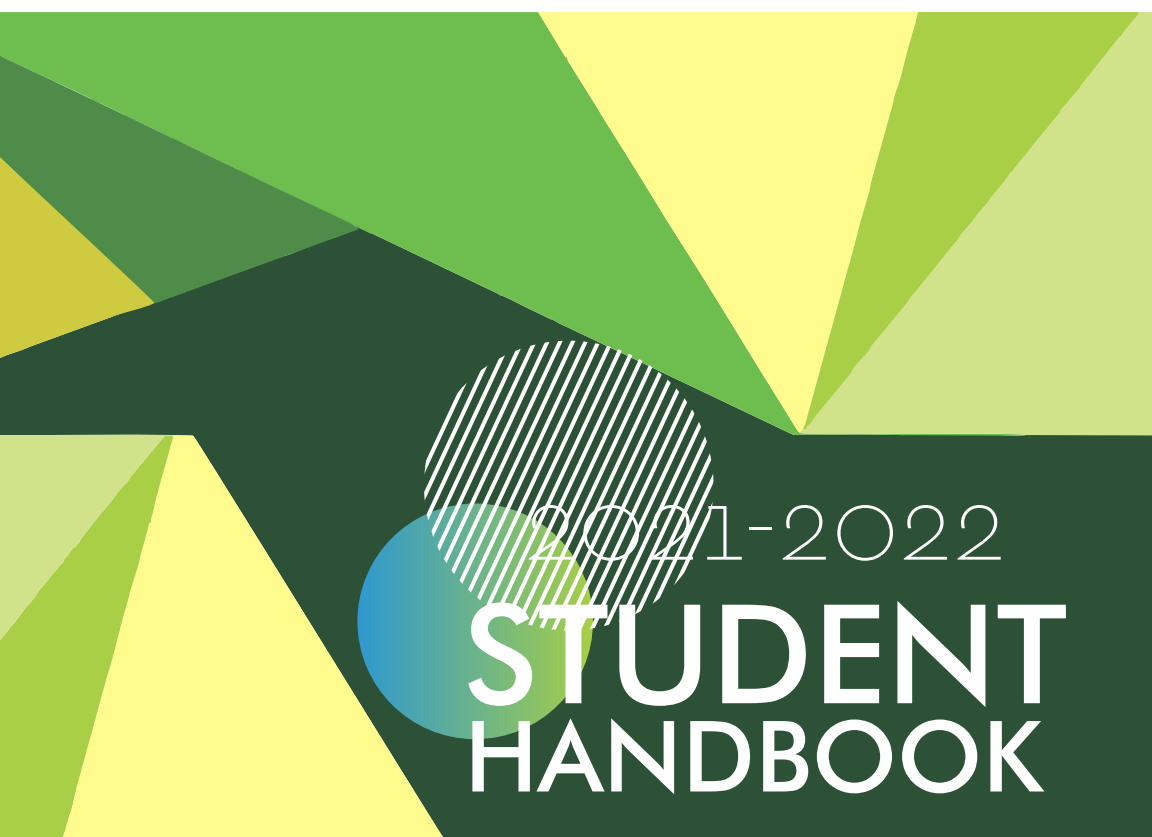


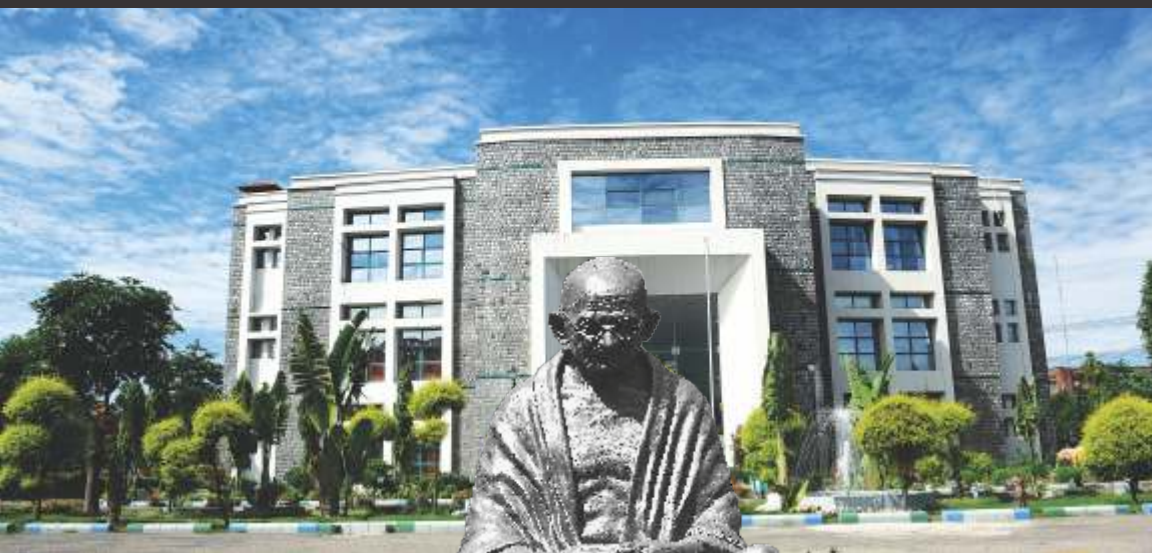


Excellence with Values

**BIMTECH**  
**BIRLA INSTITUTE**  
OF MANAGEMENT TECHNOLOGY



2021-2022  
**STUDENT  
HANDBOOK**



**We are inspired by**



Late Dr. (Smt.) Sarala Birla & Syt. B.K. Birla

## **VISION**

Developing ethical leaders with entrepreneurial and global mindset striving for sustainability and inclusive growth.

## **MISSION**

- To be the preferred choice for students, faculty and recruiters.
  - To create and disseminate knowledge in global context.
- To imbibe entrepreneurial culture through curriculum, pedagogy, research and mentoring.
  - To equip students for global business leadership.
  - To develop faculty as global thought leaders.
  - To ingrain ethics, sustainability and inclusive growth in all its activities.

## **VALUES**

Ethics and Integrity  
Sustainability and Transparency  
Innovativeness and Entrepreneurship



**Dr. H Chaturvedi**  
*Director*

Dear Students,

Greetings and a hearty welcome to the Birla Institute of Management Technology!

It is my privilege to extend a warm welcome to you. These are unprecedented times for all of us as we live through the rapidly unfolding challenges caused by the spread of COVID-19. However, our students are indeed our first priority, and I can assure you that we are taking all the steps so that our students' learning and engagement are least hampered due to pandemic.

Our B-school has been at the forefront to embrace changes all the times. We have a unique mix of faculty having pure academicians as well as practising professors who reinforce each other to renovation the pedagogy, curricula and overall working of the institute with changing times. We have revamped our curriculum in such a way that our students are always ready to face any global crises, disaster, war or epidemic in their future roles as managers or leaders. We ensure the continuity of teaching and learning of our students while keeping their health, wellness and career opportunities in mind.

By joining BIMTECH, you are embarking on an education system that is meant to be transformative – academically, socially, and personally. “Excellence and Values” are our guiding principles which are reflected in every activity of the Institute. You will come to grips with your ability to have compassion for others – and more important, compassion for self. Our Handbook clarifies those values and standards and we expect you to honour them in your conduct as a student in the college and thereafter in industry.

Once again, welcome to the BIMTECH family and our community of shared principles and values.

Wish you a happy, healthy, and fruitful two years ahead.

Best wishes!



## Personal Details

Name \_\_\_\_\_

Identity Card No. \_\_\_\_\_

Address \_\_\_\_\_

Driving Licence No. \_\_\_\_\_

\_\_\_\_\_

Passport No. \_\_\_\_\_

\_\_\_\_\_

Bank Account No. \_\_\_\_\_

\_\_\_\_\_

Credit Card No. \_\_\_\_\_

Telephone \_\_\_\_\_

Debit Card No. \_\_\_\_\_

Mobile \_\_\_\_\_

Insurance Policy No. \_\_\_\_\_

Fax \_\_\_\_\_

Aadhar Card No. \_\_\_\_\_

E-mail \_\_\_\_\_

PAN No. \_\_\_\_\_

Blood Group \_\_\_\_\_

Car/Bike Registration No. \_\_\_\_\_

## Important Contacts

Doctor \_\_\_\_\_

Dentist \_\_\_\_\_

Airport \_\_\_\_\_ Train \_\_\_\_\_

Taxi Services \_\_\_\_\_

Ambulance \_\_\_\_\_ Police \_\_\_\_\_

Travel Agent \_\_\_\_\_

Others \_\_\_\_\_



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## Telephone Directory

### Student Help Line Numbers

S.No.	Name	Mobile Nos.	Extension
1	Dr. Rishi Tiwari, Proctor	9810583623	401
2	Dr. Abhijit Chatteraj, Dean Students Welfare and Support Services	9765419263	390
3	Ms. Rupali Singh, Warden, Girls Hostel	9716201832	416
4	Mr. Des Raj Sharma, Warden, Boys Hostel at RCI Vidya Vihar	9999275610	175 / 275 (Residence)
5	Ms. Dairi Chatterjee - Warden, Girls Hostel	8076327694	432
6	Dr. R.K. Chaubey, Resident Medical Officer	9313243642	100 / 524 (Residence)

### Academic Block

S. No.	Executive Office	Office	Extension
1	Dr. Harivansh Chaturvedi, Director	A-2, GF	301
2	Dr. Anupam Varma, Dy. Director and Dean (Academics)	F-1, GF	302
3	Dr. Arunaditya Sahay, Dean (Research)	F-12, FF	304
4	Dr. Kishan Chand Arora, Registrar	F-2, GF	303
5	Prof. Kishor Kumar Sinha, Dean Executive Education Program	F25, FF	351
6	Dr. Abhijit Chatteraj, Dean Students Welfare and Support Services	F-66, SF	390
7	Dr. Somonnoy Ghosh, Head (Internal Quality Assurance Cell)	F-74, SF	444
8	Mr. Chandrasekharan Nair, P.S. to Director	A-10, GF	311
9	Mr. Murali V.N., Officer to Dy. Director	A-11, GF	312
10	Mr. Ajeet Singh Rauthan, Manager, Office of Dean (Research)	F-12, FF	365
11	Mr. Lavesh Kumar, Officer to Registrar	A-12, GF	313
12	Mr. Sreevalsan Kunnath, P.S. to Dean Executive Education Program	O-2, FF	375
13	Chairperson BOG Office	A-1, GF	300
14	Reception	GF	333/9

### Academic Support

S.No.	Admission Office	Office	Extension
1	Prof. Chanchal Kushwaha , Chairperson	A-6, GF	330
2	Mr. Anshuman Srivastava, Sr. Manager	A-6, GF	425
3	Ms. Sangeeta Safaya, Manager	A-6, GF	332
4	Mr. Firoj Khan, Senior Assistant	A-6, GF	334
5	Ms. Reenu Yadav, Counsellor	A-6, GF	331

S.No.	Administration Office	Office	Extension
1	Mr. Rajib Kumar Sharma, Sr. Admin Officer	A-4, GF	306
2	Mr. Mahesh Kohad, Senior Assistant	A-4, GF	307
3	Mr. Dinesh Tadiyal, Assistant	A-4, GF	341
4	Mr. Dharmesh Singh/ Mr. Naresh Kumar, Assistant	A-4, GF	340
5	Mr. Aavesh Kumar/ Mr. Pramod Kant,Assistant	A-13, FF/Near Alumni Cell, GF	379/163

S. No.	Centre for Corporate Relations (CCR)	Office	Extension
1	Prof. Rajeev Sharma, Chairperson	A-30, GF	355
2	Mr. Amit Saxena ,Sr. Manager	A-30, GF	326
3	Ms. Gurpreet Kaur, Sr. Manager	A-30, GF	328
4	Mr. Jai Singh, Asst. Manager	A-30, GF	327
5	Mr. Alok Kumar, Sr. Assistant	A-30, GF	329
6		A-30, GF	328
7	Mr. Dheeraj Kumar,DEO	A-30, GF	329

S. No.	Alumni Relations Department	Office	Extension
1	Dr. Gagan Katiyar, Convenor	F-13, FF	359
2	Ms Madhavi Sharma, Manager	Alumni Cell,GF	323

S. No.	Examination Department	Office	Extension
1	Prof. Kamal Kalra, Controller of Examinations	F-22, FF	368
2	Dr. Navin Srivastava, Dy. Controller of Examinations	F-23, FF	366
3	Mr. Prince Kumar, Manager	F-24, FF	367
4	Mr. Kapil Kumar, Senior Assistant	F-24, FF	369

S. No.	Finance and Accounts Department	Office	Extension
1	Mr. YS Agarwal.,DGM-Finance	A-5, GF	310
2	Mr. Jitendra Sharma,Asstt. Manager-Finance	A-5, GF	309
3	Mr. Firoz Ahamad, Sr. Accountant	A-5, GF	309
4	Mr. Rakesh Kumar,Accountant	A-5, GF	308
5	Mr. Amit Sharma,Cashier cum Accountant	A-5, GF	308

S.No.	HR Department	Office	Extension
1	Dr. Kishan Chand Arora, Head-HR	F-2, GF	303
2	Ms. Himani, Manager-HR	A-19, GF	305
3	Mr. Kamal Narayan Tiwari, DEO	A-19, GF	314

S. No.	Centre for International Affairs (CIA)	Office	Extension
1	Dr.Nimisha Singh, Convenor	F-53, SF	427
2	Mr. Kirit Shah, Manager	A-18, SF	426
3	Mr. Amardeep Burman, Asstt. Manager	A-18, SF	423

S. No.	IT and ERP Department	Office	Extension
1	Prof. Sanjiva Shankar Dubey , Head	F-10, GF	349
2	Dr.Kapil Garg, Head-IT Infrastructure	F-59	404
3	Mr. Neeraj Jha,Assistant Manager	Server, FF	320
4	Mr. Anand Sukul,Asistant Manager	Computer Lab I, GF	321
5	IT Service Room	Computer Lab II, GF	322
6	Mr. Nishant Kumar, Web Admin	A-17, SF	418

S.No.	Library		Extension
1	Dr. Rishi Kumar Tiwari, Head Librarian	Library, SF	401
2	Library	Library, SF	400

S.No.	Centre for Corporate Communications	Office	Extension
1	Mr.Anshuman Srivastava, Convener	A-6,GF	425
2	Prof. Saloni Sinha-Member	F-68,SF	392
3	Dr.Shradha Kabra-Member	F-54	411
4	Prof. Chanchal Kushwaha ,Member	A-6, GF	330
5	Mr.Nishant-Member	A-17,SF	418

## Research and Academic Centres

### Research Centres

S. No.	Centre for Research Studies	Office	Extension
1	Dr. Arvind Virendranath Shukla, Chairperson	A20, GF	315
2	Dr. Subhanjan Sengupta, Coordinator	F50,SF	412
3	Mr. Shivendra Singh, Executive	A-21, GF	316

S.No.	Centre for Management Case Development (CMCD)	Office	Extension
1	Dr. A.K. Dey, Chairperson	F-05, GF	324
2	Dr. Archana Shrivastava, Member	F-51, SF	382
3	Dr. Nimisha Singh, Member	F-53, SF	427
4	Dr. Veenu Sharma, Member	F-16,FF	408

S.No.	Centre for Sustainability and CSR (CSC)	Office	Extension
1	Chairperson	F-41, SF	386
2	Dr. Vineeta Dutta Roy, Co-ordinator - CSR Research & Network	F-52,SF	383
3	Dr. Rishi Tiwari, Co-ordinator - CSR Community Outreach	Library ,SF	401
4			438
5	Mr. Mohd Arif Ali, Programme Executive		379

S.No.	Centre for Innovation, Entrepreneurship Development & Family Business (CIED)	Office	Extension
1	Dr. Abha Rishi, Chairperson	AIC, SF	356
2		F-8, GF	422
3	Dr. Arunaditya Sahay, Member	F-12, FF	304
4	Prof. Sunil Sangra , Member	F-27, FF	373
5		AIC, SF	360

S.No.	Atal Incubation Centre-BIMTECH (AIC BIMTECH)	Office	Extension
1	Dr Abha Rishi, Chief Executive Officer	AIC-BIMTECH, SF	356
2			
3	Mr. Anil Kumar Singh,Sr.Incubation Manager	AIC-BIMTECH,SF	516
4	Mr.Abhinav Singh Rawat,Marketing Manager	AIC-BIMTECH,SF	516

S.No.	Centre for Faculty Development (CFD)	Office	Extension
1	Prof. Dhruva Chak, Chairperson	F-28, FF	377
2	Ms.Madhavi Sharma, Manager	Alumni Cell,GF	323

S.No.	Centre for Management Development and Consultancy (CMDC)	Office	Extension
1	Chairperson	O2, FF	374
2	Prof.Kishore Kumar Sinha, Dean Executive Programme	F-25,FF	351
3	Dr.Itilekha Dash, Convener	F-55,SF	381
4	Mr. Abhinav Kumar, Manager	O-2, FF	375
5	Mr. Sreevalsan Kunnath, P.S. to Dean Executive Education Program	O-2, FF	375
6	Ms. Nidhi Lakhnpal, Assistant	O-2, FF	375

### Academic Programs

S.No.	Doctoral Programme (FPM/EFPM)	Office	Extension
1	Dr. Arvind Virendranath Shukla, Chairperson	A20, GF	315
2	Dr. Subhanjan Sengupta, Programme Coordinator	F50,SF	412
3	Mr. Shivendra Singh, Programme Executive	A-21, GF	316

S.No.	Programme for Business Management (PGDM)	Office	Extension
1	Dr. Lakshmanan Ramani, Programme Chairperson	F-14, FF	357
2	Dr. Sourabh Bishnoi, Programme Coordinator	F-35, SF	395
3	Dr. Kapil Garg, Programme Coordinator	F-59,FF	404
4	Dr. Amrendra Pandey, Programme Coordinator	F-61,FF	407
5	Ms. Meenakshi Bhat, Sr. Academic Manager	A-15, FF	417
6	Mr. Vijay Kumar, Programme Executive	A-15, FF	417
7	Mr. Bharat Chauhan, Attendant	A-15, FF	417

S.No.	Programme for International Business & Policy (PGDM-IB)	Office	Extension
1	Dr. Anuj Sharma, Programme Chairperson	F-9, GF	353
2	Dr. Archana Singh, Programme Coordinator	F-58, FF	419
3	Ms. Rupali Singh, Sr. Academic Manager & CCR Member	A-16, FF	416
4	Mr. Arun V.S., Programme Executive	A-16, FF	416

<b>S.No.</b>	<b>Programme for Retail Management (PGDM-RM)</b>	<b>Office</b>	<b>Extension</b>
1	Dr. Gagan Katiyar, Chairperson	F-13, FF	359
2	Prof. Manoj Kumar Pant, OJT Coordinator	F-39, SF	399
3	Dr. Veenu Sharma, Program Coordinator & CCR Member	F-21, FF	408
4	Mr. Saikrushna Bharati, Academic Manager	A-14, FF	415
5	Mr. Ajab Singh, Sr.Programme Executive	A-14, FF	415

<b>S.No.</b>	<b>Programme for Insurance Business Management (PGDM-IBM)</b>	<b>Office</b>	<b>Extension</b>
1	Prof. (Dr.) Abhijit K. Chatteraj, Chairperson	F-66, SF	390
2	Prof. Manoj K. Pandey- Programme Coordinator	F-65, SF	378
3	Mr. Anil Jaiswal, Assistant Manager	A-18, SF	414
4	Mr. Brijesh Kumar, DEO	A-18, SF	438

<b>S.No.</b>	<b>Executive PGDM Programme (PGPX)</b>	<b>Office</b>	<b>Extension</b>
1	Dr. Rahul Singh- Chairperson	F-26,FF	372
2	Prof.Pratik Priyadarshi- Coordinator	PGPX Office,GF	319

<b>S.No.</b>	<b>Centre for Online Studies</b>	<b>Office</b>	<b>Extension</b>
1	Dr.Sanjiva Shankar Dubey-Chairperson	F-10, GF	349
2	Prof.Monika Mittal-Programme Coordinator	F-63,SF	328

## Faculty

### Professors

S.N	Name	Designation	Mobile No.	Extension
1	HARIVANSH CHATURVEDI	Director		301
2	ANUPAM VARMA	Dy. Director		302
3	ARUNADITYA SAHAY	Prof. & Dean Research		304
4	KISHAN CHAND ARORA	Registrar		303
5	AJOY KUMAR DEY	Prof.		324
6	RICHARD JOHN MASILAMAN	Prof.		344
7	GOKULNANDA PATEL	Prof.		376
8	JAGDISH SHETTIGAR	Prof.		346
9	ARVIND VIRENDRANATH SHUKLA	Prof.		315
10	DHRUVA CHAK	Prof.		377
11	KISHORE KUMAR SINHA	Prof.		351
12	SUNIL SANGRA	Prof.		373
13	SANJIVA SHANKAR DUBEY	Prof.		349
14	ABHIJIT KUMAR CHATTORAJ	Prof.		390
15	PANKAJ PRIYA	Prof.		397
16	AMARNATH BOSE	Prof.		398
17	RAHUL SINGH	Prof.		372
18	LAKSHMANAN RAMANI	Prof.		357
19	MANOSI CHAUDHURI	Prof.		354
20	ASHOK KUMAR MALHOTRA	Prof.		348

### Associate Professors

S.N	Name	Designation	Mobile No.	Extension
1	ANUJ SHARMA	Asso. Prof.		353
2	ABHA RISHI	Asso. Prof.		356
3	GIRISH JAIN	Asso. Prof.		362
4	VINEETA DUTTA	Asso. Prof.		383
5	KAMAL KALRA	Asso. Prof.		368
6	MANOJ KUMAR PANDEY	Asso. Prof.		378
7	MANOJ KUMAR PANT	Asso. Prof.		399
8	KRISHNA AKALAMKAM	Asso. Prof.		396



### Associate Professors

S.N	Name	Designation	Mobile No.	Extension
9	MEENA BHATIA	Asso. Prof.		358
10	SOMONNOY GHOSH	Asso. Prof.		444
11	GAGAN KATIYAR	Asso. Prof.		359
12	ARCHANA SHRIVASTAV	Asso. Prof.		382
13	JAYA GUPTA	Asso. Prof.		429
14	POOJA MISRA	Asso. Prof.		384
15	SOURABH BISHNOI	Asso. Prof.		395
16	PRATIK PRIYADARSHI	Asso. Prof.		319
17	SHALINI SINGH	Asso. Prof.		402

### Assistant Professors

S.N	Name	Designation	Mobile No.	Extension
1	HIMANSHI TIWARI	Asstt. Prof.		391
2	RAJEEV SHARMA	Asstt. Prof.		355
3	NAVIN KUMAR SHRIVASTAVA	Asstt. Prof.		366
4	KAPIL GARG	Asstt. Prof.		404
5	MONIKA MITTAL	Asstt. Prof.		433
6	CHANCHAL KUSHWAHA	Asstt. Prof.		330
7	NIMISHA SINGH	Asstt. Prof.		427
8	ARCHANA SINGH	Asstt. Prof.		419
9	ARINDAM BANERJEE	Asstt. Prof.		363
10	SALONI SINHA	Asstt. Prof.		392
11	ITILEKHA DASH	Asstt. Prof.		381
12	AMRENDRA PANDEY	Asstt. Prof.		407
13	VEENU SHARMA	Asstt. Prof.		408
14	ANKUR KULSHRESTHA	Asstt. Prof.		430
15	SUBHANJAN SENGUPTA	Asstt. Prof.		412
16	KHANINDRA CH. DAS	Asstt. Prof.		440
17	MONIKA JAIN	Asstt. Prof.		437
18	POOJA MALIK	Asstt. Prof.		443
19	SHRADHA KABRA	Asstt. Prof.		411
20	MANOJ PAREEK	Asstt. Prof.		428
21	ASEEM KUMAR MISHRA	Asstt. Prof.		441
22	DR. SHRADDHA MISHRA	Asstt. Prof.		405

**Consultant / Advisor**

1	M AKABAR ANSARI	Advisor	325
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**Academic Associate**

1	Prof.MEERA KAPOOR	Academic Associate	442
2	Prof. ISHA JAJODIA	Academic Associate	

**Head-Librarian**

1	RISHI KUMAR TIWARI	Head Librarian	401
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**External Advisors**

1	M AKBAR ANSARI	Advisor	325
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**Research Fellows/Associate/Sr.Associate**

S.No.	Name	Designation	Extension
1	SHREYA MISHRA	Res Associate	432
2	SAURABH PRADHAN	Res Fellow	394
3	SURBHI CHEEMA	Res Fellow	394
4	SHAILEE SINGH	Res Fellow	394
5	R. SATYA KRISHNA	Res Fellow	394
6	REETI KULSHRESTHA	Res Fellow	394
7	DAITRI CHATTERJEE	Res Fellow	432
8	NIVEDITA JHA	Res Fellow	394
9	MAYA V PANDEY	Res Fellow	432
10	SUMAN	Res Fellow	394

## Academic Block Services

S. No.	Meeting Rooms	Office	Extension
1	Board Room	A-3	317
2	Conference Hall First Floor		352
3	MDP Hall Second Floor		409
4	Meeting Room - 1st Floor	F-62	
5	Meeting Room - 2 (CCR)	M-2	

S.No.	Pantry	Office	Extension
1	Ground Floor	A-26	336
2	First Floor	A-27	337
3	Second Floor	A-28	338
4	Coffee Café Day	281	

S.No.	Student Welfare and Support Services	Office	Extension
1	Dr. Abhijit Chatteraj, DSW	F-08, GF	422
2	Dr. Rishi Tiwari, Sr. Proctor	Library, SF	401
3	Ms Rupali Singh, Warden, Girls Hostel	A-16, FF	416
4	Mr. Des Raj Sharma, Warden - Boys Hostel at RCI Vidya Vihar	RCI Vidya Vihar	175
5	Ms. Daitri Chatterjee - Warden, Girls Hostel		432
6	Student Welfare Centre	Takshila Hostel, GF	176

S.No.	Campus Administration	Extension
1	Mr. Sunil Tandon, General Manager	170
2	Mr. Anand Chauhan, Sr. Facility Manager	171

S.No.	Mess	Extension
1	Mr. Amit Joshi, Manager (Food & Beverage)	165

S.No.	Maintenance	Extension
1	L.T. Panel	161
2	A.C. Plant	162
3	Mr. Mukesh Sharma, Asst. Manager	172
4	Help Desk (Academic Block)	163
5	Mr. Niranjana (Nalanda Hostel)	164

### Academic Block Services

S.No.	Facilities	Extension
1	Campus Mess	165
2	Cafeteria	166
3	Saloon	167
4	Beauty Parlour	167
5	Gymnasium	168
6	Reprography Centre	169
7	Health Centre	100
8	Tuck Shop	260
9	Laundry (Nalanda Hostel)	279

S.No.	Health Centre	Mobile No.	Extension
1	Dr. R. K. Chaubey, Resident Medical Officer	9313243642	100
2	Dr. Viresh Bhudolia, Medical Officer	9818064408	100
3	Dr Mukta Rani (Gynecologist)	9810022793	100
4	Ms. Durgesh Kumari, Female Nurse	9312487139	100
5	Mrs. Akhilesh Chaudhary, Female Nurse	9453953962	100
6	Mr. Sudhir Kumar, Male Nurse ( RCI Vidya Vihar )	7838584072	100

S.No.	Security	Mobile No.	Extension
1	Security Officer - Mr. Des Raj Sharma - RCI Vidya Vihar	9999275610	175 / 275 (Residence)
2	Security Officer-Mr.Karnail Singh Rana	7807599820	273
3	Gate No - 1	271	
4	Gate No - 2	272	
5	Hostel - 1 (Takshila)	274	
6	Hostel - 2 (Nalanda)	275	
7	Hostel - 3 (Gargi)	276	
8	Security Point (Opp. Takshila Hostel)		277

S.No.	Hostel( In Campus)	Extension
1	Hostel - 1 (Takshila) Students	201 to 258
2	Hostel - 2 (Nalanda) Students	101 to 158
3	Hostel - 3 (Gargi)	261 to 265

<b>RCI Vidya Vihar Hostel Support</b>		
<b>S. No.</b>	<b>Hostel ( RCI Vidya Vihar )</b>	<b>Extension</b>
1	Main Phone No :-	8287975894
2	Hostel ( RCI Vidya Vihar )	Extension
3	Main Gate Security	171
4	Maintenance	161
5	Mess kitchen Gr. Floor	162/262(Residence)
6	Mess kitchen Basement	163
7	Saloon	164
8	Tuck Shop	165
9	Laundry	166
10	Gymnasium	167
11	Health Center- Mr Sudhir Kumar, Male Nurse	7838584072 100/263(Residence)
12	A Block Ground Floor	101
13	First Floor	102
14	Second Floor	103
15	Third Floor	104
16	Fourth Floor	105
17	B Block Ground Floor	201
18	First Floor	202
19	Second Floor	203
20	Third Floor	204
21	Fourth Floor	205
22	Fifth Floor	206
	GF*= Ground Floor	
	FF*= First Floor	
	SF*= Second Floor	



# Academic Information





# **1. The Prelude**

## **Excellence with Values**

This Handbook gives students of BIMTECH guidelines for academic and personal conduct. The curriculum and other inputs and resources, that the Institute makes available to the students, aim for an overall growth of future management professionals. 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 and prestige to the Institute.

The BIMTECH Student's Handbook contains information for students about available services, administrative policies and procedures, academic regulations, conduct standards and regulations, and governance structure. The goal of the Handbook is to help students take advantage of opportunities at BIMTECH.

The Handbook's rules/guidelines are effective for the 2021-2022 academic year, beginning June 2021. Changes could be made in this Student's Handbook by BIMTECH 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 in BIMTECH will be bound by the policies, procedures, and academic regulations contained herein or issued by the competent authority from time to time.

# **2. Student Development Goals**

BIMTECH aims at the all-around development of students including academic, social, and personal growth. The Student Development Goals aim at nurturing the students in such a way that they are equipped to handle the challenges of the increasingly complex world around them. These goals emphasize the necessity for BIMTECH students to fulfil their responsibility towards themselves as well as to society.

### 3. BIMTECH Honour 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.

A BIMTECH HONOUR CODE has been designed to give a 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 BIMTECH HONOUR CODE in its true spirit.

#### **Pledge of BIMTECH Honour Code**

As a BIMTECHian, 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 BIMTECH HONOUR CODE.
- I will report all violations of the BIMTECH HONOUR CODE committed by members of the student community, to the authorities.

#### **Handling Honour Code Violation**

Every student is expected to report a suspected violation of the Honour Code to the Discipline Committee. The Committee will then notify the individual charged

that a case of Honour 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.

## 4. Scholarships at BIMTECH

### a. SHRIYUT B. K. BIRLA ADMISSION MERIT SCHOLARSHIP

<b>Total No. of Scholarships:</b>	<b>Top 30 students admitted in Merit Category</b>
Eligibility criteria	Merit of CAT percentile (min. 85 percentile irrespective of the course admitted into)
Amount:	Rs. 2 lakhs for each student ( one time during the 2-year course)
Mode of Payment:	Partial waiver of 1/3rd of the tuition fee in 2nd, 3rd and 4th instalment
Total Outlay:	Rs. 60 lakhs per annum

### b. PUJYA SH. G.D BIRLA ACADEMIC MERIT SCHOLARSHIP

#### Objective:

To motivate students of all courses for continuous improvement in their academic performance.

#### Eligibility Criteria:

Students with the first two positions as per TGPA in all courses will be eligible for this scholarship each term, up to the 4th term, provided they clear the exam in a single attempt.

**Programme-wise details of scholarships.**

Programme	Intake of students	1 <sup>st</sup> positions	2 <sup>nd</sup> positions	Total	1st Position (In Rs.)	2 <sup>nd</sup> Position (In Rs.)	Outlay for each Term (In Rs.)	Total Outlay for 4 terms (In Rs.)
PGDM	240	4	4	8	50000	25000	3,00,000	12,00,000
PGDM(IB)	60	1	1	2	50000	25000	75,000	3,00,000
PGDM(RM)	60	1	1	2	50000	25000	75,000	3,00,000
PGDM(IBM)	60	1	1	2	50000	25000	75,000	3,00,000
<b>Total</b>	<b>420</b>	<b>7</b>	<b>7</b>	<b>14</b>			<b>5,25,000</b>	<b>21,00,000</b>

**c. MADHURI & JAGDISH SHETH ENDOWMENT AWARDS**

Professor Jagdish Sheth, Professor Emeritus (Marketing Area) of Emory University, USA, has donated Rs.5,00,000 to BIMTECH to create two scholarships. BIMTECH has contributed another Rs.5,00,000 to make it a Rs.10,00,000 Endowment to create two scholarships based on the interest earned on the same. The award ceremony takes place during the Annual Convocation of the Institute.

**d. JAGDISH N SHETH AWARD FOR BEST PH.D THESIS PRODUCED AT BIMTECH**

1. **Amount :** Rs. 50,000/-
2. **Eligibility criteria:** Doctoral thesis submitted & evaluated during the academic year (cut off date – February of every year)

**e. MADAM MADHURI J SHETH AWARD FOR BIMTECH FEMALE TOPPERS**

1. **Amount :** Rs. 50,000  
(Rs. 25,000/- for PGDM course plus Rs.25,000 for PGDM (IB) course)
2. **Eligibility Criteria:**  
CGPA of 1st & 2nd year will be considered based on Result up to 6th Term.

**f. DR. (SMT.) SARALA BIRLA AWARD FOR BIMTECH FEMALE DOCTORAL STUDENT FROM DEVELOPING COUNTRIES**

A scholarship of Rs. 100,000, each year is granted for 3 consecutive years.

**g. GOLD MEDALS AND SPECIAL MEDALS**

1. The topper of each course as per academic performance gets a Gold Medal.
2. Topper in all-around performance, one male and one female student of the institute gets a Gold Medal each.
3. Students of PGDM and PGDM (IB) courses with the first position in each specialization area i.e. HR, Operations, Marketing and Finance, based on their results of Term 3, 4, 5 and 6 are awarded Special (Silver) Medals.

## **5. Relevance of Accreditation**

Accreditation is the process by which the competency of an educational body is certified. It is strongly linked to the quality status of an institution. The higher education institutes adhere to the quality standards set by the accreditation bodies to deliver high-quality education and support facilities to the students.

There are two accreditation bodies nationally i.e. National Board of Accreditation (NBA) and National Assessment and Accreditation Council (NAAC); and there are many international bodies i.e. Association to Advance Collegiate Schools of Business (AACSB) based in Florida, USA, Association of MBAs (AMBA) at London, UK, European Quality Improvement System (EQUIS) based at Brussels, Belgium.

Accreditation of the institutions by these bodies focus on promoting and recognizing the institutions and universities offering technical education in terms of their superiority. The benefits of the accreditation are transferred not just to the institutions but also the students, prospective employers and even the society who are also the key stakeholders. An obvious advantage is a continuous improvement in terms of quality wherein the approach is developmental in terms of promoting excellence in higher education. In brief, the aim of the accreditation is to establish that students are learning contemporary and relevant material to their field of study which will enable them to become successful leaders after graduating. It involves measuring the goals and objectives of the program in order to develop an assurance of learning, which is central to the accreditation particularly AACSB. This helps the institute to benchmark itself with the schools across the globe and therefore the process is extensive and stringent.

We are very proud of the fact that all our Postgraduate Programmes, namely: PGDM, PGDM (IB), PGDM (IBM) and PGDM (RM) have been granted accreditation by the NBA for a maximum period of time that an accreditation body offers. BIMTECH has also completed its first cycle of NAAC accreditation and we are proud to have met the challenge by achieving A+ grade. We intend to consistently uphold the principles of quality management education and student engagement in future. In addition, the institute is in process of international accreditation through AACSB and has accomplished few milestones. The college aspires to achieve AACSB accreditation soon.

## 6. Academic Calendar

### Academic Calendar June 2021 – May 2023

<b>EVENT</b>	<b>DATE</b>	<b>DAY</b>
Commencement of Academic Session 2021-2023 for All Post Graduate Programs	June 25, 2021	Friday
Orientation for new students		
Commencement of Academic Session 2021-23 for all Post Graduate Programs	June 26, 2021	Saturday
Centre Wise Orientation	June 27, 2021	Sunday
Immersion Programme	June 28 to July 8, 2021 OFF on July 4, 2021	
Term I & IV Begins	July 9, 2021	Friday
Commencement of FPM/EFPM Semester I & III	July 10, 2021	Saturday
Advisory Board Meeting Center for Innovation and Entrepreneurship Development	July 24, 2021	Saturday
HR Round Table in Delhi	August 13, 2021	Friday
Pratibha	August 14, 2021	Saturday
Case Analysis Competition 1st Round for Second Year Students	August 28, 2021	Saturday
Case Analysis Competition Final Round for Second Year Students	September 11, 2021	Saturday
Last Teaching day of Term I and Tern IV	September 18, 2021	Saturday
Term I and Term IV Examinations	September 20 to 29, 2021	
Retail Summit	September 26, 2021	Sunday
Udyami	September 29 – October 2, 2021	
Term II and Term V Begins	October 1, 2021	Friday
Foundation Day of BIMTECH	October 2, 2021	Saturday
Case Analysis Competition 1st round for first year students	October 3, 2021	Sunday
Vihaan	October 9 & 10, 2021	Saturday and Sunday
Case Analysis Competition Final Round for first Year Students	October 23, 2021	Saturday

## Student's Handbook 2021-22

EVENT	DATE	DAY
Announcement of results of Term I & Term IV	November 1, 2021	Monday
Diwali Holidays for Students	November 2-7, 2021	
HR Round Table in Bengaluru	November 12 , 2021	Friday
Birla Global Innovation Competition	November 20, 2021	Saturday
VIKRAY by Retailia	November 26, 2021	Friday
'Omniglotzz 4.0	November 2, 2021	Saturday
ICMC 2021	December 3-5, 2021	
Case Master Development Workshop	December 10 -11, 2021	Friday & Saturday
Last Teaching Day for FPM/EFPM		
Semester I & III	December 12, 2021	Sunday
Last Teaching Day for Term V and Term II	December 18, 2021	Saturday
End Term Examination for FPM and EFPM Term I & III	December 18 & 19, 2021	Saturday and Sunday
Term II and Term V Examination	December 20 – 30, 2021	
Term III & Term VI Begins	January 2, 2022	Sunday
KMPG Six Sigma Training & Beginning of New Term		
FPM/EFPM Semester II Begins	January 15, 2022	Saturday
Junior World Entrepreneurship Forum	January 15, 2022	Saturday
Announcement of Results of Term II and Term V	February 5, 2022	Saturday
International RAINBOW Conference on Diversity, Inclusion and Gender Equity in Education and Work Life	February 10-11 , 2022	Thursday and Friday
HR Round Table in Mumbai	February 11, 2022	Friday
COGNICION '19 (2019)		
(Inter –Corporate and Collegiate National Quiz Competition).	February 12, 2022	Saturday
Last Teaching Day for Term VI	February 15, 2022	Tuesday
Term VI Examination ( Second Year students)	February 17-22, 2022	
Port Visit for PGDM IB	February 20– 28, 2022	
OJT For PGDM Retail -Batch 2021-23	February 14-28 , 2022	
Announcement of Results of Term VI	March 7 , 2022	
Summer Training Workshop for First Year Students	March 12, 2022	Saturday
Last Teaching Day for Term III	March 19, 2022	Saturday



## Student's Handbook 2021-22

EVENT	DATE	DAY
Convocation for Batch 2020-22	March 19, 2022	Saturday
Term III Examination	March 21 – 30, 2022	
Mentoring the Students during Summer Internship	April 2 to June 30, 2022	
Summer Training	April 2 to June 30, 2022	
Meeting the Industry Guide by the Faculty as per mutual convenience	April 10 – June 25, 2022	
Announcement of Results of Term III	May 9, 2022	Monday

\*\*\*Last Teaching Day for Term II for FPM / EFPM- June 12, 2022 & FPM/EFPM Semester II End Semester Examination- FPM/EFPM Semester II End Semester Examination

**The Institute will remain closed on the following days from  
June 2021 -May 2022**

Id-ul-Zuha	July 20, 2021	Tuesday
Raksha Bandhan	August 22, 2021	Sunday
Dussehra	October 15, 2021	Friday
Diwali	November 3-6	
Guru Nanak Jayanti	November 19, 2021	Friday
Christmas	December 25, 2021	Saturday
New Year Day	January 1, 2022	Saturday
Maha Shivratri	March 1, 2022	Friday
Holi	March 18, 2022	Friday

*Flag Hoisting will be done in the campus on Independence Day and Republic Day. All the students are invited to attend this official celebration.*

*October 2 (Gandhi Jayanti) is also the foundation day for BIMTECH. Hence it is compulsory for all the students to attend this function.*

## 7. Fee Schedule

### DUE DATES OF FEES/CHARGES (BATCH 2021-23) FOR 1st YEAR (ACADEMIC SESSION 2021-22)

#### a. GENERAL CATEGORY CANDIDATES (including Supernumerary category for PGDM Course only)

##### 1. Academic Fees

##### 1st YEAR FEE INSTALMENTS

Course	Particulars	1st Installment	2nd Installment	3rd Installment	4th Installment
Due date	Tuition Fee for 2 Years	As per Admission offer letter	30th Sep 2021 (12.5%) tuition fee	31st Dec 2021 (12.5%) tuition fee	31st Mar 2022 (12.5%) tuition fee
PGDM	Rs.12,00,000/-	Rs.1,94,250/- *	Rs.1,50,000/-	Rs.1,50,000/-	Rs.1,50,000/-
PGDM(IB)	Rs.12,00,000/-	Rs.1,94,250/- *	Rs.1,50,000/-	Rs.1,50,000/-	Rs.1,50,000/-
PGDM(RM)	Rs.9,00,000/-	Rs.1,56,750/- *	Rs.1,12,5000/-	Rs.1,12,5000/-	Rs.1,12,5000/-
PGDM (IBM)	Rs.9,00,000/-	Rs.1,56,750/- *	Rs.1,12,5000/-	Rs.1,12,5000/-	Rs.1,12,5000/-

\* Includes Medical Insurance: Rs. 4,250/-, Library Security - Rs. 20,000/- & General Security - Rs. 20,000/- + 12.5% Tuition fee

##### 2. Lodging & Boarding Expenses (Subject to Revision Every Year)

##### 1st YEAR LODGING & BOARDING FEE INSTALMENTS

Installment Period	1st For First 3 months July-Sep	2nd For Next 3 months Oct-Dec	3rd For Next 3 months Jan-Mar	4th For Next 3 months April-June
Due date	31st May 2021	30th Sep 2021	31st Dec 2021	31st Mar 2022
Lodging (Accommodation)	Rs. 30,000/-	Rs. 30,000/-	Rs. 30,000/-	Rs. 30,000/-
Boarding (Mess)	Rs. 15,750/-	Rs. 15,750/-	Rs. 15,750/-	Rs. 15,750/-
Total Hostel charges	Rs. 45,750/-	Rs. 45,750/-	Rs. 45,750/-	Rs. 45,750/-

#### b. CORPORATE AND NRI SPONSORED CANDIDATES

##### 1. Academic Fees

##### 1st YEAR FEE INSTALMENTS

Course	Corporate/NRI Sponsored/NRI	1st Installment	2nd Installment
	Tuition Fee for 2 Years	Date as per Admission offer letter	31st Dec 2021
PGDM	Rs. 17,00,000/-	Rs. 4,69,250/- *	Rs. 4,25,000/-
PGDM(IB)	Rs. 17,00,000/-	Rs. 4,69,250/- *	Rs. 4,25,000/-
PGDM(RM)	Rs. 15,00,000/-	Rs.4,19,250/- *	Rs. 3,75,000/-
PGDM(IBM)	Rs. 15,00,000/-	Rs.4,19,250/- *	Rs. 3,75,000/-

\* Includes Medical Insurance: Rs. 4,250/-, Library Security - Rs.20,000/- & General Security - Rs. 20,000/- + 25% Tuition fee

**2. Lodging & Boarding expenses for all courses (subject to revision every year)**

**1st YEAR LODGING & BOARDING FEE INSTALMENTS**

Installment Period For	1st First 3 months July-Sep	2nd For Next 3 months Oct-Dec	3rd For Next 3 months Jan-Mar	4th For Next 3 months April-June
Due date	31st May 2021	30th Sep 2021	31st Dec 2021	31st Mar 2022
Lodging (Accommodation)	Rs. 30,000/-	Rs. 30,000/-	Rs. 30,000/-	Rs. 30,000/-
Boarding (Mess)	Rs. 15,750/-	Rs. 15,750/-	Rs. 15,750/-	Rs. 15,750/-
Total Hostel charges	Rs. 45,750/-	Rs. 45,750/-	Rs. 45,750/-	Rs. 45,750/-

NOTE: The fee instalments (tuition, lodging & boarding) due dates for second year of the course will be advised in due course of time.

**1. Payment Procedure:**

Single Demand Draft/NEFT/RTGS remittance in name of **BIRLA INSTITUTE OF MANAGEMENT TECHNOLOGY PAYABLE AT DELHI/NOIDA** should be arranged for the total Fees (Tuition Fee, Lodging, Medical Insurance charges and Mess charges)

**2. Penalty for late payment of fee:**

If students do not pay fees in time, the cash flows get disturbed & there is a cost for arranging funds that compel the institute to levy a penalty.

The following actions will be taken in case of delay:-

**(a) For delay up to 15 days from due date:**

A fine of Rs. 130/- per day

**(b) For delay beyond 15 days:**

- i) A fine of Rs. 260/- per day and
- ii) Suspension from classes.

**(c) Issuing a duplicate fee receipt - Rs. 50/- will be charged.**

**(d) Delay in sanction/disbursement of bank loan will not be accepted as a reason for the delay in depositing the fees.**

**(e) Students are advised not to contact the Registrar/Finance and Accounts Dept./ Sr. Administrative Officer for waiver of late fee for any reason.**

**3. No follow-up for fee deposit will be done by the Institute:**

The fee schedule is already provided with the Admission offer letter. Non-receipt of this customary reminder will not be an excuse for delayed payment of fees. No letter will be sent to parents.

**4. Instructions for Remittance through NEFT/RTGS:**

- a) In case payment is made online through Bank (NEFT/RTGS), students must provide remitting bank's reference through email at fees@bimtech.ac.in as per format of NEFT/RTGS payment confirmation and obtain official Receipt from Accounts Departments within 2 days.
- b) If the NEFT/RTGS details format is not submitted, the fee cannot be applied to Student's account, hence the penalty will be charged from the due date of the fee till the date of official receipt issued.

## FORMAT

(to be submitted to Accounts Dept. at BIMTECH after NEFT or RTGS done within 2 days, otherwise, a penalty will be charged from the due date till the date of submission of this format)

Name of Student -----

Roll No. -----

Date of Transaction -----

UTR Number -----

Name of Account Holder -----

Remitter's Bank Name -----

Remitter's Bank Code -----

Remitter's Bank Address -----

Bank A/c Number of BIMTECH for all Fees: 604302010004966

Amount (Tuition fees) -----

Amount (Medical Insurance) -----

Amount (Hostel fees) -----

Amount (Mess fees) -----

Total Amount -----

Signature of the student

**Note:-** Fee Receipt will be issued after submission of this form and confirmation from our Bank (Union Bank of India).

5. The lodging/accommodation charges are for 24 months from 1st of June of the first year to 31st of May of the second year of the course. In case, a student gets placed before 31st May and joins a company or does not stay in Hostel due to any other reasons, no refund will be made for the remaining period as the Hostel room is not put to an alternative use.
6. The mess charges are payable in advance with other fees. It may be charged for the actual no. of days provided one-week advance notice in writing for

not availing the facility is given to the Mess Manager. The mess charges will be refunded after the relevant period once verified that he had not availed mess facility.

The hostel accommodation charges are for a period of 2 years from the month of June of the first year to May of the last year of the programme. In case, a student is placed or due to any other reason, leaves the hostel before 31st May, the hostel accommodation charges will not be refunded as the accommodation is not used for any other student or guest.

7. The refund of the security deposit will be made after completion of the course. The eligible refund shall be released by the last week of July or first week of August after ascertaining Mess, Hostel and other dues.

## 8. Examinations

### a. Assessment Method

The Institute follows a well-structured evaluation system for assessing the performance of the students. This system of assessment is based on a well-designed course structure. While the core subjects are compulsory for all students; the elective subjects are chosen by the student based on the area of specialization, as applicable, with the consent of the Chairperson. The assessment of the student will be done as follows:

#### 1. Internal Assessment:

Students' internal assessment is based on a system of continuous assessment in the Trimester based on his/ her performance in classroom discussions, analysis of case studies, project work, presentation(s), assignment(s), surprise quizzes, mid-term written examination and on-line tests, etc. Fifty percent weightage is given to this assessment.

Internal marks/attendance are communicated to students prior to end term examinations by the faculty concerned. The marks awarded in internal evaluation will be moderated by the Examination department as per the student's attendance record & attendance policy of the institute.

#### 2. End Term Examination (ETE):

The end term examination is conducted in each course/ subject to assess the analytical and conceptual understanding of the students through essay type questions and the skill to use the knowledge through the case and/or problem -solving exercises. Out of the total, fifty percent weightage is given to this assessment. Examinations are generally governed by the following:

- ETE is usually not conducted in subjects that have 2 credits or less which have internal assessment out of the entire 100 marks.
- ETE are of 2 hours 30 minutes duration but for some subjects, the duration may be shorter based on course requirements. The standard question pattern for the end-term examination is as follows:
  - a. Group A: Will have six questions divided into 3 blocks of 2 questions each. Students have a choice of attempting one question out of each block of two alternative questions (each of 10 marks) and a total of three questions (for a total of 30 marks). Each block will cover one different CILO (Course Intended Learning Objectives)

- b. Group B: will have a case study covering one or more CILOs as per the case to be analysed. There may be two or more questions for a total of 20 marks (Usually all CILOs will be covered)

**(Note:** There could be deviation(s) in question paper pattern with approval of Dean- Academics which will be advised to students by the faculty concerned)

**3. Relative Grading:**

The Institute follows a system of 'Relative Grading' for assessment of students' performance vis-à-vis the group by converting marks to grades. The exercise is done prior to the result announcement, jointly by Faculty /Area Head/Chairperson and the Controller/ Dy. Controller of Examination to ensure fairness and transparency in the process. The following table depicts each grade letter with its value on a 10 point scale (1-10):

Description	Grade	Grade Point
Excellent	A+	10
	A	9
	A-	8
Good	B+	7
	B	6
	B-	5
Satisfactory	C+	4
	C	3
	C-	2
Poor Fail Incomplete	D	1
	F	0
	I	-



The Term Grade Point Average (TGPA), a weighted average of grade points, is worked out as given below:

- Each subject carries a certain number of Credits. The Credits for each subject will be intimated to the students by the respective Programme Chairperson.
- Based on the credits and grade point obtained by the student for each subject, TGPA will be calculated as follows:
  - $TGPA = \frac{\sum (\text{credits} \times \text{grade point})}{\sum \text{all credits}}$
- After second trimester onwards, a Cumulative Grade Point Average (CGPA) being a weighted average of TGPAs is calculated as follows:
  - $CGPA = \frac{\sum (TGPA \times \text{term credits})}{\sum \text{term credits}}$

Where  $\sum$  term credits is the total of credits of all trimesters considered.

- The student must satisfy the following conditions, at the end of the third term of the first year to be eligible for promotion to the second year:
  - a) A minimum CGPA of 5.0
  - b) Not more than 4 Ds or 2 Fs (1 F = 2 Ds).
- 4. At the end of the first year of the 2- year program, if the student does not meet passing criteria (viz. minimum CGPA of 5 and not more than 2 Fs), Dean Academics on the recommendations of the Chairperson may grant an approval for special exam(s) to be conducted for the student in the Fail subjects. This would, however, be the last chance and no revaluation, supplementary or improvement would be permitted thereafter. These exams would be held and evaluated (on the payment of the usual fees) generally before the start of the 4th term.
- 5. If the student still does not achieve passing criteria he/she would have to leave the course.
- 6. Similarly, the criteria to be eligible for award of Diploma at the end of 2 years is to achieve a minimum CGPA of 5.0 and not more than 2 Fs and 1 D (or equivalent with 1F=2Ds) but with no 'I'- Incomplete Status' of any subject.
- 7. The minimum eligibility criteria to be considered for Relative Grading is 40% marks separately in Internal and End-Term evaluation. Those students not achieving this in either assessment would be required to appear in a supplementary exam evaluated out of 100 marks in the subject.

**b. Revaluation:**

A student can apply for revaluation of his/her paper after the announcement of end-term/supplementary results. For a subject with a no-end term exam,

the revaluation will only be accepted if the concerned faculty agrees to do so. The paper in all other cases will be sent for revaluation to an alternate faculty as per the revaluation process thereby ensuring independent evaluation. The student if he/she so desires can view his/her answer book but no further correspondence with valuation will be entertained. End term marks after revaluation would apply. In case a student passes in the end term revaluation, his/her internal marks will be carried forward. There would be no revaluation of internal assessment.

**c. Supplementary Examination:**

A student will be eligible for supplementary examination in case he/she gets a D or an F grade in a subject. The marks in all supplementary examinations will be out of 100 and previous internal marks would lapse. There will be no 're-supplementary' examination. Students not achieving passing CGPA of 5.0 or having more than 2 Fs (1 F = 2Ds) at the end of each trimester will also get an opportunity of achieving passing grades by taking supplementary /improvement exam but not both in a subject i.e. no improvement would be allowed in a subject after the supplementary exam.

**d. Improvement Examination:**

A student will be eligible to appear in the improvement examination in the subjects where he/she has C+, C or C- grades in a term & CGPA in the term of less than 5.0. Any opportunity for Improvement not availed of at the appropriate time will lapse.

Improvement exams are held along with supplementary exams at the end of each term as per the timetable below. The fees in case of improvement exam will be the same as supplementary exam fees. "Re-improvement exam" will not be permitted. If there is a reduction in overall marks after an improvement exam, the previous grade would be maintained.

**Schedule of Supplementary/ Improvement Examinations:**

- i. Supplementary/Improvement Examinations of the 1st Trimester of a batch will be held along with the 2nd Trimester of the same batch.
- ii. Supplementary/Improvement Examinations of the 2nd Trimester of a batch will be held along with the 3rd Trimester of the same batch.
- iii. Supplementary/Improvement Examinations of the 3rd Trimester of a batch will be held along with the 4th Trimester of the same batch.

- iv. Supplementary/Improvement Examinations of the 4th Trimester of a batch will be held along with the 5th Trimester of the same batch.
- v. Supplementary/Improvement Examinations of the 5th Trimester of a batch will be held along with the 6th Trimester of the same batch.
- vi. Supplementary/Improvement Examinations of the 6th Trimester of a batch will be held immediately after the declaration of the result.
- ❖ Charges for Supplementary, Improvement and Revaluation are uniform & non-refundable @ Rs.2000 per paper. The maximum ceiling of Rs.4000 per term for the aforesaid has been discontinued for all students with immediate effect.

**e. Outward Exchange Students:**

Students can opt for a term of study in one of the partner Institutes of BIMTECH abroad. All grades earned in the foreign university would be converted into BIMTECH grades as per policy which will be advised to exchange students before they opt for the foreign university. Issues regarding supplementary (resets) for exchange students would be handled as per the rules of the foreign university. The Trimester-2 supplementary exam for Exchange students would, as per current practice, be conducted on their return from abroad.

**f. Course of Independent Study (CIS):**

This is a provision for the last chance for course completion subject to the approval of the Management for students who at the end of 2 years are not meeting a passing criterion. Students who are not eligible for a diploma may request the concerned Chairperson for permission to opt for CIS in failed subjects. CIS would be considered for students based on recommendations of the respective Chairperson to Dean Academics for sanction and is not a matter of right. The student would take up CIS in the 'Fail' subjects in the ensuing Academic year and complete the CIS subjects in one attempt per subject either in the first or the second term of the next Academic year.

The student would be charged a fee of Rs.15,000 per subject per term and exam fees of Rs.2000 per paper. No revaluation/supplementary/improvement would be allowed in the subjects after the student appears in the end term paper for the subject(s) and the results of the evaluation would be final. The student would have to ensure that he/she achieves the passing criterion at the end of CIS. In one term the student would have 10 one hour

weekly interactions/ term with the faculty teaching the subject. Marks for CIS courses would be out of 100.

**g. Academic Integrity:**

Academic Integrity is about the honest presentation of your academic work. It means acknowledging the work of others whilst developing your own insights, knowledge and ideas. Academic work in an institute depends on the practice of academic integrity as a core value. It is an important part of academic life for both staff as well as students and is also essential to all academic thought and practice. All work produced must acknowledge the sources of ideas presented and cite the original written work.

**1. Avoiding Plagiarism:**

In preparing assignments, the students will need to do independent work. If any ideas of others are used they should be acknowledged and should not infringe the copyrights. Students are encouraged to read widely and acknowledge any ideas that are not their own by including citations in a list at the end of every assignment. It is the responsibility of every student to know how to reference correctly. The Harvard Referencing System or other referencing systems need to be used in research papers and assignments.

**2. Penalties for Plagiarism:**

Penalties for plagiarism can be severe depending on the nature of the offences. If a student has been charged with academic misconduct for plagiarism, he/she may have to attend a hearing to defend or explain actions. If found guilty the student could get zero marks/credit for the assignment and/ or be given a more severe penalty as decided by the Institute.

**h. Code of Conduct during the Examinations**

These are detailed on the reverse of the Admit Card and are summarised below:

**1. At the Start of Examination**

- Students should be punctual and be seated in the exam hall/classroom at least 15 minutes prior to the starting time of the examination.
- Be in proper formal attire failing which you will be barred from taking the examination.

- Any books, notes, files, mobile phones and other objectionable material(s) that may help the student in examination in any way will not be allowed inside the Academic Block during the examination.
- Students are to ensure that they have their own materials viz. pens, pencils, rulers, staplers, erasers, calculator etc. allowed for the paper. No one is allowed to borrow these items from others while the examination is in progress.
- Inform the invigilator IMMEDIATELY if you find that
  - a. There is a blank page in the question paper where there should be questions.
  - b. A wrong question paper has been distributed.
  - c. The printing is not clear or legible.
- Do not start writing until you are told to do so.
- There should be no talking once you enter the examination hall/ classroom.
- Read and follow all the instructions on the question paper and answer sheet/ admit card.
- You should not bring any tables etc. related to the examination as all the needed material will be supplied to you.
- Eatables, soft drinks etc. are not allowed inside the examination hall.

## **2. During the Examination**

- Do not write anything on the back of the cover page of the answer sheet/admit card.
- Ensure that your name and roll no. is written CLEARLY on every sheet of question paper and any other paper used like tables, graph etc. You should not write anything on the question paper except the above-mentioned entries. Violation of this rule will invite disciplinary action.
- Correction fluid must not be used.
- Number your answers in the left-hand margin as per the number given in the question paper.
- Do NOT communicate with any other students, for any reason.
- Do NOT leave any sheet of your answers, notes or diagrams in such a position that another student can read them. All answer materials should be covered up.
- As soon as you are told to stop writing, you should do so immediately.
- Candidates are not allowed to take toilet breaks during the first hour and last half an hour of the examination except for emergencies

- Water would be available inside the examination hall; Students are not allowed to take glass/es of water to their respective seats.
- Electronic devices and computerized aids (e.g. computerized wristwatches, mobile phones, smartphones, tabs, google assistant /Alexa compliant devices/watches etc.) capable of storing, transmitting and/ or displaying visual/audio information are not allowed in the examination room.
- Silent battery-operated and non-programmable electronic calculators should be used in the examination

### **3. After the Examination**

- Remain silent and seated while your papers are being collected.
- No student is allowed to take any answer sheets out of the Hall/Classroom.
- No student is allowed to leave until the invigilator is satisfied with the collection of all the answer sheets.

#### **i. Use of Unfair Means and Punishment (UFM)**

Students should observe silence at all times during the examination. The invigilator reserves the right to expel any student from the room or hall if he/she fails to observe the code of silence or if he/she misbehaves during the examination.

1. Students must not bring any books, notes or memoranda into the exam room or hall. Any unauthorized materials found on the student or desk will be taken to mean that these materials were intended for dishonest use whether or not the student uses them he/she will be charged with the use of UFM.
2. Any student who copies from another student or allows the answers to be copied by another student will be considered to have used UFM & will be punished accordingly.
3. Any student who attempts to use Unfair Means will be severely dealt with as per clause v to viii hereunder.
4. In the first instance of Use of Unfair Means (UFM), the paper for the student may be cancelled and the student will have to appear in a supplementary; the grade awarded in the supplementary will be reduced by one grade.
5. In the second instance of UFM by the student, he/she will be awarded a permanent Fail grade with no option of a supplementary.
6. In the case of the third instance of UFM by the student, all the exams in the trimester will be treated as cancelled and will have to be repeated.

7. While these are usual penalties levied, there could be more severe punishments as per the decision of the Examination Committee (EC). The decision of the EC appointed by the Management of the Institute shall be final and binding on the examinees with regard to any disputes concerning examinations

### **General**

1. Students should observe silence at all times during the examination. The teacher-invigilator reserves the right to expel any student from the room or hall if he fails to observe the code of silence or if he misbehaves during the examination.
2. Students must not bring any books, notes or memoranda to the academic block. Any unauthorized materials found with the student or on the desk will be taken to mean that these materials are intended for dishonest use whether or not the student actually uses them.
3. Students are also instructed not to bring mobile phones into the academic block during the examination period.
4. Any student who copies from another student or allows the answers to be copied by another student may have all his papers cancelled for the trimester.
5. Any student who attempts to cheat will be severely dealt with. All the papers may be cancelled if an investigation confirms that cheating has taken place.
6. Any deviation from the above mentioned rules will be dealt with very seriously and may lead to the cancellation of all the papers for the trimester for the guilty student.

### **Please Note**

The institute reserves the right to take appropriate punitive action against such examinees who are reported to be using unfair means during examinations. The decision of the Director of the Institute shall be final and binding on the examinees with regard to any disputes concerning examinations.

## 9. Discipline and Conduct Rules

The Institute strives to develop morally and socially responsible business leaders and entrepreneurs maintaining the highest standards of ethics, academic integrity, and care for the community. It is the collective responsibility of all BIMTECHians to achieve this to enrich their experience on campus and ensure that they ultimately become role models in their communities. To achieve this, the Institute has laid down certain norms for general discipline and ethical conduct on the campus under the Dean Student Welfare which ensures ethical behaviour. These are certain norms that students are expected to follow:

### a. General Discipline

1. Ragging, inside the campus, hostels or outside the campus is strictly prohibited. Any student found ragging a fresher or any other 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 Discipline Committee. Please note that we abide by the Supreme Court directives in this matter.
2. Students are expected to exercise control over verbal as well as non-verbal (body) language while dealing with faculty, staff, and fellow students. Intemperate language and rash behaviour will not be tolerated under any circumstances.
3. Wearing helmets and following traffic rules is a must for the safety of students riding two-wheelers. Students riding bikes and two-wheelers must purchase helmets of good quality.
4. Smoking, consuming alcohol, taking drugs, and chewing tobacco in any form or possession of these items inside the campus and hostels 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 alcohol outside the campus but are found to be in inebriated condition inside the campus and hostels.



5. Mobile phones should be switched off during curricular as well as extra-curricular activities. Mobile phones are also not allowed inside computer labs, library, and administrative offices. As per norms of normal decency, a photograph of any other person/student should be taken only after taking his/her concurrence.
6. Students are expected to be punctual for all classroom functions, guest lectures, seminars, conferences and all other curricular and extracurricular activities.
7. Students are expected to display acceptable behaviour within the campus. Except for handshakes as a form of greeting, no other physical proximity between male and female students is permitted.

**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 by 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 fully involved while in the classroom. 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.
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 acceptable. Plagiarism is viewed very seriously and zero marks would be awarded in such cases or student may even fail the course.
6. To avoid academic fraud and to maintain research ethics, BIMTECH makes systematic use of Turnitin®. Each student should submit an originality report with their assignments.

7. Students are expected to be punctual in all respects and they should try to submit their assignments before the last date of the submission.
8. Fans, lights and other electrical devices should be switched off after the session gets over.
9. Eatables and beverages are not allowed to be taken in the class.

**c. General Code of Conduct**

1. The very nature of the postgraduate 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.
2. After the classes, students are instructed to use only the ground floor of the Academic Block (excluding the stairs) for academic group activities. Two classrooms (C2 & C4) will be kept open till 9 p.m. for this purpose.
3. Any student (s) with a genuine need to use the computer lab or seminar hall after the scheduled closing time (for placement, academic, cultural and other activities) should compulsorily seek permission from the Deputy Director through the concerned faculty-in-charge.
4. 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. No permission for a night out or day out will be given for such days except in very special circumstances.
5. Students are allowed to celebrate birthdays till 10:45 p.m. They should wind up the celebrations within 15 minutes. Only the following venue should be used for celebrations:
  - **For Campus:** Under the canopy in the garden outside the hostels.
  - **For Off-campus hostel:** The celebration should be under the canopy in the garden outside of the hostel.
6. Organizers of birthday parties will have to seek permission for the same from the warden. They will also have to ensure that they leave the place neat and tidy after the celebration is over.

7. Any kind of physical activity which may cause injury to the student whose birthday is being celebrated is strictly prohibited. This includes the common practice of giving bumps, etc. Any infringement of this rule will invite stringent disciplinary action.
  8. Due precaution should be taken to keep the noise low during birthday celebrations so as not to disturb any of the residents on the campus. Organizers should ensure that all the students are back in their hostels by 11:00 pm.
  9. Students should carry their identity cards always with them and show them to the authorities whenever asked for.
  10. All students, from all batches and courses, shall have to compulsorily follow the formal dress code in the Academic Block from Monday to Friday irrespective of the time of the day or the night. Kurtas and other casual wear will not be allowed in the Academic Block.
    - **Formal Dress includes:**  
Boys - Shirts (Plain, Stripes, Checks), Trousers, Formal Footwear  
Girls - Shirts (Plain, Stripes, Checks), Trousers or Suits, Formal Footwear
  11. Any type of casual/indecent attire (shorts, knickers, see-throughs, sleeveless dresses) will not be allowed anywhere outside the hostel rooms. Gents kurtas, other casual wear, capris and bathroom slippers will not be allowed in the Academic Block.
  12. It is the moral responsibility of every inmate of the campus to maintain the dignity, decency and decorum of the campus. Every inmate has the right to object to any and every kind of indecent or socially unacceptable activity or behaviour, and such objection should be accepted gracefully.
- d. Attendance Rules**
1. Minimum Attendance during the trimester in the class in each course has to be at least 90% to avoid any deduction of marks.
  2. All leave applications must be finally signed by the warden before the student leaves the campus.
  3. Grant of notional attendance in addition to actual class attendance the following types of leave can be considered by the institute:

Attendance %	Deduction/Bonus marks in internal assessment in the subject
Less than 70	70% physical attendance in class is compulsory. Below this, the student will be debarred from the end-term exam.
70-79.9	Deduction of 3 marks
80-89.9	Deduction of 2 marks
90-100	Bonus 5 marks

\*(For Retail Management and Insurance Business Programs, OJTs and STPS are part of physical attendance.)

Short attendance will be penalized & good attendance will be rewarded

4. Notional Attendance may be granted up to a maximum of 20% for one or more or all of the following reasons:
- Sickness involving hospitalization should be duly certified by the hospital authorities and subjected to the submission of all diagnostic reports.
  - Preparation and participation in any other activities (like conduit events of Institute or if deputed outside by the Institute etc.). Prior approval in writing by the concerned authority is necessary.
  - Any activity relating to placement including Summer Placement duly certified by the chairperson of CCR.

**NOTE:**

- All students must plan their extra and co-curricular activities in such a way that they get at least 80% actual attendance in the class if they qualify for another maximum of 20% notional attendance for various activities.
- The student may be engaged in a student exchange programme with other universities/institutes (within India or otherwise). In such cases, the attendance will also be considered, provided the student has attended the agreed programme.
- No other exceptions will be considered for granting of leave. However, the Academic Advisory Committee of the programme or the Director / Deputy Director may consider certain special cases.
- Short attendance will be penalized & good attendance will be rewarded as per the table provided in point number 3.

The attendance for deputation for official work, cultural and other activities etc. will be recommended by the faculty concerned within a week of the conclusion of the activity and the records will be centrally placed with the office of the

Dean Academics and will be passed on to the respective Centres. This attendance will be taken into account for arriving at the total final attendance.

- For incomplete grade 'I', the student should refer to point no.10 of the Assessment Method section of the handbook.

#### **5. Procedure for Grant of Notional Attendance**

- Faculty: Actual Attendance will only be given if the student is physically present throughout the class. They will not entertain any request from students to grant notional attendance for any permitted activities or reasons.
- Centre Chairpersons: They may grant notional attendance up to 20% as per the above rules and send a report of such cases to the Director, Deputy Director and Registrar. They must also send a list of students who do not qualify for appearing in examinations owing to a shortfall in attendance even after allowing notional attendance earned by them.
- Director/ Deputy Director: Notional attendance in any special case not covered under the above rules may be considered on a case-to-case basis justified by reasons for the shortfall in attendance.
- Manager Academic: Attendance will be granted as per the above rules. Manager Academic will keep records relevant to various reports required by the programme and students.

#### **e. Rules for Live Projects with companies**

##### **STP/Live Project Rules**

1. STP/Live Project will start only in Term III.
2. The time duration of the live project will be of 10 days inclusive of student's off day and weekly off (Saturday, Sunday).
3. Not more than 10% of students of a section/class can be allowed to do the STP/Live project at any point in time.
4. In Term II as an exceptional case where CCR floats a live project and gives a very strong recommendation, three students from a section can be sent subject to the approval of the Dean Academics.
5. STP/ Live Projects will be done on a rolling basis for all the programs.

##### **STP/Live Project Eligibility, Attendance & Assessment Rules**

1. Students who do live projects / STP must have physical attendance of a minimum of 60%.

2. STP/ Live Projects can be offered to students who have a minimum CGPA of 6.5 till the end of the previous term.
3. The STP/ Live Project will be evaluated by an external expert. The Program along with CCR will handle the evaluation process before the beginning of the end term examination.

**f. Attendance Rules for the Members of Student's Placement Committee**

Student's Placement Committee Members perform a very crucial role. They are responsible to drive the placements in close coordination with the Chairperson of the Centre for Corporate Relations.

The CCR PlaceCom members who seriously participate and contributes to the major activities of CCR will have to maintain 60% physical attendance to become eligible for the end term examination.

The CCR will have to certify to the Program Office about the effective involvement of the individual in the placement activities. As a blanket rule, all PlaceCom members will not be entitled to this benefit.

**g. Rules Regarding Participation in Competition Sponsored by Corporates**

Institute from time to time floats corporate sponsored competitions. Centre for Corporate Relations issues notices in this concern throughout the year. Students are encouraged to participate in the same with the approval of the CCR.

**Participation and Attendance Rules**

1. These rules apply only to those competitions which are sponsored by corporates and notified by the CCR.
2. Students who participate in such competitions will be eligible for 60% of attendance subject to the following:
  - They participate till the level of regional, zonal or national level for which they have to travel or put extra time in terms of doing certain activities for pre-preparations.
  - This is validated by a certification/mail.
  - It is to be properly registered with CCR and duly validated by them.
  - Notional Attendance will be considered for the period the student is engaged in such competitions provided he/she has otherwise maintained the minimum attendance.

3. In case the student is not able to perform in the said competition, he will have to maintain a minimum of 70% attendance for appearing in end term examination.

#### **h. Rules for Participation in Non-Credit Certification Courses**

##### **1. Industry Endorsed Non-Credit Certification Courses**

Recruiters expect students to stretch beyond their regular curriculum and acquire skills, knowledge in the emerging areas of the business today. Therefore, as an institute, we have collaborated with corporate/industry bodies to offer Non-Credit Certification Courses. As per the rules of the institute, every student has to complete at least one industry-endorsed certification. If the student chooses not to opt for any certification / does not give the examination for the chosen certification/ fails to clear the chosen certificate evaluation then, he/she will be marked "I" which means incomplete in the transcript.

Industry endorsed Non-Credit Certifications are being offered in two modes: -

- i. The company experts will design the course outline, evaluation parameter to train the students. Those who clear the examination will be entitled to certification.
- ii. The institute may have an understanding with the company/ industry body to certify students who qualify for the examination based on the syllabus/standards laid down by them. The institute will train the students with the help of experts approved by the certifying organization. The examination will be held as per the guidelines of the certifying body. Those who clear the examination as per their standards will be entitled to get a certificate.

There will be a few certification courses for which no fees are taken from the students. However, there could be a few certification courses where the institute will subsidise the fees to be paid to the organizations. This will be announced in advance.

A student can enrol for more than one certification courses. All the certification courses for which the student is enrolled will appear in the transcript. The student must qualify for all the enrolled certifications. If the

student is not able to clear one or all of the enrolled certification, then “I” (incomplete) will be mentioned against that certification.

There is no supplementary examination in these certification courses. The passing grades are decided by the organizations as per their expected standards.

## **2. Online Certification Courses**

In addition to the above, the student must complete one online course of a minimum of 20 hours. It can be done from Coursera or any other platform of repute with the approval of the program office. This certification must be in the chosen area of functional specialization viz. Marketing / Finance / HR / Operations.

Online or industry courses taken as a part of the internal evaluation of any credit course will not be considered.

## **3. Global Certification Courses**

These certifications are accepted globally and are issued by global certifying bodies. MNC and Indian Multinational prefer to hire professionals who hold these global Certifications. Because of the strong preference of the companies for these global certifications, these courses will positively impact the placement and average compensation offered. These certifications are essential for those looking for global careers.

Therefore, we must respond to the needs of the industry. The institute will identify the global certification courses and sign the MOU with the certifying organization. Institute will provide intense training to prepare the students for such certifications.

The fees for global certifications are usually high and therefore institutes will extend financial support purely based on merit.

The following will be the details of the financial support to be extended:

- i. Based on the merit (CGPA), till the end of the previous term (Trimester 2), the top 25% of students will be identified from each of the functional specializations in the case of PGDM and PGDM IB. For PGDM RM and PGDM



IBM, the top 25 % of students up to the end of Term II will be identified by the program.

- ii. Qualified students can enrol for one or more of the Global Certifications.
- iii. If they qualify and produce satisfactory evidence, they will be eligible for reimbursement of actual fees or up to Rs.25000/- whichever is less.

Institute reserves the right to reject the claim of any student if there is a disciplinary case against the student.

These rules are subjected to modification at any point in time.

#### **4. Participation Rules**

- i. Students have to complete a minimum of one online certification course and one industry-endorsed certification before the end of Term III. If the student enrolls for more than one industry-endorsed certification course, it will be compulsory to clear all of them.
  - ii. All the industry-endorsed certification in which the student has enrolled will be mentioned in the transcript. If a student is unable to clear any of these certifications, "I" will be mentioned which means 'Incomplete' against such certification. No supplementary examination is possible in such cases.
  - iii. Online certification course should be a minimum of 20 hours. The suggestive list will be shared by the CCR/ Programme office.
  - iv. A certificate of attendance or completion will be issued by the organizing body after the completion of the Non-Credit course floated by the Institute.
  - v. For online courses, the student has to furnish the certificate of completion to the program office before the completion of the 3rd-trimester examination.
  - vi. Online Courses or industry courses taken as a part of the internal evaluation of any credit course will not be considered.
  - vii. If the students are not able to furnish the certificate before the commencement of the 3rdtrimester examination (a week before the exam), it will be graded as incomplete (I). No further chance will be awarded in such a case.
- 
- i. Submission of No-Dues and Final Night Out Form at the time of final vacation of hostel
  - 1. Duly signed "No Dues" form from all departments to be submitted by the students at Students' Welfare Centre.

2. Final Night-out form to be signed and approved by the warden only after submission of No dues at SWC.
3. It would be mandatory to submit the final Night-Out form, duly signed by the warden, at the gate, at the time of finally leaving the college.

**j. Students' Grievance Redressal (SGR) Cell**

A centralized Students' Grievance Redressal (SGR) Cell enables the students to put their grievances and suggestions for a quick consideration and redressal. Any student having grievance or suggestion in respect of any department of the institute other than food and hostel may share it either online through mail on [student.suggestions@BIMTECH.ac.in](mailto:student.suggestions@BIMTECH.ac.in) or in writing in the suggestion box placed in Academic Block near the Help Desk. The grievances/suggestions received by cell will be forwarded to the respective department. All the departments of the institute are requested to reply to the same within 48 hours. A copy of the reply has to be marked to the Grievance Redressal cell as well.

A monthly review of the performance of grievance redressal machinery of all the departments will be held.

Complaint Redressal System is in place and students can lodge their complaints related to Facility Management at the below given site--  
<https://spreadsheets.google.com/a/BIMTECH.ac.in/spreadsheet/embeddedform?formkey=dFhmMll6b29XMkNwRUUwR0lOTWhtdGc6MQ>

## 10. Policy and Rules for Final Placement and Summer Training/ Summer Internship

### a. Placement Assistance

1. Support for Final Placement and Summer Internship is provided by the Institute to students. This activity is done under the aegis of the Centre for Corporate Relations (CCR). Periodically, students are being advised, through the student groups' mail ID as well as through the CCR notice board, about summer/ final placement opportunities. Students are advised to be on the lookout for relevant information either about summer internships or final placement.
2. Students should be aware that actual placements would depend upon the general economic and industry scenario, the academic and non-academic competencies including good communication and soft skills developed by each student, cultural and medical fitness of each student, as determined by the recruiters.
3. While every effort will be made to enable each student to compete effectively for positions offered by companies, the actual conversion of the opportunity into a concrete placement is the sole responsibility of the student. The institute, therefore, does not guarantee that a particular student shall be placed for a final or summer internship irrespective of the student's performance parameters.
4. The major components of the placement (summer or final) process are written/online test, excel test, occupational responsibility, quantitative analysis, group discussion, personal interview, personality profiling etc. Apart from thorough domain knowledge, recruiters expect students to be updated on current national, economic and political world developments, especially those affecting the economy and the impact of such events on the industry or business for which the recruitment is taking place (the ability to connect the dots). The recruiter expects to see the depth of understanding, analytical skills and originality in student's responses, whether it be group discussion or personal interview. Another important quality that a student should develop is up-to-date general awareness and the ability to connect

the dots i.e. the ability to connect recent events/changes to the relevant industry or company. Needless to add that a good CGPA and proficiency in some extracurricular activities and participation in corporate-sponsored competitions will be valuable add-ons for the student. Students should try to upgrade themselves through extensive reading, especially financial and general newspapers besides studying the course curriculum and last but not the least, by regularly attending the class lectures, guest lectures, workshops and seminars organized by BIMTECH to provide value to future employers. The student would also be well advised to take advantage of free online extra certifications by joining the non-credit certification courses announced by CCR/Program or the online courses from Coursera, edX, Udemy, Google, etc. and the global certification courses from IIBA, PMI, etc. to name a few to strengthen their CVs.

5. Please remember that companies are looking for proactive, energetic, diligent, well-rounded personalities who have indisputable integrity with high energy. The recruiter also needs to sense the “hunger” for the job on offer from the candidate through body language and attitude.
6. BIMTECH will encourage and assist all students to emerge as credible brands in their own right, who are sought after by the corporates.

**b. Policy, Rules and Code of Conduct**

1. Transparency, fairness and equal opportunity for all students (subject to the specific requirements of the recruiter) is the policy of BIMTECH and are the hallmarks of the placement process at BIMTECH.
2. Whenever a company proposes a visit to the BIMTECH campus or want to conduct the online process, CCR sends an e-mail confirming the date of the process, as well as display it on the notice board with the details related to JD /written test/GD/interview. Students then give their names to CCR for attending the process and attending the campus drive.
3. Not more than seven attempts can be availed of by any student for the final placement process.
4. To facilitate placement, every student should achieve a minimum 6.2 CGPA i.e. 60%.

5. Students are advised to abide by the final short-listing done by the company according to their requirements and criteria which shall not be called into question by any student either individually or by raising questions about this in the Pre- Placement Talk (PPT). Violation of this rule will lead to the debarment of the student from the process. The PPT queries from students should be aimed at clarifying job profile, compensation, etc.
6. Once a student gets shortlisted by the corporate for their recruitment process of GD, Written Test, etc. he/ she cannot, on any account, withdraw from the process of that Company. Violators may have to face disciplinary action or face debarment from any subsequent placement process. Hence prior to expressing interest, the student should make his/her mind.
7. It will be the responsibility of the student to be extra careful in maintaining the basic decorum, discipline and decency at the time when the company representatives are on the campus or the online process for placement-related activities or when they participate in the processes at the company's premises. Any student found willfully violating these instructions will be liable for disciplinary measures.
8. Students appearing for placement are expected to report on time for the process and come well prepared by going through relevant literature such as the company website, company's publicity material etc.
  - Students should study the job description (JD) conveyed by companies thoroughly and prepare accordingly.
  - Students should report in the classroom or log in online 15 minutes before the scheduled time & when notified by CCR for interactive sessions with the recruiters.
9. Students found improperly dressed or groomed during the campus selection process for the final or summer internship may be precluded from participating in the placement process. They should be well-groomed and should be dressed in formals wears which would be:
  - For Gentlemen: Business Western Formals (Full sleeves shirt and formal pants {Jeans & Khaki not allowed}), leather shoes and a tie. Clean Shaven/ full beard, well-groomed appearance.

- For Ladies: Business Western Formals (Full sleeves shirt and formal pants or Saree, formal Sandals / Shoes (heels without noise). Well-groomed appearance, no danglers allowed.
10. Requirements of the company will be taken care of by the concerned members of the placement/hospitality group while they are at BIMTECH premises (or at long distance) and any kind of communication to be sent to the company has to be directed through CCR only.
  11. Students are advised not to do anything directly or indirectly which may create a poor impression of the institute. Any student found disregarding any of the norms would be liable for disciplinary action.
  12. All communication with the recruiters will be done by the CCR office. Students are not allowed to directly communicate with recruiters.
  13. Non-compliance by students of any activity organized by the Institute in the interest of placements will be considered as an act of misconduct. Students found involved in such activities may be debarred from placement assistance. The decision of the CCR will be final in this regard.
  14. Once a student is selected by the campus process for final or summer placement, he/she cannot avail of any more placement opportunities through the campus process subsequently. Violation of the principle will be considered a breach of regulation and will invite disciplinary action as determined by the Chairperson Centre for Corporate Relations.
  15. The institute follows the "one student one offer" policy. In case of multiple processes and offers, the institute will approve the offer which arrives first. Students who have appeared in multiple processes will have to accept the offer which is conveyed to them first by CCR. This stipulation is applicable for Final Placement as well as Summer Internship. Students found violating this rule will face disciplinary action as determined by the Chairperson, CCR Department.
  16. Recruiters frequent visit to BIMTECH Campus is because of their faith that students once selected (after the student agrees to the selection by accepting the offer at the end of the process) will take up the assignment on

the stipulated date. Hence, students are obliged to act as per their commitment to take up the position for which they have been selected for. This provision is applicable for Final Placement as well as Summer Internship. If a student violates this principle, he/she will have to face appropriate disciplinary action, as decided by the Chairperson, CCR Department on behalf of the Institute.

17. CCR reserves the right to modify or introduce new rules, as and when required, such as granting 'day zero' or 'dream company' status to companies if circumstances warrant.
18. The Institute allows two years of deferred placement for students who are serious about starting their ventures. Under the Deferred Placement Policy, a student who does not opt for placement initially and opts for an entrepreneurial venture has the option of joining the stream of BIMTECH students for placement two years later if she/he so desires subsequently. The Scheme will be administered jointly by the Atal Incubation Centre (AIC) and the Centre for Corporate Relations (CCR) on a case by case basis on merits. For more details on the process and procedure, please contact the Atal Incubation Centre.

**c. Summer Internship**

1. **Objective of Summer Internship:** Internships are important to enhancing credentials, testing new situations and positioning management graduates for the next step. With persistence, passion and creativity, a summer internship is within reach. It offers an important opportunity to work closely with professionals in their respective fields and to develop knowledge, competencies, and experience related directly to one's career goals.

Recruiters attach great significance to the Summer Internship Project report in the final placement interview and in-depth questions on it can be expected. Hence, the Project Report should be perceived as an important source that signals a student's potential to the recruiters. BIMTECH expects every student to take this activity seriously and turn it in an excellent deliverable at the end of his/her internship in terms of a project report/credentials, knowledge, competencies & experience.

2. **Summer Internship Workshop:** An interactive workshop to set the tone will be held on the campus usually in the month of March/April to give detailed guidelines and a roadmap to students on the nitty-gritty of summer projects, the dos and don'ts etc. Students will also have occasion to interact with executives from corporates/ alumni & seniors in the workshop. They will be informed as to what is expected of them during their internship, the needs of the industry etc. Those found absent will face the penalty of deduction of marks per session from the total SIP marks.
3. **Duration:** The duration of the Summer Internship project for all the streams (PGDM, IB, IBM and RM) will be two/three months, normally between May to June / April to June. The projects will carry 8 credit / 100 points. After completion of the Summer Internship, students will undergo Summer Internship Viva Voce, as intimated by CCR.
4. **Faculty Allocation, Reporting & Supervision**

Prior to the finalization of a faculty as the academic mentor, students should submit an application or an email to the faculty they would like to choose as a mentor, stating the proposed area of research, intent and objective of the summer project. The academic mentor would give approval for being the mentor if he/she is satisfied with the student's submission after assessing the potential learning opportunity and commitment of the student. Students should give their applications or emails well in time so that the mentor has adequate opportunity to go through them.

  - i. Students are free to choose any faculty from the Institute amongst the BIMTECH faculty as their academic guide/mentor.
  - ii. Not more than 12 students can register under any one faculty as a mentor for the summer internship. The basis of selection will be 'first come, first served'. Students can check the list of available faculty and vacant seats under each faculty on daily basis.
  - iii. The internee shall arrange for a telephonic conversation or virtual meeting between the industry mentor and the academic mentor before finalization of the project topic/title of the project. The concurrence of both mentors is a must.



- iv. The internee shall submit a fortnightly report on the progress of work relating to the internship to the academic mentor, failing which the academic mentor can deduct marks for not meeting the timelines.
  - v. The academic mentor would be making at least one visit to the workplace of the student for a meeting with the industry mentor to review the progress made by the student and also to build a long term relationship between BIMTECH and the company/organization.
5. **Entrepreneurial Internship Program (EIP):** Through the Entrepreneur Internship Program (EIP), first-year students can participate in internships wherein during the 10-12 week program, interns will find themselves writing a business plan, presenting to investors and/or customers, performing a market survey, identifying alternative distribution channels, exploring alternative financing structures, or improving information systems. The EIP will be in place of the SIP with the differences being only a very limited number of first-year students will be selected to be part of this program through a competitive application process.

The students will work on their idea/concept under the supervision of an internal faculty (and if possible, an external mentor) and will try to create a 'proof of concept'/ prototype /ready to the market product during their summer internship.

- **Note:** Students are advised to access BIMTECH's Knowledge Portal [http://111.93.32.219.82:/](http://111.93.32.219.82/) (see website) for guidance on model Summer Project Reports. The BIMTECH Knowledge Portal has copies of past Internship reports of students which can also be accessed for reference purposes.

## 11. International Student Programs and Scholarships

Organizations need people who are adaptable to change and thrive in uncertain situations. With the globalization of business, intercultural awareness has become imperative. BIMTECH has forged international collaborations to provide international exposure and learning opportunity to students.

The detailed information about the various activities regarding International Student Programmes will be circulated to student group email ids and will also be available on the NAT in the Centre for International Affairs folder.

### a. Student Exchange Programme

1. The student exchange programme is open to all students of the first and second year. However, BIMTECH may not nominate a student or may cancel the nomination of a student for the exchange programme if found not following academic or discipline norms. The minimum criterion for eligibility is a TGPA score of 5 in Trimester I & II at BIMTECH.
2. The Student exchange programme is offered for one to two trimesters. The application process starts in August to nominate students to go under the exchange programme. All the communication related to Student exchange is periodically updated on NAT in the Centre for International Affairs folder.
3. A list of International partners with links to their websites is available on the website <http://bimtech.ac.in/international/international-partners/>
4. BIMTECH policy on student exchange explains all rules and regulations regarding the programme. Students applying for an exchange program need to sign the policy on student exchange in order to be considered for the screening process.
5. Under the exchange programme, students do not pay tuition fee to the partner university. The student is supposed to bear airfare, accommodation, insurance and other personal expenses while visiting a partner university. Some of the universities demand tuition fees, they will be announced separately.
6. Students will get a refund on BIMTECH accommodation and mess charges as per BIMTECH norms which are mentioned in the student exchange policy.
7. Students receive a transcript/ certificate from Partner University which gets translated into the BIMTECH Grade system.

8. In case any student has appeared in final year graduation examination in the year of admission, they must ensure before leaving for the student exchange programme that they have submitted their Final Year Graduation Marks Sheet for inspection and return by the Registrar / Administrative Officer with a copy of marks sheet latest by 31st October, of the calendar year, as per admission norms.

**b. Scholarship by Partner Institutions**

Students have the opportunity for scholarships and ERASMUS+ Mobility grants from few institutions around the world such as FH Joanneum, Austria; French Embassy, Government of South Korea, Kozminski University, for an exchange programme or for research projects. Such scholarships are on a competitive basis and open to all countries.

**c. Global Graduate Research/ Consultancy Project**

The programme is an opportunity for students to work with students from other universities on research projects under the mentorship of BIMTECH and partner faculty. Students get an understanding of the multi-market mechanism, virtual team work, complexities of working across time zones and working and collaborating with teams with different cultural orientation. Students have worked on live projects (as consultants to companies) and collaborated in teams with students from partner institutions such as FH Joanneum, Austria; University of Hertfordshire, UK; Philadelphia University, University of Maryland, Wake Forest University, USA. The request by partner institution for such projects is circulated to student group ids.

**d. Online Exchange Program 2021-22**

BIMTECH strictly adheres to the Covid-19 guidelines issued by the Government of India from time to time. All decisions relating to online exchange programs are based on that.

If the pandemic situation continues to prevail in 2021-22 and if the situation so permits; an online exchange program will be offered to the students of BIMTECH. The details will be communicated to students along with the policy guidelines for the exchange program.

## 12. Rules for Library

### General Rules & Regulations of Library

1. **Library Timings:** Library remains open on all seven days except holidays as specified in the academic calendar of BIMTECH throughout the year. During the preparation and examination period, library services are extended up to 11:00 p.m.

Days	Timings
Monday – Friday	9:00 Am – 10:00 PM
Saturday & Sunday	9:00 AM – 9:00 PM

2. **Eligibility:** BIMTECH library is primarily meant for the faculty, full-time students of all the courses, administrative staff, visiting faculty and research scholars. Non-BIMTECHians can be permitted to consult the library for reading purpose only with the permission of the Director.
3. **Library Membership Procedure:** Each student member will have to submit one passport size photograph at the library security check counter while Institutional, External & Honorable members have to fill a membership form and have to submit two passport size photographs.
4. **Circulation Rules:**
  - i. The borrowing facility is given only to the members of the library. Circulation will be done only through the circulation counter after the member produces his/her identity card to the person at the counter.
  - ii. Students will not be allowed to take the periodicals, newspapers outside the library.
  - iii. Students can get photocopies of the required article in the periodical from the Reprography Centre.
  - iv. The duration of borrowing for members will be as follows:-

Patron category	Item type	Current checkouts allowed	Loan period in days	Fine amount per day (Rs.)
Faculty	Books	20	90	0.00
Research Associates	Books	8	30	5.00
PhD. Scholars	Books	4	30	5.00
Staff	Books	4	30	0.00
Student	Books	4	10	5.00

- v. Information of new arrival of books will be shared through e-mail under the subject Current Awareness Service, "CAS" and the books will be displayed on a separate shelf for a week. These books will be subsequently available for circulation.
  - vi. For re-issuing, it is necessary to present the book at the counter and is not automatic. If there is a demand for the book, the request for re-issue may be turned down by the librarian.
  - vii. During the examination, books and publications issued for a period of ten days will not be re-issued even if there is no demand for the said books.
  - viii. If a book is not returned in the stipulated time the member will be charged a penalty of Rs. 5 per day per volume. In the case of a reference book, the penalty will be Rs. 5 per hour, per volume. The penalty for not returning the project report the next day will invite a fine of Rs. 25/- per day. The fine should be paid at the library counter and a valid receipt should be obtained by the student.
  - ix. If a member loses a book against his/her account, the penalty will be as follows: He/she will have to replace the lost book. In addition, he/she will have to pay a fine of 25% of the book value. If the relevant book is not easily available in the market, then the loser would pay double the current cost of the book.
  - x. Borrower shall be responsible for the safe return of the books to the library. Borrowers must satisfy themselves about the physical condition of the books before borrowing, otherwise, they shall be held responsible for the damage noticed at the time of returning.
5. Stealing or damaging the property of library or misbehaving with library staff shall be considered an act of indiscipline, which will call for strict disciplinary action.
  6. Visitors are not permitted in the library without the permission of the librarian.
  7. Personal/ Issued books and magazines, files, boxes and such other items are prohibited inside the library and the same are to be kept at the property counter.
  8. All students are advised to get their material possessions checked by the person sitting at the entry gate.
  9. Eatables, drinks and mobile phones are strictly prohibited inside the library.

## 13. Rules for Computer Lab

### a. General

1. After entering the Computer Lab, students should approach the System Administrator/Lab in-charge. A logbook of machine usage will be maintained and it is the duty of each user to complete all columns (their name, roll no., login time and the purpose) in it while entering the Computer Lab.
2. Students should mark and sign when they log out and leave the lab.
3. Students should complete their work within the allocated time.
4. System Administrator will have full authority to enforce discipline.
5. System Administrator may cancel a reserved slot, where it becomes necessary in the wake of a higher priority assignment.
6. Visiting/Regular Faculty can reserve the slot for a class demonstration. The reservation of time can be done at least one day in advance up to a maximum of 7 days in advance.
7. To facilitate the storage of data and to conserve the hard disc space, students should take a back-up of all their files on their own storage devices and delete the files from the hard disc.
8. Computer stationery will not be made available by the Institute. Students must make their own arrangements. Printing facility does not form a part of computer use. Students should maintain discipline and keep silent in the lab.
9. Students will not be allowed in the computer lab during class and during break(s).
10. The free time on the computer is available in slots of 60 minutes to the students on a first come first served basis, depending upon project priority and subject. No two slots will be given to the same student on the same day. However, if the system is free, permission from the staff on duty is essential to avail the time.
11. Director's office, Library, CCR and Office PCs will be used only by the respective staff and faculty.
12. The user can contact the System Administrator for backup.
13. Students are not allowed to change the wallpaper or any taskbar setting. Those who are found guilty will be debarred from the lab for at least one week.

14. Laptop or mobile charging inside the lab is not allowed.
15. For laser printouts, students must purchase print coupons from the accounts department prior to printing. These coupons with the seal are valid till their final placement. Printouts can be taken between 10 am to 6 pm.
16. For internet-related complaints in their rooms, students have to write or lodge a complaint in the complaint register in Lab-1. The engineer will visit the hostel between 4-6 pm every day.

### Do's

1. Make your lab in and out entries in the lab logbook.
2. Use your own Login ID and Password.
3. Check the machine. If not in order, immediately report to the staff on duty.
4. Ensure that your storage devices are virus-free.

### Don'ts

1. Don't shut down / lock the computer. You can only log off the PC.
2. Don't shift machine from one place to another.
3. Don't use virus-infected storage devices.
4. Don't delete other users' files.
5. Don't waste computer stationery.
6. Don't use the machine beyond your allotted time.
7. Don't take any manual out of the lab.
8. Don't play games.
9. Don't bring bags/folders etc. into the lab.
10. Don't talk loudly in the lab; maintain silence.
11. Don't use any type of instant Messenger.
12. Don't use a cellular phone in the lab.
13. Don't use Facebook, Whatsapp, Google-Chat, Yahoo messengers inside a lab.
14. Don't eat or drink in the lab.

### Penalty

Any student found breaking the above rules in the computer lab may be debarred from both the labs at least for one month or may have to pay a penalty of Rs.500/- or both.

**b. Policy on Use of the Internet by Students, Staff and Faculty**

**1. Email & Password Creation:**

- i. IT department creates email-id of new students.
- ii. The email-id consists of (first name. last name plus the year of passing@bimtechmail). For example abc.efg19@bimtech.ac.in.
- iii. The password assigned initially must be changed on the first login.
- iv. In case the password is forgotten, one has to contact the IT person in the computer lab with their ID-Cards.

**2. Email Account Use Policy**

Bimtech IT department is authorized to use Google Apps Platform as mail client and hence provide email service for its faculty, staff and institute administrators with URL: <http://mail.bimtech.ac.in>. It is recommended to utilize this e-mail service for academic and official communication. Formal official notices to faculty and staff may also be circulated through this service. E-mail service will facilitate the fast delivery of messages and documents to campus and external user groups or individual users. The user shall contact the IT centre for allotting an e-mail account and default password. The e-mail address should be kept active by using it regularly. Users using the e-mail facility will have to abide following:

- a. Use of this facility for commercial or illegal purposes is a direct violation of the Institute's IT policy and may subject to a withdrawal of the facility. Illegal use includes but not limited to, sending unlicensed and illegal software as an attachment, unsolicited bulk e-mail messages and generation of threatening, harassing, abusive, obscene or fraudulent messages/images.
- b. Only 20 MB of data can be sent through the mail. If need be, then the balance data can be sent via another mail. If required google drive maybe used.
- c. Any mail or attachment that is from an unknown and suspicious source should be avoided; such messages may contain viruses that have the potential to damage the valuable information on your computer.
- d. It is the user's responsibility to keep a backup of the incoming and outgoing mails of their account. The user should not share his/her email account and



password with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.

- ii. The user should refrain from intercepting or trying to break into others email accounts, as it is infringing the privacy of other users.
- iii. Impersonating the email account of others will be taken as a serious offence under the Institute IT security policy.
- iv. Any Spam mail received by the user into INBOX should be forwarded to it@bimtech.ac.in.

### **3. Guidelines for Using Bimtech Mail**

The purpose of this email policy is to ensure the proper use of BIMTECH's email system and make users aware of what BIMTECH deems as an acceptable and unacceptable use of its email system. The institute reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

### **4. Legal Risks**

Email is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although email seems to be less formal than other written communication, the same laws apply. Therefore, everyone must be aware of the legal risks of email:

- i. If one sends or forwards emails with any libellous, defamatory, offensive, racist or obscene remarks, the individual and the institute can be held liable.
- ii. If one unlawfully forwards confidential information, the individual and the institute can be held liable.
- iii. If one unlawfully forwards or copy messages without permission, the individual and the institute can be held liable for copyright infringement.
- iv. If one sends an attachment that contains a virus, the individual and the institute can be held liable.

By following the guidelines in this policy, one can minimize the legal risks involved in the use of email.

## 5. Legal Requirements

The following rules are to be strictly adhered to. It is prohibited to:

- Send or forward emails containing libellous, defamatory, offensive, racist or obscene remarks. If you receive an email of this nature, you must promptly notify your supervisor.
- i. Forward a message with sensitive information without acquiring permission from the sender first.
- ii. Send unsolicited email messages.
- iii. Send email messages using another person's email account.
- iv. Copy a message or attachment belonging to another user without permission of the originator.

## 6. Staying Safe

- i. **Beware of viruses:** Since the installation, one's personal device is liable to be infected by viruses, it is strongly recommended that one should not click on any link or open any attachments of unsolicited or suspicious-looking emails. These messages could infect one's computer with a virus.
- ii. **Beware of phishing:** Beware of an email from any sources such as a bank or any other institution which asks you to click a link and then prompts you to fill up details like your name, Date of Birth, Id number etc. Such emails can be malicious and may harm you once you have entered your personal data. Your mail id might have been obtained from social media sites (e.g.Facebook).

It is advised not to click links to such mails or enter details. Instead, visit the proper website of your bank or other institution and interact with them directly. You should visit the official website of your bank (or other institutions) by typing the URL in the web browser. Seek help or call the IT dept in case such mails are coming in large numbers to you.

iii. **Best practices:** BIMTECH considers email as an important means of communication and recognizes the importance of proper email content in conveying a professional image. Users should take the same care in drafting an email as they would for any other communication. Therefore, the institute wishes users to adhere to the following email guidelines:

- Writing E-mails

Write well-structured emails and use short, descriptive subjects.

BIMTECH email style is informal. This means that sentences can be short and to the point. You can start your email with 'Hi', or 'Dear', and the name of the person. Messages can be ended with 'Best Regards'. The use of Internet abbreviations and characters such as smileys, however, is not encouraged.

Signatures must include your name, job title and institute name. A disclaimer will be added underneath your signature (see Disclaimer below)

Users must spell check all mails prior to transmission.

Do not send unnecessary attachments. Compress attachments larger than 5 MB before sending them.

If you need to send files of over 10 MB, do not send these via email; contact your Administrator to find alternate methods for sending the files.

Do not write emails in capitals.

Do not use cc: or bcc: fields to send a mailing to multiple recipients. Instead, use institute designated mail merge software.

Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email, using other means of communication, or protecting information by using a password (see confidential).

Only mark emails as important if they really are important.

- **Newsgroups:** Users need to request permission from their supervisor before subscribing to a newsletter or newsgroup.
- **Maintenance:** Delete any email messages that you do not need to have a copy of, and set your email client to automatically empty your 'deleted items' on closing.

- **Personal Use:** Although the institute's email system is meant for business use, BIMTECH allows limited personal usage if it is reasonable and does not interfere with work. However, the sending of chain letters, junk mail, jokes, and executables is prohibited. All messages distributed via the institute's email system are the institute's property.
- **Confidential Information :** Do not send any confidential information via email. If you need to send confidential information, check with your supervisor for safe methods.
- **Passwords:** Use a combination of words, numbers and special characters for passwords. All passwords must be made known to the institute. The use of passwords to gain access to the computer system or to secure specific files does not provide users with an expectation of privacy in the respective system or document.
- **Encryption:** Users may not encrypt any email without obtaining written permission from their supervisor. If approved, the encryption key(s) must be made known to the institute.
- **E-mail Retention:** For email retention guidelines, refer to the institute's email retention policy.
- **E-mail Accounts:** All email accounts maintained on our email systems are the property of the institute. Passwords should not be given to other people and should be changed once a month. Email accounts not used for 60 days will be deactivated and possibly deleted.
- **System Monitoring:** Users expressly waive any right of privacy in anything they create, store, send or receive on the institute's computer system. The institute can, but is not obliged to, monitor emails without prior notification. If there is evidence that you are not adhering to the guidelines set out in this policy, the institute reserves the right to take disciplinary action, including termination and/or legal action.

### **Disclaimer**

The following disclaimer will be added to each outgoing email:

'This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have

received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the institute. Finally, the recipient should check this email and any attachments for the presence of viruses. The institute accepts no liability for any damage caused by any virus transmitted by this email.'

### **Questions**

In case one has any question or comments about this Email policy, he may contact the IT department. Else it is assumed that one has understood the rules and guidelines in this Email policy and agree to adhere to them.

### **Note**

Students should bring a laptop of their choice for academic activity which should be at least of the following minimum configuration :

**CPU:** 6th generation (OR above) Intel Core i5 – i7 |

**Graphics card:** Not required for academic purposes.

**RAM:** 8GB – 16GB | **Screen:** as per their convenience (HD or 4k 3840 x 2160) , lightweight or heavyweight.

**Storage:** as per their need (256 GB to 1 TB). Windows Genuine and MS Office (Mandatory) with licence copy.

BIMTECH will only provide internet, we do not provide any software licences to students.

## 14. Social Media Policy of BIMTECH

BIMTECH recognizes and embraces the power of social media, and the opportunity these tools provide to communicate with the BIMTECH community, including students, faculty, staff, parents, alumni, and other interested parties.

This policy provides guidance and applies to all users of social media by BIMTECH students, faculty and staff to represent or discuss matters concerning the institute and/or members of the BIMTECH community, whether or not such use involves the Institute's network or other computer resources.

It is important to recognize that the use of social media at BIMTECH or concerning BIMTECH is governed by the same laws, policies, rules of conduct and etiquette that apply to all other activities at or concerning BIMTECH. Even activities of a private nature conducted away from the Institute can subject you to disciplinary action if they reflect poorly on the Institute or interfere with the conduct of the Institute's functioning and reputation.

### USAGE GUIDELINES

#### Rules for Posting to Social Media Sites

1. When posting to any social media site, communicating with members of the BIMTECH community, or discussing the institute on any website, even through your personal account or using your own phone, computer or other devices without using the institute's network or equipment, remember that laws and BIMTECH policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of confidential and private information apply to communications by BIMTECH students, faculty and staff through social media as well.
2. If endorsing BIMTECH, accurately disclose your relationship to the Institute.
3. When using BIMTECH sites or acting within the scope of your Institute's responsibilities, you may only endorse BIMTECH, its programs, or its services if you have been authorized to do so by the Institute. Carefully consider the accuracy, clarity and tone of your comments before posting them.
4. Posts on social media sites should protect BIMTECH's institutional voice by remaining professional in tone and good taste.

5. Do sign your post with your real name and indicate your relationship to BIMTECH. Do not use pseudonyms or post anonymously.
6. Do respect the views of others, even if you disagree.
7. Do obey the "Terms of Service" of any social media site or platform in which you participate.
8. Do not use social media to harass, threaten, insult, defame or bully another person or entity; to violate any Institute policy; or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of crimes or fraud.
9. Do not post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious. In addition, do not attempt to compromise the security of any BIMTECH social media site or use such a site to operate an illegal lottery, gambling operation, or other illegal venture.
10. Do not post copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright. Remember, even information that is widely available to the public (such as text, photographs, or other material posted on the Internet) may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination.
11. Do not use the BIMTECH name, logo or trademarks for promotional announcements, advertising, product-related press releases or other commercial use, or to promote a product, cause, or political party or candidate.
12. Do not disclose confidential institute information, non-public strategies, student records, or personal information concerning (past or present) members of the BIMTECH community without proper authorization.
13. Do not make false claims or representations about BIMTECH programs or services, and do not speculate or guess if you do not know the information.
14. Do not spread gossip, rumours, or other unverified information. Furthermore, do not assume that everything posted on a social media site is true.
15. Do not spend excessive time using social media for personal purposes during working hours or use any BIMTECH social media sites, networks, equipment or peripherals for unauthorized commercial purposes.
16. Do not transmit chain letters, junk email, or bulk communications.
17. Do not be rude or argumentative, or use inappropriate language. Avoid negative exchanges.

18. Do not be careless with spelling or syntax, or use language that may easily be misunderstood.
19. Do not represent your personal opinions as institutionally endorsed by BIMTECH. If you are not authorized to post specific content on behalf of the Institute, then the following disclaimer should appear in your post: "These are my personal opinions and do not reflect the views of BIMTECH."
20. Do not attempt to mask your identity or attribute your comments to another person (real or fictitious).
21. Do not insult, disparage, disrespect or defame the Institute or members of the BIMTECH community.

BIMTECH is not responsible for monitoring or pre-screening content posted on its social media sites. Notwithstanding the foregoing, reserves the right to monitor its sites and remove, without notice, any content that BIMTECH determines to be harmful, offensive, commercial in nature, or otherwise in violation of law or this policy.

If you become aware of objectionable content posted on a BIMTECH social media or objectionable comments concerning the Institute that are posted on an unaffiliated site please notify the Director promptly.

BIMTECH is aware that members of the BIMTECH community may wish to express their personal ideas and opinions through private social media that are not administered by the Institute.

Nevertheless, BIMTECH reserves the right, under circumstances it deems appropriate and subject to applicable laws and regulations, to impose disciplinary measures, up to and including dismissal from the Institution or termination of employment, upon students, faculty, or staff who use private social media sites or communications resources in violation of the usage guidelines in this policy or in ways that reflect poorly on the Institute or are deemed to interfere with the conduct of Institute's functioning.



# Core Values



## 1. CSR Initiatives and Students' Development

At BIMTECH, our commitment to good governance, ethical conduct and social responsibility is core to our way of doing business and is strongly aligned with our drive to create and increase value for all stakeholders.

All the above activities related to CSR are undertaken under the BIMTECH sponsored and supported NGO "Ranganathan Society for Library Development-BIMTECH Foundation ", with very active involvement and engagement of students, under the able guidance and mentoring by a senior faculty member, and the patronage of the head of the institution and the Board of Governors.

As a part of this, BIMTECH is continuously undertaking CSR activities as follows:

- i. **Harnessing the Power of Education in Jails:** Realising the fact that education is the basic foundation for developing responsible citizens, BIMTECH has identified hitherto unattended areas, like jails. With the active participation of the state authorities, BIMTECH has established three libraries in jails at Dasna (Ghaziabad), Noida and Lucknow Central Jail.
- ii. **Providing Education to Underprivileged Classes:** BIMTECH has adopted a primary school "Jatan Sansthan" in Muradnagar, U.P. The institute provides financial support, library facility and a faculty as a mentor. Many of the alumni of BIMTECH are also associated with the running of the school.
- iii. **Creating Rural Libraries:** Understanding the need for education for the rural masses, BIMTECH has established a total of 10 rural libraries in the state of Uttar Pradesh.
- iv. **Annual Vastradan Events:** As most of the students, faculty and staff members have periodic surplus clothes, the same are collected periodically and distributed to underprivileged classes of society.
- v. **Organising Blood Donation Camps:** The institute organises annual Blood Donation camps, where all the students, staff and faculty members contribute to the noble cause.
- vi. **Serving the Underserved Population:** In deserving cases, BIMTECH provides financial support to underprivileged classes, by way of concessional tuition fee, subsidised hostel facilities, etc.

Many other social events and activities are organised such as Health check up camps for construction workers, participation in Swatch Bharat Abhiyan, developing green campus through the United Friends of Earth (UFE) club, etc.

## **2. Gender Equality**

### **a. Vividha**

For Gender Justice and Diversity Promotion, the institute has created a special committee under the name of "Vividha". The committee comprises senior faculty members to address the issues relating to any kind of harassment or mistreatment. For the security of the female students, special and exclusive hostels with female wardens are provided.

### **b. RAINBOW Centre for Women Career Counselling & Guidance**

RAINBOW Centre for Women Career Counselling & Guidance at BIMTECH is for capacity building and counselling of Institutes' female students, alumni and industry workforce as well as other social groups. This centre is developed as one of the outcomes of RAINBOW Project co-funded by the Erasmus+ programme of the European Union and with support of all partner universities of the project. The Centre aims to engage with students, alumni and outside stakeholders for research, counselling and support to young women's career planning and capacity building. Its main objectives include developing capabilities in research and advisory in the domain, creating capabilities to offer consulting, training and courses/modules to industry, NGOs or other stakeholders, designing and implementing an applicable framework for outreach and partnership in the domain and creating and developing awareness programmes and events as well as delivering institutional responsibilities on new courses, compliance and processes.

The Head of the Centre, Prof. Himanshi Tiwari, and Mentor Dr. Rahul Singh along with a dedicated team of representatives from Alumni Cell, Centre for Corporate Relations, PGDM & PGDM (IB) Program and Admission Office are committed to achieving envisioned goals and objectives. For more details, please visit <http://projectrainbow.in>.

# **Life @ BIMTECH**



## 1. Residential Life- Hostel Rules and Regulations

All the programmes at BIMTECH are residential and all students are required to compulsorily stay in the hostel. It is the prerogative of institute authorities to allot rooms to students in any hostel deemed fit. The rooms can be single or double occupancy. The hostel rooms are spacious and well-furnished. The hostels also have sports and other recreational facilities. The rules written below will be followed by all male / female students residing in the hostel. Violation of any of these rules will make students liable for disciplinary action, including expulsion from the hostel and, maybe, from the Institute.

The institute has taken utmost care to adopt the best practices and comply with the AICTE as well as government norms of avoiding the spread of COVID-19. Time and again, standard operating procedures (SOP) have been developed for students to follow in their best interest. Violation of the SOP guidelines will result in punitive action and expulsion from the institute hostel. The SOP will be reviewed in due course of time and changes may be made.

Due to the limited number of hostel accommodations available on the main campus, the rooms will be allotted to the 2nd year male students on the basis of merit. The list will be prepared as per their CGPA scores in the first year (a combined result of three trimesters). It will be in proportion to the number of students in each programme.

### a. General

1. Every student would stay in the accommodation allotted to him/her by the institute authorities. He/she will not be allowed to change the accommodation once allotted.
2. Students will be personally and collectively responsible for any loss or damage to the hostel furniture or other fittings in all the common facilities and areas in the hostel.
3. Use of electrical appliances like heaters, hotplates, irons etc. in the hostel rooms is prohibited.
4. Students must not keep valuables in their rooms. They should lock their rooms properly when they go out for a bath, etc.
5. A student himself/herself is responsible for all his/her belongings. The Institute will not be responsible for any loss incurred due to his/her negligence or any other reason, whatsoever.

6. Employment of a private server is not allowed in the hostel.
7. Students' Discipline Committee is appointed to supervise and maintain discipline. Every resident should cooperate with them in discharging their duties.
8. Ragging is a symbol of immaturity and is inhuman. Ragging in any form, causing mental and physical agony, and abetment of ragging is strictly prohibited and will invite severe disciplinary action even to the extent of expulsion from the hostel and/or institute.

**b. Behaviour and Discipline**

1. Hostel inmates are expected to display acceptable forms of behaviour, anywhere within the hostel complex. Except for hand shaking as a form of greeting, no further physical proximity between male and female students is allowed.
2. Smoking, consuming alcohol, tobacco chewing or indulgence in narcotics drugs in any form is not allowed in the hostel complex or campus area at any time.
3. Possession or consumption of liquor or any prohibited drug including beer, gutka etc. is strictly prohibited in the hostel or anywhere else on the campus. Consuming liquor outside and entering the institute premises in inebriated condition will also attract severe disciplinary action including debarment from the placements or such other disciplinary action or measure decided by the appropriate authority or committee formed for the purpose.
4. Parties or other social gatherings in the hostel complex are not permitted without the prior consent of the Hostel Warden.
5. Playing games like football/cricket etc. in hostel corridors is strictly prohibited.
6. Hostel inmates must return to their respective hostels by 11.00 p.m.
7. It is the responsibility of the hostel residents to get permission from the hostel warden if they intend to stay away from the hostel. Late return or night out without appropriate permission is considered a serious violation of disciplinary rules and will attract severe disciplinary action.
8. Hostel inmates are prohibited from climbing over the fence or wall to get in or out of the hostel complex.
9. A hostel campus should be a place where people can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other hostel inmates at all times. Noise level must be kept



low to allow others the opportunity to study or sleep in comfort. Televisions, radios, hi-fi sets must be switched off or volume toned down after 10.00 p.m. These rules are intended to ensure an environment conducive to learning for all hostel inmates.

10. Vandalism is a very serious offence. Hostel inmates found guilty of committing such an offence may be evicted from the hostel as well as barred from continuing his/her studies on the Campus.
11. Hostel inmates should return to the Campus within the time specified by the warden.
12. Being a residential campus, students are expected to make full use of facilities and devote time to academic and extracurricular activities. For this, it is essential that students stay on the campus as much as possible.

**c. Upkeep of the Hostel**

1. Hostel inmates are responsible for keeping their rooms and the common areas in the hostel, such as the lounge area and bathrooms clean and tidy at all times.
2. Air-conditioners, fans, lights and electrical appliances must be switched off when not in use.
3. A comfortable room and hot water temperature will be maintained for students staying in hostels. In summer, room temperature - 25 to 26 degree Celsius, in winter- 17 to 18 degree Celsius, and hot water- 40 to 50 degree Celsius will be maintained.
4. Common hostel furniture must not be moved into other rooms or from one hostel unit to another without the consent of the Hostel Warden.
5. Hostel inmates must cover their beds with their own bedsheets at all times.
6. Any damage to the hostel property must be reported immediately to the Hostel Warden. Hostel inmates will be charged for all damages, except damages caused by normal wear and tear.
7. The Hostel authorities reserve the right to make spot checks on the hostel units and the bedrooms without having to give prior notice to the students.
8. Upkeep staff may enter rooms as and when necessary in the course of their duty under the directive of the Hostel Warden/Manager. However, every effort will be made to respect the privacy and dignity of the Hostel inmates.
9. The Hostel authorities reserve the right to move Hostel inmates to other hostel units/rooms if there is a necessity.

**d. Mess Rules**

1. Only vegetarian food is served in the mess. Eggs are served for Breakfast and Dinner.
  2. Meal timings as per the following schedule have to be followed:-  
Breakfast : As per the timetable.  
Lunch : As per the timetable.  
Snacks : As per the timetable.  
Dinner : 8.00 pm to 10.00 pm
  3. No crockery can be taken out of the dining hall, except during the indisposition of the student for which permission in writing has to be obtained.
  4. An amount of Rs 3500/ per month from mess charges can be refunded if a student is not availing of the facility at all for one month or more. Mess refund will be applicable for the period between March-May. However, students who get placed and join their jobs will be entitled to a refund from the period they join the job. The amount of refund of mess charges to be reviewed in view of an increase in Mess Charges per month effective from June 2021.
  5. Entry into the kitchen is not permitted except for Food Conduit members for which permission has to be obtained from the Faculty-in-charge of Food Conduit.
  6. With the possibility of rats and other insects getting in contact with the food kept in the room and leading to serious medical problems, carrying food out of the mess is NOT ALLOWED. Food served in the Mess is for the consumption in Dining Hall only.
1. Sitting in the Students' Mess after the meal timings as per schedule is prohibited.
  2. Sleeveless attire is not allowed in the mess dining hall.
  3. Serving of food at student's room in hostels will only be allowed with the permission of the Warden and Resident Medical Officer.

**e. Procedure for Night-Outs / Day-Outs from Hostel**

1. Night-outs can be taken on the prescribed form available at the Students' Welfare Centre (SWC)/Off-campus hostel office or in the folder titled 'Various Formats for use at BIMTECH' available on NAT.

2. Only two night-outs per month will be allowed.
3. Each night-out of a maximum of two nights can be sanctioned by Wardens or Senior Manager (Campus Administration) or Hostel Manager in Off-campus hostel (for students living in Off-campus hostel).
4. In case of extended night-outs (more than two night in a row), permission should be sought from respective Course Coordinators and sanctioned only by the Wardens / Senior Manager (Campus Administration) or Hostel Manager in the Off-campus hostel. Before approaching the coordinator, students must get the night-out countersigned at the SWC/Office in Off-campus hostel indicating the number of night-outs taken for that month.
5. Third night-out may be allowed only in very special exigencies. The students should plan out their night-out requirements at the beginning of the month itself to avoid the need for a third night-out.
6. Students moving on medical grounds must obtain the prior approval of the Institute's Doctor (to be attached with the night-out form)/warden in exceptional cases. Extension of night-out on medical grounds will be allowed only in case of hospitalization (proof of which needs to be submitted to the SWC on return).
7. If a student has availed night-out(s) and requires an extension in exceptional circumstances, (s)he needs to seek permission on email from the Course Coordinator and the Hostel Warden. Day outs are allowed only in case of exigencies with special permission from Wardens.
8. **Time for returning from day outs:-**  
Campus:  
Winter Timings : 1800 Hrs (November to February)  
Summer Timings : 1930 Hrs (March to October)  
Off campus hostel : 2100 Hrs  
(Off Campus hostel)  
Students from Off campus hostel may use facilities in campus (Library etc.) till 8.30 p.m.
9. Night-outs will be sanctioned in the SWC/office in Off-campus hostel only between 6:00 p.m. - 8:00 p.m.

10. Students must get night-out applications sanctioned at least one night prior to the night-out except in special exigencies.
11. Timely information (at least 1 hour prior to the in-time) should be given to the respective wardens in case of the late entry of students on night-outs/ day outs. A list of respective wardens will be intimated to the students separately.
12. In case of any official duties/visits / short-term projects, students must submit proper document approved by faculty in charge and Course Coordinator/ Centre Chairperson for sanction of night-outs. In the case of a group of students going together, a common application mentioning all the names should be submitted.
13. Students who do not wish to stay on campus during Summer Internship should get their night-outs approved from CCR before submitting them at the SWC / Off-campus hostel office.
14. Students should themselves submit their individual night-out form at the gate while departing, rather than submitting it through their friends. The same applies to a signing of night-out form at the SWC / Off-campus hostel office.
15. In case of any special event, no night out for the preceding night will be allowed. Night-outs already granted may also be cancelled in such eventualities. On the day of the event, the student may not be allowed day out.
16. It will be the responsibility of the student to collect their approved night-out application from SWC and deposit them at the main gate while proceeding for the night-out.

**f. Visitors**

1. Visitors, including hostel inmates from other hostel units, are allowed into the visitor area of the hostel only during visiting hours.
2. All visitors and non-hostel inmates must register at the Guard House and provide all details and documents as requested by security before entering the hostel complex. All visitors and non- hostel inmates must leave the hostel complex by 9.00 p.m.
3. Hostel inmates are not permitted to allow visitors (including hostel inmates) of the opposite sex into their rooms at any time for whatever reason. Any breach of this rule will invite severe disciplinary action.

**g. Security**

1. Hostel inmates are advised to lock all doors at all times for security reasons.
2. Any hostel inmate who finds his /her roommate/flatmate missing for more than 24 hours must report to the Hostel Warden immediately. This is to enable the hostel authorities to take immediate action if any untoward incident had taken place. Students' co-operation is very much appreciated.

**h. Revision of Rules and Regulations**

1. The Institute authorities reserve the right to revise the rules and regulations from time to time and will keep the hostel inmates informed of any changes in the form of memorandums and notices on the notice Boards/circulars on the e-mail/notice boards.
2. Hostel inmates found breaking any hostel rules are liable to be evicted from the hostel and can be expelled from the institution within 24 hours and any remaining rental deposit will be forfeited.

**i. Fines for Violations**

The activities/actions detailed in the following table are strictly prohibited on the campus for which financial penalties will be imposed as deterrence. All such fines / penalties collected will be used for CSR activities of the institute.

S.No.	Violations	Consequence of Defying
1	Use of Electrical Appliances	Fine of Rs. 500 or two times the actual cost of damage caused, whichever is higher, plus confiscation of appliance.
2	Taking Accessories provided in Common Room to individual rooms	Fine of Rs. 500
3	Damage to Furniture & Fixture	Two times of actual cost of damage
4	Writing on Doors/ Walls of Flat	Fine of Rs. 250
5	Taking Mess utensils to individual flats	Fine of Rs. 250
6	Theft	Current value of the item stolen plus fine of Rs. 5000 plus expulsion from hostel without refund of Hostel & Mess Fee
7	Misbehavior with Staff	As per recommendation of Disciplinary Committee
8	Indulgence in Ragging	As per recommendation of Disciplinary Committee
9	Smoking	Fine of Rs. 1000
10	Possession of tobacco/ liquor or any prohibited drug	Fine of Rs. 2,000 plus intimation to parents
11	Consumption of tobacco/ liquor or any prohibited drug	Fine of Rs. 5,000 plus expulsion from hostel without refund of Hostel and Mess fee
12	Visitors staying without written permission	Fine of Rs. 250/-, next time fine of Rs. 500/- and intimation to parents for habitual offenders plus as per the recommendations of Discipline Committee.
13	Late coming without intimation to concerned wardens	Fine of Rs. 250, intimation to parents for habitual offenders, plus as per recommendation of Disciplinary Committee
14	Not following the dress code	First time fine of Rs. 250. Next time – fine of Rs. 500 plus any other penalty as decided by Disciplinary Committee.
15	Unauthorised absence for night	Fine of Rs. 500 for each night of unauthorized absence plus any further action, including expulsion from the hostel, as decided by the Disciplinary Committee.
16	Driving two wheelers without helmet (driver/pillion rider)/ triple riding	First time Rs 250 per head. Subsequently Rs 500. Fines for all violations to be paid by driver.
17	Birthday celebration after 11 pm	Fine of Rs 2,000 on the birthday boy/girl.
18	Physical activity which may causes injury to the students while celebrating birthday	As per recommendation of disciplinary committee. Penalty may include expulsion from the Hostel/Institute.
19	Changing hostel rooms without permission	As per recommendation of Disciplinary Committee.
20	Breaking of the BIMTECH Honour Code	As per recommendation of Disciplinary Committee.
21	Non-vacating of hostel rooms after completion of the course at BIMTECH	As per recommendation of Disciplinary Committee.
22	Violation of COVID	As per norms including not using a mask or not complying to social distancing - Rs.500)

## 2. Facilities

- a. **Sports Facilities:** Good number of Indoor /Outdoor Games and Sports facilities is available at the main campus and Off-campus hostel. BIMTECH also provides facilities to maintain young upcoming entrepreneur fitness through cycling; a good number of bicycles are equally distributed at the main campus and Off campus hostel. Other than sports conduit its affiliated clubs i.e., Foot and Boot Football Club, 22 Yards Cricket Club and BIMTECH Cycle Club – Born to Paddle Executives are conducting Intramural and Extramural Sports events around the year. Prakrida – Annual Sports, Inter B-School Fest of BIMTECH is another adventurous chapter of the sports journey of BIMTECH.

The services of a full-time Sports Officer are available who takes care of sport and Gymnasium facilities both at Campus and Off-site Off-campus hostel.

- b. **Gymnasium :** A well-equipped gymnasium is available for students at BIMTECH campus as well as at Off-campus hostel. Male/Female students have the facility to work out under the guidance of a well-qualified fitness trainer/ Sports Officer at specified hours.

### Gym Timings

Timings at Campus Gym	<b>Morning</b> 06:00 AM to 07:25 AM (Boys) 07:30 AM to 09:30 AM (Girls) <b>Evening</b> 05:30 PM to 07:25 PM (Girls) 07:30 PM to 09:30 PM (Boys)
Timings at Off campus hostel Gym	06:00 AM to 09:30 AM & 05:30 PM to 09:30 PM (Boys)

Fees for Gym would be Rs. 750/- per person for the entire session.

- c. **Music Hut:** A Music Hut has been made available to students who have a flair for instrumental music/vocal music where they can play/practice

music. Members of the band will have access to the Music Hut. Others may visit only when the band members are present in the Music Hut.

- d. **Health Centre:** Round the clock medical facility exists within the campus wherein a lady nurse is available for 24 hours in the Health Centre with essential medicines. One Senior Medical Officer remains on the campus and is available to attend the emergency cases. An air-conditioned ambulance, fitted with state-of-art emergency facilities, is always available to meet any emergent situation for students/staff of the institute. Apart from this, there are two doctors (One male and one female) who visit the campus on a regular basis. BIMTECH also has tie-up with some reputed hospitals in the area for OPD services. For students at Off-campus hostel, a male nurse is usually available all the time and the doctor is available for one hour every day. In case of any emergency, the campus doctor shall attend to the case. Timings about the availability of doctors at campus and Off-campus hostel are announced from time to time.
- e. **Cafeteria:** The students may contact Cafeteria for Birthday Celebration Packages especially worked out for them and an Indian Sweet Corner at Cafeteria to serve a variety of fresh in-house prepared sweets.  
Timings : 10:30 a.m. to 10:30 p.m.  
\*Cafeteria will remain closed on the occasion of Holi and Deepawali.
- f. **Tuck Shop:**  
Timings : Weekdays- 11:00 a.m. to 11:00 p.m.  
(Lunch break:2:30 p.m. to 5:30 p.m.)  
Sunday - 5:30 p.m. to 11:00 p.m.  
During summer break: 12.00 noon to 10.00PM
- g. **Laundry:** Centralized Laundry services are provided in all the hostels with skilled manpower for the laundry operations. Apart from this, there will be separate services available for dry-cleaning and ironing of the clothes on payment basis.
- h. **Saloon:** Two hairdressers trained by Jawed Habib Academy in haircuts and styling remain on Campus and Off-Campus hostel to provide services to male students/staff and other residents of the campus  
Timings : 09:00 a.m. to 04:30 p.m. & 08:30 p.m. to 11:00 p.m.



- i. **Beauty Parlour:** A lady beautician visits the campus daily during the specified hours to attend to the female students and staff.  
Timings : 04:30 p.m. to 08:00 p.m.  
Timings of Beauty Parlor / Saloon during summer break  
Beautician and Barber - Availability on weekends only
- j. **Reprography Centre:** Facilities like new mobile connections /recharge facilities, photostat, color printing and spiral binding are available at this booth which is next to the cafeteria.  
Timings : 09:00 a.m. to 10:00 p.m. (LUNCH BREAK- 02:00 p.m. to 02:30 p.m.)
- k. **ATM:** Union Bank ATM is available in the Campus to provide banking facilities to the students and staff. It is located at the entrance of the main gate of the BIMTECH campus.
- l. **In-house Bakery :** Fresh bakery items of the in-house bakery are available in the cafeteria, students can avail the facility on a payment basis.
- m. **Sweet Corner :** Sweet Corner will serve fresh in-house prepared sweets at the cafeteria.
- n. **Froosh Corner :** A separate Froosh Corner run by students to serve a variety of fruit juices, shakes and snacks at a nominal price.
- o. **CCTV Cameras:** CCTV Cameras are installed on the campus to provide a safe and secure living for students.

### **3. Transportation**

#### **a. Keeping Own Vehicles by Students**

- 1. Students are advised not to keep their own vehicles (2-wheeler or 4-wheeler) as the Institute provides regular efficient transport facilities between campus and hostel as well as shuttle service to Noida.

2. In case students choose to keep their own vehicles, they will be entirely responsible for the safety and upkeep of the same and the Institute will not be responsible under any circumstances.
3. The students will park their vehicles outside the campus.
4. Parents of students will be allowed to take their vehicles inside the campus for taking some heavy luggage or to pick and drop their wards, with due permission from the authorities.
5. The speed limit for vehicles allowed entry or parking inside is 10 kms per hour.
6. The owners of the two-wheeler will have to follow safety rules, including the rule regarding the use of good quality helmet by the driver as well as a pillion rider.

b. Shuttle Bus Service

Shuttle bus service is available at frequent intervals between Off-campus hostel and Campus throughout the day. Similarly, shuttle bus service is also available between Off campus hostel / Campus and Noida twice a day. Shuttle bus service to Noida will not be available on the 2nd and 4th Tuesday of each month, and on the following days- 15 August, 26 January, 2 October, Holi, Diwali (evening), Labour Day, Trimester examinations and Maintenance day of Bus which is Tuesday of the week.

The timings are announced from time to time depending upon the requirement.

For student's safety, the speed monitor has been fixed in both institute bus and the speed limit is controlled at 40 to 45 km per hour.

## **4. Students' Conduit**

The student body called CONDUIT comprises members from eight committees. Apart from the Conduit Committees, there are many student clubs that organize various co-curricular and extra-curricular events on campus. In addition to the Conduits and Clubs, there are class

representatives of the various programmes and a Student Placement Committee.

To provide an opportunity to a maximum number of students, the membership of clubs and committees is restricted. A student can apply for any two Conduit Committees, and on being selected, can be a member of only one. They can either become members of a maximum of two clubs or one committee and one club.

Every faculty mentor of committees and clubs has to submit a detail of planned activities and events to be held throughout the year with a budget. The budget should include all direct and indirect expenses such as prizes, taxi hires, use of the institute's cars, snacks, etc. Funds for expenses can be drawn only after the approval of the budget.

### **a. Committees**

1. Alumni Committee is responsible for maintaining links with an active base of over 6000 alumni, who contribute to the institute's placement and corporate relations activity. Students get an opportunity to interact with the alumni and get insights into the functioning of the corporate world.
2. Cultural Committee is in charge of organizing and conducting various cultural events on campus. The events organized and festivals celebrated are Samanvay, Pratibha, Freshers' Function, Janmashtami, Diwali, Christmas, New Year, Lohri, Saraswati Puja and Farewell Party. These events include song and dance competitions, fashion show, fêtes, music recitals and mimicry.
3. Editorial Committee is responsible for writing, compiling and editing the articles about the various activities happening in the institute and the laurels achieved in various spheres. This committee works to publish the institute's newsletter- 'Vrittant' on a regular basis which is shared with the industry, collaborating foreign educational institutes and students. This committee also prepares the stories for BIMTECH's web page.
4. Food Committee members see to it that the quality and variety of food served in the mess is not only of acceptable quality and tasty but also

nutritious. They prepare the monthly menu as well as special menus for festivals and events in consultation with the students and the Mess Manager. The committee also organises events based on food themes.

5. International Affairs Committee builds awareness about global opportunities; promotes the activities for BIMTECH exchange incoming and outgoing students; language and cultural resource team for incoming students; buddy program for incoming exchange students; and organizes international days / cultural programmes, etc.
6. Media Committee is basically the touchpoint for the interaction with the members of the various media organizations, who are invited regularly whenever there is an event organized by the Institute. Its members are trained to deal with the media persons and to write press releases.
7. Sports Committee is primarily involved in organizing on-campus sports events, maintaining sports and gym equipments and coming up with suggestions as to the new requirements and sports needs of the students. They are also entrusted with the responsibility of organizing yoga camps on campus. The members will oversee and organize events for three clubs under its wing: 22 Yards Cricket Club, Born to Paddle - Cycle Club and Foot and Boot.

The motto of the Foot and Boot club is to organize regular football events like Inter B School Futsal, Inter-Department etc. Liga De BIMTECH is the main attractions of this club which leads to developing managerial skills of the young minds.

22 yards Cricket Club is mainly formed to promote cricket activities in the college premises. BIMTECH Premier League (BPL), Women's Cricket and Inter-department matches are the main events of this club. BPL is the only sports event in which students and faculty are equally involved.

BIMTECH is highly concerned about the wholesome development of the students. For the sake of maintaining the fitness of students, BIMTECH Cycle Club organizes short and long-distance cycle rides every weekend and also organizes Cyclothon on every important occasion of BIMTECH such as Foundation Day, Independence Day, Republic day, etc. This club is also

working for Corporate Rides and Tour de Greater Noida for spreading awareness on pollution-free environment along with positive health.

8. Valmor Committee members act as monitors and maintain overall discipline on campus throughout the year. They are in charge of regulating and enforcing the in and out timings of students from the campus and in the hostels. They are also responsible for implementing the acceptable dress code within the academic block, summer and winter wear, etc.

**b. Clubs**

To facilitate the multi-pronged acquisition of knowledge and the honing of skills in communication and self-expression, BIMTECH provides many opportunities for students to be part of the following Clubs.

The Clubs are active and vibrant, enjoying wide patronage among students:

1. **BIZMARK**, the core marketing club of BIMTECH, simulates marketing scenarios and gives students much needed practical exposure while keeping them au courant with the latest developments in the field of Marketing. The club endeavours to bring industry close to the student community and makes its own unique contribution towards transforming a Marketing student into a full-fledged Marketer.
2. **E-Cell** - How to be a successful entrepreneur in the dynamic, fast-moving and risky business environment of today is the main theme of the events conducted by "Entrepioneer", the E-cell @ BIMTECH. This cell is the result of BIMTECHians' never-ending enthusiasm and the National Entrepreneurship Network's commitment to developing an entrepreneurial ecosystem. This club is working in collaboration with 'Centre for Innovation and Entrepreneurship Development, a board of faculty working in the related areas.
3. **FinWiz Club**: The objective of the club is to bring interested students to scratch on the concerns of today's finance professional and the issues to tackle while on the job, through active participation in the events organized by the club. The activities of the finance club include organizing quizzes, debates, seminars, guest speakers, simulations, field visits, inter-institute

competitions, etc. on contemporary concerns that confront the business world.

4. **INMOS (Insurance Movers and Shakers)** - A forum on the BIMTECH Facebook page for exchanging academic and personal inputs by insurance students. INMOS is very vibrant with the insurance news – official and personal – of insurance students and faculty contributing to the building up of the domain competence and skills of insurance students. The Page currently invites traffic of 1500 members.
5. **Majlis** is the debating and theatre society of BIMTECH. Started in 2008, Majlis has become one of the most popular clubs in BIMTECH. Its mission is to provide to the students of BIMTECH as well as other B-Schools, a platform for public speaking so that they learn to shun stage fright and become efficient speakers. Competitions like group discussion, debate, panel discussion, mock parliament, theatre, JAM, and extempore are organized by Majlis on a regular basis.
6. **ECO-Chamber** is the Economics Club of BIMTECH, which is active in organizing debates, guest lectures and panel discussions on current Economics topics.
7. **Noesis** is the gaming club of BIMTECH and it conducts various competitions which seek to combine relaxation with learning.
8. **Palette**, BIMTECH's Art Society, has been constituted to identify, encourage and nurture creative talents amongst students through arts like painting, sketching, rangoli, poster making and creative crafts like Best out of Waste.
9. **QCB (Quiz Crazy BIMTECHians)** is one of the foremost quizzing clubs among management institutes across the country. Cognicion the "crown jewel" of QCB is held annually where top institutes from North India and corporate come to battle it out for the top prizes. As one of the most prestigious clubs of this Institute, it aims to establish BIMTECH as a quizzing powerhouse nationally.
10. **Retrospective:** The Photography Club inculcates into the students the hobby of photography to the level of excellence. The Club organizes

workshops, competitions, exhibitions, etc. within BIMTECH and at Inter B-School levels.

11. **Retailia or Retail Club** was formed with the purpose of sharing new developments in retail, updating the knowledge in retail and the various career options, organizing retail seminars to create awareness and recognition for the BIMTECH retail brand.

**c. Class Representatives**

Each section of each class has four class representatives/prefects (two girls and two boys). They monitor the class and coordinate with the faculty and supporting staff in properly organizing classes, i.e. informing students about any extra classes or guest lectures that are announced within a short duration, arranging for the logistics, etc.

**d. Placement Committee**

The placement committee is responsible for calling up companies from the Centre for Corporate Relations (CCR) Department out of the list which has been made available to them, to ascertain the names of companies intending to recruit, possible dates etc. Follow up work is also to be done by the Placecom team.

The team members validate telephone numbers of key personnel in HR departments of companies, who are concerned with campus placement, and establish contact with them.

They would also escort visiting recruiters and make necessary arrangements for the processes on the campus.





























# The Journey is Well on its Way!



“ Teamwork is the ability to work together toward a common vision; the ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.”



- Andrew Carnegie  
*American Industrialist and philanthropist*

## FOLLOW COVID-19 PREVENTIVE BEHAVIOUR



Wash Hand



Use Soap



Avoid Crowd



Use Masker



Avoid Shakehand



Use Disinfection

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