

STUDENT MANUAL 2024



HINDUSTAN

INSTITUTE OF MANAGEMENT & COMPUTER STUDIES

PATRONS



MR. PRADEEP KUMAR GUPTA

Chairman, SGI
Chancellor, Sharda University



MR. YATENDRA KUMAR GUPTA

Vice-Chairman, SGI
Pro - Chancellor, Sharda University



MR. PRASHANT GUPTA

CEO, Sharda Group
President - SU, Uzbekistan



PROF. V.K. SHARMA

Executive Vice President, SGI



PROF. NAVEEN GUPTA

Director - HIMCS
Behavioural Scientist & Management Consultant

VISION

To become one of the premier institutes in the field of Management and information technology by creating new frontiers of knowledge, research and development in academics and extending contribution to industry and society at large.

To achieve place amongst top level global academic and professional institutions by providing globally acceptable standards of management and IT education thereby creating an environment of sharing, dissemination and complete application of knowledge amongst all stakeholders of the institution and establishing high levels of industry academic interface.

MISSION

- To provide career oriented quality education and training in profession discipliners.
- To provide conducive environment stimulating creativity and independent thinking.
- To introduce relevant competencies creating multi-skilled managers and IT professionals for industry.
- To enlarge & extend professional horizon by enrichment of education & exposure.
- To provide global level standards in management and IT education by training professionals to become fully employable.
- To strengthen the bond between industry and institution by appropriate and adequate interaction.

PROJECT JAIL BANDHU & SOS

(Soldiers of Society)



PROJECT JAIL BANDHU & SOS

(Soldiers of Society)



HINDUSTAN
INSTITUTE OF MANAGEMENT & COMPUTER STUDIES
FARAH MATHURA

Stitching a new life

The Rehabilitation Initiative named '**Jail Bandhu**'
initiated by **HIMCS**
Hindustan Institute of Management & Computer Studies...

... has recently taken **a big leap ...**
by making **ready-made shirts**
stitched by prisoners of **Central Jail, Agra**
available for purchase at the
Sales counter, **CSCD, 100 ft road, Dayalbagh**



Good Quality & Reasonable Price
Purchase this festive season & contribute to the cause
For any query call 7906721956

"The purpose of the initiative is to boost the confidence of the prisoners of Central Jail, Agra, by providing them with training in manufacturing of various products & marketing support. Besides our MBA students get a platform to learn & practice management. Establishing of this **tailoring unit** for ready-made shirts..... is a **startup initiative** of **Mr. Sidharth- our MBA student**".

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Message From the Director



Dr. NAVEEN GUPTA

Director
PhD- IIT Roorkee
Behavioral Scientist, Therapist,
Corporate Trainer & Management
Consultant

It's a pleasure to welcome you to Hindustan Institute of Management and Computer Studies..... an institute having a legacy of more than two decades. As you start your professional career, we introduce you to the **HIMCS advantage** that will help you achieve your full potential.

The HIMCS community is driven by a shared purpose: to make a better world by imparting education combined with creation, sharing, application and extension of knowledge. At HIMCS, you will witness a culture of learning by doing. The mode of learning here is quite different and the environment invigorating. Learning business wisdom and ethics beyond classroom, from every nook and corner is encouraged. Visits to industries and market place are a regular part of curriculum.

Collaborations with industry, academia and professional bodies, such as, Association of Indian Management Schools (AIMS), All India Management Association (AIMA), Confederation of Indian Industry (CII), Somatic Inkblot Society (SIS), National HRD Network, Quality Circle Forum of India, National Chamber of Industries & Commerce (NCIC).... are embraced to provide you assistance during Mini Projects, Internship Program, Research Project and Certificate Programs. Discussions on contemporary issues with people from industry and academia are promoted during conferences, seminars, conclaves and guest talks to help you gain practical insights. You also have the benefit of having professionals from academia & industry as your mentors besides having a faculty mentor allocated to each one of you to help and guide you in every possible way.

HIMCS invites you to **Be actively engaged!** through participation and volunteerism. Unique events such as **Magnifest** - the management and tech fest for students all across the country to showcase their management and technical prowess; **Talent Hunt** - a platform to showcase your knowledge, talents and skills and, **Achievers Awards** - a platform where your academic & other achievements gets acknowledged, giving you a chance to combine academic rigor with curiosity, and playful imagination. All this goes a long way in helping you succeed and make a difference throughout your personal & professional life.

As a part of HIMCS, you get a chance to be able to actively contribute towards **Creation of Knowledge** by engaging in Research and Innovation. Our indigenous publication includes two international research journals of repute- **International Journal of Management Development & Information Technology** published annually, **Journal of Projective Psychology & Mental Health** published biannually, and student's e- magazine **Spoke's Wheel** published annually, an unparalleled feature at HIMCS. You can choose to be a part of the editorial team or publish co-authored research articles.

Further, HIMCS is the only management institute in the region having Institute **Innovation Council (IIC)** jointly established by Ministry of Education's Innovation cell and AICTE to systematically foster the culture of innovation and start-up ecosystem in the institute. Primarily, IICs' role is to engage large number of

faculty, students and staff in various innovation and entrepreneurship related activities such as Ideation, Problem Solving, Concept Development, Design Thinking, IPR, Project Handling and Management, etc. at Pre-incubation/ Incubation stage.

Knowledge without Application is useless. As a part of HIMCS, you also have a distinct opportunity to learn & benefit by associating with faculty in **Corporate Training & Consultancy Projects**. Some of the leading companies we have provided consultancy include HUL, Hyundai, Heinz, Infosys Pune, Grasim Bhiwani, Ultra Tech Cement, JK Cement, Modi Tyre, KRIBHCO, RHFUTC Gwalior, IIM Indore, IPM Meerut, Jindal Saw Kosi, UP Steel, Agra Chains, SLMG Agra (bottlers of Coca Cola India) and Government organizations like Para Brigade, Indian Army, Indian Air force, Indian Police Services, Judicial Officers, UPSRTC, Air Force Station Agra, Agra Police, Postal Department Agra, IOCL Mathura, LIC, AIMS Rishikesh, Mental Hospital Agra, and reputed schools & colleges of NCR, UP & Rajasthan.

As a student of HIMCS, you also get an opportunity to engage in **Purpose-driven Extension Projects** of your choice. The aim is to seek possible solutions to a few of the compelling problem(s) faced by society and try making some impact. Some such currently running projects are, **Jail Bandhu**- aimed at enhancing self-esteem & as a rehabilitation initiative for jail inmates of District & Central Jail, Agra; **Atithi Devo Bhav**- building up the image of Agra city as a tourist friendly destination by training of tourist guides of Taj; **Soldiers of Society (SOS)**- aimed at creating change agents, by training auto rickshaw drivers of the Agra- Mathura on hospitality aspects; **SOS Bhojnalaya**- help fighting the hunger index of Agra by providing subsidized food to the needy; **SOS Annapurna**- making the unused food available to the needy. Such unconventional platforms help you nurture creativity and imbibe the art of leadership and management like- planning, organizing, resource mobilization, budgeting, teamwork, coordination, monitoring, and help you develop a holistic personality.

Besides, at HIMCS we believe that 'Mental Health is crucial for well being' and we all have times in our lives when we don't know how to deal with the situation we are facing.... difficult thoughts, emotions, and choices confront us. **Wellness Centre**, previously called **Psychologist For You (PFU)** is a unique **psychological support & career counseling unit** of HIMCS, to help you navigate through such transition points in life, enhancing your wellbeing, and help you live a more satisfying life. So, if you have doubts, or feel unsure how to proceed in your life's journey you can reach out, and we are there to help you in every possible way. Besides, we also help you develop basic Life Skills such as Self-awareness, Self-acceptance, Interpersonal Relationships, Resiliency, which are so crucial for your personal growth and success. It consists of a team of management professionals, counselors, & psychologists and the services are extended to the Sharda Group and beyond.

NAAC Accreditation and Good Placements reflect upon all our above strengths. Attainment of a degree from HIMCS will undoubtedly enhance your career prospects. Moreover, you earn a place within a community of 50,000+ well placed alumni. With **HIMCS Advantage** by your side you will emerge as a successful entrepreneur/ competent professional, a good human being and a worthy citizen.

Wish you a memorable, meaningful and a rewarding tenure at HIMCS.

All the Best!

Naveen Gupta

Prof. Naveen Gupta
(Director)

INSTITUTE PROFILE

Today we are transiting into a globalized knowledge economy with the markets becoming global and corporates becoming multinational, the concept of sound professional education as also to fast evolve to meet the demands of the fast changing trade and industry scenario. For success, the young professionals of today must possess the skills of effective communication, personality with winning attitude, interpersonal skills, creative thinking and problem solving approach.

Some eminent visionaries from business and industry saw the future unfolding early, as reforms and liberalization of economic policies were underway in early nineties, making it imperative that "globally competitive organizations" only would sustain in the market and the expectation from the entry level aspirants would change accordingly. The Sharda Educational Trust was formed as an educational initiative in response to emerging trends with the objective of providing professional education to meet global challenges.

HIMCS MANTRA

Just for today,
I will let go off Anger
Just for today,
I will let go off Worry
Just for today,
I will live an attitude
of gratitude
Just for today,
I will do my work
honestly
Just for today,
I will love and
be kind to
all living beings.

HIMCS is housed in a modern building complex built on an area of 29 acres, situated on National Highway No. 2, located between Agra and Mathura. The Institute conducts two post graduate courses of Abdul Kalam Technical University, Lucknow i.e. Master of Business Administration and Master of Computer Application. In addition, the Institute's activities cover consulting assignments and sponsored research in the field of Management & IT. The campus comprises quality classrooms, syndicate rooms, laboratories, library, separate hostels for boys & girls including other support facilities required for maintaining a good quality of life. ERP has been implemented for improving general efficiency for student services.

Institute is offering Courses 2024 - 25

Approved by AICTE and Affiliated to AKTU, Lucknow

Courses Offered

MBA - 120 | MCA - 60

HIMCS ADVANTAGES

....creating, sharing and applying knowledge & an institute having a legacy of more than two decades

- ★ Value-added Programs- Data Analytics, AI, ML, Advance Excel
- ★ Corporate Talk Series
- ★ Impact Series
- ★ Hindustan Investor League
- ★ Magnifest
- ★ Talent Hunt
- ★ Achievers Awards
- ★ HIMCS on Wheels
- ★ Spooorti Sports Fest
- ★ International Research Journals- JMDIT & SIS
- ★ Student's e- magazine Spoke's Wheel
- ★ Institute Innovation Council (IIC)
- ★ Collaborations with All India Management Association (AIMA) & Confederation of Indian Industry (CII)
- ★ Corporate Trainings & Consultancies
- ★ Management Development Programs
- ★ Industry Mentor Program
- ★ Faculty Mentors
- ★ Life Skills Program
- ★ Psychologists For You (PFU)
- ★ Purpose-driven projects like Soldiers of Society (SOS) Auto service
- ★ Training Sessions at Air Force
- ★ Startup Conclave
- ★ SOS Bhojnalaya
- ★ SOS Tiffin Services
- ★ SOS Traffic Management
- ★ Project Jail Bandhu
- ★ Project Anti Tobacco Campaigning
- ★ Project Circular Economy/SOS Bazaar
- ★ Project Circular Economy/SOS Bazaar
- ★ Project SOS Friday Club of Senior Citizens
- ★ Project Street Smart Soldiers (3S)
- ★ Project Customer Is God
- ★ Project Dattak Putra
- ★ Project COVID Warriors
- ★ Project Oxygen Temple
- ★ Project Skills Agra
- ★ Project EK Roti Daan
- ★ Project Annapurna
- ★ Project Mural
- ★ Alumni Network of 50,000+
- ★ Highest Package 10 LPA
- ★ NAAC Accreditation



REGISTRATION & ORIENTATION



Student Orientation Program is organized to welcome the new students and help them gear up for the new environment. Freshers begin their journey at HIMCS with a comprehensive introduction to the institute, faculty, academic programs & processes, study & evaluation scheme, code of conduct, code of discipline, co-curricular & extra-curricular activities, extensive student facilities, and its rich traditions followed by a campus tour. The program provides the students ample opportunity for interaction and introduction in an amicable environment.



TALENT HUNT

Talent Hunt is organized by the senior students, once the students get settled in the new environment. The function is the culmination of the process of assimilation and is marked by gaiety and camaraderie. The incoming students have an opportunity to show their talents in fine arts and other socio - cultural activities.



WITHDRAWAL OF ADMISSION

No student shall be allowed to withdraw from the course after the admission is confirmed by the institute. In the event of a student withdrawing from the course unilaterally, the entire amount of fee deposited (including security deposit) shall be forfeited by the institute and no claim of refund shall be entertained.

PAYMENT OF FEES AND FINE

Students must pay to the institute all fees and other charges in full as may be applicable at the time of admission/registration. If payment is not made by the date(s) fixed by the Institute, fine for late payment shall be levied as per the rules.



HOSTEL

The Institute has separate hostel facility for boys & girls with comfortable rooms, essential furniture and hygienic bathrooms / toilets. Each hostel has a Warden from the teaching faculty of the colleges who is responsible for the discipline, maintenance of building, allotment of rooms etc. Both hostels have mess facility to serve nutritious, healthy and wholesome food to the hostlers. It is desirable that all outside students stay in the College Hostels.



TRANSPORT

A fleet of college buses is available to the students and the faculty members for commuting from all important points in Agra and Mathura for day scholars at economical rates. The specified route can be found from the Transport Incharge/Registrar office. The bus facility has made it possible to start the classes in time, helps all the students to reach home early and safely and has enabled us to maintain discipline among students. It is desirable that all day scholars avail the facility of college transport. Transport Incharge (Mr. Brijesh Gupta, +91-9568013684)



LIBRARY & BOOK BANK

The open access library covers an area of 5500 square feet and has a reading room space to accommodate about 150 students at a time. The reference and borrowing sections together have about 24753 volumes, 4836 titles, 4220 project reports, 2428 CD-ROMs, 91 audio, 78 video cassettes and 48 periodicals including Indian journals and magazines (including 120 reputed online foreign journals) & IEEE online foreign journals for MCA 10 newspapers (including 4 business and financial newspapers) are available in the reading room. The library has a team of highly trained staff which renders services to the students in locating any reference they need. Besides, a library search software is also installed which takes one through the entire volumes. Necessary additions to the library are made continuously to ensure, the students and faculty have access to the latest in their subjects of interest.

DIGITAL LIBRARY

The students have open access to more than 120 reputed online foreign and IEEE journals for MBA & MCA Both, National & International journals and periodicals like Emerald, IEEE, etc are accessible. The OPAC (Online Public Access Catalogue) facility is also provided for the convenience of students.

HIMCS provides the optional Book Bank facility to its students through Library. It is optional for students (admitted to the MBA / MCA programmes), to become a member of the Book Bank.

Through Book Bank each student gets, one text book as recommended by the faculty for each subject, at the beginning of each semester. These books need to be compulsorily returned to the Library immediately after the End Semester Examination. Onetime fee is charged from the students opting for the Book Bank.



STUDENT COUNSELING THROUGH INSTITUTIONAL GUARDIAN

Student Counseling Scheme is an integral part of teaching learning processes at HIMCS. The Institutional Guardian (a faculty member specific to each student) helps the counsel (student) to cope with demands of academic rigor and facilitates resolution of problems that students might face during the college life. The scheme also seeks development of mutual trust, confidence and helps ensuring discipline, good conduct and an environment conducive to effective learning.

SPORTS

Sports are a regular feature of the institute. The college provides facilities for indoor games like Carrom, Chess and Table Tennis as well as outdoor games like Cricket, Football, Basketball, Badminton and Volleyball. The college teams are sent for participation in university level college meets.

Chairperson - Mr. Rahul Khandelwal, Member - Sachin Kr. Jindal.

MEDICAL SUPPORT

The Institute provides in-house medical assistance. Medicines are dispensed for minor ailments by Resident Doctor in the Institute dispensary. An ambulance is available 24 hrs for transporting students requiring specialist care to the nearest hospital.

RAILWAY CONCESSION

The Railway Authorities have extended the facility of issuing "Railway concession" to our institute. Students can avail this facility according to the rules and regulations of the Indian Railways. Railway concession forms are issued from the Registrar's office, 8 to 15 days prior from the scheduled date of journey to and fro to the home town.

WI-FI CAMPUS

The Institute provides 24 hour access to wireless based internet services throughout the campus. The labs are connected through wireless as well as optical fiber cabling. The hostel students and faculty members residing inside the campus can avail maximum advantage of this connectivity. It gives opportunity to the students to explore new ways of integrating the Computer Hardware & Software of entire universe and produce new applications under the umbrella of "Cloud Computing". Staying Connected has become fashion as well as necessity of the day.



LIONS CLUB OF AGRA VISHAL
23rd Free Diabetes and Heart Checkup Medical Camp
Date : 25-02-2024
At- Hindustan Institute of Management & Computer Studies

Chief Guest
Mr. Y. K. Gupta
Pro-Chancellor, Shaheed University & Vice-Chairman, SBI

Guest of Honor
Dr. Naveen Gupta
Behavioral Scientist (Ph.D., IIT, ROHINI) and Director, HIMCS

LEAD BY

| | | | | |
|---|-------------------------------------|--|----------------------------------|------------------------------------|
| Ln. Dr. Arvind Jain MBA, (Hons), MD, FCCS (California) FIACM | Dr. Himanshu Yadav (D.M.) | Dr. Shubham Jain (M.D., DFD) | Dr. Vaibhav Garg (MDS) | Dr. Krunalbh Sane (M.S.) |
| Ln. Ravindra Kumar Agarwal | Ln. Rakesh Agarwal, CA | Ln. Ashwani Ohawan | Ln. Sunil Kumar Gupta | |
| President | Secretary | Treasurer | Camp Chair Person | |





CANTEEN & CAFETERIA

There are three canteens, three messes and a cafeteria to cater to the needs of the students, coming from different parts of the country. They are well equipped to provide hot lunch, snacks and beverages both to the students and staff at reasonable rates.

AUDITORIUM

The Institute has fully furnished air conditioned Auditorium with a capacity of 1000 persons. It has facilities like Video Conferencing, Video Camera, LCD Projector, Public Address System, Screens etc.

PLACEMENT CELL

The Placement Cell at HIMCS, aims at making available quality placement opportunities for the students and at maintaining linkages with Human Resource Departments in the Industry and Research Organisations. The cell is responsible for liasoning with the industry of national and international repute for the placement and the internship of students.

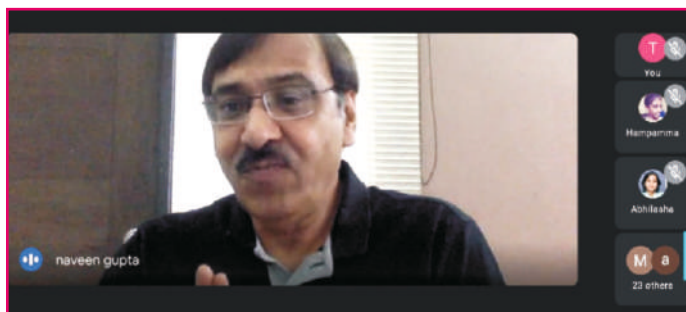
Coordinators : Mr. Prashant Kr. Sharma, Dr. Gunjan Bhatnagar & Mr. Tahir Husain.

PSYCHOLOGIST FOR YOU (PFU)

(former Centre for Self & Career Development- CSCD)

The pandemic of COVID-19 has induced a variety of reactions like fear, anxiety, stress, confusion, isolation, uncertainty, and depression, particularly among youths, a demographic already vulnerable to mental health issues. And addressing these issues has become more important and necessary than ever before. Any time you feel unusual or are unsure how to proceed in your life's journey, they reach out to Psychologist for You for Counselling and Wellness Services that are free and confidential.

Coordinators : Dr Abhilasha S Raghav & Dr. Riju A Singh



PUBLICATIONS

HIMCS publishes two International journals and one e-newsletter. Journal of Management Development and Information Technology (JMDIT) a peer reviewed Journal published annually, is committed to publishing scholarly empirical and theoretical research articles that have a high impact on the Management field as a whole.

Chief Editor : Dr. Naveen Gupta

Editors : Dr. Riju A Singh, Dr. Shantanu Kr. Sahu, Dr. Gunjan Bhatnagar, Mr. Sachin Kr. Jindal & Ms. Tanu Marwah

Journal of Projective Psychology & Mental Health, a refereed journal, published twice a year. It has been listed by World Health Organization (Global Forum for Health Research) among 25 indexed journals that have published the highest number of articles on mental health from LMICs in Latin America, Africa & Asia.

Editor-in-Chief: Dr. Naveen Gupta

Spokes Wheel : The e-magazine of the institute which is a snapshot of all the events, activities, MDPs, projects, students achievements etc. The e-magazine also features students thoughts in form of blogs related to current happening in the market. Spokes wheel is written, edited and published by the student editorial board.



INSTITUTE INNOVATION COUNCIL (IIC)

The innovation council at HIMCS is jointly established by Ministry of Education's Innovation cell and AICTE to create innovation and entrepreneurship supportive environment in the institute.

The primary objective of innovation council is to develop startup ecosystem in the institute.



The innovation council at HIMCS regularly organizes events and activities related to entrepreneurship awareness, business idea generation, funding of ventures, incubation, IPR etc. The council has a member body comprising of faculty and students and tie up with leading entrepreneurs and experts.

EXTENSION ACTIVITIES

The institute's corporate social responsibility (CSR) strategy is inspired by Prof. Naveen Gupta, Director, HIMCS. His conviction is "that successful professionals of the future will be those that integrate business and personal values." The CSR policy at HIMCS functions through its Extension activities. over the year, an encompassing culture of social responsibility has evolved at HIMCS, which not only sustains but also enriches the community. It encompasses initiatives to conserve, sustain and renew the environment, to encourage sustainable socio - economic development of the community and to improve the quality of life of the people lives living in the areas in which it operates.

As of now, a library having 182 books, weekly magazines, daily newspapers, a computer system with internet access has been established at the village-pingri to promote education. 'SOS Bazaar' is a regular activity initiated with a vision to help the poor and needy. Besides Certificate course in Computer Training Programmes, Medical Camps, Hygiene Awareness Camp, Family Planning Camps, Tree Plantations are also organized from time to time.

Chairperson : Dr. Abhilasha S Raghav

Member Secretary : Dr. Sheetal Sachdeva

Members : Dr. Riju A Singh, Dr. Shantanu Kumar Sahu, Ms. Tanu Marwah & Ms. Neha Singh

INDUSTRIAL INTERFACE

To make student aware of Techno-Managerial practices of corporate world, Industrial tour and visits are organized on a regular basis. The Industrial tours and visits provide an insight on how companies work and also useful information related to the practical aspects of the course which cannot be visualized in the lectures. Every student submits a written report of his experiences during industrial tour/visit.

Coordinators : Dr. Shantanu Kumar Sahu, Mr. Rahul Khandelwal & Mr. Sachin Kr. Jindal



COUNCIL & COMMITTEE

Proctorial Board Cum Discipline Committee

The Proctorial board of the institute is headed by senior faculty members. The board hears and investigates cause of complaints against students involving violation of the code of discipline and reports to the Director its findings. The Director takes such disciplinary action as may be considered appropriate according to the circumstances of the case and the gravity of the infringement.

The committee members will also take action suitable to curb and stop ragging at the institute premises, hostel and buses forces, thus, functioning as Anti-Ragging Committee & Squad.

Chairperson Dr. Gunjan Bhatnagar, **Member Secretary** Mr. Amit Sharma

Members Mr. Kapil Choudhary, Mr. Prashant Kr Sharma, Dr. Shantanu Kr. Sahu & Mr. Rahul Khandelwal

Research And Development Committee (RDC)

RDC strives to further scientific research at the Institute. The Research Committee is responsible for providing vision and leadership in relation to research.

Chairperson Dr. Naveen Gupta **Member Secretary** Dr. Riju A. Singh

Members Dr. Shantanu Kr. Sahu, Dr. Gunjan Bhatnagar & Mr. Sachin Kr. Jindal

Library Committee

Chairperson Mr. Kapil Choudhary **Member Secretary** Mr. Tahir Husain

Members Mr. Rahul Khandelwal & Mr. Sachin Kr Jindal

Lab Committee

Lab Committee takes proper care of all equipments for the effective functioning of all the laboratories.

Chairperson Mr Prashant Sharma **Member Secretary** Mr. Amit Sharma

Members Mr. Kapil Choudhary & Mr. Rahul Khandelwal

Media and Public Relations Committee (MPRC)

MPRC acts as a liaison between HIMCS and the outside world. It strives to keep the image of the HIMCS in alignment with its vision and mission.

Chairperson Dr Abhilasha S Raghav **Member Secretary** Dr. Shantanu Kr. Sahu

Members Mr. Sachin Kr. Jindal, Mr. Brijesh & Mr. Suresh



| Central Region | | | | |
|---|-----------------------|---------|--------|------|
| College/University | Place | Score | Team | Rank |
| Deemed to be University | Dehradun, Uttarakhand | Central | 22,025 | 1 |
| UNCT | Pratap, MP | Central | 18,125 | 2 |
| Private Institute of Management & Research | Indore, MP | Central | 18 | 3 |
| Indira Institute of Management and Computer Studies | Agartala, UP | Central | 16,075 | 4 |
| Institute of Technology & Management | Dehradun, UP | Central | 15,025 | 5 |
| United University | Pimpri, MP | Central | 14,125 | 6 |
| Institute of Business Management, GGS University | Muzaffarpur, UP | Central | 14 | 7 |
| Gulistan University | Gurgaon, Haryana, UP | Central | 7,625 | 8 |

The National Financial Literacy Quiz (NFIQ) 2024



Women Welfare & Grievance Committee

The Institute has a Women Welfare & Grievance Committee to look after the specific needs of female students and faculty. Complaints of harassment of female students and faculty shall be investigated by this committee and appropriate action shall be taken against persons found guilty. The existing constitution of the committee is :

Chairperson Dr. Sheetal Sachdeva **Member Secretary** Dr. Gunjan Bhatnagar
Members Secretary Ms. Tanu Marwah & Ms. Neha Singh

Cultural Committee

The Cultural Committee of HIMCS seeks to create an environment that provides the students with an opportunity to display creative talents in a variety of ways. The Committee organizes various events like Color week, English week, Ethnic day, 'Joy of Giving' week, etc. Ethnic day celebration is aimed at imbibing Indian Values and Culture. Students and Faculty wear dresses representing varied states of India and organizes various events. "Joy-of-giving" week is aimed at developing the feeling of belongingness in the supporting staff members. The purpose of the committee is to make the learning journey at HIMCS a memorable one and to ensure holistic personality development of the students.

Chairperson Dr. Sheetal Sachdeva
Members Secretary Dr. Gunjan Bhatnagar
Members Mr. Sachin Kr. Jindal, Ms. Tanu Marwah & Ms. Neha Singh

Internal Quality Assessment Cell (IQAC)

As per the norms of NAAC, every accredited Institutes need to establish IQAC with a view to proper planning and coordinated development in relation to plan qualitative growth, regulation and proper maintenance of norms and standards for the management and IT education. Composition of IQAC is as follows:

Chairperson Dr. Naveen Gupta
Members Secretary Dr. Shantanu Kr. Sahu
Members in IQAC Dr. Abhilasha S Raghav, Mr. Prashant Kr. Sharma & Dr. Riju A Singh



LABS



MCA LAB

All the students have access to a wide range of modern computing facilities to support their studies. The computer laboratory equipped with 100 networked computers is constantly upgraded to incorporate the latest in computing technology. A leased line provides 24 x 7 access to Internet. HIMCS is a member of MSDN Academy Alliance which facilitates access to most modern software(s) like Microsoft.NET. In addition, a variety of Non-Microsoft software like SPSS, ORACLE, and BORLAND C & C + + etc. under different platforms e.g. Windows 2000, RedHatLinux, UNIX are available. The students, therefore, have an opportunity to develop and enhance their computing skills throughout their stay at the campus.

MBA LAB

A separate computer laboratory has been set up to cater the needs of management students. There are sufficient networked computer systems which are continuously upgraded. A variety of software(s) like Microsoft Office, SPSS, Microsoft Visual Studio etc are available. A leased line provides 24x7 access to the Internet. The most important part of the educational process is the intellectual interface between the students and the faculty. The teaching -learning process at HIMCS is interwoven with class room work, online case studies, seminars, workshops, Guest Lectures and regular on-site interaction with the industry.



EDUCATIONAL PROCESS



TEACHING METHODOLOGY

It comprises of Lectures, Tutorials, Remedial sessions, Dialogue, Case Analysis and Discussion, Presentations, Individual / Group assignments, Practical work in the computer laboratories, Seminars, Debates, Role Plays, Workshops, Organization Behaviour Laboratory (OB Lab), Industrial tours and visits, Mini Projects, Summer Training and Research Projects. In addition to the regular university prescribed syllabus, value added courses are also offered by the institute.

TEACHING LEARNING PROCESS

Webinars & Workshops

At HIMCS we always give our students a global learning environment, where they can interact with experts from academia, industries from across the globe. We ensured facilitating them an interaction with top management professionals across the various facet of business. HIMCS organized series of webinars and specifically designed Corporate Talk Series for students across the nation.

- Webinar on "Consumer Protection Act" by Prof. Santhi Narayan.
- Webinar on "The Information Technology Act" by Prof. Santhi Narayan.
- National workshop on Test Development & Standardisation Integration with generated AI By Dr SM Khan
- Webinar on Launch of career in Analytics by Sharda University
- Workshop on Mental Health Awareness by Prof BL Dubey
- Manifestation workshop by Shreans Daga
- Talk on Regional Investor Awareness Programme by SEBI MSME Team
- Webinar on Contemporary and cultural development emerging trends in HR by Dr Manisha Seth
- Workshop on Psychodynamics on Interpersonal Skills by Ms Chandana



CORPORATE TALK SERIES

While experience is the best teacher, we believe that someone else's experience is a far better teacher. There are many people who have travelled the road you plan to travel to. They have faced and overcome many obstacles that you are facing or might face and what better way to learn than hearing it from them with this objective, Hindustan Institute of Management and Computer Studies organized the biggest talk series, Corporate Talk, 2022-23. It was an enriching platform with Directors, CEOs, & Founders sharing their experience and learning with students where the best of the best joined us every week through online sessions. The series was highly successful and appreciated by all. More than 500 participants across the country joined the sessions and benefitted by it.

IMPACT SERIES SESSION

Ministry of Education's Innovation Cell and AICTE sponsored expert sessions from Industry Veterans and Entrepreneurs across the world.



EXPERT TALKS @HIMCS IN 2023-24

We ensure to provide you best of learning by inviting renowned professors and industry experts across the country.



ONLINE STOCK MARKET SIMULATION LEAGUE



INDUSTRY MENTOR PROGRAM

At HIMCS, students are offered the advantage of Industry Mentor Program. Each student is connected to an Industry Mentor, who is a professional from industry that provides one-on-one guidance to their mentees, share their knowledge and experience, and ensure that their mentee is ready in the best possible manner to enter the work market. A mentor's role is to inspire, encourage, and support their mentees. Having an industry mentor will provide many advantages to students, including:

- Exploring career options and potential pathways.
 - Assisting in goal setting and career planning.
 - Connecting with the mentor's professional network.
 - Developing personal and professional confidence.
- Some of the Industry Mentors at HIMCS includes-
- Dr. Arvinder Singh, CEO & CMD- Arth Group of Companies. MBBS, MD & MBA from IIM.
 - Mr. Naresh Govil, CEO- Sales & Operations, SLMG Beverages Pvt. Ltd. (No. 1 bottlers of Coca Cola India).
 - Dr. R.P. Singh, HR Professional at Plant & Corporate levels in Public, MNC, & Private-sector organizations, certified Leadership/ Managerial Grid Instructor, & Life Member of HRD Network.
 - Mr. Sapan Sharma, Cluster Head- HDFC AMC Limited.
 - Mr. K. S. Gujral, Chairman- Basant Overseas.
 - Mr. Brijesh Verma, C.A., Managing Partner- BVA Legal.
 - Mr. Rakesh Kr. Jain, Practising Chartered Accountant.

CORPORATE TRAININGS & CONSULTANCY AND MANAGEMENT DEVELOPMENT PROGRAMS

As a part of HIMCS, students have a distinct opportunity to learn & benefit by associating with consultancy projects with the faculty members. Some of the leading companies we have provided consultancy include HUL, Hyundai, Heinz, Infosys Pune, Grasim Bhiwani, Ultra Tech Cement, JK Cement, Modi Tyre, KRIBHCO, RHFUTC Gwalior, IIM Indore, IPM Meerut, Jindal Saw Kosi, UP Steel, Agra Chains, SLMG Agra (bottlers of Coca Cola India) and Government organizations like Para Brigade, Indian Army, Indian Air force, Indian Police Services, Judicial Officers, UPSRTC, Air Force Station - Agra, Agra Police, Postal Department Agra, IOCL Mathura, LIC, AIMS Rishikesh, Mental Hospital Agra, and reputed schools & colleges of NCR, UP & Rajasthan.



ACADEMIC CALENDAR

The Institute's academic calendar is a schedule of important events that is for the whole academic year. It is prepared in cognizance of prescribed University Calendar. Academic Calendar - MBA & MCA Annexure - I

The Institute provides a number of co-curricular activities in which all students participate. The activities are aimed at giving opportunities to the students to develop a mature social posture by using their inherent talents.

The Institute organizes a wide spectrum of activities such as Environment Protection and Community Development Projects, Medical Camps, Personality Development Programmes, experience sharing through guest lectures by academicians and working professionals, formalized system of Group Discussions and Mock- Interviews, Role Plays, Extempore, Debates, Essay competition, and other cultural activities, Competitions, Industrial visit. Absence of students from these activities is viewed seriously and is liable to attract appropriate administrative action including fine against them.



CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES



WORKSHOPS, CONFERENCES & SEMINARS

The Institute organizes National and International Conferences, Seminars and Workshops to provide practical exposure on recent topics/ trends in industry at regular intervals.

PROFESSIONAL QUIZZES

Professional and Subject quizzes are intended to encourage and enable the students to keep abreast with the latest in the area of their concern. Subject quizzes have specifically been designed to prepare the students by short synopsis solutions of the prospective questions in the subject of concern.

PERSONALITY DEVELOPMENT PROGRAM (PDP)

Personality & Career Development Programs (PDP) are regularly conducted for the holistic development of students' personality. Students are prepared to face Aptitude tests, Group Discussions and Interviews by the dedicated staff.

Coordinators : Dr. Shantanu Kumar Sahu & Mr. Sachin Kumar Jindal

VALUE ADDED COURSES

Special software courses like AI, ML, Data Analytics, SAP, SPSS, Advance Excel etc are organized at regular intervals to enhance the skills of the students and prepare them for the competitive environment.



STUDENTS CLUBS

Students of MBA and MCA are expected to join any two of the following clubs to engage themselves in professional activities relating to their areas of specialization.

The main objective of these clubs is to foster a spirit of camaraderie through participation in professional activities in an informal environment. The activities include interaction with working professionals on subjects of contemporary relevance and organizing programmes which contribute to student' professional growth. The events to be organized under the aegis of these clubs are indicated in the calendar of events.

MARKETING CLUB

Marketing club plays an active role in the academic life of management students and help students to build networks in pursuit of their professional objectives. The club also focuses in developing marketing skills through research projects, mini projects and field survey, consulting projects which develops confidence and interpersonal skills in students. Marketing club organises events which give students exposure and help them in building business relationships and creating a professional network.

Coordinators : Dr. Riju A Singh & Dr. Gunjan Bhatnagar

FINANCE CLUB

The club provides a platform for proactive students to prepare for finance as a career through various skill building workshops and programs. It fosters an environment conducive to learning and discovery of recent trends and developments in the field of finance.

Coordinators : Dr. Sheetal Sachdeva, Mr. Rahul Khandelwal & Ms. Tanu Marwah

HR CLUB

HR club promotes and encourage cooperation and amicable relations between members and with members of other organizations, to provide a medium through which information of interest or value to members may be readily gathered and communicated, by arranging periodical meetings of the club. The objective of HR club is to participate in projects, to produce service and reports and to publish the results of such research, to publish journals, reports, books, newsletters, electronic media and other material, to establish and maintain a library and associated information services.

Coordinators : Dr. Abhilasha S Raghav & Dr. Shantanu Kr Sahu

IT CLUB

IT Club- "Most Beating Chargers"- urge to complement the theoretical and practical knowledge imparted in the classroom and laboratory, with emphasis on development of overall personality of budding IT professionals. The club holds regular activities like industry interaction, symposiums and seminars on emerging technologies.

Coordinators : Mr. Prashant Kr. Sharma & Mr. Amit Sharma

THINK TANK

A student forum that gives ample opportunity to students to explore and understand business environment in a playful and creative manner.

Coordinator : Mr. Rahul Khandelwal



LIVE PROJECTS @ HIMCS



PROJECT SOS

SOS is a noble initiative taken by team HIMCS to train and guide auto rickshaw drivers of Agra Cantt Railway Station, Raja Ki Mandi Railway Station & Agra Fort Railway Station. Approximately a team of 160 auto drivers have been enrolled in the project till date. They are goodwill ambassadors and act as change agents. They are trained in keeping up of hygiene and hospitality issues on a regular basis. These change agents are also provided with legal and medical support as and when required. The initiative will help enhancing hospitality for visitors to the city of Taj.

PROJECT SOS BHOJNALAYA

Hindustan Institute of Management and Computer Studies is known for its action based research and teaching pedagogy. Students of HIMCS has initiated the "Project SOS Bhojnalaya" which comes under the umbrella of Project SOS (Soldiers of Society) where they have made available an e-auto rickshaw to support the livelihood of two auto drivers. It is well known that team SOS is contributing in the form of SOS Bhojnalaya from the last five years and providing quality food at the subsidized cost of Rs 10/- only to 50 people per day who come under BPL category.

PROJECT SOS TIFFIN SERVICES

Another Project of students of HIMCS is SOS Tiffin Services which provide the tiffin services to the customers with the quality food at low cost. The purpose of this project is to provide healthy, tasty, hygienic and homemade food to the customers with good quality food at a low cost.

PROJECT VIKALP

Another project in the cap of HIMCS is Anti- Tobacco Project 'Vikalp'. It is an anti tobacco product to fight against tobacco at a very minimal cost of Rs 5/- only to fight against the tobacco which helps to prevent teenagers and young adults from ever starting and help them to quit. SOS auto drivers have adopted this project and approximately 300 people have got the benefit of quitting tobacco.

PROJECT JAIL BANDHU

Jail Bandhu is a revolutionary social project that supports and empowers jailed people. Jail Bandhu aspires to improve inmates' lives and contribute to a more humane criminal justice system.

The primary goals of the initiative are to provide emotional support, provide access to education and skill development programmes, stimulate community involvement, address mental health concerns through counselling services, and assist family reunion. Jail Bandhu addresses the varied needs and issues that persons confront while in jail and beyond via a variety of programmes and projects.

The hardworking MBA students from HIMCS, led by Dr. Naveen Gupta and Shri R. K. Mishra, work relentlessly to achieve Jail Bandhu's goals. They give emotional support, encouragement, and advice to jailed prisoners through frequent welfare sessions, establishing a conducive atmosphere for personal growth and reintegration into society.

EVENT - ENTREPRENEUR ON FIRE

HIMCS lays continues efforts in developing its students as one of the responsible & successful entrepreneurs of future India. 'Entrepreneur on recent event comprising galaxy of entrepreneurship activities carrying energetic, socially Fire' is one unique a wide variety of products, ranging from games, eatables to durables and more. The event is student driven and provides a competitive non - conventional platform to inculcate & nurture the entrepreneurial skills of the students.

OTHER EVENTS & PROJECTS

LIME (Liberal Arts in Management education) aimed at supplementing practical skills of business management with the "the liberal arts skills" sought by the employers thus integrating liberal arts skills with management education.

"HIMCS on wheels" is a unique and innovative concept based on the concept 'learning by doing'. It helps students learn the art of planning, resource mobilization, team-work, negotiation skills, co-ordination, and time management.

Magnifest is a unique student led and managed two-day management and cultural event with over 2000 students participating from different colleges from all over India. The recent one attracted more than 60,000 likes on face book and 2000 visitors in the event.



STUDY & EVALUATION SCHEME INTERNAL ASSESSMENT

Internal assessment of the performance of the student will be made on the following parameters:

There will be three test series and it is mandatory for all students to appear in all the class tests. The schedule of the test series is given at the end of the academic calendar.

Assessment by the faculty is carried out on the basis of class participation, quizzes, assignments & attendance. Each faculty Member outlines the criteria to be followed by him/her in the teaching plan for the relevant subject.

EVALUATION OF PAPERS : MBA

THEORY PAPER

Every theory paper of all semesters will carry maximum marks of 150 (100 marks for semester examination and 50 marks for internal assessment) except Design Thinking theory paper in first semester consisting of 75 marks (50 marks for semester examination and 25 marks for internal assessment) and MIS theory paper in second semester which consists of 50 marks (25 marks for semester examination and 25 marks for internal assessment).

Internal Assessment of all theory papers will consist of two components:

I Class Test (30 marks/15marks for DT & MIS)

I Teacher Assessment (20 marks/10marks for DT & MIS).

There will be an external assessment of 100 marks.

PRACTICAL/LAB

In first semester, IT skills Lab - 1 is of 150 marks

(100 marks for semester examination and 50 marks for internal assessment).

In second semester, IT skills Lab - 2 is of 50 marks

(25 marks for semester examination and 25 marks for internal assessment).

PROJECT

In first semester, Mini Project -1 is of 75 marks

(50 marks for semester examination and 25 marks for internal assessment).

In second semester, Mini Project -2 is of 50 marks

(25 marks for semester examination and 25 marks for internal assessment).

In third semester, Summer Training Project & Viva Voce is of 150 marks

(100 marks for semester examination and 50 marks for internal assessment).

In fourth semester, Research Project Report & Viva Voce is of 150 marks

(100 marks for semester examination and 50 marks for internal assessment).

EVALUATION OF PAPERS : MCA

THEORY PAPER

Every Theory paper of all semesters will carry Maximum Marks of 150

(100 Marks for semester examination and 50 Marks for Internal Assessment).

Internal Assessment will consist of two components.

i) Class Test (30 Marks)

ii) Teacher Assessment (20 Marks)

PRACTICAL/LAB

Every lab of all semesters & mini project of third semester will carry Maximum Marks of 100 (50 Marks for External Assessment and 50 Marks for Internal Assessment).

PROJECT

There will be carry maximum marks of 700 (500 Marks for External Assessment and 200 Marks for Internal Assessment) in Fourth Semester

EXAMINATION END SEMESTER EXAMINATION

End semester examination will be held as per the timetable and schedule declared by the university. For the attention of the students and parents, the essence of regulations relating to unfair means in the examination is reproduced below:

- Use of unfair means is a criminal offence punishable with a fine up to Rs. 2000/- or imprisonment up to 3 Months or both. The offence is cognizable but bailable.
- Any use of violence in furtherance of unfair means is punishable with a fine of Rs. 5000/- or imprisonment up to 5 years or both

MINI PROJECT - 1

In first semester, the students are required to develop an innovative idea for product or services and a project report to be prepared on that idea under the guidance of faculty member. Report will be prepared individually and this report will consist of importance and relevance of innovative idea, its feasibilities and detail descriptions. The report will be evaluated by one external examiner appointed by university. Student has to present his output through a seminar.

MINI PROJECT - 2

In second semester, the students are required to take one industry as per his/her interest for analysis and preparing a project report. Preference should be given on the application of emerging technologies in the selected industry. It may consist of Fintech, Block chain, Financial Services, Data Science, Social Entrepreneurship or any other suitable area of interest. The report will be prepared individually. The report will be evaluated by one external examiner appointed by university.

SUMMER TRAINING PROJECT REPORT

1. At the end of the second semester examination, it is mandatory for every student of MBA to undergo on-the-job practical training in any manufacturing, service or financial organization. The training will be of 6 to 8 weeks duration. The college/Institute will facilitate this compulsory training for students.
2. During the training, the student is expected to learn about the organization and analyze and suggest solutions to a live problem. The objective is to equip the students with the knowledge of actual functioning of an organization and problems faced by them for exploring feasible solutions.
3. During the course of training, the organization (where the student is undergoing training) will assign a problem/project to the student.
4. The student, after the completion of training will submit a report to the college /Institute which will form part of the third semester examination.
5. The report (based on training and the problem/project studied) prepared by the student will be known as Summer Training Project Report. The report should ordinarily be based on primary data. It should reflect in depth study of a micro problem, ordinarily assigned by the organization where the student undergoes training. Relevant tables and bibliography should support it. One comprehensive chapter must be included about the organization where the student has undergone training. This should deal with brief history of the organization, its structure, performance products/services and problem faced. This chapter will form part 1 of the report. Part 2 of the report will contain the study of micro research problem. The average size of ordinarily will be of minimum 100 pages in standard font size (12) and double spacing. Two neatly typed (one sided only) and soft bound copies of the report will be submitted to the College/Institute. The report will be typed on A-4 size paper.
6. The report will have three certificates, one by the Head of the Department, another by the Faculty guide and third one from reporting officer of the organization where the student has undergone training. These three certificates should be attached in the beginning of the report.

7. The Summer Training Project Report will carry 150 marks and will be evaluated by two examiners (external and internal). The evaluation will consist of (1) Project Report evaluation (2) Project Presentation and Viva Voce.

The Project Report evaluation will comprise of 50 sessional marks and would be evaluated by internal project guide. The Presentation and Viva Voce would comprise of 100 marks and would be evaluated by two examiners (1 external and 1 internal). The average of the marks awarded by the 2 examiners will be taken into account for the results. In case the difference in the awards given by the examiners is 30 or more marks, the project report will be referred to a third examiner. Only such person will evaluate the project report who has minimum three years of experience of teaching MBA classes/University. Experience of teaching MBA classes as guest faculty shall not be counted.

8. The parameters on which external evaluation would be carried out are as under:
Project Report Evaluation :

| Evaluation Criteria | Understanding of Objectives with topic (20) | Understanding Of Reliance of topic (20) | Interpretation & Analysis (20) | Presentation (20) | Query handling (20) |
|---------------------|---|---|--------------------------------|-------------------|---------------------|
|---------------------|---|---|--------------------------------|-------------------|---------------------|

9. It is mandatory that the student will make presentation in the presence of teachers and students. The student is expected to answer to the queries and questions raised in such a meeting.

10. The student shall prepare the Summer Training Project as per the format given in the Summer Training Manual as prescribed by the University.

RESEARCH PROJECT REPORT (RPR)

1. In fourth semester, the candidates will have to submit a Research Project Report on a problem/topic (from the specialization areas) to be assigned by the MBA department under the supervision of a core faculty member of the department.

2. The Research Project Report will carry 150 marks.

3. The evaluation of the project report will be done by two examiners (external & internal). The evaluation will consist of (1) Evaluation of Project Report (2) Presentation and Viva Voce.

4. The evaluation of Project Report will comprise of 50 marks and would be evaluated by the internal guide.

5. The evaluation of Viva Voce of Project would comprise of 100 marks and would be evaluated by two examiners (1 external and 1 internal). The average of the marks awarded by the 2 examiners will be taken into account for the results. In case the difference in the marks given by the examiners is 30 more, the project report will be referred to a third examiner. In such cases the average of two close awards (given by three examiners) will be taken into account for the results.

6. The report will contain the objectives and scope of the study. Research Methodology, use and importance of the study, analysis of data collected, conclusions and recommendations. It will contain relevant charts, diagrams and bibliography. A certificate of the supervisor and the Head of the MBA program certifying the authenticity of the report shall be attached therewith. The student will submit two copies of the report to the Head of MBA program. The number of pages in the report will be minimum 75 or more. The report should be typed in A-4 size paper. The parameter on which both evaluation (1 & 2) would be carried on would be on the basis of:

| Criteria & Marks | Relevance of Objectives with topic (10) | Relevance of Research Methodology (20) | Interpretation & Analysis (20) | Total (50) |
|------------------|---|--|--------------------------------|------------|
|------------------|---|--|--------------------------------|------------|

| Evaluation Criteria | Understanding of objectives with topic (20) | Understanding of relevance of Research (20) | Interpretation & Analysis (20) | Presentation & Communication skills (20) | Query Handling (20) | Total (100) |
|---------------------|---|---|--------------------------------|--|---------------------|-------------|
|---------------------|---|---|--------------------------------|--|---------------------|-------------|

STUDY AND EVALUATION SCHEME - MBA

Study and Evaluation Scheme For Session 2024-25

MBA 1st Year Course Structure in accordance with
AICTE Model Curriculum Effective w.e.f.
Academic Session 2020 - 21

Semester I

| SN | Codes | SUBJECT | PERIODS | | | INTERNAL EVALUATION SCHEME | | | | END SEMESTER EVALUATION | | TOTAL | CREDIT |
|------------------|---------|--|---------|---|---|----------------------------|----|----|-------|-------------------------|-----|-------|--------|
| | | | L | T | P | CT | TA | PS | TOTAL | TE | PE | | |
| 1 | KMBN101 | MANAGEMENT CONCEPTS & ORGANISATIONAL BEHAVIOUR | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 2 | KMBN102 | MANAGERIAL ECONOMICS | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 3 | KMBN103 | FINANCIAL ACCOUNTING & ANALYSIS | 3 | 1 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 4 | KMBN104 | BUSINESS STATISTICS & ANALYTICS | 3 | 1 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 5 | KMBN105 | MARKETING MANAGEMENT | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 6 | KMBN106 | DESIGN THINKING | 2 | 0 | 0 | 15 | 10 | 0 | 25 | 50 | | 75 | 2 |
| 7 | KMBN107 | BUSINESS COMMUNICATION | 3 | 1 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| LAB / PRACTICALS | | | | | | | | | | | | | |
| 8 | KMBN151 | IT SKILLS LAB -I | 0 | 0 | 3 | 0 | | 50 | 50 | - | 100 | 150 | 3 |
| 9 | KMBN152 | MINI PROJECT -I | 0 | 0 | 3 | 0 | 0 | 25 | 25 | 0 | 50 | 75 | 3 |
| | | | | | | | | | | | | 1200 | 26 |

Semester II

| SN | CODE | SUBJECT | PERIODS | | | INTERNAL EVALUATION SCHEME | | | | END SEMESTER EVALUATION | | TOTAL | CREDIT |
|------------------|---------|---|---------|---|---|----------------------------|----|----|-------|-------------------------|----|-------|--------|
| | | | L | T | P | CT | TA | PS | TOTAL | TE | PE | | |
| 1 | KMBN201 | BUSINESS ENVIRONMENT & LEGAL ASPECT OF BUSINESS | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 2 | KMBN202 | HUMAN RESOURCE MANAGEMENT | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 3 | KMBN203 | BUSINESS RESEARCH METHODS | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 4 | KMBN204 | FINANCIAL MANAGEMENT & CORPORATE FINANCE | 3 | 1 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 5 | KMBN205 | OPERATIONS MANAGEMENT | 3 | 1 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 6 | KMBN206 | QUANTITATIVE TECHNIQUES FOR MANAGERS | 3 | 1 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 7 | KMBN207 | DIGITAL MARKETING & E-COMMERCE | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 8 | KMBN208 | MANAGEMENT INFORMATION SYSTEMS | 2 | 0 | 0 | 15 | 10 | 0 | 25 | 25 | 0 | 50 | 2 |
| LAB / PRACTICALS | | | | | | | | | | | | | |
| 9 | KMBN251 | IT SKILLS LAB-2 | 0 | 0 | 2 | 0 | 0 | 25 | 25 | 0 | 25 | 50 | 1 |
| 10 | KMBN252 | MINI PROJECT -2 | 0 | 0 | 3 | 0 | 0 | 25 | 25 | 0 | 25 | 50 | 2 |
| | | | | | | | | | | | | 1200 | 26 |

L/T/P - Lecture/Tutorial/Practical, CT/TA/PS - Class Test/Teachers Assessment/
Practical Session, TE/PE Term End/Practical End

STUDY AND EVALUATION SCHEME - MBA

Semester III

| SNo | Codes | SUBJECT | PERIODS | | | INTERNAL EVALUATION SCHEME | | | | END SEMESTER EVALUATION | | TOTAL | CREDIT |
|-----|---------|--|---------|---|---|----------------------------|----|----|-------|-------------------------|-----|-------|--------|
| | | | L | T | P | CT | TA | PS | TOTAL | TE | PE | | |
| 1 | KMBN301 | STRATEGIC MANAGEMENT | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 2 | KMBN302 | INNOVATION AND ENTREPRENEURSHIP | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 3 | KVE 301 | HUMAN VALUES AND ETHICS | 3 | 1 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 4 | | Elective- 1 Specialization Group-1 | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 5 | | Elective- 2 Specialization Group-1 | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 6 | | Elective -1 Specialization Group-2 | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 7 | | Elective -2 Specialization Group-2 | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 8 | KMBN308 | Summer Training Project Report & Viva Voce | 0 | 2 | 0 | 0 | 50 | 0 | 50 | 0 | 100 | 150 | 4 |
| | | TOTAL | | | | | | | | | | 1200 | 25 |

Semester IV

| SNo | Codes | SUBJECT | PERIODS | | | INTERNAL EVALUATION SCHEME | | | | END SEMESTER EVALUATION | | TOTAL | CREDIT |
|-----|---------|--|---------|---|---|----------------------------|----|----|-------|-------------------------|-----|-------|--------|
| | | | L | T | P | CT | TA | PS | TOTAL | TE | PE | | |
| 1 | KMBN401 | Emerging Technologies in Global Business Environment | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 2 | | Elective- 3 Specialization Group-1 | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 3 | | Elective -4 Specialization Group-1 | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 4 | | Elective- 5 Specialization Group-1 | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 5 | | Elective -3 Specialization Group-2 | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 6 | | Elective -4 Specialization Group-2 | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 7 | | Elective -5 Specialization Group-2 | 4 | 0 | 0 | 30 | 20 | 0 | 50 | 100 | 0 | 150 | 3 |
| 8 | KMBN408 | Research Project Report & Viva Voce | 0 | 2 | 0 | 0 | 50 | 0 | 50 | 0 | 100 | 150 | 4 |
| | | TOTAL | | | | | | | | | | 1200 | 25 |

STUDY AND EVALUATION SCHEME - MBA

Specialization Group : HUMAN RESOURCE (HR)

Elective Subjects in III Semester

| S.No | Code | Course Title |
|------|-----------|------------------------------------|
| 1 | KMBN HR01 | Talent Management |
| 2 | KMBN HR02 | Employee Relations And Labour Laws |

Elective Subjects in IV Semester

| | | |
|---|-----------|-----------------------------------|
| 1 | KMBN HR03 | HR Analytics |
| 2 | KMBN HR04 | Performance And Reward Management |
| 3 | KMBN HR05 | International HRM |

Specialization Group: MARKETING (MK)

Elective Subjects in III Semester

| | | |
|---|-----------|--|
| 1 | KMBN MK01 | Consumer Behaviour And Marketing Comm. |
| 2 | KMBN MK02 | Marketing Analytics |

Elective Subjects in IV Semester

| | | |
|---|-----------|--------------------------------|
| 1 | KMBN MK03 | B2B and Services Marketing |
| 2 | KMBN MK04 | Sales and Retail Management |
| 3 | KMBN MK05 | Social Media and Web Analytics |

Specialization Group: FINANCE (FM)

Elective Subjects in III Semester

| | | |
|---|-----------|--|
| 1 | KMBN FM01 | Investment Analysis And Portfolio Management |
| 2 | KMBN FM02 | Financial Planning And Tax Management |

Elective Subjects in IV Semester

| | | |
|---|-----------|--------------------------------------|
| 1 | KMBN FM03 | Financial Derivatives |
| 2 | KMBN FM04 | Foreign Exchange And Risk Management |
| 3 | KMBN FM05 | Financial And Credit Risk Analytics |

Specialization Group: INTERNATIONAL BUSINESS (IB)

Elective Subjects in III Semester

| | | |
|---|-----------|-----------------------------------|
| 1 | KMBN IB01 | International Business Management |
| 2 | KMBN IB02 | Export Import Documentation |

Elective Subjects in IV Semester

| | | |
|---|-----------|---------------------------|
| 1 | KMBN IB03 | International Logistics |
| 2 | KMBN IB04 | Cross Cultural Management |
| 3 | KMBN IB05 | International Trade Laws |

Specialization Group: INFORMATION TECHNOLOGY (IT)

Elective Subjects in III Semester

| | | |
|---|-----------|---------------------------------------|
| 1 | KMBN IT01 | Data Analytics for Business Decisions |
| 2 | KMBN IT02 | AI and ML for Business |

Elective Subjects in IV Semester

| | | |
|---|-----------|---|
| 1 | KMBN IT03 | Data Base Management System |
| 2 | KMBN IT04 | Cloud Computing For Business |
| 3 | KMBN IT05 | Business Data Warehousing & Data Mining |

Specialization Group: OPERATION MANAGEMENT (OM)

Elective Subjects in III Semester

| | | |
|---|------------|-------------------------------------|
| 1 | KMBN OM 01 | Supply Chain & Logistics Management |
| 2 | KMBN OM 02 | Operations Planning & Control |

Elective Subjects in IV Semester

| | | |
|---|------------|------------------------------------|
| 1 | KMBN OM 03 | Quality Management |
| 2 | KMBN OM 04 | Project & Sourcing Management |
| 3 | KMBN OM 05 | Management of Manufacturing System |

STUDY AND EVALUATION SCHEME - MCA

Study and Evaluation Scheme For Session 2024-25

Semester I

| S.No | Subject Code | Subject Name | Periods | | | Sessional | | | ESE | Total | Credit |
|--------------|--------------|--|---------|---|---|-----------|----|-------|-----|-------------|-----------|
| | | | L | T | P | CT | TA | Total | | | |
| 1. | KCA101 | Fundamental of Computers & Emerging Technologies | 3 | 0 | 0 | 30 | 20 | 50 | 100 | 150 | 3 |
| 2. | KCA102 | Problem Solving using C | 3 | 1 | 0 | 30 | 20 | 50 | 100 | 150 | 4 |
| 3. | KCA103 | Principles of Management & Communication | 3 | 0 | 0 | 30 | 20 | 50 | 100 | 150 | 3 |
| 4. | KCA104 | Discrete Mathematics | 3 | 0 | 0 | 30 | 20 | 50 | 100 | 150 | 3 |
| 5. | KCA105 | Computer Organization & Architecture | 3 | 1 | 0 | 30 | 20 | 50 | 100 | 150 | 4 |
| 6. | KCA151 | Problem Solving using C Lab | 0 | 0 | 4 | 30 | 20 | 50 | 50 | 100 | 2 |
| 7. | KCA152 | Computer Organization & Architecture Lab | 0 | 0 | 3 | 30 | 20 | 50 | 50 | 100 | 2 |
| 8. | KCA153 | Professional Communication Lab | 0 | 0 | 2 | 30 | 20 | 50 | 50 | 100 | 2 |
| Total | | | | | | | | | | 1050 | 23 |

CT: Class Test TA: Teacher Assessment

L/T/P: Lecture/ Tutorial/ Practical

Semester II

| S.No | Subject Code | Subject Name | Periods | | | Sessional | | | ESE | Total | Credit |
|--------------|--------------|--|---------|---|---|-----------|----|-------|-----|-------------|-----------|
| | | | L | T | P | CT | TA | Total | | | |
| 1. | KCA201 | Theory of Automata & Formal Languages | 3 | 0 | 0 | 30 | 20 | 50 | 100 | 150 | 3 |
| 2. | KCA202 | Object Oriented Programming | 3 | 1 | 0 | 30 | 20 | 50 | 100 | 150 | 4 |
| 3. | KCA203 | Operating Systems | 3 | 0 | 0 | 30 | 20 | 50 | 100 | 150 | 3 |
| 4. | KCA204 | Database Management Systems | 3 | 0 | 0 | 30 | 20 | 50 | 100 | 150 | 3 |
| 5. | KCA205 | Data Structures & Analysis of Algorithms | 3 | 1 | 0 | 30 | 20 | 50 | 100 | 150 | 4 |
| 6. | KCAA01 | Cyber Security* | 2 | 0 | 0 | 30 | 20 | 50 | 100 | 150 | 0 |
| 7. | KCA251 | Object Oriented Programming Lab | 0 | 0 | 3 | 30 | 20 | 50 | 50 | 100 | 2 |
| 8. | KCA252 | DBMS Lab | 0 | 0 | 3 | 30 | 20 | 50 | 50 | 100 | 2 |
| 9. | KCA253 | Data Structures & Analysis of Algorithms Lab | 0 | 0 | 4 | 30 | 20 | 50 | 50 | 100 | 2 |
| Total | | | | | | | | | | 1200 | 23 |

CT: Class Test TA: Teacher Assessment

L/T/P: Lecture/ Tutorial/ Practical

STUDY AND EVALUATION SCHEME - MCA

Study and Evaluation Scheme For Session 2024-25

Semester III

| S. No. | Subject Code | Subject Name | Periods | | | Sessional | | | ESE | Total | Credit |
|--------|--------------|-----------------------------|---------|---|---|-----------|----|-------|-----|-------------|-----------|
| | | | L | T | P | CT | TA | Total | | | |
| 1. | KCA301 | Artificial Intelligence | 3 | 0 | 0 | 30 | 20 | 50 | 100 | 150 | 3 |
| 2. | KCA302 | Software Engineering | 4 | 0 | 0 | 30 | 20 | 50 | 100 | 150 | 4 |
| 3. | KCA303 | Computer Network | 3 | 1 | 0 | 30 | 20 | 50 | 100 | 150 | 4 |
| 4. | | Elective – 1 | 3 | 0 | 0 | 30 | 20 | 50 | 100 | 150 | 3 |
| 5. | | Elective – 2 | 3 | 1 | 0 | 30 | 20 | 50 | 100 | 150 | 3 |
| 6. | KCA351 | Artificial Intelligence Lab | 0 | 0 | 3 | 30 | 20 | 50 | 50 | 100 | 2 |
| 7. | KCA352 | Software Engineering Lab | 0 | 0 | 3 | 30 | 20 | 50 | 50 | 100 | 2 |
| 8. | KCA353 | Mini Project** | 0 | 0 | 4 | 30 | 20 | 50 | 50 | 100 | 2 |
| | | Total | | | | | | | | 1050 | 23 |

CT: Class Test TA: Teacher Assessment

L/T/P: Lecture/ Tutorial/ Practical

Semester IV

| S. No. | Subject Code | Subject Name | Periods | | | Sessional | | | ESE | Total | Credit |
|--------|--------------|--------------|---------|---|---|-----------|-----|-------|-----|-------------|-----------|
| | | | L | T | P | CT | TA | Total | | | |
| 1. | | Elective – 3 | 3 | 0 | 0 | 30 | 20 | 50 | 100 | 150 | 3 |
| 2. | | Elective – 4 | 3 | 0 | 0 | 30 | 20 | 50 | 100 | 150 | 3 |
| 3. | | Elective – 5 | 3 | 0 | 0 | 30 | 20 | 50 | 100 | 150 | 3 |
| 4. | KCA451 | Project | - | - | - | - | 200 | 200 | 500 | 700 | 14 |
| | | Total | | | | | | | | 1050 | 23 |

CT: Class Test TA: Teacher Assessment

L/T/P: Lecture/ Tutorial/ Practical

** The Mini Project (6 weeks) conducted during summer break after II semester and will be assessed during III semester. The Course will be carried out at the Institute under the guidance of a Faculty Members.

STUDY AND EVALUATION SCHEME - MCA

| | | |
|-------------------|--------|---------------------------------|
| Elective-1 | KCA011 | Cryptography & Network Security |
| | KCA012 | Data Warehousing & Data Mining |
| | KCA013 | Software Project Management |
| | KCA014 | Cloud Computing |
| | KCA015 | Compiler Design |

| | | |
|-------------------|--------|--------------------------------------|
| Elective-2 | KCA021 | Web Technology |
| | KCA022 | Big Data |
| | KCA023 | Simulation & Modeling |
| | KCA024 | Software Testing & Quality Assurance |
| | KCA025 | Digital Image Processing |

| | | |
|-------------------|--------|---|
| Elective-3 | KCA031 | Privacy & Security in Online Social Media |
| | KCA032 | Soft Computing |
| | KCA033 | Pattern Recognition |
| | KCA034 | Data Analytics |
| | KCA035 | Software Quality Engineering |

| | | |
|-------------------|--------|--------------------------------|
| Elective-4 | KCA041 | Blockchain Architecture |
| | KCA042 | Neural Network |
| | KCA043 | Internet of Things |
| | KCA044 | Modern Application Development |
| | KCA045 | Distributed Database Systems |

| | | |
|-------------------|--------|---------------------------------|
| Elective-5 | KCA051 | Mobile Computing |
| | KCA052 | Computer Graphics and Animation |
| | KCA053 | Natural Language Processing |
| | KCA054 | Machine Learning |
| | KCA055 | Quantum Computing |

CODE OF CONDUCT

The college aims to inculcate ideals and values that will help students to emerge as focused and responsible professionals. Keeping the ideal in mind, the college has adopted the following code of conduct.

GENERAL DISCIPLINE

Students are required to

- Conduct themselves at all times- in class, on campus and outside - in a manner that builds their personality. Students who get involved in public disturbances will face suspension or possible expulsion from the Institute;
- Act responsibly towards staff, other students, visitors to the institute and the members of the local community;
- Be courteous to and respect fellow student, faculty and staff members;
- Contribute to the quality of life of the institute and help maintenance ambience of academic excellence;
- Attend lectures, seminar and tutorials, apply themselves to their studies and abide by the deadlines for assignments, project work and any other academic work assigned to them relating to their subject;
- Respect the property of the institute and that of others;
- Pay all dues and fees in time as laid down in the calendar of events or notified form time to time;
- Dress appropriately for the class and other special occasions as laid down in dress rules issued by the institute;
- Seek help and advice from the student support services as the need arises;
- Not to get involved in any activities subversive of discipline and good order either alone or in group (s).
- Not to use cellular / mobile phones, in the working areas of the college (classrooms, examination hall, corridors, library, and lab). Violation of this rule may lead to confiscation of the instrument by the authorities;
- Make proper use of all the amenities provided on campus including the classrooms, auditorium, media centre, conference hall, library, labs and hostels. Disciplinary action will be taken against students who misuse these facilities;
- Not to get involved in Ragging. Ragging is banned not only in the campus and in the hostels but also outside and is treated as a crime. Any student, found to be involved in any kind of ragging or shall be expelled from the college, and criminal action will be initiated against them. All senior students are asked to adhere to this rule;
- Observe silence in the designated silence areas;
- Smoking / use of alcohol, tobacco, pan masala are strictly prohibited in the Institute premises;
- Students are not permitted to miss any examination - the test series conducted during the semester and the final examinations held at the end of the semester. A student will be awarded zero marks if he/ she fail to appear for the internals;
- During the final examination at the end of each semester, all students are expected to observe the code of conduct as stipulated by the Controller of Examination. Students, who indulge in copying from neighbours / Paper bits / Books / Notes / Calculators / Cell Phones etc., will be severely dealt with the prescribed University norms and rules as applicable for all Examinations.

ATTENDANCE REQUIREMENT

Attendance is compulsory in all Lectures, Seminars, Guest lectures, PDP sessions, Placement activities on the campus. Abdul Kalam Technical University, Lucknow requires students to attend all the classes without fail. Every student is expected to have a minimum of 75% attendance during each semester. Any student failing to meet the attendance requirement will be debarred from appearing in the End Semester Examination. An undertaking by the student and his/ her guardian in the format given in Annexure- IV is to be furnished at the commencement of the semester. Special dispensation is available in exceptional cases to the extent 25% on medical grounds.

| Attendance | Marks (10) | Marks (5) |
|--------------|---|-----------|
| Above 90% | 10 | 5 |
| 85 % to 90% | 9 | 4.5 |
| 75 % to 85 % | 8 | 4 |
| 65 % to 75 % | 7 | 3.5 |
| 60 % to 65 % | 6 | 3 |
| Below 60 % | Nil (Student is not eligible to appear in the examinations) | |

Since the attendance has to be reported to university on daily basis online, therefore the cumulative attendance on any odd day should not be less than 75%.

COLLEGE UNIFORM

- Students are expected to be in formal dress at all times / on the days prescribed during the term, while they are in campus. The management and other distinguished guests frequently visit the Institute. Students are requested to bear in mind that they are projecting an image of the College.
- The College Uniform for both boys and girls is as follows :
Summers : Sky blue shirt, college tie, black trousers, black socks & shoes.
Winters : Navy blue blazer, Grey half sleeves sweater are also worn.

College uniform is mandatory which has to be purchased from the college on the payment of Rs. 6000/-.



COLLEGE RULES & REGULATIONS

- On admission in the Institute, all students are eligible to get membership of the library. Every admitted student will fill a membership form and submit it to the Librarian.
- Each student is eligible for having five library cards (borrower's ticket) with one reference card. At the end of the first academic year all the cards must be returned to the library. New cards will be issued at the beginning of the next academic year against old cards surrendered, without any payment.
- One book is issued on one card for 14 days. The same title can be reissued only once more provided there is no reservation for this title.
- Reference books can be obtained for reading within the library only against reference card. Reference book can be taken out of the library only by special permission of the librarian
- Current journals, magazines, and newspapers are not issued. However, past issued can be borrowed.
- A fine shall be collected for late return of books at the rate of Rs. 2.00 per day for each text book and Rs. 5.00 per day for each reference book. Every day beyond the due date will be counted for the purpose of fine. If the default continues beyond 10 days, the fine will be increased to Rs. 5.00 and Rs. 10.00 per day, respectively and further issues of books will be stopped. The name of the defaulting students will be forwarded to the Director for disciplinary action.
- On completion of end semester examinations, the borrower will have to replace the book by the latest edition of that book or he/ she will be required to pay an amount that is double the market cost of the book in question, to cover procurement, labeling and other costs and penalty.
- Newspapers, journals and periodicals, project reports, and audio/video cassettes / CDs are available to the students for their use within the library against reference cards. These can not be issued to them.
- In case of loss of library cards, duplicate cards can be issued on payment of Rs. 50/- each.
- Students, while sitting in the library reading room for study, will maintain silence. Talking in the reading room is strictly prohibited. In case any student creates disturbance, he/ she will be asked to leave the library by staff. Refusal to comply will be deemed as indiscipline and dealt with appropriately by the authorities.



BOOK BANK RULES

- Students can have the book bank on the payment basis as per SGI norms.
- Every student will fill up a book bank membership form and get it attested by the Accounts Officer for proof of payment.
- One text book recommended by the faculty for each subject will be given to students at the beginning of each semester. The book (s) shall compulsorily be returned by the students to the book bank immediately after the End Semester Examination.
- If a book is not returned, the concerned student will have to pay to the Institute an amount that is double the cost of the book or books in question.
- Students have to take good care of the books borrowed under the book-bank scheme and they will be responsible for any damage done to the books. A damaged or torn off book will attract a penalty of an amount that is double the cost of the book damaged. All books borrowed from the book-bank remain property of the Institute.



HOSTEL RULES

- Admission to the hostel is subject to the admission in the College. As a regular student, admission to the hostel is made for one academic year only and the students must apply afresh for the next year at the end of previous academic session and before the vacation. Day scholar students are not eligible to stay in hostels or to visit the hostel without permission of the warden. A Hostel card will be issued to the students admitted to the Hostels which every hosteller must obtain for bonafide verification, within 3 days of being admitted to the Hostel; and which should be produced before authorities or Mess Supervisor on demand.
- A student once admitted in the hostel will continue to be a hostel inmate throughout the year and he/ she will have to pay the hostel charges for the full academic session. The amount will be forfeited if the inmate decides to leave the hostel in mid-session.
- Every student should stay in the accommodation allotted to him/her by the Warden/Matron concerned. He will not be allowed to change the accommodation once allotted, unless permitted by the Warden/Hostel Manager.
- A student should check the fittings in his/her room at the time of occupation. If there is any deficiency or inadequacy, it should be brought to the notice of the hostel staff. He/She shall be responsible for the fittings and shall see to it that they are in order when vacating the hostel room. Student shall not handover the keys of their room to any other students/person except the Warden/Matron of the hostel concerned at the time of vacating hostel room.
- Students will be personally and collectively responsible for any loss or damage to the furniture or other fittings in places provided in the hostel.
- Cleanliness of the room is to be maintained by the students themselves. Mess servants / sanitary staff should not be engaged for the purpose, even on payment. \ Employment of a private servant is not allowed in the hostel.

- A student should not enter the rooms of other students who are not present in their rooms and no one should use the belongings of other students without their consent.
- Students must not keep valuables in their rooms. Extra money must be deposited in the Post Office/ Savings Bank account or at other safer place. They should lock their rooms / almirah or lockers properly whenever they go out for bath etc. as a safeguard against thefts. A student will be completely responsible for all of his/ her belongings. The college will not be responsible for any loss incurred due to his/her negligence or any other reason whatsoever.
- All students should remain present at the time of roll call in the Hostel at 10:00 PM or as announced.
- No hostel inmate is allowed to remain outside the college premises after 10.00 PM (7.00 PM for Female students). If a student (hostel inmate) enters the college after 10.00 PM. for very unavoidable reasons or exigencies (e.g. late arrival of train). He/ She shall have to deposit the identity card at the Gate Security Office and collect back the same next day from the Warden/ Chief Warden after explaining the reasons for coming late. Further the entry will be allowed only after registering the name/ room details in gate register & the identity card or hostel card should be produced before the security staff for verification.
- Casual visitors including day scholars and pass-outs are not permitted to stay in the Boys Hostel after 8.00 PM. For girls Hostel visitors may meet them between 5:00-6:30 PM only.
- Male relatives and outstation guests of students in Boys' hostel can stay with them for maximum of 2 days, only after obtaining prior written permission of the Warden. Accommodation in College guest house may be provided if available to the parents or elders only. No guest is permitted during examination periods except for medical reasons. Students who have been expelled from the hostel/ college are not permitted to use any hostel facility including mess facility or to stay in the hostel even as a guest. Female relatives can stay in Girls' Hostel guest rooms.
- Any hostel inmate if found harbouring other unauthorized students / other undesirable elements shall be summarily expelled from the hostel and his caution money will also be forfeited as penalty and further disciplinary action as deemed fit will also be taken.
- A hostel committee comprising of 6-8 students shall be appointed in each hostel block by the Hostel Warden at the commencement of each academic session to manage routine hostel matters concerning mess, recreation, health problems etc. and to maintain discipline. Every inmate should extend full co-operation to the committee members in the discharge of their duties. Especially for health problems and when going out of station, information must be given to the Secretary of the hostel committee as well as to the Warden immediately.
- Students shall not leave hostel for out station visits, for whatever reason without the prior written permission of the concerned Warden/Matron. In case of emergency they may inform Hostel Secretary/Manager. Absence from the hostel without explicit written permission from Warden will be subjected to a disciplinary action. Girl students will have to arrange for telephonic permission from the Parents/Guardians for over night stay outside or out of station visits. Permission of local guardian shall not be accepted for this purpose.
- The Warden/Matron or a member of college staff nominated by the Director can inspect the room of any student at any time.

- All students are advised to carry their identity cards in person always-especially whenever they go out of the college campus and all hostel inmates must show hostel card on demand by mess supervisor / Warden / College Authorized Staff/ Security Supervisor. It is the responsibility of Hostel Inmates to get the Hostel Cards issued within 3 days of being admitted to the hostel & deliberate delay will be deemed as indiscipline.
- Ragging is the symbol of immaturity; it is strictly prohibited. Fresh entrants of the college/hostel need not visit other hostels. In case of any offensive behaviour the student should report to the Warden. Strict disciplinary action will be taken against the miscreants.
- Students are not allowed to keep any form of weapon in their possession, in hostel. If on inspection of room any weapon is found, strict legal action will be taken besides disciplinary action by the College.
- Use of electrical appliances such as immersion rod, electric kettles, room or cooking heaters etc. in the hostel is strictly prohibited.
- The water supply of the college is presently dependent on underground available water which is processed & purified through proper treatment (Reverse Osmosis RO etc.) only for the drinking needs of students; the underground water (which is slightly saline in the entire belt) is directly supplied for bathing, washing & other toilet purposes. Use of Potable Drinking Water for other uses is strictly prohibited and students misusing this for bathing etc. will be penalized.
- Any form of misbehaviour with a college employee (e.g. hostel supervisor, storekeeper, attendant, security guards, staff undertaking civil/electrical maintenance work etc.) and mess staff/workers, will be viewed as serious misconduct and shall be punished as such. In case of any difficulties the students should convey the grievance to the Warden/ authorized officials, for redressed and may lodge a written complaint with Chief Warden / Director if satisfactory solution is not provided.
- Consumption of liquor including beer and any intoxicants, drugs or narcotics, smoking cigarettes is strictly prohibited in the hostels and shall be subjected to a strict disciplinary action.
- In case the students get involved in any type of illegal activities, violence, indiscipline behaviour or nuisance at public places outside/inside the College Campus, the College authorities are not legally bound to defend or to seek their bail. In case of necessity, the College authorities may inform the concerned guardian/parents and the responsibility of defending the cases will be entirely of the concerned student(s). The hostel cannot be considered as a hiding place for such miscreants or criminal minds. The Police Authorities have the right to enter in the campus, detain or arrest anyone depending upon the severity of the offence and illegality involved. However, in case of accidents or such other exigencies, the Hostel Warden, with the help of committee of students & other college authorities will arrange for immediate medical & other help & inform the parents of the students concerned for taking proper care of the ward
- The students are required to vacate the hostel within three days just after the Even Semester Examinations. Hostel will be allotted a fresh in the next year.
- All male/female students residing in the hostel will follow the above rules. Violation of these rules will make students liable for such disciplinary action as deemed appropriate by the hostel warden/wardens' council and may include expulsion from the hostel/college.

MESS RULE

- The students residing in the hostels must join the mess compulsorily. They are not permitted to take meals outside. Mess facility' is a paid service and open only to those who have paid the hostel and mess dues. Unauthorized use of mess is a financial irregularity. Parents/Guardians of students are allowed to take Mess food and they have to pay at prescribed rates.
- A mess committee will be nominated by the warden who will decide the menu, and solve the day to day problems related to mess. However the Chief Warden/ Director can override the recommendations if deemed not suited or in best interest of College or students.
- Inmates are supposed to maintain discipline inside the mess. If indiscipline is created by them it will invite disciplinary action against them. Shouting at or abusing mess staff, throwing eatables etc. amounts to indiscipline. Beating or slapping of mess workers is also an indiscipline act; the students are advised to contact and lodge complaints with the hostel Wardens in case of any grievances; but should not resort to indiscipline behaviours under any circumstances.
- Hostel inmates are required to deposit Mess fee at the time of registration in Accounts office, or as notified from time to time.
- Hostel inmates would strictly adhere to mess timings and abide by directives given, from time to time as may be necessary for smooth running of mess. Service of food outside the mess hours will not be provided.

Mess Timings are as under :

- Breakfast : 07:00 A.M. TO 09:00 A.M.
- Lunch : 12:00 Noon TO 02:00 P.M.
- Dinner : 07:30 P.M. TO 09:30 P.M.
- These timings are general and specific alterations to suit seasonal changes or other exigencies can be done by the Chief Warden/ Director after giving 2 days notice.
- Food, mess utensil/crockery under no circumstances shall be carried to the hostel rooms or outside the mess, except when a student is sick and doctor/ warden has recommended doing so, or the student is incapacitated to move to mess hall for food. Pressurizing the mess staff or disobeying these instructions will be deemed as indiscipline, and dealt with as such.
- Students are advised to keep one coffee mug, one full plate and spoon for use in rooms, as personal crockery, in case they want to carry beverages / food to rooms occasionally for such genuine needs as during examinations or for keeping food in case the student is engaged in other exigencies, during mess timings; but it will not be made a practice, and only allowed with wardens permission and in a specified quantity. Friends and day scholars shall not be entertained under any circumstances.
- Hostel fees and mess charges would not be adjusted against the scholarship.

- A copy of conduct norms and mess rules shall have to be signed for acceptance by inmates and deposited with the warden at the time of occupation of rooms.
- Students can consume the standard served items, (Chapatis, Rice, Dal, Vegetables) as per requirement. However, special items will be served only once, in the standard quantity fixed by the authorities. Such special items are curd, milk, paneer, special sabzi, sweets like kheer, gulab jamun, butter, fruits etc. Wastage of food and drinking water should be avoided. Habitual wastage by a student will be deemed as deliberate breach of instructions and dealt accordingly. Students should take only as much serving as they can consume. Wastage of food shows poor culture and upbringing.
- Students will self-serve the eatables from the mess counter or serving bowls provided at the table. Only tea/milk, water and special dishes will be served at the table.
- Students should occupy their place in the Mess Hall, in their order of arrival & in succession starting from a start point. They are advised to sit in succession till the end of the row without leaving gaps. New comers should not sit at another start point or haphazardly in between the gaps till an entire row has finished eating & tables cleaned for next round of service. This facilitates the smooth running of the Mess Service as the staff clearly knows where to serve and thus the service is fast & efficient. In the breakfast and dinner time, students should arrive at the allocated timings to avoid a peak rush and avoiding inconvenience to others as well as themselves. This is a necessary mess culture to be observed by all students availing mess facility.
- Students should exercise restraint and patiently wait upto 10 minutes for the service to begin.
- Shouting/misbehaving with mess staff and workers/College officials will invite serious disciplinary actions.
- Students must wash hands only at the basins provided and Potable drinking water from coolers should not be used for washing.
- Only vegetarian food cooked in vegetable oil/ hydrogenated Ghee as cooking medium is served, and of a quality as eaten by middle class Indian families.
- A copy of Mess Menu is displayed in Mess Hall or announced. There is a standard summer & winter menu.



UNFAIR MEANS PROHIBITION

Use of unfair means (UFM) by the students during the sessional examinations is strictly prohibited. One or more of the following action(s) will constitute UFM:

- Possession of any material related to question paper.
- Student's copying.
- Any text, figure etc. printed / written on the desk, chair, hands of the student etc.
- Mobile/Smart watch or calculator of unauthorized series.
- Anything other than roll no. written on the question paper.

UFM cases shall be referred to the Proctorial Board cum Disciplinary Committee for further investigation and punishment. The punishment can be reduction in marks in the subject sessional or / and monetary fine and / or suspension from institute.

ANTI-RAGGING COMMITMENT

Ragging is strictly prohibited within the campus and also outside the campus. Any student found to be indulged in any activity that may amount to ragging, shall face serious consequences including criminal proceedings. To comply with the orders of the Honorable Supreme Court of India, the Institute is obliged to take following action (s):-

- Imposition of fine; and / or
- Suspension from classes for a period of time;
- Expulsion from the Institute for all times;
- Registering an F I R with the concerned Police Station;
- Criminal prosecution in the court of law;
- Banning admission to any group college or institute.



GOVERNING BODY

HINDUSTAN INSTITUTE OF MANAGEMENT AND COMPUTER STUDIES
As per guidelines of AICTE, New Delhi

| S No | Particular | Person Name | Qualification | Occupation | Official Address |
|------|---|----------------------------|-----------------|--|---|
| 1. | Chairman | Shri P K Gupta | Post Graduation | Chancellor, Sharda University | Sharda University Plot No. 32-34, Knowledge Park III, Grater Noida, UP-201306 |
| 2. | Vice-Chairman | Shri Y K Gupta | Graduation | Educationist | SGI Tower, Agra-Mathura Highway-NH-2, Agra-282002 |
| 3. | Members nominated by the Registered Society / trust | Shri A S Gupta | Post Graduation | Educationist | 10, Jawahar Nagar, Khandari, Agra |
| 4. | | Smt Seema Gupta | Post Graduation | Social Worker | Sharda University plot No. 32-34, Knowledge Park III, Grater Noida, UP-201306 |
| 5. | | Smt Bhavana Gupta | Graduation | Social Worker | SGI Tower, Agra-Mathura Highway-NH-2, Agra-282002 |
| 6. | Nominee of the All India council for Technical Education- Regional Officer (Ex-Officio) An Industrialist / technologist / educationist from the Region to benominated by the concerned Regional Committee as nominee of the Council, out of the panel approved by the Chairman of the Council | | | | Corresponded for nominee |
| 7. | Nominee of the Affiliating Body / University / State Board of Technical Education | Prof Manish Gaur | Ph D | Professor | Computer Science & Engg. Dept., IET, Lucknow |
| 8. | Nominee of the State Govt (Director of Technical Education (Ex-Officio) An Industrialist / technologist / educatiionist from the Region nominated by the State Government | | | | Corresponded for nominee |
| 9. | Principal / Director of the concerned technical institution (as nominee of the Society / Trust) - Member Secretary | Dr Naveen Gupta | Ph D | Director | Hindustan Institute of Management & Computer Studies, Farah, Mathura |
| 10. | Two Faculty members to be nominated from amongst the regular staff one at the level of Professor and one at the level of Assistant Professor | Dr. Abhilasha Singh | MBA | Faculty Member | Hindustan Institute of Management & Computer Studies, Farah, Mathura |
| | | Mr. Prashant Kr. Sharma | MCA | Faculty Member | |
| 11. | An Industrialist / technologist / educationist from the Region to be nominated by the concerned Regional Committee as nominee of the Council, out of the panel approved by the Chairman of the Council | Shri Pramod Garg | Graduation | Industrialist | C-25, Kamla Nagar, Agra (M) 9319107700 |
| 12. | An Industrialist / technologist / educationists from the Region nominated by the State Government | Prof Ravi Shankar | Ph D | Professor | Indian Institute of Technology, New Delhi |
| 13. | An Educationist / Administrator | Prof Sanjeev Swami | Ph D | Professor & Head of Department of Management | Dayalbagh Educational Institute (Deemed University), Dayalbagh, Agra |

.....
(Signature and Seal of the Director)

FACULTY / MENTORS

| S.No | Name | Designation | Deptt. |
|------|-------------------------|-----------------------------|-------------|
| 1. | PROF. NAVEEN GUPTA | DIRECTOR | MBA |
| 2. | MR. KAPIL CHOUDHARY | ASST. PROF. & DY. REGISTRAR | MBA & ADMIN |
| 3. | DR. ABHILASHA S. RAGHAV | HOD & ASSO. PROFESSOR | MBA |
| 4. | MR. PRASHANT K. SHARMA | HOD & ASST. PROFESSOR | MCA |
| 5. | DR. RIJU AGARWAL SINGH | ASSO. PROFESSOR | MBA |
| 6. | DR. SHANTANU K. SAHU | DY. HOD & ASST. PROFESSOR | MBA |
| 7. | DR. SHEETAL SACHDEVA | ASST. PROFESSOR | MBA |
| 8. | DR. GUNJAN BHATNAGAR | ASST. PROFESSOR | MBA |
| 9. | MR. RAHUL KHANDELWAL | ASST. PROFESSOR | MBA |
| 10. | MR. SACHIN KUMAR JINDAL | ASST. PROFESSOR | MCA |
| 11. | MR. AMIT SHARMA | ASST. PROFESSOR | MCA |
| 12. | MS. TANU MARWAH | ASST. PROFESSOR | MBA |
| 13. | MS. NEHA SINGH | ASST. PROFESSOR | MCA |
| 14. | DR. PRIYA PANDEY | GENERAL MANAGER | T&P |
| 15. | MR. SHOBHIT K. SHARMA | HEAD | T&P |
| 16. | MS. REENU PATHAK | SR. OFFICER | T&P |
| 17. | DR. RAJA PANDEY | HEAD | T&D |
| 18. | MR. RAJAT CHATURVEDI | SENIOR EXECUTIVE TRAINER | T&D |
| 19. | MR. MANIPAL SINGH | EXECUTIVE TRAINER | T&D |
| 20. | MS. PORTIA SHARMA | EXECUTIVE TRAINER | T&D |
| 21. | MS. HUMA SHARMA | EXECUTIVE TRAINER | T&D |

| S.No | Name | Designation |
|------|-------------------------|--|
| 1. | DR. SHIV KR. SHARMA | PROFESSOR (ADJUNCT FACULTY), MNGT. DEPT., DEI |
| 2. | DR. MANU SAXENA | FORMER HEAD CSIR, MINISTRY OF SCIENCE & TECHNOLOGY, GOVT. OF INDIA |
| 3. | MS. AJIRA ASTHANA | SR. MANAGER SALES, SOUTH ASIA REGION ORIFLAME INDIA PVT. LTD. |
| 4. | MS. CHANDANA C. CHAUHAN | CORPORATE TRAINER, AND CERTIFIED CAREER COACH |

STAFF MEMBERS

| S.No | Name | Designation | Deptt. |
|------|-------------------------|------------------------------|---------|
| 1. | MR. TAHIR HUSAIN | LIBRARIAN & T&P CO-ORDINATOR | LIBRARY |
| 2. | MR. BRIJESH KUMAR GUPTA | JR EXECUTIVE HR | ADMIN |
| 3. | MR. DEVENDRA PAL SINGH | HARDWARE/NETWORK ASSOCIATE | ADMIN |
| 4. | MR. SOURABH SHRIVASTAVA | PROGRAMMER | ADMIN |
| 5. | MR. DEENANATH THAPA | WIRE MAN | ADMIN |
| 6. | MR. SURESH CHAND | OFFICE ASSISTANT | ADMIN |
| 7. | MR. MAHESH CHAND SHARMA | BOOK LIFTER | LIBRARY |
| 8. | MR. UMESH THAPA | OFFICE ATTENDANT | ADMIN |
| 9. | MR. LAL CHAND | OFFICE ATTENDANT | ADMIN |
| 10. | MR. MUNESH CHAND | OFFICE ATTENDANT | ADMIN |
| 11. | MR. JAYPAL SINGH | OFFICE ATTENDANT | ADMIN |
| 12. | MR. LAXMAN SINGH | OFFICE ATTENDANT | ADMIN |
| 13. | MR. MANOJ SINGH | DRIVER | ADMIN |
| 14. | MR. GITAM SINGH | DRIVER | ADMIN |



ANNEXURE -1

MBA & MCA Academic Calender 2024-25 (Odd Semester)

Students should attend all the classes as per academic calender, except on holidays as mentioned in the calender. Attendance in all college programs, including seminars & special lecturers by guest speakers are mandatory for the respective students. Absence in such programs will attract marking of absent and / or penalty to be decided by the institute.

| | MON | TUE | WED | THU | FRI | SAT | SUN |
|--------------|----------------------------------|----------------------------------|----------------------------------|--------------------------------------|--------------------------------|---|---------------------|
| August'24 | 5 Kailash Fair | 6 | 7 | 8 | 9 | 10 | 11 |
| | 12 | 13 | 14 | 15 Independence day | 16 | 17 | 18 |
| | 19 Independence Day | 20 | 21 | 22 | 23 | 24 | 25 |
| | 26 Raksha Bandhan | 27 | 28 | 29 | 30 | 31 case study presentation of QCFI | |
| | | | | | | | |
| | MON | TUE | WED | THU | FRI | SAT | SUN |
| September'24 | 30 | | | | | | 1 |
| | 2 | 3 | 4 | 5 Reporting completed / Teachers day | 6 Online session for hackathon | 7 Success Story | 8 |
| | 9 | 10 Online session on Life Skills | 11 Online session on life skills | 12 Last date for Hackathon | 13 | 14 Success story | 15 |
| | 16 Eid-E-Milad | | 18 Orientation | 19 Orientation | 20 Commencement of Classes | 21 Guest Talk Sebi | 22 |
| | 23 | 24 | 25 | 26 | 27 | 28 Guest Talk / Dr Gunjan | 29 |
| | MON | TUE | WED | THU | FRI | SAT | SUN |
| October'24 | | 1 | 2 Mahatma Gandhi | 3 | 4 | 5 | 6 |
| | 7 | 8 | 9 | 10 | 11 Mahanavmi | 12 Dushkhara | 13 |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | 21 | 22 CT 1 | 23 CT1 | 24 CT1 | 25 CT 1 | 26 | 27 |
| | 28 Deepawali Bazaar | 29 | 30 Diwali break | 31 Deepawali | | | |
| | MON | TUE | WED | THU | FRI | SAT | SUN |
| November'24 | | | | | 1 Deepawali | 2 Deepawali | 3 Bhaadonj |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | 11 | 12 | 13 | 14 | 15 Guru Nanak Jayanti | 16 Workshop on Entrepreneurship and Innovation | 17 |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 Guru Teg Bahadur |
| | 25 | 26 CT2 | 27 CT2 | 28 CT2 | 29 CT2 | 30 Final Mini Project Presentation & Submission | |
| | MON | TUE | WED | THU | FRI | SAT | SUN |
| December'24 | 30 | 31 | | | | | 1 |
| | 2 | 3 | 4 | 5 | 6 | 7 STPR submission | 8 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | 16 | 17 | 18 | 19 | 20 Viva external | 21 | 22 |
| | 23 | 24 | 25 Christmas Day | 26 CT 3 | 27 CT 3 | 28 CT 3 | 29 |
| | MON | TUE | WED | THU | FRI | SAT | SUN |
| January'24 | | | 1 CT 3 | 2 | 3 | 4 | 5 |
| | 6 External exams AKTU final year | 7 | 8 | 9 | 10 | 11 | 12 |
| | 13 | 14 Makar Sankranti | 15 | 16 | 17 | 18 Hajrat Khwaja Urs | 19 |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 Republic Day |
| | 27 | 28 | 29 | 30 | 31 | | |

Mr. Kapil Choudhary
(Dy. Registrar)

Dr. Naveen Gupta
(Director HIMCS)

ANNEXURE - 2

Nature of Problem

1. Registration at the Start of session
2. For Railway concession
3. For bonafide certificate, authentication letter
4. For filling examination forms
5. For any verification, University results
6. For AKTU Scholarships/OBC & SC /ST
7. For verification of Attendance
8. For attestation of mark sheets, documents
9. For complaints regarding misbehave
10. For any matter related to Hostel & mess
11. For Bus service and related problems
12. For enquiries regarding PDP, Placements

Contact

Registrar / Mr. Suresh Chand /
Mr. Brijesh
Registrar
Registrar / Mr. Suresh Chand
Mr. Suresh Chand
Mr. Suresh Chand
Mr. Devendra Pal Singh
HOD / Counsellor / Subject
Teacher
Director / Registrar
HOD / Proctorial Board
Chief Hostel Warden / Mr. Tahir
Registrar / Mr. Brijesh
T&D / T&P



UNDERTAKING

I have read and understood the university requirement of 100 % of class attendance. I have also noted that the relaxation available is a maximum of 25% on medical grounds and 15% on any other ground considered good and sufficient by the Director. No relaxation whatsoever is available beyond the above limits.

I fully understand that the failure of conform to the university's requirement regarding the class attendance will automatically debar me from appearing in the 'End Semester' examination. I also understand that any leave of absence, on medical or other grounds shall be allowed only under exceptional circumstances and upon applying for it and not as a matter of course. I, therefore, undertake to ensure my attendance to accord with the university norms.

Name of the Student

Course Semester Section

Signature

Name of the parent/ guardian

Signature

Place

Date

PROJECTS @ HIMCS

PROJECT JAIL BANDHU



PROJECT STREET SMART SOLDIERS (3S)



PROJECT JAIL CHAUPATI



PROJECT CUSTOMER IS GOD













“Success in management
requires learning as fast
as the world is changing,”

————— • ADDRESS • —————

Agra - Delhi Highway, NH-19, Farah, Mathura (U.P)

For more Information

Helpline : 0562 - 4056900 | Visit us at : www.sgei.org