

Dear Students,

Welcome to the MBA programme of Geetanjali Institute of Technical Studies. We hope that your two years' stay at GITS will be a memorable experience.

There are certain points ,which we would like to explain to you so that we can serve you well and you also remain very clear about the programme demands:-

- ❖ This programme involves your continuous class participation in all the academic and co-curricular activities. Your progress will be regularly monitored by the faculty members and the mentors.
- ❖ As per Rajasthan Technical University (RTU) rules, 75% class attendance is mandatory.
- ❖ Students must follow the netiquettes circulated by the department for online classes.
- ❖ In every course, there will be two internal tests and assignments along with the other activities. We expect that the student will appear in both the internal tests. Both the tests are compulsory.
- ❖ Internal exam pattern —There will be two sections: - Section A and Section B. Section A will carry 4 questions out of which student have to attempt any two, whereas section B will carry 1 question which is compulsory.
- ❖ Every internal test will carry 30 Marks. The duration of the internal test will be of one and half hour. The entire test schedule will be conducted within 2-3 days.
- ❖ Further the coverage, pattern and timings of internals will be governed by RTU guidelines.
- ❖ The syllabus for the first internal test will be two to four modules in every subject.
- ❖ The syllabus for the second internal test will be full course.
- ❖ It is mandatory for all the students to remain in the prescribed college uniform. (except Saturday).
- ❖ On Saturdays and on any outing events the attire must be graceful.
- ❖ Students are required to submit their assignments in every subject as per the directions of the concerned faculty member.
- ❖ It is the duty of every student to know about their class schedule, dates of internal exam, assignments and other details about the course from time to time. In case of any ignorance on the part of the students the college will not be responsible.
- ❖ The students are required to clear their fees due (if any) latest by

Prof. P.K. Jain
(Director, MBA)