



IILM
LODHI ROAD, NEW DELHI

PROGRAM AND STUDENT HANDBOOK



PGDM
2026-28

Why Choose IILM Lodhi Road, New Delhi?

33+ YEARS OF EXPERIENCE



Established in 1993, IILM Lodhi Road is one of the oldest private business schools in the Delhi-NCR region. Over 6,000 alumni have graduated from IILM, contributing significantly to the economy and society.



STRONG ALUMNI NETWORK

Our alumni network includes experienced executives and entrepreneurs who mentor current students. This active network helps students secure internships and jobs while providing career guidance.



SAFE & SECURE CAMPUS AT A PRIME LOCATION

Located in the heart of Delhi, the IILM campus is safe, secure, and conveniently situated near the offices of CII, FICCI, PSUs, and corporate headquarters. The campus is also easily accessible, with Jor Bagh and Jawaharlal Nehru Stadium Metro stations nearby.



INTERNSHIP & PLACEMENT OPPORTUNITIES

IILM provides internship and placement opportunities through its network of 300 top Indian and multinational companies. Educational training companies assist students in making the most of these opportunities.



QUALIFIED ACADEMIC AND INDUSTRY FACULTY

Our faculty come from some of the best institutions in India and abroad. In addition, seasoned industry professionals teach at IILM, ensuring the programme remains relevant to the needs of the business world.



IILM

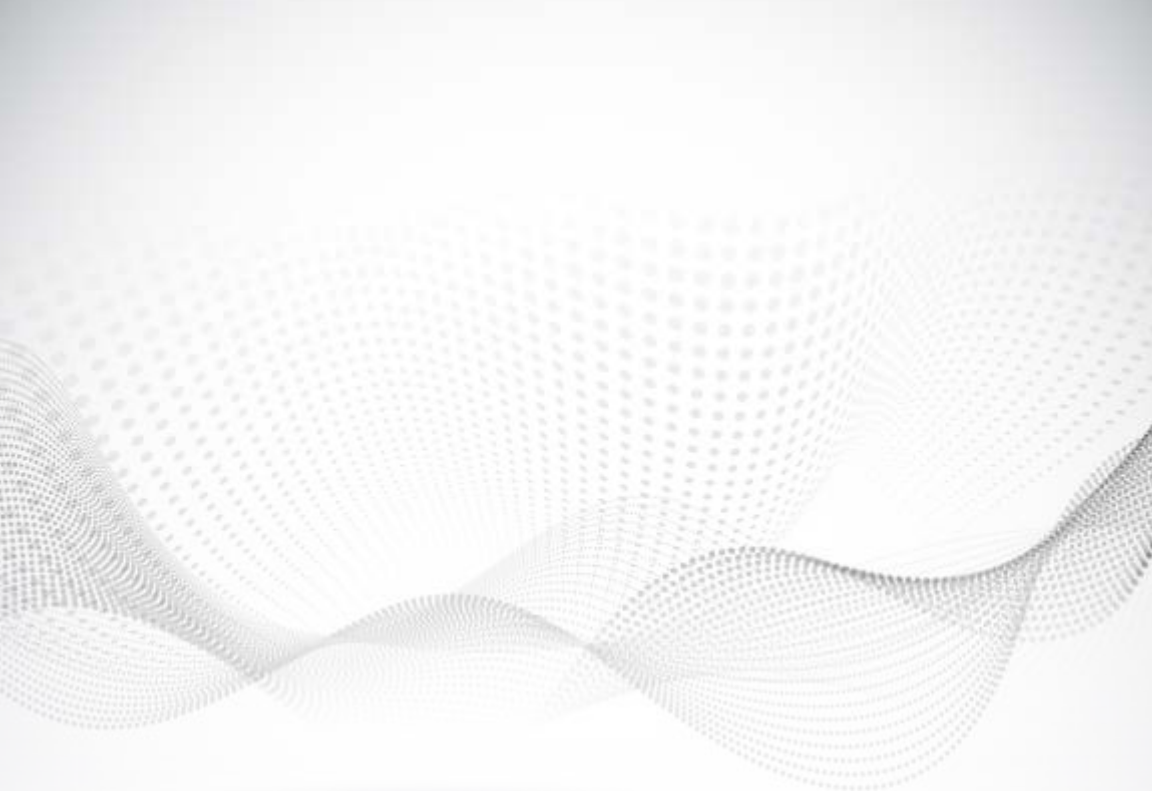
LODHI ROAD, NEW DELHI

**PROGRAM AND
STUDENT HANDBOOK
PGDM 2026-28**



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PART A

THE PGDM PROGRAM AND CURRICULAR NORMS

1. VISION, MISSION & VALUES

VISION

Nurturing Responsible Leaders Committed
to Entrepreneurial Mindset and Sustainability

MISSION

- To promote excellence with integrity among all stakeholders and establish ourselves as the most preferred choice.
 - To aid in creation, development and sharing of knowledge through research and innovation.
 - To foster diversity, inclusion and social responsibility.
 - To facilitate an interdisciplinary approach to education harnessing technology.
 - To encourage sustainability practices for impactful leadership
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VALUES

- Sustainability and Innovation
- Diversity and Inclusion
- Transparency and Openness
- Ethics and Integrity
- Collaboration and Experimentation
- Innovation and Entrepreneurship

2. PROGRAM EDUCATIONAL OBJECTIVES & PROGRAM OUTCOMES

PROGRAM EDUCATIONAL OBJECTIVES

- PEO1: An understanding of organizations and management techniques to allow investigation into business management issues.
 - PEO2: An ability to acquire, analyse and understand data and information for managerial decisions.
 - PEO3: Critical thinking and informed judgement leading to problem solving, decision making and negotiation skills.
 - PEO4: Cognitive flexibility which enables adaptability to uncertainty in a rapidly changing business environment.
 - PEO5: An understanding of disruptive and technological change and the ability to seek innovative and entrepreneurial solutions.
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PROGRAM OUTCOMES

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

3. ABOUT IILM

IILM was established in 1993, under the aegis of the Ram Krishan & Sons Charitable Trust. With more than 33 years of experience in training future entrepreneurs and managers, it has emerged as one of the distinguished Institutes in the Delhi NCR area providing management education of the highest quality. The Institute aims to become a centre of excellence in value-based management, training, research and consultancy.

IILM believes in the holistic development of the students and their participation in an education program which instils in them professionalism, ability to work hard, take decisions and develop higher level thinking. The Institute also exposes students to all aspects of the economy and to its various facets like environment, societal values, social responsibility and human value system. The approach is to look beyond immediate employment as managers and work towards shaping individuals to be responsible business leaders of tomorrow. Through skills of lifetime relevance, the Institute aims at developing students to their true potential.

Professionalism, critical thinking and good communication skills have become synonymous with IILM students. Holistic education cannot be complete without a healthy study environment and therefore, the Institute offers exceptional infrastructure. State of the art modern facilities assist in conducting the various academic programs along with a high degree of interactivity both within and outside the campus. The campus is ideally situated with ample greenery and open spaces. Facilities such as outdoor activity courts, auditorium, cafeteria and parking spaces add to the convenience encouraging the focus on education and learning. Air-conditioned classrooms with sophisticated audio-visual systems helps create a conducive learning experience. Group activities, case discussions, role plays, flipped classrooms and conventional lecture formats are further enhanced through an effective use of artificial intelligence (AI) in facilitating the teaching learning process. The learning management system enables students to access all information pertaining to their course along with submission of assignments and other services. All these facilities contribute to the holistic development of IILM students.

4. THE PGDM PROGRAM 2026-28

The PGDM program was launched in 1993 to meet the growing demand for management professionals and to prepare students for a challenging career through a rigorous curriculum. The program aims to develop students holistically, fostering intellectual, social, physical, and spiritual growth. The curriculum is designed to provide a comprehensive understanding of business concepts and practices, including accounting, finance, marketing, operations, strategy and organizational behaviour.

In addition to traditional business skills, the program emphasizes the importance of developing 'Life Skills' that are essential for success in any career and in life more broadly. These skills may include effective communication, leadership, problem-solving, critical thinking, teamwork, adaptability and emotional intelligence. By focusing on both business knowledge and life skills, the program aims to prepare students not just for employment, but also for lifelong learning and personal growth.

Overall, the program seeks to provide students with a well-rounded education that equips them to navigate complex business environments and pursue meaningful careers while also contributing positively to society.

In accordance with the above, the PGDM Program is a well thought out mix of classroom study and experiential/practical training. The program involves learning through classroom sessions, discussions and exercises, project assignments with organizations and field-based course specific project work.

The Batch of 2026-28 undergoing the PGDM Program is governed by the information, rules and regulations contained in this handbook. The institute reserves the right to amend/ modify/ alter these rules and regulations time to time without any advance notice.

Program Overview

Businesses need to be managed by competent professionals. The PGDM program provides the right knowledge, builds skills and makes an effort to develop the right attitude in students, helping them develop the competencies

needed to manage the complexities of businesses. This PGDM program focuses on the current market needs in the domains of Marketing, HR, Finance, Operations and Technology.

The PGDM programme is designed and delivered within the framework of Outcome Based Education (OBE) and the Choice Based Credit System (CBCS) to ensure a learner-centric, flexible, and outcome-oriented academic environment. The curriculum is designed to facilitate the attainment of clearly defined learning outcomes through the systematic integration of Programme Educational Objectives (PEOs), Graduate Attributes (GAs), Programme Outcomes (POs), and Course Outcomes (COs). Supported by appropriate teaching-learning strategies, outcome-based assessment practices, and a credit-based framework, the programme seeks to develop graduates who demonstrate business knowledge and managerial competence, leadership and teamwork, ethical and social responsibility, entrepreneurship, innovation and digital fluency, adaptability and a commitment to lifelong learning.

Definitions:

Outcome Based Education (OBE) Approach: Outcomes are about performance, and this implies: a) there must be a performer – the student (learner), not only the teacher; b) there must be something performable (thus demonstrable or assessable) to perform; c) the focus is on the performance, not the activity or task to be performed.

The Choice Based Credit System (CBCS): In the PGDM programme provide students with the flexibility to design their learning pathway in accordance with their career aspirations, interests and emerging industry requirements. While the programme includes a strong foundation of core management courses, CBCS enables students to choose from a range of functional, interdisciplinary and skill-based electives. This approach promotes learner autonomy, encourages multidisciplinary perspectives and facilitates the development of specialized knowledge and competencies. By allowing students to earn credits through diverse learning experiences, CBCS enhances academic flexibility, employability and readiness for the dynamic business environment.

Programme Educational Objectives (PEOs): Programme Educational Objectives are a set of broad future focused student performance outcomes that explicitly identify what students will be able to do with what they have learned, and what they will be like after they leave the institute and are living full and productive lives. Thus, PEOs are what the programme is preparing graduates for in their career and professional life (to attain within a few years after graduation).

Programme Outcomes (POs): Programme Outcomes are a set of narrow statements that describes what students (learners) of the programme are expected to know and be able to perform or attain by the time of graduation.

Learning Outcomes: A learning outcome is what a student 'CAN DO' as a result of a learning experience. It describes a specific task that he/she is able to perform at a given level of competence under a certain situation. The three broad types of learning outcomes are: a) disciplinary knowledge and skills b) generic skills c) attitudes and values

Course Outcomes (COs): A set of specific statements that describes the complex performance of a student should be capable of as a result of learning experience within a course.

Teaching and Learning Activities (TLAs): The set of pedagogical tools and techniques or the teaching and learning activities that aim to help students to attain the intended learning outcomes and engage them in these learning activities through the teaching process.

Outcome Based Assessment (OBA): An assessment system that asks course teachers to first identify what it is that we expect students to be able to do once they have completed a course or program. It then asks course teachers to provide evidence that they are able to do so. In other words, how will each learning outcome be assessed? What evidence of student learning is most relevant for each learning outcome and what standard or criteria will be used to evaluate that evidence? Assessment is therefore a key part of outcome-based education and used to determine whether or not a qualification has been achieved.

Credits: Each credit is a combination of 3 components viz. Lecture (L) + Tutorials (T) + Practice (Practical / Project Work / Self Study) (P) i.e., LTP Pattern. Indicative LTP, for each course, is documented in the syllabus. The course teacher may modify the LTP of the course in view of the course requirements, nature of the course, the level of learners and the type of pedagogy and assessment tools proposed. The modified LTP shall have to be approved by the Dean/ Director/ or designated academic authority of the Institute.

Session: Each teaching-learning, evaluation session shall be of 75 minutes. However, the institutes shall have the flexibility to define their time slots in a manner as to use their faculty and infrastructure resources in the best possible way and ensure effective learning.

Course Announcement: The institute shall announce the elective courses and specializations it proposes to offer the students out of the wider course basket. It is not mandatory to offer all the specializations and all the electives. The decision of the Dean shall be final in this case. However, in the spirit of Choice Based Credit System, institutes should offer choices to the students for the elective courses and not offer only the minimum number of electives.

Course Registration: Each student shall be assigned to a Faculty Mentor who shall advise him/her about the academic programs and counsel on the choice of course considering the student's profile, career goals and courses taken in the earlier semesters. With the advice and consent of the Faculty Mentor, the student shall register for a set of course he/she plans to take up for the semester.

5. CALENDAR FOR ACADEMIC YEAR 2026-27

PGDM	Semester 1 (Batch 2026-28)	Semester 3 (Batch 2025-27)
Inauguration	Wed/Thurs, July 15-16	
Foundation Classes	Fri, July 17 – Tues, Aug 4	
Orientation to the Semester	Wed. 05-Aug-26	Mon. 27-Jul-26
Duration of the Semester	5 Aug to 12 Dec 2026	27-July to 04-Dec 2026
Teaching Days (Excluding Exams)	92	91
Last Teaching Day	Thurs. 03-Dec-26	Sat. 21-Nov-26
End Term Exam Week	04-12 Dec 2026	23 Nov- 4 Dec 2026
Declaration of Semester Results (on or before)	12-Jan-27	09-Jan-27
Supplementary Examinations*	01-13 March 2027 (Sem I)	17-27 Aug. 2026 (Sem II)
Holidays/Breaks**	28-Aug-26 Raksha Bandhan (Friday)	
	15-Aug-26 Independence Day (Saturday)	
	4-September-26 Janmashtami (Friday)	
	14-Sept 26 Ganesh Chaturthi (Monday)	
	02-Oct-26 Gandhi Jayanti (Friday)	
	20-Oct 2026: Dussehra (Tuesday)	
	29-Oct 2026: Karwa Chauth (Thursday)	
	07-11 Nov. 2026: Diwali Holidays	
	24-Nov-26 Guru Nanak's Birthday (Tuesday)	

PGDM	Semester 2 (Batch 2026-28)	Semester 4 (Batch 2025-27)
Commencement of Classes	Mon. 14-Dec-26	Mon. 07-Dec-26
Duration of the Semester	14 Dec 26 to 01 May 27	07 Dec 26 - 05 April 27
Teaching Days (Excluding Exams)	95	90
Last Teaching Day	Sat. 17-Apr-27*	Mon. 05-Apr-27
End term Exam	20 April 27 to 01 May 27	06-18 April 2027
Declaration of Semester Results (on or before)	01-Jun-27	17-May-27
Summer Internship	03-May to 15 July 2027	
Supplementary Examinations*	16-28 Aug. 2027	
Holidays/Breaks**	25-Dec '26 to 01 January, '27 Winter Break	
	15 Jan. 2027: Makar Sankranti (Friday)	
	26-Jan 2027 Republic Day (Tuesday)	
	06-March 2027 Maha Shivaratri (Saturday)	
	10-March 2027 Eid al-Fitr (Wednesday)	
	22-March 2027 Holi (Monday)	
	26 March 2027 Good Friday	
	14-April 2027 Vaisakhi (Wednesday)	
	15-April 2027 Ram Navami (Thursday)	
	19-April 2027: Mahavir Jayanti (Monday)	

* Dates mentioned are indicative. Final dates shall be communicated 15 days before the commencement of examinations

** Certain holidays may be observed on different dates based on moon sighting.

6. PGDM 2026-28: COURSE STRUCTURE

Semester I					
Sl. No	Course Name	Course Code	Cr.	Category	Sessions
1	Human Behaviour in Organizations	PMC101	3	Core	24
2	Organizational Design and Change	PMC102	1.5	Core	12
3	Accounting for Business Decisions	PMC103	3	Core	24
4	Marketing Management I	PMC104	3	Core	24
5	Quantitative Methods I	PMC105	3	Core	24
6	Managerial Economics	PMC106	3	Core	24
7	Legal Aspects of Business	PMC107	2	Core	16
8	Operations Management I	PMC108	1.5	Core	12
9	AI for Managers	PMC109	3	Core	24
10	Geopolitics for Business	PMC110	1	Core	8
11	Essentials of Business Analytics I	PMC111	1.5	Core	12
12	Design Thinking	PMC112	1	Core	8
13	Entrepreneurship and Innovation	PMC113	2	Core	16
14	Financial Market	PMC114	2	Core	16
15	Business Communication I	PMC115	1	Core	8
16	Corporate Readiness Program I	PMSEC101	1.5	Vac-I	24
17	Institutional Engagement and Participation	PMSEC102	0.5	Vac-II	
	Total Credits		33.50		276

Semester II					
Sl. No	Course Name	Course Code	Cr.	Category	Sessions
1	Corporate Finance	PMC201	3	Core	24
2	Operations Management II	PMC202	3	Core	24
3	Human Resource Management	PMC203	3	Core	24
4	Strategic Management	PMC204	3	Core	24
5	Business Research Methods	PMC205	3	Core	24
6	Marketing Management II	PMC206	3	Core	24
7	Macroeconomics	PMC207	3	Core	24
8	Quantitative Methods II	PMC208	3	Core	24
9	Management and Cost Accounting	PMC209	1.5	Core	12
10	Essentials of Business Analytics II	PMC210	1.5	Core	12
11	Responsible Leadership	PMC211	1.5	Core	12
12	Business Communication II	PMC212	1	Core	8
13	Corporate Readiness Program II	PMSEC201	1.5	Vac-III	24
14	Institutional Engagement and Participation	PMSEC202	0.5	Vac-IV	
	Total Credits		31.50		260

6. PGDM 2026-28: COURSE STRUCTURE

Semester III					
Sl. No	Course Name	Course Code	Cr.	Category	Sessions
1	Elective 1	AYC-1	3	DE-1	24
2	Elective 2	AYC -2	3	DE-2	24
3	Elective 3	AYC -3	3	DE-3	24
4	Elective 4	AYC -4	3	DE-4	24
5	Elective 5	AYC -5	3	DE-5	24
6	Elective 6	AYC -6	3	DE-6	24
7	Elective 7	AYC -7	3	DE-7	24
8	Data Analytics	PMC302	3	Core	24
9	Sustainability and ESG	PMC303	2	Core	16
10	Summer Internship	SIP301	6	Core	
11	Corporate Readiness Program III	PMSEC301	1	Vac-V	24
	Total Credits		33		232

Semester IV					
Sl. No	Course Name	Course Code	Cr.	Category	Sessions
1	Elective 1	AYC -8	3	Category	24
2	Elective 2	AYC -9	3	DE-8	24
3	Elective 3	AYC -10	3	DE-9	24
4	Elective 4	AYC -11	3	DE-10	24
5	Indian Knowledge System (MOOC)	PMC401	2	DE-11	16
6	Business Strategy - Capstone Simulation	PMC402	2	Core	16
7	Ethics and Corporate Governance	PMSEC401	2	Core	16
	Total Credits		18	Vac-VI	144

Total Credits (Sem I, II, III and IV)	116.00
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The total number of electives across Sem III and IV shall vary in line with the credits allocated to the electives chosen by the student. From the Program perspective, a student shall have to complete 21 credits of electives in Semester III and 12 credits of electives in Semester IV.

7. ELECTIVES FOR SEMESTER III AND IV (PGDM 2025-27)^{1,2}

International Business Strategy/Competing Globally

- Strategy of Healthcare Organizations
- Innovation Strategy/ Technology Strategy
- New Venture Creation
- Family Business Management
- Geo Politics for Business
- Intellectual Property Rights (IPR)
- Doing Business with the Government

Organization Behaviour and Human Resource Management

- Talent Management
- HR Analytics
- Training & Development
- Performance and Compensation Management
- DEI & Wellness
- Employee Relations and Labor Legislations
- Negotiations
- Leadership, Influence & Power
- Organization Development Design & Change
- Positive Psychology/ Humanistic Management

Economics

- AI and Competitive Advantage
- The Digital Economy: Regulatory Conflicts and Opportunities
- Business and Climate Change
- Behavioural Economics and Ethical Nudge Design

Finance and Accounting

- AI in Finance and Accounting
- Financial Analytics and Business Intelligence
- Sustainable Finance and ESG Reporting
- FinTech and Digital Banking
- Investment Analysis and Portfolio Management
- Business Valuation
- Mergers & Acquisitions
- Forensic Accounting and Fraud Analytics
- Wealth Management
- Real Estate Investment and Financing
- Startup Funding and Valuation

¹ The final list of electives offered shall be decided based on student selection.

² Electives for PGDM 2025-27 may be of 1, 1.5 or 2 credits. Some electives may be offered in Workshop mode, or through SWAYAM courses.

7. ELECTIVES FOR SEMESTER III AND IV (PGDM 2025-27)^{1,2}

Marketing and Sales	Analytics and Operations
• Digital Marketing • Product and Brand Management • Sales and Distribution Management • Marketing Analytics/Advanced Market Research • Integrated Marketing Communications • Retail Management • Cinema, Branding and Soft Power • Services Marketing • Managing Customer Value • Sustainable Marketing • International Marketing • Neuromarketing • Customer Experience Management • Rural Marketing • AI in Marketing	• Basics of Python • Basics of R & RCmdr • Advanced Statistics • Database Management Systems (DBMS) • Project Management • Operations Research • Supply Chain Management (SCM) • Services & Operations Management • Digital Technology Consulting and Business Development • Big Data • Machine Learning & Data Science (MLDS) • Social media & Cognitive Analytics • Data Visualization • Decision Support Systems • Gen AI for Business • Sustainable Supply Chain • Supply Chain Analytics

¹ The final list of electives offered shall be decided based on student selection.

² Electives for PGDM 2025-27 may be of 1, 1.5 or 2 credits. Some electives may be offered in Workshop mode, or through SWAYAM courses.

8. ACADEMIC RULES AND REGULATIONS

I. Classroom Attendance

- (i) A hundred percent attendance in each course is desirable. Students are required to maintain a minimum threshold of 75 percent attendance in each course in every term (18 sessions for a 3-credit course, 12 sessions for a 2-credit course, 9 sessions for a 1.5-credit course and 6 sessions for a 1-credit course).
- (ii) The remaining 25 percent could be used as a buffer in case of absence because of exigencies such as health or family issues or in any other issue approved by Director / Dean Academics.
- (iii) Students with attendance less than 75 percent will incur a penalty of one grade loss for respective courses in the manner described below:

For a 3-credit course (30 hours):

Total Sessions	Sessions Missed	Attended Sessions	Grade Loss	Percentage Range
24	1-6	18-24	No grade loss	75-100
24	7-8	16-17	1 grade loss	66.67-74.99
24	9-10	14-15	2 grade loss	58.33-66.66
24	11-12	12-13	3 grade loss	50-58.32
24	13 or more	Less than 12	Fail	0-49.99

For a 2-credit course (20 hours):

Total Sessions	Sessions Missed	Attended Sessions	Grade Loss	Percentage Range
16	1-4	12-16	No grade loss	75-100
16	5-6	10-11	1 grade loss	62.50-74.99
16	7-8	8-9	2 grade loss	50.00-62.49
16	9 or more	Less than 8	Fail	0-49.99

For a 1.5-credit course (15 hours):

Total Sessions	Sessions Missed	Attended Sessions	Grade Loss	Percentage Range
12	1-3	9-12	No grade loss	75-100
12	4-5	7-8	1 grade loss	66.67-74.99
12	6	6	2 grade loss	50-66.66
12	7 or more	Less than 6	Fail	0-49.99

For a 1-credit course (10 hours):

Total Sessions	Sessions Missed	Attended Sessions	Grade Loss	Percentage Range
8	1-2	6-8	No grade loss	75-100
8	3	5	1 grade loss	62.50-74.99
8	4	4	2 grade loss	50.00-62.49
8	5 or more	Less than 6	Fail	0-49.99

- (iv) For students engaged in placement activities (SCOP), the minimum permissible attendance is 66% (16 sessions for a 3-credit course, 11 sessions for a 2-credit course, 8 sessions for a 1.5-credit course and 5 sessions for a 1-credit course).
- (v) Each student is allowed to be part of two events outside the institution in each term, with attendance granted for two days. In case of outstation travel, the student is allowed to participate in one event per semester. No additional attendance will be provided beyond this limit, whether for representing the institution or participating in any other events. Prior approval will be needed for this from the concerned Faculty/ Dean Academics.
- (vi) The number of sessions lost because of late registration will not be considered as absence.
- (vii) Sessions lost as disciplinary action will be considered as absence.

- (viii) Students with less than 50% attendance shall be given an 'F' grade in the course. They will have to repeat the course with the next batch of students in the subsequent academic year.
- (ix) In case the number of courses in which attendance is less than 50%, is more than 8 in any term, the student will be asked to repeat the year.
- (x) If a student's attendance is below 50% in up to eight courses during any term, the student shall be required to repeat those course(s) with the next batch. The student must also continue and complete the courses of the current term in the respective semester. No attendance waiver shall be permitted for repeated subjects or their assessments.
- (xi) It is the responsibility of each student to keep track of her/his attendance. Any discrepancies in attendance data should be reported to the Academic Program Office (APO) within 2 working days from the day attendance is updated.

II. Assessment, Grading and Promotion Policy

The Institute follows a system of continuous assessment using multiple methods of assessment to monitor students' academic progression. The assessment is undertaken to measure the knowledge, skills, and application abilities of students with respect to the intended learning outcomes in the course. The course instructors assess the understanding of theories, business practices and applications illustrated and discussed in the respective courses.

Internal Assessment

All courses offered in the PGDM Program has two broad components of assessments; the internal assessment and the end term assessment.

- (i) Internal assessments are done in order to evaluate students' performance and provide feedback periodically. Hence, at each stage of the course, the student will be in a position to assess his / her relative performance and take measures for improvement.
- (ii) The components of assessment and relative weightage for each component are at the discretion by the course Faculty (s). The suggested assessment components (irrespective of number of credits in a course)

and their weightages are given in the table below:

S. No.	Assessment Components	Weightage Range
1	Written Assignments/ Case-based Assignments	10 to 30 percent
2	Group Projects	Up to 30 percent
3	Mid-term Test /Viva	Up to 30 percent
4	Quizzes	Up to 20 percent
5	Class Tests	Up to 20 percent

Table 1: Suggested Components of Internal Course Assessment

Written assignments: This includes a broad range of assessments such as set of open-ended questions, situation analysis, and problem sets. Broadly, the students' work is assessed in terms of presentation, content, and critical judgment. The precise criteria for assessment within each of the assignments will vary according to the nature of the work being assessed.

Group project: Group projects are aimed at collaborative learning of the course while developing team work skills. A group typically comprises of 4-5 members. Projects are designed in such a way that every member of the group has well defined responsibilities and all group members collectively have the responsibility to compile, consolidate and present their work as one single project

Class Tests / Quizzes: One or two tests / quizzes will be conducted during the course for assessing subject knowledge.

Mid-term Tests: Mid-term tests may be conducted after the 10th session and before the 16th session in a particular course and the mid-term tests will not be repeated for any candidate. The course covered in the mid-term examinations may / may not be included in end term examinations.

Depending upon the nature of the course, Faculty(s) may decide to use other assessment components like field assignments, simulation exercises or individual projects. Workshop based courses may not have comprehensive examinations. However, a minimum of two different assessment components (from the ones listed above) is recommended.

(iii) **Feedback on Internal Evaluation**

Faculty members will provide detailed feedback to students within 5 working days of the completion of any particular assessment component.

At the completion of 5 weeks of instruction students would be informed of their cumulative performance in the course by the concerned Faculty.

All the internal evaluation components would be administered before 80% of the sessions allocated to the course are completed. Discrepancy of marks in any of the internal components should be notified by the student in writing to the faculty within 48 hours of the upload of the marks on ERP.

For any written component of internal assessment (apart from the mid-term examination) missed by a student, the faculty has the discretion to permit make-up examination provided the student had obtained prior permission for his/her absence.

End Term Assessment/Examination

All courses shall have an end-term assessment component. In case of end-term written examination, the duration of end-term examinations will be dependent on the number of credits allocated to the course (For a 3 or 2-credit course, the end-term examination shall not exceed 120 minutes; for a 1.5-credit course, the end-term examination shall not exceed 90 min and for a 1 credit paper, the end-term examination shall not exceed 60 minutes).

Not appearing in the end term assessment will result in 'F' Grade.

- (i) A student is required to score a minimum of 40% in the end term examination, failing which the student would be required to re-appear during the supplementary examination.
- (ii) The marks obtained in the re-examination shall be capped at 60% (30 out of 50 marks) and the final grade assigned to a student shall confirm to the grades decided in the original comprehensive examination.

- (iii) If the student fails to clear the re-examination, the student would be assigned a 'F' grade. Such students will have to pass the course by appearing in the main examination of the following batch of students.
- (iv) The number of permissible attempts for passing a course is capped at 5 attempts including the main and supplementary examinations of the respective batch. The remaining three attempts that a student may avail will be with the end-term examination of the successive batches (and not the supplementary examinations).
- (v) The marked answer books of the end term examination will not be shared with students except for those who are awarded an 'F' grade and those who apply for revaluation.
- (vi) In case of revaluation, a student will have to pay a fee of Rs.500/- per paper.
- (vii) Request for revaluation has to be submitted in a manner as communicated to by the COE. All timelines mentioned in such communication (usually 48 hours post the declaration of results) will have to be strictly adhered to.
- (viii) The final results for the term will be declared within the timeline mentioned in the Academic Calendar.

Examination Rules

Instructions for End Term Examinations

- (i) Students must reach the examination hall at least 15 minutes before the scheduled start time. Entry will NOT be permitted after 10 minutes of commencement of respective examinations. Students must occupy their allotted seats as per the seating plan. Changing seats without permission may lead to disqualification from the examination.
- (ii) Students must carry their Institute Identity Card and printed Admit Card and show them to the invigilator on demand. The Program Office must not be approached for obtaining prints.
- (iii) Students must sign the attendance sheet and write the serial number(s) of the answer book(s)/supplementary sheet(s). Answers must be written legibly using either blue or black ink gel pens or ballpoint pens. The use of pencils, multiple ink colors, or highlighters is not permitted. Students must refrain from writing anything in their answer booklet that could

reveal their identity or otherwise compromise the anonymity of the evaluation process.

- (iv) Mobile phones, smart watches, wireless earbuds, tablets, electronic devices, bags, books, notes, and pen drives are strictly prohibited. Possession of any such item (even in switch-off mode) will be treated as an Unfair Means (UFM).
- (v) Scribbling notes/words on furniture in the examination hall, writings on one's own body or personal belongings like handkerchief, shoes, etc. is strictly prohibited and shall be treated as UFM.
- (vi) Only prescribed materials approved by the faculty are allowed. Unauthorized materials will be treated as unfair means.
- (vii) Students are not allowed to leave the hall during the exam. Temporary absence may be permitted only once, for not more than 5 minutes, in exceptional cases. No absence is allowed during the first and last 30 minutes of the scheduled time for the examination. Only one student may leave at a time.
- (viii) When the examination is in progress, any verbal or non-verbal conversation/communication with other students is prohibited. If any student is found looking at another student's answer-book or discussing anything with another student, either inside or outside the examination hall, the same shall be treated as an act of unfair means and appropriate action shall be initiated in accordance with applicable rules.
- (ix) Exchange of any item during the exam (stationery, calculators, charts, water bottles, etc.) is not allowed.
- (x) Any violation of the examination regulations shall attract disciplinary action. The use of unfair means shall result in the cancellation of the student's candidature for the concerned examination/paper.
- (xi) A second instance of academic misconduct within the same semester shall result in suspension from the semester and the cancellation of all academic credits, grades, and scores earned by the student during that semester.
- (xii) Any subsequent instance of academic misconduct in consecutive semesters/multiple semesters shall result in expulsion from the Program, subject to due process and approval by the competent academic and disciplinary authorities.

- (xiii) Students must personally hand over answer book(s) to the invigilator. Leaving the script on the desk or carrying it outside is prohibited and shall be treated as an unfair means.
- (xiv) Students must wear neat, professional attire. Torn or ripped clothing and distressed jeans are not permitted.
- (xv) Students are strictly prohibited from wearing sun glasses or caps in the examination hall. No student should cover their ears (except for religious headwear).
- (xvi) Large hoodies or bulky jackets must be removed or unzipped if requested by the invigilator.
- (xvii) All instructions given by the exam invigilators in the exam hall will be considered final and have to be followed by the students. The invigilator has the sole discretion to decide the appropriateness of conduct of a candidate.
- (xviii) Any argument or misbehaviour with invigilators on duty, flying squad members, proctors or support staff will result in cancellation of examination.
- (xix) Students are not allowed to bring their cell phones / smart watches / ear pods or any other similar equipment and bag to the examination hall.

The Controller of Examinations (COE) may scrutinize any end-term answer script where there is reasonable evidence of academic misconduct (use of unfair means), including unauthorized use of AI tools or unusual similarity between two or more answer scripts. Upon verification of such misconduct in accordance with the Institute's rules, the COE may take appropriate action, including cancellation of the answer script and/or examination result.

Supplementary Examinations

For core courses: For any end term examination missed by a student on medical grounds/ exceptional situations, the student will be required to appear in the supplementary examinations. Capping of scores/grades shall be applicable to such candidates as well.

For elective courses: There shall be no supplementary examinations for elective courses. If a student does not pass the End Term Examination for an elective, he/she will have to choose for additional electives in the following term and complete the required number of credits. In case a student fails to complete the required number of credits in the last term, he/she will have to complete the same with the next batch of students.

Project based end term assessments: In case a student fails to pass the end term examination for a project-based core course, the student shall be allowed to redo the project as instructed by the concerned faculty. In case of elective courses with project-based end-term assessments, there are no such provisions. In case a student fails to complete the project, he/she will have to complete the same with the next batch of students.

Detail Guidelines:

- (i) For appearing in the supplementary examination, a student will have to submit a Supplementary Examinations Request Form and deposit a fee of Rs. 1000/- per course on or before the timeline notified by the COE. **All payments will be made through Qfix Portal.**
- (ii) The schedule for supplementary examination shall be communicated by the COE/Academic Program Office.
- (iii) If a student fails to apply and/or submit the requisite fee for the supplementary examination on or before the due date, the student shall not be allowed to sit in the supplementary examinations.
- (iv) In case a student fails to turn up for the supplementary examination after submission of form and fee, it will be treated as 'Absent'. The student will have to repeat the process of submission of form and fees in case she/he plans to appear in the end semester examination of the following batch.

- (v) If a student appears in the supplementary examination of a course, the marks obtained by him/her in the end-term examination will be treated null and void. The marks scored in the supplementary examination will be added to the continuous (internal) evaluation score of the concerned student for arriving at total marks obtained in the course.
- (vi) For clearing a course in the supplementary examinations, a student has to score a minimum 40% marks in the supplementary examination. To clarify further, if a student scores less than 40% marks in the supplementary examination, he/she will be given an 'F' grade in the course even if he/she scores 40% or higher marks in the overall course.

Grading System

Letter Grades: The assessment process follows the letter grade system. At the end of a term, the faculty teaching the course will award letter grades A+, A, B+, B, C+, C, D+, D or F to a student based on his / her performance relative to that of others in the section. A student is deemed to have cleared a course if he attains a valid grade (A+, A, B+, B, C+, C or D). These letter grades have grade points associated with them in a quantified hierarchy as described in table below.

Grading Process:

1. For courses with more than 30 students a forced relative grading system will be applicable. Grades are assigned based on percentile rankings within the class, excluding students who fail or are ineligible. The range is given above in table2.

Letter Grade	Grade Point	Description	Percentile Range	Expected Proportion
A+	10	Outstanding	≥ 95th percentile	Top 5%
A	9	Excellent	80–95	Next 15%
B+	8	Proficient	62–79	Next 18%
B	7	Very Good	38–61	Next 24%
C+	6	Good	20–37	Next 18%
C	5	Fair	5–19	Next 15%
D	4	Satisfactory	< 4	Next 5%
F	0	Fail	—	—

Table 2: Explanation of Letter Grades System

2. When the number of students in a given course is less than or equal to 30, absolute grading is applicable, subject to limits as mentioned in the table below:

Letter Grade	Grade Point	Total Marks Range (in %)	Description	Limit (Maximum % of students)
A+	10	80 & above	Outstanding	Up to 40%
A	9	Between 75-79.99	Excellent	
B+	8	Between 70 and 74.99	Proficient	Remaining
B	7	Between 65 and 69.99	Very Good	
C+	6	Between 60 and 64.99	Good	
C	5	Between 50 and 59.99	Fair	
D	4	Between 40 and 49.99	Satisfactory	
F	0	Less than 40	Fail	

Table 3: Guidelines for Awarding a Letter Grade Based on Absolute Marks

3. Grading for Workshop Based Courses: Since workshops structure, design and delivery may vary based on the content, the guidelines are as follows:

Letter Grade	Grade Point	Description	Expected Proportion
A+	10	Outstanding	Top 16%
A	9	Excellent	Next 20%
B+	8	Proficient	Next 20%
B	7	Very Good	Next 20%
C+	6	Good	Next 10%
C	5	Fair	Remaining
F	0	Fail	—

Table 4: Guidelines for Awarding a letter grade for Workshop based courses.

If a student has missed the workshop or missed the assessment components, he/she may be awarded "F".

4. Grading for Project/Simulation Based Courses: The suggested grading for Project/Simulation based courses like Internship, Management Project and Special Projects is given below:

Letter Grade	Grade Point	Description	Total Marks Range (in %)
A+	10	Outstanding	90 & Above
A	9	Excellent	Between 85 and 89.99
B+	8	Proficient	Between 78 and 84.99
B	7	Very Good	Between 70 and 77.99
C+	6	Good	Between 60 and 69.99
C	5	Fair	Between 50 and 59.99
D	4	Satisfactory	Between 40 and 49.99
F	0	Fail	Less than 40

Table 5: Guidelines for Awarding letter grade for Project/Simulation Based Courses

5. Grading for Supplementary Examinations: Marks obtained by students appearing for supplementary examinations shall be capped at 60%

Letter Grade	Grade Point	Description	Total Marks Range (in %)
C+	6	Good	Greater than or equal to 60
C	5	Fair	Between 50 and 59.99
D	4	Satisfactory	Between 40 and 49.99
F	0	Fail	Less than 40

Table 6: Guidelines for Awarding a letter grade for Supplementary Examinations

Computation of SGPA & CGPA:

Semester Grade Point Average (SGPA): The performance of a student in a particular semester is measured by Semester Grade Point Average (SGPA), which is a weighted average of the grade points secured in all the courses offered in the term and scaled to 10. SGPA is computed up to two decimal places.

$$\text{SGPA}(\text{Si}) = \sum (\text{Ci} \times \text{Gi}) / \sum \text{Ci}$$

Where Ci is the number of credits of the *i*th course and Gi is the grade point scored by the student in the *i*th course.

Example: Suppose a student is registered for four 3-credit courses and two 1.5-credit courses during a trimester (that is, total of 15 credits), and he/she secures A, B+, B, C+, A+, C grades respectively in the courses, his/her SGPA will be computed as follows:

$$\text{SGPA} = \frac{9 \times 3 + 8 \times 3 + 7 \times 3 + 6 \times 3 + 10 \times 1.5 + 5 \times 1.5}{15} = \frac{112.5}{15} = 7.5$$

Cumulative Grade Point Average (CGPA): Cumulative Grade Point Average is computed up to two decimal places, considering the performance in all core courses offered and electives opted for by a student up to the semester for which the results are last available.

$$\text{CGPA} = \sum (\text{Ci} \times \text{Si}) / \sum \text{Ci}$$

where Si is the SGPA of the *i*th semester and Ci is the total number of credits in that semester.

Promotion Policy**1. Student Promotion Policy from year I to year II**

Eligibility Criteria for promotion from first year to second year of PGDM Program and circumstances of Academic Dismissal

A student must satisfy the following conditions at the end of the two semesters of the first year to be eligible for promotion to second year:

- (i) Student must satisfy/fulfil the minimum attendance criterion norm.
- (ii) Student must have given the course/faculty feedback for all the courses studied during the concluding semester.
- (iii) Student must not have any pendency regarding tuition fees or other charges/dues.
- (iv) A student must not have secured more than 5 'F' grade in the first year (after the student has appeared in the supplementary examinations).
- (v) A student must have at least 4.00 CGPA in the first year (after the student has appeared in the supplementary examinations).

If a student doesn't meet the above-mentioned conditions at the end of first year, then the student will have to repeat the year or shall leave the program.

Eligibility for Award of Diploma

A student must complete and earn the required grades/CGPA in all core and elective courses opted for by the student and fulfil the credit requirements as laid down in the course structure to be eligible for award of the diploma.

III. Withdrawal and Discontinuation

From Elective Courses: A student may withdraw from an elective course subject to approval, provided that:

- (i) The withdrawal does not affect the fulfilment of the program's graduation requirements, including the minimum credit requirements, and
- (ii) The withdrawal does not reduce the enrolment in the elective below the minimum number of students required for the course to be conducted.

From Term: A student can withdraw from the term because of ill health or other valid reasons. Such students need to register themselves for the foregone term in the next offering by paying the appropriate fees.

From Program: A student may withdraw anytime from the PGDM program citing appropriate reasons. Such students will be deemed to have discontinued from the program. The permissible refund in such cases shall be aligned with the norms laid down by AICTE.

Discontinuation from the Program

- (i) A student may be recommended for discontinuation from the PGDM program by the Disciplinary Committee or the Examination Committee on grounds of indiscipline and/or academic misconduct.
- (ii) In case of uninformed absence of more than 4 weeks, a student will automatically be deemed to have discontinued from the program.
- (iii) Inability to submit the necessary documents related to completion of the previous degree (graduation) within the stipulated time (not later than the date of commencement of Semester II examinations) may lead to discontinuation from the program.
- (iv) A candidate may be asked to discontinue from the program on grounds of submitting fabricated/incomplete/false information concerning the academic background of the student and/or his or her medical condition.

9. ARTIFICIAL INTELLIGENCE (GEN AI) USAGE POLICY

Introduction

IILM Lodhi Road is committed to fostering an environment of academic integrity, critical thinking and the development of future-ready management professionals. Generative Artificial Intelligence (Gen AI) tools present both exciting opportunities and potential challenges in achieving these goals. This policy outlines the acceptable and unacceptable uses of Gen AI by students and faculty at IILM Lodhi Road. Our aim is to guide the responsible and ethical integration of AI while upholding the principles of original work and intellectual honesty.

Definitions

For the purpose of this policy, "Generative AI" refers to any artificial intelligence technology capable of producing original content, including but not limited to text, code, images, audio, and video, in response to prompts. Examples include, but are not limited to, ChatGPT, Bard, DALL·E, Midjourney, DeepSeek, and other similar AI tools.

Responsible Use of AI/Gen AI

The following need to be considered and kept in mind while using Gen AI for academic purposes.

- Use AI as a learning partner, rather than a replacement
- When brainstorming, outlining, summarising, or elucidating difficult ideas, use AI; however, always independently confirm facts and sources.
- Don't depend solely on summaries produced by AI. AI results may be biased or erroneous; for a more thorough understanding, refer to primary sources.
- Provide citation and avoid plagiarism

- AI is not a scientific source. Find, verify, and cite the original published work before using AI as a source for academic claims.
- Students must provide credit to the AI tool if it produces genuinely unique content (such as an image produced by DALL-E).
- Before using any AI-recommended quotes or references in your writing, make sure they are correct. AI may create or confuse references, which are frequently referred to as ‘hallucinations.’

Policy for Students

This section outlines the permissible and prohibited uses of generative AI for students.

Permissible Uses

Students **are permitted** to use generative AI tools for the following purposes, provided proper attribution and transparency are maintained:

- **Brainstorming and Idea Generation:** Utilizing AI to explore different perspectives, generate initial ideas and overcome creative blocks.
- **Research Assistance:** Employing AI to identify potential sources, summarize information from diverse texts (with careful verification of accuracy) and gain a preliminary understanding of complex topics.
- **Drafting Assistance (with significant human revision):** Using AI to create initial drafts of outlines or sections of written assignments, provided that the student significantly revises, edits and reframes the content to reflect their own understanding, analysis and voice. The final submission must demonstrate substantial original thought and effort.
- **Learning and Understanding Concepts:** Interacting with AI to explain complex concepts, clarify doubts and explore different approaches to problem-solving.
- **Data Analysis and Visualization (where explicitly permitted by the instructor):** Utilizing AI tools for preliminary data exploration or visualization, provided the student understands the underlying methodology and can interpret the results critically.

Crucially, in all permissible uses, students must:

- Clearly and explicitly cite the use of any generative AI tool in their submissions. This includes naming the specific tool used and describing how it was employed. The citation should be placed in a methodology section or as a footnote/endnote, following the referencing style specified by the instructor.
- Ensure the accuracy and originality of the final submission. Students are responsible for verifying the information generated by AI and ensuring that their work reflects their own critical analysis and insights.
Be prepared to explain their entire submission, including the role of AI in its creation, during assessments or discussions.

Prohibited Uses

Students **are strictly prohibited** from using generative AI tools in the following ways:

- Submitting AI-generated content as their own original work. This includes copying and pasting text, code, or other outputs from AI without substantial modification, critical analysis and proper attribution.
- Using AI to complete assignments, projects, examinations, or any other academic work where the primary expectation is the student's individual understanding, analysis, and original thought. This includes, but is not limited to, case study analyses, essays, research papers, presentations, and problem-solving tasks, unless explicitly permitted by the instructor for specific purposes (as outlined above).
- Using AI to bypass learning or assessment objectives.
- Collaborating with AI in a manner that undermines individual learning and accountability.
- Presenting AI-generated data or analysis without understanding its limitations and potential biases.
- Don't use AI to cheat on exams or tests.
- Don't use AI to paraphrase or rewrite plagiarized content.
- Don't use AI to fake research or sources.

- Using AI tools that violate ethical guidelines, privacy regulations or academic integrity.

Penalties for Academic Dishonesty Involving Generative AI

Any instance of academic dishonesty involving the misuse of generative AI will be treated with the same seriousness as other forms of plagiarism or cheating. The penalties for such cases will be decided and imposed by the respective course faculty, depending on the severity and frequency of the offense.

Review and Updates

This policy will be reviewed and updated periodically to reflect the evolving landscape of generative AI technologies and best practices in education.

Dissemination

This policy will be made readily available to all students and faculty members through the institute's website, student handbook and other relevant communication channels.

By adhering to this policy, IILM Lodhi Road aims to cultivate a learning environment where generative AI is used responsibly and ethically, contributing to the development of well-informed and critically thinking management professionals.

10. PLACEMENT POLICY

Introduction:

The existing codified rules & regulations have been serving its purpose for the Summer Internship(s) and Final Placement Process; the need of the hour is to assimilate the aforesaid rules & regulations, under one umbrella, ***"IILM Lodhi Road Campus – Placement Policy"***, which shall come into effect from 1st July 2026.

The Corporate Engagement & Career Services (CECS) Department welcomes all eligible students to take active part in the placement support extended by IILM Lodhi Road Campus.

IILM Lodhi Road considers the Placement Process very crucial and extends all possible support to ensure that students are given the right opportunity to streamline their career interests. The placement team continuously endeavors to ensure the best placement results for the students.

This is possible only with the assistance and full co-operation of all students, faculty and staff of IILM Lodhi Road. In order to maximize the sum of benefits to all the stakeholders, the Placement Policy for the students has evolved over the years. To ensure the interest of students and to realize a win-win situation for IILM and our partner organizations, all students are expected to understand the Placement Policy and follow it strictly and religiously.

It may be noted that some policy changes may take place during the year in the best interest of the organization and its students.

1. APPLICABILITY

IILM Lodhi Road Campus Placement Policy is to be followed during the entire duration of the placement season which starts from first company on campus to the last company on campus for the respective session.

2. DEFINITIONS

- (i) **Campus Placement:** Facilitation of opportunities to the eligible students to secure a permanent/temporary position in an organization through the face to face or online process organized on campus or off campus through the efforts of IILM CECS Department.
- (ii) **Corporate Engagement & Career Services (CECS):** CECS Department, under the leadership of Head CECS, shall be responsible to facilitate the Summer Internship and the Final Placement of the eligible and interested students of the IILM Lodhi Road.
- (iii) **CGPA:** Cumulative Grade Point Average is the overall score of a student, including the results of all the previous semesters.
- (iv) **Dean / Director:** Academic head of the institute is responsible for general planning, leadership and strategic management including overall direction and reputational issues of the school.
- (v) **Eligible Students:** Students who are eligible to participate in the placement and internship processes. Mentioned in detail in point 3.
- (vi) **Letter of Recommendation (LOR):** Document generated by the CECS largely for the students arranging Summer Internship on their own. LOR should have the necessary details viz., name of the organization, concerned person(s) (HR / Mentor) contact details, postal address, duration of the Summer Internship, etc. The LOR is issued by the CECS Office.
- (vii) **Negative Sign-up:** If any student fulfils a particular company's eligibility criteria of placement or has been shortlisted by any organization or has nominated for the company and then fails to appear for the placement process or shows willingness of not appearing for the placement process of the said organization, it is said to be a negative sign-up. Even a negative sign-up will be counted as an attempt / opportunity. A student can have not more than three 3 negative sign-ups / attempts.
- (viii) **Placement Chair (PC):** Placement Chair shall be nominated by the respective Dean / Director of the institute. Placement Chair shall be supporting CECS Department in Summer Internship & Final Placement and other day-to-day functional activities of CECS, which includes students' coordination, academic support and industry connects.

- (ix) **Placement Disciplinary Committee (PDC):** Headed by the Director/Dean, as a Chairperson, the Disciplinary Committee is to monitor and control the non-compliance issues of student(s) or any other. The DC shall consist of four (4) permanent members, including the Chairperson, Registrar, Director / Dean of the institute and Head CECS. DC shall also keep a record of the proceedings and compile a report containing all facts and evidence that has been placed before it. The final decision of the DC shall be communicated to the aggrieved student and his/her parents by the Director / Dean of the respective school.
- (x) **Placement Registration Form:** Document generated by the CECS Department to assess the number of students willing to undertake placement, through CECS on case-to-case basis.
- (xi) **Placement Undertaking:** Document generated by the CECS Department to monitor the conduct of the students during placement.
- (xii) **Profile Sheet:** Document generated by the CECS to maintain the personal and academic data of all the students for the Summer Internship and Final Placement.
- (xiii) **Resume:** Portfolio of a student covering the personal and academic details, including extra and co-curricular activities.
- (xiv) **Self-Internship Form:** Document generated by the CECS to assess the number of students not willing to undertake Summer Internship, through CECS.
- (xv) **Sign-Up / Nomination Form:** Document may be generated by the CECS to assess the number of students willing to avail a particular job opportunity.
- (xvi) **Student Committee for Placement (SCOP):** SCOP members shall be appointed by the CECS in consultation with the concerned Placement Chair. The group of students shall be responsible to liaison between the class/batch, Placement Chair and CECS. They shall also be responsible to build industry connects to support summer internship & final placement of students. They shall support CECS during Placement Processes.
- (xvii) **Summer Internship:** An academic requirement, for the programs offered by IILM. The concerned students undertake Summer Internship in the pre-final year, where he / she works with an organization on / off field to gain exposure.

- (xviii) **Summer Internship Undertaking:** Document generated by the CECS to monitor the conduct of the students during Summer Internship.
- (ix) **Director:** Exercises control over the academic and allied affairs of the Institute, giving effect to the decisions of all authorities of the Institute in letter and spirit, and ensuring that they are not contradictory in nature and practice.

3. ELIGIBILITY & REGISTRATION

- i. All Full Time Registered Final Year students of IILM Lodhi road and who clear all the parameters in point 'ii' and 'iii' below are eligible to participate in the placement support activities through the CECS Department.
- ii. The students need to fulfil the eligibility criteria, as defined by the companies participating in the Campus Recruitment Process.
- iii. To be eligible for the placement support offered by IILM CECS Department, student must ensure the following:
 - a. Minimum CGPA of 5.8 (equivalent to 55.00 % marks) with no active backlogs and no major case of indiscipline registered against the student. The minimum CGPA / Marks considered shall be as per the latest examination results declared by IILM.
 - b. 75 % attendance in all the placement related training and activity sessions organized by IILM.
 - c. All due fees must have been paid by the student.
- iv. Students who fulfil the above-mentioned criteria are eligible for campus placement assistance and have to register themselves with CECS Department through their respective SCOP Representative under the guidance of Placement Chair.
- v. All the students are required to fill and submit the Master Profile Sheet which will be shared with them by the CECS Department.
- vi. It is expected that a student shall not add any ambiguous / wrong / fraudulent / fake experience certificate / misleading information in his / her resume and profile sheet. Resume and profile sheet checks will continue throughout the placement process. If, on verification by CECS Department / Placement Chair or Recruiter, any discrepancy is found, the student would be de-barred from placements. This may also attract strict disciplinary action as per the IILM Rules & Regulation regarding the acts of major indiscipline and will be dealt accordingly.

- iv. If a student claims about any additional certification / course / degree / diploma / work experience in the resume / profile sheet the student has to furnish supporting documentary evidence for the same. If the student is not able to furnish the supporting documentary evidence, his / her candidature/ shortlisting / selection can be cancelled by IILM / Company. Such student will be debarred from the placement assistance and strict disciplinary action can be initiated against the student.
- v. All applications to the companies are to be made only through the CECS Department of IILM. If a student does not apply through CECS Department for a particular company, he / she will not be allowed to participate in the selection process of that company.
- vi. A student can apply / sit / avail opportunity to a maximum of 10 opportunities for final placement till the end of his / her final semester or trimester. Even a negative sign-up will be counted as an attempt / opportunity.
- vii. IILM Lodhi Road follows one student one job offer policy. However, the student may also be allowed to apply for another company (second offer) whose gross salary / total CTC is more than 50% of his / her existing gross salary / total CTC (first offer). Decision regarding the eligibility of a student to appear for second offer will be finalized by the CECS Department once 80% of the batch get placed. Once a student gets a second offer, he / she will not be eligible for any further placement opportunities from CECS Department.
- viii. IILM has a list of dream Companies based on the job profile and CTC offered. Registered & Eligible Students can appear for the Dream companies despite of having one offer in their hand.
- ix. The option of first offer will be voided once a student accepts the second offer. If the student denies the joining date / contacts the company directly / indirectly to request delay in joining or shows inability to join the company on any other personal ground, the student will not be provided any further placement opportunities from CECS Department and will be treated as placed student.
- x. All students are advised to check the company profile and background thoroughly of each company before applying. Kindly make informed decisions before applying to any company. CECS Department would not be liable for any default from the company's end at any stage later.

4. RULES FOR WITHDRAWING A SIGNUP / NOMINATION

The student may withdraw his/her nomination from a company subject to the following rules and regulations:

- a. The student can withdraw his / her nomination for a company only if the last date of nomination to that particular company is not over. There can be no withdrawals done after this date / post the profiles are shared with the company.
- b. The student may withdraw his / her nomination with not more than 3 companies post-nominating, but only before the last date of application to the concerned company. Such withdrawals will be counted as Negative Sign-Up.
- c. The student can also reapply to a company that he / she had earlier withdrawn from, provided he / she has not exceeded his / her opportunity quota (as mentioned in point 3 I under Eligibility and Registration) & application deadline for the company is not over.
- d. Each withdrawal from a company (Negative Sign-Up) will be counted in the total number of placement opportunities that the student has availed.

5. SELECTION PROCESS

- a. As more than one company would be visiting the campus, there may be a possibility that one student secures more than one job in one day (day sharing process). Therefore, each student appearing for placement opportunities under the day sharing scheme will be required to fill up his / her individual preferences in advance as per his / her choice under no pressure.
- b. The preferences are editable before announcement of results of the companies he / she has appeared for, as some of the students may like to change their preference post recruitment process.
- c. These preferences shall be used in case the student gets selected in more than one company on the same placement day (Day sharing).
- d. In case a student gets selected in two or more companies on the same day, then the company ranked higher in the preference order of the student will be the one where the student would be finally considered placed.

- e. In case a student does not fill the preference order for a placement day, then the allotment will be done by the CECS Team and he / she will not be allowed to continue to appear for the placement process of the other companies. It is therefore advised that one must register their preference.
- f. In case a company does not give its final selection list on the same day it visits the campus, then the students will be allowed to appear in other companies visiting on subsequent days till they finally get selected.
- g. If a student gets selected by a company that came on the subsequent days & the company that deferred / delayed its decision also makes an offer to him/her on the same day, then in such cases more than one result of selected student(s) comes on the same day, then the student will be given an option to choose between company of the previous day(s) and the company of the day.
- h. In case the result of the company (which deferred / delayed its selection process) gives its result on a day later than the day when the student was selected by another company, this late offer will be rejected and the company would be informed.

6. ACCEPTANCE OF OFFERS

- a. Selected students would get communicated by the CECS Department through SCOP representative with copy to their Placement Chair / Dean / Director.
- b. After this stage the student would be required to accept the offer via acceptance email within twenty-four hours of declaration of the result. In case the offer is not accepted within twenty-four hours, the same would be communicated to the company through the CECS Department and the offer may be terminated. Such student will not be given any further placement opportunity by the CECS Department.
- c. Students are advised not to sign offer letters under any company's pressure. They may discuss the same with CECS Department.
- d. Students need to submit a copy of their offer letter(s) to the CECS Department before the final No Dues signature

7. OFF-CAMPUS APPLICATION RULE

- a. Students found applying directly to companies identified as on-campus by CECS Department would be debarred from applying through CECS Department and may face strict disciplinary action. However, CECS Team will be extending all possible support to students who wish to apply for off campus placement to companies which have not visited during the last academic year(s).
- b. Students placed through off-campus placement are advised to share their real time status with CECS Department and have to share the offer letter post selection.
- c. Any student who is found hiding any such information will be debarred from all future assistance by CECS Department.

8. PRE-PLACEMENT OFFERS POLICY

- a. All Pre-Placement Offers by any organization, extended to any student, have to be immediately reported to the CECS Department by the student after registration.
- b. All pre-placement offers extended to any student have to be routed through the CECS Department. If the offer meets the **compensation threshold (Average CTC)**, student is advised to accept the offer.
- c. All organizations contacted will also be informed about the PPO policy of the IILM.
- d. Any form of intimation from an organization about the possibility of a PPO being granted in future should be informed to the CECS Department without waiting for the formal offer letter / email. The CECS Department will do follow up with the organization and the student will be allowed to appear for campus placement activities as per normal policy until a decision regarding the grant of a PPO is made by the organization.
- e. Students should proactively review the terms and conditions for the PPO. In case of any difference between the company's terms and conditions and the IILM Policy, the same should be explicitly brought to the notice of the CECS Department.

- f. In case the student rejects the PPO (Not matching the compensation threshold (Average CTC)), he / she has to communicate the same to the company over email with a copy to CECS Department failing which he / she will not be allowed to appear for the further campus placement processes and will be considered as placed student.
- g. In case the student neither accepts nor rejects the PPO, he / she will not be allowed to appear for the further campus placement processes and will be considered as placed student.

9. POST SELECTION / JOINING POLICY

- a. In case the student after accepting the offer is not willing to join the company to pursue higher studies / want to become an entrepreneur / join family business / prepare for competitive exams or for any other reasons, he / she should inform the company and CECS Department jointly at least 15 days before the joining date or end of the final semester / trimester whichever is earlier.
- b. In all such cases the student has to share relevant documents to support his / her reason for not joining the company. If the candidate does not inform about the above, he / she will be liable for any further consequences, including referral to the institute of his / her choice for higher education for disciplinary actions and will not be awarded the character certificate / migration certificate, etc.
- c. The selected students may be required to join their company during their pre-final or final trimester / semester. Early joining will be at the discretion of IILM

10. REVOKE OF OFFER

- a. In case company revokes the offer post selection of a student and before the joining, such students will be treated as unplaced students and will be provided similar opportunities along with all other unplaced students.
- b. In case the offer is revoked because of the negligence of student on account of delay in acceptance / not able to produce relevant academic and regulatory documents / noncompliance of pre requisite of the company such as medical / academic / visa / passport / police verification, etc., IILM will not be responsible for the same.

- c. In all other cases if the candidate does not inform about the above, he/she will be liable for any further consequences, including referral to the institution of his / her choice for higher education for disciplinary actions

11. STUDENT CONDUCT AND DISCIPLINARY POLICY

- a. Students are expected to behave with the Recruiters / SCOP Representatives and Officials of IILM in a courteous manner and should not argue with the Recruiters / SCOP Representatives and Officials of IILM and maintain decorum even under provocation (as provocation can be part of the strategy of interviewer/recruiter to check how students perform under stressful situations).
- b. No discussion with the recruiters regarding selections / selection process should be done without the presence / keeping in loop the CECS Department.
- c. If there are any behavioural problems from the Recruiter / SCOP Representative or any IILM Official for that matter that students face, kindly inform the CECS Department / Placement Chair immediately. Do not take action from your end.
- d. If there are any behavioural problems reported against any student, appropriate disciplinary action will be initiated as per IILM student bulletin under major acts of indiscipline.
- e. Students appearing for any Tests / Group Discussion / Presentation / Interviews should be present at least fifteen minutes prior to the start of process. This applies for all selection processes conducted either through offline or online mode.
- f. Any entry to the venue five minutes post the scheduled time would not be allowed. Such students would be considered absent for that particular process and will be dealt as per the rules mentioned in point number 12 A.
- g. No mobile phones / tablets are allowed in the Online / Offline Test, Interviews, any other activity which is part of the selection process. If any student is found using mobile phones / tablets / switching between screens / usage of printed / photocopies/ hand written material which is not permitted, such cases will be dealt as per the IILM Lodhi Road Examination Policy under usage of unfair means and will be dealt by the Examination Disciplinary Committee.

- h. All placement process holds the same sanctity as any of the IILM Lodhi Road minor / major exams and the candidate will be debarred if found violating it.
- i. Impersonation in tests or any kind of malpractice is a serious offence. Seating in tests will be defined by CECS Department/Company Representatives/SCOP Representatives. Any violation will be considered as malpractice and the student is liable to be deregistered from placements immediately. In all such cases, suitable action as per the IILM Lodhi Road rules would be initiated apart from the candidates being deregistered from placements.
- j. Students are not allowed to appear in final selection process (Test / Group Discussion / Interview, etc.) of companies they have not applied to through the CECS Department or have not been shortlisted in those companies. Students must refrain from contacting personnel of such companies when they are on-campus. Violation of this will attract deregistration from placements and suitable disciplinary action may be initiated.

12. ABSENTEEISM RULES AND POLICY

For absenteeism in any presentation by / for the company, online / offline test, group discussion, interview or any selection process which a student has to attend as part of a company's recruiting procedure the following action will be taken:

- a. Warning email to the student with a copy to SCOP Representative(s) and Placement Chair. If the student fails to acknowledge the email and share valid reasons **(hospitalization/ Death of family members only)** / documents for his / her absenteeism within twenty-four hours, he / she will be debarred from campus placement.
- b. Acceptance of reasons / documents submitted for absence will be at the discretion of the CECS Department

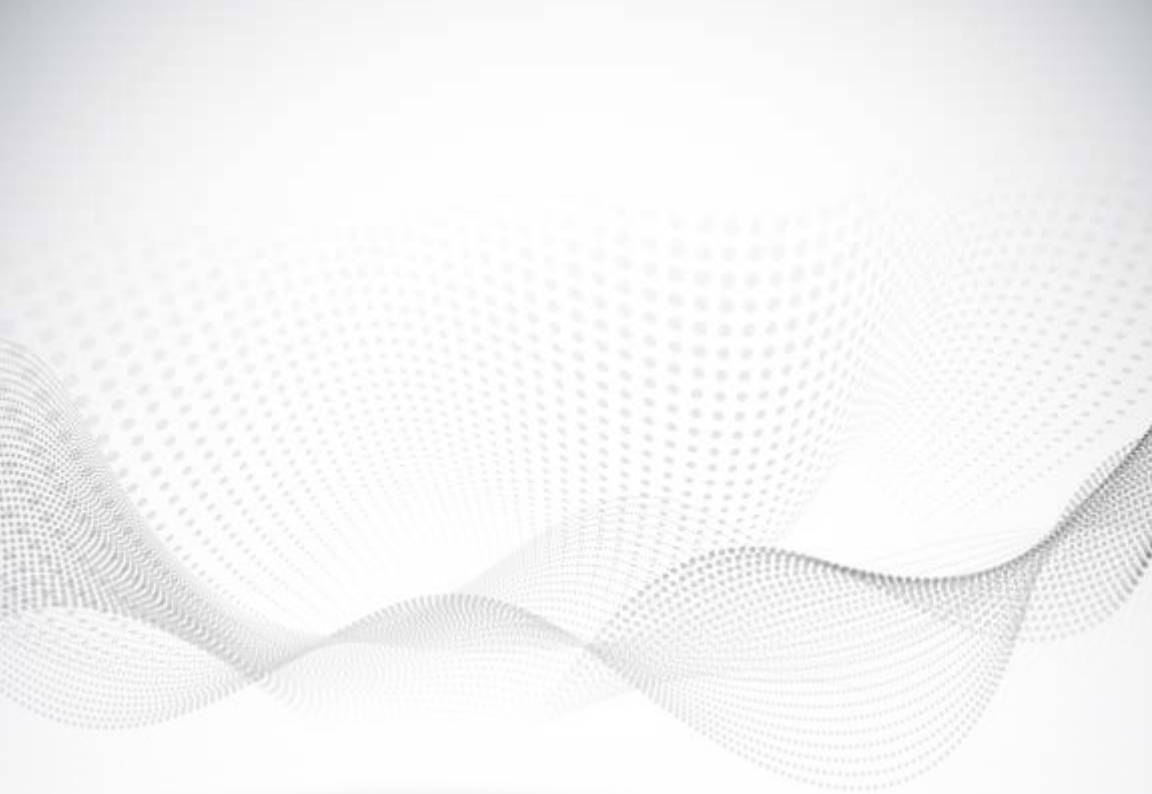
13. GENERAL ADVICE

- a. Students must carry their IILM I-cards at all times during any placement related activity. No one would be allowed to enter the test/interview venue without the IILM I-card.

- b. The date / time / venue of the selection processes will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed through regular communication with CECS Department and SCOP Representative.
- c. Students must carry a complete file with a few copies of the resume, original certificates (if possible) and copies thereof while appearing for the interviews.
- d. CECS Department is not liable for any Visa / Passport / Aadhaar Card / Pan Card / Degree / Transcripts related issues.
- e. Dress Code: Business Formal Attire as defined by the IILM Lodhi Road.

14. SUMMER INTERNSHIP POLICY

- a. Summer Internship is an academic requirement for the programs offered by IILM Lodhi Road. The concerned students undertake Summer Internship in the pre-final year, where he / she works with an organization on/off field to gain exposure.
- b. All **Full Time Registered Pre-Final Year** Students of IILM Lodhi Road who clear all the parameters in Point 3 b and 3 c are eligible to participate in the internship support activities through the CECS Department.
- c. Students can either register for internship support from the Institute or they can opt for self- internship to be arranged by their own sources.
- d. Post allocation of Internship, no request for change in the internship organization, location, project, etc., shall be made by the student.
- e. Student shall successfully complete the internship as allocated to her / him.
- f. In case of failure to report for internship, the student shall be liable for disciplinary action, in accordance with the rules of the IILM Lodhi Road, besides possible debarment from the placement process.



PART B

STUDENT DISCIPLINE AND CODE OF CONDUCT

11. THE PRELUDE

EXCELLENCE WITH INTEGRITY

This document gives students at IILM guidelines for academic and personal conduct. Our students are expected to imbibe value-based conduct, emotional stability, maturity of thought and spiritual sensitivity. We aim that the students will strive to achieve the objectives of the institute, abide by the rules and conduct themselves in such a manner as to bring laurels for themselves as well as prestige to the Institute.

These rules/guidelines are effective for academic year 2026-27. Amendments could be made in this document by IILM Management whenever necessary and shall be effective as of the date on which they are formally notified, or on the date specified in the change.

All students pursuing their studies at IILM will be bound by the policies, procedures and academic regulations contained herein or issued by the competent authority from time to time.

12. IILM HONOR CODE

The Institute aims to create an environment in which students, faculty, staff and individuals affiliated with the Institute can freely exchange ideas and thoughts, build on their intellectual curiosity and celebrate diversity. To create such an atmosphere, members of the community must respect each other and act responsibly.

The HONOR CODE has been designed to give clear direction to the students in this regard. The institute expects students to follow this code. While joining the institute, in the orientation programme, every student will take a pledge and commit himself/herself to follow the HONOR CODE in its true spirit.

Pledge of Honour Code

As a IILM Student, I take the pledge that –

I will strive to act with honesty and integrity.

I will respect the rights and dignity of all people.

I will care for others' safety and will avoid any kind of verbal and physical violence.

I will provide truthful information to the Institute about my personal background.

I will not fabricate or plagiarize any information concerning the curriculum.

I will always act lawfully and not participate in any unlawful activity such as ragging, indulging in the consumption of intoxicating substances, etc.

I will not seek, receive or obtain an unfair advantage over other students.

I will personally uphold and abide, in theory, and practice, the values, purpose, and rules of the IILM HONOR CODE.

I will report all violations of the HONOR CODE committed by members of the student community to the authorities.

Handling Honor Code Violation

Every student is expected to report a suspected violation of the Honor Code to the Disciplinary Committee. The committee will then notify the individual charged that a case of Honor Code violation has been filed and that an investigation will follow.

At this point, the committee will commence an investigation to determine the existence, nature, and extent of the alleged violation. The student charged will have an opportunity to present his/her evidence and case at a date and time determined by the committee. At the end of the investigation, the committee will determine whether the charges should be dropped, or appropriate disciplinary action should be declared.

13. DISCIPLINE AND CONDUCT RULES

a. General Discipline

1. Ragging, inside or outside the campus is strictly prohibited. Any student found ragging a fresher or having direct or indirect involvement in this unlawful activity will entail strict action against the guilty, which may also be immediate expulsion from the Institute and/or any other punishment deemed fit by the Disciplinary Committee.

The Institute maintains a zero-tolerance policy towards harassment, bullying, intimidation, discrimination, stalking or any form of verbal, physical, psychological or online abuse.

Please note that the Institute abide by the Supreme Court's directives in this matter.

2. Students should exercise self-control in both their spoken words and body language when interacting with faculty, staff, and peers. Inappropriate language or impulsive behaviour is unacceptable.
3. Smoking, consuming alcohol and drugs, and chewing tobacco in any form or possession of these items inside the campus is prohibited. Non-compliance will invite severe penalties, which might include debarment from the placement or any other such disciplinary action or measure decided by the appropriate authority or committee formed for the purpose. This will include those students also who have consumed intoxicating substances outside the campus but are found to be in an inebriated condition inside the campus.
4. Mobile phones should be switched off during curricular as well as extra-curricular activities. Mobile phones are also not allowed inside library and administrative offices. Using the mobile phone camera inside the classroom is prohibited.
5. Students are prohibited from making any audio, video, or photographic recording of lectures, classroom discussions, guest talks, presentations, or any other academic sessions conducted by the Institute, unless prior written permission has been obtained from the concerned faculty member and the Institute. Any violation of this policy may result in

disciplinary action, which may include suspension from the concerned course, suspension from attending classes, or any other action deemed appropriate by the Institute. Repeated or serious violations may attract more stringent disciplinary measures. As per norms of normal decency, a photograph of any other person/student should be taken with his/her consent.

6. Students are expected to be punctual for all classroom lectures, functions, guest lectures, seminars, conferences and all other curricular and extracurricular activities. If a student is late, she/he will not be allowed entry/participation in the concerned event. It is the student's responsibility to reach the class on time.
7. Students are expected to maintain professional and respectful conduct in their interactions on campus. Any behaviour that is inappropriate, offensive, disruptive or inconsistent with the decorum of the Institute may invite disciplinary action.
8. Students shall exercise due care in the use of Institute facilities and property. Any damage to classrooms, furniture, equipment, library resources, information technology infrastructure or any other Institute property shall render the student liable for disciplinary action and recovery of repair or replacement costs.
9. Students shall use social media, digital platforms, and communication technologies responsibly. Posting defamatory, offensive, discriminatory, confidential or misleading content relating to the Institute and its students, faculty, staff or stakeholders will attract disciplinary action.
10. Only the parents or guardians of a student, as recorded in the Institute's admission records, may visit or accompany the student on campus without prior permission. Entry of all other visitors shall be subject to prior approval from the concerned authority. Students shall be held responsible for the conduct of their visitors while they are on campus.

b. Classroom Discipline

1. Students are expected to be present in all the scheduled classes as per the timetable shared with them. They should be seated in the class at least five minutes before the scheduled start time. No student should remain absent from any class without intimation and prior sanction from the concerned professor handling the class. Unauthorized absence from the class will invite a penalty, which will be determined by the faculty concerned.
2. Students are expected to be involved while in the class. Any distraction caused by the use of mobile phones, cross talk or chat with fellow students will invite disciplinary action as determined by the faculty concerned.
3. Students are expected to be present in the classrooms for the lectures before the instructor. Late entrants will not be allowed to enter the classroom. Leaving the class in between a session to attend phone calls is prohibited except under prior approval from the instructor.
4. Other than the classroom contact hours based on course credits, students are expected to spend 2-3 hours for every session outside the classroom working on assignments and projects.
5. Assignments and projects should be the original work of the student. Copied assignments from the internet, seniors or classmates will not be accepted/evaluated.
6. Students may use AI-based tools only to the extent expressly permitted by the course instructor. Any use of such tools must be appropriately acknowledged. Submission of AI-generated work as one's own original work, without authorization or disclosure shall be treated as academic misconduct and may invite disciplinary action.
7. To avoid academic fraud and to maintain research ethics, IILM makes systematic use of appropriate software. Each student may be asked to submit an originality report with their assignments.
8. Students are expected to be punctual in all respects and they should try to submit their assignments before the last date of submission.
9. Fans, lights, and other electrical devices should be switched off after the session gets over.
10. Eatables and beverages are not allowed to be taken in the class.

c. General Code of Conduct

- a. The very nature of management program requires students to work collaboratively in teams. Occasionally, students come up against a true struggle in the team environment, in the form of one non-performing student. The team leader has to bring such students to the notice of the concerned professor.
- b. After classes, students will be allowed to use classroom G02 (in the ground floor) for academic activities. This facility will be kept open until 6 p.m. for this purpose.
- c. Any student(s) with a genuine need to use any other institutional facility after the scheduled closing time (for placement, academic, cultural and other activities) should compulsorily seek permission from the concerned faculty/placement chair.
- d. The Institute attaches utmost importance to national festivals viz., Independence Day, Republic Day, Gandhi Jayanti. The Institute authorities and the Cultural Committee of students organize befitting programmes. Various cultural and academic activities are also organized for the benefit of students throughout the year. Students are expected to participate in these activities with due fervour and enthusiasm.
- e. Students are allowed to celebrate birthdays in the cafeteria on the top floor. Such celebration must not be for more than half an hour and should not disturb other users of the facility. Furthermore, such celebrations must not be organized during class hours. Noise levels should be kept to a minimum so as not to disturb other members of the Institute community.
- f. Students engaged in such parties will also have to ensure that they leave the place neat and tidy after the celebration is over.
- g. Any activity during birthday celebrations that may cause physical harm or discomfort to the student being celebrated is strictly prohibited. This includes practices such as giving 'birthday bumps' or any similar form of physical contact. Any violation of this rule will attract stringent disciplinary action.
- h. Students should always carry their identity cards with them and show them to the authorities whenever asked for.

- i. Instructions on attire: Students are expected to dress appropriately as per the ethos of the campus.
- j. It is the moral responsibility of every student to maintain the dignity, decency and decorum of the campus. Every student has the right to object to any and every kind of indecent or socially unacceptable activity or behaviour and such objections should be accepted gracefully.

Students found guilty of major acts of indiscipline or misconduct, following due disciplinary proceedings and resulting in suspension or other major disciplinary action, may be barred from representing the Institute at external events, competitions, conferences or similar forums. Such students may also be declared ineligible for institutional awards, honours, scholarships, leadership positions, foreign immersion programmes, student exchange programmes and other co-curricular or extracurricular opportunities for the remainder of their tenure at the institute or for such period as may be determined by the institute, having regard to the nature and gravity of the misconduct.

14. HOSTEL RULES AND REGULATIONS

1. General Rules

Staying in the hostel is optional. However, once the hostel services are availed of by the student, these rules and guidelines shall be applicable with full force.

All students are expected to maintain discipline, honesty, moral conduct, and respect the rights of others.

Hostel rules are applicable to all students equally.

Hostel Fees

- a. First-year students must deposit the hostel fee before room allotment can be made.
- b. From the second year onwards, students must obtain re-allotment from the Hostel Warden.
- c. For semester-based programmes, hostel allotment is made on an annual basis; however, the hostel fee may be paid semester-wise (every six months).
- d. Late payment of the hostel fee will attract a fine of ₹ 500 per day.
- e. If a student vacates the hostel before completing one year of residence, the hostel fee shall not be refunded.
- f. Students intending to vacate the hostel must inform the Hostel Warden and the College Authorities at least one month in advance and complete all No Dues formalities.
- g. Written permission from the student's parent(s) or guardian(s) is mandatory before vacating the hostel.
- h. Hostel fees, once paid, are non-refundable and non-transferable.
- i. All hostel dues must be cleared by the end of each academic year/semester, and students must obtain a Hostel No Dues Certificate from the Hostel Warden.

Room & Accommodation

- a. Changing or interchanging rooms without prior permission is strictly prohibited. Any student found changing their room without prior permission shall be fined and shall also be liable for revocation of their hostel privileges.

- b. Room upgradation is permitted only once in an academic year, subject to availability and payment of additional charges.
- c. Room allocation is entirely at the discretion of the hostel warden, considering factors such as availability, suitability and in some cases, specific needs of the students.
- d. Students must vacate the hostel upon completion of the course.

Students' Responsibilities and Code of Conduct

- a. Each student must bring their own lock (with three keys), dustbin, bucket, and mug.
- b. Entry in the 'In/Out Register' is mandatory before leaving the hostel.
- c. Students must inform the Hostel Warden before leaving the hostel premises.
- d. Students must carry their valid Identity Card issued by the institute at all times.
- e. ERP permission and out-time entry at the security gate are compulsory.
- f. Continuous absence for three days will be reported to higher authorities.
- g. No student will be permitted to leave the premise beyond 10:00 PM without parents' permission.
- h. Upon allocation, each student is entrusted with the responsibility of their room. They are expected to uphold the upkeep and cleanliness of their assigned room, as well as to contribute to the overall cleanliness and hygiene of the hostel environment.
- i. Hostel students bear full responsibility for any damage caused to hostel property within their assigned room during their occupancy. They are liable to cover the repair or replacement costs determined by the authority or face appropriate fines as per the hostel guidelines.
- j. Hostel students must refrain from moving or damaging any furniture or fittings from their allocated positions within the hostel premises. Any such actions will result in penalty fines determined by the institution.
- k. Students are responsible for the safekeeping of their personal belongings within the hostel premises. Hostel shall not be liable for any loss of money, jewellery or personal belongings of students.

- I. Students creating disturbances outside the campus are solely responsible for their actions and must be accountable to the police, authorities and institutions. Students shall indemnify and keep the institution indemnified, in full, in this regard.

Timings & Discipline

- All students must be inside their rooms after 10:00 PM. Any student found wandering after this time will face disciplinary action.
- Silent Hours shall be observed from 10:00 PM to 7:00 AM.
- Hostel gate closing time is 10:00 PM.
- Students must switch off lights, fans and AC while leaving their rooms.
- Going out without permission or returning late is a punishable offence.
- Students shall strictly observe gender diversity and sensitivity towards fellow students' hostel privacy and comfort.
- Misconduct towards employees or service providers of the institution will not be tolerated and will result in disciplinary proceedings.
- Hostel authorities reserve the right to inspect any room at any time. For female students, inspection shall strictly be done by female officials to ensure safety.
- All the hostel students, regardless of gender, shall treat each other with respect and courtesy at all times.
- Discrimination, harassment or any form of disrespectful behaviour towards fellow residents will not be tolerated.

Strict Prohibitions

- Ragging, consumption or possession of alcohol, drugs, tobacco, or weapons is strictly prohibited.
- Gambling
- Intimidation or violence
- Wilful damage to hostel property
- Entering the hostel in a toxic state
- Shouting or using abusive language
- Employing unauthorised personnel for personal work,
- Cooking in hostel rooms is strictly prohibited.

- Involvement in illegal or anti-national activities will result in immediate expulsion from the hostel.
- Use of electrical appliances other than ceiling fan and AC is not permitted.
- Recording or uploading photos/videos of hostel or mess premises on social media is prohibited.
- Boys and girls are not allowed to visit each other's floors.
- Day Scholar students are not permitted to enter the hostel premises.

Mess Rules

- Meals must be taken only in the mess.
- Taking food or utensils outside the mess is prohibited, except for sick students with prior permission from the Warden.
- Proper dress code and discipline must be maintained in the mess.
- Wastage of food will invite disciplinary action.
- Students must not assign any personal work to housekeeping staff such as washing or ironing clothes or sending them to the market.

Visitor Rules

- Parents/guardians may meet students only in the Visitor Room or Office Area during permitted hours.
- No outsider is allowed to stay overnight in the hostel without written permission from the warden at least one week in advance.

Health & Safety

- Students must immediately inform hostel authorities about any illness or medicine allergy.
- Students suffering from communicable diseases must vacate the hostel immediately.
- In case of emergency, the decision of the college authorities shall be final.
- All medical expenses shall be borne by the parents/guardians.

Maintenance & Security

- Any maintenance-related issue must be entered in the Maintenance Register.

- Students must cooperate with the maintenance team and allow access for repairs when required.
- Students are advised to keep their valuable belongings locked safely.
- The hostel/college shall not be responsible for loss or theft of personal belongings.
- Room keys must be submitted to the Hostel Warden while vacating the hostel

Fines & Penalties (Indicative)

- Changing room without permission – Rs.5000 which may include revocation of hostel privileges by the Hostel Authorities.
- Use of drugs/alcohol – Rs.5000 plus legal action which may include revocation of hostel privileges by the Hostel Authorities.
- Late return or leaving without permission – Rs.2000
- Improper dress in mess – Rs.1000
- Theft, fighting, gambling – strict disciplinary and legal action

Final Authority

- In all hostel-related matters, the decision of the Registrar /College Administration shall be final and binding.
- These rules are subject to change from time to time as per institutional requirements.

15. VIOLATIONS AND ASSOCIATED PENALTIES

Sl. No.	Violations	Consequence of Defying
1	Damage to furniture & fixture	Two times of actual cost of damage
2	Writing on tables / doors / walls of classroom	Fine of Rs. 500 or actual cost whichever is higher
3	Theft	First offence: Current value of the item stolen plus fine of Rs.5000 plus suspension from Program for one month. Parents will be intimated. Second offence: Expulsion from Program
4	Misbehaviour with faculty and/or staff	As per recommendation of Disciplinary Committee, in addition to suspension from classes from the date the incident is reported.
5	Indulgence in ragging	As per recommendation of Disciplinary Committee, in addition to suspension from classes from the date the incident is reported.
6	Possession of tobacco and related products	Fine of Rs.5000.
7	Smoking/Vaping	First offence: Fine of Rs.5000- and 7-days suspension Second offence: Fine of Rs.10000- and 15-days suspension, parents shall be intimated through face-to- face meeting. Third offence: Expulsion from program
8	Consumption of liquor including beer or any prohibited substances	Outright expulsion from Program
9	Bringing in visitors to the campus without the consent of the Stage coordinator/ Dean/ Placement head.	Fine of Rs. 5000/-
10	Physical activity which may causes injury to the students while celebrating birthday	As per recommendation of disciplinary committee. Penalty may include expulsion from the Institute.
11	Breaking of the IILM Honor Code	As per recommendation of Disciplinary Committee, in addition to suspension from classes from the date the incident is reported.
12	Brawl (physical altercation) inside the campus or its immediate vicinity.	Expulsion from the program.
13	Consuming food/beverages inside the classroom	First time offenders shall be fined Rs. 500/-, repeat offences shall invite double monetary penalty.
14	Putting offensive content on social media aimed at the institute or any of its stakeholders.	Expulsion from the program.

16. CLUBS AND COMMITTEES

The purpose of co-curricular clubs in business schools is to complement academic learning by providing practical exposure, leadership opportunities, and peer-driven learning in specific areas of interest. These clubs enrich the program experience by bridging classroom theory with real-world application, enhancing both personal and professional development. It provides students the opportunity to:

- Make new friends and network with like-minded individuals
- Promote a cause
- Develop skills in leadership, teamwork, and administration
- Gain access to campus facilities and equipment
- Contribute to the IILM student community

Following is the list of clubs and societies active in the Institute

- Cultural Club
- Sports Club
- NGO Club
- Entrepreneurship Development Centre (EDC)
- Student Committee of Placements (SCOP)
- Book Club
- The Marketing Club
- Finvest Club
- Debate Club
- Analytics Club
- Buddy bridge

Each of these clubs and committees have one or more faculty coordinator(s). Students volunteer to opt for membership of one or more club(s) depending on their area(s) of interest, and select office bearers for respective clubs. They are expected to propose a list of activities for a particular academic year and get it

approved from the faculty coordinator. Student also need to coordinate among themselves in scheduling events/activities so as to ensure that there are no clashes in events being hosted.

Club activities may be organized only on scheduled slots. Cocurricular activities/events must not be scheduled by cancelling or rescheduling classes.

17. IMPORTANT CONTACTS

Student Help Line Numbers

Sl. No.	Name	Mobile Nos.	Email ID
1	Dr Harivansh Chaturvedi-Director General	011-40934315	dg@iilm.edu
2	Dr. Bigyan P Verma- Director	8097045216	bigyan.verma@iilm.edu
3	Prof. Raju Majumdar- Dean, PGDM	9811229459	raju.majumdar@iilm.edu
4	Dr. Sonia Khera-Dean International	8178863265	sonia.khera@iilm.edu
5	Dr. Sanjiva S Dubey- Dean, Executive Education	9810506355	sanjiva.shankar@iilm.edu
6	Dr. Sanyukta Jolly, Chairperson, Anti-Ragging Committee	9999953196	sanyukta.jolly@iilm.edu
7	Dr. Sanyukta Jolly, Head, Committee on POSH	9999953196	sanyukta.jolly@iilm.edu

Faculty Contact Details

Sl. No.	Name	Mobile Nos.	Email ID
1	Prof. Aanchal Yadav	9968500240	aanchal.yadav@iilm.edu
2	Prof. Ashu Sharma	9810360875	ashu.sharma@iilm.edu
3	Dr. Atima Mankotia	9811536909	atima.mankotia@iilm.edu
4	Dr. Aun Ahmed	9910992149	aun.ahmed@iilm.edu
5	Dr. Bigyan P Verma	8097045216	bigyan.verma@iilm.edu
6	Prof. Chanchal Kushwaha	9899542446	chanchal.kushwaha@iilm.edu
7	Dr. Divya Anand	9599122621	divya.anand@iilm.edu
8	Prof. Ektaa Jha	9503543810	ektaa.jha@iilm.edu
9	Dr. Gagan Katiyar	9891011515	gagan.katiyar@iilm.edu
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11	Dr. Gurpreet Singh Bhatia	9999199586	gurpreet.bhatia@iilm.edu
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15	Dr. Nidhi Ahuja	9871332109	nidhi.ahuja@iilm.edu
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