



BIRLA INSTITUTE OF MANAGEMENT TECHNOLOGY

**STUDENT
HANDBOOK
2024-2025**

STUDENT
HANDBOOK

We are inspired by



Late Basant Kumar Birla and Sarala Birla

VISION

Developing responsible leaders with an entrepreneurial mind set and striving for sustainability

MISSION

- To be the preferred choice for students, faculty, professional staff and recruiters.
- To create and disseminate knowledge for positive societal impact.
- To inculcate innovative, technological, entrepreneurial and global mind-set.
- To equip faculty & students with responsible leadership qualities.
- To promote sustainability in all activities.

VALUES

Ethics and Integrity
Sustainability and Transparency
Innovativeness and Entrepreneurship



Dr. Prabina Rajib
Director

Dear Students,

I am delighted to welcome each one of you as you embark on this holistic journey of academic learning and personal growth.

By joining BIMTECH, you are entering an education system designed to be transformative in every aspect—academically, socially, and personally. Guided by our principles of "Excellence and Values," we ensure these ideals are embodied in all our activities.

Since its inception, BIMTECH has consistently distinguished itself through its outstanding academic programs, executive education, and research across management disciplines. We have strong alumni network, comprising over 7000+ graduates, who are making significant impact across various sectors worldwide. Our Atal Incubation Centre uniquely positions itself to help hundreds of qualified individuals launch their first ventures and guide them through their entrepreneurial journey.

We are proud of our faculty, who are outstanding scholars with publications in leading academic journals. They are also inspiring teachers, impactful mentors, and renowned corporate and policy advisers. Through their integrity, dedication, and hard work, they nurture the intellectual capabilities of students, helping them achieve their aspirations and chase their dreams.

Our B-school has continuously adapted to numerous transformations, staying in sync with societal changes. We have revamped our curriculum and engage closely with organizations across various industries and sectors to co-educate and develop managerial talent, co-create new ideas and understanding, and ensure our students are abreast of the latest developments.

Our Handbook is carrying all the relevant information and the expected code of conduct to be honoured by you as a student in the college and thereafter in the industry. Embrace the collaboration, critical thinking, and experiential learning opportunities our institution provides.

Once again, I welcome you to the BIMTECH family and our community of shared principles and values. I wish you a happy, healthy, and fruitful two years ahead.

Best wishes!

Personal Details

Name

Identity Card No.

Address

Driving Licence No.

Passport No.

Bank Account No.

Credit Card No.

Telephone

Debit Card No.

Mobile

Insurance Policy No.

Fax

Aadhar Card No.

E-mail

PAN No.

Blood Group

Car/Bike Registration No.

Important Contacts

Doctor

Dentist

Airport

Train

Taxi Services

Ambulance

Police

Travel Agent

Others

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Academic Information

1. The Prelude

Excellence with Values

This handbook gives students at BIMTECH guidelines for academic and personal conduct. The curriculum and other inputs and resources, that the institute makes available to the students, aim for the overall growth of future management professionals. Our students are expected to imbibe value-based conduct, emotional stability, maturity of thought, and spiritual sensitivity. We aim that the students will strive to achieve the objectives of the institute, abide by the rules, and conduct themselves in such a manner as to bring laurels for themselves and prestige to the institute.

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

The Handbook's rules/guidelines are effective for the 2024-2025 academic year, beginning June 2024. Changes could be made in this student 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 at BIMTECH will be bound by the policies, procedures, and academic regulations contained herein or issued by the competent authority from time to time.

2. Student Development Goals

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

3. BIMTECH Honour Code

The Institute aims to create an environment in which students, faculty, staff and individuals affiliated with the Institute can freely exchange ideas and thoughts, build on their intellectual curiosity and celebrate diversity.

To create such an atmosphere, members of the community must respect each other and act responsibly.

A BIMTECH HONOUR CODE has been designed to give clear direction to the students in this regard. The Institute expects students to follow this code.

While joining the institute, in the orientation programme, every student will take a pledge and commit himself/herself to follow the BIMTECH HONOUR CODE in its true spirit.

Pledge of BIMTECH Honour Code

As a BIMTECHian, I take the pledge that –

- I will strive to act with honesty and integrity.
- I will respect the rights and dignity of all people.
- I will care for others' safety and will avoid any kind of verbal and physical violence.
- I will provide truthful information to the Institute about my personal background.
- I will not fabricate or plagiarize any information concerning the curriculum.
- I will always act lawfully and not participate in any unlawful activity such as ragging, indulging in the consumption of intoxicating substances, etc.
- I will not seek, receive, or obtain an unfair advantage over other students.
- I will personally uphold and abide, in theory, and practice, the values, purpose, and rules of the BIMTECH HONOUR CODE.
- I will report all violations of the BIMTECH HONOUR CODE committed by members of the student community, to the authorities.

Handling Honour Code Violation

Every student is expected to report a suspected violation of the Honour Code to the Discipline Committee. The Committee will then notify the individual charged that a case of Honour Code violation has been filed and that an investigation will follow.

At this point, the Committee will commence an investigation to determine the existence, nature, and extent of the alleged violation. The student charged will have an opportunity to present his/her evidence and case at a date and time determined by the committee. At the end of the investigation, the Committee will determine whether the charges should be dropped, or appropriate disciplinary action should be declared.

4. Scholarships

a. LATE BASANT KUMAR BIRLA ADMISSION MERIT SCHOLARSHIP

Test	Percentile	Scholarship (INR)
CAT/XAT/GMAT	>=95-100	7 LACS
	>=90-94	5 LACS
	>=85-89	3 LACS
	>=80-84	1 LAC

Partial waiver of 1/4 of the tuition fee in the 2nd, 3rd, 4th and 5th instalments

b. LATE G.D. BIRLA ACADEMIC MERIT SCHOLARSHIP

Objective:

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

Eligibility Criteria:

Students with the first two positions as per TGPA in all courses of the respective term will be eligible for this scholarship each term, (up to the 4th term only), provided they clear all the examinations in a single attempt and had no supplementary in the current or previous terms.

Programme-wise details of scholarships

Programme	Intake of students	1 st positions	2 nd positions	Total	1st Position (In Rs.)	2 nd Position (In Rs.)	Outlay for each Term (In Rs.)	Total Outlay for 4 terms (In Rs.)
PGDM	300	5	5	10	50000	25000	3,75,000	15,00,000
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	480	8	8	16			6,00,000	24,00,000

c. MADHURI & JAGDISH N SHETH ENDOWMENT AWARDS

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

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

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

e. MADHURI 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 Results up to 6th Term.

f. LATE SARALA BIRLA AWARD FOR BIMTECH FEMALE DOCTORAL STUDENT FROM DEVELOPING COUNTRIES

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

g. GOLD MEDALS AND SPECIAL MEDALS

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

5. Relevance of Accreditation

Accreditation is the process by which the competency of an educational body is certified. It is strongly linked to the quality status of an institution. The higher education institutes adhere to the quality standards set by the accreditation bodies to deliver high-quality education and support facilities to the students. There are two accreditation bodies nationally, i.e., the National Board of Accreditation (NBA) and the National Assessment and Accreditation Council (NAAC); and there are many international bodies, i.e., the Association to Advance Collegiate Schools of Business (AACSB) based in Florida, USA; the Association of MBAs (AMBA) based in London, UK, European Quality Improvement System (EQUIS) based in Brussels, Belgium.

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

In 2022, BIMTECH was awarded the prestigious AACSB International Accreditation. We are proud of the fact that BIMTECH has now joined the Ivy League of globally recognized B-Schools.

All our Postgraduate Programmes, namely: PGDM, PGDM (IB), PGDM (IBM), and PGDM (RM), have been granted accreditation by the NBA. BIMTECH has also completed its first cycle of NAAC accreditation with an A+ grade and is now in the process of applying for cycle 2 of accreditation. We intend to consistently uphold the principles of quality management education and student engagement in the future.

BIMTECH has been recognized as CII's - Accredited Professional Development Centre to impart training for preparing aspiring students and professionals of India, Sri Lanka, Bangladesh, Maldives, Nepal, Bhutan, and Myanmar for various professional courses in insurance by Chartered Insurance Institute (CII).

Courses Offered

1. W01 Award in General Insurance
2. IMU Motor Insurance Claims and Underwriting (India)
3. IMP Motor Insurance Products and Policies (India)
4. M05 Insurance Law
5. 530 Economics and Business
6. 820 Advanced Claims
7. M97 Reinsurance
8. 992 Risk Management in Insurance
9. 995 Strategic Underwriting
10. 996 Strategic Claims Management

About CII

The Chartered Insurance Institute is the leading global professional membership body for the insurance sector, representing more than 82,000 members across the UK and internationally, with offices in London, Dubai, and Hong Kong. The Personal Finance Society (PFS) is the pre-eminent professional membership body in financial planning. It represents more than 40,000 members across the UK and internationally. The CII and PFS educate and support their members to deliver

services to the highest professional standards and to advocate for the public good through their commitment to continuing professional development and adhering to a published Code of Ethics. By doing this, they build and maintain public trust in the insurance, financial planning, and mortgage advice professions.

About APDC

CII Accredited Professional Development Center (APDC) status is available to training providers outside the UK. The scheme is for centers delivering training towards CII qualifications only. Successful attainment of CII APDC status will enhance an organization's reputation through approval to provide teaching and learning in support of CII qualifications only and the achievement of a recognized quality benchmark.

The CII focuses on two key areas:

1. Quality
2. Professionalism

6. Academic Calendar and Telephone Directory

For detailed information on important dates and academic schedules, please visit:

<https://www.bimtech.ac.in/academic-calender/>

For contact information and departmental phone numbers, please visit :

<https://www.bimtech.ac.in/telephone-directory/>

7. Fee Schedule

DUE DATES OF FEES/CHARGES (BATCH 2024-26)

(The schedule is also valid for Education Loan)

a. ACADEMIC FEES (GENERAL CATEGORY)

TUITION FEE SCHEDULE

Course	Particulars	1st Installment (Half Yearly)	2nd Installment (Half Yearly)	3rd Installment (Term IV)	4th Installment (Term V)	5th Installment (Term VI)
Due date	Total Tuition Fee for 2 Years	As per Admission offer letter	15th Dec 2024 (25%) Tuition Fee	23rd Jun 2025 (Tuition Fee + Medical Insurance)	4th Oct 2025 (Tuition Fee)	3rd Jan 2026 (Tuition Fee)
PGDM	₹14,00,000	₹4,06,000*	₹3,50,000	₹2,39,334#	₹2,33,333	₹2,33,333
PGDM-IB	₹14,00,000	₹4,06,000*	₹3,50,000	₹2,39,334#	₹2,33,333	₹2,33,333
PGDM-RM	₹13,00,000	₹3,81,000*	₹3,25,000	₹2,22,667#	₹2,16,667	₹2,16,666
PGDM-IBM	₹13,00,000	₹3,81,000*	₹3,25,000	₹2,22,667#	₹2,16,667	₹2,16,666

*First installment includes Tuition fee plus Medical Insurance- ₹6,000, Library Security- ₹25,000 & General Security- ₹25,000

#Third installment includes Tuition fee plus Medical Insurance- ₹6,000 (to be revised next year)

b. ACADEMIC FEES (SUPERNUMERARY CATEGORY)

TUITION FEE SCHEDULE

Course	Particulars	1st Installment (Half Yearly)	2nd Installment (Half Yearly)	3rd Installment (Term IV)	4th Installment (Term V)	5th Installment (Term VI)
Due date	Total Tuition Fee for 2 Years	As per Admission offer letter	15th Dec 2024 (25%) Tuition Fee	23rd Jun 2025 (Tuition Fee + Medical Insurance)	4th Oct 2025 (Tuition Fee)	3rd Jan 2026 (Tuition Fee)
PGDM	₹14,00,000	₹4,06,000*	₹3,50,000	₹2,39,334#	₹2,33,333	₹2,33,333

*First installment includes Tuition fee plus Medical Insurance- ₹6,000, Library Security- ₹25,000 & General Security- ₹25,000

#Third installment includes Tuition fee plus Medical Insurance- ₹6,000 (to be revised next year)

c. ACADEMIC FEES (SPONSORED CATEGORY)

TUITION FEE INSTALMENTS

Course	Corporate/NRI Sponsored/NRI	1st Installment	2nd Installment
	Tuition Fee for 2 Years	As per Admission offer letter	31 st May 2025 (50%) Tuition Fee + Medical Insurance
PGDM	Rs. 19,00,000/-	Rs. 10,06,000*	Rs. 9,56,000#
PGDM-IB	Rs. 19,00,000/-	Rs. 10,06,000*	Rs. 9,56,000#
PGDM-RM	Rs. 17,00,000/-	Rs. 9,06,000*	Rs. 9,56,000#
PGDM-IBM	Rs. 17,00,000/-	Rs. 9,06,000*	Rs. 9,56,000#

*First installment includes Tuition fee plus Medical Insurance- ₹6,000, Library Security- ₹25,000 & General Security- ₹25,000

#Second installment includes Tuition fee plus Medical Insurance- ₹6,000 (to be revised next year)

LODGING & BOARDING EXPENSES FOR ALL COURSES (subject to revision every year)**BOARDING & LODGING FEE INSTALMENTS**

Installment	1st Term	2nd Term	3rd Term	4th Term	5th Term	6th Term
Due date	15th Jun 2024	4th Oct 2024	3rd Jan 2025	23rd Jun 2025	4th Oct 2025	3rd Jan 2026
Mess Charges	₹24,800	₹24,800	₹24,800	To Be Revised	To Be Revised	To Be Revised
Hostel Charges	₹46,000	₹46,000	₹46,000	To Be Revised	To Be Revised	To Be Revised
Total	₹70,800	₹70,800	₹70,800	To Be Revised	To Be Revised	To Be Revised

1. Payment Procedure:

Eazypay Solution of ICICI Bank Ltd. Please login to portal <https://feeportal.bimtech.ac.in/> and pay as per process mentioned in fee circular.

2. Penalty for late payment of fee:

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

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

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

A fine of Rs. 130/- per day

(b) For delay beyond 15 days:

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

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

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

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

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

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

4. Hostel and Mess charges shall be payable Term-wise and shall be for the Term ONLY.
5. Hostel and Mess charges shall be payable 10 days before the commencement of each Term.
6. Hostel and Mess charges shall be applicable till the end of the respective Term plus 5 days.
7. During SIP, mess charges are to be paid by the student and the Hostel stay will be charged on a nominal basis.
8. The tuition fee shall be charged Term-wise from Term 4.
9. A student not placed or one who has an 'F' Grade can stay back only after due permission from the competent authority.
10. The above points (4 to 9) do not apply to International students under the Supernumerary Category. These students may refer to the fee schedule mentioned in the admission offer.
11. The refund of the security deposit will be released within 2 months from the completion of the course after ascertaining the mess, hostel and other dues.
12. A one-time Alumni Membership fee (currently Rs. 5,000/-) will be deducted from refundable security payable to the student towards the end of the course.
13. A one-time paid database like Bloomberg etc. access fee (Rs. 10,000/-) will be deducted from refundable security payable to the student towards the end of the course.

8. Examinations

a. Assessment Method

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

1. Internal Assessment:

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

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

The Program Office will display the mid-term evaluation marks for all courses on its notice board according to the dates specified in the academic calendar. Additionally, these marks will be submitted to the Examination Department.

2. End Term Examination (ETE):

- The end term examination is conducted in each course/ subject to assess the analytical and conceptual understanding of the students through essay type questions and the skill to use the knowledge through case and/or problem-solving exercises. Examinations are governed by the following guidelines:
- ETE are usually not conducted in subjects that have 2 credits or less. In these subjects' students are assessed on internal marks out of 100.
- From the academic session (2024-26), the ratio of end-term and internal marks will be 50:50. The duration of end-term exam will be two hours thirty minutes. The format of the end-term question paper will be as follows:

Sections	No. of Questions to attempt	Marks	Marks
A	3 out of 6 (Short Questions)	5 Marks each	3*5 = 15
B	2 out of 4 (Long Questions)	10 Marks each	2*10 = 20
C	Compulsory Case Study	15 Marks	15
Total Marks			50

Section A will have questions divided into 3 blocks of 2 questions each. Students have a choice of attempting one question out of each block of two alternative questions (each of 5 marks); for a total of 15 marks. Each block will cover a different CO (Course Objective).

Section B will have questions divided into 2 blocks of 2 questions each. Students have a choice of attempting one question out of each block of two alternative questions (each of 10 marks); for a total of 20 marks. Each block will cover a different CO (Course Objective).

Section C will have a case study covering one or more COs as per the case to be analyzed. There may be two or more questions for a total of 15 marks (all COs will be covered in both sections combined).

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

- All answer papers will be evaluated exclusively within the institute and submitted to the exam office within 3 days after the end of the exam. The new trimester will begin following a 3-day break.

b. Revaluation

Answer sheets will be shown to students by the respective faculty during scheduled slots upon student request. The examination department will announce the date and time for these review sessions. Once this process gets over, faculty will complete a form indicating any changes in marks and submit it to the examination department on the same day.

Faculty members will re-evaluate a student's answer sheet upon request, if the student is not convinced with the awarded marks and comments.

End term marks after revaluation would apply. In case a student passes the end term revaluation, his/her internal marks will be carried forward.

For subjects without an end-term exam, there will be no revaluation. Faculty will share the internal marks before the start of the end-term exams.

c. Supplementary Examination

A student will be eligible for a supplementary examination if he/she gets a D or an F grade in a subject. The marks in all supplementary examinations will be out of 100, and previous internal marks will not be considered. There will be no 're-supplementary' examination.

Students who do not achieve a passing CGPA of 5.0 or have more than 2 Fs (where 1 F equals 2 Ds) at the end of each trimester will have the opportunity to improve their grades by taking either a supplementary or improvement exam, but not both for the same subject. Once a supplementary exam has been taken in a subject, no further improvement exam will be permitted for that subject.

Schedule of Supplementary/ Improvement Examinations:

Supplementary Exam for	To be Held in
Term 1 & Term 4	January after the Main Exam Term 2 and Term 5
Term 2*	April along with the Main Exam of Term 3
Term 3	July after SIP
Term 5	March along with the Main Exam of Term 6
Term 6	April before the Convocation

**Supplementary for outgoing exchange students of term 2 will also be held in July*

A student will be given the opportunity to appear in a supplementary exam for a course only once. If the student fails the supplementary exam, they will be allowed to appear for the CIS, which must be completed within 10 days. Students who pass the CIS will receive a grade of 'P' (Passed), which will be introduced before the 'F' grade. The CIS will be held only once for both years, in the month of April.

d. Improvement Examination

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

Improvement exams are conducted alongside supplementary exams. The fees for improvement exams will be the same as those for supplementary exams. 'Re-improvement exams' will not be permitted. If the overall marks decrease after an improvement exam, the original grade will be retained. Internal marks will be carried forward in improvement cases.

e. Relative Grading

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

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

The Term Grade Point Average (TGPA), is a weighted average of grade points, as per the details below:

Each subject carries a certain number of credits. The credits for each subject will be intimated to the students by the respective Program Chairperson with 10 x credits generally corresponding to the number of teaching hours for the course.

Based on the credits and grade points obtained by the student for each subject, TGPA will be calculated as follows:

$$\text{TGPA} = \frac{\sum (\text{credits} \times \text{grade point})}{\sum \text{all credits}}$$

Second trimester onwards, TGPA and Cumulative Grade Point Average (CGPA) is calculated being weighted average of TGPA and Term Credits as follows:

$$\text{CGPA} = \frac{\sum (\text{TGPA} \times \text{term credits})}{\sum \text{term credits}}$$

A Grade Sheet is sent at the end of every Term to the students and a Consolidated Transcript of Grades is given at the time of completing the course which contains details of each Term.

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

The student must satisfy the following conditions, at the end of the third term of the first year to be eligible for promotion to the second year:

- a) A minimum CGPA of 5.0
- b) Not more than 5 Ds or 2 Fs and 1 D (1 F = 2 Ds).

At the end of the first year of the 2- year program, if the student does not meet passing criteria (viz. minimum CGPA of 5 and not more than 2 Fs or equivalent), Dean Academics, on the recommendations of the Chairperson, may grant approval for special exam(s) to be conducted for the student in the Fail subjects. This would, however, be the last chance, and no reevaluation, supplementary or improvement would be permitted. These exams would be held and evaluated upon payment of the usual fees, generally before the start of the 4th term.

If the student still does not achieve passing criteria, he/she would have to leave the course. Students not shortlisted by recruiters due to receiving an 'F' grade or having pending supplementary exams will not have any claim on the recruitment process.

Similarly, the criteria to be eligible for award of Diploma at the end of 2 years is to achieve a minimum CGPA of 5.0 with not more than 2 Fs and 1 D (or equivalent with 1F=2Ds) with no 'I'- Incomplete Status' in any subject.

The minimum eligibility criteria to be considered for Relative Grading is 40% marks separately in Internal and End-Term evaluation. Those students not achieving this in either assessment would be required to appear in a supplementary exam evaluated out of 100 marks in the subject.

f. End term Exams Procedure

End-term exams are conducted using masked roll numbers and dummy codes on answer books to eliminate bias. After evaluation, marks are uploaded into the Online Testing Package. Relative grading is conducted jointly by the Exams Department and the Faculty/Chairperson to minimize subjectivity, with grades assigned on a 0-10 scale. Marks are converted to grade points on this 10-point scale, and the TGPA is calculated using the sum product of subject grades and credits as detailed above.

g. Outward/Inward Exchange Students

Students can opt for a term of study at one of the partner institutes of BIMTECH abroad. All grades earned in the foreign university would be converted into BIMTECH grades as per policy, which will be advised to exchange students before they opt for the foreign university. Issues regarding supplementary (resets) for exchange students would be handled as per the rules of the foreign university.

Students with a 'D' or 'F' in any subject prior to selection are generally not eligible for the Exchange Program.

Inward Exchange students, during their stay at BIMTECH for the Exchange Program are governed by the Examination Policies of the Institute.

h. Course of Independent Study (CIS)

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

The student would be charged a fee of Rs. 15,000 per subject per term and exam fees of Rs. 2000 per paper. No revaluation/supplementary/improvement would be allowed in the subjects after the student appears in the end term paper for the subject(s) and the results of the evaluation would

be final. The student would have to ensure that he/she achieves the passing criterion at the end of CIS. In one term, the student would have 10 one hour sessions per week of interactions/ term with the faculty teaching the subject. Marks for CIS courses would be out of 100.

i. (i) Academic Integrity

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

(ii) Avoiding Plagiarism

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

(iii) Penalties for Plagiarism

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

j. Code of Conduct during the Examinations

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

k. At the Start of Examination

- Students should be punctual and be seated in the exam hall/classroom at least 15 minutes prior to the starting time of the examination.
- Be in proper formal attire; failing that they could be barred from the exam.
- Any books, notes, files, mobile phones, and other objectionable material(s)

that may help the student in the examination in any way will not be allowed inside the Academic Block during the examination.

- Students are to ensure that they have their own materials viz. pens, pencils, rulers, staplers, erasers, calculator, etc. allowed for the paper. No one is allowed to borrow these items from others while the examination is in progress.
- Student should Inform the invigilator IMMEDIATELY on finding:
 - A blank page in the question paper where there should be questions.
 - A wrong question paper has been distributed.
 - When printing is not clear or legible.
- Student should not start writing until told to do so.
- Should not talk in the examination hall/ classroom.
- Should read and follow all the instructions on the question paper, answer sheet & admit card.
- Should not bring any tables etc. related to the examination as all needed material will be supplied.
- Should not bring any eatables, soft drinks etc. inside the examination hall.

ii. During the Examination

- Should not write anything on the back of the cover page of the answer sheet/ admit card.
- Should ensure that name and roll no. is written CLEARLY on question paper and on any other paper used like tables, graph etc.
- Correction fluid must not be used.
- Answers should be numbered in the left-hand margin as per the number(s) in the question paper. Answers will be evaluated in order they are written. Any additional questions attempted will not be evaluated.
- Do NOT communicate with any other student(s), for any reason.
- Do NOT leave any sheet of your answers, notes or diagrams in such a position that another student can read them. All answer materials should be covered up.
- Students should stop writing immediately as per announcements by the invigilator
- Candidates are not allowed to take toilet breaks during the first half hour and last half an hour of the examination except for emergencies
- Water would be available inside the examination hall; students are not allowed to take glass/es of water to their respective seats.
- Electronic devices and computerized aids (e.g. computerized wristwatches, mobile phones, smartphones, tabs, Google Assistant /Alexa compliant

devices/watches etc.) capable of storing, transmitting and/ or displaying visual/audio information are not allowed in the examination room.

- Silent battery-operated and non-programmable electronic calculators can be used in the examination.

l. At the End of Examination:

Remain silent and seated until the answer book(s) are collected.

No student is permitted to remove any answer sheets from the Hall/Classroom.

Students must not leave until the invigilator has confirmed the collection of all answer sheets.

m. Use of Unfair Means and Punishment (UFM)

- Maintain silence throughout the examination; failure to do so or any misconduct may result in expulsion from the exam room or hall by the invigilator.
- Students are prohibited from bringing any books, notes, or memoranda into the exam room or hall. Unauthorized materials found in possession of a student or on their desk will be treated as UFM.
- Any student caught copying from another student or aiding in copying will be considered to have used UFM and will face appropriate disciplinary action.
- Severe penalties will be imposed on any student attempting to use UFM, in accordance with institute rules. Two grades will be reduced in subject(s) where a student is found using UFM.
- The Examination Committee (EC) has the authority to decide on the severity of punishments, which may vary based on the circumstances of each case.
- The decision of the EC appointed by the Institute's Management is final and binding on examinees in resolving any disputes.

n. General

- During the examination, students are required to maintain silence at all times. The teacher-invigilator has the authority to remove any student from the room or hall if they fail to comply with this requirement or engage in misconduct during the examination.
- If mobile phones or electronic devices are brought despite instructions, students must surrender them to the invigilator at their own risk. Bringing any books, notes, or other materials into the academic block is strictly

prohibited. Any unauthorized materials found in possession of a student or on their desk will be considered a violation of academic integrity and unfair means (UFM).

The institute reserves the right to take appropriate punitive action against students reported to be using unfair means during examinations. The decisions made by the institute's management are final and binding.

9. 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 ensure 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 should exercise self-control in both their spoken words and body language when interacting with faculty, staff, and peers. Inappropriate language or impulsive behavior is unacceptable.
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 on 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 until 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 until 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.
- 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 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 wear, indecent attire, bathroom sleepers, sleeveless dresses, Gents Kurtas, and capris/shorts up to knee length are NOT 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 objections 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.

1. To be eligible to appear in the end-term exam, first-year students must maintain a minimum of 80% physical attendance. The remaining 20% accounts for all types of leaves, including official engagements, personal exigencies, and medical emergencies.
2. First-year students with insufficient attendance will face deductions in their course grades as follows:
 - Attendance between 70% and 79%: Subject grade reduced by 1.
 - Attendance between 60% and 69%: Subject grade reduced by 2.
 - Attendance below 60%: Ineligible to appear for the exam and must take a supplementary exam.
3. In the second year, students must have a minimum of 70% physical attendance to be eligible for the end-term exam. The remaining 30% accounts for all types of leaves, including participation in CCR activities, official engagements, personal exigencies, and medical emergencies.
4. Second-year students with insufficient attendance will have their course marks deducted as follows:

- Attendance between 60% and 69%: 5 marks out of 100 will be deducted.
 - Attendance below 60%: Ineligible to appear for the exam and must take a supplementary exam.
5. The CCR will provide details of students engaged in CCR activities, including participation in the placement process, to all programs at least one day prior to the activity. Programs will update these records daily and inform the concerned faculty about the students who will miss their classes.
 6. All students participating in the summer internship process or final placement process will be included in the 80% and 70% attendance categories, respectively. The CCR will send the details of these students to the concerned program, indicating the date and the total time (half day/full day) for which the program will mark the attendance of such students.
 7. Attendance shortages due to exceptional medical cases requiring hospitalization will be evaluated on a case-by-case basis by a committee. This committee, headed by the Program Chairperson, includes the resident doctor, a representative from the Student Welfare Committee, and a member from the Program Office. Students must submit all hospitalization proof immediately upon returning to the institute after their illness.
 8. The Program Office will display attendance once a month, highlighting students who are at risk of falling short. Additionally, the Program Office will send an email to inform the parents of these students.
 9. All faculty members are required to mark student attendance on Moodle.
 10. If a student's attendance is not displayed on Moodle, they can raise a claim within 3 working days of the class. This must be done through an attendance claim form provided by the Program. After consulting with the concerned faculty, the Program may or may not update the attendance. This decision will be final and binding on the student.

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 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.

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 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/embeddedform?formkey=dFhmMll6b29XMkNwRUUwR0lOTWhtdGc6MQ>

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

a. Placement Assistance

1. The institute offers support for both Final Placement and Summer Internship opportunities to students through the Centre for Corporate Relations (CCR). Regular updates regarding these opportunities are communicated to students via their respective student groups' email IDs and the CCR's Superset Portal. Students are encouraged to stay informed about relevant information concerning both summer internships and final placements.
2. Students should recognize that the availability of placement opportunities is heavily influenced by the current economic and industry landscape during the placement period. Furthermore, recruiters consider various factors, including academic and non-academic competencies such as domain knowledge, industry expertise, effective communication, soft skills, as well as cultural and medical fitness, when assessing candidates for placements.
3. While every effort will be made to assist students in effectively competing for positions offered by companies, it's crucial to understand that the conversion of opportunities into actual placements ultimately depends on the student. Therefore, the institute does not guarantee the placement of any specific student for a final or summer internship, regardless of their performance parameters.
4. Students receive a range of training sessions, including Excel, Aptitude Tests, Case Analysis, Guesstimates, Mock Interviews, Mock Group Discussion (GD) Sessions, CXO Talks, Lunchbox sessions, and other soft skills sessions, aimed at enhancing their profile. It is the responsibility of students to utilize these sessions to improve their knowledge and enhance their profile.
5. A strong CGPA, active involvement in extra-curricular activities, and participation in corporate-sponsored competitions will greatly enhance a student's profile. It's essential for students to groom their skills through extensive reading, particularly financial and general newspapers, in addition to studying the course curriculum. Moreover, regularly attending

classes, guest lectures, workshops, and seminars organized by BIMTECH will provide added value to future employers.

6. Recruiters look for proactive, energetic, and diligent individuals with well-rounded personalities and unwavering integrity. They also gauge candidates' enthusiasm and commitment through their body language and attitude. Hence, students are encouraged and supported to build credible personal brands that make them desirable to corporations.

b. Policy, Rules and Code of Conduct

1. Assistance for campus placement is a facility provided by the Institute. However, the Institute does not guarantee final placement to any student, regardless of their academic performance or performance during the placement process.
2. The responsibility for converting a placement opportunity into a confirmed position lies solely with the student.
3. To participate in placements, students must achieve a minimum CGPA as per the company's criteria.
4. Students must register for placement activities according to the format prescribed by the Centre for Corporate Relations (CCR). Only registered students are eligible to participate in placement activities.
5. Once a student is shortlisted by a company for their recruitment process, withdrawal from the process at any stage is not permitted. Students breaking the rules may face disciplinary action or be debarred from participating in subsequent placement processes.
6. Students must refrain from any direct or indirect actions that could negatively impact the Institute's reputation. Any student found in violation of these norms will face disciplinary action.
7. The Institute follows a "One Student, One Offer" policy. In cases of multiple offers, the Institute will approve the offer that arrives first.
8. Each student is permitted a maximum of seventeen attempts for Final Placements. After seven unsuccessful attempts, the student must take a break from the next three recruitment processes to evaluate their performance. Following this break, they will be granted five additional attempts. If the student is still unable to secure a placement, they will take another break from three companies and then participate in five more

recruitment processes. Should they fail to secure a placement after these final five attempts, the student will be required to opt out from the placement process.

9. For summer internship process, each student is permitted a maximum of ten attempts. Students may undertake up to five attempts before encountering a break in participation for the next three companies.
10. Students must respect the final short-listing decisions made by companies based on their requirements and criteria. Any violation of this rule will result in the student being barred from the placement process.
11. All communication with recruiters must be handled exclusively by CCR officials. Students are not permitted to communicate directly with recruiters; any concerns should be addressed through CCR.
12. As per BIMTECH's Dream Company policy, students are allowed to participate in the recruitment process of one Dream Company offering a package that is at least 80% of the one they currently hold.
13. Under the Dream Company policy, each student is allowed to apply in only one company. If the student is not shortlisted for the process or selected by their Dream Company, they lose the chance to apply again.
14. Students who receive a Pre-Placement Offer (PPO) may only decline it if the offered CTC is below the minimum standard set by the Institute, which is INR 9 lakhs per annum.
15. Students who accept a PPO are eligible to participate in the final placement process only if they are offered a package that is 80% of amount of the offered PPO.
16. BIMTECH does not encourage early joining, as it may result in loss of academic credits, incomplete coursework, and withholding of the degree. Joining is permitted only after the student has completed their final exams in April.
17. Students are strictly prohibited from sharing details related to placement offers, including salary and other job-related information, on social media. Additionally, they must refrain from announcing their selection into companies until the institution grants permission to do so.
18. The Institute offers a two-year deferred placement option for students who are committed to starting their own ventures. Under this policy, a student who initially opts out of the placement process to pursue entrepreneurship may join the placement stream of BIMTECH students two years later. This

option is managed on a case-by-case basis by the Atal Incubation Centre (AIC) and CCR, based on merit. For further details, students should contact the Atal Incubation Centre.

19. Students who independently seek final placements or internships through their own channels or directly with companies must obtain a No Objection Certificate (NOC) or Letter of Recommendation (LOR) from the CCR department. However, students who secure placements (final/internship) through the college will not be provided with an NOC/LOR.
20. Students participating in placement activities are expected to arrive early and come prepared by familiarizing themselves with relevant literature, such as the company website and available publicity materials.
21. It is crucial for students to thoroughly study the job description (JD) provided by companies and prepare accordingly.
22. Students should ensure they report to the classroom or log in online 15 minutes before the scheduled time, as notified by CCR, for interactive sessions with recruiters.
23. Students are required to adhere to appropriate attire and grooming standards during the campus selection process for final placements or summer internships. Failure to meet these standards may result in exclusion from participation in the placement process. The dress code guidelines are as follows:
 - a. For Gentlemen: Business Western Formals - Full-sleeve shirt and formal pants with a blazer (jeans and khaki are not permitted), leather shoes, and a tie. Clean-shaven or neatly trimmed beard, a proper haircut, and a well-groomed appearance are expected.
 - b. For Ladies: Business Western Formals - Full-sleeve shirt and formal pants with a blazer, or a saree, along with formal sandals or shoes (heels without noise). A well-groomed appearance, appropriate hairstyle, and no danglers are allowed.
24. Students are strongly cautioned against participating in any activities that may tarnish the reputation of the institute. Violations of these guidelines will result in disciplinary action.
25. The CCR reserves the right to revise existing rules or introduce new ones as deemed necessary. This may involve categorizing specific companies as "Day Zero" or granting them "Dream Company Status" based on current circumstances.

c. Summer Internship

1. Objective of Summer Internship

- Internships play a crucial role in bolstering credentials, navigating new environments, and preparing management graduates for their next career steps. With dedication, enthusiasm, and ingenuity, securing a summer internship becomes achievable. It presents a valuable opportunity to collaborate closely with professionals in their respective fields, fostering the acquisition of knowledge, skills, and experiences directly relevant to one's career aspirations.
- Employers attribute significant importance to the Summer Internship Project report during final placement interviews, often posing detailed questions on it. Therefore, the Project Report should be regarded as a pivotal document that communicates a student's potential to recruiters. BIMTECH expects every student to approach this endeavor with seriousness, aiming to produce an outstanding deliverable at the conclusion of their internship in the form of a comprehensive project report, showcasing acquired knowledge, competencies, and experiences.

2 Summer Internship Workshop

An interactive workshop to set the tone will be held on the campus usually in the month of March/April to give detailed guidelines and a roadmap to students on the nitty-gritty of summer projects, the dos and don'ts etc. Students will also have occasion to interact with executives from corporates/ alumni & seniors in the workshop. They will be informed as to what is expected of them during their internship, the needs of the industry etc. Those found absent will face the penalty of deduction of marks per session from the total SIP marks.

3. Duration

The Summer Internship project for all programs usually extends over two to three months, typically between May to June or April to June. Each project is assigned 8 credits or 100 points. Upon the completion of the Summer Internship, students will undergo a Summer Internship Viva Voce examination, as instructed by the CCR.

4. Faculty Allocation, Reporting & Supervision

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

I. Before confirming a faculty member as their academic mentor, students are required to submit an application or email to the chosen faculty member, outlining the proposed area of research and the objectives of the summer project. The academic mentor will grant approval based on the student's submission, assessing the potential learning opportunities and the student's commitment. It is advised that students submit their applications or emails promptly to allow adequate time for the mentor's review.

II. Students have the liberty to select any faculty member from BIMTECH as their academic guide/mentor.

III. Each faculty member can mentor a maximum of 12 students for the summer internship, following a 'first come, first served' basis. Students can regularly check the list of available faculty members and the number of vacant seats under each faculty.

IV. Prior to finalizing the project topic/title, students must arrange a telephonic conversation or virtual meeting between the industry mentor and the academic mentor. Approval from both mentors is essential.

V. Students are required to submit a fortnightly progress report on their internship work to the academic mentor. Failure to adhere to the timeline may result in deductions by the academic mentor.

VI. The academic mentor would be making at least one visit to the workplace of the student for a meeting with the industry mentor to review the progress made by the student and also to build a long term relationship between BIMTECH and the company/organization.

5. **Entrepreneurial Internship Program (EIP):** Through the Entrepreneur Internship Program (EIP), first-year students can participate in internships wherein during the 10-12 week program, interns will find themselves writing a business plan, presenting it to investors and/or customers, performing a market survey, identifying alternative distribution channels, exploring alternative financing structures, or improving information systems. The EIP will be in place of the SIP with the differences being that only a very limited number of first-year students will be selected to be part of this program through a competitive application process.

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

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

11. International Student Exchange Program and Scholarships

BIMTECH offers various international opportunities that allow students to participate in short-term study- abroad programs in foreign countries. These programs offer a wide range of benefits for students, including international exposure, the opportunity to study in a different academic environment and broaden their horizons, and the chance to learn from leading international experts. This helps students navigate cross-cultural environments in the future workplace and better understand global market trends and business practices. The detailed information about the various international opportunities will be circulated to student group email IDs.

a. Student Exchange Program

1. The student exchange program is open to all students in their first and second years. However, BIMTECH may not nominate a student or may cancel the nomination of a student for the exchange program if found not to be abiding by the academic or discipline norms. The minimum criterion for eligibility is a TGPA score of 5.5 in all previous trimesters in BIMTECH.
2. The student exchange program is offered for one to two trimesters. The application process starts in July/August to nominate students to go for the exchange program.
3. A list of international partners is available on the BIMTECH website.
4. BIMTECH's Student Exchange Policy explains all rules and regulations regarding the program. Students applying for an exchange program must sign the policy in order to be considered for the screening process.
5. Under the student exchange program, students do not pay tuition fees to the partner university. The student is supposed to bear the airfare, accommodation, insurance, visa, and other personal and living expenses while visiting a partner university. Some universities may demand tuition fees; they will be announced separately.
6. Students will get a refund on BIMTECH accommodation and mess charges as per BIMTECH norms, which are mentioned in the student exchange policy.
7. Students receive a transcript or certificate from Partner University, which gets translated into the BIMTECH grading system.
8. In case any student has appeared in the final year graduation examination in the year of admission in BIMTECH, they must ensure before leaving for the student exchange program that they have submitted their Final Year

Graduation Mark sheet for inspection and return by the Registrar / Administrative Officer with a copy of mark sheet latest by 31st October, of the calendar year, as per admission norms.

b. Scholarship and Grants by Partner Institutions

Students have the opportunity to receive scholarships and ERASMUS+ Mobility grants from a few institutions around the world, such as FH Joanneum Austria, Kozminski University Poland, the Embassy of France, the Government of South Korea, and the Australian Government's Endeavour Leadership Program Grant, for the exchange program or for research projects. Such scholarships are awarded on a competitive basis and are open to all students.

c. Collaborative Projects

The program provides opportunities for BIMTECH students to work with students from other international universities on research projects under the mentorship of BIMTECH faculty and faculty from a partner university. Students get an understanding of the multi-market mechanism, virtual team work, the complexities of working across time zones. and working and collaborating with teams with different cultural orientations. The request by the partner institution for such projects is circulated to students.

d. Global Immersion Program

To provide global exposure to the students, the Global Immersion Program is conducted which entails international academic study tours / international faculty mentoring, and delivering lectures in BIMTECH on cross functional and current topics related to the business world from institutions across the globe.

e. Diplomatic Guest Lecture Series

In current times, the globalization of business is happening rapidly, and with changes in the global geo-political environment, immense opportunities have emerged for conducting business internationally. BIMTECH, organises the Diplomatic Guest Lecture Series, wherein each lecture focuses on a country's economic and trade relations with India and deliberates upon the opportunities and challenges of that country in doing business with India. The uniqueness of the program is that it gives students the opportunity to learn first-hand from diplomats and foreign service officers about how foreign countries work with the Indian government and its policy, and

12. Rules for Library

General Rules & Regulations of Library

1. **Library Timings:** The library remains open on all seven days except holidays as specified in the academic calendar of BIMTECH throughout the year. During the preparation and examination period, library services are extended up to 09:00 p.m. on weekends.

Days	Timings
Monday – Friday	9:00 AM – 9:00 PM
Saturday & Sunday	9:00 AM – 6:00 PM

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

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

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. The System Administrator will have full authority to enforce discipline.
5. The System Administrator may cancel a reserved slot where it becomes necessary in the wake of a higher priority assignment.
6. Visiting/ Regular Faculty can reserve the slot for a class demonstration. The reservation of time can be done at least one day in advance, up to a maximum of 7 days in advance.
7. To facilitate the storage of data and to conserve the hard disc space, students should take a backup 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 facilities do not form part of computer use. Students should maintain discipline and keep silent in the lab.
9. Students will not be allowed in the computer lab during class or during break(s).
10. The free time on the computer is available in slots of 60 minutes to the students on a first come, first served basis, depending upon project priority and subject. No two slots will be given to the same student on the same day. However, if the system is free, permission from the staff on duty is essential to avail o the time.
11. The director's office, library, CCR, and office PCs will be used only by the respective staff and faculty.
12. The user can contact the System Administrator for backup.
13. Students are not allowed to change the wallpaper or any taskbar setting. Those who are found guilty will be debarred from the lab for at least one week.

14. Laptop or mobile charging inside the lab is not allowed.
15. For laser printouts, students must purchase print coupons from the accounts department prior to printing. These coupons with the seal are valid till their final placement. Printouts can be taken between 10 a.m. to 6 p.m.
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 p.m. every day.

Do's

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

Don'ts

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

Penalty

Any student found breaking the above rules in the computer lab may be debarred from both labs, at least for one month or may have to pay a penalty of Rs. 2500/- or both.

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

1. Email & Password Creation:

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

2. Email Account Use Policy

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

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

- e. The user should refrain from intercepting or trying to break into others' email accounts, as it is infringing on the privacy of other users.
- f. Impersonating the email accounts of others will be taken as a serious offence under the Institute IT security policy.
- g. Any spam mail received by the user in the 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 acceptable and unacceptable use of its email system. The institute reserves the right to amend this policy at its discretion. In the event of amendments, users will be informed appropriately.

4. Legal Risks

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

1. If one sends or forwards emails with any libellous, defamatory, offensive, racist, or obscene remarks, the individual and the institute can be held liable.
2. If one unlawfully forwards confidential information, the individual and the institute can be held liable.
3. If one unlawfully forwards or copies messages without permission, the individual and the institute can be held liable for copyright infringement.
4. If one sends an attachment that contains a virus, the individual and the institute can be held liable. By following the guidelines in this policy, one can minimize the legal risks involved in the use of email.

5. Legal Requirements

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

- Send or forward emails containing libellous, defamatory, offensive, racist, or obscene remarks. If you receive an email of this nature, you must promptly notify your supervisor.

1. Forward a message with sensitive information without acquiring permission from the sender first.
2. Send unsolicited email messages.
3. Send email messages using another person's email account.
4. Copy a message or attachment belonging to another user without the permission of the originator.

6. Staying Safe

1. **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.
2. **Beware of Phishing:** Beware of an email from any source, such as a bank or any other institution, that asks you to click a link and then prompts you to fill up details like your name, Date of Birth, ID number, etc. Such emails can be malicious and may harm you once you have entered your personal data. Your e-mail address might have been obtained from social media sites (e.g.Facebook). It is advised not to click links to such emails 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.
3. **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. The 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 emails 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 them via email; contact your administrator to find alternate methods for sending the files.

- Do not write emails in capitals. Do not use the cc or bcc fields to send a mailing to multiple recipients. Instead, use institute designated mail merge software. Only send emails in which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email, using other means of communication, or protecting information by using a password (see confidential).
- Only mark emails as important if they really are important.
- **Newsgroups:** Users need to request permission from their supervisor before subscribing to a newsletter or newsgroup.
- **Maintenance:** Delete any email messages that you do not need to have a copy of, and set your email client to automatically empty your 'deleted items' on closing.
- **Personal Use:** Although the institute's email system is meant for business use, BIMTECH allows limited personal usage if it is reasonable and does not interfere with work. However, the sending of chain letters, junk mail, jokes, and executables is prohibited. All messages distributed via the institute's email system are the institute's property.
- **Confidential Information:** Do not send any confidential information via email. If you need to send confidential information, check with your supervisor for safe methods.
- **Passwords:** Use a combination of words, numbers, and special characters for passwords. All passwords must be made known to the institute. The use of passwords to gain access to the computer system or to secure specific files does not provide users with an expectation of privacy in the respective system or document.

- **Encryption:** Users may not encrypt any email without obtaining written permission from their supervisor. If approved, the encryption key(s) must be made known to the institute.
- **E-mail Retention:** For email retention guidelines, refer to the institute's email retention policy.
- **E-mail Accounts:** All email accounts maintained on our email systems are the property of the institute. Passwords should not be given to other people and should be changed once a month. Email accounts not used for 60 days will be deactivated and possibly deleted.
- **System Monitoring:** Users expressly waive any right of privacy in anything they create, store, send, or receive on the institute's computer system. The institute can, but is not obliged to, monitor emails without prior notification. If there is evidence that you are not adhering to the guidelines set out in this policy, the institute reserves the right to take disciplinary action, including termination and/or legal action.

Disclaimer

The following disclaimer will be added to each outgoing email:

'This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the institute. Finally, the recipient should check this email and any attachments for the presence of viruses. The institute accepts no liability for any damage caused by any virus transmitted by this email.'

Questions

If anyone has any questions or comments about this email policy, they may contact the IT department. Otherwise, it is assumed that they have 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 activities, which should have either a LAN port or a USB to LAN converter, preferably made by TP Link.

BIMTECH will exclusively offer internet access through LAN in hostels. The Academic block is equipped with Wi-Fi, secured by MAC address. To access this service, students must register their MAC address in the Wi-Fi database with the assistance of the IT Helpdesk. Please note that we do not provide any software licenses to students.

14. Social Media Policy

BIMTECH recognizes and embraces the power of social media as a tool to communicate with the BIMTECH community, including students, faculty, staff, parents, alumni, and other interested parties.

This policy provides guidance on the use of social media by BIMTECH students, faculty, and staff when representing or discussing matters concerning the institute and/or its community members. It applies regardless of whether such use involves the Institute's network or other computer resources.

Please note that social media use 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 the Institute. Even private activities conducted away from the Institute can lead to disciplinary action if they negatively impact the Institute's reputation or interfere with its functioning.

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 personal accounts or devices not using the Institute's network or equipment—remember that BIMTECH policies and laws governing inappropriate conduct apply. These include rules against sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of confidential and private information. These regulations are applicable to all communications by BIMTECH students, faculty, and staff on social media.
2. If endorsing BIMTECH, accurately disclose your relationship to the Institute.
3. When using BIMTECH sites or acting within the scope of your Institute responsibilities, you may only endorse BIMTECH, its programs, or its services if you have received authorization from the Institute. Ensure that your comments are accurate, clear, and appropriately toned before posting.
4. Social media posts should protect BIMTECH's institutional voice by maintaining a professional tone and being in good taste.

5. Sign your posts with your real name and indicate your relationship to BIMTECH. Do not use pseudonyms or post anonymously.
6. Respect the views of others, even if you disagree.
7. 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. Refrain from posting or storing content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying, or otherwise objectionable or injurious. Additionally, do not attempt to compromise the security of any BIMTECH social media site or use such a site to operate an illegal lottery, gambling operation, or other illegal venture.
10. Do not post copyrighted content (such as text, video, graphics, or sound files) without permission from the holder of the copyright. Keep in mind that even information 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. Refrain from using the BIMTECH name, logo, or trademarks for promotional announcements, advertising, product-related press releases, or any other commercial use. Additionally, do not use them to promote a product, cause, political party, or candidate.
12. Avoid disclosing confidential institute information, non-public strategies, student records, or personal information regarding current or former members of the BIMTECH community without proper authorization.
13. Avoid making false claims or representations about BIMTECH programs or services. Refrain from speculating or guessing if you are unsure of the information.
14. Do not spread gossip, rumors, or other unverified information. Additionally, do not assume that everything posted on a social media site is true.
15. Refrain from spending excessive time on social media for personal purposes during working hours. Do not use any BIMTECH social media sites, networks, equipment, or peripherals for unauthorized commercial purposes.

16. Avoid transmitting chain letters, junk email, or bulk communications.
17. Refrain from being rude, argumentative, or using inappropriate language. Avoid negative exchanges.
18. Take care with spelling and syntax, and use language that is not easily 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, include the following disclaimer in your post: "These are my personal opinions and do not reflect the views of BIMTECH."
20. Do not attempt to conceal your identity or attribute your comments to another person, whether real or fictitious.
21. Avoid insulting, disparaging, disrespecting, or defaming the Institute or members of the BIMTECH community.

BIMTECH is not responsible for monitoring or pre-screening content posted on its social media sites. However, it 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 platform or objectionable comments concerning the Institute posted on an unaffiliated site, please promptly notify the Director.

BIMTECH acknowledges that members of its community may express personal ideas and opinions through private social media channels not administered by the Institute. However, BIMTECH retains the right, under circumstances it deems appropriate and subject to applicable laws and regulations, to impose disciplinary measures, including dismissal from the Institution or termination of employment, on students, faculty, or staff who misuse private social media platforms or communication resources in violation of the guidelines outlined in this policy or in ways that reflect negatively on the Institute or disrupt its operations.

In serious cases, such behavior may be reported to law enforcement authorities.

Core Values

1. Sustainability Initiatives

BIMTECH's fundamental mission revolves around instilling ethics, sustainability, and inclusive growth into every facet of its operations. We ardently advocate that for sustained success in their careers, business leaders must embody ethical principles and strive towards sustainability and inclusive growth. This ethos is deeply embedded in our curriculum through courses such as Responsible Business, International Business Law, ISMB, Financial Inclusion, and Diversity, Equity, and Inclusion (DEI) in the workplace.

"Responsible Business" has become a cornerstone module across all PGDM programs at BIMTECH, integrating a mandatory rural immersion component. During this module, students engage with social development projects initiated by companies, interact with government officials, civil society representatives, and community members. This experiential learning approach exposes students to the multifaceted challenges faced by society, fostering a mind-set geared towards developing sustainable solutions that cater to community needs.

The institute arranges site visits to give students direct insight into how businesses are integrating strategic Corporate Social Responsibility (CSR) initiatives, as required by the Companies Act of 2013, to improve the well-being of local communities. These visits help students understand the importance of the "Social" dimension within Environmental, Social, and Governance (ESG) frameworks, highlighting its crucial role in guiding purpose-driven business operations. ESG offers a holistic approach to assessing an organization's practises and performance across sustainability and ethical dimensions.

Various clubs and conduits offer abundant opportunities for student-student and student-faculty interactions, fostering vibrant discussions. Faculty mentors actively engage in events as speakers, judges, and more. The institute hosts numerous social events and activities, including Vastradaan, blood donation camps, health check-ups for construction workers, participation in Swatch Bharat Abhiyan, and initiatives for a greener campus. These endeavours, driven by mindfulness and compassion, contribute to a more ethical, inclusive, and socio-economically and environmentally sustainable environment.

BIMTECH regularly hosts sustainability and CSR events, including workshops like the recent collaboration with the National Institute of Agricultural Extension Management (MANAGE) on "CSR for Agricultural Development." The institute has organized six national CSR summits and four workshops to date. Additionally, BIMTECH offers consultancy to companies in the fields of sustainability and CSR.

At the "BIMTECH Vidya Kendra" near Pari Chowk Metro Station in Greater Noida, underprivileged children from nearby areas receive education, skills training, and vocational guidance. Additionally, the center offers vocational training and digital literacy programs tailored for women and adolescent girls.

2. Gender Equality

The Inclusion and Ethics Committee at BIMTECH is also the "Internal Complaints Committee" for the redressal of gender related complaints at the workplace, which is in accordance with the provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013". This Committee comprises senior faculty and staff members, a legal expert, an NGO representative, and student members to address issues relating to Gender Justice and Diversity Promotion. For the security of the female students, special and exclusive hostels with female wardens are provided. Due care is taken for the safety and security of female students and for protecting their privacy in the Girls Hostel.

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

a. General

1. Every student would stay in the accommodation allotted to him/her by the institute authorities. He/she will not be allowed to change the accommodation once allotted.
2. Students will be personally and collectively responsible for any loss or damage to the hostel furniture or other fittings in all the common facilities and areas in the hostel.
3. Use of electrical appliances like heaters, hotplates, irons etc. in the hostel rooms is prohibited.
4. Students must not keep valuables in their rooms. They should lock their rooms properly when they go out for a bath, etc.
5. A student himself/herself is responsible for all his/her belongings. The Institute will not be responsible for any loss incurred due to his/her negligence or any other reason, whatsoever.
6. Employment of a private servant is not allowed in the hostel.
7. Students' Discipline Committee is appointed to supervise and maintain discipline. Every resident should cooperate with them in discharging their duties.
8. Ragging is a symbol of immaturity and is inhuman. Ragging in any form, causing mental and physical agony, and abetment of ragging is strictly xpulsion from the hostel and/or institute.

b. Behaviour and Discipline

1. Hostel residents are expected to display acceptable forms of behaviour, anywhere within the hostel complex. Except for hand shaking as a form of greeting, no further physical proximity or unbecoming conduct will be allowed.

2. Smoking, consuming alcohol, tobacco chewing or indulgence in prohibited substances in any form is not allowed in the hostel complex or campus area at any time.
3. Possession or consumption of tobacco/liquor or any prohibited substances including beer, gutka etc. is strictly prohibited in the hostel or anywhere else on the campus. Consuming liquor outside and entering the institute premises in inebriated condition will also attract severe disciplinary action including debarment from the placements or such other disciplinary action or measure decided by the appropriate authority or committee formed for the purpose.

Note - All students present in the room/ common area where the items underlined in point NO 3 were found/used will be equally responsible for the wrongdoing/s and accordingly be fined/penalized individually.

4. We aim to maintain a respectful and healthy campus environment for everyone. Hence a designated smoking areas is available near Gate No. 2 on the main campus and near main gate at RCI Hostel. Both smoking zones have CCTV surveillance to ensure safety and compliance.
5. The smoking zones are open for use by any smokers on campus. However, smoking is strictly prohibited in areas marked with "No Smoking Zone" signs. Smoking is strictly prohibited within hostel premises.
6. Parties or other social gatherings in the hostel complex are not permitted without the prior consent of the Hostel Warden.
7. Playing games like football/cricket etc. in hostel corridors is strictly prohibited.
8. Hostel residents must return to their respective rooms by 11.00 p.m.
9. 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.
10. Hostel residents are prohibited from climbing over the fence or wall to get in or out of the hostel complex.
11. 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.

12. 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.
13. Hostel inmates should return to the Campus within the time specified by the warden.
14. 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.
15. Students are prohibited from bringing any vehicle, whether their own or someone else's, onto the campus or campus hostel grounds. Additionally, they are not allowed to park vehicles outside the campus or hostel.

c. Upkeep of the Hostel

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

d. Mess Rules

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

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

1. Night-outs can be taken on the prescribed form available at the Students' Welfare Centre (SWC)/Off-campus hostel office or in the folder titled 'Various Formats for Use at BIMTECH' available on NAT.
2. Only two night-outs per month will be allowed.
3. Each night-out of a maximum of two nights can be sanctioned by Wardens or Senior Manager (Campus Administration) or Hostel Manager in the off-campus hostel (for students living in Off-campus hostel).
4. In case of extended night-outs (more than two nights in a row), permission should be sought from the respective Course Coordinators and sanctioned

only by the Wardens / Senior Manager (Campus Administration) or Hostel Manager in the Off-campus hostel. Before approaching the coordinator, students must get the night-out countersigned at the SWC/Office in the 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-outs forms)/warden in exceptional cases. Extension of night-out on medical grounds will be allowed only in case of hospitalization (proof of which needs to be submitted to the SWC on return).
7. If a student has availed night-out(s) and requires an extension in exceptional circumstances, (s)he needs to seek permission on email from the Course Coordinator and the Hostel Warden.
8. Time for returning from day outs:-

Campus Hostel / RCI V.V. Hostel:

Winter Timings : 1800 Hrs (November to February)

Summer Timings : 1930 Hrs (March to October)

Students from RCI V.V. hostel may use facilities on campus (Library etc.) till 8.30 p.m. (In case students avail themselves of library facility till 8.30 PM on the Campus, will have to travel only by college bus from the Campus to RCI Hostel).

9. Night-outs will be sanctioned in the SWC/office in RCI V.V. Hostel only between 6:00 p.m. - 8:00 p.m.
10. Students must get night-out applications sanctioned at least one night prior to the night-outs except in special exigencies.
11. Timely information (at least 1 hour prior to the in-time) should be given to the respective wardens in case of the late arrival of students on night-outs/ day outs. A list of respective wardens will be intimated to the students separately.

f. 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 takes place. Students' co-operation is very much appreciated.

g. 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.

h. 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. Penalties collected will be reinvested into the budget of clubs and conduits for the following year.

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. 500 or actual cost whichever is higher
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	Consumption / Possession of tobacco / liquor including beer or any prohibited substances	Fine of Rs. 5,000 plus expulsion from hostel without refund of Hostel and Mess fee
11	Visitors staying without written permission	Fine of Rs. 500/-, next time fine of Rs. 1000/- and intimation to parents for habitual offenders plus as per the recommendations of Discipline Committee.
12	Late coming without intimation to concerned wardens	Fine of Rs. 250, intimation to parents for habitual offenders, plus as per recommendation of Disciplinary Committee
13	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.
14	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.
15	Driving two wheelers without helmet (driver/pillion rider)/ triple riding	Fine of Rs. 1,000 per head. Subsequently Rs. 1.500. Fine for violations to paid by the driver.
16	Birthday celebration after 11 pm	Fine of Rs 2,000 on the birthday boy/girl.
17	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.
18	Changing hostel rooms without permission	As per recommendation of Disciplinary Committee.
19	Breaking of the BIMTECH Honour Code	As per recommendation of Disciplinary Committee.
20	Non-vacating of hostel rooms after completion of the course at BIMTECH	As per recommendation of Disciplinary Committee.
21	Brawl	Fine Rs 10000/- and next time 15000/- on each individual involved. Students/Visitors staying without permission- Fine of Rs. 500/- next time fine of Rs. 1000/-

2. Facilities

- a. **Sports Facilities:** A variety of indoor and outdoor games and sports facilities are available at both the main campus and the off-campus hostel. BIMTECH also supports the fitness of aspiring entrepreneurs by providing bicycles, which are evenly distributed at both locations. In addition to the sports conduit, affiliated clubs such as the Foot and Boot Football Club, 22 Yards Cricket Club, and BIMTECH Cycle Club – Born to Paddle Executives organize intramural and extramural sports events throughout the year. Prakrida, the annual sports fest and inter B-school event at BIMTECH, is another exciting chapter in the institution's sports journey.

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

- b. **Gymnasium:** A well-equipped gymnasium is available for students both on the BIMTECH campus and at the off-campus hostel. Male and female students have the opportunity to work out under the guidance of a qualified fitness trainer or Sports Officer during specified hours.
Gym Timings

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

The gym fees amount to Rs. 1000/- per person for the entire session, covering the period from June to May each year.

- c. **Music Hut:** A Music Hut is available for students with a passion for instrumental or vocal music, providing a space where they can play and practice. Band members have full access to the Music Hut, while other students may visit only when band members are present.

- d. Health Centre:** A round-the-clock medical facility is available on campus, staffed by a lady nurse who is present 24 hours a day in the Health Centre, equipped with essential medicines. A Senior Medical Officer resides on campus to attend to emergency cases. An air-conditioned ambulance with state-of-the-art emergency facilities is always ready for any urgent situation involving students or staff. Additionally, two doctors (one male and one female) visit the campus regularly. BIMTECH has partnerships with reputable local hospitals for OPD services. For students at the off-campus hostel, a male nurse is available at all times, and a doctor is available for one hour daily. In case of emergencies, the campus doctor will attend to the case. Doctor availability timings at both the campus and off-campus hostel are announced periodically.
- e. Cafeteria:** The students may contact the cafeteria for Birthday Celebration Packages especially worked out for them.
Timings : 10:30 a.m. to 10:30 p.m.
*Cafeteria will remain closed on the occasion of Holi and Deepawali.
- f. Tuck Shop:**
Timings : Weekdays- 11:00 a.m. to 10:45 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 a 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 AM to 1.30 PM and 4.00 PM to 11 PM
- i Beauty Parlour:** A lady beautician visits the campus daily during the specified hours to attend to the female students and staff.
Timings : 04:30 p.m. to 08:00 p.m.

Timings of Beauty Parlor / Saloon during summer break
Beautician and Barber - Availability on weekends only

- j. **Reprography Centre:** Facilities like new mobile connections /recharge facilities, photostat, color printing, and spiral binding are available at this booth, which is next to the cafeteria.
Timings : 09:00 a.m. to 10:00 p.m. (LUNCH BREAK- 02:00 p.m. to 02:30 p.m.)
- k. **ATM:** Union Bank ATM is available on the Campus to provide banking facilities to the students and staff. It is located at the entrance of the main gate of the BIMTECH campus.
- l. **CCTV Cameras:** CCTV Cameras are installed on the campus to provide a safe and secure living for students.

3. Transportation

a. Keeping Own Vehicles by Students

- 1. Students are advised not to keep their own vehicles (2-wheeler or 4-wheeler) as the Institute provides regular efficient transport facilities between campus and hostel. The shuttle bus service operates regularly between the Off Campus Hostel and the Campus, with frequent intervals throughout the day.
- 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 may bring their vehicles onto the campus to transport heavy luggage or to pick up and drop off their wards, provided they have received permission from the authorities.
- 5. The speed limit for vehicles allowed entry or parking inside is 10 km per hour.
- 6. The owners of the two-wheeler will have to follow safety rules, including the rule regarding the use of a good quality helmet by the driver as well as a pillion rider.

b. Shuttle Bus Service

Shuttle bus service is available at frequent intervals between Off-campus hostel and Campus throughout the day. Similarly, shuttle bus service is also available between Off campus hostel / Campus.

For students' safety, speed monitors have been installed in institute buses, with the speed limit controlled at 40 to 45 km per hour.

4. Students' Conduit / Clubs

There are two student bodies known as Conduits and Clubs. All-important student-related functions are relayed through various conduits with distinctive management flavour. On the other hand, the clubs facilitate the multi-pronged acquisition of knowledge and the honing of skills in communication and self-expression.

In addition to the Conduits and Clubs, there are class representatives of the various programs and a Student Placement Committee.

The membership of clubs and committees aim at providing an opportunity to a maximum number of students. A student can apply for any two conduits; however, on getting selected, he/she can be a member of only one conduit. A student can become a member of a maximum of two clubs, or one conduit and one club.

Every mentor of conduits and clubs has to submit a detailed list of planned activities and events to be held throughout the year with a budget. The budget should include all direct and indirect expenses such as prizes, taxi fares, use of the institute's cars, snacks, etc. Funds for expenses can be drawn only after the approval of the budget from the office of Dean-SW&SS.

a. Conduits

- 1. Alumni Conduit** is responsible for maintaining links with an active base of over 8000 alumni, who contribute to the institute's placement and corporate relations activities. Students get an opportunity to interact with the established alumni and gain insights into the functioning of the corporate world.

2. **Sustainability Conduit** provides plentiful opportunities for student-community and student- industry interactions by way of organizing events, community reach, interaction with thought/industry leaders and industry visits. Organizes “SUSTAINIBILITY CHOUPALS” and activities to promote dignity, self-respect, and ethics, like blood donation camps, cloth donations, etc., with companies and local administration, creating a sense of individual responsibility to leave no one behind.
3. **Cultural Conduit** organizes and conducts various cultural events on campus. The events organized and festivals celebrated are Samanvay, Pratibha, Freshers’ Function, Janmashtami, Diwali, Christmas, Eid, Onam, New Year, Lohri, Saraswati Puja and Farewell Party. These events include song and dance competitions, fashion show, fêtes, music recitals and mimicry.
4. **Editorial Conduit** is responsible for writing, compiling and editing the articles about the various activities happening in the institute and the laurels achieved in multiple spheres. This committee works to publish the institute's newsletter- ‘Vrittant’ regularly, which is shared with the industry, collaborating foreign educational institutes and students. This committee also prepares the stories for BIMTECH's web page.
5. **Food Conduit** 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. The conduit prepares 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.
6. **International Affairs Conduit** builds awareness of global opportunities; promotes activities related to exchange for both 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.
7. **Media Conduit** is basically the touchpoint for the interaction with the members of the various media organizations, who are invited regularly whenever there is an event organized by the Institute. Its members are trained to deal with the media persons and to write press releases.
8. **Sports Conduit** primarily involves itself 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.

The conduit is entrusted with the responsibility of organizing yoga camps on campus. The conduit shepherds 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 Cricket and Inter-departmental matches are the main events of this club. BPL is the only sports event in which students and faculty are equally involved. BIMTECH believes in the wholesome development of the students.

For the sake of maintaining the fitness of students, BIMTECH Cycle Club organizes short and long-distance cycle rides every weekend and also organizes Cyclothon on every important occasion of BIMTECH such as the Foundation Day, Independence Day, Republic day, etc. This club is also working for Corporate Rides and Tour de Greater Noida to spreading awareness on pollution-free environment along with positive health.

9. **Valmor Conduit** monitors and maintains overall discipline on campus throughout the year. The conduit is also responsible for implementing the acceptable dress code within the academic block, summer and winter wear, etc. The conduit also undertakes various other activities to instil discipline and a sense of camaraderie among students.

b. Clubs

BIMTECH offers numerous opportunities for students to join various clubs. The following is a list of active, vibrant clubs that enjoy 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 up-to-date with the latest developments in the field of Marketing. The club endeavors to bring industry close to the student community and makes

its own unique contribution towards transforming a Marketing student into a full-fledged Marketer.

- E-Cell:** How to be a successful entrepreneur in the dynamic, fast-moving, and the risky business environment of today is the central theme of the events conducted by “Entrepreneur”, the E-cell @ BIMTECH. This cell is the result of BIMTECHians’ never-ending enthusiasm and the National Entrepreneurship Network’s commitment to developing an entrepreneurial ecosystem. This club is working in collaboration with ‘The Centre for Innovation and Entrepreneurship Development, a board of faculty working in the related areas.
- ECO-Chamber:** It is the Economics Club of BIMTECH, which is active in organizing debates, guest lectures, and panel discussions on current Economics topics.
- FinWiz Club:** It is a platform to bring finance evangelists together by organising thought-provoking events and helping participants form a sharper point of view on contemporary business topics. The club's objective is to make the students’ perspectives more relevant and purposeful by creating co-curricular opportunities to express their financial acumen. The activities of the finance club include debates, quizzes, and stock market seminars with industry experts.
- INMOS:** The acronym INMOS stands for Insurance Movers & Shakers. It is a club managed by the students pursuing the PGDM – Insurance Program. The club endeavours to create and disseminate knowledge by conducting debates, competitions, and quizzes on insurance & allied domains. Industry professionals are invited for talk shows & even for a panel talk on current issues. The club has its presence on all social media platforms. The Facebook group named “Club INMOS “has been in existence for the last ten years & has a membership base of over 4300 members from the industry fraternity. The Club is geared to take its activity beyond the campus boundary now. It is all set to reach out to the city-based schools & conduct workshops on risk management & insurance. In its all activity, the Club is guided by the institute’s vision of ingraining ethics & inclusive approach
- 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, with 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.

7. **OpScan Club:** creates opportunities for students of Operations in particular and others to broaden their horizons through information, interaction, and events engaging with the world outside BIMTECH. The club fosters an open ecosystem within BIMTECH that encourages the flow of thoughts, ideas, and conversations among students, faculty, alumni, and industry members about the world of Operations in the present state and future developments. The club popularises Operations Management as a practice and function among all stakeholders and enhances BIMTECH's visibility among relevant external stakeholders.
8. **Palette:** BIMTECH's Art Society, has been constituted to identify, encourage and nurture creative talents amongst students through arts like painting, sketching, rangoli, poster making, and creative crafts like Best out of Waste.
9. **QCB (Quiz Crazy BIMTECHians):** is one of the foremost quiz clubs among management institutes across the country. Cognicion the "crown jewel" of QCB is held annually where top institutes from North India and corporates come to battle it out for the top prizes. As one of the most prestigious clubs of this Institute, it aims to establish BIMTECH as a quizzing powerhouse nationally.
10. **Retailia or Retail Club:** was formed with the purpose of sharing new developments in retail, updating knowledge in retail and the various career options, organizing retail seminars to create awareness and recognition for the BIMTECH retail brand.
11. **Retrospective:** The Photography Club inculcates in the students the hobby of photography to a level of excellence. The Club organizes workshops, competitions, exhibitions, etc. within BIMTECH and at Inter B-School levels.
12. **United Friends of Earth (UFE) Club:** Unsustainable growth triggered by urbanization has caused irreplaceable damage to the environment and humanity. The UFE club was introduced in 2009 by an environmentally conscious and friendly enthusiastic group of students to spread the awareness for environmental sustainability. Every year, the club undertakes various activities addressing one of the ecological issues. Some of the critical areas addressed by the club are:

1. Greenery on the campus
2. Water Conservation campaigns,
3. Electricity conservation campaigns
4. Mess food waste recycling projects by commissioning the waste food recycling unit
5. Cleanliness drives

13. VULCAN Club: Named after the God of Fire, Vulcan, is also the name of the supercomputer of IBM, which was one of the largest & once the most capable computational resources available in the U.S. for industrial collaboration. Vulcan -the data analytics club of BIMTECH, signifies power and computation and ignites the passion for data analytics & computing.

c. Class Representatives

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

d. Placement Committee

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

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

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

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