



STUDENT HANDBOOK

(Batch 2025-27)

POST GRADUATE DIPLOMA IN MANAGEMENT
PGDM(G), PGDM(M), PGDM(F)

NEW DELHI INSTITUTE OF MANAGEMENT

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VISION

“To be a leading management institution that nurtures dynamic business leaders through holistic, transformative, and innovative learning.”

MISSION

1. To build strong Industry and global linkages that enhance learning and research experience.
2. To offer personalized and interactive teaching and learning process.
3. To foster an innovative and entrepreneurial mindset.
4. To create socially and ethically responsible business leaders.

PROGRAMME EDUCATIONAL OBJECTIVES

PEO 1: Solve Business Problems in a National/Global context using latest managerial techniques and supporting tools

PEO 2: Behave in a Socially and environmentally responsible, and value driven manner.

PEO 3: Manage various business projects/entrepreneurial ventures/family business.

PEO 4: Be Positive & open-minded Business Professionals with technical and managerial competency, capable of life-long learning, leading and guiding teams exhibiting effective communication and corporate skills.

PEO 5: Critically analyze business situations, formulate strategies and take effective informed decisions and thereby manage the business processes.

PROGRAM OUTCOMES (POs) and PROGRAM SPECIFIC OUTCOMES (PSOs)

PGDM GENERAL

Program Outcomes (POs)

- PO1:** Apply knowledge of management theories and practices to solve business problems.
- PO2:** Foster Analytical and critical thinking abilities for data-based decision making.
- PO3:** Ability to develop Value based Leadership ability.
- PO4:** Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business.
- PO5:** Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

Program Specific Outcomes (PSOs)

- PSO1:** Ability to generate ideas and transform these into startups/entrepreneurial endeavors.
- PSO2:** Ability to generate solutions to new problems using research, creativity and innovative mind set.
- PSO3:** Ability to design policies, strategies and programs by analyzing the relevant internal and external forces and their business impact

PGDM MARKETING

Program Outcomes (POs)

- PO1:** Apply knowledge of management theories and practices to solve business problems.
- PO2:** Foster Analytical and critical thinking abilities for data-based decision making.
- PO3:** Ability to develop Value based Leadership ability.
- PO4:** Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business.
- PO5:** Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

Program Specific Outcomes (PSOs)

- PSO1:** Ability to generate ideas and transform these into startups/entrepreneurial endeavors.
- PSO2:** Ability to generate solutions to new problems using research, creativity and innovative mind set in the marketing domain.
- PSO3:** Ability to design policies, strategies and programs by analyzing the relevant internal and external forces and their business impact

PGDM FINANCE

Program Outcomes (POs)

- PO1:** Apply knowledge of management theories and practices to solve business problems.
- PO2:** Foster Analytical and critical thinking abilities for data-based decision making.
- PO3:** Ability to develop Value based Leadership ability.
- PO4:** Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business.
- PO5:** Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

Program Specific Outcomes (PSOs)

- PSO1:** Ability to generate ideas and transform these into startups/entrepreneurial endeavors.
- PSO2:** Ability to generate solutions to new problems using research, creativity and innovative mind set in the finance domain.
- PSO3:** Ability to design policies, strategies and programs by analyzing the relevant internal and external forces and their business impact
- PSO4:** Ability to implement desired financial tools and techniques to design and evaluate various investment portfolios.

ACHIEVEMENTS

NDIM Only B-school declared as 'Best Industry-Linked B-School of India' under 19 parameters including placements continuously 3 years in a row jointly by the AICTE, Govt. of India, and the Confederation of Indian Industry out of all the government approved b-schools of India. PGDM declared equivalent to MBA by AICTE and AIU (Association of Indian Universities). Accredited by NBA, Govt. of India, and Globally Accredited by ASIC, U.K. with "Premier College Status". Declared Best 5 years in a row by ASSOCHAM in 2017, 2018, 2019, 2020, 2021 in North India | Placements. Only B-school where ASSOCHAM has setup its "Incubation Centre" for promoting 'Entrepreneurship & Innovation' in the PGDM program. Only B-school set up and run for the last 30 years by 6 Top Industrialists, 5 Padma Awardees and former Supreme Court Judges, Chairmen UPSC, Chief Election Commissioner, Principal Secretary & Advisor to the Prime Minister of India. Only B-school in North & Central India continuously chosen for the last 4 years by the AICTE for Government of India's Smart India Hackathon, the biggest Digital & Entrepreneurial revolution of Government of India. Listed in the "New Education Policy" of the Government of India by Dr K. Kasturirangan along with IIM-A.

"Japan Center" and licensed by NSDC Govt. of India for training manpower for Japanese Companies; and having MOUs with IRKFS (Korean Chamber) and BRICS CCI. Chosen by the Ministry of Defence, Govt. of India, and imparted 50000 hours of training on new age AI-ML, Digital, Life Skills to the 9000 cadets and 1200 faculty of 33 Sainik Schools of India in June, July 2021.

- NDIM Declared Number 1 in India for 'Excellence in Employability through Industry Engagement'- 2021 by FICCI.
- 'India International Skill Centre' of NSDC, Govt of India.
- Among "Illustrious Brands Making India Proud" - Mail Today.
- Among "The Fastest Growing Business Schools of Asia" - process reviewer KPMG India.
- Among "The World's Greatest Brands 2015-16 and 2016-17 India" - process reviewer Pricewaterhouse Coopers.
- India Centre of QS ranked Asian Institute of Technology Thailand
- (International university since 1959) for DBA Programs.
- PGDM with Dual (2 Major Specializations for every student) out of 8 futuristic PGDMs including Artificial Intelligence/ Machine Learning (Business Analytics), Digital Marketing, Treasury & Investment Management, International Business, Operations & Supply Chain management.

WELCOME TO NDIM

Dear Students,

Welcome to the Post Graduate Diploma in Management (PGDM) Programme at NDIM for 2025-27 Batch.

This handbook has been compiled to acquaint students with the New Delhi Institute of Management, its regulations and the responsibility that comes their way as members of the NDIM family. It is to be read in conjunction with the Information Brochure 2024-25 issued by NDIM. Students are advised to read this handbook and refer to it during the course of their study. It also provides guidelines on expected conduct and behavior of students at campus, both academic and non-academic. In addition to the handbook, students will still need to refer to official documents available on our ERP and sent to them regularly through various communications. This book is also about student life at the campus – extra-curricular activities, sports, hostels etc. Please make use of the facilities and opportunities to groom your personality and bond better with other students, staff & faculty.

Happy learning at NDIM.

Registrar

LOCATION OF THE CAMPUS

Located at Tughlakabad Institutional Area in South Delhi, the Campus provides a setting that enhances learning and showcases the concept of green building design. Well-equipped classrooms and labs aid teaching and research. The campus touches Air Force Station Tughlakabad and is located in the proximity of 500 bedded Batra Hospital, Jamia Hamdard University, ITBP and BSF on M.B. Road. It is 10 minutes' drive from Saket, Chirag Delhi, Greater Kailash and Govindpuri Metro Stations and one hour from the New Delhi Railway Station and IGI Airport.

CAMPUS AND INFRASTRUCTURE

The campus is spread over two blocks namely **Wisdom Block & Knowledge Block** which are fully networked, air conditioned and constructed on the Government allotted land next to the Centre for Science & Environment and Rotary Blood Bank.

ACADEMICS

Classes are normally held between 9.30 am to 6:30 pm but may commence earlier and continue late in the evenings as per requirement on all 6 days of the week. After joining, a student participates in the Induction cum orientation program. He/she is also provided with a copy of the Student Handbook through ERP apart from an identity card. Students are given ID Cards to enable them to have free access anywhere in the campus. Google groups are created through the existing email ID's of the students by the academic's department. Every student is provided with an ERP account and a link to register his/her courses, and can check relevant details. Being a hectic programme, students must remain ready to learn 24x7 hours.

I. Attendance Policy

Academic activities at NDIM comprise of Classes, Lab Sessions, Guest Lectures, Webinars, Internal & External Events, Seminars, Mentoring Sessions, Extra Curricular activities, Club Events, Live Projects, Conferences and Workshops, self-learning etc.

The Institute emphasizes upon the deep connection between attendance and all round development of students. Any class sessions or activities missed, regardless of the reason except the opportunity of learning and may negatively affect a student's grasp of the course. Students are expected to attend all class sessions and all academic activities for which they have registered. It is the responsibility of the student to notify the Academic Office when an absence is likely to occur/ occurs.

I) NDIM places high emphasis on regularity and punctuality. This requirement formalizes the reciprocal responsibilities between students and the faculty to be fully prepared for classes and to contribute to joint learning. More broadly, it reinforces NDIM's belief in education as a shared responsibility. The success of NDIM's learning model depends on regular learning and class participation by the students, which depends crucially upon regular attendance in all classes.

II) If scheduled classes are cancelled due to sudden exigencies or unscheduled holidays, such as Bandhs, government's declaration of public holidays etc., such classes are rescheduled on the weekends or can be conducted online.

III) Opportunity for Makeup classes/ Revision classes / Tutorials are open to all students. It is student's responsibility to attend these sessions and make up for the loss of their learning which may be due to their absence or not getting enough clarity in the main teaching sessions.

IV) All students are expected to attend 100% of Guest sessions, Seminars, Conferences or any notified academic activities. Attendance is maintained for this as well. 80% attendance in this criteria is mandatory for end term examination. In certain important events, fine can also be levied for missing

the event or being undisciplined during the event and putting the institute in bad light in front of external speakers / participants.

V) Shortlisting for some of the placement companies, of students nominations, live projects etc. is also done on the basis of in class attendance of students.

Guidelines for Guest Lectures and Formal Academic Events in College and Outside

Attendance is mandatory for all the students as per the schedule notified. Use of cell phones during the lecture is strictly prohibited.

All the students are required to come in formals for attending the guest lecture/ Formal events like Conferences, Seminars, Guest Lectures etc. and during the placement season.

Penalty for non-compliance:

- a) Mass Bunk of Classes – 2 days attendance will be deducted (5 classes per day * 2 days = 10 attendance deduction)
- b) Missing Guest Lecture / Events: attendance of the entire day to be deducted if not present in the guest session, or attendance of one day to be deducted, whichever is applicable.
- c) Missing events outside colleges after registration. The Disciplinary Committee would decide the quantum of punishment on case to case basis.

II. Leave Procedure

Procedure for Medical Leave & Leave for other reasons

Attendance is counted on the basis of attendance marked in the attendance register/LMS by the concerned faculty. All students are aware that they have to maintain minimum 75% attendance till the End Term Examination to make themselves eligible to appear in the Final Exam. They will be detained in all those subjects where their attendance is less than 75%.

However in case of absence due to any medical exigency or personal emergency the balance 25% attendance out of 100% is expected to be utilised. Any leaves/absence beyond 25% requires formal approval of the Registrar which is considered based on the following documents. Submission of documents does not automatically guarantee approval of leaves as NDIM aims to restrict the absence in the interest of the students.

- a. Leave of absence for Medical reasons or any other reason has to be requested in the prescribed format (Annexure I) or through an email to leaves@ndimdelhi.org with a copy at registrar@ndimdelhi.org followed by procedure notified below: Subject of such a request will have to be Medical/ Emergency Leave.
- b. Student has to submit the joining report informing about the rejoining of classes after absence.

- c. **Student is required to submit copies of relevant documents to Librarian, in the library, within 3 days** of rejoining classes after leave. In case of further delay, student is advised to email the request to Registrar's office for consideration.
- d. NDIM aims at 100% learning of all its 100% students. To ensure that, the faculty regularly assess the students' grasp of their learning each course and arranges extra classes/tutorials in the evenings/weekends for the students requiring extra attention/care.
- e. To ensure seriousness of learning and to achieve the purpose behind these extra classes/tutorials; attendance in these sessions is mandatory for the notified students. 75% attendance for such students is worked out based on the totality of classes attended in the main classroom sessions and these additional/tutorial classes/sessions of every subject.
- f. Students are advised to aim at 100% attendance & learning of every course so as to be the leaders of tomorrow and also be the top picks of the sought after recruiters.
- g. In this highly competitive global environment; every mark counts. Sometimes the recruiters shortlist students based on internal assessments or class attendance basis alone as they value continuous learning and discipline. As such while 75% is the minimum mandated attendance; 100% attendance gives much better opportunities of being short listed in the first go by the recruiters.

A. Medical Leave Document:

1. Prescription by the Doctor
2. Medical Certificate
3. Medicine Bill / Test Reports if any
4. If Medical leave is more than 5 days the request on medical leave will be considered only on receiving a request (Attached with other documents) from the parents through email at leaves@ndimdelhi.org with a copy at registrar@ndimdelhi.org.
5. "Proforma for Medical Leave" should also be attached with the above mentioned documents (1 to 4) and be submitted on the above ID within 3 days/ within the same week.

B. Leave for other reasons:

Leave of absence due to the following specified reasons can be considered with supporting documents and has to be mailed at leaves@ndimdelhi.org with a copy at registrar@ndimdelhi.org before proceeding/immediately on return.

- i. Death or serious illness in the close and immediate family (Maximum 3days)
- ii. Students own wedding day, or that of a sibling. (Maximum 3 days)
- iii. Court summons that cannot be postponed. (Maximum 2 days)
- iv. The observance of high religious day. (With prior approval) (Maximum 1 day)

The supporting documents like medical documents of relative/ wedding card of self or sibling copy of the court summons etc. are to be deposited **within 3 days** of rejoining the Institute.

Note:

- 1) These documents would only be accepted for consideration if prior intimation has been received through mail on the above notified emails.
- 2) Original documents will be called by the office before sanctioning the leave. No leave will be granted without scrutiny of the Originals.
- 3) Delayed or late request & incomplete submission of supporting documents will not be entertained.

C. On Duty Attendance

Students who are Volunteers / Participants in different events/ conferences/ seminars/ TV shows etc. / inside or outside the campus are advised to fill up the attached form (Proforma for OD AttendanceAnnexure & send to the concerned Event In- charge Co-coordinator within **24 hours of the event**. The faculty event in charge will scrutinize and approve and forward the details to the Academic Cell at studentaffairs1@ndimdelhi.org for 1st year and studentaffairs2@ndimdelhi.org for 2nd year with a copy to the Registrar.

(Ref Annexure II). On duty attendance would be granted only after careful scrutiny and submission of relevant reports, photographs and other necessary documents pertaining to the event/s as may be decided by the Event In-charge/coordinator.

Direct submission of proforma to the Academic Cell will not be entertained.

Form No. NDIM/ACAD-001/

NEW DELHI INSTITUTE OF MANAGEMENT

PROFORMA FOR MEDICAL LEAVE

Date of Submitting Application	
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Name of Student		
Roll Number		
Section		
Batch		
Disease Diagnosed by the Medical Officer		
Absent	From	
	To	
No. of Days Missed due to illness		

Note: I have enclosed following documents to regularize my absence due to Medical Ground

Medical Certificate	
Prescription	
Medicine Bill if any	
Application signed by Parent/Guardian	

NEW DELHI INSTITUTE OF MANAGEMENT**ATTENDANCE PROFORMA FOR EVENTS**

1	NAME OF ACTIVITY/ EVENT					
2	FACULTY IN-CHARGE NAME					
3	DATE OF EVENT		TIME OF EVENT:			
4	PLACE & ADDRESS OF EVENT					
Student Roll No.	Student name	Section	Batch	Date of classes missed	Subject s missed by the student	Total no. of classes missed

LIVE PROJECTS – PROCESS

Live Projects have been an important part of the learning pedagogy at NDIM. The objective of the live Projects has been to expose the students to the hands-on practices of management as being observed in different industries/corporate houses.

Purpose:

To take the learning of the students beyond the classroom into the corporate world and to add value to the students' learning curve, live projects are given to NDIM students to acquaint them with actual industry practices, to bridge the gap between academia & corporate practices and make them more industry ready.

Couse Outcomes:

CO1	Apply domain-specific theories, concepts, and tools to real-world organizational problems.	Level 3
CO 2	Gain hands-on industry exposure, which enhances decision-making abilities and employability, and prepares students for future leadership roles	Level 4
CO 3	Build confidence through experiential learning and enhanced presentation skills, resulting in improved performance during interviews and industry interactions.	Level 3
CO 4	Communicate project findings and recommendations effectively in both written and oral formats, adapting messaging for different stakeholders and audiences	Level 6

Duration:

Based on the duration of the live projects offered by the industry, they are categorized into Short Term Projects and Long Live Projects.

- i) Short Term Live Projects (SLP) are of 2 weeks or less
- ii) Long Term Live Projects (LLP) are of more than 2 weeks.

Both SLP and LLP can be in offline or online mode.

Eligibility:

Based on the company requirements and eligibility criteria, students are eligible to apply for the live projects offered by different organization. Students of all specializations can apply for the live projects provided they maintain the attendance standards of 75%. CRC allows one live project per student per semester.

Attendance:

Students shall be awarded with attendance for the absence from classes on account of offline live project for the exact number of days for which the internship letter will be provided (internship start & end dates), and only after the submission of the report and completion certificate within 15 days of the internship's conclusion.

Process of Allotment of Live Project:

Live project opportunities are shared with all the students by the Corporate Resource Centre of NDIM, the CRC. Students can also undertake a self-sourced live project by seeking a written approval from CRC by sharing the details of project along with live project offer/company confirmation mail. **Only upon receiving approval, student should join the live project company.** CRC maintains a complete list of students going for live projects. Selected students are required to seek an NOC before proceeding for Live Project from the CRC and the Academics Cell, for maintaining the records. Refer to NOC Format- Annexure C

CRC sends the list of students going for live projects every week to the Academics Cell (Registrar's Office) so that subject faculty can be informed.

Faculty Mentors are already assigned to students as Faculty Class Coordinators/ CSR /CBR / SIP/MPR mentors who would also guide them for their live projects. Faculty Mentor provides feedback to the students and help them in adding value to the live project learnings.

Experiential Learning Points for live projects done is assigned by the CRC.

Approval of Project Report:

Students must obtain approval from their Faculty Mentor for their project report. This approval is to ensure the quality and academic integrity of the live projects undertaken.

Submission of IIR (Initial Information Report Form)- Refer to Annexure B

Students are advised to submit IIR form at liveproject@ndimdelhi.org with a cc to their faculty mentor & Faculty Class Coordinator assigned on 1st day of their live project ,Within 1st week in case of LLP & Within 2 days in case of SLP.

Submission of Live Project Report along with Certificate to Academics Department:

The soft copy of Live project report along with faculty mentor approval and completion certificate to be mailed at liveproject@ndimdelhi.org and uploaded in the Google form- <https://forms.gle/VnBW5k1tH44LYcwM7> within 2 weeks (15 days) from the date of completion of Live Project.

In case, completion certificate is not received within 2 weeks, students may submit report and state in submission mail for completion certificate not received and send the same later to be eligible for attendance.

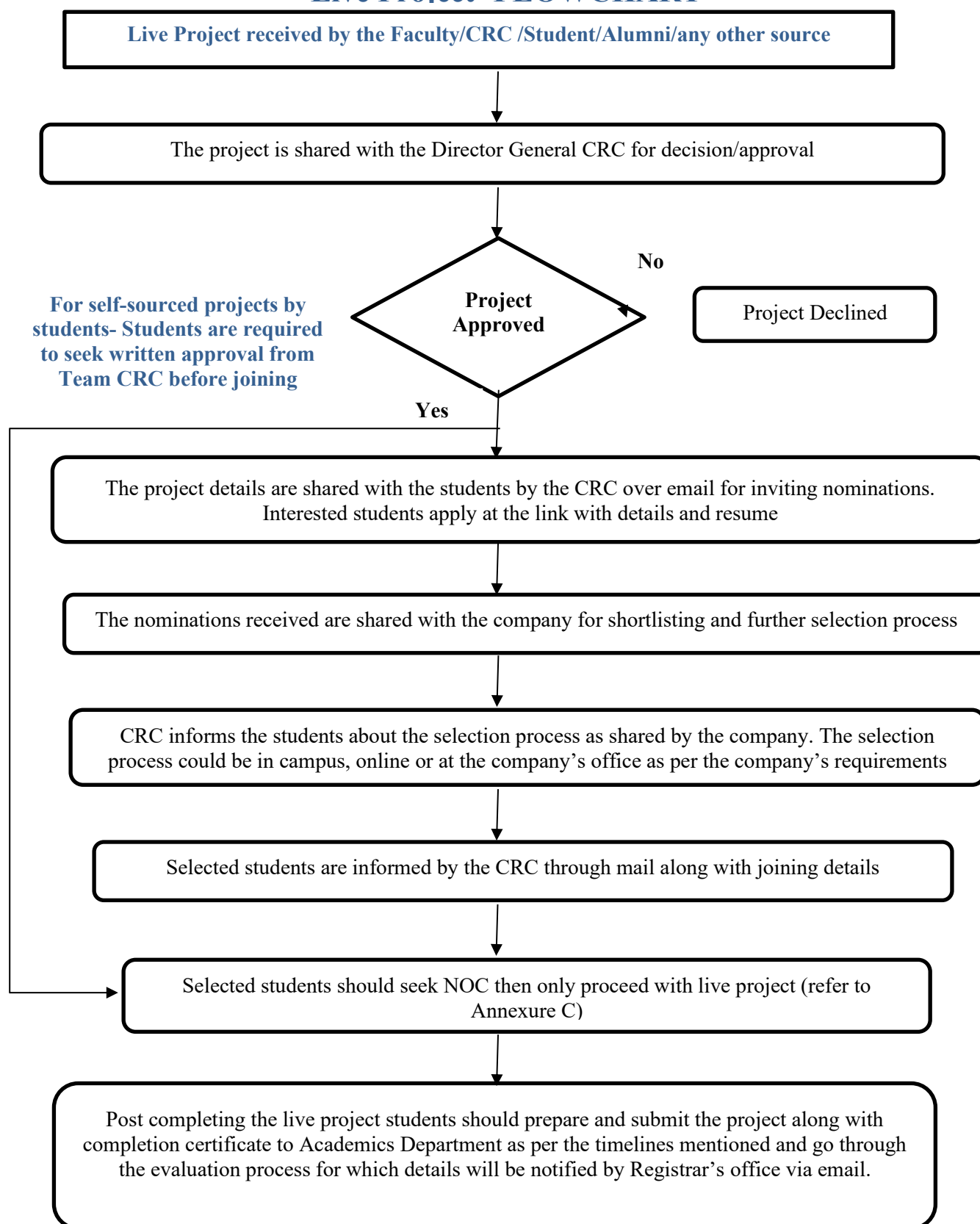
Experiential Learning Live Project Points

The following points will be awarded for Live Project:-

Mode of Live Project	Description of points
Offline	1 week -8/ 2 week - 16/ 3 week -24 (maximum 24)
Online	1 week -5/ 2 week - 10/ 3 week -15 (maximum 15)

Points are awarded on the basis of time spent on each project.

Live Project -FLOWCHART



Evaluation Process:-

The Viva schedule will be notified by the Registrar's Office. It will be conducted Twice in a semester

The Viva schedule will be notified by the Registrar's Office. It will be conducted twice in a semester i.e. before Mid Term and End Term.

At the time of evaluation, Students must submit details of any assessments missed. Accordingly, students will be have to opt for anyone out of

1. Completing an extra credit
2. Appearing for a make-up test
3. Receiving marks for the missed assessments on a pro-rata basis, determined by their live project viva performance.

S. No.	Live Project Type	Submission of Report and Completion Certificate	Soft Copy of Report Submission	Attendance	Credit (In case applicable)	Evaluation
1.	SLP upto 1 week	within 2 weeks of completion	Soft Copy	Yes, based upon Report Submission and only for the duration mentioned on the completion certificate	00.25	Yes
2.	SLP upto 2 weeks	within 2 weeks of completion	Soft Copy	Yes, based upon Report Submission and only for the duration mentioned on the completion certificate	00.50	Yes
3.	LLP 1 month	within 2 weeks of completion	Soft Copy	Yes, based upon Report Submission and only for the duration mentioned on the completion certificate	1.00	Yes
4.	LLP 2 months	within 2 weeks of completion	Soft Copy	Yes, based upon Report Submission and only for the duration mentioned on the completion certificate	2.00	Yes
5.	LLP 3 months	within 2 weeks of completion	Soft Copy	Yes, based upon Report Submission and only for the duration mentioned on the completion certificate	3.00	Yes

Note: Academics will send the list of students on live project, on Weekly basis to all faculty members

Guidelines- Submission of Live Project Report Soft Copy-

All students are required to follow the instructions given below for submission of Live Project report:

1. **Format of the report** must be as per Annexure A.
2. **Project has to be submitted to faculty mentor** (Faculty Class Coordinate / CSR /CBR /SIP/ MRP) **for seeking approval over mail; after receiving the final approval post changes/suggestion recommended by the faculty mentor, student should submit the project. Please note Faculty Mentor E-mail Approval screenshot should be added in the Live Project Report.**

3. Live Project Report (Soft Copy) and completion certificates submission Link-
<https://forms.gle/VnBW5k1tH44LYcwM7>
4. Soft copy of the report has to be uploaded in PDF Format in the Google form link, the size of file should not exceed 10MB.
5. The student needs to be done within 15 days of completion.
6. The PDF file should be renamed with your **ROLL NO._FULL NAME_ BATCH.**
7. Number of pages of report should be 20-25 pages.
8. Maintain uniformity in font size & font type. One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style 'Times New Roman' and Font size 12.
9. Your attendance will be considered after receiving your soft copy of live project report.
10. The **hard copy of Annexure B and Annexure C (compulsory) must be submitted to the Academic Cell.**

Evaluation Criteria and Marks:

The evaluation is done by a panel of 2 faculty members, where the student will be required to make a presentation, explain the work done and learnings, followed by the viva.

Evaluation as per Rubrics (100 marks):

	Marks Awarded	0	4	8	12	16	20
S. No.	Evaluation Parameters	Non submission	Very Poor	Poor	Fair	Good	Excellent
1	Understanding of the Problem (20 marks)						
2	Technical/ Conceptual Knowledge (20 marks)						
3	Presentation Effectiveness/Query handling (20 marks)						
4	Management Learning from the Project (20 marks)						
5	Correlation with the classroom learning (20 marks)						

SUMMER INTERNSHIP

Summer internship is a mandatory requirement for completion of PGDM programme as per the AICTE regulations. It carries mandatory credits. It is an on-the-job training offered by a company within their work environment on specific assignments encompassing tasks related to the vision of the company for 8 weeks or more.

Purpose:

To take the learning of the students beyond the classroom into the corporate world and add value to the students learning curve. Live projects and SIPs are undertaken by the students to acquaint them with actual industry practices to bridge the gap between academia & corporate practices and make them industry ready.

Duration:

The duration can range from 8 weeks to 10 weeks as per nature of project & company's requirement. The entire duration of the project has to be spent within the company's work environment.

Eligibility:

- The student must have completed his/ her 2nd semester (1 year)
- Student is required to submit his/her Resume to the concerned CSD faculty for validation. CSD faculty will send only the approved CVs to the CRC for SIP consideration.
- Any delay in submission of all the documents will debar the student who will thus miss out on these essential credits notified by the AICTE.
- Students need to be proactive not to miss out on any of the deadlines as they will not be eligible to get their PGDM in the absence of their timely SIP.
- A validated Resume, Video Resume, LinkedIn Profile to be updated by CSD faculty & desired data required by the CRC
- Should have signed an undertaking as an acceptance for the rules & regulation governing SIP by the due date.
- Once selected by a company for SIP, students are not allowed to apply further.

Process of Summer Internship Project:

All summer internship opportunities are shared with the students only through the CRC (once approved by the Director-CRC). These projects could be offered by the CRC or by any faculty, but all have to be shared through the CRC. The CRC would maintain a list of students going for internship along with company details encompassing the nature of project & contact information.

After the selection process, each student is allotted a faculty mentor to guide the student throughout the project and post its completion for preparation of the project report. The faculty mentor also keeps in touch

with the industry guide weekly. There are prescribed formats for reporting which the student needs to submit to the faculty mentor entailing the work done & learning attained:

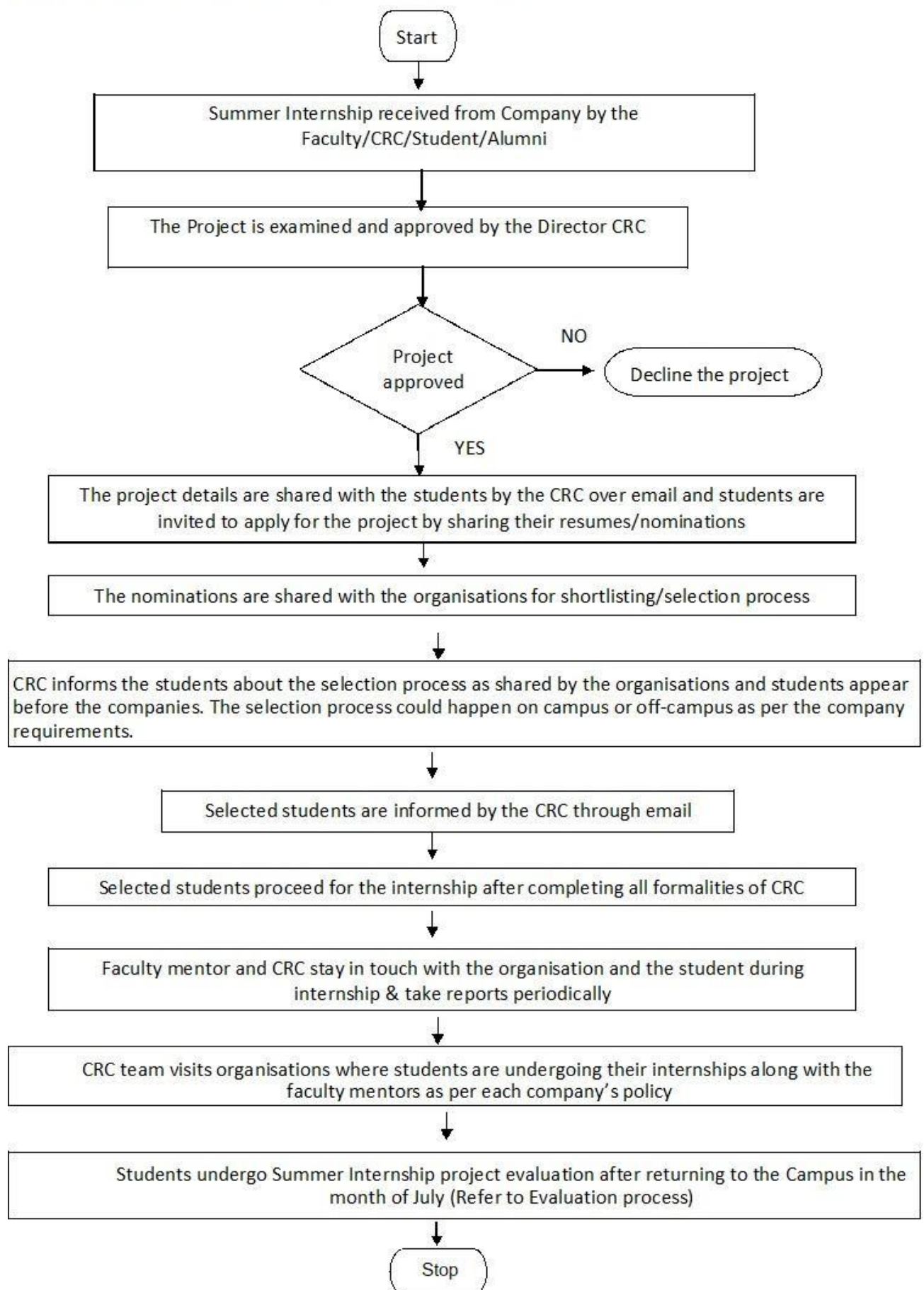
SIP introduced/brought in by students:

Some of the students are keen to bring in their own Summer Internship Projects and do not show interest in the SIPs provided by NDIM. This is clearly notified that each Internship/Project is first evaluated and approved by the NDIM before a student can decide to work on that. Any student who works on an unapproved project/internship will not only earn any credits but would also be marked absent. Students bringing in projects/internships have to submit complete details and the company **NOC by 15th April** of the 2nd semester so that NDIM has sufficient time to accept or reject the Project/Internship.

Students who are identified by any Company for interviewing would stand debarred if they do not present themselves before the company well in time due preparation and aptitude.

NDIM facilitates SIP for every student and has been doing it successfully over the years. However, the students not complying with the given timelines would be debarred. As mentioned above, students cannot pick up their own Internships/Projects unless approved by NDIM and would not earn any credits or attendance for such unapproved self-generated projects/internships.

Process flowchart of summer internship is given below:



Faculty Mentors mentor/guide the students and stay in touch with the concerned industry guides. Faculty Mentors provide necessary feedback to the students doing internship under their mentorship; and assess regularly whether the internship is adding the desired value to the students' learning & share the same in a prescribed format to the CRC.

Marks Distribution in SIP (TOTAL 150)

☐ **Mid Evaluation Form will carry 20 marks**

15 marks to be given by the Industry mentor & 5 marks will be given by the Faculty Mentor

• **Final Evaluation Form will carry 20 marks**

15 marks to be given by the Industry mentor & 5 marks will be given by the Faculty Mentor

• **8 weekly reports will not carry any marks, but timely submission would only grant you marks for punctuality.**

• **Punctuality in submission of reports- 15 Marks**

☐ **FAQs for Recruiter Form will carry 10 Marks.**

(Not to be attached in the Final Project Report but to be submitted to faculty)

☐ **If you are able to crack a PPO / PPI (pre placement offer / pre placement interview), you get 10 marks. If you fail to get PPO but manage to get an appreciation letter, you get 5 marks**

☐ **Faculty Evaluation and presentation – 15 marks**

☐ **FINAL EVALUATION (60 Marks) – Through PPT& viva-voce**

☐ 20 marks for Report concept clarity and quality

☐ 20 marks for Performance in Viva Voce

☐ 10 marks for Clarity of Expression (5 for Verbal Comm., 5 for Presentation skills)

☐ 10 marks for Effectiveness of Recommendations given to the Board of Directors of Company and Comparison of Pre and Post COVID Strategies of the Company

Sustainability/CSR Internship

As part of the 2nd semester curriculum and academic calendar, students are required to complete a one-week fieldwork internship focused on Sustainability Goals. This initiative is a one-credit course integrated into the *Organizational Sustainability* subject (The same would be taught in 2nd semester), which carries a total of 2 credits (1 credit for classroom teaching and 1 credit for the winter internship). The internship is designed to be purely field-based, emphasizing practical, impact-driven learning experiences.

Duration: From last week of December to First week of Jan

Objective: This program aims to inspire students to contribute to sustainability while aligning their efforts with the Sustainable Development Goals (SDGs). This program offers experiential learning and promotes innovation in addressing local challenges. Ultimate aim to bring impact to the society.

Place: Any NGO / Social Organization/ CSR department/Sustainability department of any organization in the location of your choice even in your hometown. You may contact these NGOs/ Social Organizations etc. of your own choice.

Essentials: Field involvement in Community Development work – Education / Health / Hygiene/ Environment / Underprivileged/ Special needs/ Any SDG etc.

This internship cannot be a virtual or remote/Work from home internship (Has to be field work)

Please note: This is a mandatory internship of 1 credit, A viva will be conducted after the internship by the respective faculty mentors.

MOOCs Courses

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 credit 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-2: 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-3: Disseminate Information

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

Step-4: 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-5: 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-6: 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 enrolling for the selected courses.
- The Coordinator/Mentor should work as a troubleshooter 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.

FEE POLICY

Payment of Course Fee

Full Annual Course Fee is payable before commencement of studies. Second year fee is required **to be paid before 1st June in case of Semester wise payment / 15th July in case of Annual fee payment of the relevant year.** Students are therefore advised to collect such relevant documents from the Academics Department before the commencement of next semester / academic year / Summer Training, which may be needed **by the Banks for processing their loan applications** so that students can make the Course Fee Payment by the stipulated date of 1st June / 15th July. Delay on any account entails payment of fines and penalty.

However, students can opt to pay their annual fee in two installments for which they have to indicate it in writing before commencement of the course. The Ist installment will be payable before the start of the Course.

Ist Semester fee to be paid by – At the time of Admission

IInd Semester fee to be paid by – November 30, 2025

IIIrd Semester fee to be paid by – June 1, 2026

IVth Semester fee to be paid by – November 30, 2026

Installment Plan

Those opting to pay in installments have to pay an additional fee of Rs.5000/- along with the payment of 1st and 3rd installments at the beginning of the 1st and 3rd semesters.

Late Fee Fine:

Delay in payment of full fee / installment: Payment after the deadline, with due permission of the competent authority, can be made along with late fee payment of 12 % on compounding basis on the amount due.

Additional Penalty: Late payment without prior permission will be accepted on payment of penalty / fine which will be equivalent to the interest as calculated above. This is in addition to the late fee payment described above.

BANK DETAILS FOR FEE PAYMENT:

A/C Holder Name : New Delhi Institute of Management
A/C No. : 50100218124327
Bank : HDFC Bank
Branch : Greater Kailash - 2, New Delhi
IFSC Code : HDFC00000027
A/C Type : Saving Account

Draft / Bank PO in favour of **New Delhi Institute of Management** payable at Delhi.

NOTE: Students who deposit fee directly through RTGS are required to send the transaction/ UTR number along with their name, section, roll no. at ndimstudentfee@ndimdelhi.org and CC to accounts@ndimdelhi.org post which they receipts will be issued.

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 1,2 & 4 will be conducted by the faculty.

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

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.

D. 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.
- 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.

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 retotaling 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

- 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 (1Credit) – 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.

Supplementary/Backlog Examination Form

Date: _____

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.

S.No.	Sem	Paper Code	Subject	Internal* (Tick the Box)	External** (Tick the Box)	Amount (per subject)

Total Fee Paid: _____

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

(Not Applicable for additional subjects, need to pay fees as per below rules)

**** 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)

DISCIPLINE:

- a) NDIM is a ragging-free campus. No instances of ragging will be tolerated whatsoever. Students are encouraged to report incidents of ragging to the Registrar and the Anti – Ragging Committee.
- b) Students are supposed to keep their mobile phones, mobile watching on silent mode in the class-room. Students are not supposed to use laptops in the class-room without prior permission of the faculty.
- c) If any student is found using a mobile phone or a laptop (without the permission of the faculty) in the class-room, a fine of Rs.1000/- will be imposed for the first offence. Second offence would lead to a fine of Rs.2000/- plus one sub grading in the overall grade for that course. In addition if any misuse of a laptop is detected in class, the faculty may confiscate the laptop to be released later as per the decision of the Academic Council.
- d) All deadlines given for a particular task have to be followed. Any student violating these deadlines as specified from time to time will be subjected to disciplinary action to be decided by the Institute.
- e) **Forms of Disciplinary Actions for various Misconducts / Indisciplinary Acts:** Deduction of Attendance/ To be marked Absent / Fines / Reprimand by competent authority / Letter or Calls to Parents / Suspension / Debarment from activities / Rustication or other suitable action deemed fit by the Competent Authority.

Anti-Ragging Guidelines:

The students of NDIM are hereby warned that they shall not indulge in “RAGGING”. If they are found guilty of ragging they are liable for punishment without prejudice to any other criminal action that may be taken under any penal law.

In view of the directions of the Hon’ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education, (AICTE) brings forth these Regulations.

What constitutes Ragging:

As per the regulation, any act of physical abuse including all its variants: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person would amount to ragging.

Any act by a student that prevents, disrupts or disturbs the regular academic activity of any other student and exploiting the fresher's for completing the academic task assigned to an individual or a group of students also amounts to the offence.

The act of abuse by spoken words, email, and post, public insults, which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student will amount to ragging.

With or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student. Administrative action in the event of ragging: - Depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award to those found guilty, one or more of the following punishment namely:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in

the discomfiture to fresher or any other student;

9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Third amendment in UGC regulations dated 29th June, 2016 expanding the definition of ragging by mentioning as “Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background”.

Action Suggested by AICTE against students Indulging and abetting in Ragging

Suspension from attending classes and academic privileges.

1. Withholding / withdrawing scholarship / fellowship and other benefits.
2. Debarring from appearing in any test / examination or other evaluation process.
3. Withholding results.
4. Debarring from representing the institution in any regional, national or international meet tournament, youth festival etc.
5. Suspension / expulsion from the hostel.
6. Cancellation of admission.
7. Rustication from the institution for a period ranging from one to four semesters.
8. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

Punishment given will be at discretion of management on the basis of the severity of the offence. Ragging in any form will not be tolerated at New Delhi Institute of Management. In case of any complaint kindly contact the Counselor/ Anti-Ragging Squad / Anti Ragging Committee members as per list which is as follows. In case of any help and counselling, Students’ could approach the counselor with the help of Reception.

Committee type	Name of the Committee Member	Profession
Anti-Ragging Committee (Chairman)	Dr. Gauri Modwel	Director
Anti-Ragging Committee (Member)	Dr. Teena Singh	Associate Professor
Anti-Ragging Committee (Convener - Squad Visit)	Prof. S.S Khullar	Associate Professor
Anti-Ragging Committee (Convener - Squad Visit)	Prof. Swati Bhatnagar	Assistant Professor
Anti-Ragging Committee (Counselor)	Prof. Arun Kumar	Professor
Anti-Ragging Committee (Counselor)	Prof. Parveen Kaur	Assistant Professor
Anti-Ragging Committee (Member)	Mr. Kamal Ashwini	General Manager
Anti-Ragging Committee (Member)	Ms. Deepti Sharma	Social activist
Anti-Ragging Committee (Member)	Mr. G S Vivek	Journalist
Anti-Ragging Committee (Member)	Ms. Anushka Arora	Advocate Supreme Court
Anti-Ragging Committee	Ms. Himanshi Shrama	Student (Senior batch)
Anti-Ragging Committee	Mr. Sahil	Student (Junior batch)
Anti-Ragging Squad	Mr. Gajendra Singh Negi	Assistant Professor
Anti-Ragging Squad	Mr. Masawwir Alam	Admin Associate
Anti-Ragging Squad	Prof. Monika Nijhawan	Assistant Professor
Anti-Ragging Squad	Prof. Karan Singh Khati	Assistant Professor
Anti-Ragging Squad	Mr. Sushil Kumar	Administrator
Anti-Ragging Squad	Mr. Anand Manral	Administrative executive
Anti-Ragging Squad	Mr. Praveen Joshi	Assistant Professor

Discipline Policy

Please note the following discipline Do's & Don'ts, which all NDIM Students are expected to follow at all times.

1. Students must carry their Identity Card when in the Institute premises and produce it on demand.
2. Students should behave respectfully towards teaching, non-teaching staff, peers, and senior students within campus and outside institute premises, otherwise they are liable for disciplinary action.
3. All the students must participate in extracurricular activities that the institute organizes from time to time.
4. Ragging is strictly prohibited within or outside of Institute premises. Any student found guilty in this case shall be expelled from Institute
5. Any student found indulging in anti-social activities, creating nuisance or any other mischief like strikes, demonstrations etc. within Institute will be expelled from the Institute.
6. Smoking, chewing tobacco, consuming alcohol or taking drugs is strictly prohibited in the Institute. If any student is found in inebriated condition, he / she will be suspended / expelled from the Institute.
7. Students of NDIM Institute shall abstain from drugs, alcohol or any other substance abuse, during their stay at the institute (within 100 meters of the campus) and hostel. Violation of this policy may lead to cancellation of admission.
8. Any student found misbehaving in the campus or behaving arrogantly, violently towards the faculty, staff, fellow students, seniors will be liable for disciplinary action and shall be severally punished.
9. No student is allowed to paste, stick or put any notices, brochures, posters etc. on the notice board, walls, staircases etc. of the College without the prior permission from the concerned authority.
10. Use of abusive language is strictly prohibited. If caught the student will have to face suspension from classes for 2 days and fine will also be administered if recommended by discipline committee.
11. Students are required to maintain the sanctity of the institute at all costs in and outside the campus.
12. All students should display their best behaviour in the campus, especially in the presence of guests from academia, industry and recruiters. You all should act as brand ambassadors of NDIM.
13. Students should be professionally dressed at all times. Faculty members have the full right to penalize you for being inappropriately dressed.
14. Please address your seniors as Sir/Mam or by their first names, rather than calling as didi/Bhiya. You all are preparing to enter the corporate world, so your conduct should also display the same.

15. All students can always use the elevator, but please make sure to offer space to faculty, staff or a student in need.

Disciplinary Committee Member

S No.	Name	Appointment
1	Dr. Vinod Kumar, Professor	(Chairperson)
2	Dr. Shailee Chaudhary, Associate Professor	Member
3	Dr. Mahima Gulati, Assistant Professor	Member
4	Mr. Sushil Kumar, Deputy Registrar, Admin	Member
5	Ms. Seema Pant, Assistant Registrar, Academics	Member

DO'S AND DON'TS FOR STUDENTS

Make a great impression on all people you ever meet.

While a polished and professional outfit is no substitute for a killer resume, the right look can set you apart from other job-seekers—and boost your confidence.

Also even the best college students often arrive to do a Professional Degree unprepared for the rigors of the curriculum. They face a much faster pace, multiple deadlines, more assignments and more presentations, and much more reading to keep you updated on all scores than in university degrees.

DO come to college well groomed, in proper attire with well-polished shoes. Try to always dress up in sober and formal clothing at all the time.

DO be on time: Students must be in the classroom and seated before the Professors come in. Beapologetic if you are later and attend the class only with permission of the Teacher.

DO show respect for anyone who is speaking. Raise your hand and wait to be called on before you speak

Do be regular in attendance and never be late for any activity.

Do keep your classroom clean and tidy and avoid littering.

Do turn off the tap after use.

Do switch off fans and lights when not in use.

Do be fair and honest at work; always be considerate of the rights of others.

Do be courteous and respectful to all Teaching as well as Non-Teaching Staff and your peers.

Do be participating and speaking in every class.

Do download APPs of Times of India, NDTV or any English newspaper and news channel APP for News Alert.

Do attend guest lectures scheduled for you without missing any one of them because faculty would interact in the classes on the topic of Guest Lecture.

Do check regularly your attendance record, your timely submission of various reports/presentations etc. In case of any discrepancy, reach out to the Academic Office by mailing at studentaffairs1@ndimdelhi.org . You will get a response within 48 hours.

Do keep a record of guest speakers/professionals whom you meet at various platforms and stay connected with them. In case of any discrepancy, reach out to the Academic Office by mailing at studentaffairs1@ndimdelhi.org . You will get a response within 48 hours.

Do Interact with all your classmates and batch mates. They are going to be your big family in the long run.

Do try to excel every day. Try to work at being the best.

Do be of help and support to others.

Do wish every faculty and staff and colleagues whenever you meet them. There is nothing wrong in smiling at them more than once the same day. You will only be held in high esteem and not lose anything if you wish or smile at people.

DON'T display rude or inappropriate behavior; don't be physically or verbally abusive; don't cheat (copy assignments or test answers) or plagiarize, or vandalize desks, computers, or college property. Defiance of authority may lead to strict action

DON'T even attempt to text, read texts, make calls during class or during passing periods. It's a social activity not an educational one and should be done before or after college hours, or during lunch...ONLY!!!

DON'T interrupt anyone who is speaking. If I am speaking, hold your question until I am done please.

Do not bunk classes.

Do not use abusive language.

Do not absent yourself from the college. 75% attendance is the minimum requirement. Presence in the classes and all activities is mandatory except in cases of emergency.

Do not make loud noise or create confusion in the classroom, auditorium or else wherein the college building

Do not use the lift as long as you can use the stairs. Lift should be left for use of the unfit and the elderly.

Personal and Professional Counseling

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.

Suggestion Scheme:

Please email your suggestions/Improvement/Introduction of any New Idea for Academics /Branding /Infrastructures experience etc., at suggestions@ndimdelhi.org or using the suggestion box near to the reception.

All of you must aim big in your life and we all are there to guide you.

Social Media Policy

At NDIM we have set some norms for appropriate social media use in order to help you decide how to use these digital channels in a responsible manner. The following guidelines are applicable for all NDIM students

1. Be respectful: Avoid making allegations, posting images, videos, or voice that could be interpreted as malicious, indecent, harmful, or harassing, that demean others in any possible way
2. Be genuine and honest: When sharing news or updates, keep in mind it is always factual, and if you make a mistake, fix it right away.
3. All students must create their LinkedIn profile under the guidance of their Digital Marketing and Corporate Skills Development faculty.
4. Social Media is a great tool for enhancing one's network but one must refrain from using it for tarnishing the image of fellow colleagues, faculty, staff or the institute.
5. Institute is bound to take disciplinary action against student/s who use social media for such unwanted comments or unhealthy actions.
6. Recruiters also take a negative view of candidates who use social media platforms for any dissent rather than approaching the grievance redressal committee at the Institute / Office.

7. All the committees and its constituent members at the campus are notified for every academic session. In any case, students can approach the Registrar's office for any issue.

Sexual Harassment – Internal Complaints Committee

According to THE SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013, sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely: 1. Physical contact and advances; or 2. A demand or request for sexual favors; or 3. Making sexually colored remarks; or 4. Showing pornography; or 5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Institute will deal with such matters in strict accordance with the law above. We stand for respect and dignity for all.

Internal Complaints Committee members' notice is displayed on all notice boards and institute website. You can reach out to the committee and /or Registrar or Complaints/issues can be raised to the head of the committee through email: ICC@ndimdelhi.org

1. Dr. Rinku Dixit (Professor) (Chairperson of the Committee)
2. Prof. Kamal Kundra (Professor)
3. Dr. Parul Malik (Professor)
4. Ms. Mamta Pandey (Assistant Registrar)
5. Ms. Raj Changrani (Assistant Registrar)
6. Ms. Mohna Lal (Advocate, Supreme Court)
7. Female Student, Senior batch
8. Female Student, Junior batch
9. Male Student, Junior batch

Complaint Committee

The Internal Complaint Committee”, created as per Regulations, 2016 vide No. F AICTE/2016/01 dated 10th June, 2016, creates awareness about Gender Sensitisation, Prevention and Prohibition of Sexual Harassment of Women Employees and Students at the campus. Promotes behaviour that creates an atmosphere to ensure gender equality and equal opportunities amongst students and employees at the Institute with the following members –

1. Dr. Rinku Dixit (Chairperson of the committee), Faculty
2. Prof. Kamal Kundra, Faculty
3. Dr. Vidushi Sharma, Faculty

4. Dr. Parul Malik, Faculty
5. 2 students from senior batch/ respective batch in case of any reported case

Committee for SC/ST

The committee for SC/ST organizes awareness workshops at the beginning of each semester or as and when required to educate the students belonging to the SC and ST, about their rights and protection available to them under the provisions of various Central and State enactments or rules, regulations and schemes framed there-under.

Complaints/issues can be raised to the head of the committee through email:

SCSTC@ndimdelhi.org

At the Institute, the committee for SC/ST has the following members –

1. Dr. Gauri Modwel, Director
2. Prof. Teena Singh, Registrar
3. Prof. Sayanti Banerjee — Assistant Professor (Convener)
4. Prof. Kamal Kundra — Professor
5. Ms. Neeti — (Staff Member)
6. Mr. Rajat Chauhan — (Staff Member)

Grievance Redressal Committee

The Grievance Redressal Committee receives grievances of the students related to amenities, nontransparent and/or unfair evaluation practices and withhold or refuse to return any original document in the form of certificates of degree, diploma or any other document submitted for the admission purpose.

Student's Grievance/Suggestion Box: Student's Grievance/Suggestion Box is available at the NDIM Reception. Students can drop their Grievances or Suggestions in the Student's Grievance Box or can forward an email to sgrc@ndimdelhi.org

1. Prof. (Dr.) Gauri Modwel (Director), (Chairperson)
2. Prof. (Dr.) Gajendra Sharma (HOD, Dept. Marketing)
3. Prof. (Dr.) Chand Tandon (HOD, Dept. Finance)
4. Prof. Kamal Kundra (Professor, Dept. Information Technology)
5. Prof. (Dr.) Sushma Muralie (Associate Professor, Dept. HR)
6. Mr. Shubham Dhara (Special Invitee)
7. Ms. Shreya Mani (Special Invitee)

CollPoll/ERP/ LMS and Google Classrooms

CollPoll is a web and mobile based AI-powered campus automation, digital learning and analytics platform designed to address the rising complexity, competition, and digital compliance of higher education institutions. CollPoll is a real-time communication, collaboration and coordination platform for learning environments. With our mobile & web app, we at NDIM bring students, faculty and administrators on a common online platform, accessible anywhere and everywhere.

NDIM uses a Web-based Online ERP Software and focuses to improve efficiency and helps students for their overall growth by technology based academic environment. ERP offers an integrated Institute Learning management system for enhancing academic and administrative management. It includes a complete suite of portals to provide students and faculty with 24/7 access to information and services like Timetable, Attendance, Lesson Plan, Assignments, course Material, Exam Conduct and Mark sheet preparation and printing etc.

This Platform is being used to conduct various In-house Online Exams for the students. It has been configured for use by faculty and students for the courses running in the current semester. All students and faculty members are pre-enrolled in various courses according to the course registration data for the current semester provided by the academic sections. Apart from online assessment, it also supports a host of other features like news, blogs, discussion forums and facility for online submission of assignments and quizzes.

Each Student have their Login Credentials to access the NDIM ERP,

NDIM also has procured Google license to use its various services such as Meet, Classroom etc. by using complete GSUITE for education. Google Classroom is a web service developed by Google that aims to simplify creating, distributing, grading assignments and to streamline the process of sharing files between teachers and students.

Apart from Google NDIM is also using ZOOM Platform to conduct various Online Interactions & Webinars etc. to facilitate the students to interact with Industry & update themselves with Latest trends & Technologies.

Guidelines for Guest Lectures and Formal Academic Events in College and Outside

Attendance is mandatory for all the students as per the schedule notified.

Use of cell phones during the lecture is strictly prohibited.

All the students are required to come in formals for attending the guest lecture/ Formal events like Conferences, Seminars, Guest Lectures etc. and during the placement season.

Penalty for non-compliance:

- a) Cell Phone use during lecture: (Confiscation of phone for 2 days)
- b) Mass Bunk of Classes – 2 days attendance will be deducted (5 classes per day * 2 days = 10 attendance deduction)
- c) Missing Guest Lecture / Events: Attendance of 10 classes already attended to be deducted and fine in case of extremely crucial events.
- d) Missing events outside colleges after registration. The Disciplinary Committee would decide the quantum of punishment on case to case basis.

Webinar conduct

NDIM's mission to empower and educate students across the world is guiding its every step to overcome the demands to access quality business education from the safety of one's home.

In these challenging and uncertain times, NDIM conducts webinars to impart knowledge to students and faculty from time to time.

Webinar Rules

There are few rule which I request each one of you to follow for smooth functionality of the Webinar:

1. The participants shall be “muted” during the presentations.
2. The participants will be given an opportunity to raise their question in the end during the Q & A Session at 6:05 pm as mentioned in the schedule.
3. The question raised by participants during the session shall be raised under chat option privately to the trainer but not publically to all the participant's. These queries will be taken up in Q & A Session.
4. Do not close your session or logout during the seminar, you may leave any time in between, but your re-login may not be connected as it may interrupt the system. You can log-out after the event finishes.
5. You may not ask personal questions or non-subject related questions during the webinar. For any personal question/query you can mail us at deantraining@ndimdelhi.org
6. Don't use the chat room for Personal Interaction.
7. After the completion of the webinar, we will be sharing with you a feedback form. We request each one of you to kindly share the duly filled form.

INDUSTRIAL VISITS / BEYOND THE CAMPUS EVENTS

Institutes always place emphasis on professional conduct. Students enrolling themselves for industrial visit, beyond/outside campus activities and later absenting themselves from participation will be dealt with strictly. A record of such defaults is maintained by academics and CRC. This can impact your future nomination to events/ internships/ placement.

“If you want creative workers, give them enough time to play.”

– John Cleese

There's more to college than just striking academic outcomes. Having something to look forward to in between classes and lectures, makes the journey exciting! At NDIM we focus not only on academic development of the students but also groom and equip our students with the necessary skills and knowledge that is a must for every manager to help achieve high performance from every employee involved in delivering the core / line activity of the organization as well as help in delivering high personal growth and success in the business world.

CLUBS @ NDIM

At NDIM, student clubs serve as dynamic platforms where students not only participate in diverse events but also take the lead in conceptualizing, initiating, and executing them, with the guidance of a dedicated faculty coordinator. These activities are designed to make learning engaging and enjoyable, while helping students apply classroom concepts to real-world business scenarios and beyond. In addition to applying academic knowledge, students develop crucial skills such as peer learning, socializing, networking, creativity, and lateral thinking, preparing them to be effective problem-solvers.

Recruiters today seek candidates with more than just strong academics. Teamwork, problem-solving, creativity, and leadership are among the top qualities in demand. To meet these expectations, NDIM's club events and activities are thoughtfully designed to nurture these essential skills, shaping students into future global leaders.

In line with the National Education Policy (NEP), students' contributions to these clubs earn them Experiential Learning points, enhancing their credentials and resumes. NDIM takes pride in being a pioneer in linking these activities to experiential marks, allowing students to exchange regular courses based on the credits earned.

NDIM Clubs & Details of Faculty Coordinators

S. No	Club	Faculty Coordinators	E-Mail ID's
1	Marketing Club	Dr. Junaid Akhtar, Prof. Mohd Azhar, Prof. Abha Grover	junaaid.akhtar@ndimdelhi.org Mohd.Azhar@ndimdelhi.org abha.grover@ndimdelhi.org
2	Finance Club	Dr.Rajbeer Kaur , Prof. Navin Saraf, Dr. Rachna Kathuria	Rajbeer.Kaur@ndimdelhi.org Navin.Saraf@ndimdelhi.org Rachna.kathuria@ndimdelhi.org
3	Human Resource Club	Dr. Rashmi Chauhan, Dr. Tanveer Shah	rashmi.chauhan@ndimdelhi.org tanveer.shah@ndimdelhi.org
4	Information Technology Club	Dr. Raj Kumar Garg	rajkumar.garg@ndimdelhi.org
5	Operations Club	Prof. Arun Kumar & Dr. Uday Shankar	Arun.kumar@ndimdelhi.org uday.sankar@ndimdelhi.org
6	Artificial Intelligence Club	Prof. Nabeela Hasan	Nabeela.Hasan@ndimdelhi.org
7	Economics Club	Dr. Zeeshan	m.zeeshan@ndimdelhi.org
8	Digital Marketing	Prof. Kunal Jha	kunal.jha@ndimdelhi.org
9	Sports Club	Prof. Praveen Malik, Dr. Ashish, Dr. Saib	praveen.malik@ndimdelhi.org ashish.yadav@ndimdelhi.org saib.fakhar@ndimdelhi.org
10	Literary Club	Ms. Raj Changrani	raj.changrani@ndimdelhi.org
11	Yogdaan Club & Sustainability Club	Dr. Ritu Talwar, Dr.Sunaina Sardana & Prof. Parveen Kaur	ritu@ndimdelhi.org sunaina.sardana@ndimdelhi.org parveen.kaur@ndimdelhi.org
12	Photography Club	Mr. Harish	harish.kumar@ndimdelhi.org
13	E-Cell	Dr. Parul Malik, Prof. Manav Vigg, Dr. Komal Khatter, Dr. Samriti Mahajan	parul.malik@ndimdelhi.org komal.khatter@ndimdelhi.org manav.vigg@gmail.com samriti.mahajan@ndimdelhi.org
14	Beyond the Campus Club	Prof. Sayanti Banerjee & Ms. Rajeshwari Rawat	sayanti.banerjee@ndimdelhi.org rajeshwari.rawat@ndimdelhi.org
15	Cultural Club	Dr. Mahima Gulati, Dr. Haseen Ahmed, Dr. Anuj Nain, Dr. Charu Tayal	mahima.gulati@ndimdelhi.org haseen.ahmed@ndimdelhi.org anuj.nain@ndimdelhi.org Charu.Tayal@ndimdelhi.org
16	NSS Club	Dr. Ashish Yadav & Dr. Prabal Chakraborty	ashish.yadav@ndimdelhi.org prabal.chakraborty@ndimdelhi.org
17	Unnat Bharat Abhiyan	Dr. Sharif Mohd & Dr. Chaitali Bhattacharya	sharif.mohd@ndimdelhi.org chaitali.bhattacharya@ndimdelhi.org
18	Music Club	Dr. Sarita Nagwanshi	Sarita.Nagvanshi@ndimdelhi.org

Club Introductions @ NDIM

1. Marketing Club – NDIM

The Marketing Club at NDIM is a student–faculty driven platform that bridges classroom learning with real-world marketing practice. It provides students opportunities to explore diverse domains of marketing including branding, digital strategies, consumer behaviour, advertising, sales, and market research. The club regularly organizes interactive activities, competitions, and industry engagements that simulate real business challenges and help students sharpen their decision-making skills.

Objectives:

1. To enhance students' understanding of marketing concepts through experiential learning.
2. To organize intra-college and inter-college events such as case competitions, product launch simulations, marketing quizzes, and advertising contests.
3. To build industry connect by inviting practitioners, alumni, and experts for talks, workshops, and judging panels.
4. To develop leadership, teamwork, and communication skills through structured club roles and event execution.

Benefits to Students

- Hands-on exposure to marketing challenges beyond textbooks.
- Development of creativity, problem-solving, and presentation skills.
- Opportunity to network with industry professionals and alumni.
- Recognition and representation of NDIM at inter-college marketing competitions.
- A stronger profile for internships, placements, and future careers in marketing.

2. Finance Club

The Finance Club at NDIM is the perfect place for anyone who has ever wondered, “Where does my money really go?”, “How do stock markets work?” or even “Can finance actually be fun?” If you’re curious about money, markets, and how finance plays out in real life, this is the club for you!

It’s not just about textbooks and numbers – here, students get a chance to learn new things through games, discussions, and activities. It’s a space to share ideas, challenge each other, and pick up skills that will be super useful in careers ahead, whether you dream of being an investment banker, entrepreneur, or just someone who makes smart financial choices.

Objectives of the Club

- To help students understand finance in a simple and practical way.
- To give students a chance to practice what they learn in class through activities.
- To build confidence, teamwork, and leadership skills.

- To connect students with industry experts and alumni who can share real experiences.

Last year, the Finance Club brought some real excitement to campus with our very own Financial Decathlon – an event where learning met fun! It wasn't just about numbers and formulas, but about testing wit, teamwork, and creativity in finance.

We kicked off with the Quiz Round, a fast-paced and thrilling session that challenged students' basic financial knowledge. The buzz in the room was electric as teams competed head-to-head, proving that finance can actually be exciting.

Next came the Case Study Analysis, where students stepped into the shoes of business leaders. They worked together to solve real-life business problems, just like professionals do in the corporate world. It was amazing to see how different teams came up with innovative and practical solutions.

Finally, we wrapped up with the Budget Session, a lively discussion where students analysed the Union Budget. Everyone shared their views on government policies, economic growth, and the impact on industries, turning the session into a mini economic forum.

The Finance Club not only enhanced financial knowledge but also built skills like teamwork, communication, and decision-making, making it a complete learning experience for everyone.

3. Human Resource Club – Mavericks

The primary objective of Mavericks –The HR Club is to create a dynamic platform for students to explore, understand, and enhance their Human Resource skills. The club aims to bridge the gap between classroom learning and practical application by organizing interactive events, workshops, case studies, and simulations that can be inter college or intra college events. Through these initiatives, students will gain hands-on experience in dealing with diverse mindsets, understanding human behaviour, and managing real-time organizational challenges.

Vision of Mavericks

To be a vibrant student-driven HR community that nurtures talent, builds confidence, and equips future managers with the ability to manage people effectively and strategically in the evolving business world.

The purpose of the Mavericks – HR Club is to:

Enhance HR Competencies – Provide opportunities for students to develop core HR skills such as communication, leadership, problem-solving, negotiation, and conflict management.

Promote Teamwork & Collaboration – Encourage students to work in diverse teams, understand group dynamics, and learn effective ways of managing people with different perspectives.

Bridge Theory with Practice – Design activities that translate HR concepts into practical exposure,

preparing students for real-world scenarios in recruitment, training, employee relations, and performance management.

Cultivate People-Centric Thinking – Develop empathy, cultural sensitivity, and adaptability among students so they can deal effectively with varied mindsets and work environments.

Prepare Future HR Leaders – Create a talent pool of future-ready professionals who can lead with integrity, innovation, and inclusiveness in organizational setups.

4. IT Club

The IT Club serves as a platform for students to explore, learn, and apply emerging technologies in the field of Information Technology. It aims to bridge classroom learning with practical applications, fostering innovation, problem-solving, and digital skills that are essential in today's tech-driven world. The club encourages collaboration among students across disciplines to develop technology-driven solutions for real-world challenges.

Objectives

- To create awareness about the latest trends in Information Technology, such as Artificial Intelligence, Cloud Computing, Cybersecurity, Blockchain, and Data Analytics.
- To provide hands-on experience through workshops, seminars, hackathons, and live projects.
- To enhance students' technical, analytical, and problem-solving abilities by engaging in practical IT-related activities.
- To promote interdisciplinary learning by integrating IT with management, marketing, finance, and HR.
- To build industry connect through guest lectures, corporate interactions, and certification programs.

Key Activities

- Workshops on emerging technologies (AI, Cloud, Cybersecurity, etc.)
- Coding challenges, hackathons, and tech quizzes
- Guest lectures and panel discussions with industry experts
- Tech-fests and exhibitions showcasing student innovations
- Certification drives and training programs

Benefits to Students

- Improved technical and analytical skills
- Exposure to real-world applications of IT in business and management
- Opportunities to participate in national and international competitions
- Enhanced employability through industry-relevant training and certifications
- Networking with peers, faculty, and industry professionals

5. Operations Club

“Empowering Future Leaders in Operational Excellence”

The Operations Club is a student-led organization committed to building interest, knowledge, and career readiness in the areas of operations, logistics, procurement, supply chain analytics, and process optimization. We bring together students passionate about creating efficient systems and solving real-world business challenges through operational excellence. Operations and supply chains are lifelines of organizations. Supply chains manage the flow of products, funds, and information—and when these flows are disrupted, the ripple effects can destabilize entire economies. Understanding and managing these complex systems is critical in today’s interconnected world.

The Operations Club is committed to fostering a dynamic and supportive community that equips students with the skills, practical experiences, and industry networks essential for leadership in Operations and Supply Chain Management. Our mission is to introduce students to the world of Operations and Supply Chain Management, and to support them in developing the skills needed to drive value and efficiency in organizations. This club will provide students with a framework to think critically, work collaboratively, and to develop holistic approaches to tackle complex workplace challenges.

What We Offer

- **Networking Opportunities:** Engage with professionals, alumni, and peers through industry panels, company visits, and guest lectures.
- **Professional Development:** Our workshops focus on supply chain tools (e.g., Excel, ERP systems, Gurobi) and Lean Six Sigma principles.
- **Case Competitions:** Gain hands-on experience solving real-world problems through local and global case challenges.
- **Career Preparation:** Explore career paths, receive mentorship, and prepare for interviews in supply chain and operations roles.

Objectives

1. To encourage students to remain informed about current developments and global trends in the field of operations and supply chain management.
2. To develop students’ understanding of how leading organizations in operations and supply chain management create and deliver value to customers.
3. To provide students with real-world insights, enhance their analytical thinking, and prepare them for impactful roles in supply chain and operations management.

6. ThinkBot – The AI/ML Club

Our Mission

To empower students with knowledge, skills, and opportunities in AI/ML to drive innovation and create

impactful solutions for society and industry.

The ThinkBot AI/ML Club is a vibrant community at NDIM for students passionate about Artificial Intelligence, Machine Learning, and Innovation. Our mission is to foster curiosity, enhance technical skills, and create a collaborative platform where students can explore cutting-edge technologies and their real-world applications. The club regularly organises workshops, competitions, and hands-on events to strengthen both technical expertise and entrepreneurial thinking. Through engaging activities, we aim to bridge the gap between theoretical knowledge and practical implementation, empowering students to become AI-driven innovators.

Objectives

- To **develop a strong foundation** in AI/ML concepts, tools, and applications.
- To **encourage innovation** by exploring **AI-driven business solutions** and **start-up ideas**.
- To **bridge academia and industry** by discussing **real-world AI use cases** and emerging trends.

Our Flagship Events

AIPRENEURS

An AI-Entrepreneurship extravaganza combining AI/ML knowledge with innovative business ideas. Students competed in quizzes, rapid-fire challenges, extempore sessions, and entrepreneurial pitches, presenting solutions such as AI-powered healthcare and smart retail platforms.

AlgoBiz

An event focusing on AI-driven business innovation. Participants explored automation, predictive analytics, and decision-making while also addressing AI ethics, data privacy, and responsible innovation.

Why Join ThinkBot?

- **Hands-on Learning** → Practical exposure to AI/ML applications
- **Innovation Hub** → Design and pitch AI-powered solutions
- **Skill Development** → Boost problem-solving, communication & leadership
- **Networking Opportunities** → Collaborate with faculty, peers & industry professionals
- **Entrepreneurial Growth** → Build start-up-ready AI-driven business models

7. Economic Club

“Every business decision is an economic decision.”

From how Ola sets its ride fares to why Zomato runs discounts, from RBI's interest rate policies to your personal investment choices—economics is everywhere. The Economic Club at NDIM is your gateway to decode the real-world business environment and sharpen your decision-making skills. The Economic Club is dedicated to bridging classroom concepts with real-life business, policy, and financial applications. It nurtures

analytical thinking, critical reasoning, and the ability to view business problems through an economic lens—skills essential for future managers and entrepreneurs.

Objectives

1. To create awareness about contemporary economic issues, policies, and global developments.
2. To strengthen students' ability to analyze business challenges using economic frameworks.
3. To promote interaction with industry experts, policymakers, and researchers.
4. To encourage applied learning through case studies, simulations, and debates.
5. To provide a platform for students to develop leadership and teamwork skills.

Key Activities

- Economic Buzz Sessions: Weekly discussions on trending topics like Union Budget, inflation, and global market shifts.
- Case Study Clinics: Hands-on analysis of business problems with an economic perspective.
- Guest Talks & Panel Discussions: Insights from economists, CEOs, policymakers, and alumni.
- Competitions: Quizzes, policy simulations, mock G20 summits, and stock market games.
- Research & Publication: Opportunities to contribute short write-ups and blogs to the Club Newsletter.

Benefits for Students

- Gain practical insights into how economics shapes industries and markets.
- Build confidence in group discussions, interviews, and case competitions.
- Strengthen your profile for careers in consulting, banking, policy, finance, and corporate strategy.

Join the Economic Club to transform your curiosity about markets into managerial wisdom and become the kind of leader who understands not just the “what” of business decisions, but the “why.”

8. Digital Marketing Club at NDIM

Are you curious about the world of digital and social innovation? Do you want to understand how digital strategies work in practice and expand your knowledge of tools like social media, analytics, and personal branding? If yes, the **Digital Marketing Club at NDIM** is the perfect place for you!

Our mission is to provide students with a platform to explore the power of integrated digital approaches, stay updated with industry developments, and build strong networks within and beyond NDIM. The DM Club focuses on bridging classroom knowledge with real-world applications through hands-on learning, industry exposure, and peer collaboration.

As a member, you'll stay on the cutting edge of technology, gain practical digital marketing skills, and learn industry best practices through events, simulations, and networking opportunities.

Objectives

- Enhance students' understanding of digital marketing concepts, tools, and trends.
- Provide hands-on learning through workshops, simulations, and live projects.
- Develop practical skills in SEO, social media marketing, content creation, analytics, and personal branding.
- Foster innovation and creativity in digital campaign design.

Activities

- **Workshops** on SEO, Google Ads, social media strategies, and influencer marketing.
- **Live Projects & Simulations** to design and execute real-time digital campaigns.
- **Guest Lectures / Industry Talks** by professionals and startup founders.
- **Case Study Competitions** based on real-world digital challenges.
- **Content Creation Contests** – blogs, reels, podcasts, and ad designs.
- **Analytics & Tools Training** (Google Analytics, Canva, HubSpot, Meta Business Suite, etc.).
- **Personal Branding Sessions** to strengthen students' LinkedIn and online presence.

9. Sports Club

“Beyond the classroom, into the field – Building leaders through sports.”

Mission and Vision

The Sports Club at NDIM is dedicated to fostering fitness, discipline, teamwork, and leadership among students. While being a standalone PGDM institute with limited on-campus space, NDIM has cultivated a strong sports culture and ensures students get the best possible exposure to intra-college and inter-college sports activities as well as beyond the campus activities.

Objectives of the Sports Club

1. To encourage physical fitness and create awareness about the importance of sports in everyday life.
2. To develop leadership, teamwork, and decision-making skills through sports.
3. To provide a platform for students to showcase their talent at inter-college and national levels.
4. To foster a culture of healthy competition and sportsmanship among students.
5. To balance academics with extracurricular excellence, shaping well-rounded professionals.

What We Offer

- Opportunities to participate in indoor and outdoor sports such as cricket, football, basketball, badminton, table tennis, volleyball, carom, pool and chess.

- Exclusive training sessions and practice matches to prepare students for competitive events.
- Participation in inter-college and national-level sports tournaments.
- Year-round sports fests, leagues, and fun fitness events organized on and beyond campus.
- Equal opportunities for both boys and girls, promoting inclusivity in sports participation.
- Sport Club is awarding certificates to all indoor and outdoor event coordinators and participations.

Sport Club awarded

10. Literary Club

The Literary Club is not just about books—it's about imagination, expression, and the power of words. It's a space where stories come alive, ideas take flight, and conversations go beyond classrooms. Whether you are a reader who finds comfort in pages, a writer who paints with words, or simply someone curious about the magic of literature, this club welcomes you.

At its heart, the Literary Club is about building a community of thinkers, dreamers, and creators. Through reading, writing, and discussions, members explore diverse worlds—classics and contemporary works, poetry and prose, fiction and philosophy. Along the way, they sharpen critical thinking, improve language skills, and discover the art of storytelling in all its forms.

Why Join the Literary Club?

By becoming a part of the club, you will:

- **Boost your communication skills** through reading, writing, and discussions.
- **Think critically** by analyzing stories, poetry, and real-world themes.
- **Express creatively** with opportunities in poetry, short stories, articles, and debates.
- **Explore connections** between literature, history, art, science, and society.
- **Collaborate with peers** on exciting events like open mics, poetry slams, and creative writing competitions.
- **Build empathy and perspective** by stepping into different characters' worlds and cultures.

What We Do

- **Book Talks & Discussions**
- **Interdisciplinary Projects** – connect literature with art, theater, music, or even science.
- **Competitions & Collaborations** – participate in contests and work with other NDIM clubs.
- **Book Launches and Author Talks**

11. Yogdaan (CSR) & Sustainability Club

Kartavya - the sense of responsibility

The Corporate Social Responsibility (CSR) & Sustainability Club is a student-driven initiative that aims to nurture socially responsible leaders by engaging them in activities that contribute to community development,

environmental sustainability, and social welfare. The club serves as a platform to connect academic learning with real-world challenges, encouraging to make meaningful contributions beyond the classroom. Through awareness campaigns, volunteering, outreach programs, and collaborations with NGOs and community organizations, the CSR Club instills a sense of empathy, ethical responsibility, and civic engagement among students. By becoming part of this club, students not only develop leadership and teamwork skills but also strengthen their commitment to building a better society.

Objectives of the Yogdaan Club

- Promote Social Awareness – To understand social, cultural, and environmental issues affecting communities.
- Foster Community Engagement – Create opportunities to participate in community service, outreach, and development programs.
- Build Responsible Leaders – Cultivate values of ethics, empathy, and responsibility among students.
- Support Sustainability – Organize eco-friendly initiatives to promote sustainable practices on campus and in the community.
- Collaborate for Change – Partner with NGOs, social enterprises, and local bodies to create long-term social impact.
- Enhance Student Development – Provide a platform for experiential learning, leadership building, and holistic personal growth.

12. CANNIKON: The Photography Club

Photography is more than just capturing images—it is about freezing moments, telling stories, and discovering perspectives that often go unnoticed. CANNIKON: The Photography Club is a creative hub for students who wish to explore the art and science of photography, whether as a hobby or a passion. The club aims to inspire imagination, technical skills, and artistic expression while giving students a platform to showcase their work and learn collaboratively. Beginners, hobbyists, and experts are all welcome to join this exciting journey of visual storytelling.

Objectives

- To provide a platform for students to explore and develop their interest in photography.
- To encourage creative expression through various forms of visual storytelling.
- To create opportunities for students to showcase their talent through exhibitions, competitions, and campus projects.

Probable Activities

- Photo Exhibitions & Displays: Showcasing student work in college events, digital galleries, and social media platforms of the club.
- Photography Challenges: Weekly or monthly challenges with fun themes to keep members motivated and engaged.
- Collaborative Projects: Partnering with other clubs and departments to document campus events, fests, and activities.
- Competitions & Recognition: Organizing inter- and intra-college photography contests to foster healthy competition and appreciation.
- Creative Campaigns: Designing visual campaigns on social causes, sustainability, and awareness themes through impactful photographs.

13. E-Cell @ NDIM (InCube)

Welcome to the World of Entrepreneurship InCube is not just a club, but a movement. It is a platform where creativity, innovation, risk-taking, and leadership converge. Whether your dream is to climb the corporate ladder with speed or to launch your own venture, E-Cell is designed to help you unlock your true potential.

Entrepreneurship is not only about launching a company. It is about mindset. At NDIM, we believe that you too can be among these changemakers.

The Vision and Mission of InCube

At NDIM, InCube – The E-Cell has a simple yet powerful mission: to develop an entrepreneurial mindset among students. This mission translates into building confidence, encouraging creativity, sharpening problem-solving skills, and providing an ecosystem of mentors, alumni, and resources that will guide you every step of the way.

What InCube Offers You

Being part of InCube means much more than attending sessions or events. It gives you access to:

- Seed Funding: NDIM allocates dedicated funds for budding entrepreneurs to turn ideas into reality.
- Mentorship: Learn directly from industry leaders, founders, and NDIM's strong alumni network.
- Incubation Support: Guidance, infrastructure, and partnerships to nurture your startup.
- Events & Competitions: From the Smart India Hackathon to inter-college challenges like: Aarambh and iPitch.

Mega Events and Activities

The heartbeat of InCube lies in its high-energy events and activities:

- Smart India Hackathon: A national platform to solve real-world problems.
- Assocham Startup Launchpad: Elevator pitch series across Indian cities.
- Aarambh & iPitch: Inter-college idea challenges to showcase innovation.
- Junoon & Creative Huddle: Platforms to nurture creativity and teamwork.
- Entrepreneurship Summits, Panel Discussions, and Shark Tank experiences.
- Social Entrepreneurship Initiatives: Engaging with underprivileged communities to create meaningful impact.

Each of these events is an opportunity to discover your potential, work in teams, and gain recognition.

Mentors Who Shape You

At InCube, guidance comes from the best minds in the entrepreneurial ecosystem. From founders of established companies like Think Talent, Synergy, Certonce, and Anavio to NDIM alumni who are now successful entrepreneurs, you will have the chance to interact with leaders who once stood where you are standing today. Their wisdom, stories, and connections will become your stepping stones.

How We Work

InCube is not run like a traditional club. It is entirely student-driven. You, the students, become the i-Leaders—taking ownership of planning, executing, and innovating. With the support of faculty, alumni, and corporate mentors, you will be at the center of action, learning leadership by practice. This is why being part of E-Cell is more than a position—it is a transformational experience.

14. Beyond The Campus Club

“To encourage the students to participate in events and competitions in Institutions beyond their own campus. All these efforts result in an improved level of confidence, leadership qualities and enriched knowledge.”

Purpose

The students get a bigger platform, more exposure and develop a sense of responsibility when they participate in and coordinate the events and the competitions.

Club Activities:

Here's what we aim to do:

- **Encourage active participation in external events** — conferences, summits which connect students to prestigious industry forums like FICCI, ASSOCHAM, CII and UN conclaves.
- **Inter-college Business Quiz Competitions** — a great way to test business acumen and quick thinking.

- **Case Study Challenges** — solving real-world business problems with practical and innovative solutions.
- **Research Paper & Business Plan Presentations** — ideal for budding scholars and entrepreneurs.
- **Sports Tournaments** — building teamwork and spirit.
- **Cultural Fests** — a stage for creativity and confidence.

Club Outcomes

- By participating in various events beyond the NDIM campus like sports, quizzes, case study challenge, cultural functions etc. students get a bigger platform to show case their hidden talents
- By participating in number of events outside NDIM students get more exposure
- The club helps students to organize different events and show their leadership qualities
- By interacting with eminent personalities and guests outside the campus students get enriched knowledge. It also helps them to build their network.
- The members of the club get opportunities to attend seminars and events across Delhi, where they interact with leaders and develop essential leadership skills It nurtures innovative thinking and sharpens managerial skills.

15. Swayam: The Cultural Club

Swayam: The Cultural Club at NDIM serves as a vibrant platform for creativity, collaboration, and celebration of diversity within the PGDM program. Beyond academic rigor, management education thrives on holistic development, and culture plays a central role in shaping well-rounded leaders.

The Club provides students with opportunities to showcase their talents, appreciate varied art forms, and engage in activities thus exemplifying both inclusivity and cultural sensitivity. By curating events that celebrate days of national and regional importance including Independence Day, Teachers' Day, Unity Day and Republic Day, alongside festive occasions like Holi, Diwali, Onam and Eid as well as campus favourites like the Winter Carnival, the cultural club builds a dynamic environment that nurtures innovation, confidence, and interpersonal connections.

Objectives of the Cultural Club

1. Promote inclusivity and Celebrate Diversity by celebrating festivals, traditions, and cultural practices from across India and the world.
2. Provide a stage for students to explore and express themselves through music, dance, theatre, art, and literature.
3. Encourage collaboration, planning, and leadership skills through event organization and cultural initiatives.
4. Build a lively, engaging, and participative environment that balances academic life with creativity

and recreation.

5. Develop sensitivity and adaptability to different cultural perspectives, essential for future global managers.
6. Identify and nurture student talent

The Cultural Club thrives on the energy and participation of its members. If you are passionate about dance, music, theatre, arts or simply enjoy organizing vibrant events, we welcome you to join us.

Nominate yourself to be a part of Swayam: The Cultural Club and help us make every celebration at NDIM unforgettable!

16. National Service Scheme (NSS)

National Service Scheme (NSS) unit of New Delhi Institute of Management is a voluntary program in which the students work towards creating a campus-community linkage. It helps in building a sense of social and civic responsibility among the youth community. They utilize their knowledge in finding practical solutions to individual and community problems which helps in acquiring leadership qualities and democratic attitude. NSS helps the student to grow individually and also as a group. It makes the students confident, develop leadership skills, and gain knowledge about different people from different walks of life. Students also learn other skills that help them to lead a better life in various situations.

AIM

The programme aims to instil the idea of social welfare in students, and to provide service to society without bias. NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity. In doing so, volunteers learn from people in villages how to lead a good life despite a scarcity of resources. It also provides help in natural and man-made disasters by providing food, clothing and first aid to the disaster's victims.

Objectives behind the NSS

- To enable the students to understand the community in which they work.
- To understand themselves in relation to their community.
- To identify the needs and problems in the community in the solution of which they can be involved.
- To develop among themselves a sense of social and civic responsibility.
- To apply education- find practical solution to individual & community problems.
- To develop competence required for group living and sharing responsibilities.
- Gain skills in mobilizing community participation.
- To acquire leadership qualities and democratic attitude.
- To develop capacity to meet emergencies and national disasters
- To practice national integration.

What We Do?

NSS NDIM has a volunteer base of around 100 students belonging to various disciplines and courses at NDIM. NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity. We work in rural areas, adopted villages and school to serve the cause of society through survey, education, blood donation, environment & economic issues and health awareness programme. We also collaborate with several NGO's in and around Delhi on working these issues.

Types of Activities

All the NSS Volunteers who have served NSS for at least 2 years and have performed 240 hours of work under NSS are entitled to a certificate from the institute under the signature of the Director and the Programme Coordinator. The Annual camps are known as Special Camps. Camps are held annually, and are usually located in a rural village or a city suburb. Volunteers may be involved in such activities as: 1. Cleaning 2. Afforestation 3. Stage shows or a procession creating awareness of such issues as social problems, education and cleanliness 4. Awareness Rallies 5. Inviting doctors for health camps There are no pre-defined or pre-assigned tasks; it is left up to the volunteers to provide service in any way that is feasible.

17. Unnat Bharat Abhiyan

Introduction

Unnat Bharat Abhiyan (UBA), a flagship initiative of the Ministry of Education, Government of India, is inspired by Mahatma Gandhi's vision of self-reliant "village republics" as expressed in *Hind Swaraj*. Gandhi foresaw the challenges of the Western developmental model, where centralization and urbanization fuel inequality, migration, and ecological degradation. UBA provides a constructive response by mobilizing higher educational institutions to contribute actively toward holistic rural development through participatory processes, sustainable technologies, and knowledge sharing.

The initiative connects academic knowledge with grassroots needs, encouraging colleges and universities to work alongside rural communities to identify challenges and co-create innovative solutions. At its core, UBA is not just about extending technical expertise but also about fostering empathy, social responsibility, and inclusivity in education.

New Delhi Institute of Management (NDIM), a proud participating institution under UBA since December 2019, has adopted five villages—**Madangir, Khirki, Jaitpur, Satbari, and Chirag Delhi**—to undertake impactful developmental initiatives. The NDIM UBA Club serves as a platform for students and faculty to engage meaningfully with rural communities, creating a **virtuous cycle between academia and society** while contributing to India's inclusive growth story.

Objectives of the UBA Club at NDIM

The NDIM UBA Club works in alignment with the broader goals of UBA 2.0, while tailoring its activities to both student learning and community development. Its objectives are:

- Foster meaningful engagement: Build strong, lasting connections between NDIM and the adopted villages through collaborative, need-based projects.
- Understand rural realities: Encourage students and faculty to analyze social, economic, and environmental challenges faced by rural communities.
- Identify and address local problems: Work with villagers to co-create sustainable, cost-effective, and practical solutions using local resources and eco-friendly technologies.
- Promote sustainable development: Drive initiatives that improve livelihoods, healthcare, education, sanitation, and employment opportunities in rural areas.
- Reorient academic learning: Integrate field-based insights into management education, research, and training, making academic curricula more socially relevant.
- Empower students as change-makers: Provide NDIM students with experiential learning opportunities that nurture leadership, empathy, innovation, and social responsibility.
- Strengthen inclusive growth: Contribute to India's Sustainable Development Goals (SDGs) by linking knowledge institutions with rural development agendas.

Benefits for NDIM Students

- Skill Development: Enhances problem-solving, project management, and innovation skills by working on real-life challenges.
- Leadership Opportunities: Provides platforms for students to lead village-level initiatives, fostering responsibility and teamwork.
- Experiential Learning: Extends classroom learning to the field, bridging the gap between theory and practice.
- CSR & Social Responsibility: Builds awareness of Corporate Social Responsibility (CSR) and prepares students to contribute meaningfully in their professional careers.
- Research & Academic Growth: Encourages students to explore rural development as a field of academic and professional interest.
- Networking & Collaboration: Offers opportunities to collaborate with government agencies, NGOs, and social innovators.
- Personal Growth: Instils empathy, adaptability, and cultural sensitivity, shaping students into socially responsible leaders.

18. Trebled- The Music Club

Welcome to the **Music Club** - a vibrant community where passion meets performance, and where music becomes more than just sound; it becomes an experience! This is not just a club—it's a creative family where talent is nurtured, confidence is built, and individuality shines through every beat, note, and lyric.

The Music Club is your chance to step into the spotlight. Throughout the year, we'll be hosting **live performances, jam sessions, and dynamic events** that allow every member to express themselves, experiment with styles, and collaborate with fellow artists. For those who stand out, there will also be **special opportunities to represent our institution at inter-college competitions**, carrying the pride and spirit of our college to bigger stages.

But performance is only one part of the journey. The Music Club also focuses on **holistic growth**:

- Regular band practice sessions to sharpen your stage presence.
- Guided lessons to polish your craft and learn from mentors.
- Opportunities to pursue **recognized music certifications**, strengthening both your artistic and academic profile.

We also believe in the power of innovation and teamwork. Beyond performing, you can contribute your creativity by joining our **Digital Marketing Team** to design engaging content and showcase our talent online, or be part of the **Outreach Team**, where you'll build valuable industry connections, collaborate with artists, and help expand our network.

Whether you are a singer, instrumentalist, Beatboxer, Rap Artist, composer, marketer, or simply someone who loves music, the Music Club is your **stage to explore, learn, perform, and shine**. Here, every voice matters, every beat counts, and every idea adds to the rhythm of our journey.

Incubation & Research Resource Centre (Library)

NDIM's Library is a 'One Stop Knowledge Platform' for inquisitive minds. It is widely stocked and has a collection of latest Books, Journals, Periodicals and a plethora of Reading Materials including Industry Case Studies, Annual Reports of various Companies, Company profiles, Project reports and Reference material received from Industry and International agencies. Apart from books on Management and non-Management related areas, various sections of the Library also cover the following: General readings, In-house journals, Past Examination Papers and Suggested Readings. The Library subscribes various Journals/Magazines, Databases & Journals-on-Exchange also from other Management Institutions.

NDIM Library is fully automated using latest software KOHA, the most popular and widely used library software in the country. With the help of this software, the students & faculty can search for books etc. by the Author name, title of the books, etc. thereby easing the search in the Library. All the library staff is fully trained to use the software and meet the research and reference requests of the students & faculty as well. All the information e.g., books, e-books, journals, case studies & articles, requested or required by the Library users and or by our Board Members are arranged from within & outside sources also.

NDIM Resource Centre: An Excellent Platform for Learning, Sharing & Exchange of Knowledge – NDIM Library organizes academic events such as Book launches, rendezvous with renowned authors. In collaboration with 'City Book Leaders', NDIM also arranges interactive sessions where senior thought Leaders share their inspiring journeys. Apart from authors & Founders, CEOs also visit the Library who provide their new ideas & create sparks in students with their conversations.

The library is maintained by a team of qualified and experienced Professional staff, who provides full assistance to the students, faculty & other users of the library.

National Digital Library:

The NDIM Library is also a member of National Digital Library of India (NDL) which provides support at all academic levels. National Digital Library of India (NDLI) is a virtual repository of learning resources which is not just a repository with search/browse facilities but provides a host of services. It is sponsored and mentored by Ministry of Education, Government of India, through its National Mission on Education through Information and Communication Technology (NMEICT).

To Access E-Resources:

The following relevant E-Resources can be accessed through Digital Library Link:

1. Articles
2. Case studies
3. GD Topics
4. E-magazines & Journals

5. E-books
6. National & International Newspapers
7. NDIM Journal
8. News links
9. Newspapers &
10. Question Papers

KOHA (OPAC): <http://172.16.0.94:8080/>

This can be accessed from within NDIM.

LIBRARY DATABASES

J-GATE DATABASE (Journals):

National- 1280 (Full Text), 537 (Indexed)

International- 19257 (Full Text), 12219 (Indexed)

EMERALD DATABASE (Case Studies):

Number of Cases: 1030 and keep on updating.

DELNET (Institutional Membership): www.delnet.in

The NDIM library is a member of Developing Library Network (DELNET) which gives an access to 9301 (9276 National & 25 International) Libraries. Being its member one can access vast number of resources available in the member Libraries. The resources cover books, e-books, journals/periodicals, articles, video recordings, database of theses and dissertations etc.

In case of any specific information, please write library@ndimdelhi.org

In case of any difficulty in accessing any content using above credentials, please contact

Ms. Raj Changrani, Senior Librarian (Mobile No.-9891766447).

Academic Document Verification Immigration Purpose (Procedure)

Transcripts for International Higher Studies / Immigrations Verifications

Candidates shall apply for the attested copies of the Transcript & Diploma to the Examination Department @ examination@ndimdelhi.org. The authorized signatory of the Institute will sign the transcripts and the envelopes in which the transcripts are sealed. The candidate will be notified through email once the documents are ready for collection. The sealed envelope has to be collected from the Examination Department after acknowledging receipt of the transcript.

Alternatively, the transcripts can be digitally transferred to the verification agency directly wherever the process of digital transfer is available.

Educational Verification by the hiring companies / verification agencies

A company can authenticate the details furnished by the students from New Delhi Institute of Management at the time of student joining the companies. The verification requests by the Company or their verifying agencies may be sent to examination@ndimdelhi.org

CORPORATE MENTORING PROGRAMME

CONTINUOUS MENTORING BY 354 CORPORATE MENTORS The successful & unique 'Corporate Mentorship Programme' at NDIM connects 354 senior corporate professionals with students in groups of 4-6 to groom students as per real life corporate expectations, continuously over a period of 12 months. Students spend several hours with their Mentors in each sitting and clear their apprehensions & expectations in a friendly environment. This platform provides a unique opportunity where the graduates stay connected with their Industry Mentors throughout their lives. Present Governors of Gujarat and Kerala have lauded this initiative of NDIM in plugging the Industry-Academia gap.

About the Programme:

The Corporate mentoring programme at NDIM is an exhaustive end-to-end additional support provided to our future business leaders to help them smoothly transition from academic to corporate life.

The programme helps develop their functional, interpersonal, and professional skill sets in a way that students become industry ready, under the guidance of highly experienced and accomplished industry professionals.

In this programme, each student is attached to a corporate mentor who acts as their guide, coach and counselor. The mentors groom students according to the industry's evolving needs and expectations and provide them with inputs on practical work-life issues by regularly interacting with them. The mentors understand their aspirations and inhibitions and provide them detailed feedback on their strengths and weaknesses, which also means helping them build on their strengths and overcome their shortcomings.

BENEFITS TO THE MENTEE:

The specific benefits of being mentored include:

- Being encouraged and empowered in personal development
- Being helped to identify and achieve career goals
- Being helped to identify and correct gaps in generic skills and knowledge
- Help in building confidence to grow beyond the usual expectations
- Help in developing and maintaining a broader perspective on career options and opportunities
- Increased productivity and better time management
- Preparation for the future and heightened career aspirations
- Referrals & Recommendations to experts with specialized industry knowledge
- Knowledge of in-demand skills

Duration of the programme:

1st Semester: Under the aegis of Industry / Corporate Mentor along with faculty mentor to

3rd Semester – As per the mutual convenience of Mentor and Mentee.

Evaluation Guidelines

- 100% attendance is mandatory
- The Mentoring programme carries 1.5 credits
- The attendance carries .50 credits
- The rest 1.00 credit would be awarded to the student based on the recommendation of the faculty mentor and the corporate mentor. They would be awarded these credits on the basis of the following parameters:

Punctuality and attendance

- Eagerness to learn
- Adaptability
- Humility and respect for team mates and the mentor
- Speed of execution
- Any other parameter that the corporate mentor may feel appropriate

In case any query you may write to: mentoring@ndimdelhi.org

CORPORATE MENTORING PROCESS

- Student Team Formation by Mentoring Department (4-5 members) within the same class and specialization/ Create WhatsApp group

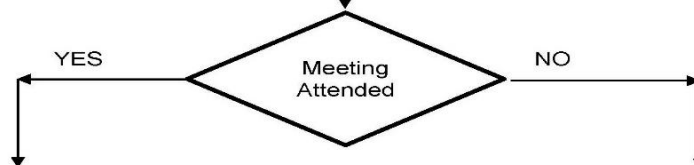
- Students to share their CVs in a given format in the shared google drive to mentoring department

- The mentoring team assigns a corporate mentor to each student group.

Fortnightly/monthly online/offline meetings will be scheduled by the mentoring team and informed via WhatsApp group.

MENTORING MEETING ESSENTIALS

- 1) Research about Assigned Corporate mentor and the company
- 2) Prepare self-introduction, future goals, dream company, and expectations for mentoring meetings.
- 3) Prepare a self-SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis to help the mentor determine on which areas to focus on and discussion with the mentor.
- 4) Prepare an agenda for each mentoring meeting with specific discussion points.



- 1) Students submit meeting reports in the specified format. Include photographs related to the meeting.
- 2) Students to post meeting details and key takeaways on social media platforms for boosting their Social Media Profiles.

ACTIONS

Absence from mentoring meeting	• Loss of two days attendance
Non submission of mentoring report and photograph	• Loss of two days attendance
Non maintenance of 100% attendance in mentoring sessions	• Loss of Experiential Learning points and Loss of one-week of overall attendance.

Continuous Engagement: - TILL SEMESTER 3

- Formal conclusion of the mentoring program.
- Conclude the mentoring relationship with final remarks and appreciation.
- Students submit mentoring testimonials and video testimonials at the end of the mentoring period to mentoring@ndimdelhi.org
- Use feedback to improve and refine the mentoring program for future batches.

- Completion of the mentoring journey.

EXPERIENTIAL LEARNING CREDIT 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 a 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 a 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 in the year 2020 under which every activity done by you beyond the classroom, is measured every month. Its record is updated every month so that all of you are encouraged to get into the following activities: -

- ✓ Participating and leading Club/Cultural events
- ✓ Attending Webinar/Seminar/Conferences conducted by accomplished corporate/academic leaders
- ✓ Active and meaningful engagement on social media
- ✓ Attending Mentoring sessions with industry mentors
- ✓ Earning meaningful certifications from notified accredited agencies like Microsoft, Google etc.
- ✓ Acting as class coordinators
- ✓ Leading corporate connect and alumni connect under the umbrella of the Corporate Resource Centre
- ✓ Securing Pre-placement appointment
- ✓ Participating and leading Women's Empowerment activities and engaging in CSR activities
- ✓ Coming up with entrepreneurial and startup proposals
- ✓ Satisfactory performance in Live Projects
- ✓ Publishing papers in reputed notified journals

Benefits of Earning Experiential Learning Points

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

- Learn beyond the classrooms
- Learn through doing things by hand
- Earn marks and swap credits without passing full two subjects of 6 credits
(1 Credit = 30 points)
- Earn upto 180 points (equivalent to 6 credits in total to avail the benefits of swapping with the papers in your specialization). The list of subjects in which these points can be swapped will be notified by the Registrar office through email.

If a student passed in all the subjects, then the earned points will be added in Semester-IV marksheet as additional credit under the heading Experiential Learning Credits.

- Students who score more than 180 points will be awarded with a certificate and cash prize of Rs. 2000 for each extra credit earned in their PGDM program.

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 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 (CRA) – NISM Series XV	Dr. Chand	Fee Reimbursement	End of Semester*	Third
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 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 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

*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

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

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

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
4	NISM NSE	Certified Research Analyst (CRA) – NISM Series XV	Dr. Chand	Fee Reimbursement	End of Semester*	Third
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

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

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 Strategies	Dr. Karan Khati	Certificate of Appearance	End of First Sem	First

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

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 - Advance	Prof. Parveen Kaur	Rs. 2000 (Two Students)	Semester End	3
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)

IMPORTANT EMAIL IDs:

For any college related queries	studentaffairs1@ndimdelhi.org
Examination related and Document Verification	examination@ndimdelhi.org
Leave Application for Medical / Non-medical reasons	leaves@ndimdelhi.org with a copy to registrar@ndimdelhi.org
Any suggestions, feedback, complaints can be mailed at the email id below or dropped in the suggestion box kept at the library	suggestions@ndimdelhi.org
For any hostel related queries	hostels@ndimdelhi.org
Fee related	ndimstudentfee@ndimdelhi.org accounts@ndimdelhi.org
Any other crucial information	registrar@ndimdelhi.org

IMPORTANT OFFICIALS

Prof. Bhumika Bansal, Director General

Dr. Gauri Modwel, Director

Dr. Teena Singh, Registrar

Prof. Kamal Kundra, Deputy Registrar (Controller of Examinations, IT and ERP System)

Prof. Parveen Kaur, Deputy Registrar (Academics)

Prof. Praveen Malik, Deputy Registrar (Academics)

Mr. Sushil, Deputy Registrar (Administration, Hostel)

Ms. Raj Changrani, Assistant Registrar (Sr. Librarian)

Prof. Abha Grover, Faculty Incharge, Examination Department

Mr. Ishwari Suyal, Assistant Registrar (Examinations)

Mr. Anand Manral, Examination Coordinator

Ms. Seema Pant, Assistant Registrar (Academics)

Ms. Mamta Pandey, Assistant Registrar (Academics)

Mr. Praveen Joshi, Assistant Registrar (Academics)

Mr. Mohd. Kasim, Academic Coordinator

Ms. Rajeshwari Rawat, Academic Coordinator

Mr. Pankaj Rajak, Academics MIS Manager

Live Project Annexure

Annexure A



Live Project Report

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TITLE OF REPORT

For

NAME OF COMPANY

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By

NAME OF CANDIDATE

ROLL NUMBER

In Partial Fulfillment for the award of the degree

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Post Graduate Diploma in Management

Batch – 2024-26

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Specialization: _____ and _____

NEW DELHI INSTITUTE OF MANAGEMENT
60, 50 (B&C) Tughlakabad Institutional Area, New Delhi –110062
Phone no: 011-40111000 |Website:www.ndimdelhi.org

Live Project Report

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TITLE OF REPORT

For

NAME OF COMPANY

<Times New Roman><

Company LOGO

Under the supervision

of

<Times New Roman><

Name of Faculty Guide

<Times New Roman><

Submitted By

Student Name

Roll number

<Times New Roman><

Annexure B



Date: _____

INITIAL INFORMATION REPORT FORM

(To be submitted at liveproject@ndimdelhi.org with cc to Faculty Mentor)

Name of Student: _____ Roll number: _____

Contact number: _____ Email ID: _____

Date of Joining: _____ Date of completion: _____

Name of the Organization: _____

Company Mentor: _____ Designation: _____

Email Id: _____ Phone No: _____

Company Address: _____

Company Website: _____

Project Title: _____

Brief description of the project: _____

Department: _____ Area /Territory Assigned: _____

In house Training Imparted by Company: Yes ☐ No ☐

Product Briefing: _____

Process Briefing: _____

Other Briefing: _____

Signature by Industry Mentor

Student's Signature

For Completion Certificate received the Company

Faculty mentor Mail approval screenshot

LIVE PROJECT Report Format

1. Cover and Title page

- Cover page
 - Title page
 - Initial Information Report Form
 - Completion Certificate from the company
 - Faculty Mentor Mail approval screenshot
 - Table of contents
-
1. Overview of the Company- Company profile, company background (Not more than 3-4 pages)
 2. Objective of the live project covering
Area or division of the Organization in which training was taken up and work done
 3. Market analysis with its competitor and the industry as a whole
 4. Any other analysis done during live project
 5. Your role and contribution to company during live project
 6. Major learnings

Annexure-C

**NEW DELHI INSTITUTE OF MANAGEMENT
N.O.C For Joining a Company on Live Project / WIP/ SIP**

Name of Student (In Capital Letters) Mr. / Ms. _____ Date: _____
Father's Name (In Capital Letters) _____ Batch: _____
Roll No. _____ Sec. _____ Mob: _____

The Director/ Registrar

Kindly issue me No Objection Certificate for joining my organization as per following details:

Name of the Organization (In Capital Letters): _____

Date of Joining: _____ **Date of Finishing:** _____ **Duration/No. of days** _____

Whether offer letter attached: Y/N _____

Live Project Done Before: Y/N _____

If Yes, Details of the same: _____

CRC: He / She has submitted all the dues like Offer Letter _____ etc.

Pending Fine/Dues if any other No ☐ Yes ☐ Rs. _____

Concern

GM(CRC)

Examination : a) Fine/Dues if any other No ☐ Yes ☐ Rs. _____

b) Backlog, if any No ☐ Yes ☐

Asst. Registrar (Exam)

Academic I/C: He / She has submitted all the academic dues.

Pending Fine/Dues if any other No ☐ Yes ☐ Rs. _____

Asst. Registrar (Academics)

Account: He / She has submitted all the dues like fees and if any other penalty etc.

Pending Fine/Dues if any other No ☐ Yes ☐ Rs. _____

Account Officer

Class Coordinator: For Information

Class Coordinator

Undertaking:

I hereby promise to attend my remaining classes, or in lieu work for the organization. I also understand the Institute will have every right not to allow me to appear for my semester examination if I am found not working in the organization for which NOC has been given / not attending minimum required number of classes as per NDIM/AICTE rules and procedures.

(Signature of Student)

Approval of
(Registrar/Deputy Registrar)

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