BIMTECH
BIRLA INSTITUTE
OF MANAGEMENT TECHNOLOGY
Excellence with Values

STUDENT
HANDBOOK
2018-19

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 Hearty Welcome to the Birla Institute of Management Technology!!

BIMTECH takes pride in being an institution where every student can find an avenue for growth and success by being a part of the community where everyone strives to find the best in themselves and others. We work hard in collaboration with our students to create a positive environment where every individual's unique strengths and talents are enhanced and celebrated. The combination of focusing on our students' academic success as well as their social and emotional well-being creates an environment where our students do amazing things every year. BIMTECH has earned its reputation for shaping individuals who are responsive and acclaimed for their pioneering ideas. By joining the BIMTECH community, you are embarking on a holistic education system that is meant to be transformative – academically, socially, and personally.   We strive to instruct students on how to think rather than what to think.

BIMTECH firmly believes that academic excellence alone is not enough.   Therefore, we promote a proactive approach to forming good character in all our scholars.   We attempt to provide a programme that would help you remember that learning to be responsible for one's actions is one of the underlying principles for accomplishments in life.   We are proud to be an institution where every student has opportunities in any area that he/she wants to pursue.   We have a kind, caring, highly qualified faculty and staff who truly believes that every one of our students can and will succeed.

"Excellence with Values" is our credo and guiding principle, which is reflected in all the activities of the institute. Our Student Handbook clarifies those values and standards, which we would expect you to honour these in your conduct as a student of the institute. It is your roadmap, containing the policies and procedures that will guide you as a student while you live and grow in this community of scholars.

We have a culture of high expectations for students and staff alike and it is our sincere goal that each one of our students graduates with a plan for the future and with the skills necessary to be successful in anything that they do. To groom yourself as a purposeful management student, I urge you to get involved in competency enhancing activeness both inside and outside the classroom, explore, take chances for positive improvement and grow by actively participating in curricular and extra-curricular activities.   I am sure you will take full advantage of these facilities and evolve into a brand yourself.

Once again, a very warm welcome to the BIMTECH family.   I wish each and every one of you a happy, healthy, and fruitful two years ahead!!

With my Very Best Wishes!!

Personal Details

Name

Address

Telephone

Mobile

Fax

E-mail

Blood Group

Identity Card No.

Driving Licence No.

Passport No.

Bank Account No.

Credit Card No.

Debit Card No.

Insurance Policy No.

Aadhar Card No.

PAN No.

Car/Bike Registration No.

Important Contacts

Doctor

Dentist

Taxi Services

Travel Agent

Airport   Train

Ambulance   Police

Others

Contents

II. CORE VALUES

III. LIFE @ BIMTECH

Telephone Directory

Student Help Line Numbers

S.No.	Name	Mobile Nos.	Extension
1	Dr. Rishi Tiwari, Proctor	9810583623	401
2	Ms. Rupali Singh, Warden	9716201832	416
3	Mr. Subhash Chand Patial, Warden	8219053691	273
4	Mr. B.S. Issar, Warden	9654394243	176
5	Mr. Des Raj Sharma, Warden	9999275610	175/275 (Residence)
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, GF	304
4	Dr. Kishan Chand Arora, Registrar	F-2, GF	303
5	Prof. Kishor Kumar Sinha, Dean (Development)	O-2, FF*	351
6	Prof. Kumanduri Ranga Chari, Dean (Student Welfare and Support Services)	F-63, SF*	422
7	Dr. Amarnath Bose, Head (Internal Quality Assurance Cell)	F-5, GF	324
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, GF	365
11	Mr. Lavesh Kumar, Officer to Registrar	A-12, GF	313
12	Mr. Sreevalsan Kunnath, P.S. to Dean (Development)	O-2, FF	375
13	Mr. Kamal Narayan Tiwari P.A. to DSW&SS	F 64,SF	422
14	Chairperson BoG Office	A-1, GF	300
15	Reception	GF	333

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	379

S. No.	Centre for Corporate Relations (CCR)	Office	Extension
1	Prof. K. K. Krishnan, Mentor	A-30, GF	387
2	Prof. Rajeev Sharma, Chairperson	A-30, GF	355
3	Prof. Ankur Kulshreshtha Co-ordinator (Other Sectors)	F-45, SF	389
4	Mr. Amit Saxena, Sr. Manager	A-30, GF	326
5	Ms. Gurpreet Kaur, Sr. Manager	A-30, GF	328
6	Mr. Jai Singh, Asst. Manager	A-30, GF	327
7	Mr. Alok Kumar	A-30, GF	329
8	Mr. Dheeraj Kumar, DEO	A-30, GF	329

S. No.	Alumni Cell	Office	Extension
1	Dr. Gagan Katiyar, Convenor	F-13, FF	359
2	Ms. Ridhima Babber, Manager	F-69, SF	403

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

S. No.	Finance and Accounts Department	Office	Extension
1	Mr. Yogendra Singh Agrawal, Manager-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	Office	Extension
1	Dr. Kishan Chand Arora, Head-HR	F-2, GF	303
2	Ms. Himani, Manager-HR	A-19, GF	305
3	Mr. Amit Kumar	A-21, GF	314

S. No.	International Affairs Office (CIA)	Office	Extension
1	Prof. Nimisha Singh, Convenor	F-53, SF	427
2	Dr. Ritu Srivastava, Co-Convenor	F-29, SF	421
3	Mr. Kirit Shah, Manager	A-18, SF	426
4	Mr. Amardeep Burman, Asstt. Manager	A-18, SF	423

S.No.	IT and ERP	Office	Extension
1	Prof. S.S. Dubey , Head	F-10, GF	349
2	Mr. Neeraj Jha, Assistant Manager	Server, FF	320
3	Mr. Anand Sukul, Asistant Manager	Computer Lab I, GF	321
4	IT Service Room	Computer Lab II, GF	322
5	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

Research and Academic Centres

Research Centres

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. Ruchi Mishra, Member	F 18,FF	362
5	Dr. Veenu Sharma, Member	F-16,FF	408

S.No.	Centre for Sustainability and CSR (CSC)	Office	Extension
1	Prof. N.N. Sharma, Chairperson	F-41, SF	386
2	Prof. V D Roy, Convenor - CSR Research & Network	F-52, SF	383
3	Dr. Rishi Tiwari, Convenor - CSR Community Outreach	Library ,SF	401

S.No.	Centre for Innovation and Entrepreneurship Development (CIED)	Office	Extension
1	Dr. Abha Rishi, Chairperson	F-57, FF	356
2	Prof. K. R. Chari, Member	F-63, SF	422
3	Dr. Arunaditya Sahay, Member	F-12, FF	304
4	Prof. N. N. Sharma, Member	F-41, SF	386
5	Prof. Sunil Sangra , Member	F-27, FF	373
6	Mr. Sunil Cheruvilly, Manager-CIED	F-64, SF	433

S. No.	Centre for Faculty Development Programme (CFDP)	Office	Extension
1	Prof. Dhruva Chak, Chairperson	F-28, FF	377
2	Ms. Ridhima Babber, Manager	F-69, SF	403

S.No.	Centre for Management Development and Consultancy (CMDC)	Office	Extension
1	Prof. Akhil Pandey, Chairperson	O2, FF	374
2	Dr. Itilekha Das, Convener	F-55,SF	381
3	Mr. Sanjay Verma, Manager	O-2, FF	375
4	Ms. Nidhi Lakhan Pal, Assistant	O-2, FF	375
5	Mr. Sachin Kumar, Assistant	O2 , FF	370

S. No.	Centre for Research Studies	Office	Extension
1	Dr. Arvind Virendranath Shukla, Centre Chairperson	A-20, GF	315
2	Dr Ashwani Singh, Programme Coordinator	F-63, SF	412
3	Mr. Shivendra Singh, Programme Executive	A-21, GF	316

Academic Programs

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	Prof. Navin Kumar Shrivastava, Programme Coordinator	F-59,FF	404
4	Dr. Amrendra Pandey, Programme Coordinator	F-61,FF	407
5	Ms. Meenakshi Bhat, Sr. Programme Manager	A-15, FF	417
6	Mr. Vijay Kumar, Programme Executive	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. Programme Manager	A-16, FF	416
4	Mr. Arun V.S., Programme Executive	A-16, FF	416

S.No.	Programme for Retail Management (PGDM-RM)	Office	Extension
1	Dr. Pooja Misra, Programme Chairperson	F-20, FF	384
2	Prof. Manoj Kumar Pant, OJT Coordinator	F-39 ,SF	399
3	Dr. Veenu Sharma, Programme Coordinator	F-16, FF	408
4	Mr. Saikrushna Bharati, Programme Manager	A-14, FF	415
5	Mr. Ajab Singh, Sr. Programme Executive	A-14, FF	415

S.No.	Programme for Insurance and Business Management (PGDM-IBM)	Office	Extension
1	Prof. K.K. Krishnan, Area Head-IBM	CCR, GF	387
2	Dr. Abhijit Chattoraj, Programme Chairperson	F-42, GF	390
3	Prof. Monika Mittal, Programme Coordinator	F-51, SF	328
4	Mr. Anil Jaiswal, Assistant Manager	A-18, SF	414
5	Mr. Brijesh Kumar, DEO	A-18, SF	414

Faculty

Professors

S.No.	Last Name	Title	First Name	Extension
1	Arora	Dr.	Kishan Chand	303
2	Chak	Prof.	Dhruva	377
3	Chari	Prof.	Kumanduri Ranga	422
4	Chattoraj	Dr.	Abhijt Kumar	390
5	Dey	Dr.	Ajoy Kumar	324
6	Dubey	Prof.	Shanjiva Shankar	349
7	Krishnan	Prof.	K.K.	387
8	Malhotra	Prof.	Ashok Kumar	348
9	Masilamani	Prof.	Richard John	325
10	Pandey	Prof.	Akhil	374
11	Patel	Dr.	Gokulnanda	376
12	Sahay	Dr.	Arunaditya	304
13	Sangra	Prof.	Sunil	373
14	Shettigar	Dr.	Jagdish	346
15	Shukla	Dr.	Arvind Virendra	315
16	Sinha	Prof.	Kishore Kumar	351
17	Usta	Dr	Mohd. Amin	388
18	Varma	Dr.	Anupam	302

Associate Professor

S.No.	Last Name	Title	First Name	Extension
1	Akalamkam	Dr.	Krishna	396
2	Bhatia	Dr.	Meena	358
3	Bishnoi	Dr.	Sourabh	395
4	Bose	Dr.	Amarnath	398
5	Chaudhuri	Dr.	Manosi	354
6	Ghosh	Prof.	Somonnoy	428
7	Gupta	Dr.	Jaya	402
8	Jain	Dr.	Girish	362
9	Kalra	Prof.	Kamal	368
10	Katiyar	Dr.	Gagan	359
11	Misra	Dr.	Pooja	384
12	Pandey	Prof.	Manoj Kumar	378
13	Pant	Prof.	Manoj Kumar	399
14	Priya	Dr.	Pankaj	397
15	Ramani	Dr.	Lakshmanan	357

Associate Professors

S.No.	Last Name	Title	First Name	Extension
16	Rishi	Dr.	Abha	356
17	Roy	Dr.	Vinneta Dutta	383
18	Sharma	Prof.	Nagendra Nath	386
19	Sharma	Dr.	Anuj	353
20	Shrivastava	Dr.	Archana	382
21	Singh	Dr.	Rahul	372

Assistant Professors

S.No.	Last Name	Title	First Name	Extension
1	Banerjee	Prof.	Arindam	363
2	Dash	Dr	Itilekha	381
3	Deb	Prof.	Arindam	361
4	Garg	Prof.	Kapil	366
5	Kushwaha	Prof.	Chanchal	330
6	Mittal	Prof.	Monika	328
7	Pandey	Dr.	Amrendra	407
8	Sharma	Prof.	Rajeev	355
9	Sharma	Dr.	Veenu	408
10	Shrivastava	Dr.	Navin Kumar	404
11	Shrivastava	Dr.	Ritu	421
12	Singh	Dr.	Archana	419
13	Singh	Dr	Ashwani	412
14	Singh	Prof.	Nimisha	427
15	Sinha	Prof.	Saloni	392
16	Tiwari	Dr.	Himanshi	391
17	Kulshrestha	Prof.	Ankur	389

Head Librarian

S.No.	Last Name	Title	First Name	Extension
1	Tiwari	Dr.	Rishi	401

Senior Research Associate

S.No.	Last Name	Title	First Name	Extension
1	Sen Gupta	Mr.	Subhanjan	424

Research Fellow

S.No.	Last Name	Title	First Name	Extension
1	Mishra	Ms.	Shreya	394
2	Mudgal	Ms.	Aditi	394
3	Reddy P	Ms.	Arpitha	394
4	Cheema	Ms.	Surbhi	394
5	Srivastava	Ms.	Madhu	394
6	Pradhan	Mr.	Saurabh	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		393
4	Meeting Room - 1 (Admission Office)	M-1	318
5	Meeting Room - 2 (CCR)	M-2	409
S. No.	Pantry	Office	Extension
1	Ground Floor	A-26	336
2	First Floor	A-27	337
3	Second Floor	A-28	338

BIMTECH Residential Support

S. No.	Student Welfare and Support Services	Office	Extension
1	Prof. Kumanduri Ranga Chari, Dean	F-63, SF	422
2	Dr. Rishi Tiwari, Proctor	Library, SF	401
3	Ms Rupali Singh, Warden	A-16, FF	416
4	Mr. Subhash Chand Patial		273
5	Mr. B S Issar-Warden		176
6	Mr. Des Raj Sharma, Warden	A B Hostel	175
7	Students' Welfare Centre	Takshila Hostel	176

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

S.No.	Mess	Extension
1	Mr. Rabi Barua, Manager (Hospitality)	175
2	Mr. Amit Joshi, Astt. Manager (Food & Beverage)	165

BIMTECH Residential Support

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

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

S.No.	Health Centre	Mobile No.	Extension
1	Dr. R. K. Chaubey, Resident Medical Officer	9313243642	100
2	Dr. Viresh Budholia, Medical Officer	9818064408	100
4	Ms. Durgesh Kumari, Female Nurse	9312487139	100
5	Mrs. Akhilesh Chaudhary, Female Nurse	9453953962	100
6	Mr. Sudhir Kumar, Male Nurse	7838584072	100

S.No.	Security	Mobile No.	Extension
1	Security Officer - Mr. Des Raj Sharma	9999275610	
2	Gate No - 1		271
3	Gate No - 2		272
4	Hostel - 1 (Takshila)		274
5	Hostel - 2 (Nalanda)		275
6	Hostel - 3 (Gargi)		276
7	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

BIMTECH Residential Support

A.B. Hostel Support		Phone No :-	8287975894
S. No.	Hostel (A. B.)		Extension
1	Main Gate Security		171
2	Maintenance		161
3	Mess kitchen Gr. Floor		162/262 (Residence)
4	Mess kitchen Basement		163
5	Saloon		164
6	Tuck Shop		165
7	Laundry		166
8	Gymnasium		167
9	Health Center- Mr Sudhir Kumar Male Nurse	7838584072	100/263 (Residence)
10	A Block Ground Floor		101
11	First Floor		102
12	Second Floor		103
13	Third Floor		104
14	Fourth Floor		105
15	B Block Ground Floor		201
16	First Floor		202
17	Second Floor		203
18	Third Floor		204
19	Fourth Floor		205
20	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 all round 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 2018-2019 academic year, beginning June, 2018. 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-round 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 the 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 with regard to the curriculum.
- I will always act in a lawful manner 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 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**

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

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

Programme-wise details of Scholarships

Programme	Intake of students	1st positions	2nd positions	Total	1st positions (In Rs.)	2nd positions (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
Total	420	7	7	14			5,25,000	21,00,000

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

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

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. Award ceremony takes place during 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 COUNTIRES**
       A scholarship of Rs. 100,000, each year is granted for 3 consecutive years.

g. **GOLD MEDALS AND SPECIAL MEDALS**

1. Topper of each course as per academic performance gets a Gold Medal.
2. Topper in all round performance, one male and one female student of the institute gets a Gold Medal each.
3. Students of PGDM and PGDM (IB) courses with 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 delivery 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 at 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 to the students, prospective employers and even the society who are also the key stakeholders. An obvious advantage is the 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 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 NBA for 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 2018 – May 2019

EVENT	DATE	DAY
Registration & Commencement of Academic Session 2018-2019 for All Post Graduate Programs	June 16, 2018	Saturday
Orientation Programme for the new batch	June 17, 2018	Sunday
Programme Wise Orientation	June 18, 2018	Monday
Immersion Programme	June 19 to June 28, 2018 OFF on June 24, 2018	
Advisory Board Meeting Center for Innovation and Entrepreneurship Development	June 23, 2018	Saturday
Session on Pedagogy for Management for new students	June 29 & 30, 2018	Friday Saturday
Team Building Exercise	July 1, 2018	Sunday
Photo Shoot for Placement PGDM IB , PGDM Retail and PGDM Insurance Evaluation of Immersion Programme for PGDM	July 2, 2018	Monday
Photo Shoot for Placement for PGDM Evaluation of Immersion Programme for PGDM IB, PGDM Retail and PGDM Insurance	July 3, 2018	Tuesday
Term I & IV Begins	**July 4, 2018**	**Wednesday**
Summer Internship Project Viva for II Year	July 14, 2018	Saturday
Commencement of FPM/EFPM Semester I & III	**July 21, 2018**	**Saturday**
HR Round Table in Delhi	July 27, 2018	Friday
Panel Discussion – Centre for International Business & Policy	August 10, 2018	Friday
Pratibha	August 11, 2018	Saturday
Panel Discussion – Centre for Retail	August 18, 2018	Saturday
CSR Conference	August 24, 2018	Friday
LYCEUM	August 25, 2018	Saturday
Case Analysis Competition Ist Round for Second Year Students	September 5, 2018	Wednesday
Last Teaching day of Term I and Tern IV	**September 11, 2018**	**Tuesday**

Term I and Term IV Examinations	September 12 to 20, 2018	
Area Advisory Meeting	September 15, 2018	Saturday
Term II and Term V Begins	September 21, 2018	Friday
Case Analysis Competition Final Round for Second Year Students	September 26, 2018	Wednesday
Foundation Day of BIMTECH	**October 2, 2018**	**Tuesday**
Case Analysis Competition Ist Round for First Year Students	October 3, 2018	Wednesday
Vihaan	October 6 & 7, 2018	Saturday & Sunday
HR Round Table in Mumbai	October 12, 2018	Friday
Case Analysis Competition	October 12 & 13, 2018	Friday & Saturday
Junior World Entrepreneurship Forum (JWEF 2018)	October 13, 2018	Saturday
Case Analysis Competition Final Round for Second Year Students	October 17, 2018	Wednesday
STP for PGDM Batch 2018-20	**October 24-Nov 5, 2018**	
Announcement of results of Term I & Term IV	**November 3, 2018**	**Saturday**
Diwali Holidays for Students	Nov. 6-10, 2018	
Starting of Final Placement & Summer Placement Process	**November 12, 2018**	**Monday**
ICMC 2018	November 29 - 30, 2018	Thursday & Friday
Last Teaching Day for Term V and Term II	**December 14, 2018**	**Friday**
HR Round Table in Bangalore	December 14, 2018	Friday
Last Teaching Day for FPM/EFPM Semester I & III	**December 16, 2018**	**Sunday**
Term II and Term V Examination	**December 16 – 23, 2018**	
End Term Examination for FPM and EFPM Term I & III	**December 22 & 23, 2018**	**Saturday & Sunday**
Term III & Term VI Begins	**December 26, 2018**	**Wed.**
KMPG Six Sigma Training & Beginning of New Term	December 26-29, 2018	
FPM/EFPM Semester II Begins	**January 12, 2019**	**Saturday**
Announcement of Results of Term II and Term V	January 31, 2019	Thursday

Udyami 7.0	Feb. 4 – 7, 2019	
COGNICION '19	(2019)	
(Inter –Corporate and Collegiate National Quiz Competition).	February 9, 2019	Saturday
HR Summit Delhi	Feb. 14 - 15, 2019	Thursday & Friday
Term VI Examination (Second Year students)	Feb. 16-20, 2019	
Industry Excursion	**Feb. 21– 28, 2019**	
Summer Training Workshop for First Year Students	March 9, 2019	Saturday
Announcement of Results of Term VI	March 13, 2019	Wednesday
Last Teaching Day for Term III	March 22, 2019	Friday
Convocation for Batch 2017-19	**March 23, 2019**	**Saturday**
Term III Examination	**March 24 – April 2, 2019**	
Mentoring the Students during Summer Internship	April 4 to June 30, 2019	
Summer Training	**April 4 to June 30, 2019**	
Meeting the Industry Guide by the Faculty as per mutual convenience	April 10 – June25, 2019	
Centre Wise Academic Advisory Committee Meeting	April 13, 2019	Saturday
Announcement of Results of Term III	**May 9, 2019**	**Thursday**
Last Teaching Day for Term II for FPM / EFPM	**June 16, 2019**	**Saturday**
FPM/EFPM Semester II End Semester Examination	**June 22 & 23, 2019**	**Saturday & Sunday**

Alumni Events Calendar June 2018 – May 2019

EVENT	DATE	DAY
GAAB Trust Meeting	June 9, 2018	Saturday
Women Alumni Meet	July 14, 2018	Saturday
Storytelling	August 4, 2018	Saturday
Lyceum, 2018	August 25, 2018	Saturday
Story Telling	September 1, 2018	Saturday
Propel, 2018	September 22, 2018	Saturday
Chapter Meet-Chandigarh	October 6, 2018	Saturday
Storytelling	October 13, 2018	Saturday

Reflections	November 17, 2018	Saturday
Chapter Meet- Hyderabad	November 24, 2018	Saturday
Storytelling	December 15, 2018	Saturday
Chapter Meet-Mumbai & Pune	January 12, 2019	Saturday
Storytelling	January 19, 2019	Saturday
Live Webinar	February 16, 2019	Saturday
Alumni Chapter Meet-Bangalore	March 2, 2019	Saturday
Alumni Chapter Meet-Chennai	April 6, 2019	Saturday
Alumni Chapter Meet-Kolkata	April 20, 2019	Saturday

The Institute will remain closed on the following days from June 2018- May 2019

Id-ul-Zuha	August 22, 2018	Wednesday
Raksha Bandhan	August 26, 2018	Sunday
Dusshera	October 19, 2018	Friday
Diwali	November 6-8, 2018	Tuesday, Wednesday, Thursday
Guru Nanak Jayanti	November 23, 2018	Friday
Christmas	December 25, 2018	Tuesday
New Year Day	January 1, 2019	Tuesday
Maha Shivratri	March 4, 2019	Monday
Holi	March 21, 2019	Thursday

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

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 2018-20)

(The schedule is also valid for Education Loan)

A. Academic Fees

1. [General Category Candidates]

Course	Particulars	1st Installment	2nd Installment	3rd Installment	4th Installment
Due date	Tuition Fee for 2 Years	As per Admission offer letter	15th Dec. 2018 (25%) tuition fee	15th June 2019	15th Dec. 2019 (25%) tuition fee
PGDM	Rs. 11,00,000/-	Rs. 3,18,500/- *	Rs. 2,75,000/-	Rs. 2,78,500/- #	Rs. 2,75,000/-
PGDM (IB)	Rs. 11,00,000/-	Rs. 3,18,500/- *	Rs. 2,75,000/-	Rs. 2,78,500/- #	Rs. 2,75,000/-
PGDM (RM)	Rs. 8,50,000/-	Rs. 2,56,000- *	Rs. 2,12,500/-	Rs. 2,16, 000/- #	Rs. 2,12,500/-
PGDM (IBM)	Rs. 8,50,000/-	Rs. 2,56,000- *	Rs. 2,12,500/-	Rs. 2,16, 000/- #	Rs. 2,12,500/-

* Includes Medical Insurance: Rs.3,500/-, Library Security - Rs.20,000/- & General Security Rs. 20,000/- + 25% Tuition fee
# 25% Tuition fee + Medical Insurance charges (subject to revision)

2. [Sponsored Category Candidates]

Course	Corporate / NRI Sponsored	1st Installment	2nd Installment
Due date	Tuition Fee for 2 Years	Date as per Admission offer letter	15th June 2019
PGDM	Rs. 17,00,000/-	Rs. 8,93,500/- *	Rs. 8,53,500/- #
PGDM(IB)	Rs. 17,00,000/-	Rs. 8,93,500/- *	Rs. 8,53,500/- #
PGDM(RM)	Rs. 15,00,000/-	Rs. 7,93,500/- *	Rs. 7,53,500/- #
PGDM (IBM)	Rs. 15,00,000/-	Rs. 7,93,500/- *	Rs. 7,53,500/- #

* Includes Medical Insurance: Rs.3,500/-, Library Security - Rs. 20,000/- & General Security Rs. 20,000/- + 50% Tuition fee
# 25% Tuition fee + Medical Insurance charges (subject to revision)

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

Installment Period For	1st First 6 months June-Nov	2nd For Next 6 months Dec–May	3rd For Next 6 months June-Nov	4th For Next 6 months Dec–May
Due date	31st May 2018	15th Dec. 2018	15th June 2019	15th Dec. 2019
Lodging (Accommodation)	Rs. 57,000/-**	Rs. 57,000/-**	To be Revised	To be Revised
Boarding (Mess)	Rs. 28,800/-**	Rs. 28,800/-**	To be Revised	To be Revised
Total Hostel charges	Rs. 85,800/-	Rs. 85,800/-	To be Revised	To be Revised

**Two separate Demand Drafts should be prepared for lodging and mess charges respectively.

1.   **Payment Procedure:**

      Single Demand Draft/NEFT/RTGS remittance in name of BIMTECH, Greater 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 compels 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 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, fee cannot be applied to Student's account, hence the penalty will be charged from due date of fee till date of official receipt issued.

FORMAT

(to be submitted to Accounts Dept. at BIMTECH after NEFT or RTGS done within 2 days, otherwise penalty will be charged from due date till 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 Insuranc)   --

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 Hostel room is not put to 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 after verification that he had not availed the mess facility.

   The hostel accommodation charges are for a period of 2 years from the month of June of First year to the month 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 refundable as the accommodation is not used for any other student or guest.

8. Examinations

a. Assessment Method

1. The Institute follows a well-structured evaluation system for assessing the performance of the students. Based on the registration of papers by students with the consent of Chairperson, the student will be assessed as follows:

* **Continuous Assessment:** Students' performance is evaluated continuously throughout the Trimester by way of his/ her performance in the classroom discussion, case studies, project work, presentations, assignments, quizzes, mid-term examination, on-line tests, etc. Fifty percent weightage is given to this assessment.
* **End Term Examination:** The end term examination is conducted in each paper/subject to assess the analytical and conceptual comprehension of the students through essay type questions and the skill to use the knowledge through case and/or problem solving exercises. Out of total, fifty percent weightage is given to this assessment.
2. The End Term Examination is usually of 2 hours 30 minutes duration, but for some subjects it may be of shorter duration. Those with shorter duration will be intimated to the students well in advance at the time of release of date-sheets for the examinations. The question pattern for the end-term examination is as follows:
* Group A: to attempt three questions out of five of five marks each.
* Group B: to attempt two questions out of three of ten marks each.
* Group C: Compulsory Case Study of fifteen marks.
3. The Institute follows a system of Relative Grading for assessment of students' performance.

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	D	1
Fail	F	0
Incomplete	I	–

following table depicts the letter grade on a ten point scale:

4. Each subject carries a certain number of Credits. The credits for each subject will be intimated by respective course coordinators/course teachers.
5. Based on the credits for each subject and grade point obtained by the student for each subject, a trimester wise TGPA will be calculated as follows:

   TGPA = Σ (Credit i x Grade point i)/ Σ Credit i
6. After each year, a cumulative grade point average (CGPA) is calculated as follows:

   CGPA = Σ (TGPA i x TCi)/Σ TCi

   Where TCi is the total of all credits of trimesters in the year(s).
7. 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 minimum CGPA of 5.0
- Not more than 4 Ds or 2 Fs (1 F = 2 Ds) should separately pass both internal evaluation and end term examination.
- Minimum passing marks will be 40% for both internal evaluation (IE) and end-term (ET) examination viz. 20 out of 50. A failure in either IE or ET will require a student to appear in the supplementary examination for the subject. The marks in all supplementary examinations will be out of 100 barring exceptions.
- There will be no 're-supplementary' examinations. Students not achieving passing CGPA of 5.0 or having more than 2 Fs (or equivalent Ds as per prevailing rules) at the end of each trimester will get an opportunity of achieving passing grades by taking supplementary / improvement exam. This will be only in subjects of their choice where they have C+,C and C- grades but not a D or an F grade where the rule of supplementary will apply. The fees in case of improvement exam will be same as supplementary exam fees. No re-improvement exam will be permitted.
- In case of supplementary examination, the student will be marked out of 100 marks and his erstwhile internal marks will not be carried forward.
- The above rule will not be applicable on the student's of the Exchange Program.
- Students who are selected for exchange programmes should not be debarred from appearing in any end term exams of term II.
- Only successful candidates will be included for relative grading.
- Any student not achieving passing grade at the end of the year 1 will be considered failed.
8. For award of Diploma, a student must satisfy the following conditions:
- The student must have a minimum CGPA of 5.0 in the programme.
- Not more than 5 Ds or equivalent. (1F=2D)
- No 'I' grade in any course/projects.
9. Any student not achieving passing grade at end of year 2 will be considered failed but may at the discretion of Dean Academics and Chairperson be given a last chance to complete the diploma course through a pre-approved Course of Independent Study (CIS) subject-wise over next 2 trimesters under the guidance of the subject faculty to acquire a thorough knowledge of the subject(s). CIS would end with a written exam of 100% weightage. A CIS would have to be completed within two immediate next terms after the end of the course. A CIS will also follow registration with the consent of Chairperson under the 10-point grading system with fees of Rs. 2000 per paper (maximum Rs. 4000 in a trimester).
b. **Revaluation:** A student can apply for revaluation of his/her paper after announcement of result. The paper will be sent for revaluation to an alternate faculty as per revaluation process thereby ensuring independent evaluation. The student has to deposit a fee of Rs.1000 per paper. The fee will be refunded if there is an improvement in grade awarded. The student if he so desires can view his/her paper but no further correspondence in regard to valuation will be entertained.

c.   **Academic Integrity:** Academic Integrity is about 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 the 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.

d.   **Avoiding Plagiarism:** In preparing your assignments you will need to do independent work. If any ideas of others are used then they should not infringe copyrights. You are encouraged to read widely about the issues you are studying but you must also acknowledge any ideas that are not your own by including citations in your text and references in a list at the end of every assignment. It is your responsibility as a student to know how to reference correctly. If you do not know the Harvard Referencing System or other referencing systems then it is your responsibility to find out how this is done.

e.   **Penalties for Plagiarism:** Penalties for plagiarism can be severe depending on the nature of offences. If you have been charged with academic misconduct for plagiarism, you will have to attend a hearing to defend or explain your actions. If you are found guilty you may get zero for your assignment and/ or be given a more severe penalty.

f.   **Penalty and reward for attendance:** The updation of deduction/bonus marks as mentioned in the "Attendance Rules" section will be done by the Examination Department on getting subject-wise attendance records from the respective Centres. There will be no provision to amend records submitted to Examination Department.

g.   **Schedule of Supplementary Examinations:**

1.   Supplementary Examinations of 1st Trimester of a batch will be held along with 2nd Trimester of the same batch.

2.   Supplementary Examinations of 2nd Trimester of a batch will be held along with 3rd Trimester of the same batch.

3.   Supplementary Examinations of 3rd Trimester of a batch will be held along with 4th Trimester of the same batch.

4.   Supplementary Examinations of 4th Trimester of a batch will be held along with 5th Trimester of the same batch.

5.   Supplementary Examinations of 5th Trimester of a batch will be held along with 6th Trimester of the same batch.

6.   Supplementary Examinations of 6th Trimester of a batch will be held immediately after the declaration of result.

h.   **Code of Conduct for the Examinations: These are detailed on the reverse of the Admit Card and are summarised below:**
     At the Start of Examination

1.   Be punctual and be seated in the hall/classroom at least 15 minutes prior to the starting time of the examination. Late comers should report to the examination control room.

2.   Be in proper formal attire failing which you will be barred from taking the examination.

3.   Any books, notes, files, mobile phones and other objectionable material(s) that may help the student in examination in any way , will not allowed inside the Academic Block during the examination.

4.   Ensure that you have your own materials viz. pens, pencils, rulers, staplers, erasers, calculator etc. which you are allowed for the paper. No one is allowed to borrow these items from others while the examination is in progress.

5.   Inform the invigilator IMMEDIATELY should 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.
6.   Do not start writing until you are told to do so.
7.   There should be no talking once you enter the examination hall/ classroom.
8.   Read and follow all the instructions on the question paper and answer sheet/ admit card.
9.   You should not bring any tables etc. related to the examination as all the needed material will be supplied to you.
10.   Eatables, soft drinks etc. are not allowed inside the examination hall.

During the Examination

1.   Do not write anything on the back of cover page of answer sheet.
2.   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.
3.   Correction fluid must not be used.
4.   Number your answers in the left-hand margin as per the number given in the question paper.
5.   Do NOT communicate with any other students, for any reason.
6.   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.
7.   As soon as you are told to stop, you should do so PROMPTLY.
8.   Candidates are not allowed to take toilet breaks during the first hour and last half an hour of the examination.
9.   Water would be available inside the examination hall. Students are not allowed to take glasses of water to their respective seats.
10.   Electronic devices and computerized aids (e.g. computerized wristwatches, mobile phones etc.) capable of storing, transmitting and/ or displaying visual/ audio information will not be allowed in the examination room.
11.   Silent battery-operated and non-programmable electronic calculators may be used in examination.

After the Examination

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

Use of Unfair Means and Punishment (UFM)

1.   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 fails to observe the code of silence or if he misbehaves during the examination.
2.   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 are intended for dishonest use whether or not the student actually uses them.
3.   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.

4. Any student who attempts to use Unfair Means will be severely dealt with.
(a) All the papers may be cancelled if investigations confirm that cheating has taken place. If the student is allowed to appear in supplementary exam after the first instance of Use of Unfair Means (UFM) the grade obtained in the supplementary will be reduced by one grade.
(b) If he/she is a second time offender he/she will face a permanent F without an opportunity of appearing in supplementary.
(c) In case of third time use of UFM by the student, all the exams will be treated cancelled & student will be expelled from the Institute immediately.
5. Any deviation from the above mentioned rules will be dealt with very seriously and may lead to cancellation of all the papers for the trimester for the guilty student.
6. 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 Committee 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 on the student or 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 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 investigations confirm that cheating has taken place.
6. Any deviation from the above mentioned rules will be dealt with very seriously and may lead to 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 so as 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 which 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 the 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, 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 behavior within the campus. Except 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 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 internet, seniors or from 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 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: In the canopy in the garden outside the Hostels.
    • For Off campus hostel: The celebration should be only in the Mess Hall.
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 to their hostels by 11:00 pm.
9. Students should carry their identity cards always with them and show it 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 each and 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 behavior, 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 80%.
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 60	60% physical attendance in class is compulsory. Below this, the student will be debarred from end-term exam
60-69.9	Deduction of 3 marks
70-79.9	No change in marks
80-89.9	Bonus 3 marks
90-100	Bonus 5 marks

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, duly certified by the hospital authorities.
   - Preparation and participation in any other activities (like short-term-projects, conduit events of Institute or if deputed outside by the Institute etc.). Prior approval in writing by 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 20% notional attendance for various activities.
   - 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, 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 follows: 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 in 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 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 above rules may be considered on case-to-case basis justified by reasons for the shortfall in attendance.
- Manager Academic: Attendance will be granted as per above rules. Manager Academic will keep records relevant to various reports required by the programme and students.

e . **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 final leaving the college.

f. Students' Grievance Redressal (SGR) Cell

A centralized Students' Grievance Redressal (SGR) Cell enables the students to put their grievances and suggestions for 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 or in writing in the suggestion box placed in Academic Block near the Help Desk. The grievances / suggestions received by the 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/spread sheet/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 would be advised through the students 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 skills and soft skills developed by each student as well as the cultural fit of each student vis-a-vis the company, 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 final or summer internship irrespective of the student's performance parameters.

•   Students should study the job description (JD) conveyed by companies thoroughly and prepare accordingly.

•   Once the particulars of interaction session from the recruiter is notified by the CCR with the date, time and classroom number for the process, students should be seated in the classroom 15 minutes before the scheduled time. Those who report late will not be permitted to participate in the process.

4. The major components of the placement (summer or final) process, are written/online test, group discussion, personal interview, personality profiling etc. Apart from thorough domain knowledge, recruiters expect students to be totally 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 depth of understanding, analytical skills and originality in student 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 activity such as "active club" participation will be a very valuable add-on for the student. Students should try to upgrade themselves through extensive reading, especially financial and general newspapers besides studying 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 certificating from Coursera, edX 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 the 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, CCR sends a mail confirming the date of process, which would be displayed on the notice board as well as in the students' group ID. Those interested in attending the written test/GD/interview should give their names to the Centre for Corporate Relations (CCR).
3. Once a student gets shortlisted by the corporate for going through the process of GD, Written Test etc, he/ she cannot, on any account, withdraw from the process of that company. Violators may have to pay fine and /or face debarment from any subsequent placement process. Hence, prior to expressing interest, there should be due application of mind by the student.
4. It will be the responsibility of the students to be extra careful in maintaining the basic decorum, discipline and decency at the time when the company representatives are on the campus 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 punitive measures.
5. Students found improperly dressed or groomed during the selection process for final or summer internship may be disallowed from participating.
6. 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, CCR Department.
7. All communication with the recruiters has to be through CCR only and not direct with the recruiters. 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.
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. They should be well groomed in formals, which would be:
    *   For Gentlemen: Shaven/full beard, neat and ironed clothes, well-groomed appearance. Full sleeves shirt and formal pants (Jeans & Khaki not allowed), leather shoes and a tie.
    *   For Ladies: Neat and ironed clothes, well-groomed appearance. Sari/business suit/salwar-kameez, leather sandals /shoes.
9. Not more than seven attempts can be availed of by any student for the final placement process. If, however, a student is not able to convert from the first three chances he/she will be docked for the next immediate two chances (the first chance will be reckoned from either aptitude test, written test, GD, or any other first process). Thereafter, the student can participate in the process where she/he should be able to convert from any one of the remaining four chances.
10. To facilitate placement, every student should try to achieve more than 6.2 CGPA.
11. Students are not allowed to establish any kind of direct communication with the representative of the company in the campus. Questions can only be raised during PPT, when allowed, by the representative of the company. If clarifications are needed outside of the

recruiter's presentation, students should approach only CCR for this. Students infringing this provision will face disciplinary action as determined by the Chairperson, CCR Department.

12. 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.

13. Students are advised not to do anything directly or indirectly which may create a poor impression about the Institute. Any student found disregarding any of the norms would be liable for disciplinary action.

14. 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.

15. Students are advised to abide by the final short-listing done by the company according to their own felt needs 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.

16. Students cannot also call into question the short-listing done by the recruiter or CCR as per recruiters' instructions.

17. The Institute follows "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. 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.

18. 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, including debarment from the Convocation function or such other disciplinary action or measure decided by the Chairperson, CCR Department.

19. 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.

20. The Institute allows two years of deferred placement for students who are serious about starting their own 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 Centre for Innovation and Entrepreneurship Development (CIED) 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 Centre for Innovation and Entrepreneurship Development.

c.   **SHORT - TERM PROJECTS AND LIVE PROJECTS**

To intensify the interaction between industry and students, it has been decided to encourage Short Term Projects and Live Projects with companies. The students can take up STP at any time in the 1st

to 3rd trimester. At any time, there will not be more than 10% of the students in a section taking up the STP. The Centre will monitor and ensure this requirement.

The rules/guidelines in this regard are:

1. At least one Short Term project, as above, will be compulsory.
2. Similarly, it would be in the interest of students to undertake few live projects online or offline. Projects can be accessed through own efforts or with the help of organizations like www.oyster.com with whom BIMTECH has a special arrangement.
3. The project could either be individual or group based.
4. The project can be secured by the students either with the help of CCR or on their own.
5. The maximum duration of the Short Term Project will be 10 days.
6. Leave of absence from classes for attending to the work related to the project shall not exceed 7 (seven) days in all, per project.
7. Due permission for undertaking the project as well as the subject, of the project will be given by the Course Chairpersons or Coordinators of the respective classes.
8. Student can choose any BIMTECH faculty member including visiting or adjunct faculty as a mentor for the project.
9. The guiding principle of the proposed projects should be value addition to the student and a better understanding of company processes and operations. The student should submit a soft copy of the Project Report to the Course Coordinator within a week of the compilation of the Project.
10. Students can approach the CCR for any clarification/help with regard to Short Term Projects.
11. Short Term Projects are in addition to the regular Summer Internship Projects for (twelve weeks) which each student has to undertake after the Trimester III Examination.
12. Students are advised to be totally professional in their approach while executing their short term project or any other project.

d. **SUMMER INTERNSHIP**

1. **Objectives of Summer Internship:** The aim is to enable students to transfer their analytical, integrative, team play etc. skills honed in the classroom to the workplace, as well as to understand the complexities of the corporate world first hand. The following are the objectives of summer internship:

- To train students to focus on a narrow bandwidth of a selected topic/field, (micro and not macro themes) to facilitate its in-depth study using quantitative/qualitative measurement tools to organize and analyze data, intensely focusing on the area to arrive at reasoned conclusions/ about the issue or problem;
- To provide opportunities for networking with people who matter in industry/corporates/ organizations; and
- To aim at the acquisition of pre-placement offers wherever feasible and appropriate.
  Recruiters attach great significance to the Summer Internship Project report in the final placement interview and in depth questions about it can be expected. Hence, the project report should be perceived as a critical tool which signals a student's potential to the recruiter. Recruiters judge the quality of the report on the basis of student's analytical skills, methodology, grasp of research tools and contribution to the company in terms of cost or time saving attributable to implementation of student's recommendations. BIMTECH expects every

student to take this activity seriously and produce an excellent project report at the end of internship which would enhance the student's chances of placement.

2. **Summer Internship Workshop:** An interactive workshop to set the tone will be held in the campus usually in the month of March to give detailed guidelines and a roadmap to students on the nitty gritty of summer projects, the do's and don'ts etc. Students will also have occasion to interact with executives from corporates in the workshop. They will be informed as to what is expected of them during their internship, the needs of the industry etc. Resource Book in two volumes containing detailed guidelines on SIP will be distributed in the workshop. Attendance will be compulsory in all the sessions of workshops. Those found absent will face the penalty of deduction of 5 marks per session from the total SIP marks.

3. **Duration:** The duration of the summer training project for all the streams (PGDM, IB, IBM and RM) will be for three months, normally between 1st April to 30th June .The minimum duration will be 10 weeks and two projects may be allowed. These projects can be done in groups and will carry 9 credit points.

4. **Comprehensive Viva-Voce:** Each student may face one or two panels. Each panel will have one external member. All subjects will be covered by two panels. There will be no separate credit for CVV. The student will be probed for 15-20 mins on all the subjects. 10 marks of internal assessment per subject will be allocated for CVV. The summer internship project entitles a shoot for 9 credits.

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 lieu of the SIP with the differences being;

1. Only a very limited number of the first year students will be selected to be part of this program through a competitive application process.

2. 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 market product during their summer internship.

    Otherwise, the EIP will follow the guidelines similar to the summer internship wherein students appear for the viva and receive credit.

6. **Object Company:** Students should aim at working with companies, institutions or start-ups that provide challenging learning opportunities rather than making their decision on the basis of hometown convenience or stipend.

7. Faculty Allocation, Reporting & Supervision

*   Prior to finalization of a particular faculty as the academic mentor, students should submit a note to the mentor as to 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 write-ups well in time so that the mentor has adequate opportunity to go through them.

*   Students are advised to access BIMTECH's Knowledge Portal (give accesshttp:// 115.112.165.74:82/, see website) as well as TATTVA (a research journal of BIMTECH students) for guidance on model Summer Project Report.

- Students are free to choose any faculty from the domain area of the project from amongst the BIMTECH faculty (including the adjunct faculty) as their academic guide/mentor.
- Not more than 12 students can register under any one faculty as a mentor for summer internship. The date from which summer internship can be registered with a faculty mentor will be announced by the CCR. The basis of selection will be 'first come, first served' if more than 12 students apply for registration with any one faculty mentor. (The aim is to provide adequate attention to each student.)
- The internee shall arrange for a telephonic discussion between the industry mentor and the academic mentor before finalization of the project topic and the title of the project. The student is expected to be in telephonic contact with the academic mentor at least two – to – three times a month.
- The faculty 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 up long term relationship between BIMTECH and the company.
- On a random basis, at least one completed project report per academic mentor would be entrusted to an outside expert for detailed scrutiny to assess the overall quality of the project report.
- The CCR department circulates a date schedule for the different processes as well as the date for submission of the final report well in advance, which should be adhered to.

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. Student exchange programme is open to all students of first year and second year. However, BIMTECH may not nominate a student or may cancel nomination of a student for exchange programme if found not following academic or discipline norms.
2. Student exchange programme is offered for one to two trimester. The application process starts in August to nominate students to go under exchange programme. All the communication related to Student exchange is periodically updated on NAT in the Centre for International Affairs folder.
3. 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 exchange program need to sign the policy on student exchange in order to be considered for 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 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 is mentioned in student exchange policy.
7. Students receive transcript/ certificate from Partner University which gets translated into 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 student exchange programme that they have submitted their Final Year Graduation Marks Sheet for inspection and return by the Registrar / Administrative Office 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 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 mentorship of BIMTECH and partner faculty. Students get an understanding of 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.

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 preparation and examination period, library services are extended up to 11:00 p.m.

Days	Timings
Monday- Friday	08:30 AM- 10:00 PM
Saturday & Sunday	08:30 AM- 09:00 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 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:**

*   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.
*   Students will not be allowed to take the periodicals, newspapers outside the library.
*   Students can get photocopies of the required article in the periodical from the Reprography Centre.
*   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

*   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 in a separate shelf for a week. These books will be subsequently available for circulation.
*   For re-issuing, it is necessary to present the book at the counter. Re- issue is not automatic. If there is a demand for the book, the request for re-issue may be turned down by the librarian.
*   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.
*   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 case of a reference book, the penalty will be Rs. 5 per hour per volume. The penalty for not returning the project report 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.

- 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.
- Borrower shall be responsible for 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 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 part of computer use. Students should maintain discipline and keep silence 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 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, the 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 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 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 log-book.
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 shutdown / lock 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 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 cellular phone in lab.
13.   Don't use facebook, 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 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 Internet by Students, Staff and Faculty**
    1.   Email & Password Creation:
    •   IT department creates email-id of new students.
    •   The email-id consists of (first name.last name plus the year of passing@bimtechmail). For example abc.efg18@bimtech.ac.in.
    •   The password assigned initially must be changed on the first login.
    •   In case the password is forgotten, one has to contact 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 fast delivery of messages and documents to campus and external user groups or individual users. The user shall contact 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 e-mail facility will have to abide following:

•   Use of this facility for commercial or illegal purposes is a direct violation of Institute's IT policy and may subject to withdrawal of the facility. Illegal use includes but not limited to, sending the unlicensed and illegal software as an attachment, unsolicited bulk e- mail messages and generation of threatening, harassing, abusive, obscene or fraudulent messages / images.
•   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 may be use.
•   Any mail or attachment that is from unknown and suspicious source should be avoided; such messages may contain viruses that have potential to damage the valuable information on your computer.

- It is 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.
- The user should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.
- Impersonating email account of others will be taken as a serious offense under the Institute IT security policy.
- 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, it is important that everyone is aware of the legal risks of email:

- If one sends or forwards emails with any libelous, defamatory, offensive, racist or obscene remarks, the individual and the institute can be held liable.
- If one unlawfully forwards confidential information, the individual and the institute can be held liable.
- If one unlawfully forwards or copy messages without permission, the individual and the institute can be held liable for copyright infringement.
- 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 libelous, defamatory, offensive, racist or obscene remarks. If you receive an email of this nature, you must promptly notify your supervisor.
- Forward a message with sensitive information without acquiring permission from the sender first.
- Send unsolicited email messages.

- Send email messages using another person's email account.
- Copy a message or attachment belonging to another user without permission of the originator.

6.   Staying Safe

- **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.
- **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 mails can be malicious and may harm you once you have entered your personal data. You mail id might have been obtained from social media sites (e.g. Facebook).
  It is advised not to click links of 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.
- **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 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 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 questions or comments about this Email policy, he may contact 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 use 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 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 device 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 in 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 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.

In appropriate cases, such conduct may also be reported to law enforcement authorities.

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:

- 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.
- 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.
- 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.
- 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.
- Organising Blood Donation Camps: The institute organises annual Blood Donation camps, where all the students, staff and faculty members contribute to the noble cause.
- 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

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.

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, may be, from the Institute.

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 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 servant is not allowed in the hostel.
7. Students' Discipline Committee is appointed to supervise and to maintain discipline. Every resident should cooperate with them in the discharge of 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 are 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 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 in 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. Common hostel furniture must not be moved into other rooms or from one hostel unit to another without the consent of the Hostel Warden.
4. Hostel inmates must cover their beds with their own bed-sheets at all times.
5. 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.
6. 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.
7. 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.
8. 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 in the Breakfast and Dinner.
2. Meal timings as per the following schedule have to be followed:-
    Breakfast :   As per the time-table.
    Lunch   :   As per the time-table.
    Snacks   :   As per the time-table.
    Dinner   :   8.00 pm to 10.00 pm
3. No crockery can be taken out of the dining hall, except during 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 the facility at all for one month or more. The amount of refund of mess charges to be reviewed in view of an increase in Mess Charges per month effective from June, 2018.
5. Entry into the kitchen is not permitted except for Food Conduit members for which permission has to be obtained from Faculty-in-charge of Food Conduit.

6. Food served in the Mess is for the consumption in Dining Hall and Not for TAKE AWAY.
7. Sitting in the Students' Mess after the meal timings as per schedule is prohibited.

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 maximum 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 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 from)/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. 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 hostel may use facilities in campus (Library etc.) till 8.30 p.m.
8. Night-outs will be sanctioned in the SWC/office in Off campus hostel only between 7:00 p.m. - 9:00 p.m.
9. Students must get night-out applications sanctioned at least one night prior to the night-out except in special exigencies.
10. Timely information (at least 1 hour prior to the in-time) should be given to the respective wardens in case of late entry of students on night-outs/ day outs. List of respective wardens will be intimated to the students separately.
11. 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 case of a group of students going together, a common application mentioning all the names should be submitted.
12. 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.
13. Students should themselves submit their individual night-out form at the gate while departing, rather than submitting it through their friends. The same applies for a signing of night-out form at the SWC / Off campus hostel office.

14. 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, student may not be allowed day out.

15. 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. Only parents will be allowed to stay overnight in the guest room of campus with the prior written permission of the Hostel Warden.

4. 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.

2. Facilities

a. **Sports Facilities:** Good number ofIndoor /Outdoor Games and Sports facilities is available at the main campus and AB 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 AB 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 round 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 AB Hostel.

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

Gym Timings

Timings at Campus Gym	**Morning** 06:00 AM to 07:25 AM (Boys) 07:30 AM to 09:30 AM (Girls) **Evening** 05:30 PM to 07:25 PM (Girls) 07:30 PM to 09:30 PM (Boys)
Timings at AB 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 in 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 with 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 of 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.

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 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 BIMTECH campus.

l.   **In-house Bakery :** Fresh bakery items of the in-house bakery are available in cafeteria, students can avail the facility on payment basis.

m.   **Sweet Corner :** Sweet Corner will serve fresh in-house prepared sweets at cafeteria.

n.   **Froosh Corner :** A separate Froosh Corner run by students to serve variety of fruit juices, shakes and snacks at a nominal price.

o.   **CCTV Cameras :** CCTV Cameras are installed in 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 use of good quality helmet by driver as well as 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.

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

For students' safety, the speed monitor has been fixed in both Institute bus and the speed limit is controlled at 40 to 45 kms 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 which 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 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 budget. The budget should include all direct and indirect expenses such as prizes, taxi hires, use of 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 a 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 touch point for the interaction with the members of the various media organizations, who are invited on a regular basis whenever there is any 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 on 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 National Entrepreneurship Network's commitment to developing an entrepreneurial eco-system. 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 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 with the objective of identifying, encouraging and nurturing creative talents amongst students through arts like painting, sketching, rangoli, poster making and creative crafts like Best out of Waste.

9. **Phoenix -** The HR Club of BIMTECH lives by the values - 'Enrich, Enliven, Enhance' and aims at making HR a way of life here at BIMTECH. They organize events and activities that aim to create awareness around HR and help students to explore their potential. The Club has a very strong team culture and its members enjoy a fulfilling experience.

10. **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.

11. **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.

12. **Retailia** or Retail Club was formed with a 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 BIMTECH retail brand.

13. **United Friends of Earth** (UFE) is a club started with an objective of making the BIMTECH campus greener and more environment-friendly. With a motto of Re-use, Re-duce and Re-cycle, the

club aims at contributing its bit to the protection of the environment by promoting a green culture within the campus. The club's agenda includes conservation of water, food and electricity by encouraging students, faculty and administration to utilize these resources judiciously.

c. The 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

Placement committee is responsible for calling up companies from the 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 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 assist in escort duties for visiting recruiters and make necessary arrangements for the processes in the campus.

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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*

SAVE WATER. SAVE YOUR LIFE

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