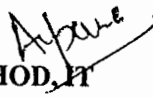
Laptop Handed over to -----

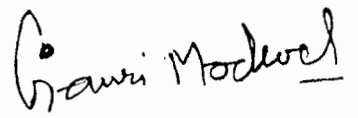
Date: -----

Signature on Behalf of In Charge,

Computer Lab


Registrar


HOD, IT


Director

Date:06.01.2025

List of program specific labs and computing facility within department

NDIM IT Infrastructure (15)

To provide practical skills and competencies required for handling future roles in the competitive world of Business, NDIM has established fully air-conditioned, state-of-the-art **Computer Research Centre (NCRC)** which is linked to the rest of the world with its leased Lines for doing net-based research Data Mining, Analysis and Visualization. The IT Infrastructure in terms of both the Hardware and the Software is at par with the best institutes internationally and is as per the norms laid down by the regulatory authorities.

- **Wi-Fi Campus:** The entire campus is Wi-Fi enabled. Wi-Fi facility has been established through installed 22 Wi-Fi access points installed at various locations for the fast access of internet by faculty, staff, and students from any location within the campus.
- **Networked Labs:** The infrastructure consists of four networked computer labs interconnected with Local Area Networks (LAN) secured with Firewall and online UPS. It also have Network Printers and Scanners which are integrated in LAN to optimize the utilization of the available resources.
- **Internet Connectivity:** Institute has dedicated Internet bandwidth over 300 Mbps comprising of Fibre Leased line as a primary internet source and Jio Fibre Link as a secondary source of internet, which are available round the clock. Apart from that IT Centre also has eleven hotspots' devices.
- **Video Conferencing:** Institute has a Video Conferencing facility that helps in interactions pertaining to projects, internships, and placement interviews.
- **Own Google Drive Storage:** The Centre is also having its own google Drive with Unlimited Storage used for official and academic communications.
- **Computers:** The number of computers/Laptops in the labs are more than the norms laid down by the AICTE with the intention of students working independently and individually on the machines to gain maximum benefits and experience.
- **Licensed Software's:** The Institute has several licensed software which are renewed every year. These software's are used in imparting technical knowledge to the students. Few software's are used to publish Teaching Cases, Teaching Notes, perform research work, Plagiarism tests also. MS-Office, CorelDraw, Photoshop, Adobe, Ls Ease 4.0, MS Campus

Agreement, Quick Heal Antivirus, Window 10 base Licensed, SPSS, Tally, R, Python, SAS, Communication Software in Language Lab, Turnitin, Geo Spatial Software, Lingo, Emerald, NVivo.

- **NDIM ERP:** NDIM ERP is a Web-based Online ERP Software <https://ndim.collpoll.com/home> and focuses to improve efficiency and the overall growth of academic environment. ERP offers an integrated Institute management system that provides a single view of business process information to guide decision making and for enhancing academic and administrative management. It also includes a complete suite of portals to provide students and faculty with 24/7 access to information and services like Online Application, Online Registration, Timetable, Attendance, Lesson Plan, Assignments, course Material, Exam Conduct and Mark sheet preparation and printing.
- **Dedicated Computer Systems:** All faculty and staff members have been providing dedicated computer systems/Laptops with internet and print facility for handling their daily chores and teaching preparations and delivery.
- **Competent Support Staff:** Upgradation and maintenance of labs is handled by an efficient team of technicians and Systems Administrator.
- **Classroom Infra:** The classrooms are Wi-Fi enabled having interactive Flat Panels/Projectors with best audio facility.
- **CCTV surveillance:** The NDIM Campus is under CCTV Surveillance having 170+ CCTV Cameras and 12 DVR's.

Computer Labs:

Institute is equipped with Computer Laboratories for regular conduct of Hands-on sessions.

- Student-Computer ratio is maintained as per the AICTE norms.
- All Computer Labs are equipped with modern furniture, lighting, white boards, markers, LCD projectors, printers etc.
- The Labs are air-conditioned and have internet facility for every computer with uninterrupted power supply through online UPS & Generator.
- Up gradation and maintenance of labs is handled by an efficient team of technicians and Systems Administrator.

Description of IT Infrastructure

Details of Hardware

S. No	Make	Quantity	Configuration
-------	------	----------	---------------

1.	Computers		
	HP	10	I5/4GB/1TB
	HP	100	i5/4GB/500GB
	HP	100	i3/4GB/500GB
	Acer	60	i3,3.30Ghz
	HCL	52	i3,3.30Ghz
	Total	322	
	HP Laptop	23	i5/4GB/8GB/1TB
3.	Printers and Scanner		
	HP/Cannon printer	36	LaserJet and Colour
	HP Scanner	3	Scanjet
	Fujitsu OMR Scanner	1	OMR Scanner
	Total	39	
	Interactive Flat Panel		
4.	Samsung WM85A 85'' with OPS	9	Samsung WM85A 8GB RAM/256 SSD/i5 11 th Gen.
5.	LCD Projectors		
	Hitachi/Epson/Dell/Sony/Benq	23	LCD
6.	Headphones		
	iBol/ilogi/Logitech	30	
7.	USB Cameras		
	Logitech	28	USB Web Cam
8.	Speaker		
	F&D	04	Buffer with Speaker
9.	Video Conferencing Device		
	Cisco	01	SX-20
10.	Firewall		
	Gateway/firewall	01	Firewall/Gateway
11.	Wi-Fi Access point		
	Ruckus	22	Access Point
12.	Barcode		

	Handheld	01	Barcode scanner
13	Data Cards		
	Airtel Data Cards	11	50Mbps Internet speed
14	Biometric Attendance Machine		
	ESSL MB-160	3	Face/Thumb Biometric Attendance

Details of Software available

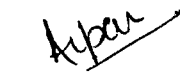
S. No.	Description	Category	Installation at
1	MS –, Windows 8.1, Windows 10 Professional, Windows 11 Professional	Accessible through Microsoft campus Agreement	Computer Lab
2	Microsoft Office	Accessible through Microsoft campus Agreement (365)	Computer Lab
3	SPSS 26.0	Application Software	Computer Lab
4	KOHA	Application Software	Library
5	Turnitin Plagiarism Detection Software	Application Software	Library
6	Sequirite Software (Quick Heal) Antivirus	Application Software	Computer Lab
7	NVIVO	Application Software	Qualitative Data Analytics
8	Corel DRAW V20	Application Software	Computer Lab
9	Adobe Acrobat	Application Software	Computer Lab
10	UTM (SOPHOS XG2300 – Firewall) Software	Application Software	Gateway/Firewall
11	Ruckus campus Wi-Fi controller/AP software (9.12.2.0 build 219)	Application Software	Wi-Fi
12	Collpoll (ERP)	Web based Software	ERP
14	MySQL (GPL)	Open-source software	Business analytics lab
13	Python	Open-source software	Business analytics lab
14	Tableau	Open-source software	Business analytics lab
15	Power BI	Open-source software	Business analytics lab
16	R Software	Open-source software	Business analytics lab
17	SAS	Open-source software	Business analytics lab
18	Zoom Meeting (6)	Application Software	Online Learning Platform
19	Google Meet (30)	Application Software	Online Learning Platform
20	Emerald	Application Software	Teaching Cases and Note Access
21	lingo optimization software	Application Software	Computer Lab
22	Geo Spatial Software	Application Software	Computer Lab

8.3. Learning Management System (10)

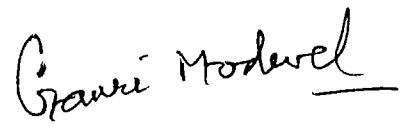
NDIM provides a learning opportunity for students at the hands of International Faculty and industry practitioners using Online learning platform to choose among 3400 courses. Students have the advantage of adding Online certificates on their resumes. These certificates are highly valued by many recruiting organizations. Since, NDIM believes in providing equal learning opportunities for all its students, this online learning is being offered to all students either with a group Logins or individual. Various Learning Platform for these purpose we at NDIM uses are login.cyberfrat.com for learning Cyber Security for Managers, connect platform of MC Graw hill for e-learning is also used in some of the courses.



Registrar



HOD, IT



Director

Date:06.01.2025

NEW DELHI INSTITUTE OF MANAGEMENT

Policy on Corporate Social Responsibility

Objectives:

Service to the Society shall be an integral part of the working of NDIM. Functioning under the aegis of a Not-for-Profit Society, the Institute shall adopt and undertake Corporate Social Responsibility as part of its work culture so as to inculcate in its students a culture and habit of responding and working towards Social Causes thereby turning them into Socially Responsible Citizens. This is with the aim to display social and environmental awareness alongside expansion, which is in line with our principles and programmes.

The faculty and management shall be adopting various measures to keep serve the society:

- Incorporate course on Organizational Sustainability with focus on Environmental and Sustainability Strategy
- Incorporate CSR/Sustainability internships to provide the basic foundations of the culture, Involve students in the CSR Projects in various organizations so as to spread awareness in the society.
- Establish Students' Clubs to works towards social causes

Policy:

The Institute shall undertake following efforts for Corporate Social Responsibility:

- a) Shall work towards formulating Students' Club for undertaking CSR activities.
- b) Shall send students on CSR Projects in various organizations.
- c) Shall formulate specific committees for working on sudden emergency situations or issues of social concerns arising in the country so as to provide its support to the efforts of the Government or other agencies dealing with them.
- d) Shall work towards formulating Environmental and Sustainability Strategy

Focus Areas:

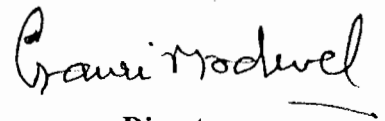
Following shall be some of the prime focus areas for the Institute:

- 1) Education to the underprivileged
- 2) Service to the Orphanages
- 3) Service to the Old Age Homes
- 4) Social Concerns in case of Natural Calamities in the country or world at large.
- 5) Societal Issues and Concerns

- 6) Supporting Governmental Initiatives for Social and other Issues.
- 7) Considerations for Environmental and Sustainability issues
- 8) Any other concern not falling in the above category but requiring social support.

The above policy has been accorded approval by the Board


Registrar


Director

Date:06.01.2025



NEW DELHI INSTITUTE OF MANAGEMENT

Library Policy

Objective

The Objective of the policy is to outline the guiding principles for the functioning of the NDIM Library.

NDIM shall always work towards enrichment of the Resources available in its library to attain the following objectives:

- 1) To provide services and information materials that support and reflect the mission of NDIM.
- 2) To provide support to the academic curriculum by providing an array of information resources in a variety of formats.
- 3) To help provide access to the resources with restricted access.
- 4) To provide support to the teaching fraternity in their respective research endeavors.
- 5) To provide support to the members of the Academic Council and Alumni.
- 6) To provide a clean, safe, attractive and reasonably quiet environment for focused study.

Policy

The Library shall be kept updated and along with the enhancements of the Curriculum the library shall also be upgraded with related Books/ Journal/ any other related material.

The working of the Library shall be Governed by the rules and procedures laid down from time to time by the Library Committee.

Procedure: Procurement of Books

1. The Books in the Library are organized by Subject according to Dewey decimal classification.
2. Request for purchase of new books in the library may be raised any time during the year.
3. Formally before the beginning of the semester the library seeks requisition of new books from the faculty members to provide and support the enhanced curricula/ new courses/ new specialization.
4. Requests for books may also be submitted by the students in the said Proforma directly to the Library.

5. The request from the faculty members are taken on a Proforma available in Library.
6. The Proforma is routed through the Head and Dean and the approved requests are then processed by the Library Committee.
7. The Library Committee scrutinizes and finalizes the list
8. The Committee also checks that after curricular support needs have been met, books pertaining to professional development, extended research and recreation books are also considered for procuring in the Library.
9. The approved lists of books are compiled and ordered in suitable numbers.
10. Books procured are accessed in the library.

Procedure/ Rules: Issuing/ Return of Books

1. A student may be issued maximum three books, from the text section, at a time against his card. Two of the books may be issued for a period of one week and one overnight.
2. Books from the Reference Section may be issued only to the faculty members.
3. Materials from the Periodicals Section shall not be issued, it may be taken after due permission for the photocopying only.
4. If the book required is not available on shelf, borrower can make a reservation request for the book with the Librarian.

Procedure/ Rules: Overdue Fines and Damage/Loss Charges:

1. Users shall be notified by email or telephone when the issued material gets overdue.
2. Fines shall be charged for Books/ Material Overdue as per the rules notified by the Library Committee from time to time.
3. Damaged, lost or non-returned items shall be charged at the replacement cost of the item.

Procedure/ Rules: Library's Digital Arena:

The Library shall provision a Digital Arena, with wireless network, within the Library premises for provisioning access to the Digital Content. Rules for the same shall be as follows:

1. Appropriate and primary uses of Library computers shall include searching of library catalogs, online databases and online journals.
2. Software, not related to Library Functioning or some Research related activities, may not be downloaded on Library computers.
3. Library computers are intended for research and curriculum support, gaming or commercial activities are not permitted.
4. Patrons shall have the option of e-mailing or downloading the retrieved articles.

Rules of Conduct

The Library staff provides library users with space and an environment conducive to study and research needs. The following activities and behaviors are prohibited in the Library:

- Disruptive behavior such as loud talking, shouting, and playing of music, etc.
- Cell phone use that results in disruptive behavior, as mentioned above.
- Illegal downloading, playing games and other such activities are not permitted on Library computers.

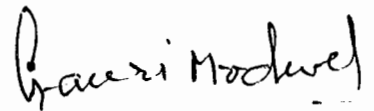
The above policy has been accorded approval by the Board



Registrar



HOD Library



Director

Date: 06.01.2025



RECYCLING OF E-WASTE POLICY

As NDIM has signed the MOU with M/s Shiv Shakti Metals, a Proprietorship concern of Mr. Gaurav Rastogi for providing us Recycling facility for 5 years on 9th Nov 2022. The organization is authorized by **Uttar Pradesh Pollution Control Board (UPPCB)** and with a Valid Consent and Authorization from a State Pollution Control Board Operating its Recycling unit in Ghaziabad and have many Collection centers due authorized and considered by **Delhi Pollution Control Committee (DPCC)**.

MOU may be renewed for similar periods on the terms and conditions as may be agreed by and between the parties hereto

The IT department is responsible and committed to continuously explore innovative Technologies that help recycle all types of waste with an emphasis on all types of environments, health, and Safety

As per the NDIM IT policy, departments are required to dispose of E waste lying under the Information Technology and Telecommunications equipment category.

E waste shall mean waste electrical and electronic equipment whole or in part and scraps or rejects from manufacturing process which are intended to be discarded. The waste end of life equipment which can be useful directly or after recycling.

SSM provide services including but not limited to refurbishing, reusing, and recycling the E waste, hazardous and other Scrap, supplied by the NEW DELHI INSTITUTE OF MANAGEMENT and more fully described in schedule

The responsibility of SSM shall be to collect the material from NEW DELHI INSTITUTE OF MANAGEMENT's site.

SSM agrees and undertakes to have all relevant consents, authorizations licenses and permissions, etc., as required under all applicable Laws to fulfill its obligations under the agreement.

SSM shall ensure timely collection of e waste, hazardous and other waste from the NEW DELHI INSTITUTE OF MANAGEMENT premises as prescribed under the applicable laws and as mutually agreed between the parties.

SSM shall undertake that it shall not in any manner whatsoever use the trademark, name, logo of the NEW DELHI INSTITUTE OF MANAGEMENT or any abbreviation of the name of the customer for its private advantage or otherwise.

Obligation of NEW DELHI INSTITUTE OF MANAGEMENT

NEW DELHI INSTITUTE OF MANAGEMENT shall permit SSM and its employees to inspect the e waste and other scrap, that qualifies the definition of Scrap and meets the quality and quantity specifications as may be agreed between the parties from time to time.

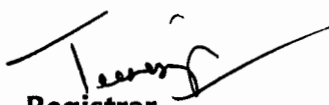
B. The NEW DELHI INSTITUTE OF MANAGEMENT shall permit SSM and its employees to inspect the e waste, hazardous and other waste in accordance with the clause and delivered to SSM. NEW DELHI INSTITUTE OF MANAGEMENT allows SSM to reject any e waste that fails to meet any specifications, of e waste, hazardous and other waste after recording the reasons of the same in writing.

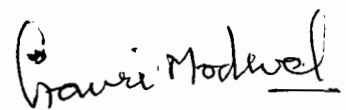
C. NEW DELHI INSTITUTE OF MANAGEMENT shall notify SSM in case it is required to identify and furnish details of SSM as the E waste, hazardous and other scrap recycler of NEW DELHI INSTITUTE OF MANAGEMENT to any governmental regulatory judicial quasi-judicial, industry, associations, nongovernmental organizations etc.

Collection and Transport of E Waste, hazardous and Other Scrap.

A. SSM shall collect the E Waste from NEW DELHI INSTITUTE OF MANAGEMENT's site and both the parties shall keep each other informed of the date and time of the delivery of E Waste, hazardous and other Scrap, in the event of any changes in the date and time of the delivery either party shall give a notice at least 24 hours prior to the scheduled delivery time.

B. NEW DELHI INSTITUTE OF MANAGEMENT shall arrange the documents like delivery Challan, Gate Pass, and declaration at the point of collection for movement of the material for transportation of e waste from delivery point.


Registrar


Director

Date:06.01.2025



Personal and Professional Counselling

You have entered a new world, which will intrigue you as well as challenge you. You come from different cities and towns and might find Delhi different from the city you have come from. Similarly, some of you might be staying in a hostel for the first time, and you might discover that it is very different from staying at home. You will meet new people, and you may not feel close to everyone. You might be on your own, and while you might find it exhilarating, you also have to learn to be responsible.

You are now pursuing a professional course, which will be very different from the courses that you have pursued so far. This course would be very rigorous. You will have long hours of classes. You will study a large number of subjects, with some of them being very new for you. Tests and quizzes will be held frequently, and you will have to analyze and present case studies. You will be expected to work in groups, and you will have to meet tight deadlines. At times, you may lose because of your team mates not putting in their best.

You might sometimes feel overwhelmed, lost, disillusioned, sad or low because of academic, personal or emotional reasons. We are all here to help you meet these challenges. You must not

allow yourself to feel distressed. You must express your problems. All teachers will always be willing to help you. You can talk to them any time on any issue that might be bothering you. All teachers will always help you in all possible ways. In fact, no one is out of bounds, and you can meet anyone whom you feel can address your problems. Please, always feel free to discuss your problems. You can also talk to your class representative or colleagues. And it is always wise to have some friends with whom you can talk about whatever disturbs you.

You can call on the Registrar, Dean, Director, Director CRC, Chairman for any help and they are always available during lunch time and after 5:30 pm.

In addition, Prof. Arun Kumar, Prof. Parveen Kaur and Prof. Abha Grover will be available to counsel you at all times. You can visit or reach out to them any time and discuss all professional and personal matters with them. They will try to help you in all possible ways. All discussions with them will be strictly confidential. You can contact them or mail them at:-

Prof. Arun Kumar	Arun.kumar@ndimdelhi.org	8826173402
Prof. Parveen Kaur	Parveen.kaur@ndimdelhi.org	9711167493
Prof. Abha Grover	Abha.grover@ndimdelhi.org	9312071765

Please feel free to meet them as they are renowned personalities in this field and will be happy to help students in every possible manner.

Efforts Undertaken at New Delhi Institute of Management to Promote Mental Health and Well-being of Students

At NDIM, we believe that student success is rooted not only in academic achievement but also in mental and emotional well-being. In alignment with AICTE's emphasis on student welfare, NDIM has developed a robust ecosystem to support the mental health, emotional resilience, and holistic development of our students. The following initiatives have been undertaken to foster a safe, inclusive, and supportive campus environment:

1. Mental Health Day Celebrations:

A Colloquium on Mental Health for Holistic Well-being & Optimising Potential is organized to raise awareness and normalize conversations around mental health, involving experts, counsellors, and student leaders.

2. Stress Management Workshop:

A focused session by Mr. Ashish Bhatura was conducted to help students manage academic and personal stress effectively through evidence-based techniques and practical tools.

3. Art of Living Workshops:

These regular workshops introduce students to breathing exercises, meditation, and mindfulness practices that improve mental clarity, reduce anxiety, and promote emotional balance.

4. Access to Professional Counsellors:

NDIM has two in-house professional counsellors who provide confidential, one-on-one support to students facing emotional, psychological, or academic pressures. Sessions are conducted regularly and are tailored to individual needs.

5. Anonymized Mental Health Support Platforms:

Understanding that some students may prefer a faceless or anonymous mode of communication, NDIM also provides access to external platforms such as:

- www.manntalks.org
- Therapize India

These platforms enable students to seek mental health support discreetly, encouraging more openness and accessibility.

6. 24x7 Women Helpline:

A dedicated helpline for women students is available around the clock to address safety concerns, emotional distress, or any issues requiring immediate attention.

7. Anti-Ragging Committee:

A strict zero-tolerance policy towards ragging is in place. Any act that adversely affects the mental health, dignity, or confidence of any student is not tolerated, whether inside or outside the campus. Students are sensitized to these policies during induction to ensure awareness and accountability.

8. Surprise Hostel Checks:

Hostel wardens and faculty members conduct weekly surprise inspections to maintain a safe and respectful residential environment.

9. Awareness During Orientation:

Students are informed about NDIM's anti-ragging stance, helplines, counselling services, and mental health initiatives at the time of admission, promoting transparency and trust from day one.

10. Sensitivity Training on Diversity & Inclusion:

Regular training sessions and workshops are held to sensitize students on issues related to LGBTQ+ rights, diversity, and inclusion. These efforts are aimed at creating a campus that respects and celebrates individual differences.

11. Sports Recognizing the strong connection between physical activity and mental well-being, NDIM actively promotes participation in sports through its dedicated Sports Club. Regular sporting events, fitness activities, and inter-college competitions are organized to help students manage stress, improve mood, and build emotional resilience.

Outcomes and Impact of Mental Health, Emotional Resilience, and Suicide Prevention Initiatives

1. Increased Openness and Help-Seeking Behavior:

There has been a noticeable rise in the number of students voluntarily reaching out to faculty mentors, counsellors, and helpline services—reflecting growing trust and reduced stigma around mental health.

2. Early Identification and Support:

Faculty sensitization and the open-door policy have enabled early identification of students experiencing stress, anxiety, or emotional distress, allowing timely intervention and counselling.

3. Enhanced Emotional Resilience:

Workshops such as stress management sessions, Art of Living practices, and mental health colloquiums have helped students develop coping skills, improving their emotional resilience and overall well-being.

4. Safe and Inclusive Campus Environment:

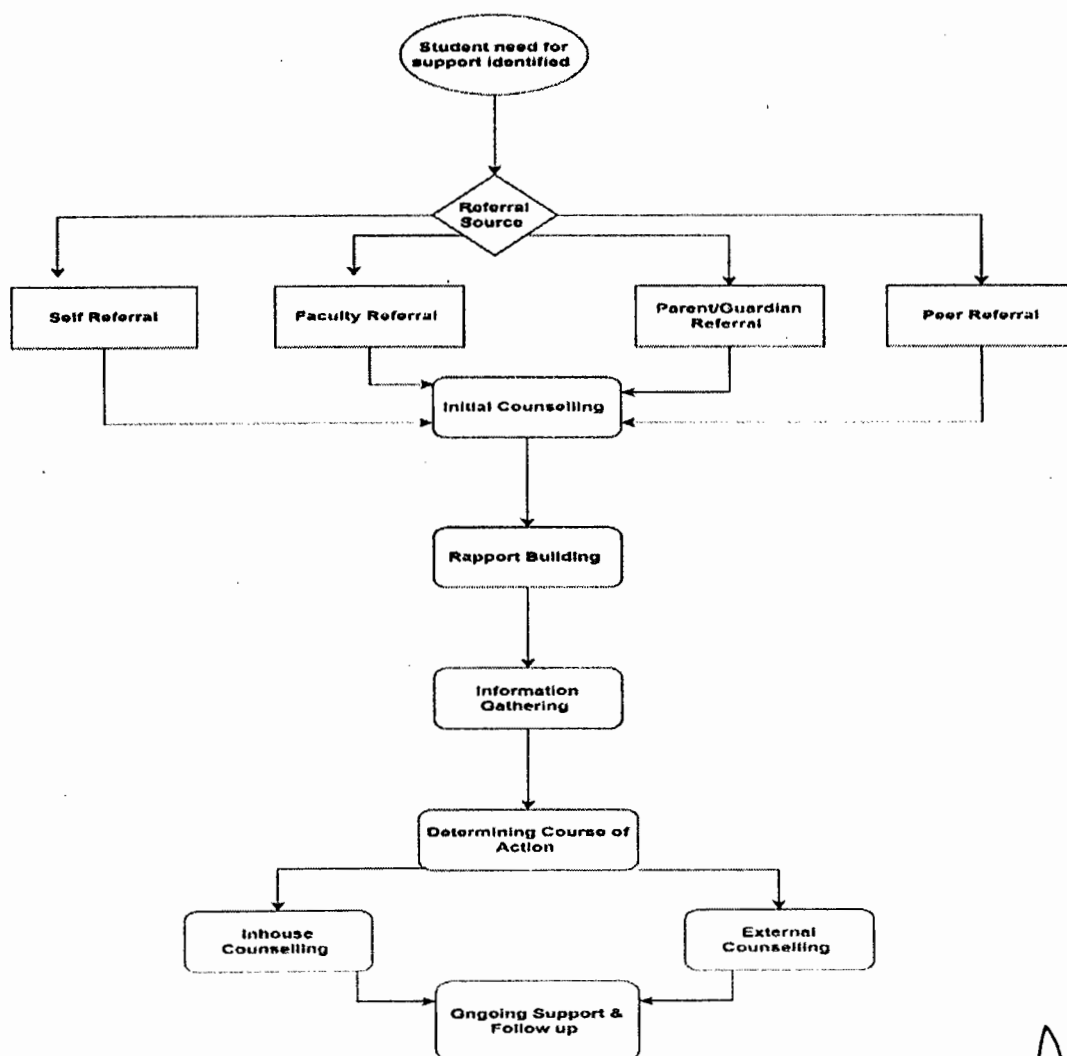
Anti-ragging awareness, 24x7 helpline support, and diversity sensitization programs have significantly contributed to a respectful, non-discriminatory, and safe learning environment.

5. Preventive Mental Health Support:

By offering access to anonymized platforms and 24x7 counsellor availability, the institute has strengthened its suicide prevention framework, ensuring continuous emotional support for students at risk.

Overall, these initiatives have created a culture of empathy, awareness, and support at NDIM, resulting in improved student well-being, academic focus, and a marked reduction in incidents related to severe mental health crises.

Flow Chart for the process followed for Student Counselling



Tunang

Cransi Model

Examination Rules (Batch 2025-27)

NEW DELHI INSTITUTE OF MANAGEMENT

60, 50 (B&C) Tughlakabad Institutional Area, New Delhi –110062

Phone no: 011-40111000, Website: www.ndimdelhi.org

EXAMINATION RULES

(BATCH 2025-2027)

NDIM believes in continuous assessment of learning so as to give continuous feedback to students of their progress with respect to attainment of learning outcomes, skills attained and shortcoming if any throughout a prescribed course. This approach allows tracking of progress and has a chance of offering students more support, guidance, and opportunities to improve during the programme. NEP 2020 focuses on Continuous assessment as this is cornerstone for quality learning to fulfill the 21st century requirements of developing good, thoughtful, well-rounded, and creative individuals. For quality learning and to decrease the stress of having whole grade depend on one final test the institute gives equal emphasis on both End Term Examination and regular assessment of classroom performance throughout the semester. Out of total 100 marks assigned for every subject, the following is the bifurcation of marks:

1. Internal Assessment & End Term Exams

A. Internal Marks– 70 Marks: Based on the Internal Assessments conducted by respective subject faculty during the classes based on Case/ Situational Analysis, Quiz, Written Test, Research work, Role Play, Simulations etc.

The weightage of the Internal Assessments is as below:

Assessment	Marks	Assessment Week
Assessment – 1	10	4 th
Assessment – 2	15	7 th
Assessment – 3 (MID TERM)	20	10 th
Assessment – 4	15	15 th

Assessment 3- (**MID TERM**) will be conducted by The Examination cell .

Assessment 1,2 & 4 will be conducted by the Faculty

Assessment 4 is scheduled for 15th week to assess achievement of all course objectives. As assessment 4 is the last assessment before End Term examination to know the progress, shortcomings, learning needs and learning deficiency of students with respect to course outcomes, so this Pre End Term Assessment is “**Assessment For Learning**” of maximum course objectives.

The respective **Makeup Test** for assessment 1,2 & 4 will be conducted by faculty. Date for the test will be finalized by the faculty.

B. Student Engagement & Competencies:

It is essential that an identified set of skills and values to be incorporated at each stage of learning to accomplish **NEP 2020 emphasis** on developing holistic individuals and also Prime Minister’s focus on Skill based , Proficiency and competency based learning. Although NDIM gives subject specific practical learning, still in order to groom students with course specific behaviors and competencies necessary for adopting to a fast changing & dynamic environment throughout the globe, the students are regularly observed whether they are behaving/using specific skills or not.

Hence as an innovation -10 marks will be allocated by respective subject faculty twice in a semester for 5 marks each, first in 8th week and second in 16th week for “**Student Engagement & Competencies**” as per the following points.

Assessment	Marks	Assessment Week
Student Engagement & Competencies -I	5	8 th
Student Engagement & Competencies -II	5	16 th

Marks of the first “Student engagement & Competencies” assessment will be revised, if student comes up to the expectations in the second “Student engagement & Competencies” assessment. Faculty members will do continuous assessment of Course specific competencies and skills .

A) Student Engagement : (5marks)

a. Professional Integrity and Ethical Conduct (2 Marks)

- Rule: Maintain honesty and transparency in all professional interactions and documentation.
- Behavior: Avoid misrepresentation of work, falsification of data, and plagiarism. Always attribute sources and acknowledge contributions accurately.

b. Punctuality & Regularity (3 marks)

- Rule: Being on time, at right moment and regular in attending all events.

B) Competencies : (5 marks) – such as

- a) Critical & Strategic Thinking
- b) Creativity, Innovation and Out of Box Thinking
- c) Adaptability & Flexibility
- d) Emotional Intelligence
- e) Global Perspective & Cultural Awareness
- f) Networking & Relationship Management
- g) Technological Proficiency
- h) Problem Solving, Decision Making & Analytical Skills
- i) Team Oriented
- j) Willingness to accept challenges & explore new possibilities.

As per the requirement of the subject, the faculty can include competencies other than given above .

C. Make up Examinations:

The policy for allowing make up examination for any of Assessments (Excluding Assessment 3- Mid Term Exam) :

• **Makeup Test Eligibility (Class Assessment Tests):**

- A student missing or not qualifying Assessment -1, Assessment -2, or Assessment 4 shall be required to take a respective make-up examination
- The students who are unable to appear for the Class Assessment (excluding Assessment 3) due to medical emergencies, unavoidable family emergencies, appearing for interviews for the Internships/Placements/Live Project scheduled by the CRC department or any other acceptable reason will be eligible.
- The students must put-up the request mail to concerned Faculty for make-up examination along with the documents to prove the genuineness of the case (for having missed either of the assessment due to medical reason) within 5 days of last date of such Assessment.
- The students who miss the exam due to medical reason must attach the relevant prescription or discharge summary (in case of hospitalization) .
- Duration, Syllabus Coverage and Marks for the Makeup Exam will be same as the original assessment.
- Marks obtained in the Makeup Test will be allocated in the respective Assessment.
- Makeup Test for assessments 1,2 & 4 will be conducted by the faculty. Students missing the assessment (for medical / special circumstances) will take prior permission and approval from the

faculty concerned, keeping in view the special circumstances if faculty approves and gives permission then on the same day faculty member will give the next date for Makeup test .

- There will not be any Makeup Exam for **ASSESSMENT 3 & END TERM** Examination.
- Makeup Test **will be conducted for those assessments where pen and paper (Written Test) method of assessment is used**, for other methods of assessment (Case/ Situational Analysis, Quiz, Research work, Role Play, Simulations) **marks will be deducted for late submission/ presentation.**
- The students should appear for all Four Class Assessment tests scheduled by the respective subject faculty/Examination Cell. Those students who would be absent in all the FOUR class assessments will not be eligible for the End Term Exam.
- In a case you miss the makeup examination also, then no further chance will be provided for the respective assessment.

A. End-Term Examination : 30 Marks (Exam duration 2 hours)

2. Passing Criteria (Mandatory Minimum Score):

It is mandatory for students to score a minimum of 50% marks in the Internal Assessment and separately a minimum of 40% marks in the End Term Examination in each subject excluding subjects mentioned in the following paragraph and Table 1.

The passing criteria for the subjects mentioned below in Table 1 is overall based (i.e. including marks of both Internal & End Term). In addition to these subjects, there may be some other subjects also which may have the overall passing criteria based on the recommendation of the concerned subject faculty/department with the approval of the competent authority, in the interest of improved learning of students.

Table 1

Semester	Subjects	Passing Criteria (Overall including Internal & End Term)
I	Data Analytics for Business Excellence Using MS Excel and R Prog.	70%
I	Corporate Skills Development-I	70%
II/III	Business Analysis & Applications (Aptitude)*	45%
II/III	Business Intelligence with Power BI	70%
II	Corporate Skills Development-II	70%
II	Company Based Research Project	45%
II	Entrepreneurship for Everyone	45%
II/III	Data Visualization through Tableau	70%
III	Campus to Corporate	70%

* Weekly / monthly tests are conducted for BA & A (Aptitude) and the marks obtained are considered for final marksheet. Hence, it is mandatory for every student to appear for all the Weekly / Monthly tests.

3. Conduct guidelines to be adhered at all times:

- Discipline** is accorded utmost priority at NDIM. Penal action against any defaulting student can be taken in the form cancellation of examination, debarring from examination, withholding / withdrawing Diploma or Certificates, imposition of fine, cancellation of admission and rustication, closing entry to campus/hostel, declaration of 'persona non-grata' status etc. Only one appeal will lie with a two-member committee constituted by the Chairman out of the Board Members.
- Cheating or copying** in any of the assessments (Internal Assessments or End Term Exams) is prohibited and can lead to the punishments.
- A student should secure a **minimum of 75% attendance** of the total number of classes / guest lectures held in each subject during the semester. The debar list will be notified by the Academic Cell, at the end of the semester & before start of End Term Examination.
- Students are required to **be punctual and regular in all the classes, guest lectures, seminars, sessions** etc. and the minimum attendance requirement is 75% in each subject / session / guest lecture / seminar /

activity. If a student fails to get above mentioned level of attendance in any subject, he/she shall not be permitted to appear in the End Term Examination of the particular subject.

- e. Students are allowed to appear in the Class Assessments/ Pre End Term Examination without paying any extra fee / penalty, even if they have low attendance. In case students have less than 75% attendance at the time of Class Test, they are advised to attend maximum classes for the remaining duration till the date of End Term Examination to compensate for the shortage of attendance.

f.

4. Evaluation System:

Students scoring less than the mandatory marks i.e. 50% Marks in Internals & 40% Marks in End Term (for subjects as notified in the Teaching Plan) or fulfilling the Overall passing criteria (for subjects as notified in the Teaching Plan), will have to appear for the Supplementary Exam (1st re-exam conducted by the Institute) / Backlog exam (2nd onward re-exam conducted by the Institute) till they score the minimum laid down pass percentage for a subject.

A. The following table should be used as a guide for converting subject wise marks into grade:

Marks	Grade	Points	Grade Description
91 and above	A+	10	Outstanding
81 – 90	A	9	Excellent
71 – 80	A-	8	Very Good
61 – 70	B+	7	Good
58 – 60	B	6	Above Average
54 – 57	B-	5	Average
50 – 53	C+	4	Satisfactory
46 – 49	C	3	Minimum Grade
45	C-	2	Poor
below 45	F	0	Fail

B. Cumulative Grade Point Average (CGPA)

CGPA represents the weighted average calculated on the basis of Grade Point obtained by a student in Internal Assessments + End Term Exams while the weightage is given on the basis of the credits associated with different courses. The formula for calculating the CGPA is as given below:

$$CGPA = \left\{ \frac{\sum Gi Ci}{\sum Ci} \right\} \quad \text{Where,}$$

Gi = Grade Point obtained in each paper ,

Ci = Numbers of Credits assigned to respective papers

i = Varies from 1 to the Number of Papers

C. Cumulative Percentage Index (CPI)

CPI represents the weighted average calculated on the basis of marks obtained by a student in the last End Semester Examination while the weightage is given on the basis of the credits associated with different courses. The formula for calculating the CPI is given below:

$$CPI = \left\{ \frac{\sum Mi Ci}{\sum Ci} \right\}$$

Where,

Mi = Marks obtained in each paper

Ci = Numbers of Credits assigned to respective papers

i = Varies from 1 to the Number of Papers

D. Comparable Divisions are as follows:

The students scoring a CPI of 60% or more will be considered to have passed in 1st division, those scoring 50% or more but less

than 60% will be considered to have passed in 2nd division and those scoring less than 50% but more than or equal to 45% will be considered to have passed in 3rd division.

E. Grace Marks :

A student will be eligible for Grace of maximum 8 Marks per semester in Core/Elective subjects, to pass the subject. The grace marks will not be given in Major Research Project, Summer Internship Project & Additional Credit Subjects.

5. PGDM programme extended duration to clear backlogs (beyond TWO regular years)

A. Extended duration to clear PGDM course beyond two years of full-time course work

In any case, a student has to score pass marks to clear all papers / projects and any other course requirements within the extended span of 3 years i.e. beyond two years of full time course work, which is the total span period of 5 years.

B. Re-admission to the Course:

Students who are unable to qualify their PGDM in 5 years (2 years regular + 3 years extended to clear backlogs) will have to take readmission to the course, after submission of re-admission application & payment of re-admission fee of Rs.30000/-. The readmission application will be forwarded to the Board of Studies for approval and only after the approval the student will be allowed to re-appear for the backlog exams.

6. End Term Exams missed due to Medical / other leave / due to Placement / Internship processes

A. Medical Cases / Other leave:

- a. Students who are hospitalized on the date of the examination will be allowed to appear in Supplementary examination without payment of Supplementary fee. However, in case they do not appear/clear during the supplementary exams, the backlog exam fee will be applicable during the backlog exams. They should send mail to examination@ndimdelhi.org and attach the supporting medical documents at the time of the supplementary exams which will be verified from the Academics and accordingly the waiver on Supplementary Fee will be granted.
- b. Students who suffer from contagious diseases like Chicken pox / Measles during the examination dates will be allowed to appear in Supplementary examination without payment of Supplementary fee. However, in case they do not appear/clear during the supplementary exams, the backlog exam fee will be applicable during the backlog exams. They should send mail to examination@ndimdelhi.org and attach the supporting medical documents at the time of the supplementary exams which will be verified from the Academics and accordingly the waiver on Supplementary Fee will be granted.
- c. Supplementary fee is not applicable in case of Bereavement leave of an immediate family member.
- d. Supplementary Fee will be applicable in all other short term medical cases and leave due to any reasons other than as mentioned above.

B. End Term Exams missed due to Interviews for Placement/Internships:

In case there is a clash of interview for Internship/Placement (arranged by CRC) with the schedule of End Term exam of a paper, the student will be allowed to appear in the supplementary exam for the respective paper without payment of supplementary fee. However, the waiver of Supplementary exam fee will be granted only when the proof of attending the interview & approval of CRC, is submitted to the Examination Cell (Email examination@ndimdelhi.org)

In case the student is not able to appear in the Supplementary exam also due to any reason, the backlog fee will be applicable for appearing in the subsequent backlog examinations. It is to be noted that the student is required to appear for the Supplementary exam which was missed due to Interviews for Internship/Placement and no marks will be allotted without appearing for the supplementary / backlog evaluation.

7. Supplementary / Backlog Exams:

A. Supplementary Examination (1st re-exam conducted by the Institute): Students who have failed to score the minimum pass percentage in a particular subject whether in Internal or External. The supplementary exams are conducted on the pattern of the End term exams after the results are declared and cover both Internal / External parts.

B. Backlog Examination (2nd onwards re-exam conducted by the Institute): In case a student has failed to clear the paper(s) even after appearing in the Supplementary examination, such students will have to appear in the Backlog Examination.

8. Rules for “Improvement Exam” in Final Marks

The student who appeared in the original Internal Tests (Class Assessment Tests) / External Exams (End Term) and cleared the subject in first attempt by obtaining the passing marks are eligible to apply for the improvement in marks as

per the criteria given below by re-appearing in the exam.

Subject Passing Criteria	Eligible Marks Range to apply for Improvement
Subjects with passing criteria 70% and has passed	70-80
Subjects with passing criteria 60% and has passed	60-70
Subjects with passing criteria : 50% in Internals & 40% in External	45 – 57
Subjects with passing criteria : 45% in Overall	45 – 57

- Only two chances are given for the Improvement Exam of a subject (i.e. upto two years of the Batch).
- The student will not be eligible for the Improvement Exam beyond six months after declaration of result of the respective semester.
- The Improvement Exams will be conducted along with Supplementary/Backlog Exams.

9. Re-evaluation of Answer Sheets / Re-totaling of Marks of End Term

a. Re-totaling of marks – The student can apply for re-totaling of marks by sending email to examination@ndimdelhi.org. The re-totaling of marks will be done by the Examination Cell and the result thereof will be intimated by the Examination Cell through email. No fee applicable for the re-totaling of marks.

b. Re-evaluation of Answer Sheets - Requests for re-evaluation of answer sheets may be made through the Re-evaluation Form. The requisite fee of Rs.500/- per subject should be submitted while applying for the Re-evaluation of the Answer Sheets. The re-evaluation is not applicable for the Viva based evaluation/Project/Lab Exams.

10. Fee Applicable for Exams / issuing of documents

A. Supplementary / Backlog / Improvement Exam Fee Details are as below:

Exam fee will not be applicable for Supplementary / Backlog exams, in case the student is fail in Internal assessment only, subject to the declaration of the result on Internal & External basis. In case the result for any subject has been declared on an Overall basis (i.e. Internal + End Term), the Supplementary/Backlog examination fee will be applicable.

Supplementary Examination	Rs. 1000/- per paper
Backlog Examination	Rs. 2000/- per paper
Improvement Examination	Rs. 2000/- per paper
Major Research Project	Rs. 2000/- for Viva + Rs.5000/- (late submission of report)
SIP	Rs. 2000/- for Viva + Rs.5000/- (late submission of report)

B. Supplementary Exam Fee for Debarred Students (due to low attendance):

The students having less than 75% of total attendance in any subject will be debarred from End Term Examination by the Academic Cell. They can appear in the Supplementary Examinations for all such subjects during the Supplementary exams on payment of prescribed fee of Rs.3000/- per subject.

C. Fee applicable for issue of Duplicate Mark sheets / Transcript/ Diploma etc.

The request for the same has to be made to examination@ndimdelhi.org

Particulars	Amount (INR)
Duplicate Diploma	Rs. 2500/-
Duplicate Transcript (Consolidated marksheet)	Rs. 1000/-
Duplicate Provisional Certificate / Marksheets	Rs. 500/- per semester
Verification of Documents for immigration purpose	Rs. 1000/-

11. Merit Scholarships (Santosh Bansal Memorial Certificate of Excellence)

The scholarships are awarded to top 15 students scoring a minimum of 75% Percentage Index in the first attempt in Semester-I, II & III respectively.

12. Awards For Batch Topper & Specialization Topper:

Medals are awarded to top 3 students scoring highest marks in subject, overall in semester I,II,III & IV respectively in first attempt only.

13. Instructions for Candidates Appearing in the End Term Examinations

The End Term exams are being conducted offline in the campus. The seating plan will be displayed online on the examination portal <https://www.ndimexamination.org/exam-schedules> (through date sheet). All the students are advised to appear for the end term exams as per the displayed seating plan only.

The end term exams will be conducted in the following formats (applicable format and exam duration) mentioned against each subject in the Date sheet.

A. Guidelines for appearing in the End Term written Examinations

- a. Students are expected to arrive at the Examination Hall at least 10 minutes before the scheduled time of commencement of examination. Under no circumstances students will be permitted to enter the examination hall, beyond 10 minutes from the commencement of the examination. No extension of time shall be granted to any student on ground of late arrival. Invigilators at the examination hall will take the final decision on entry of the late comers.
- b. Students are expected to equip themselves with Pen, Pencil, ruler, calculator etc. Borrowing these items is strictly prohibited in the examination hall.
- c. Candidates are not allowed to carry Mobile Phone, Smart Phone, Smart Watches, Tablet, books, copy, notes, chits, blue tooth devices etc. inside the hall. These items must be kept inside the bag. The Invigilator / Examination Supervisory / the Institute will not be responsible for the loss or damage of any such items. Students will be solely responsible for all their belongings, which in any case are not permitted inside the examination hall.
- d. Students should not use any ink other than Blue, Black or Royal Blue.
- e. **Washroom Break:** The students will be allowed (one student at a time from an Examination Hall) to make use of the washroom facility only after 45 minutes of commencement of examination and will not be allowed during the last 20 minutes of the examination. The student must take approval from the Invigilator on duty and leave the Question Paper & Answer Sheet on the desk while going for washroom break.
- f. **Leaving Exam room on completion of the exam:** Once a student leaves the examination hall after submission of his / her answer sheets to the Invigilator, in no circumstances he/she will be allowed to re-enter the examination hall.
- g. Students shall occupy their seats as per the Seating Plan displayed Online/Offline and are not allowed to change or move from their allocated seats, violation of which will result in the disciplinary action.
- h. Each student must write his / her Roll No. on the Answer sheet before attempting to answer the Question paper.
- i. Students are not allowed to write answers (or anything else) on the Question paper or to carry any paper from the Examination Room / Hall except the Question Paper.
- j. Students must sign on the attendance sheet as and when directed to do so by the Invigilators or Examination Supervisory Staff.
- k. They may request the Invigilator / Duty Staff if they want any help or support.

B. Unfair Means:

- a) Students are strictly prohibited to bring any kind of written or printed material or any type of personal belongings or gadgets like Mobile Phone, Smart Phone, Smart Watches, Tablet, books, copy, notes, chits, blue tooth devices etc. inside the examination hall.
- b) In case any student is found with these materials inside the examination hall, the answer sheet will be taken away. Decision taken by the Invigilator / Duty Staff, will be final.
- c) Any misbehavior or altercation with the Invigilator / Duty Staff is a serious obstruction in their conduct of duty and amounts to unfair means. Examination papers in such an event will be cancelled and disciplinary action will be taken.
- d) Giving or receiving any written materials or any other material inside the hall or overseeing the papers of other students during the examination amounts to unfair means.
- e) A student who assists others inside the examination hall in answering / solving a question or guiding or assisting in any manner will be as guilty as the student who receives the help. Consultation in any form with another student orally or otherwise is strictly prohibited inside the examination area after distribution of the examination paper and this amounts to unfair means.
- f) Any material found written on the clothing items, body parts e.g. hands etc., pencil box, desk, table, walls, floor will be treated as a UFM case even if the student states that the matter does not belong to him or her. The decision taken by the UFM Committee will be final.
- g) The student must submit the Answer Sheet to the Invigilator before leaving the exam room. In case, the answer sheet is taken out of the Exam Room by the student due to any reason, the same will be considered as Unfair Means activity.

14. Policy on the Supplementary of CSD-I & CSD-II:

All students who fail in CSD-1 or CSD-2 will be given an opportunity to clear the course through a performance-based system. This policy aims to provide a structured, performance-driven process for students to clear their CSD course while demonstrating desired competencies. This will be applicable for the students of batch 2023-25 onwards.

The marks will be reassessed out of 100, replacing the previous internal & external marks.

Criteria of passing

Criteria 1: Submission of Audios/Videos

As per the performance in 9 audio/video submissions during SIP (ref SIP Kit). The marks will be submitted out of 100 by the concerned CSD faculty. If a student scores above 70% of marks in all the submissions; it makes him/her eligible to clear CSD-1. The audio/video submission should be saved with the faculty for the purpose of records.

Criteria 2: Performance during SIP Viva

If a student scores above 70% in SIP Viva, they will be considered to clear CSD-1.

Criteria 3: Performance in Mock Personal Interviews (PIs)

Students who participate in JD-based mock PIs during the 3rd semester, and score above 70% and receive an overall positive recommendation ("Yes") will be eligible to clear supplementary in CSD-2.

Conditions of passing

- 1. Fail in CSD-1: The student must secure minimum 70% in either Criteria 1 or Criteria 2.**
- 2. Fail in CSD-2: The student must achieve secure 70% in criteria 3 to clear the supplementary.**
- 3. Fail in CSD-1 and CSD-2: Must clear either Criteria 1 or Criteria 2 along with Criteria 3**
- 4. C2C (Campus to Corporate):** If a student fails the C2C component but secures the placement, his/her 'supplementary' status will be updated as 'cleared' under the Industry Based & Skill Based Learning scheme.

15. Industry Based & Skill Based Learning scheme

Some of the students at NDIM get good jobs offers or venture into entrepreneurial ventures 5 - 8 months before completion of their two year PGDM program. Some students are picked up by the Industry immediately after their first year which is very laudable and is the outcome not only of the Institute's quality of academic & industry rigour but also of the commitment and outstanding performance of students, who qualify the practical skilling benchmarks of various industries so very early in their PGDM.

As per existing systems, students are evaluated for around 48 academic papers (compulsory + additional credit subjects) till the end of 3rd semester without any credit or marks for qualifying the tough industry evaluation.

Additional marks & credits are given to the students for qualifying the evaluation by the industry in addition to the credits under the current system of examinations where credits/marks are not directly linked to the evaluation by the end-users. Award of credits based on Industry evaluation will make the PGDM program more meaningful and in tune with the policy directions of the Govt. of India, Ministry of HRD and the AICTE, who have been advocating the linkage of educational outcomes of degrees & diplomas to employability and entrepreneurship skills.

The students who secure confirmed job offers or demonstrate real advancements in their entrepreneurial initiatives (and have therefore opted out of the campus placements) several months before completion of the 24 months program, are deemed to have for all practical purposes qualified a **full paper of 100 marks titled on "Industry Based & Skill Based Learning"**. Though, these 100 marks will be only 2% percent of the total marks till end of 3rd semester, yet this will be a good and essential beginning.

The direct evaluation by the end-user 3rd party recruiter is the greatest examination of students' skill based PGDM learning and scores against this credited in a graded manner depending upon how soon a student qualifies the industry evaluations.

Implementation of the Skill Based Learning Credit System

The students who secure a clear mandate from Industry/Entrepreneurship by 31st January, of second year of PGDM would be given 3 additional credits for having passed the paper titled "Industry Based & Skill Based Learning". 2 credits would be given if a student achieves the Industry/ Entrepreneurship mandate by 31st March, of second year of PGDM .

This policy not only honors the mandate of the AICTE, Ministry of HRD and the Govt. of India that PGDM program should be tuned to Industry expectations but it also additionally links PGDM learning directly to the industry based evaluation and encourage students to focus more on practical & skill based learning of their PGDM program.

Credits and Level A ,Level B & Level C Certificates

Credit for passing this paper will be over and above the fixed number of credits/marks awarded under the existing system of evaluation of the PGDM program and will be awarded as "additional credits" for "Industry Based & Skill Based Learning" in the form of Level A Certificate for 3 Credits, Level B Certificate for 2 Credits , Level C certificate for 1 credit.

Exchange of these Additional Credits for marks of 1st / 2nd / 3rd & 4th (Excluding Major Research Project) Semester Subjects

These additional credits will not alter or affect the overall inter-se merit which will continue to be based on the existing system of formal evaluation of all the papers of all the semesters, and students would graduate with these additional 2 or 3 credits & certifications. Students will have the option to exchange these additional credits with additional marks which they have earned against the 100 marks paper of "Industry Based & Skill Based Learning". These marks can be added to the marks scored by them in their 1st / 2nd / 3rd & 4th (Excluding Major Research Project) Semester examination papers, 1 credit can be exchanged for up to 40 marks in 5 subjects, 2 credits can be exchanged for up to 50 marks (10 marks per subjects) and 3 credits for up to 60 marks (12 marks per subject)) to qualify if they are failing or have less than 70 marks.

These credits will be duly recorded in the student's Diploma as Additional Credits for "Industry Based & Skill Based Learning" provided these are not surrendered for exchange of marks.

Process for Exchange and Substitution - Industry Based & Skill Based Learning Additional Credits for Marks of 1st / 2nd / 3rd & 4th (Excluding Major Research Project) Semester subjects

Certificate A (3 Credits) – Placement/ Entrepreneurial Venture till 31st January, of second year of PGDM

All students who are placed or have ventured into entrepreneurship till 31st January, of second year of PGDM will be eligible for 3 credits of this Skill Based Course equivalent of 100 marks. These students can opt for exchanging these 3 credits for **upto 60 marks in 5 subjects (12 marks per subject)** which can be used by them in other papers (Core / Major 1 / Major 2) to qualify if they are failing or have less than 70 marks.

Certificate B (2 Credits) – Placement/ Entrepreneurial Venture from 1st February, to 31st March, of second year of PGDM

The students who are placed/ started their entrepreneurship between 1st February, to 31st March, of second year of PGDM will get the benefit of 2 credits equivalent to 100 marks. These students can opt for exchanging these 2 credits for **upto 50 marks in 5 subjects (10 marks per subject)** which can be used by them in other papers (Core / Major 1 / Major 2) to qualify if they are failing or have less than 70 marks.

Certificate C (1 Credit) – Placement /Entrepreneurial Venture between 1st April to 31st May, of second year of PGDM :
The students who are placed/started their entrepreneurship venture between 1st April, to 31st May of second year of PGDM will get the benefit of 1 Credit. These students can opt for exchanging this 1 credit for **upto 40 marks in 5 subjects (Core/Major 1/Major 2) of Semester-I, II, III & IV (Excluding Major Research Project) (8 marks per subject)** in which the placed student is failing or have less than 70 marks (excluding Absent cases in External exam, due to any reason / Project based evaluation).

The above incentive is only for those students who have opted for early placements or entrepreneurship.

Guidelines for credit of passing marks for Corporate Skill Development & Campus to Corporate (Additional credit subjects) for placed students.

The CSD / C2C subjects at NDIM had been introduced to groom the students to the recruiter's expectations. A view had been taken that in all such cases where a student gets selected and joins a company or his / her own startup / Family business, it will be deemed that student's CSD/C2C skills have been accepted by the industry and that student had qualified in these subjects as per the industry requirements, as per the Course outcomes and the Programme objectives.

Keeping in view the fact most of the students are covered in the above category of either having got employment or having your own start up or promoting family business.

Therefore,

1. All those students who joined companies for placement / started their own startup venture/ joined family business up to 31st March, of second year of PGDM may send their document of employment / Start up/ joining family business (Appointment Letter/ Offer Letter/ Registration Certificate of Startup and website / Joining letter issued on letter head of family business venture) to claim the benefit under the above scheme.
2. All the students covered under this policy would get due credits on their mark sheets for these subjects and there is no requirement of any further evaluation on account of evaluation having already happened to the satisfaction of the recruiter's / startup sector.

16. Experiential Learning Point scheme

NDIM believes in learning through experience which positively transforms students and hence the whole society.

The New Education Policy given by the Government of India has given lot of emphasis on students' learning beyond the classrooms. And the New Education Policy has suggested to the Colleges that students who are doing new things, learning new things beyond the classroom, should be encouraged and given all kind of support. Keeping in view that the future MBA CEOs should have lot of learnings beyond the classrooms and every activity that they do, needs to be recognized, NDIM

therefore after lots of discussions with very senior people in the country, announced an experiential learning last year under which every activity done by you beyond the classroom, is measured. It's record is kept so that all of you are encouraged to get into those activities i.e.

- Club Activities,
- Webinars,
- Social Media Posts,
- Live Projects,
- Research Work,
- Student Mentor-Mentee Session,
- Corporate Mentorship,
- CRC Student Managers & self-helping students Appreciation Points,
- WE Cell,
- E-Cell,
- Innovations and New Ideas,
- Class Coordinator,
- Academic Coordinators,
- Co-curricular Activity
- Coordinators and Self-Learning.

Benefits of Earning Experiential Learning Points

To encourage you to take up various activities of your choice so that

- Learn beyond the classrooms
- Learn through doing things by hand
- Earn marks and credits without passing full subjects
- Earn 120 credits to pass PGDM. After earning these Experiential Points, you will pass PGDM with additional credits.

At the end of the course, if you find difficult to pass 1-2 subjects even after appearing into backlog papers, these extra credits may help you to pass those subjects at that time. You may have the option to skip the subject if you earn the desired number of credits.

I,..... Roll No. Section of
Batch..... would like to appear in Supplementary** / Backlog** Examination in the following subjects by
paying the requisite fee in the Accounts Department.

[illegible]

*** No Fee is payable for Internal Examination**

**** Rs.1,000/- per paper** (Supplementary Exam: In case of 1st re-appear Exam being conducted by the Institute)

**** Rs.2,000/- per paper** (Backlog Exam: In case of 2nd onward re-appear Exams being conducted by the Institute)

**** Rs.2,000/- per paper** (In case any student who has already passed the subject(s), but wants to re-appear in exam for improvement in marks)

**** Rs.3,000/- per paper (In case of any student Debarred in any subject)**

(Sign of Student)

(Accounts Officer)

(Examination Cell)

Date _____

Re-Evaluation of Answer Script

I Roll No..... Section..... Batch..... Semester....., would like to apply for re-checking of answer script of the following subject(s), for which I am submitting the requisite fee in the Accounts Department.

S.No.	Sem	Paper Code	Subject	Marks Obtained	Amount (`500/- per subject)

Total Amount -----

(Sign of Student)

Request Form - Duplicate Diploma / Transcript / Marksheet of PGDM/PGDBM

Date: _____

I, Roll No. of Batch.....
would like to get the duplicate copies of the following documents. I have made the payment of the requisite fee through
Cash / Online.

Copy of FIR – Please attach copy of FIR (Online FIR copy can also be attached) lodged with the nearest Police station of the area, that the original Diploma / Transcript / Marksheets have been irrecoverably lost or damaged.

Document Type	Fee Applicable	Tick (Whichever applicable)	Amount
Diploma Certificate	Rs.2,500/-		
Transcript (Consolidated Marksheet)	Rs.1,000/-		
Marksheet (Semester-I)	Rs.500/-		
Marksheet (Semester-II)	Rs.500/-		
Marksheet (Semester-III)	Rs.500/-		
Marksheet (Semester-IV)	Rs.500/-		
		Total Amount	

UTR / Transaction No. / Receipt No. : _____

Transaction / Payment Date : _____

(Signature of Student)

Note: Properly scanned copy of the filled in form must be sent to examination@ndimdelhi.org alongwith the copy of the FIR & payment receipt.

Bank details for submission of online fee:

A/C Holder Name : New Delhi Institute of Management
A/C No. : 06292010032010
Bank : Punjab National Bank
Branch : Batra Hospital New Delhi
IFSC Code : PUNB0062910
A/C Type : Saving Account

“Industry Based & Skill Based Learning” Credit System**FORM FOR EXCHANGE OF ADDITIONAL CREDITS WITH MARKS FOR SEMESTER-III PAPERS**

Date: _____

I, _____ Roll No. _____ of Batch _____
 would like to inform that I was placed / ventured into entrepreneurship on _____ (Date) and am eligible for the Level
 _____ (A/B) Certificate under “Industry Based & Skill Based Learning” Credit System. I have read the rules and would like to opt
 for exchange of the Credits for this additional certificate with the marks, for Semester-III papers as mentioned below.

S.No.	Paper Code	Subject(s)	Marks to be added in	
			Internal	External
1				
2				
3				
4				
5				

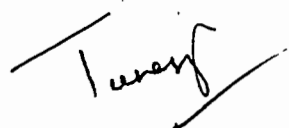
Total Marks Utilized: _____

Level-A Certificate (upto 60 marks can be exchanged), 12 marks per paper.

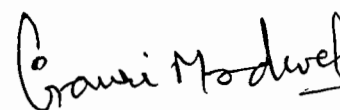
Level-B Certificate (upto 50 marks can be exchanged), 10 marks per paper.

I am herewith submitting the Offer Letter / Proof of Entrepreneurship duly attested by _____
 GM in CRC.

(Signature of Student)



Registrar



Director

Date: 25.09.2025