

(A) Admission and Registration

Programs of Study

MBA Program: This is a prestigious two year full time regular program that is recognized by AICTE, New Delhi and Kurukshetra University, Kurukshetra. The program emphasizes on subjects like Marketing, Personnel & Industrial Relations, Finance & Accounting, Production Management, Quantitative Techniques, and various other subject papers. In the second year, students have to undertake compulsory specializations in any two fields from Marketing, Finance and Human Resource. Students in the second year also study advanced core papers like Business Policy, Strategic Planning & Entrepreneurship Development, and International Marketing etc. Students have to submit a thesis/ dissertation at the end of the program- a big strength behind MBA courses and the subjects covered.

Duration: 2 Years (4 Semesters)

Affiliation : Kurukshetra University and AICTE, New Delhi

MCA Program: MCA is a 3 year program. The students undergo rigorous training, which moulds them into highly competent and focused professionals. MCA program is specially designed courseware, which includes the knowledge of both Software and Hardware. In a period of three years, a student studies a total of 25 subjects. It is a three year full time Masters Degree Program, affiliated to the Kurukshetra University & AICTE New Delhi, which equips the students with the necessary knowledge, skills, values and attitude to occupy positions in Software development and IT industry.

The course structure is designed keeping in mind the overall development of the student. The students have to maintain a high standard of academic performance throughout the course. The classroom learning is complemented by practical experiences in the industry. A project is also included in the curriculum for the post graduate degree to supplement detailed studies in advanced topics such as Simulation and Modeling, Advanced Database Management and Information Technology, Project Management, Object Oriented Programming with C++ & Java, CASE Tools, Linux & Shell Programming to name a few. The objective of the course is to enable the students to acquire knowledge and to help them in developing the skills to plan, design and build complex applications, which are highly valued in all areas including business, health, education and the

services. The course includes co-curricular and extra-curricular activities for all round personality development of the students.

Duration: 3 Years (6 Semesters)

Affiliation: Kurukshetra University and AICTE, New Delhi

Entry Requirements

MBA: Admission Procedure

Admissions shall be made on the basis of the inter-se merit of highest composite score obtained by a candidate in any of the four valid MAT conducted by AIMA in September, December, February and May every year. The unique rank shall be assigned on the basis of highest composite score obtained by a candidate and the counseling shall be done on the unique rank assigned to the candidate.

Minimum Academic Qualifications for MBA

Candidate should be a Pass in Bachelors or Post Graduate Degree in any discipline from a recognized university or an examination recognized as equivalent thereto by KU, Kurukshetra, Maharshi Dayanand University, Rohtak, Guru Jambheshwar University of Sc. & Technology Hissar, CCS HAU, Hissar, DCR University of Sc. & Technology, Murthal and Ch. Devi Lal University, Sirsa, as the case may be

OR

Candidate should be a pass in Final Examination conducted by Institute of Chartered Accountant of India/Institute of Costs and Works Accountants of India/Institute of Company Secretaries of India.

Kashmiri Migrants:

Kashmiri Migrant seats for MBA will be supernumerary seats and will be filled separately on the basis of inter-se merit of qualifying examination. **Kashmiri Migrants are required to fill the Merit Calculation form available in Prospectus. Kashmiri migrants will be required to have the original certificate of migration duly signed by the competent authority or Relief Commissioner.**

Tie breaking criteria for Kashmiri Migrants: The following criteria will be followed to break-up the tie if two candidates secure the same marks in qualifying Examination.

- a. The candidate who has secured higher marks in the aggregate of 10+2 examination shall rank higher in order of merit.
- b. The candidate who is elder in age shall rank higher in order of merit.

Note:

1. Mere possession of the prescribed academic qualifications does not entitle a candidate for admission to MBA course. Candidates would be required to fulfill other conditions as spelt out in the Admission Brochure.
2. Candidates, who are appearing in the qualifying examination this year and are expecting to pass the same, can also compete for counseling for MBA.
3. The AIMA assigns the national ranking on the basis of the composite score obtained by a candidate in the particular entrance test.
4. A candidate might have opted as the resident of a particular State other than Haryana while appearing in any of the four MAT test conducted by AIMA as mentioned above. He shall be assigned the ranking of that State besides the National ranking by the AIMA. However, the same candidate may claim to be the resident of Haryana by virtue of his/her fulfilling any of the eligibility clauses as per appendixes given in the prospectus. In that case the admissions shall be made on the basis of National Ranking by AIMA subject to fulfilling the eligibility conditions.
5. **In case two candidates secure the same State Ranking of Haryana, the following criteria will be followed to break-up the tie:**
 - a. The candidates who have secured higher marks in the aggregate of qualifying examination shall rank higher in order of merit.
 - b. The candidates who have secured higher marks in the aggregate of 10+2 examination shall rank higher in order of merit.
 - c. If there is a tie even after that, all such candidates would be given the same rank. However, if they all wish to take admission in same institution and there is only one seat left, then additional seat would be created for that year only to provide admission to the same rank holders.

MCA: Admission Procedure

Admissions shall be made on the basis of the inter-se merit of OLET (MCA)-2010 conducted by NIC.

Minimum Academic Qualifications for MCA

Candidate should be a pass in any recognized Bachelor's Degree of minimum 3 year duration in any discipline with Mathematics at 10 + 2 level.

OR

Candidate should be a pass in any recognized Bachelor's Degree of minimum 3 years duration in any discipline with Mathematics as one of the subjects.

Kashmiri Migrants:

Kashmiri Migrant seats for MCA will be supernumerary seats and will be filled separately on the basis of inter-se merit of qualifying examination. **Kashmiri migrants will be required to have the original certificate of migration duly signed by the competent authority or Relief Commissioner.**

Tie breaking criteria for Kashmiri Migrants:

The following criteria will be followed to break-up the tie if two candidates secure the same marks in qualifying Examination.

- a. The candidate who has secured higher marks in the aggregate of 10+2 examination shall rank higher in order of merit.
- b. The candidate who is elder in age shall rank higher in order of merit.

Note:

1. Mere possession of the prescribed academic qualifications does not entitle a candidate for admission to MCA course. Candidates would be required to fulfill other conditions as spelt out in the Admission Brochure.
2. Candidates, who are appearing in the qualifying examination this year and are expecting to pass the same, can also compete for counseling for MCA.
3. Fulfilling of eligibility for MCA w.r.t. qualification and percentage of qualifying examination shall be proved by the candidate not at the time of seat allotment but at the time of reporting by the candidate at the institute. A candidate may not be eligible on the 1st day of counseling but may be eligible on subsequent days of counseling due to the reasons, whatsoever. The candidate may seek admission at his/her own risk and cost and if he/she is found in-eligible, his/her entire dues shall be forfeited and his/her admission shall be cancelled for which he/she shall have no claim, whatsoever.

All information regarding admission, attendance, examination, internal examinations, internal assessment, pre-university examination, dissertation, facilities and amenities, pedagogy, library rules, “Whom to consult” and general rules are given to the students in form of Institute Prospectus coupled with a prospectus of HSCS, Haryana.

Services and Facilities along with Fees and Charges

Campus

TIMT is located in the Mukand Lal Educational Complex and is surrounded by various educational institutions, thereby making the environment more academic. The campus is delightfully planned and is adorned by green and airy ambience with impressive buildings, lawns and shaded avenues. The campus has separate blocks for MBA and MCA. Both the blocks house an array of lecture theaters offering unique vistas of learning and experiencing the state-of-the-art amenities with hi-tech conference hall, computer labs and ultra-modern facilities, making the campus a complete learning temple for the students and academicians.

Ø Servers Laboratories

State-of-the-art computer laboratories equipped with latest Core 2 Duo Computer terminals. Round-the-clock computing and internet facilities through Dedicated RF-Link (1 mbps), Wi-Fi networking in the entire Institute, with variety of Operational and Application Softwares like MSDN Academic Alliance, Oracle, JBuilder, Red Hat Linux etc.

A host of servers of immense utility like Thin-client, Anti-Virus, Web-Server, FTP-Server, DHCP-Server, Capitaline etc. are special features of Lab Infrastructure.

The labs are equipped with internal web server titled “Common wealth” to make access to all on-line journals and e-books easy for students. A dedicated file server helps students and faculty in sharing all kinds of books and other training material.

Ø Library

Fully computerized, well stocked library having large number of National & International Periodicals and Journals including online subscription to

- Capitaline, Capital Market, Publisher Pvt. Ltd.
- E-Journals from Internationally renowned Publishers.
- IEEE journals through AICTE-INDEST Consortium.

An impressive collection of VCDs/DVDs/Video Cassettes. Encyclopedias on Management & Computers. The issue and return system is handled with specially designed Bar-Coding enabled software, connected through LAN. The Library has got prestigious membership of

- DELNET(Developing Library Network)
- CII(Confederation of Indian Industries)
- British Council , New Delhi

The library has more than 13,320 books and a collection of 2398 CDs/VCDs/ DVDs/Videos and subscribes to 85 hard Magazines and Journals & 397 on-line journals.

Ø **Hostels**

The Institute has separate hostels for boys & girls with occupancy capacity of 200 & 350 respectively. The hostels are equipped with a host of ultra-modern facilities, a recreation hall with indoor games.

Ø **Audio Visual Labs and Lecture Theatres:**

The Institute is equipped with a complete array of teaching aids and Audio-Visual equipments, like LCD projector, VCD/DVD players and OHPs. Management and IT related CDs/DVDs/Video Cassettes are frequently used to make teaching more effective and meaningful.

Ø **Conference Hall & Syndicate Room**

Ultra modern fully air conditioned Conference Hall along with a Syndicate Room for conducting seminars. Faculty Development and Executive Development Programmes & workshops etc. with a capacity of over 200 is the throbbing centre of scholarly interaction and pursuits.

Ø **The Gymnasium**

A huge and spacious Gymnasium Hall of the area having excellent fitness facilities & a large variety of exercising gears are available for the students.

Ø **Cafeteria**

Well furnished, neat and clean cafeteria for the students.

Ø **Dispensary**

Dispensary located within reach, with a doctor to handle emergency medical problems of the students. First-aid for the students is also provided in the institute.

Ø **Book Bank**

A Book Bank caters to the needs of the students of the Institute for full session.

Ø Study Loan Scheme

Interest free study loan is provided on the basis of “Merit & Means” to the students.

Fee Structure for Session 2010-2011

S. No.	Fee Head	MBA 1 st	MBA 2 nd	MCA 1 st	MCA 2 nd	MCA 3 rd
1.	Tuition Fees	30,000/-	30,000/-	30,000/-	30,000/-	30,000/-
2.	Development Fees	5000/-	5000/-	6000/-	6000/-	6000/-
3.	Student Fund	1500/-	1500/-	1500/-	1500/-	1500/-
4.	University Fund	1300/-	1300/-	1300/-	1300/-	1300/-
5.	Caution Money	2000/-	--	2000/-	--	--
6.	Placement Fees	--	500/-	--	--	500/-
7.	Internet Fees	1750/-	1750/-	1750/-	1800/-	1800/-
8.	Red Cross Fees	60/-	60/-	60/-	60/-	60/-
	Total	41,610/-	40,110/-	42,660/-	40,660/-	41,160/-

Registration Process

Master of Business Administration (MBA)

1. Admissions shall be made on the basis of the inter-se merit of highest composite score obtained by a candidate in any of the four valid MAT conducted by AIMA and seat allotment is done through On-line Off-Campus by NIC.
2. Counseling fee for MBA Course (Non-Refundable) shall be deposited by the candidate through **www.hscs.org** in the account of Haryana State Counseling Society.
3. Candidates without depositing Counseling fee (Non-Refundable) shall not be considered for admission for allotment of seat. Candidates are advised in their own interest to deposit counseling participation fee (Non-Refundable) before the Registration and to check display of their fee deposited entry on “**Payment Status**” link on website www.hscs.org
4. Registration for counseling would be done on www.tehadmissions.gov.in. A candidate shall be allowed for change of his/her registration details on the counseling websites as and when required before locking of choices during counseling period. In case any candidate changes registration details after submission of choices, but before locking, all choices filled earlier will be initialized and all choices will be required to be filled in again.

5. The fee structure of various self financing technical institutions is available in prospectus and on the website www.techeduhry.nic.in. Candidates are advised in their own interest to see the fee structure of institutes on the website www.techeduhry.nic.in before filling the choices of branch and institute during online counseling.
6. Locking of submitted choices is compulsory.
7. Registration will be allowed only before first counseling.
8. **No fresh registration would be allowed after first counseling**, so candidates willing to participate in online off-campus counseling will have to register before the first counseling as per the dates mentioned by HSCS. **On registration, password has to be created by the candidate, for use in future logins, candidates are advised to keep records of this password secretly for their own use only and not to disclose this to others. In the event of sharing of password, candidate will be solely responsible for the change of registration details, choices etc.**
9. After the result of 1st counseling, the candidate is required to **deposit token admission fee** (only once) in the account of Haryana State Counseling Society through www.hscs.org, **failing which the candidate shall not be allowed to report in the respective institute.** The deposition of this admission fee will entail the candidate, (subject to conformity through e-interface with HSCS), to confirm the admission in the allotted institute besides other formalities of joining/reporting in allotted institute by the candidates and verification of credentials.
10. To participate in subsequent 2nd & 3rd counseling, candidates will have to refill the choices in the order of priority on the counseling website www.tehadmissions.gov.in. Admission procedure i.e. filling of choices of Branch/Institute shall remain the same. **Incase seat is allotted in 2nd & 3rd subsequent counselings; the earlier allotted/reported seat will be cancelled. Thus candidates are advised to fill the choices in order of priority only to upgrade. The candidates who wish to retain the reported seat shall not opt for subsequent counseling.**
11. After the result of counseling and deposition of token admission fee, the candidate shall report in the allotted centre along with the provisional allotment letter generated from the website along with all requisite documents/certificates/testimonials and password, as per dates mentioned by HSCS. The joining shall be deemed to be confirmed only after online reporting by Institute in the presence of the candidate. As per State Govt. orders, fees from SC students admitted through centralized counseling shall not be charged by any institute in any case.

12. The Institute will update the status of joining/non-joining by a candidate by simply tick marking the checklist online only by checking all the parameters of the check list. The **online generated admission slip** shall be given to the candidate after successful joining.
13. Token admission fee deposited is refundable. For refund of token admission fee candidate shall apply online on website www.hscs.org before final cut-off date of all admissions, else no application would be entertained and no refund would be processed in any case.
14. Fulfilling eligibility for MBA w.r.t. qualification & percentage of qualifying exam shall be proved by the candidate not at the time of seat allotment but during reporting at allotted institute prior to final cut off date for admissions. A candidate may not be eligible on the 1st day of counseling but may be eligible on subsequent days of counseling due to the reasons, whatsoever. The candidate may seek admission at his/her own risk and cost and if he/she is found ineligible at the time of reporting, his/her entire dues shall be forfeited and his/her admission shall be cancelled for which he/she shall have no claim, whatsoever.
15. Under no circumstances the original certificates of the candidate should be retained by the institute. The candidate seeking admission will submit 3 sets of his documents / certificates/ testimonials duly attested by the Principal / Headmaster of the college/school last attended/any gazetted officer, at the time of reporting in the institute. The Director-Principal/Registrar of the Institute will authenticate these documents/certificates/testimonials after comparing these from the originals and the originals will be returned to the candidate. One set of these documents/certificates/ testimonials thus authenticated by the institute shall be deposited in the affiliating University, for the purpose of registration, for which no original certificate shall be demanded. Anyhow, if the affiliating University, so desires, the original certificates from the candidate can be demanded through the institute of his admission for any purpose whatsoever that may be.
16. For the guidance of candidates, Institute-wise, branch-wise first & last ranks of admission status of previous year would be available on counseling website www.tehadmissions.gov.in.
17. The student admitted in Online counseling in a particular institute, but branch upgraded/ changed by that Institute (internal sliding within the institute) shall be **considered as institute level admission for all the purposes including fee refund, scholarships etc.**
18. A call center at Haryana State Counseling Society, has been set up to reply any query from the candidates during the counseling period. Queries, if any, may be made at toll free no.

mentioned in HSCS website or for faster resolution of queries candidates may click on “**Email Help**” link available on www.hscs.org, by giving complete details.

Always quote your MAT Roll No. while making correspondence regarding admission to MBA.

Master of Computer Applications (MCA)

1. Admissions shall be made on the basis of the inter se merit of Online Entrance Test-OLET (MCA) conducted by HSCS through NIC.
2. Online entrance test fee for OLET (MCA) (non-refundable) shall be deposited by the candidate through www.hscs.org in the account of Haryana State Counseling Society. As soon as candidate registers and pays fees on www.hscs.org, he/she gets the Roll No for appearing in OLET (MCA). Candidate has to deposit the OLET (MCA) counseling fee using this Roll No. The same Roll No. by which the fee has been paid is to be quoted/used for all future purposes. Candidates without depositing this fee shall not be considered for online entrance test. Candidates have to deposit this OLET fee before OLET registration on www.onlinetesthry.nic.in.
3. Candidates without depositing this counseling fee would not be considered for counseling/allotment of seat. Candidates are advised in their own interest to deposit to deposit the above mentioned fees before the Registration for counseling and to check display of their fee deposited entry on “**Payment Status**” link on website www.hscs.org.
4. Registration for counseling would be done on www.tehadmissions.gov.in. A candidate shall be allowed for change of his/her registration details on the counseling websites as and when required before locking of choices during counseling period. In case any candidate changes registration details after submission of choices, but before locking, all choices filled earlier will be initialized and all choices will be required to be filled in again.
5. The fee structure of various self financing technical institutions is available in prospectus and on the website www.techeduhry.nic.in. Candidates are advised to see the changes, if any, in the fee structure of institutes on the website www.techeduhry.nic.in before filling the choices of branch and institute during online counseling.
6. Locking of submitted choices is compulsory.
7. **At the time of registration, password has to be created by the candidates, for use in future logins, candidates are advised to keep records of this password secretly for their own use in future only and not to disclose this to others. In the event of sharing**

of password, candidate will be solely responsible for the change of registration details, choices etc.

8. After the result of 1st counseling, the candidate is required to **deposit token admission fee** (only once) in the account of Haryana State Counseling Society through www.hscs.org, **failing which the candidate shall not be allowed to report in the respective institute.** The deposition of this admission fee will entail the candidate, (subject to conformity through e-interface with HSCS), to confirm the admission in the allotted institute besides other formalities of joining/reporting in allotted institute by the candidates and verification of credentials.
9. To participate in subsequent 2nd & 3rd counseling, candidates will have to refill the choices in the order of priority on the counseling website www.tehadmissions.gov.in. Admission procedure i.e. filling of choices of Branch/Institute shall remain the same. **In case seat is allotted in 2nd & 3rd subsequent counseling; the earlier allotted/reported seat will be cancelled. Thus candidates are advised to fill the choices in order of priority only to upgrade. The candidates who wish to retain the reported seat shall not opt for subsequent counselings.**
10. After the result of counseling and deposition of token admission fee, the candidate shall report in the allotted centre along with the provisional allotment letter generated from the website alongwith all requisite documents/certificates/testimonials and password, as per dates mentioned by HSCS.
11. The joining shall be deemed to be confirmed only after online reporting by Institute in the presence of the candidate. As per State Govt. orders, fees from SC students admitted through centralized counseling shall not be charged by any institute in any case. All institutes are directed to strictly follow this Govt. order failing which action will be taken against the institute.
12. The institute will update the status of joining/non-joining by a candidate by simply tick marking the checklist online only by checking all the parameters of the check list. The **online generated admission slip** shall be given to the candidate after successful joining.
13. Token admission fee deposited is refundable. For refund of token admission fee candidate shall apply online on website www.hscs.org before the date of start of session, else no application would be entertained and no refund would be processed in any case.
14. Fulfilling of eligibility for MCA for admission to 1st year MCA Course w.r.t. qualification and percentage of qualifying examination shall be proved by the candidate not at the time of seat allotment but at the time of reporting by the candidate at the respective institute

prior to final cut off date for Admissions. A candidate may not be eligible on the 1st day of counseling but may be eligible on subsequent days of counseling due to the reasons, whatsoever. The candidate may seek admission at his/her own risk and cost and if he/she is found in-eligible at the time of reporting, his/her entire dues shall be forfeited and his/her admission shall be cancelled for which he/she shall have no claim, whatsoever.

15. Under no circumstances the original certificates of the candidate should be retained by the institute. The candidate seeking admission will submit 3 sets of his documents/ certificates/ testimonials duly attested by the Principal/ Headmaster of the school/college last attended/any gazetted officer, at the time of reporting in the institute. The Director-Principal/Registrar of the Institute will authenticate these documents/certificates/testimonials after comparing these from the originals and the originals will be returned to the candidate. One set of these documents/certificates/ testimonials thus authenticated by the institute shall be deposited in the affiliating University, for the purpose of registration, for which no original certificate shall be demanded. Anyhow, if the affiliating University, so desires, the original certificates from the candidate can be demanded through the institute of his admission for any purpose whatsoever that may be.
16. For the guidance of candidates, Institute-wise, branch-wise first & last ranks of admission status of the session would be available on counseling website www.tehadmissions.gov.in.
17. The student admitted in Online counseling in a particular institute, but branch upgraded by that Institute (internal sliding within the institute) shall be **considered as institute level admission for all the purposes including fee refund, scholarships etc.**
18. The student admitted in Online counseling in a particular institute, but branch upgraded/changed by that Institute (internal sliding within the institute) shall be **considered as institute level admission for all the purposes including fee refund, scholarships etc.**
19. A call center at Haryana State Counseling Society has been set up to reply any query from the candidates during the counseling period. Queries, if any, may be made at toll free no. 18001802026 or for faster resolution of queries candidates may click "Email Help" link available of www.hscs.org, by giving complete details. Always quote your OLET (MCA) Roll No. while making correspondence regarding admission to MCA course.

Management Quota Seats

Counseling procedure for 25% seats (including 15% seats if any for children/ wards of NRIs) to be filled by the private institutions at their own level:

1. Institute will fill 25% seats at their own level in a just and transparent manner for which they will invite the applications, prepare and display the merit list. The procedure will be displayed by the Institute on its website.
2. The institute will make these admissions before final cut off date of admissions.
3. The minimum eligibility condition for these seats shall remain the same as that for 75% seats to be filled by the Haryana State Counseling Society.
4. In the event of seats remaining vacant, if any, out of these 25% seats, the vacant seats may be filled up before final cut off date of admissions on **first cum first served basis** firstly on the basis of MAT merit/OLET merit and only thereafter on the basis of marks of qualifying examination.
5. In any case all kind of admissions shall be done before the final cut off date admissions (as mentioned by HSCS) and the fee fixed by the State Fee Committee shall be charged as per the laid down procedure. In any case higher fee shall not be charged.
6. The final list of admitted candidates (including the institute level admissions) will be updated online by the institute by last cut off date of admissions.

There are 25% management seats in each program, which are filled by the institute on merit basis. For this advertisements are given in the newspapers in the month of July every year. Students have to fill an application form, available in the institute academic office and also on institute's website. The merit list is displayed within 15 days (approximately) and the admissions are made on the basis of that merit list, in first come first served basis. For MCA merit list is prepared on the basis of OLET rank and in MBA merit list is prepared on the basis of MAT score.

Orientation Program

In the first week of the start of session, an orientation/induction programme is organized for the students for familiarizing them with the institute, faculty, curricula, available learning resources, and assessment policies.

(B) Teaching Learning and Academic Guidance

Prior to the registration of the students, the website of TIMT <http://timt.ac.in> provides clear information about the programmes of study, content and availability of courses and also how and when assessments take place. Once a student joins TIMT, an induction program is held to introduce him/her to the various courses, faculty, curricula, available learning resources, and assessment policies.

The structure and content of study programmes are communicated to the students through the referral guide. This is a comprehensive booklet documenting the various resources available along with the distribution of marks, academic calendar, the books, the journals, and the magazines referred to for each course along with last years question papers of Kurukshetra University.

Teaching takes place in large and airy lecture halls which can comfortably accommodate 60 students. In keeping with the latest state-of-the-art technology, LCD projectors, overhead projectors, interactive white-board are used to impart lessons.

Classes are held from 9 am to 5 pm Lectures and laboratory sessions are held for 50 minutes in MBA and 1hour in MCA. Students have a 15 minute tea-break and 45 minute lunch break. Along with the course curricula, special focus is laid on personality development through debates, declamation contests, role plays, quiz competition, management games, case studies and lectures by prominent academicians and luminaries from the corporate world to supplement the theoretical knowledge with practical implementation.

Learning is an active process that requires thinking. So students are encouraged to ask queries. They are also given time bound assignments and projects in order to accomplish the learning objectives of each course. The evaluation of the same is an important constituent of the semester-end evaluation of the students.

The library at TIMT boasts of 26 National Journals and 14 international journals, 16 national, 1 international magazine for MBA and 2 national, 2 international journals for MCA and 12 national, 2 international magazines for MCA. The library has 13320 books in all. Also, there are 8 general magazines. The library has also subscribed to online publications from the publishers of International repute-SAGE publishers. Through the subscription to IEEE journal, the library has access to abstract records and full text articles published since 1988 with select content published since 1893. The electronic library has access to about 276 journals, transactions, magazines from IEEE and approximately 11,978 IEEE conference proceedings, 118 IET journals, approx. 2356 IET conference proceedings and several thousands of IEEE published standards. Besides these, students have access to an extensive corporate database namely Capitaline. Both MBA as well as MCA departments have their known departmental libraries which prove to be a ready reckoner for both faculty and students. Most of the journals are made available on the in-house server aptly

named Common wealth. Other useful materials like the University question papers are also made available on the same.

There are 228 computers in all at TIMT spread over six computer labs. The students have access to internet, corporate databases such as Capitaline, Capital Markets database, online RBI database, Emerald, Statistical Software Packages like SPSS, SAS, SYSTAT & allied. Ample time is allocated for Capitaline, Internet labs, SPSS and other softwares in the Timetable. The computer labs have extended working hours so that students are able to fully utilize the facilities and meet the requirements of their study programme.

(C) Tutorial Support

One personal tutor for maximum of 15 students.

TUTORS (MCA)

MCA-V and VI Semester

1001 – 1015	-	Mr. Kailash Chander
1016 – 1030	-	Ms. Kulpreet Oberoi
1031 – 1045	-	Mrs. Aarti Singh
1046 – 1060	-	Mrs. Deepa Nehra

MCA- III and IV Semester

1001 – 1015	-	Mr. Gulshan Ahuja
1016 – 1030	-	Mr. Satish Nanda
1031 – 1045	-	Mr. Narinder Rana
1046 – 1060	-	Ms. Harleen Ahuja

MCA- I and II Semester

1001 – 1015	-	Mr. Kailash Chander
1016 – 1030	-	Ms. Kulpreet Oberoi
1031 – 1045	-	Mrs. Aarti Singh
1046 – 1060	-	Mr. Gulshan Ahuja

First of all the personal tutors meet the students assigned to them for introduction and for knowing about any initial problem being suffered by them. He/She provides personal supports and guidance to them and also informs the Director about general development of each student and problem (if any) being faced by any of the student. If required, the information is kept confidential.

TUTORS (MBA)

MBA – I and II Semester

1101/09 – 1115/09	-	Ms. Priyanka Girdhar
1116/09 – 1130/09	-	Mrs. Sapna Sanserwal
1131/09 – 1145/09	-	Mr. Vinod Kumar
1146/09 – 1160/09	-	Ms. Poonam Bakshi
1161/09 – 1175/09	-	Ms. Esha Mehta
1176/09 – 1190/09	-	Dr. Vikas Daryal
1191/09 – 1205/09	-	Mrs. Vandana Madaan
1206/09 – 1221/09	-	Mrs. Nidhi Khurana

MBA – III and IV Semester

1101/08 – 1115/08	-	Dr. Vikas Daryal
1116/08 – 1130/08	-	Dr. R.K Garg
1131/08 – 1145/08	-	Dr. Vinod Pandya ‘Mazaar’
1146/08 – 1160/08	-	Mrs. Vandana Madaan
1161/08 – 1175/08	-	Mrs. Nidhi Khurana
1176/08 – 1190/08	-	Ms. Jaya Malhotra
1191/08 – 1205/08	-	Mrs. Shelly Gupta
1206/08 – 1221/08	-	Ms. Ginni Syal

(D) Student Academic Representation & Evaluation

The faculty and the students are actively involved in academic affairs and improvement of the institute through various committees related to :

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|--|----------------------|------------------------|
| • Academic Affairs | • General Discipline | • Students Welfare |
| • Higher Studies | • Horticulture | • Unfair-means |
| • Review of the Working of the Institute | • Placement | • Feedback |
| • Construction | • Purchases | • Anti-Ragging |
| • Extra Co-Curricular & Functions | • Scholarship | • Internal Examination |

All the committees involving students meet as and when required. They go through mutual discussion and interaction. All the suggestions of the student are considered and discussed and decisions taken accordingly. Regular feedback is received from the student regarding the decisions taken in the meetings.

Apart from this exercise the Institute has placed a suggestion box named “Think Tank” for the students to write down about any matter/ complaints/ suggestion etc. and drop them in the Think Tank. All the letters thus received are gone through in detail every week and are considered for possible implementation and replied through the Notice Board.

(E) Academic Services

TIMT has well stocked computerized library with 13,320 books, 28 national and 16 international journals, 28 national and 3 international magazines, curriculum based CDs along with subscription of online publication from the publishers of international repute like SAGE publishers and IEEE. Most of the journals are made accessible on the in-house server- "*Common wealth*". The institute has six computer labs with state of art technology which facilities the students to have access to internet, strong databases such as Capitaline, Capital Markets database, RBI online database, Emerald, Statistical Software Packages like SPSS, SAS, SYSTAT & allied. The extended working hours of library and computer lab ensures the student to meet the requirement of the programmes of the study and research. Furthermore, the students are provided with suitable time slots within the timetable for admittance to library and computer labs. The exercise and assignments in form of Corporate Database, Stats Guru, Seminars and allied render sufficient opportunity to utilize the aforementioned facilities as well.

The students are offered English language support by organization of distinctive sessions, on Communication Skills, varied PDP activities (like Role Plays, Case Studies, Management Games, Designing of Business Plans, Ad Creation, Print Ad Analysis to name a few), administration of guest lectures on recent managerial practices and experience sharing by renowned corporate personalities.

Several committees (like library committee, think tank and allied) have been formulated to monitor the status and demand for academic services from time to time, which are headed by the Director. The different stakeholders to the academic services render their feedback for the improvement possibilities through various formal and informal mechanisms.

(F) Health, Safety & Security

Health

- Institute has an in-house dispensary with all the required medical facilities under the supervision of a medical practitioner.
- Greenery is provided to the students in the form of a small lawn at the heart of the Institute and Green Vistas at different locations and numerous potted plants.
- Sufficient numbers of water purifiers have been installed in the campus which are regularly cleaned up and maintained.

- Hygienic cafeteria.

Safety

- Fire extinguishers have been installed at all proper locations like main switches, computer labs, library, conference hall etc.

Security

- Security personnel through tie up with an external security agency are available in the campus 24*7.
- An active women cell takes care of the problems and security of female students and staff.

(G) Personal Development

A member of the faculty with more than 30 years experience takes weekly classes of all the students exclusively for personal & personality development.

(H) Discipline

Discipline Maintenance is very important activity of any educational and training Institute. We take all necessary steps to maintain it.

1. Discipline is maintained through attendance rules; leave rules, time table and other activities in which it is required. All the students will be governed by the norms and rules as per Kurukshetra University calendar in the matters of their attendance, requirements, examinations, internal examinations, internal assessments, project works, dissertations, discipline and general conduct.
2. Students are required to fulfill the University criteria of 75% attendance. Proper liaison is maintained with the parents in order to check the truancy among the students.
3. Students are not allowed to attend any phone calls or use mobile phones inside the campus.
4. Proper leave records of students are maintained by the Institute.
5. Students are required to come to the institute on time i.e. 9:00 am sharp in the morning.
6. The Institute has also appointed the Discipline committee of 5 members (3 members from MBA & 2 from MCA) to ensure that rules of the institute are followed strictly and that there can be no misconduct by any of the students during Institute hours.

7. Uniform code has been created in order to create unique identity among the students and to generate the feeling of professionalism in them.
8. The Institute has appointed the women cell committee to handle the grievances of female students and faculty members.
9. Self discipline is also an integral part of culture at TIMT.

(I) Complaints, Appeals and Grievance Procedures

Formal Procedures-

Ombudsman System- Institute provides a proper mechanism to handle the grievances of students by way of “Think Tank” through which they can explain their problems, give their suggestions & recommendations to Director and which gives them a platform for redressal. For this purpose the Institute has appointed grievance handling committee which is headed by Director Dr. Vikas Daryal and Dr. Vinod Pandya. “Think Tank” is opened by committee members fortnightly and the letters replied through the Notice Board. The students are encouraged to have such kind of formal communication and ensured by the committee that their suggestions and complaints are welcome from time to time for betterment of students as well as the Institute.

Step Ladder system- We also provide step by step procedure to entertain student’s grievances in which they communicate their problems to Head of Departments and then Heads bring them to the notice of Director.

Feed back Mechanism- There is a proper formal feed back mechanism. Students write their suggestions on feed back forms and explain their problems related to academics & teaching methodologies.

Informal Procedures-

As in every organization informal communication plays an important role with Formal Chain, we also give the opportunity to students to informally communicate their grievances & suggestions directly to the Director & get benefit from the healthy discussions.

It is matter of pride for the Institute that not even a single case of ragging- personal /verbal has occurred either in the Institute or in any of the hostels till date. The faculty members remain actively vigilant to ensure complete discipline in the classes and outside.

(J) Student Services

The students can ask for any Information/ Clarification from their personal Tutor/ HOD/ Account office/ Prospectus/ Placement Brochures and Notice Boards.

Medical facilities to the student are provided through first-aid boxes and a qualified doctor, who remains available for any eventuality during institute hours.

Guest lectures are arranged for providing the students for professional and job market trends and requirements and job opportunities in different sectors of the market in the country and abroad according to the interest and potentials of the individual students.