

## **Discipline and Conduct Rules**

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

### **A . General Discipline**

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

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

## **B. Classroom Discipline**

1. Students are expected to be present in all the scheduled classes as per the timetable shared with them. They should be seated in the class at least five minutes before the scheduled start time. No student should remain absent from any class without intimation and prior sanction from the concerned professor handling the class. Unauthorized absence from the class will invite a penalty which will be determined by the faculty concerned.
2. Students are expected to be involved while in the classroom. Any distraction caused by the use of mobile phones, cross talk or chat with fellow students will invite disciplinary action as determined by the faculty concerned.
3. Students are expected to be present in the classrooms for the lectures before the instructor. Late entrants will not be allowed to enter the classroom.
4. Other than the classroom contact hours based on course credits, students are expected to spend 2-3 hours for every session outside the classroom working on assignments and projects.
5. Assignments and projects should be the original work of the student. Copied assignments from the internet, seniors or classmates will not be acceptable. Plagiarism is viewed very seriously and zero marks would be awarded in such cases or student may even fail the course.
6. To avoid academic fraud and to maintain research ethics, BIMTECH makes systematic use of Turnitin®. Each student should submit an originality report with their assignments.

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

### **C. General Code of Conduct**

1. The very nature of the postgraduate program requires students to work collaboratively in teams. Occasionally, students come up against a true struggle in the team environment, in the form of one non-performing student. The team leader has to bring such students to the notice of the concerned professor.
2. After the classes, students are instructed to use only the ground floor of the Academic Block (excluding the stairs) for academic group activities. Two classrooms (C2 & C4) will be kept open till 9 p.m. for this purpose.
3. Any student (s) with a genuine need to use the computer lab or seminar hall after the scheduled closing time (for placement, academic, cultural and other activities) should compulsorily seek permission from the Deputy Director through the concerned faculty-in-charge.
4. The Institute attaches utmost importance to national festivals viz., Independence Day, Republic Day, Gandhi Jayanti. The Institute authorities and the Cultural Committee of students organize befitting programmes. Various cultural and academic activities are also organized for the benefit of students throughout the year. Students are expected to participate in these activities with due fervour and enthusiasm. No permission for a night out or day out will be given for such days except in very special circumstances.
5. Students are allowed to celebrate birthdays till 10:45 p.m. They should wind up the celebrations within 15 minutes. Only the following venue should be used for celebrations:
  - For Campus: Under the canopy in the garden outside the hostels.
  - For Off-campus hostel: The celebration should be under the canopy in the garden outside of the hostel.

6. Organizers of birthday parties will have to seek permission for the same from the warden. They will also have to ensure that they leave the place neat and tidy after the celebration is over.
7. Any kind of physical activity that may cause injury to the student whose birthday is being celebrated is strictly prohibited. This includes the common practice of giving bumps, etc. Any infringement of this rule will invite stringent disciplinary action.
8. Due precaution should be taken to keep the noise low during birthday celebrations so as not to disturb any of the residents on the campus. Organizers should ensure that all the students are back in their hostels by 11:00 pm.
9. Students should always carry their identity cards always with them and show them to the authorities whenever asked for.
10. All students, from all batches and courses, shall have to compulsorily follow the formal dress code in the Academic Block from Monday to Friday, irrespective of the time of day or night. Kurtas and other casual wear will not be allowed in the Academic Block.
  - Formal Dress includes:  
Boys - Shirts (Plain, Stripes, Checks), Trousers, Formal Footwear  
Girls - Shirts (Plain, Stripes, Checks), Trousers or Suits, Formal Footwear
11. Any type of casual/indecent attire (shorts, knickers, see-throughs, sleeveless dresses) will not be allowed anywhere outside the hostel rooms. Gents kurtas, other casual wear, capris and bathroom slippers will not be allowed in the Academic Block.
12. It is the moral responsibility of every inmate of the campus to maintain the dignity, decency and decorum of the campus. Every inmate has the right to object to any and every kind of indecent or socially unacceptable activity or behaviour, and such objection should be accepted gracefully

#### **D. Attendance Rules**

Every student is expected to attend all the classes and maintain 100% attendance to get the maximum benefit from their course of study. However some relaxation can be allowed as under:

<b>Reason for Relaxation</b>	<b>Approving Authority</b>	<b>Time Frame</b>
Participation in co curricular and extracurricular activities (Official Duty)	Approval by Dean Student Welfare /Coordinator Club & Conduits / Faculty Mentor	Approval within 5 days of the activity
Participation in CCR Activities (Official Duty)	Chairperson CCR or officials who are deputed	Approval within 5 days of the activity
Medical Cases (Personal & Medical Leave)	Written recommendation by Campus Doctor. In case if the student is not on campus, complete medical records including test report, doctor's prescription and other supporting documents have to be provided.	Approval within 5 days of the activity
Personal and Family reasons (Personal & Medical Leave)	Program Chair / Program Coordinator	Prior Approval

If there is no official duty then student must attend 80% of the sessions. If the student has official duty, then student must attend 70% of the sessions. The soft copy of the approved document must reach Program Office within 5 days. However it is the responsibility of the student to maintain minimum physical attendance, as per following rules, to be eligible for appearing in the end term examinations.

### **Attendance for First Year**

- Every student must secure a minimum physical attendance of 70 % in every subject. However, the aggregate attendance of all subjects in the trimester must be at least 75%.
- The student will have to appear for supplementary examination in all the subjects taught in the trimester if the aggregate attendance in that trimester is less than 75%.
- In any subject/s, if the attendance is/are less than the stipulated 70%, but the aggregate attendance is 75% or more, the student will have to appear for supplementary examination in subject/s in which he/she has less than 70% marks.

The above criteria of physical attendance has to be maintained irrespective of the relaxation provided in Table No 1

## **Attendance for Second Year**

- Every student must secure a minimum physical attendance of 60 % in every subject. However, the aggregate attendance of all subjects in the trimester must be at least 70%.
- The student will have to appear for supplementary examination in all the subjects taught in the trimester if the aggregate attendance in that trimester is less than 70%.
- In any subject/s, if the attendance is/are less than the stipulated 60%, but the aggregate attendance is 70% or more, the student will have to appear for supplementary examination in subject/s where he/she has less than 60% marks. The above criteria of physical attendance has to be maintained irrespective of the relaxation provided in Table No 1

### Some Exceptions:

- In exceptional cases where the student is involved in CCR activities because of which the physical attendance of the student is below the minimum stipulation
- either in the placement interview or related activity
- as a student coordinator in the placement process
- as a student coordinator with / club Metier In such cases the CCR Chairperson will recommend to Dean Academics. Based on case to case basis, the Dean Academics will take the final decision.
- If it is a serious medical case or family emergency and the student does not have minimum physical attendance, the Program Chair may seek the approval Dean Academics / Director in a very rare case. • The Programs shall consider cases if a student is officially nominated with the approval of (Director/Dean – Academics) for a special event by the institute

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

### STP/Live Project Rules

1. STP/Live Project will start only in Term III.

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

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

1. Students who do live projects / STP must have physical attendance of a minimum of 60%.
2. STP/ Live Projects can be offered to students who have a minimum CGPA of 6.5 till the end of the previous term.
3. The STP/ Live Project will be evaluated by an external expert. The Program along with CCR will handle the evaluation process before the beginning of the end term examination.

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

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

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

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

#### **G. Rules Regarding Participation in Competition Sponsored by Corporates**

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

## Participation and Attendance Rules

1. These rules apply only to those competitions which are sponsored by corporates and notified by the CCR.
2. Students who participate in such competitions will be eligible for 60% of attendance subject to the following:
  - They participate until the level of regional, zonal, or national, for which they (31) Student Handbook 2023-24 have to travel or put in extra time in terms of doing certain activities for pre preparations.
  - This is validated by a certification/mail.
  - It is to be properly registered with CCR and duly validated by them.
  - Notional Attendance will be considered for the period the student is engaged in such competitions provided he/she has otherwise maintained the minimum attendance.
3. In case the student is not able to perform in the said competition, he will have to maintain a minimum of 70% attendance for appearing in end term examination.

## H. Rules for Participation in Non-Credit Certification Courses

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

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

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



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

A student can enrol in more than one certification course. All the certification courses for which the student is enrolled will appear in the transcript. The student must qualify for all the enrolled certifications. If the student is not able to clear one or all of the enrolled certifications, then “I” (incomplete) will be mentioned against that certification.

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

## 2. Online Certification Courses

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

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

## 3. Global Certification Courses

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

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

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

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

- i. Based on the merit (CGPA), till the end of the previous term (Trimester 2), the top 25% of students will be identified from each of the functional specializations in the case of PGDM and PGDM IB. For PGDM RM and PGDM IBM, the top 25 % of students up to the end of Term II will be identified by the program.
- ii. Qualified students can enrol for one or more of the Global Certifications.
- iii. If they qualify and produce satisfactory evidence, they will be eligible for reimbursement of actual fees or up to Rs.25000/- whichever is less.

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

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

#### 4. Participation Rules

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

## **I. Submission of No-Dues and Final Night Out Form at the time of final vacation of hostel.**

1. Duly signed “No Dues” form from all departments to be submitted by the students at Students’ Welfare Centre.
2. Final Night-out form to be signed and approved by the warden only after submission of No dues at SWC.
3. It would be mandatory to submit the final Night-Out form, duly signed by the warden, at the gate, at the time of finally leaving the college

## **J. Students’ Grievance Redressal (SGR) Cell**

A centralized Students’ Grievance Redressal (SGR) Cell enables the students to put their grievances and suggestions for a quick consideration and redressal. Any student having a grievance or suggestion in respect of any department of the institute other than food and hostel may share it either online through mail at [student.suggestions@BIMTECH.ac.in](mailto:student.suggestions@BIMTECH.ac.in) or in writing in the suggestion box placed in Academic Block near the Help Desk. The grievances/suggestions received by 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/spreadsheet/embedded form?formkey=dFhmMll6b29XMkNwRUUwR0lOTWhtdGc6MQ>