Standard Operating Procedure (SOPs)

1. Summer Training Project

As a part of the course curriculum students are required to go for Summer Training of 4 to 6 Weeks after completion of their second semester examination of MBA and fifth semester examination of BBA. In order to complete their training properly the students are required to be in touch with their assigned faculty guide during their training. They have to submit a Summer Training Project Report in the department after completion of training; the steps to complete Summer Training Project are as under:

Step-1

1. The Head of the Department appoints faculty guides for each student of professional programs at beholder and master's level.

2. Students are required to contact CCG&D of the University for getting an industrial organization in which they will pursue their summer training of 4 to 6 weeks. Students may also choose an organization on their own.

3. The topics of the summer training projects are allotted from the organization in which they will carry out their training. The training may be job based or research based.

4. Students are required to submit topic allotment form (Available on Website) duly filled in and signed by the faculty guide along with offer letter to the concerned coordinator.

Step-2

1. The Head of the department notify the schedule of presentation of each student.
2. After completion of training students are required to prepare a power point presentation in consultation with their assigned guide,
3. Students are required to present PPT presentation in scheduled class in Time Table in front of the panel already decided by the Head.
4. The panel will evaluate their performance and do marking (Sessional Marks) and also guide them how to prepare report,

Step-3

1. The students need to prepare the Summer Training Project Reports in consultation with the assigned faculty guide.

2. They have to follow the guide lines for preparation of Summer Training Project Reports on a set format (Available on website)

3. After getting the assigned supervisor's approval, the student needs to submit the Summer Training Project Report to the concerned supervisor and keep one copy for viva voce exam.

4. One External Examiner and one internal examiner will be appointed by the Head which is to be approved by the Controller of Examination. One internal faculty will be nominated by the COE.

5. Finally, the Viva-Voce External examination will be conducted by the university on the scheduled date.

6. Afterward, the supervisor submits the final marks in the Head office that will be forwarded to the controller of Exam for further processing.

Summer Training Project Guidelines for MBA /BBA Programme

An imperative component of MBA and BBA program is **Four to Six Weeks** summer training in a reputed organization. During training, the students carry out an intensive work on a specific management project assigned by the organization. The students gain practical insight into working of the organization and the organization, in turn, gets an opportunity to evaluate the worth of students. This is also an ideal way to learn about an industry and to build a relationship with a prospective employer. The performance during training may lead you to the full time job in future. The internship is done after MBA Part I, Semester II.

Key Points:

1. MBA /BBA students are required to undergo training in their specialization area i.e. MARKETING, HUMAN RESOURCE, FINANCE or IT. MBA students will undergo training in any area of management.
2. The details of assignments provided from the organization must be updated to their training faculty coordinator through E-mail or WhatsApp and a <u>format is also available in on the WhatsApp group and Website which to be submitted to the Training Coordinators duly signed by Faculty Guide as well as Organizational Guide.</u>
3. The Project must have an appropriate title. (Students should request the organization and finalize a title for their Training).
4. In case of primary data collection, the questionnaire has to be designed in consultation with Trainee In charge of the company /organization.
5. Report has to be systematically written as per standard guidelines given by the Department of Commerce & Business Management. **Each page should carry statement of identification, Page number, using header & footer application**.

6. **No two or more reports could be identical even if the organization and project is common. Each student should write a separate report and clearly mention his / her individual contribution.**
7. Prepare 2 (Hard bound) copies of report. Retain original for yourself and submit hard bound copy to the Department for Evaluation.. If company requires, the student may submit one copy to the company.
8. **Collect a Training Certificate** from the organization .The photocopy of same has to be submitted to the Summer Training Coordinator immediately after getting. One colored certificate has to be attached with the original copy of report.
9. Internet and other sources are to be used for secondary data collection. Copying of any similar study from internet will be subject to strict action.

Important Dates
1. **Submission of Training Certificate**: Immediately on beginning of New Session.
2. **Summer Training Report Presentation**: All the students are required to present their summer training through PPT the format is available on WhatsApp group in front of a panel of faculty coordinators for evaluation.
3. **Writing Summer Training Report**: The student is required to write immediately after his/her training report presentation incorporating the inputs the final report and suggestion made by the Evaluators during presentation.
4. **Submission of Report** : The final report has to be submitted within 15 days after the report presentation.
5. **Presentations** : As per time table ,the specific date will be allotted to each Student (Check the Notice Board of the Department)

Guidelines for Writing Summer Training Report

1. **Title Page**
2. **Certificate – By Organization**
3. **Acknowledgment**
4. **Executive Summary**
5. **Contents**
6. **Brief Profile of Company**

   a) Brief history of the company (Industrial Growth and Market Share)
   b) Vision /Mission of company
   c) Organizational Chart
   d) Details of Product /Services
   e) Corporate Strategy as regards to Marketing / HR / Finance/IT
   f) Future Planning
   g) Brief Profile of the organization imparting training, e.g. - Branch, Franchisee, and   Distributors etc.

7. **Daily Diary-Date wise reporting of tasks, assignments and achievements.**

8. **Conceptual Description of the Topic**

9. (I) In case of Primary data Collection and Secondary Data Analysis-

   a) Objectives

b) Research Methodology (Including Type of Research design e.g. Exploratory, Descriptive, Experimental, etc., Sampling Technique & Sample Size)

c) Analysis and Interpretation of Data

d) Findings , Conclusions and Suggestions

e) Limitations of the Study

(II) In case the students is given a Job Based Assignment (like Opening of DMAT Account, sales etc), this section will have the following components-
 a) Division of Tasks as Task 1, Task 2 etc
 b) Division of task Area and profile of the area(locality) to be covered , Customer Profile
 c) Proceeding of the task and completion of the task
 d) Learning and knowledge gained as per objective of the study.
 e) Conclusion and Suggestion

10. References: Books, Articles, Web addresses, Link etc.
11. Annexure

At the time of Training Report Presentation

Power Point Presentation has to be prepared by each student. It must contain the following details:

a) Brief Profile of the Company

b) Detailed Profile of the organization imparting training

c) Organizational Chart and details of the organizational activities of the respective departments of the training organization.

d) Conceptual background of the topic

e) Details of work completed-

- Objectives, Analysis of the data retrieved from the questionnaire, Findings, Suggestion and Limitations

- In case of Job based work- number of clients , profile of subject area ,profile of the clients contacted and experiences in the process

- Post training feedback and learning with respect to the topic

f) Original or Photocopies of all the questionnaires, list of the contacted clients, company brochure and all relevant material have to be produced before the panel of Evaluators.

Department of Commerce & Business Management
Faculty of Commerce & Management
Integral University, Lucknow

Summer Training Project / Training Report Presentation – [BM503/ BM323]

MBA / BBA −2022-2023

Topic Submission Form

Name of the student		**Group**	
Roll.No.		**Enroll No.**	
Area of Specialization		**Research Based / Job Based Training**	
Name & Designation of Industry Guide		**Name & Designation of Faculty Guide**	
Summer Training Project Topic			

I hereby declare that the above Summer Training Project topic is submitted after discussion with my faculty as well as industry guide

[Signature of Student]

[Signature of Faculty Guide]   **[Signature of Industry Guide]**

Last Date of Submission: _____

NOTE:

Please cross whichever is not concerned with you.

A student who wishes to make significant changes to the proposed topic should first discuss them with the guide and then apply in writing to the coordinator/s for permission. The relevant coordinator/s will advise the student in writing that the request for the proposed change to the Summer Training Project topic has been approved or not

Summer Training Project Report
On

Project Title

Submitted in Partial Fulfillment for the Award of Degree of

MASTER OF BUSINESS ADMINISTRATION / BACHELORS OF BUSINESS ADMINISTRATION

Submitted By

_____

Roll No. _____

Under the guidance of

(Name of University Guide & Designation)
_____

Department of Commerce & Business Management
Faculty of Commerce & Management
INTEGRAL UNIVERSITY

Kursi Rd, Lucknow, Uttar Pradesh 226026

Session: 2022-2023

DECLARATION

I, _____, hereby declare that the presented Summer Training Project Report titled

"_____" is uniquely prepared by me after the completion

of 6 weeks work at _____. This has been undertaken for the purpose of

partial fulfillment of MBA program at Faculty of Commerce and Management, Integral University,

Lucknow.

I also confirm that the report is only prepared for my academic requirement, not for any other purpose.

It might not be used with the interest of the opposite party of the corporation.

_____
(Signature of the Candidate)
Name of the Candidate
Enrolment No.:
Roll No.   :

Certificate of Industry Guide

(From the organization where you did your training on letter head)

Department of Commerce & Business Management
Faculty of Commerce & Management
Integral University, Lucknow

CERTIFICATE OF GUIDE
(From University)

This is to certify that the Summer Training Project Report entitled _____, submitted to the Department of Commerce & Business Management, Faculty of Commerce & Management, Integral University, in partial fulfillment for the award of the degree of Master of Business Administration/BBA is a record of work carried out by _____, Roll No. _____, under my guidance.

The Summer Training project Report of student is found to be satisfactory for submission for the award of degree of Master of Business Administration. I wish him all the best for his/her future endeavors.

Dr._____

Professor/ Associate/Assistant Professor

ACKNOWLEDGEMENT

(Body of the text should be paragraphed. The text should be typed in Times New Romans Font, Justified line spacing 2 and font size 12)

Name_____
Roll No.

TABLE OF CONTENT

2. Dissertation Project UG/PG Programs

As a part of the course curriculum students are required to submit a Dissertation Project Report in the department in their fourth semester of PG and Sixth Semester of UG professional courses which will be evaluated by the external examiner and one internal examiner. The steps to complete dissertation project are as under:

Step-1:

1. The Head of the Department assigned two classes per week in the Time Table for Dissertation Project.

2. The Head of the Department notify the students about their assigned dissertation project guides which are also available on website.

3. The department also assigned two faculty members in each group as coordinators who will take the classes (In this class students can remove their doubts and take extra advise for preparation of dissertation project)

4. The students will submit their Dissertation Project Topics in consultation with their respective guides in the set format available on website.

Step-2

1. The head of the department and dissertation project coordinator will notify the students a schedule of presentation of dissertation project during the assigned classes in the time table.

2. The students will present their dissertation in front of the panel of two assigned teachers in each group.

3. The panel will evaluate the student's performance for internal assessment on the basis of dissertation and presentation. Also guide the students how to prepare final report.

Step-3

1. The students will now prepare the Dissertation Project Report on the basis of guide lines and format available of website,

2. The students will submit the Dissertation Project Report to their respective guides they will check and sign the report.

3. The Controller of Examination will announce the date of Dissertation Project Viva -Voce examination

4. The Head of the department nominate one external and one internal examiner and one examiner will be nominated by the COE. The COE will give his approval on these nominations for conducting Viva -Voce examination.

5. Afterward, the coordinators will submit the final marks in the Head office that will be forwarded to the controller of Exam for further processing.

Dissertation Project Guidelines for MBA/BBA /M.Com Programme

Research Project Report is an essential and important part of the MBA/BBA/M.Com curriculum, which helps in developing knowledge and understanding of present business scenario. For PG students the Research Project is an exposure to practical business world. The management students can get knowledge to the real business practices during preparation of Research Project Report. This also gives students an opportunity to work and improve on his/her skills.

Hence be ready to give your best during Research Project Report preparation.

Important points:

1. All the UG and PG students are required to prepare Research Project Report with the help of their respective faculty guides which have been allotted to them earlier (at the time of Summer Training or fresh allotted). You have to meet your respective faculty guides on weekly basis.
2. Students have to decide a topic on which they have to prepare a Research Project Report. The Topic has to be approved by their respective Faculty Guide and has to be submitted to their respective Coordinators of each group.
3. The Research Project Report must have an appropriate Title. (Students should meet their respective guides and finalize a title for their Research Project Report as early as possible).
4. **In case of Primary data collection, the questionnaire has to be designed in consultation with their respective guides.**
5. **In case of Secondary data collection, Internet and other sources are to be used for secondary data collection. Copying of any similar study from internet will be subject to Plagiarism and strict action.**
6. Report has to be systematically written as per standard guidelines given by the Department of Commerce & Business Management. **Each page should carry statement of identification and Page number, using header & footer application**.
7. **No two or more reports could be identical even if the organization and project is common. Each student should write a separate report and clearly mention his / her individual contribution.**
8. Prepare two hard bound copies of Dissertation Report. Retain original for yourself. The other copy will be compiled and submitted in the department after the Research Project Report presentation in the class.

Standard Guidelines for Writing Dissertation Project Report

1. **Title Page (*Format is attached herewith*)**
2. **Acknowledgment**

3. **Certificate- By Guide (** *Format is attached herewith* **)**
4. **Table of Contents or Index**
5. **Executive Summary (A brief summary of the project)/ Abstract)**
6. **Literature Review**
7. **Conceptual Background**
8. **Brief Profile of the Company/ Organization/product/services on which Research is conducted**

    a) Brief History of the company (Industrial Growth and Market Share)
    b) Vision/ Mission of company
    c) Organizational Chart
    d) Details of the product/Services

    9. Research Methodology: From this stage, there will be two types of report preparation

A - In case the student is performing a Primary data Collection and Analysis, this section will have the following components-
    a) Research Objectives
    b) Research Methodology (Including Type of Research design e.g. Exploratory, Descriptive, Experimental, etc., Sampling Technique & Sample Size)
    c) Analysis and Interpretation of Data
    d) Findings , Conclusions and Suggestions
    e) Limitations of the Study
    f) References: Books, Articles, Web addresses, Link etc.
    g) Annexure (For example - Questionnaire has to be enclosed)

B - In case the students is performing a Secondary data based Research, this section will have the following components-
    a) Research Objectives
    b) Research Methodology (Including Type of Research design ,
    c) Proceeding of the task and completion of the task
    d) Learning and knowledge gained as per objective of the study.
    e) Findings, Conclusion and Suggestions
    f) Limitations
    g) References: Books, Articles, Web addresses, Link etc.
    h) Annexure (For example - Reports/ Tables etc are to enclosed)

At the time of Research Project Report Presentation

Power Point Presentation has to be prepared by each student. It must contain the brief summary of Research Project Report.

Note:

- Report has to be systematically written as per the standard guidelines given by the Department of Commerce & Business Management.
- Each page should carry statement of identification (Topic name as header and Student's roll no. and Page no. as footer.)

Department of Commerce & Business Management
Faculty of Commerce & Management
INTEGRAL UNIVERSITY
MBA/M.Com (4th Semester) / BBA (6the Semester)

Dissertation Topic Submission Form

Name of the student		**Group**	
Roll.No.		**Enroll No.**	
Name of the Guide		**Designation of Guide**	
Dissertation Topic			

I hereby declare that the above dissertation topic is submitted after discussion with my dissertation guide.

(Signature of the student)

(Signature of Dissertation Guide)

Last Date of Submission:

NOTE:

A student who wishes to make significant changes to the proposed topic should first discuss them with the guide and then apply in writing to the coordinator/s for permission. The relevant coordinator/s will advise the student in writing that the request for the proposed change to the dissertation topic has been approved or not.

A Dissertation Project Report
On

Project Title

Submitted in Partial Fulfillment for the Award of Degree of

MASTER OF BUSINESS ADMINISTRATION / MASTERS OF COMMERCE / BBA
MBA/M.Com/BBA

Submitted By

_____

Roll No. _____

Under the guidance of
_____

Department of Commerce & Business Management
Faculty of Commerce & Management
INTEGRAL UNIVERSITY

Kursi Rd, Lucknow, Uttar Pradesh 226026

Session: 2022-2023

DECLARATION

I the undersigned solemnly declare that the report of the Dissertation Project work entitled_____, is based on my own work carried out during the course of my study under the supervision of _____

I assert that the statements made and conclusions drawn are an outcome of the project work. I further declare that to the best of my knowledge and belief that the project report does not contain any part of any work which has been submitted for the award of any other degree/diploma/certificate in this University or any other University.

_____
(Signature of the Candidate)
Name of the Candidate
Roll No.:

Department of Commerce & Business Management
Faculty of Commerce & Management
Integral University, Lucknow

CERTIFICATE OF GUIDE

This is to certify that the Dissertation Project entitled _____, submitted to the Department of Commerce & Business Management, Faculty of Commerce & Management, Integral University, in partial fulfillment for the award of the degree of Master of Business Administration /Masters of Commerce / Bachelor of Business Administration, is a record of work carried out by _____, Roll No. _____, under my guidance.

The dissertation project of student is found to be satisfactory for submission for the award of degree of Master of Business Administration. I wish him all the best for his/her future endeavors.

Dr._____
Professor/ Associate/Assistant Professor

ACKNOWLEDGEMENT

(Body of the text should be paragraphed. The text should be typed in Times New Romans Font, Justified line spacing 2 and font size 12)

<div align="right">

Name_____

Roll No.

</div>

TABLE OF CONTENT

Sr. No.	Title	Page No.
I	Title Page	
Ii	Declaration	
Iii	Certificate by Guide	
iv	Acknowledgement	
1	Introduction/Executive Summery	
2	Literature Review	
3	Conceptual Background	
4	Company Profile	
5	Research Methodology	
6	Data Analysis & Interpretation	
7	Finding, Suggestion & Conclusion	
8	Bibliography	
9	Appendix	

3. Industrial Tour /Community Development Project (Applicable in MBA only)

Step -1:

1. Contact Coordinator (Industrial Tour) to make arrangements for the visit.
2. Forward a tentative schedule of visit, number of students, outcomes of the visit to the students.
3. Proposals collected from the Tour Planners for approval of the competent authority.
4. No of Male and Female faculty to accompany.

Step - 2:

1. After receiving a positive reply from the Coordinator, information/notice is put on the department notice board regarding visit and interested students are asked to submit consent form (signed by parents) by stipulated date.

2. An Approval is taken from the University for availing the transportation facility and refreshment of students and faculty members who are going for the trip.

3. Approval must also indicate the exact schedule of the visit, places to be visited and industrial units to be covered on the way.

Step - 3:

1. The approved tour planner is informed by giving letter/order for hiring his services to provide transport on the stipulated date, place and time.

2. The attendance of the students is collected prior to start of travel.

3. The concerned person or organizers are contacted and necessary formalities are completed.

4. After the visit, a detailed report about the visit along with photos is submitted to the Head office.

Step - 4: Submission of Community Development Report

The students who fail to attend industrial tour on account of some valid reason of health or finance of the family would be required to go for community Development Programme in which they will work on the socio-economic issues of any urban society/ rural /slum area that would have managerial implication and submit the report for internal evaluation

Report on Community Development Program: Community Development Programme in which they will work on the socio-economic issues of any urban society/ rural /slum area that would have managerial implication and submit the report for internal evaluation. For guidelines visit departmental page on university website.

BM522 - Dissertation Project & Industrial Tour/ Community Development Program

Part-1 (Dissertation Project) - 40 Marks (Report) + 40 Marks for (External Viva on Dissertation Project)

Students are required to submit Dissertation Project as per provided format.

(Refer to Syllabus BM522)
The project will be entirely research based on area having managerial implications and has to be submitted in the department. Viva-Voce examination will be conducted by external examiner. This project had to be compulsorily done under any one-faculty member of the department who will be the guide of the project and will give a certificate of completion to the candidate on successful completion of the report.

Part-2 (Industrial Tour) – 20 Marks

Students are required to submit Industrial Tour Report just after coming back from

Industrial Tour

 (Refer to Syllabus BM522)
The students will be compulsorily required to go for the industrial tour of 7-10 days along with the selected faculty members. The students who fail to attend industrial tour on account of some valid reason of health or finance of the family would be required to go for community Development Programme in which they will work on the socio-economic issues of any urban society/ rural /slum area that would have managerial implication and submit the report for internal evaluation
NOTE: (Since there is no industrial tour is planned in the session 2021-2022 due to COVID-19, all the students must submit the Community Development Program Report)

Report on Community Development Program
Community Development Programme in which they will work on the socio-economic issues of any urban society/ rural /slum area that would have managerial implication and submit the report for internal evaluation

Guidelines for Writing Community Development Programme Report

The community Development Report is required in spiral binding and consist of
(Supervisors/Guides will be the same as per Dissertation Project)

Community development reports should provide updated information on current projects.
A community development report is a written record of the progress made regarding a specific community. In order to write an accurate report, it is necessary to include certain information such as funding, projects, and plans. This is an opportunity to show investors and community members what has been happening in the community where the project is taking place. Measurements and pictures can be included to provide proof of the positive effects the development has been having on the community.

Visual aids such as bar graphs and pie charts add appeal and readability to a report.

Basic information should be included in a community development report. This includes first the topic of your community development project, MBA program, your name and enrolment number, the date, and the name of department and the university, name of supervisor etc. The next section should be an introduction to the community development project for those who are not familiar with it. A brief overview of the project will suffice in this section. This is basically a general who, what, when, where, why and how of the overall development project.

Community development reports may be given presentation style to donors and investors.

The next part of the community development report should look at what has taken place since the development project began. This should include any projects that have been completed and the steps it took to complete them. Finished projects should be detailed regarding the people involved in completing them. Projects that are currently taking place should also be described in detail, as well as their projected completion dates.

Writers of the community development report should include a section on where the funding came from and where it has gone. Information should be included on businesses and individuals who donated as well as any government or community grants that were received. This should be a written section but can also include visual aids such as bar graphs and pie charts to add appeal and readability to the report. Measurements can be included in this section such as how the community has improved economically since the beginning of the project. Improvement in business sales in the community, for example, is a way to look at measurement and report it to others.

Concluding Part

Finishing a community development report should allow the reader to have a clear and whole picture of the project. Including before and after pictures of various projects can be a helpful way for readers to fully understand the evolution of the community. An additional section at the end of the community development report should speak to the readers about plans for the future. This should include information on where future funding is coming from and where it will be going.

Format
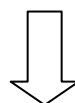
Community Development Project Report
On

Project Title

Submitted in Partial Fulfillment for the Award of Degree of

MASTER OF BUSINESS ADMINISTRATION
MBA
Submitted By

_____

Roll No. _____

Under the guidance of
(Name of University Guide & Designation)

_____

Department of Commerce & Business Management
Faculty of Commerce & Management
INTEGRAL UNIVERSITY

Kursi Rd, Lucknow, Uttar Pradesh 226026

Session: 2021-2022

DECLARATION

I, _____, hereby declare that the presented Community Development Project Report

titled"_____" is uniquely prepared by me after the

completion of 7 to 10 days work at _____ (Name of the Place) . This has

been undertaken for the purpose of partial fulfillment of MBA program at Faculty of Commerce and

Management, Integral University, Lucknow.

I also confirm that the report is only prepared for my academic requirement, not for any other purpose.

It might not be used with the interest of the opposite party of the corporation.

_____
(Signature of the Candidate)
Name of the Candidate
Enrolment No.:
Roll No.   :

ACKNOWLEDGEMENT

(Body of the text should be paragraphed. The text should be typed in Times New Romans Font, Justified line spacing 2 and font size 12)

Name_____

Roll No.

TABLE OF CONTENT

4. Grievance Redressal

Dean of Faculty: Chairman

Head of Department: Member

Step-1: The complainant needs to drop the complaint in the grievance box or they may submit it directly to the chairman's office.

Step-2: The Chairman will direct the head of the concerned committee (constituted at departmental level) regarding its redressal.

Step-3: The head along with the other committee members will look into the matter and inform the Chairman about every minor detail regarding the issue.

Step-4: At the last step, the Chairman along with the committee members will take appropriate action for resolving the matter.

5. Industrial Visit

STEP1: SEEKING PERMISSION

1. Contact the Dean & Head of the department to coordinate the visit.
2. Forward a tentative schedule of the visit, number of visitors, and advantages of the visit to the students.
3. Attach the required documents with the schedule.

STEP2: NOTIFICATION AND APPROVAL

1. After receiving a positive reply from the authorities, information/notice is put on the department notice board regarding visit and interested students are asked to submit consent form (signed by parents) by stipulated date.
2. An approval is taken from the University for availing the transportation facility and refreshment of students and faculty members who are going for the trip.
3. Approval must also indicate the exact schedule of the visit.

STEP3: GOING FOR VISIT

1. The concerned transporter is informed by giving letter/order for hiring his services to provide transport on the stipulated date, place and time.
2. The attendance of the students is collected prior to start of travel and on each day of the visit.
3. The concerned person or organizers are contacted and necessary formalities are completed.
4. After the visit, a detailed report about the visit along with photos is submitted to the Dean and Head of the Department.
5. A complete report of the visit along with the photographs is uploaded on the departmental website.

PLACEMENT AND CARRIER COUNSELLING

- The department has a Training & Placement committee that works in coordination with the Centre for Career guidance and development (CCG&D).
- The Departmental placement committee invites speakers from the industry/organization for the Guidance, Mentoring & Motivation of the students.
- The Department training and placement committee organizes Mock Interviews and Group Discussions for the students.

For further detail: https://iul.ac.in/ccgnd/Default.aspx

STUDENT REGISTRATION PROCESS FOR PLACEMENT

- Students should register themselves for placements with Placement coordinators in the beginning of the 6th Semester.
- Placement coordinator will collate the data collected and submit to Dean & Head and CCG& D.
- Assessment Test will be conducted to all the registered students to assess the skills of the student.

- Based on the assessment result, training will be organized for all the students, it is mandatory to undergo training if students wants to appear for the selection process,
- On completion of training, students will be reassessed for their improvement in the aptitude skills.
- Campus recruitment will be organized for the students who will complete the training and development process.
- Students will be informed about the company visit three days in advance.
- Results will be announced to the students at the end of the recruitment process.
- Once the students receive the offer letter by mail, they have been asked to submit the same to the department Placement coordinator.
- Those students selected for the internship will submit the internship request form (held in Placement coordinators) to the Department along with the Internship offer letter received from the company

6. Department Placement Coordinators (DPCs)

Faculty coordinator contact details

Faculty Coordinator Name	Mobile No.	E-mail ID
Mr. Mohd Ariz Siddiqui	7007412852	arizmohd@iul.ac.in
Dr. Shariq Nadeem	7318288833	shariqn@iul.ac.in
Dr. Nazia Akhlaq	9838746163	naziaa@iul.ac.in

Student coordinators contact details

Student Coordinator Name	Mobile No.	E-mail ID
Hera Fatima	8112911324	herafatima814@gmail.com
Areeb Ahmad	7800686914	mbaareeb@student.iul.ac.in
Avjet Kaur	9044400437	avjeet@student.iul.ac.in
Mohd. Maaz Khan	9565444752	maazmdk@student.iul.ac.in
Nawaz Ali	9315830076	nawazalii@student.iul.ac.in
Basma Amin	7905871155	basmaamin@student.iul.ac.in
Farheen Kafeel	9555986432	farheenkl@student.iul.ac.in
Azhar Hasan Kazmi	9198997675	hasankazm@student.iul.ac.in

7. Cleaning Work & Maintenance

Dean Office/HOD Office / Faculty Room's Cleaning	
Task	Frequency
Clean and Disinfect Rooms	Daily
Disinfect all toilets, urinals and fixtures	Daily
Disinfect all door and partition handles	Daily
Empty trash and sanitary receptacles	Daily
Clean all working surfaces	Daily
Sweep and wet mop(disinfect) floors	Daily
Spot clean walls, doors, jams and windows	Weekly
Wash trash receptacles	Daily
Clean Grills	Daily
Dust ceiling and light fixtures	Weekly
Class Room/Smart Room Cleaning	
Task	Frequency
Dust mop/Damp mop tile floors	Daily
Disinfect door handles (inside and outside)	Daily
Empty trash receptacle	Daily
Straighten and clean furniture	Daily
Clean chalk boards and chalk trays	Daily
Dust monitor/overhead projector	Daily
Check for burned out lights	Daily
Wipe all horizontal surfaces, including students' desks	Daily
Wash trash receptacles	Daily
Dust light fixtures and clock	Weekly
Computer Lab/Departmental Library & Seminar Cleaning	
Task	Frequency
Dust mop/Damp mop tile floors	Daily
Empty trash	Daily
Straighten and clean furniture	Daily
Clean all working surfaces	Daily
Dusting of machine/equipment	Daily
Clean walls, doors and windows	Daily
Wash trash receptacles	Daily

Dust ceiling and light fixtures	Weekly

Entrance/Corridor and Staircase Cleaning	
Task	**Frequency**
Clean and disinfect drinking water cooler	Daily
Empty trash receptacle	Daily
Dust mop and wet mop entire area	Daily
Dust Grills	Daily
Clean doors, horizontal surfaces, windows and walls	Daily
Dust ceiling area and light fixtures	Weekly
Clean Staircase	Daily
Disinfect door handles (inside and outside)	Daily

8. Office Maintenance:

1. No one is permitted to have access to the computer lab of the department without prior permission of the competent authority.
2. Keeping the workplace neat and clean is the responsibility of the faculty as well as the students.
3. Talking, shouting, listening to music and excessive use of mobile phones are not allowed in the department.
4. The staff/students are responsible for saving electricity and ensuring energy conservation in the department.
5. COVID 19 protocols should be strictly followed while performing routine tasks and visiting the department.

NOTE: In case of any clarification the students/ staff may contact the Office, Department of Commerce during office hours or email headmgm@iul.ac.in

9. Maintaining & Utilizing Computer Labs:

Lab Assistant:

Computer Lab	
Availability of system in the Lab	**Time Table is followed by the students.**
	Faculty Members can use the System as per the availability
INSTRUCTIONS-	
1. Duties of Lab Instructor/Assistant	Each lab has Lab Instructor/Assistant to look after the Lab.
	Lab Instructor/Assistant is responsible for assisting students with gaining access to computer, operating work, saving files etc.
	Lab hardware and software functions are inspected by Lab Instructor/Assistant before the commencement of practical classes and examinations.
	Hardware/Software and necessary documents pertaining to lab are regularly maintained by the Lab Instructor/Assistant.
2. Facilities	Computers are well equipped with all basic features.
	White board, air conditioners and Computer Systems are also subject to regular maintenance and sometimes further servicing and repairing.
	For requirement of any software/hardware, an application has to be submitted to the HOD for further follow up and action.
3. Access to the Computer Lab	Currently enrolled students in all academic programs are allowed to use the computer Labs as per their time table.
	Unique Mail-ID /login ID and password with the institution domain name is given to the students on their admission in the course.
	Faculty/staff are also provided access to the Labs.
4. Operating Hours	Computer Labs are open on all working days. Monday to Friday-9:00am-4:00 pm Saturdays 9:00 am-12:20 pm.
	Information about early closings during exams or any other maintenance work is posted in advance.

5.Lab Reservations	Labs are reserved for the practical classes as per the practical examination schedule.
6. Reporting Problems	Complaint Register is maintained in each lab for students.
	Problems with hardware or software are reported to the Lab Instructor/Assistant to rectify immediately.
	For any repair/maintenance/up gradation beyond the scope of the Lab Instructor/Assistant, an application is moved through the permission of the HOD.
7. Do's & Don'ts	Cell phones and other electronic devices are turned on silent or off mode before entering a Computer Lab.
	Students are not allowed to unplug or disconnect any equipment to provide their laptops with power, network connectivity, or other such resources without permission.
	Downloading or displaying obscene material, listening music, watching entertainment videos/movies, copyright infringements, and the transmittal of viruses are subjected to disciplinary action.
	Printing is limited to department-related works for faculty and staff only.
	All lab computers are banned for social sites e.g., Facebook, YouTube etc.
	Eating, drinking, smoking and use of tobacco is prohibited.
	Disruptive behaviour and shouting are prohibited.
8. Policy Abuse	Teacher In Charge (Computer Lab) has the authority to restrict Lab access for any person who abuses the computer Lab instructions with the permission of the Hod/Dean.

10. Departmental Library

Library Assistant- Mr. Furkan

Departmental Library – Books Procurement

Books and their Filing in Shelves	
Step - 1: Approval for book Purchase	Submission of books recommendation by faculty members and students to the departmental Library.
	Recommendations are checked by departmental Library Incharge for duplicate, availability, etc.
	Approval is taken for the recommended books by departmental librarian from HOD/Dean and then finally from Central Library Incharge.
Step - 2: Order Placement and Physical Verification of Purchased Books	The recommended list of books is sent to the Central Library for placing order.
	Physical verification: Annual physical verification by the internal staff of the department. Every year, a committee of the central Library does this through physical verification.
Step - 3 : Processing Bill	Accessioning of books in the accession register of Central Library then in Departmental Library as well.
	Finally, the bill is processed and submitted to central accounts section through Central Library
Step - 4 : Technical Processing	Technical processing of the books including classification, cataloging and indexing is done.
	Physical processing of the books including pasting of authority slips, placing the tags and stamping is carried out.

	Then the books are handed over to the departmental library incharge by the central Library to be placed in shelves according to their call number by the library staff in the department Library.

Departmental Library – Book Accession

Step 1 : Noting the Accession Number	With the help of bar Code reader, the accession number of books on the shelves are recorded in the excel file on the computer.
	While recording the accession numbers, books are physically checked and are taken out of shelf; if the book is damaged/beyond repair then it is sent for repairing to central library.
Step 2 : Re-verifying the missing Books	List of books again checked against the departmental collection.
	The final list of missing books is reported to the University Librarian for necessary action.

Departmental Library - Book Issue and Return Policy of departmental Library

UG Students	Issue of Books	After verifying the multipurpose ID / library Card the membership is ascertained.
		Books are issued as per rule of the university.
		Students return the book as per the due date or else they have to pay fine Rs3/- per day per book.
PG Students	Issue of Books	After verifying the multipurpose ID / library Card the membership is ascertained.
		Books are issued as per rule of the university.

		Students return the book as per the due date or else they have to pay fine Rs3/- per day per book.
Research Scholars	Issue of Books	After verifying the multipurpose ID / library Card the membership is ascertained.
		Books are issued as per rule of the university.
		Research Scholars return the book as per the due date or else they have to pay fine Rs3/- per day per book.
Faculty Members	Issue of Books	After verifying the multipurpose ID / library Card the membership is ascertained.
		Books are issued as per rule of the university.
		Faculty members return the book as per the due date or else they have to pay fine Rs3/- per day per book.
In case of loss/damage, the person concerned would bear the cost of the book OR would submit the latest edition of the book.		

Instructions

1.Duties of Departmental Library Incharge	Log books and registers for record of all activities are regularly maintained by the departmental library incharge.
2. Facilities	Departmental Library is well equipped and fully furnished.
	Seating Area for UG, PG Students, Research Scholars and Faculty Members is provided.
	Research Lab having computers/scanner/printer/photocopier available for students/research scholars and faculty members to do research work.
	Air conditioners are also subject to regular maintenance.

3.Access to the Departmental Library	Teachers, currently-enrolled research scholars, UG and PG students in all academic programs of the department are allowed to use the seminar Library.
4. Operating Hours	Department Library is open on all working days from Monday to Friday-9:00 am to 4:00 pm and on Saturdays-9.00am to 12:20 pm.
	Information about early closings during exams or any other maintenance work is posted in advance.
5. Reporting Problems	Complaint file is maintained in departmental library.
	For any repair/maintenance/up gradation beyond the scope of the departmental library incharge, the application is forwarded to the HOD/Dean for further action.
6. Do's & Don'ts	Cell phones and other electronic devices are turned on silent or off mode before entering a seminar.
	Eating, drinking, smoking and use of tobacco is prohibited.
	Disruptive behavior and shouting are prohibited.
7. Policy Abuse	Departmental Library In Charge has the authority to restrict departmental library access for any person who abuses the departmental Library instructions with the permission of the HOD/Dean.

Consequences
1. Violation of the preceding policies and guidelines will result in disciplinary action-
2. 1. Student is given a verbal warning.
3. 2. Student will be asked to leave the Departmental Library.
4. 3. Student's name will be given to the HOD/Dean office through Library in Charge for appropriate action, which could result in loss of privileges or being banned from the departmental Library.