BVIMR

Bharati Vidyapeeth University

BVIMR

Paschim Vihar, New Delhi

Bharati Vidyapeeth Deemed University Institute of Management & Research, New Delhi

(Constituent Unit of Bharati Vidyapeeth Deemed University, Pune)

An ISO 9001 : 2008 & 14001 : 2004 certified Institute

HANDBOOK
BBA
2014-17

CONTENTS

MESSAGE FROM THE FOUNDER

HON'BLE DR. PATANGRAOJI KADAM
(M.A., L.L.B., Ph.D.)
Founder
Bharati Vidyapeeth, Pune
Chancellor,
Bharati Vidyapeeth Deemed University, Pune

I am very much pleased to see that the foundation stone I had laid has turned out to be the ultimate pinnacle of human knowledge. BVIMR, New Delhi undoubtedly has emerged as one of the most renowned and widely appreciated institute for creating world class leaders. We at BVIMR, New Delhi are dedicated to provide our students a learning ambience to enhance their knowledge base, both tacit and explicit at a regular pace with inculcation of social responsibility and values.

As rightly said by **Edward Bulwer Lytton** "To find what you seek in the road of life, Leave no stone unturned". We at BVIMR, New Delhi leave no stone unturned to provide students with ample opportunities for the student's holistic development. Our students are fostered with the aspirations for achieving academic excellence along with maintaining focus on communal harmony and social responsiveness.

DR. PATANGRAO KADAM

MESSAGE FROM THE VICE-CHANCELLOR

Hon'ble Prof. Dr. Shivajirao Kadam
(M.Sc., Ph.D.)
Vice Chancellor
Bharati Vidyapeeth Deemed University, Pune

Dear Students,

It gives me great pleasure in welcoming you as a proud member of Bharati Vidyapeeth family. Bharati Vidyapeeth University is known for its multi-faculty, multifaceted and multi-campus character. It imparts quality education in almost all the disciplines including Modern Medicine, Dentistry, Optometry, Audiology, Ayurveda, Homeopathy, Nursing, Pharmacy, Environmental Science, Social Science, Management Sciences, Engineering, IT, Architecture, Bio-technology, Catering Technology, Law, Arts, Science, Commerce, Physical Education etc. including three renowned research centers.

You are among the fortunate students to get admission in our courses at BVIMR, New Delhi which is equipped with excellent infrastructural and instructional facilities essential to keep the students abreast of the latest industry trends and standards. The curriculum is continually updated keeping in view the dynamicity of the business world.

You will be happy to know that the track record of achievements of our alumni is indeed commendable. Many of our students have proved their mettle and have established themselves successfully in different spheres of life.

I congratulate the Director and the faculty members for designing an excellent handbook which gives an insight of the activities and detailed curriculum carried out in the institution. This will help you to derive the maximum advantage of the excellent facilities available in the campus.

PROF. DR. SHIVAJIRAO KADAM

MESSAGE FROM THE SECRETARY

Hon'ble Dr. Vishwajeet Kadam
(B.E., MBA, Ph.D.)
Secretary
Bharati Vidyapeeth, Pune

At the very outset, I on behalf of Bharati Vidyapeeth, Pune would like to wish all the students of BVIMR, New Delhi a very challenging and successful career. I am sure with all the valuable inputs given to them by the experienced and qualified faculty; excellent infrastructure and instructional facilities; the institute will definitely groom all students to serve as worthy assets to the nation whether in the corporate world or social value system.

Bharati Vidyapeeth University believes in the motto "Social Transformation through Dynamic Education" and thereby enhances the skill – set of the students.

Bharati Vidyapeeth with decades of expertise in the educational field has the richness and depth of eminent business schools yet every student receives individual attention and concern.

I, therefore, make an appeal to our learned faculty to give an opportunity to the students of Bharati Vidyapeeth University Institute of Management & Research, New Delhi to continuously strive for excellence with moral responsibility in the diverse field of the education in particular and life in general.

DR. VISHWAJEET KADAM

MESSAGE FROM THE DIRECTOR

Dr. Nitin Nayak
(M.Com., M.Phil., Ph.D.)
Director BVIMR
New Delhi.

Dear Students,

Bharati Vidyapeeth University Institute of Management & Research (BVIMR), an ISO 9001 : 2008 & ISO 14001 : 2004 certified institute, is one of the pioneer institutes of management education in New Delhi. BVIMR is a constituent unit of Bharati Vidyapeeth Deemed University, Pune which is a NAAC re-accredited grade 'A' University. BVIMR constantly strives for attaining its vision of "Leadership in Management Education through innovation and excellence".

BVIMR is ranked amongst one of the Top "50" B-Schools in India and Top "5" in Delhi by Business India, Business & Management Chronicle and Careers 360. BVIMR's MBA program is Re-accredited by NBA (AICTE). The Institute has been honoured with **"B-School Leadership Award"** by STAR NEWS for being innovative, modern and industry related in curriculum in Marketing, Advertising and Marketing Communications.

The institution believes in tactile learning as all activities are student driven and student centred. It organizes a plethora of events for honing the academic and extra co-curricular talents of students like Corporate Day, participation in Seminars, Conferences, Research Paper Writing Competition, Industrial Visits to impart and enhance the practical hands on experience, SPSS and MS Excel to orient their analytical skills, Certificate Course in Executive Excellence to enhance the soft skills and boost their confidence level. Thus, students are the most important stakeholder and their partaking and fervour in our activities is crucial for the holistic development of the institution.

Remember, "Change is mandatory, Progress is Optional". We therefore, expect our students to be the agents of change themselves and make progress as mandatory; thus making the best advantage of the excellent facilities available for them and imbibing them with the essentials necessary to make their mark in the corporate world or embark upon an entrepreneurial journey. The hand book has been prepared with this aim in mind.

I hope you will find the same very useful and carry the same as and when you are in the institute.

DR. NITIN NAYAK
Director

BVIMR AT A GLANCE

MAKING A VISIONARY LEADER OUT OF YOU

About Bharati Vidyapeeth

Bharati Vidyapeeth, the parent body of Bharati Vidyapeeth University – Pune, was established in May, 1964 by Hon'ble Dr. Patangraoji Kadam with a clear objective of bringing about intellectual awakening and all round development of the young generation through dynamic education.

Bharati Vidyapeeth proudly boasts of having the privilege of 187 educational institutes of academic excellence under its wings, imparting education from pre-primary to research level. The credit for this spectacular achievement is due to the foresight and exceptional leadership of the founder Hon'ble Dr. Patangraoji Kadam. Besides**,** the educational institutes**,** Bharati Vidyapeeth is also successfully running a Cooperative Bank, Cooperative Sugar factory, Charitable Hospitals and Research Centres.

Bharati Vidyapeeth University – Pune

In recognition of its academic excellence, Govt. of India granted the status of "Deemed to be University" on 26th April, 1996 to a cluster of 12 institutions of Bharati Vidyapeeth. It is one of the few Universities which has under its umbrella diverse disciplines such as Management, Medicine, Law, Engineering, Science, Arts, Commerce, Pharmacy, Architecture and Social Work.

The academic and functional autonomy has empowered the University to be dynamic, innovative and progressive. The Association of Indian Universities has positioned it in the bracket of ten best universities in India and India Today has ranked it as one of the top 50 Universities in India

At present, there are 29 constituent units of higher learning under its fold.

Bharati Vidyapeeth University Institute Of Management & Research – New Delhi (BVIMR)

A '4' acres oasis in West Delhi – Bharati Vidyapeeth University Institute of Management & Research (BVIMR) is the only institute attached with Metro Station, fabulous architecture, lush verdant woods and landscape gardens that provide an idyllic environment to engage in Management & IT studies. BVIMR boasts of a world class infrastructure, state of the art facilities with air-conditioned classrooms, library and hostels that facilitate excellence in teaching, research, consultation and professional activities.

The institution was brought under the ambit of Bharati Vidyapeeth University (BVU), Pune on the recommendation of UGC under Section 3 of UGC Act vide its letter notification no. F.9-16/2004-U.3 dated 25th Feb, 2005 by Govt. of India.

Established in 1992, the institute has since then built world-class infrastructure, highly accomplished faculty and motivated students to emerge as one of the premier institutes for management education and research program. MBA program of the institute is accredited by National Board of Accreditation (AICTE), It has excellent Industry Institute Partnership Cell called C.R.C. which has signed LOU/MOU around 30 Corporate/ Business Houses. It gives an added advantage of integrating classroom knowledge with practical experience The placement record of the institute has been excellent with more than 90 blue chip companies visiting every year with highest pay package of Rs. 17 lacs during the academic year 2012-13.

BVIMR is an ISO 9001:2008 Quality Management System & ISO 14001:2004 Environment Management System certified institute. It is ranked as one of the "Top 50 B-Schools in India" and "Top 5 B-Schools in Delhi" by Business India, Business & Management Chronicle and Careers 360. The Institute is recently honored with **"B-School Leadership Award"** by STAR NEWS.

The faculty members of the Institute are dedicated professionals with academic excellence and rich industrial experience. They submit themselves to a rigorous open, continuous process of appraisals and feedback from the students. This results in the faculty to fine tune their course contents from time to time. Independent committees, comprising of faculty/supporting staff/student body play a role in the governance of the institute and assume ownership of collective decision. Faculty members are active and regular participants in national, international conferences and symposia. They contribute to national/international journals and collaborates with a broad range of agencies to develop and execute research/consultancy projects.

Vision

"Leadership in Management Education through Innovation and Excellence."

Mission

"Fostering a conducive learning eco-system for students, faculty and industry germinating capable upright managers and entrepreneurs to contribute meaningfully to industry and society."

QUALITY POLICY

1. State of Art Infrastructural and Instructional facilities.

2. Global Benchmarking

3. HR Synergy.

4. Consistent Value enhancement.

5. Continuous motivation and nurturing creativity.

UNIQUE FEATURES

Knowledge Resource Center (Library)

The library houses more than 48,000 books and over 179 National and International journals and magazines. It is equipped with digital system via audio-visual facilities through videocassettes, tapes, CD-ROMs, VCDs, Internet connection and acts as academic resource for research work. It has an open access system for all faculty and students. Institute has the membership of American Council, British Council of India and CII (Confederation of Indian Industries). EBSCO (Online Journals), J-GATE (E-Journals), Delnet (Membership to Library Networks), Inflibnet (Membership to Information and Library Network) and Prowess (Corporate Database) is the part of our world class Digital Library.

Information Resource Center (Computer Labs)

The Computer center at BVIMR has more than 400 computers with the latest configuration. The computer center is professionally managed & equipped with three servers ported with Windows 2003/2008 server

and Linux. In addition to the general software it also has PROWESS – a corporate database and SPSS. The center integrates itself with the rest of the world with broad band Radio Link whose speed is 15 Mbps. The campus is Wi-Fi enabled. To support this Center, digital Library of 30 computers is also in operation. LCDs and Printer facility have also been made available to faculty and students.

ERP

ERP system at BVIMR also known as College Management System (CMS) is web based and can be accessed through www.bvimrcampus.com. It promotes learning among students and faculty by enabling collaborative work. This portal enables the student to access notices/ circulars, assignments, syllabi, status of the books issued, schedule of time table and their current attendance status. A student can also search books available in the Library, access e-library and can also download previous year question papers, important forms. The students will be provided with username and pass word to access the same during his/her stay with BVIMR. Students are expected to be active on ERP to update themselves on continuous basis with institutional updates and communication.

Foreign Language

Students are given a unique opportunity to learn Foreign Language either French or German or Spanish or Chinese to enable them to accept challenges in working with MNCs and facilitating their cross-cultural relations.

Auditorium

BVIMR has a state-of-the-art Auditorium with more than 250 seating capacity; it has entrances both from the ground as well as first floor with state-of-the-art acoustic free stage system fit for seminars and cultural events alike.

Amphitheatre

Pride of the Institute for its strategic location within the building, it can accommodate more than 290 persons.

In–house Medical Facility

BVIMR has provided an In-House Medical Room and Doctor keeping in view the health of students and staff. Doctor is available everyday and provides necessary medical help and guidance to all students and staff. In addition, the Institute has tie-ups with Local Nursing Homes and Hospitals for any emergency.

In-house Banking

Bharati Sahakari Bank Ltd. is functioning within the Bharati Vidyapeeth Educational Complex. The Bank handles various banking facilities with better rate of interest on deposits for the students & staff of the Bharati Vidyapeeth and for the public at large. The Bank is providing the services on all seven days.

Sports Facilities

Besides the playground with cricket pitch, Basketball, Volley ball & Badminton courts, there are provisions for indoor games like Table Tennis, Carrom & Chess. The students are motivated to spend their leisure time & pay attention to their physical fitness.

Health Center

Keeping in view the physical fitness of students and staff, BVIMR has provided the facility of In-house Health Center (Gym). It is equipped with AC, state of the art equipments and professional trainers.

Music Club

To nurture the hidden talent of students, the institute has opened up the Music Club facility in the campus. It is an air conditioned room, equipped with various instruments.

Psychometric Lab

To help students find out their strengths/and weaknesses, a full fledged lab is established with professional counsellor to address problems and concerns of students.

Foreign Language Lab

To help the students to improve the interactive abilities through various softwares and other online resources.

Hostel (Only for Girls)

Home away from home....fully air-conditioned

Surrounded by ample open space and green garden, its envious sight is most appropriate for learning. The hundred inmates from different parts of the country are staying in the Hostel. Security provision is available 24 hours including dedicated Mess facility.

Innovative Practices in BVIMR, New Delhi

The economic reforms initiated by the government of India in 1991 and the momentum towards globalization and free enterprise system have provided a new challenge for the professional management educators to produce managers who can function efficiently across the globe and excel in multi-cultural environment.

To meet the needs of present economic scenario, the institute has taken initiatives to incorporate the following emerging areas of knowledge in the curriculum of management courses of this Institute:

- **Management of Excellence**

  Organizations which pursue innovative practices are the centre of excellence where average performers are pushed back. There is a need to explore those methods, tools and techniques to outshine in present time. Keeping the same in view, institute nurtures the excellence by organizing various events comprising of National/ International Conferences, Seminars, Workshops, FDP/MDP's, Corporate Meets, Social Activities, Entrepreneurship Development Centre, Research Activities, IT/ICT Workshops/Training Programs, Foreign Language and Cultural Activities.

- **Strategic Human Resource Management**

  Human resource must play its part as a valuable resource in achieving the strategic goals of the organization and be aligned with other functional areas viz; Marketing, Finance and Production. Investment in human resource must be given more significance than other resources like finance, machines and materials.

- **Global Business Management**

  Business operations in India must align with the global business to stay competitive. For this, it is imperative to be sensitive to cultural issues and political relations among various countries to be able to perform profitable business on a global scale. It is also important to be aware of the diverse laws and regulations relating to business pertaining to the other countries. International Business aspects are dealt in the curriculum of all courses.

- **Corporate Governance and Social Responsibility**

  Business enterprises have grown in size and complexity over the decades. They have huge wealth at their disposal, management of such organizations require adherence in order to maximize the stakeholders' satisfaction. This is a major area for integrating in the curriculum of management education and BVIMR is doing its part in assimilating it in its academic programme.

- **Environmental Studies**

  Environment affects the survival of mankind itself. The business processes are to a great extent a contributory factor in creating the existing climatic imbalances. In the same way, the business enterprises have a big role in reversing the damaging trends and bring climatic conditions to normalcy. This is now an important academic area and part of our syllabus.

- **Road Safety & Traffic Management**

  The course is an attempt to inculcate road sense, discipline and social consciousness and prevent a large number of preventable accidents and save precious lives.

- **Disaster and Crisis Management**

  Management educators need to develop appropriate syllabus and contents to deal with crisis and disasters in the present turbulent economic and political environment. This is also an important academic area and part of our syllabus.

- **PEDC (Personality & Entrepreneurial Development Club)**

  The Institute's Personality and Entrepreneurial Development Club **(PEDC)** makes holistic efforts to develop proper personality traits among the students which are required for their future career as management professionals. The Marketing, Finance, HR and IT Clubs organize various events such as role play, management games, case studies, business diary, group discussions and open forum to groom the students to be competent leaders in their respective functional areas.

- **Certificate Course in Executive Excellence (CCEE)**

  An Add –On course is designed to increase the employability of the BBA/MBA students to make them as finished products in terms of managerial skills and personal excellence. The course syllabus is distributed throughout the course. Dr David Iddon, an International speaker and many more corporate, academicians conduct the programme.

- **E-Learning Certificate Programme of ICICI Bank**

  BVIMR has extended its academic horizons in association with ICICI Bank, which is offering more than 200 modules in banking and finance for the benefit of faculty and students. This is flexible learning with on line test and guidance. The best students who are awarded this certificate will be considered for employment at ICICI.

- **Social Club**

  BVIMR has recognized and implemented the way investors / corporate are redefining social responsibility for the institute. The very recent and rapid rise of the Socially Responsible Investment Movement allows us for the first time to identify and undergo activities showcasing our zest towards promoting

social responsibilities and good citizenship. Exclusive programs like National Girl Child Day, Republic Day, Blood Donation Camps, Free Eye Check up Camps, Seminar on Save Yamuna Project, International Literacy Day, Ozone Day, Seminar on Curbing the Crime, World AIDS Day, Joy of Giving Week, Workshop on Road Safety Awareness organized by collective efforts of the faculty and students at BVIMR represents the institute's eye for social responsibility.

- **Women Affairs and Protection against Sexual Harassment**

The institute has a Women Affairs Cell to take care of the girl students of the institute and raise awareness about their modern day problems like health, campus life related issues etc. Women students are encouraged to take an active part in the activities of the cell. The cell endeavors to alleviate the negative forces that confront women in campus. The cell is actively involved in the redressal of grievances, mistreatment and cases of sexual harassment related to women student candidates. For any information and assistance, students may contact at nos. 01125284396 & 01125250120 or email to Dr. Meenakshi Gandhi at drmeenakshigandhi@gmail.com and/ or girl's hostel warden.

In general harassment may include, but is not limited to :

- Coercing or attempting to coerce a person into relationship;

- Subjecting a person to unwanted attention or demands

- Punishing or retaliating against a person for refusal to comply with sexual demands·

- Unwelcome physical advances or physical contact of sexual nature or conduct of sexual nature that is intimidating, demeaning, hostile or offensive;

- Severe or persistent racial epithets, derogatory comments, jokes or ridicule directed to a specific person or persons about their race or ethnicity;

- Defacement of a person's property based upon the race of the owner;

Any case of harassment or mistreatment needs to be reported immediately to the Chairperson, Women Affairs for initiating the investigation process and taking necessary actions.

- **Cyber Security Certificate**

In order to prepare young managers to face modern cyber technology, utilize fully the advantages offered and understand how one can be affected by its misuse, BVIMR has made mandatory for all the students to pass certificate in cyber security which not only covers the basic aspects of cyber security but also gives them in-depth knowledge about firewall, antivirus, website security, biometric security and how to secure e-banking etc.

- **CFL/ACFL/DFL**

Certificate Advance Certificate and Diploma in Foreign Language : All the students have to opt for one foreign language, out of French, German, Spanish or Chinese to enhance their employability skills and to prepare themselves for a global career.

Ranking/Rating of BVIMR

Under the able leadership of Hon'ble Dr. Patangraoji Kadam, Dr. Shivajirao Kadam & Dr Vishwajeetji Kadam, Director Dr. Nitin Nayak as the head of the Institution has always believed in tactile learning as all activities of the institute are student driven and student centered. BVIMR has blossomed from a name to a brand and now enjoys an envious standing among the Top Business schools in India as per the rankings given below:

- Recipient of Business School Leadership Award from Star News at National Level for being innovative, modern and industry related in their curriculum in Marketing, Advertising, Marketing Communications etc.

- Ranked amongst "Top 10 Business Schools in Delhi / NCR", "Top 10 Business Schools in Placements in India" & "Top 20 Business Schools in India" by Business and Management Chronicle.

- Ranked amongst "Top 40 Business Schools in India" and "Top 10 in North India" by Careers 360.

- Ranked amongst "Top 50 Business Schools in India" and "Top 5 in Delhi" by Business India.

- MBA Programme Re-Accredited By NBA (AICTE)

- An ISO 14001:2004 Environment Management System Certified Institute

- An ISO 9001:2008 Quality Management System Certified Institute.

- Ranked among top '50 B-Schools' in India by Hindustan Times

- Rated Gold A+++category by Just Careers for MBA Aspriants

- Recipient of the Abhijeet Kadam award for the Best Institute award by Bharati Vidyapeeth University, Pune

- Business and Management Chronicle has ranked BVIMR as the 2nd best B-School in North India.

PUBLICATIONS:-

1. **BVIMR MANAGEMENT EDGE**: It is a Bi-annual publication dedicated to the advancement of academic research and management practice. It adopts an interdisciplinary, multifunctional approach & welcomes contributions which seek to integrate the management of technological, market & organizational innovation. Contributions are based on original empirical research & the observations of experienced managers. It has been accepted by more than 100 business schools under Subscription / Exchange Scheme. It is a blind peer-reviewed journal bearing the ISSN No. – 0976-0431 and hosted on the EBSCO online journals.

2. **HARMONY:** It is an annual magazine of the institute.

3. **BVIMR MIRROR**: It is a quarterly in-house newsletter. It publishes all the events, activities, publications, achievements and details of the various developments during this period. It is a reflection of BVIMR's commitment towards its vision.

4. **PUBLISHED PAPERS**: The faculty members of BVIMR have more than 316 publication papers to their credit. They have brought out 15 books on various management subjects.

Unique Events/Activities of BVIMR

The institute organizes unique events in the form of plethora of festivals which run in parallel with ongoing academics to cultivate their skills and fine tune the students to meet any future challenge.

- **CORPORATE DAY :** Industry experts are invited to share their experience and deliver Guest Lectures to the students on contemporary issues.

- **PARISTHITI** : An Annual Case Writing and Presentation Festival

- **TECHSPAN** : An Annual Information Technology Fest.

- **GURUVANDANA** : Felicitation of Corporate Mentors by students celebrated each year as a respectful tribute to the Late President of India; Hon'ble Dr. S. Radhakrishanan

- **NATIONAL / INTERNATIONAL CONFERENCE** : Every year National or International Conference are is organized on current & burning topics.

- **BVIMR GEMS-**Inter-class competition.

- **MILAP (United Brethren) :** Annual Alumni Meet

- **INTERNATIONAL OZONE DAY** : To highlight social and environmental issues

- **RENAISSANCE :** An Annual Management and Cultural Festival

- **ANNUAL SPORTS MEET :** An annual event where both indoor and outdoor sports events are organized.

- **FOREIGN LANGUAGE MELA :** An annual festival in which competitions are organised in Foreign Languages taught in the institute.

- **MDP/FDP :** Various Management Development Programmes (MDP) and Faculty Development Programmes (FDP) are organized throughout the year.

International Linkages & Collaborations

Experts from Academia and Industry from various parts of the globe visit the campus and share their experiences and knowledge with our students. BVIMR have many international colleborations with foreign Universities for Student exchange, Faculty exchange and other cross cultural exchange activities.

Other Achievements

Academic Awards

1. **Star News (A premier News agency in India) has given the B-School Leadership award to BVIMR, New Delhi.**

2. BVIMR received Abhijeet Kadam Memorial "Adarsh Mahavidyalaya Award" for outstanding contribution in education amongst all institutes run by Bharati Vidyapeeth, Pune.

3. The institute has a consistent track record of academic excellence that is reflected year after year in the University merit list. In 2001, eleven BVIMRITES have secured top positions in the merit list. In 2004 seven students and in the year 2005 six students have topped the university merit list. This trend has continued and BVIMR students have topped the university merit list in 2006, 2007, 2008, 2009 and 2010 as well.

Dr. Nitin Nayak, Director of the Institute, a Strong Visionary, keen sportsman and charismatic leader has been honoured with **"BEST EDUCATIONAL INITIATIVE AWARD 2009"** by Global Talent Track (GTT) Pvt. Ltd. Pune, an Institute for successful professionals, at the hands of Ms. Angela Burgess, Executive Director, IEEE Computer Society, USA and Mr. Ganesh Natrajan, CEO, Zensar Technology, Chairman CII, ITEs committee.

BVIMR Gems

BVIMR students have won more than 300 prizes at various curricular and co-curricular activities, management games, case study competitions, summer project report competitions, debates, LAN gaming, sports and cultural events held at various Business Schools all over India. To name a few, our students won awards/ prizes in premier institutes like IIT-Delhi, IIT-Roorkee, IPM, Meerut, IMI, Keshav Mahavidyalya and many others.

Tie-ups

- British Council
- All India Management Association
- Delhi Management Association
- HRD Network and Delhi Productivity Council
- Indian Society of Technical Education
- Computer Society of India
- Association of Management Development Institute in South Asia (AMDISA)
- Intra client, French/German Language learning programme.
- LOU signed with more than 29 companies for MDP's, Management Research Projects etc.

CORPORATE RESOURCE CENTER (CRC)

Bharati Vidyapeeth University Institute of Management and Research has a well established placement cell called Corporate Resource Center, which facilitates the students in their career development. The CRC has been consciously working towards bridging the gap that exist between industry and academia as well as administering all the placements activities It gives the necessary guidelines to the students to decide the career paths by counseling, guiding, motivating and mentoring . The corporate Resource Center is headed by Head CRC Ms. Neelam Sharma under the able guidance of the Director Dr Nitin Nayak. BVIMR has a committed placement committee comprising of all Deans/ HODs & Head CRC. CRC endeavour is to groom the overall personality of the students by developing managerial competence through guest lectures, workshops, seminars, industrial visits, etc.

Objective

The objective of CRC of BVIMR is to provide excellent placements to students at par with the best management institutes of the country.

Vision of CRC

"Bridging the gap between the bright energetic and aspiring youth talent of the BVIMR and the industry for meeting their personnel requirements and to promote entrepreneurship" Placement Activities

- To establish & maintain Industry relation & interaction

- To organize industrial visits for students

- To undertake live projects offered by the corporate for students.

- To invite industry key personnel to the institute for guest lectures, participating in seminar as panelists and as guest for various BVIMR functions.

- To empanel good and willing MNCs and Indian Corporate with the BVIMR as a key service provider.

- Tie-ups with companies for placement, summer training, guest lectures, industrial visits etc

- Tie-ups and liaison with professional and industrial bodies like AIMA, CII, FICCI, PHD Chamber of Commerce and Industry, ASSOCHAM, National HRD Network, Media channels etc for various sponsored programmes, projects, seminars etc. and providing industry exposure to our students.

- Organizing functions like Guruvandana-A Corporate Meet, Annual Function, Alumni Meet, Workshop and seminars.

- To ascertain, plan, co-ordinate and organize programs to groom student's personality viz.:

  - Communication Programme (Spoken and Language)

  - Personality & Attitude

  - Group Discussions

  - Interviewing Skills

PLACEMENT AT A GLANCE 2013-14

Bharati Vidyapeeth University Institute of Management and Research has a well-established placement cell called **Corporate Resource Center**, which facilitates the students in their career development. The CRC has been consciously working towards bridging the gap that exist between industry and academia as well as administering all the placements activities. It gives the necessary guidelines to the students to decide the career paths by counseling, guiding, motivating and mentoring.

The placement record of the institute has been excellent and 60+ Blue-chip companies like HUL, CCD, Citi Bank, American Express, ITC, Capital I.Q, HT, Google India Aditya Birla etc had visited during 2013-2014. The highest salary package has been ***18 lacs with five International placements in Buoy International-Dubai.***

Placement at a Glance

1. Buoy International	14. LT Foods
2. Café Cofee Day	15. Hewitt
3. Google India	16. HUL
4. Daikin Air-conditioning India Pvt. Ltd.	17. CSC
5. Capital IQ	18. American Express
6. Berger Paints	19. Whirlpool
7. Ultratech Cements	20. Taj Group
8. TCS	21. Valvoline Cummins
9. Federal Bank	22. Wipro
10. ICICI Bank	23. Sapient
11. Axis Bank	24. GE Corporate
12. Citi Bank	25. Naukri.com
13. ITC	

Sector Wise Companies

IT	3	Banking	7
FMCG	7	Real Estate	4
Education	3	Trading	3
Consultancy	4	N.B.F.C	5
Logistics	3	Research	3
Retail	2	Manufacturing	4
Media	2	Other	12
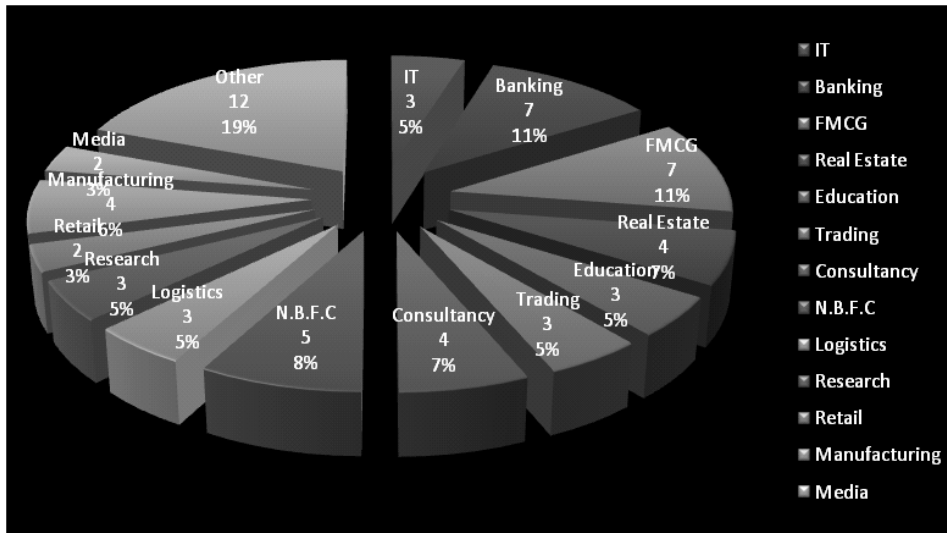
Placement Chart 2013-14

1. Total Students – 181

2. Placed – 75%

3. Entrepreneur – 20%

4. Others – 5%

5. Total Companies Visited – 60+

6. Highest Package – ₹ 18 Lacs

BACHELOR OF BUSINESS ADMINISTRATION (BBA)
Course Structure

The BBA Programme......

The Bachelor of Business Administration Programme (BBA) is a full time three year programme offered by Bharati Vidyapeeth Deemed University (BVDU), Pune and conducted at its management institutes in New Delhi, Pune, Navi Mumbai, Kolhapur, Sangli, Karad and Solapur. All the Seven institute have excellent faculty, Laboratories, Library, and Other facilities to provide proper learning environment. The University is accredited by NAAC with an 'A' grade. The Bachelor of Business Administration (BBA) is designed to provide a strong practical understanding of the principles, theories, and tools necessary to succeed in businesses. The BBA programme focuses on imparting to students the ability to demonstrate leadership, understand human relationships, and problem-solving abilities essential for success in any business endeavour. While designing the BBA course, the above facts are considered and the requirements for higher studies and immediate employment are visualized. This effort is reflected in the Vision and Mission statements of the BBA programme. Of course, the statements also embody the spirit of the vision of Dr. Patangraoji Kadam, the Founder of Bharati Vidyapeeth and Chancellor, Bharati Vidyapeeth Deemed University which is to usher in "Social Transformation Through Dynamic Education".

Vision

To prepare the students to cope with the rigor of Post graduate Programmes in India and Abroad as well as to prepare them for managing Businesses globally and as Entrepreneurs who will also be sensitive to sociatal concerns.

Mission

To impart sound conceptual knowledge and skills in the field of Business Management studies that can be leveraged for enhancing career prospects and higher education in the said discipline.

Objectives

The Bachelor of Business Administration (BBA) degree programme has the following objectives...

• To provide students with an in-depth knowledge of Management and Business concepts.

• To provide students with a firm foundation in both theoretical and practical concepts and applications to meet the various needs of business organisations at a global level.

• To prepare students for the responsibilities and career opportunities with corporations and as entrepreneurs.

Duration:

The duration of the BBA degree programme shall be of three years divided into six Semesters. i.e. BBA Part-I (Sem-I & II), BBA Part-II (Sem-III & IV) and BBA Part-III (Sem V & VI). The medium of instruction and examination will be only English.

Eligibility Requirements

A candidate applying for BBA programme should have passed higher secondary or equivalent examination (10+2) of any recognized Board satisfying the following conditions:

1. The candidate should have secured at least 45% (40% for SC/ST) aggregate at (10+2) level Board examination.

2. Subject to the above conditions, every eligible candidate has to pass a common All India Entrance test (B-UMAT) conducted by Bharati Vidyapeeth Deemed University, Pune. The final admission is based solely on the merit at the B-UMAT test.

Scheme of Examinations :

The BBA Examination will be of 3600 marks divided into 3 parts as per details given below :

(1) BBA Part I (Sem. I, II)   Aggregate marks 1200
(2) BBA Part II (Sem. III, IV)   Aggregate marks 1200
(3) BBA Part III (Sem V, VI)   Aggregate marks 1200

There will be written Examination of 70 marks of 3 hrs duration for every course at the end of each Semester, the class work will carry 30 marks for each course except for the following courses which will be conducted through internal evaluation :

Year 1

	Semester-I		Semester-II
Code	Course Title	Code	Course Title
J010106	Business Communication	J010112	Enhancing Personal and Professional Skills

Year 2

	Semester-III		Semester-IV
J010218	Road Safety and Management	J010224	Industrial Exposure

Year 3

	Semester-IV		Semester-VI
J010329	Event Management	J010335	Business Ethics
J010330	Summer Training Viva & Report	J010336	Disaster Management

Each course under internal evaluation will be evaluated for 100 marks. At the end of each course a viva will be conducted by a two member panel comprising of experts from within the institute and outside. Evaluation for each course (except for Industrial Exposure and Summer Training Viva Voce and Report) will be as follows :

• Internal continuous class room assessment during the semester along with submission of reports and projects, Assignments etc.	60 marks
• Viva-voce at end of semester based on syllabus content and submissions For Industrial Exposure	40 marks
• Industry visits during the semester and report preparation	60 marks
• Viva-voce at the end of semester based on report	40 marks
• Summer Training	
• Report preparation (evaluation by Internal guide)	50 marks
• Viva voce at the end of semester based on report	50 marks

Note that it is compulsory for candidates to physically attend the viva of these internal courses. If he/she remains absent for the viva, the remaining marks of class work submission will not be considered during the semester and will have to reappear in the subsequent examination. The marks obtained in class work will be added as and when the student appears for the viva examination. The minimum marks to clear the course is 40 out of 100.

Examination

Each course will be evaluated through

(i) End of semester examination of 70 marks conducted by the University

(ii) Continuous Internal evaluation of 30 marks conducted by the concerned course faculty consisting of class work, tests, assignments and other modes.

Standard of Passing :

1. In order to pass the programme a candidate has to clear all the head of passing by getting a minimum of 40% out of 100 in each head of passing.

2. There is no separate examination for internal class work evaluation for 30 marks, even if a candidate is absent during the semester.

3. Subject to the condition of cleaning in all the heads, in order to pass the course a candidate has to secure minimum of 40% in aggregate of all the heads.

Rules for Backlog / Promotion :

1. A student will be allowed to carry any number of backlogs of course prescribed for BBA Semester I and II, III and IV semester.

2. However a student will not be admitted to BBA Semester- V unless he/she has passed in all courses of BBA Semester-I and Semester-II examination.

Evaluation

The students will be evaluated for their academic performance on the basis of University Examination in each subject and internal evaluation for each subject.

The distribution of internal marks for BBA and BCA will be as follows :

First Internal Examination	10 marks
Second Internal Examination	10 marks
Other component	10 marks

Criteria for other Component (10 marks shall be disclosed by Dean and HODs based on other parameters, considering all round development of students).

Important : 75% attendance is mandatory to appear for university examination.

50% attendance shall be mandatory for students who wish to become coordinators of different events for extracurricular activities.

Any request has to be routed through HODs to Dean in case of any discrepancy related to attendance.

Award of Class :

The award of class will be based on aggregate marks obtained by a student in Part-I, Part-II & Part-III examinations taken together

First class with Distinction	70% & above
First Class	60% & above - less than 70%
Higher Second Class	55% & above - less than 60%
Second Class	50% & above - less than 55%
Pass Class	40% & above - less than 50%
Fail	Less than 40%

Note that it is compulsory for students to fill up examination forms on a stipulated date (declared by the University) during each semester so as to appear for the semester end examinations. If the class room attendance of students falls below 75%, he/she will not be-allowed to fill examination forms.

BBA Programme

This is a three year Programme leading to degree of Bachelor in Business Administration with the objective, to develop professionals to perform effectively, in rapidly changing business scenario.

BBA Part I

Semester-I		Semester-II	
Code	**Course Title**	**Code**	**Course Title**
J010101	Business Organization and Systems	J010107	Principles of Management
J010102	Business Economics (Micro)	J010108	Business Economics (Macro)
J010103	Business Mathematics	J010109	Management Accounting
J010104	Business Accounting	J010110	Fundamentals of Information Technology
J010105	Business Environment	J010111	Business Statistics-1
J010106	Business Communication (Internal)	J010112	Enhancing Personal and Professional Skills (Internal)

BBA Part II

Semester-III		Semester-IV	
Code	**Course Title**	**Code**	**Course Title**
J020213	Organizational Behaviour	J010219	Business Laws
J010214	Principles of Marketing	J010220	International Business
J010215	Basics of Financial Management	J010221	Research Methodology
J030216	Management Information Systems	J020222	Human Resource Management
J010217	Business Statistics-II	J010233	Entrepreneurship Development
J010218	Road Safety and Management (Internal)	J010224	Industrial Exposure (Internal)

BBA Part III

Semester-V		Semester-VI	
Code	**Course Title**	**Code**	**Course Title**
J010325	Service Management	J010331	Project Management
J010326	Introduction to Operations Research	J010332	Business Policy Strategic Management
	Elective Paper-I*		Elective Paper-III*
	Elective Paper-II*		Elective Paper-IV*
J010329	Event Management (Internal)	J010335	Business Ethics (Internal)
J010330	Summer Training Viva & Report (Internal)	J010336	Disaster Management (Internal)

Note : Elective will be offered only if minimum of 15 students opt for the same in semester V.

Elective Areas

Marketing Management Elective

Elective	Code	Course
Elective-I	J0103M27	Customer Relationship Management
Elective-II	J0103M28	Sales and Distribution Management
Elective-III	J0103M33	Marketing Communication and Advertising
Elective-IV	J0103M34	Creative Selling

Finance Management Elective

Elective	Code	Course
Elective-I	J0103F27	Elements of Financial Services
Elective-II	J0103F28	Introduction to Management Control Systems
Elective-III	J0103F33	Elements of Corporate Finance
Elective-IV	J0103F34	International Finance and Financial Risk Management

Human Resource Management Elective

Elective	Code	Course
Elective-I	J0103HR27	Employee Relationship Management
Elective-II	J0103HR28	Labour Legislation
Elective-III	J0103HR33	Training and Development
Elective-IV	J0103HR34	Performance Appraisal Systems

International Business Management Elective

Elective	Code	Course
Elective-I	J0103IB27	International Marketing
Elective-II	J0103IB28	Export Import Procedure and Documentation
Elective-III	J0103IB33	Basics of International Finance
Elective-IV	J0103IB34	Fundamentals of International Economics

The Banking and Insurance, Hospitality Management and Financial Markets – these new specialization will be offered from the Academic Year 2012-2013.

Banking and Insurance Management Elective

Elective	Code	Course
Elective-I	J0103B&I27	Principles of Banking
Elective-II	J0103B&I28	Principles of Insurance
Elective-III	J0103B&I33	Banking Law and Practice
Elective-IV	J0103B&I34	Practice of Life and General Insurance

Hospitality Management Elective

Elective	Code	Course
Elective-I	J0103HM27	Principles & Concepts of Hospitality Management
Elective-II	J0103HM28	Tourism Management – I
Elective-III	J0103HM33	Food, beverages, nutrition and dietetics management
Elective-IV	J0103HM34	Tourism Management-II

Financial Market Elective

Elective	Code	Course
Elective-I	J0103FM27	Introduction to Financial Markets and Financial Institutions
Elective-II	J0103FM28	Capital Market Operations
Elective-III	J0103FM33	Commodity Markets
Elective-IV	J0103FM34	Introduction to Derivatives – Equity and Currency

PERFORMA OF SPECIALISATION SELECTION

Specialization Area for Semester-V and VI (Academic Year 2012-2013)

The University has decided to offer seven specialization areas for students of BBA III in the year 2012-2013. The student has to choose any one of the specialization area (please tick any one of the specialization area). Under each specialization there shall be four papers, two in semester V and two in semester VI. Please not that Project Report in sem VI, based on Summer Training is compulsory for each student.

Roll No. of the Student :
Name of the Student :

Sr.	Specialization Area	Please tick any one specialization
1.	Marketing Management	
2.	Finance Management	
3.	Human Resource Management	
4.	International Business Management	
5.	Banking and Insurance Management	
6.	Hospitality Management	
7.	Financial Market	

Declaration:-I am aware that a sepcialization area may be offered by the Institute only if a minimum of 15 students opt for the group. In case the specialization area is not offered by the Institute, I may have to opt for any other specialization area.

Name & Signature of the Student

BACHELOR OF COMPUTER APPLICATIONS (BCA)

Course Structure

1. **Introduction :**

   The Bachelor of Computer Applications Programme (BCA) is a full time three year programme offered by Bharati Vidyapeeth Deemed University (BVU), Pune and conducted at its all management institutes in Karad, Kolhapur, Navi Mumbai, New Delhi, Pune, Sangli and Solapur. All the seven institutes have excellent faculty, Laboratories, Library and other facilities to provide proper learning environment. The University is re-accrediated by NAAC with an 'A' grade. The BCA degree is expected to be a non-terminal degree for majority of students in the sense that majority of the students will pursue further Post Graduate studies, particularly MCA or MBA whether in India or aborad. However, a few may seek employment. While designing the BCA course, the above facts are considered and the requirements for higher studies and immediate employment are visualized. This effort is reflected in the Vision and Mission statements of the BCA program. Of course, the statements also embody the spirit of the vision of Dr. Patang Raoji Kadam, the Founder of Bharati Vidyapeeth and Chancellor, Bharati Vidyapeeth Deemed University which is to usher in "Social Transformation Through Dynamic Education".

2. **Vision Statement of BCA Programme :**

   To prepare the students to cope with the rigor of Post Graduate Programmes in India and Abroad as well as to prepare them for employment as Software Testers, Web Designers and Computer Network Designers who will also be sensitive to societal concerns.

3. **Mission Statement of BCA Programme :**

   By teaching 'problem solving skills' and 'how to self-learn'.

4. **Objectives of the BCA Programme :**

   The main objectives of this course are to prepare the youth to pursue further studies in Computer Applications or Management or to take up positions as Software Testers, Network Designers and as Web Designers. Accordingly the couse curricular aims at developing 'general problems solving skills', skills in 'abstract thinking', and 'skills to apply knowledge', through 'extensive problem solving sessions', 'hands on practice under various hardware/software environments', 'one minor project'. In addition, 'social interaction skills', 'communication skills', 'life skills', 'entrepreneurial skills', and 'research skills' which are necessary for career growth and for leading quality life are also imparted.

5. **Learning outcome from the BCA Programme :**

   At the end of the course the student should be able to :

   (a) Analyze problems and design effective and efficient software solutions

   (b) Develop software under Java, Oracle, .NET environments.

   (c) Ready to face the challenges of Post Graduate Education and Excell

   (d) Read, write and contribute to technical literature

   (e) Work in teams

   (f) Be a good citizen in all respects.

6. **Eligibility for Admission to BCA Course :**

Admission to the course in open to any graduate (10+2) of any recognized Board satisfying the following conditions.

1. The candidate should have secured at least 45% (40% for SC/ST) aggregate at 10+2 level Board examination.

2. Subject to the above conditions, the final adminission is based solely on the merit at the all India entrance test (B-UMAT) conducted by Bharati Vidyapeeth Deemed University, Pune.

7. **Duration of the Course:**

The duration of this course is three years full time divided into six semesters. The medium of instruction and examination will be only English.

8. **Standard of Passing :**

1. In order to pass the course a candidate has to clear all the heads of passing by getting a minimum of 40% out of 100 in each head of passing.

2. There is no pass mark in the internal but the candidate has to get 40% separately in the university examination of each head. There is no separate examination for internal, even if a candidate is absent or failed.

3. Subject to the condition of clearing in all the heads, in order to pass the course a candidate has to secure minimum of 40% in aggregate of all the heads.

4. The award of class shall be as follows–

   40% and above but less than 50%　　　　　– Pass Class

   50% and above but less than 60%　　　　　– II Class

   60% and above but less than 70%　　　　　– I Class

   70% and above　　　　　　　　　　　　　– I Class with Distinction

5. No class will be awarded to any part examination.

9. **Promotion / Backlog Rules :**

1. A student will be allowed to carry any number of backlogs of course prescribed for BCA Semester I and II, III and IV.

2. However a student will not be admitted to BCA semester V unless he/she has passed in all courses of BCA Semester-I and Semester-II examination.

BCA-I Year

Semester-I	Semester-II
1. Fundamentals of Information Technology	1. Database Management theory
2. Programming in C	2. Web Supporting Technologies
3. Environmental Studies	3. System Analysis and Design
4. Management-I (Business Environment)	4. Management-II (Fundamentals of Management)
5. Mathematics-I (Logic, Sets and Functions)	5. Mathematics-II (Numerical and Statistical Methods)
6. IT Lab. 1 (C, MS-Word, Excel)	6. IT Lab-II (MS-Access, WST)
7. English Language-I	7. English Language II

External : 70
Internal : 30

BCA-II Year

Semester-III	Semester-IV
1. Operating System Concepts	1. Software Engineering
2. Database Management with Oracle	2. Computer Networks-1
3. Visual Programming	3. Object Oriented Programming-1
4. Management-III (Financial Accounting)	4. Management-IV (Human Resource Management)
5. Mathematics-III (Graph Theory)	5. Mathematics-IV (Operations Research)
6. IT Lab-III (Oracle)	6. IT Lab (VB, C++)
7. Soft Skills	7. Disaster Management

External : 70
Internal : 30

BCA-III Year

Semester-V	Semester-VI
1. Software testing	1. Software Project Management
2. Computer Networks-II	2. Data Warehousing and Data Mining
3. Object Oriented Programming-II	3. Data Structures
4. Management V (Fundamentals of Organizational Behavior)	4. Management VI (Management Support Systems)
5. Dot NET Technologies	5. Management VII(e-Business Applications)
6. IT Lab (Java, Dot NET)	6. Software Project
7. Entrepreneurship Development Skills	7. Current Societal Concerns

External : 70
Internal : 30

Attendance and Academic Sanctions

It is mandatory for the student to maintain 75% attendance in each subject and also maintain an overall attendance of 75%. However, to promote all round development of students, the institute encourages students to participate in different activities being organized by the institute. The attendance for organizing and participating in events shall be granted by Class Coordinator in consultation with HOD and Dean based on the following criteria. **In any case, not more than 60 sessions attendance (equivalent to 10 workingdays attendance) shall be granted to individual student in one semester.**

S.No	Criteria	Attendance rule
1.	If student has academic attendance more than 75%	Actual event attendance subject to maximum of 95% (after combining both academic and non academic attendance).
2	It Student has academic attendance between 60-74.9%	50% of event attendance but not to exceed 85% overall attendance
3.	If student has academic attendance between 50-59.9%	25% of event attendance but not to exceed 70% overall attendance
4	If student academic attendance is less than 50%	No event attendance will be given. Such students will not be eligible to coordinate any events in any of the programmes.

Students scoring 95% and above will be considered for Director's attendance award after approval by Director based on recommendation by class coordinators, HODs and Dean (Academics).

Academic Sanctions

1. Any student who fails to have minimum of 75% attendance will be put on academic probation. He/she will be allowed to sit in first internal only if the class coordinator and HOD permits but shall be debarred from second internal if his/her **final attendance (after implementing the above criteria)** remains below 75% till then. The date on which the date sheet is announced (minimum one week before commencement of exams) will be considered final for calculating attendance for first and second internal examination.

2. A committee appointed by Director will look into cases where attendance is lower than **50%** after considering attendance for events and institutional activities. Such students will not be allowed to coordinate any institutional events and participate in any external or internal events in future. Such students will also be devoid of any recognition from the institute for violating academic norms.

CODE OF CONDUCT (DISCIPLINARY RULES)

6.1 Ragging is a criminal offence

As per Supreme court judgement any student found indulging in ragging will be rusticated from the university and would be liable for legal action.

It is mandatory for all students to submit an undertaking on a stamp paper (Rs. 10/-) stating that they will not indulge in any form of ragging activities to their respective class coordinator within one week of commencement of classes.

6.2 Discipline

[1] The Institute attaches utmost importance to integrity of students in conducting themselves in a manner befitting responsible business executives.

[2] Disciplinary action for misconduct shall include imposition of fine/declaring disqualification for award of medals, prizes and scholarships/ deprivation of placement opportunities/ suspension expulsion from the Programme.

[3] Cell phones should be strictly switched off in Classrooms/Auditorium/Library/Computer Labs.

[4] Only two wheelers are allowed for parking in the allotted areas. Four wheelers should be parked in the authorised parking of Paschim Vihar East Metro Station.

[5] Dress Code : Dress code should be strictly followed as follows :

[6] In case of any kind of violence on the part of the student, he/she shall be expelled from the Institute

[7] Students are strictly not allowed to post any comments on social Media about the Institute, faculty, staff or students which may deteriorate the image of institute failing which strict disciplinary action shall be taken including expulsion from the Institute.

6.3 Malpractice in Examinations

Students should not resort to malpractice in examinations, failing which they will be expelled from the exam.

6.4 Attendance Policy for MBA Students and Events attendance

[1] Regular attendance in all academic activities organized for the students is an essential requirement.

[2] A student is expected to have 100% attendance is each semester and the consideration for Medical/other genuine cases is considered for 25% only and thus 75% is the minimum requirement.

[3] Academic activities include classroom teaching, tutorials, workshops and the events for which the attendance is mandatory (such as Paristhiti, National Conference, Interenational Conference, Corporate Day and CCEE etc.)

[4] A student can participate in an event for the holistic development subject to 60% attendance at the time of participation/core committee for event. However, in each semester the total no of lectures granted for all such events

Boys (a) Do's	Girls (Do's)
Shirts Trouser Formal Shoes Navy Blue blazers in Winter (compulsory)	Shirts Trouser Indian Formals Formal footwear Navy Blue blazers in Winter (compulsory)
Dont's T-Shirts/Jeans Sports Shoes Sleepers/Floaters	**Dont's** T-shirts/Jeans Sport Shoes Slippers/Floaters

cumulatively shall have a ceiling of 60 lectures only.

[5] Attendance for events can be taken in electronic or manual form as deemed fit and can be based on sesssions/venue within the auditorium or outside the auditorium. Class attendance is regularly updated on ERP which can be accessed by a student through unique ID and password offered to them.

[6] Events form an important role in brand building of the Institute (BVIMR) for which different speakers are invited on different occasions. We expect that the students shoud atend these events completely and during the time when the stdents are in auditorium/communication lab should not move out even if they are part of core committee. In case any student leaves the event (corporate day/national conference/ international conference etc.) in between he/ she shall be liable to a fine of Rs. 2000/-.

[7] Classes operate in a smooth way and if student's community violates the same by Mass-bunking there would be a fine of Rs. 500/- per student for the whole class.

[8] Students are expected to submit their projects/ business plans as per the dead line given to them failing which they will be liable for a fine up to Rs. 500/- as late submission.

6.5 General Conduct

1. All students admitted to various courses will be expected to attend all classes as per their time-table. Students will be allotted marks in Internal Assessment subject to their class participation and should have a minimum of 75% attendance in all subjects during a semester.

2. Any damage to the property of the institute will invite penalty & disciplinary action by the discipline committee.

3. No student will loiter in the campus premises. They will conduct themselves in a dignified manner at all times within and outside the institute.

4. Students will make full use of Library/Labs and reading material facilities to update their knowledge in various subjects, broaden their horizon and develop analytical skills.

5. **Any form of indiscipline in the form of disregard for instructions given by faculty members and authorities, rowdy behaviour, damage to institute's property, using unfair means in class tests and examinations will be viewed very seriously. Such students will be considered for exemplary punishments including expulsion from the institute.**

6. Students will actively organize and participate in Workshops, Conferences, Corporate Days. Guest Lectures, Seminars, Management Development Programmes planned for them. They will observe timings decided for such occasions and strive to derive maximum benefits. Students shall be liable for disciplinary action (including fines as applicable) in case of non participation.

7. No student will leave station without obtaining written approval from concerned class co-ordinators well in advance. However, student has to maintain 75% attendance criteria as laid down by the university.

8. Students nominated/selected for the Off Campus activities such as participation in Sports/Management Festivals/Study Tours etc. will behave themselves in a dignified and disciplinary manner. They will strictly follow/ abide by the instructions of concerned Faculty Coordinator / Authorised Personnel of such outside organisation. They will observe dress code and timing for all such events.

9. Any grievance from the students will be dealt and handled at the Disciplinary Committee Level as far as possible, otherwise committee shall put the matter at the Director's Level.

10. **Please note: You are under electronic surveillance in the campus (CCTV) at all times.**

KNOWLEDGE RESOURCE CENTRE (LIBRARY) RULES

7.1 The Library rules are as follows :

[1] While entering the Library students are required to carry their identity card and should make proper record in the entry register.

[2] The student will be provided with two library cards.

[3] A late fee will be charged for each working day after the specified due date is over.

[4] If the student does not return the books even after two months, he/she will loose the right of borrowing books until he/she returns the book(s) and clears the dues.

[5] Loss of books should be reported in writing to the Librarian, replacement charge and fine must be paid immediately.

[6] Books Lost, defective or spoiled shall have to be replaced or the borrower shall pay double the cost of the book if it is an Indian publication and three times the cost, if it is a foreign publication with fine (if they fail to replace the book till the date of returning the books).

[7] Books will be issued / returned from **Monday to Friday 9:00 A.M. to 7:00 P.M., Saturday 9:00 A.M. to 2:00 P.M., Sunday 09:30 A.M. to 02:00 P.M.**

[8] Students are informed to submit their identity cards while entering into the various sections of the Central Library.

[9] Earmarking/writing/folding of pages of book, tearing or taking out pages etc. will amount to damage of the book, unless the borrower points out any type of damage at the time of borrowing the book, he / she shall be liable to replace the book or pay the cost (as mentioned in the above rules).

[10] Students and Staff should deposit their Bags/ Purse / Books etc. with the Security Staff at the entrance of Library. They will be permitted to carry note books and white papers only in the Library.

[11] Books and Journals are to be borrowed in person.

[12] Students are advised not to misplace the books on the racks from its original position.

[13] Production of "NO DUES CERTIFICATE" from the library is essential for obtaining the hall ticket for appearing in the examination or receiving marks sheet / degree.

[14] Strict silence should be maintained in the Library. No discussion in any case would be allowed.

[15] Against each Card -one book will be issued for 7 days but may be recalled earlier if urgently required by the Institute.

[16] Due date for returning of the Books should be strictly followed otherwise fine of Rs. 2/- per day will be charged till the returning of the books.

[17] **Exchange of Library Card (s) / Identity Card is strictly prohibited as it is not transferrable.**

[18] Books may be re-issued on request provided enough copies are available in the Library.

[19] Rare periodicals and reference books will not be issued. It should be used only in the Library.

7.2 Reading Room

[1] Strict silence should be maintained in the reading room.

[2] If a student is found misusing the reading room, he/she may be disallowed to use the reading room facilities.

7.2.1 Audio-Visuals

The students may borrow video/audio cassettes, CDs, CD-ROMs, etc. to be used in the Institute during

INFORMATION RESOURCE CENTER (COMPUTER CENTER) RULES

The Information Resource Center of BVIMR has the required infrastructure to cater to the needs of the Students and Faculty. The Computer Center has been equipped with computer systems, printers, UPS systems and is fully air-conditioned.

All official printouts can be taken in the main computer centre by obtaining necessary written permission from the concerned faculty member.

Do's

(1)	Please keep the Computer Center clean.

(2)	Ensure that the computers are started in the proper way and also shut down correctly.

(3)	Copy all your files into CD's/Pen drives in order to avoid any loss of data.

(4)	Keep on erasing your old files from the local/ network hard disks.

(5)	Please show your ID-Card to the Lab Attendant immediately after entering the centre and make necessary entry in the register also.

Don'ts

(1)	Do not erase or change names of the system files.

(2)	Do not shift any item of the computer. If there is any problem in the functioning of a particular computer system, get in touch with the programmer of the computer center.

(3)	Do not bring your friends inside the Computer Center.

(4)	Do not bring any personal hardware item into the Computer Center.

(5)	Do not try to repair any item of the computer system yourself.

(6)	Eatables, tea, coffee, etc. should not be brought inside the Computer Center.

(7)	Smoking/Drinking is strictly prohibited.

(8)	Bags are not allowed into the Computer Center.

(9)	In case of any damage or missing computer component, the student who had last used the computer will have to bear the necessary costs.

(10)	Mobile phones must be kept switched-off in the computer labs.

Internet Service Rules

The institute provides internet services as a privilege to the students for their academic purposes. It is the responsibility of every student to have an Email ID and submit the same to the person in-charge of the Computer Center. Important communications from time to time will be sent to the students through email/ Academic Information System (AIS).

The Internet Service offered in the Institute is subject to the following conditions :

(1)	Staff looking after Internet browsing activities is not responsible for the loss of student internet hours due to such reasons like Power Failure, Link Failure, Holidays and when closed because of the priority of management tasks and also for any student's personal problems.

(2)	However, these Internet hours lost may be compensated at the discretion of the concerned staff against a request if the reasons cited are found to be genuine.

(3)	The Internet usage is purely for academic purpose. Those who abuse the facility will be fined up to Rs. 1000/- and may even be debarred from use of computer facility. Serious computer crimes may lead to the concerned user being expelled from the Institute & will face legal action as well.

LIST OF COMMITTEES (ACADEMIC SESSION: 2014-15)

S.No.	Portfolio Committee	Chairperson of the Committee	Member
1	Dean Academics and Research	Dr. Vikas Nath	
2	Dean Examination	Dr. Ashutosh Gaur	
3	Dean Administration	Mr. Parul Agrawal	
4	Dean Students Welfare	Dr. L.K. Tyagi	
5	HOD MBA	Mrs. Preety Wadhwa	
6	HOD BBA	Dr. Anoop Pandey	
7	HOD BCA	Dr. A. K. Srivastav	
8	CRC Head	Mrs. Neelam Sharma	
9	Training & Development (MDP/FDP)	Dr. R. K. Sharma	Dr AS Rao Dr Meenakshi Gandhi Ms. Geetu Tuteja
10	Exam & Eligibility	Mr. Sanjoy Roy	Dr. Ashutosh Gaur Mrs. Geetu Tuteja
11	Sports	Mr. Ajay Kumar	Dr. Anoop Pandey Ms. Swati Sah
12	(a) Social & Cultural	Mrs. Seema Chaudhary	Mr. Sanjoy Roy Mr.Gagan Grover Ms.Tripti Gautam Mrs. Aarushi Kataria
	(b) Music	Mrs. Seema Chaudhary	Ms.Savneet Kaur Ms.Ishwari Ms.Sonal Singh Mrs. Indu Rani
13	Learning Resources Development Committee	Mrs. Shallu Singh	Mrs Anjali Sharma Dr Neetu Jain Dr L.K.Tyagi Mrs Ritu Bali Mrs Bhawna Dhawan
14	Alumni	Mr. Gagan Grover	Mrs. Seema Chaudhary Mr. Sanjoy Roy Mrs. Neelam Sharma Mr. Ajay Kumar

S.No.	Portfolio Committee	Chairperson of the Committee	Member
15	CMS-ERP-ICT	Dr. Sajeevan Rao	Dr. R.K.Sharma Mr. Mahesh Kumar Chaubey Mrs. Tripti Tiwari
16	Foreign Collaboration	Dr. Meenakshi Gandhi	Prof. Ajay Sahni Ms. Shikha Gupta Ms. Tripti Tiwari Dr. Ashutosh Gaur
17	Time Table	Dr. Sanjay Manocha	Ms Nishu Marwah Mr Ajay kumar
18	Students Welfare	Dr. L. K. Tyagi	Dr. Vikas Nath Dr. Ashutosh Gaur Mrs. Preety Wadhwa Dr. Anoop Pandey Dr. A. K. Srivastav Dr. Shallu Singh Mrs. Shikha Gandhi
19	(a) Staff Welfare	Mrs. Prachi Murkute	Mr. Gagan Grover Dr. Broto Bharadwaj Ms. Supreet Wahee
	(b) Anti Ragging	Mrs. Prachi Murkute	Mr. A.R. Deshmukh Mr. Mahesh Kumar Chaubey Mrs. Seema Chaudhary Mrs Anjali Sharma
20	Website	Ms. Swati Sah	Dr Ashutosh Gaur Mr Ajay Kumar
21	Research Development Committee	Dr. Navneet Gera	Mr Atul Kumar All Ph.D Holders
22	IQAC	Dr. Ashutosh Gaur	All Deans & HOD's, CRC Head Mr Ajay Kumar Dr,. Shallu Singh Dr. Ritu Bali Mr. A.R.Deshmukh
23	Academic Planning	Dr. Vikas Nath	All Deans All HOD's,
24	Offcampus	Mrs. Shikha Gupta Gandhi	Ms. Ashima Bhatnagar Dr. L. K. Tyagi

S.No.	Portfolio Committee	Chairperson of the Committee	Member
25	Publicity	Mr. Daljeet Singh Bawa (Newspaper)	Mrs. Aparna Bawa (Magazines)
26	Library	Dr. B. R. Bhardwaj	Mr. Ajay Sahni Mr A.R. Deshmukh
27	Infrastructure	Prof. N. K. Puri	Dr A.K.Srivastav Mr Ajay Kumar Mr H K Mulani Mr A.R.Deshmukh
28	Hostel	Dr. A. K. Srivastav	Mrs. Pooja Holmukhe Mrs. Rupali Mulik
29	Foreign Language	Mr. Ajay Sahni	Ajay Sahni Mrs. Ruchi Dhir Ms. Aditi Malhotra
30	Psychometrics Lab	Mrs. Anjali Sharma	Dr. Shallu Singh Dr. Neetu Jain Dr. A.S.Rao Dr. A.K.Srivastav Dr. H.L.N Murthy
31	E. D. Cell	Mrs. Nishu Marwah	Dr. Broto Bhardwaj. Dr. Sanjay Manocha Mrs. Nishu Ayedee
32	Ph.D. Cell	Dr. Sanjay Manocha	
33	Ranking/ AICTE/ University/ NBA	Dr. (Mrs.) Ritu Bali	
34	Records & Report	Dr. H. L. N. Murthy	
35	Prevention of Sexual Harassment	Mrs. Tripti Tiwari	All Female Staff

ACADEMIC CALENDAR (BBA) (2014-15)

S.No.	Date	Activity/Event	CRC Activities
1.	3 July 2014 Thursday	Faculty Meeting (Regular & Visiting both) Submission of lesson plans by faculty to Respective HoD	Coordination with CMS for Data Bank of the students, parents and thier industry references and list of companies. Review and updating of existing Data Bank.
2.	4-9 July 2014 Friday-onwards	Orientation Program for MBA-I semester	Orientation cum Induction Program (Placement Activities)
3.	10 July 2014 Monday	Profiling of Students (SWOT Analysis)	
4.	11 July 2014 Friday	Director's Address for MBA-I Semester	
5.	11 July 2014 Friday	Commencement of regular classes of MBA-I Sem	Orientation cum Induction Program (Placement Activities)
6.	14-15 July 2014 Monday, Tuesday	Orientation Program for BBA/BCA-I semester	
7.	15 July 2014 Tuesday	Director's Address for BBA/BCA-I Semester	
8.	16 July 2014 Wednesday	Commencement of regular classes of BBA/BCA-I & III	
9.	21 July 2014 Monday	Commencement of regular classes of BBA/BCA-V Semester	Starting of E-business quiz by website committee.
10.	21 July 2014 Monday	Commencement of regular classes of MBA-III Semester	Preparation of Placement Brochure CRC Undertaking from the students.
11.	25-29 July 2014 Friday-Tuesday	FDP-I	
12.	30 July 2014 Wednesday	Appointment of Class CR's & Submission of their names to HoD's & Director (except BBA/BCA)	Visit to Companies for placement, MOU, Summer Training, MDP etc.
13.	4 Aug. 2014 Monday	C R* Report to Director(for MBA-I & III, BBA/BCA – III & V)	

S.No.	Date	Activity/Event	CRC Activities
14.	9 Aug. 2014 Saturday	Welcome to fresher's MBA	
15.	13 Aug. 2014 Wednesday	Welcome to fresher's BBA/BCA	
16.	19 Aug. 2014 Tuesday	Submission of rough draft of summer training report by MBA- III & BBA-V Sem students	Compilation of the consolidated report of Summer training.
17.	22 Aug 2014 Friday	Entrepreneurship Development Seminar for BBA-V Sem	
18.	23 Aug 2014 Saturday	Entrepreneurship Development Seminar for MBA-III Sem	
19.	30 Aug 2014 Saturday	Workshop by Psychometric Lab	
20.	28 Aug 2014 Thursday	Seminar for BCA-V Semester	
21.	16 – 18 Aug., 14 Saturday-Monday	FDP II	
22.	17-23 Aug 2014 Sunday-Saturday	First Industrial Visit for selected classes (One Day only)	Feedback of students, First Industrial Visits for all classes
23.	23 Aug 2014 Saturday	MDP-I MDP-IPTM-BBA/BCA-IstSem & all chronic cases	
24.	25 - 30 Aug, 14 Monday-Saturday	1st Internal Examination all Classes	
25.	1 Sept. 2014 Monday	C R Report to Director & Submission of final summer training project duly signed by the guide, to the CRC for Director's Signature	Submission of Complete list of Students with details such as Title, Company Name, Guide etc.
26.	5-6 Sept. 2014 Friday-Saturday	Summer Training Viva -BBA	Summer Training Viva
27.	13 Sept. 2014 Saturday	Guruvandana (Corporate Meet)	Release of Placement Brochure

S.No.	Date	Activity/Event	CRC Activities
28.	16 Sept 2014 Tuesday	Ozone Day cum Inter-class Competition (BVIMR Gems) - All Classes	Follow up of companies by CRC
29.	19-20 Sep.2014 Friday	Summer Training Viva -BBA	Summer Training Viva
30.	26 Sept. 2014 Friday	Techspan	Visit to companies for signing of MOU, MDP, Placement and Research
31.	26 Sept. 2014 Friday	Schonamore	
32.	27 Sept 2014 Saturday	LRDC Activity	Letters to new companies dispatched with brochure and visit to companies for signing of M.O.U, Placement and research.
33.	1 October 2014 Wednesday	C R Report to the Director	
34.	6-11 Oct 2014 Monday–Saturday	2nd Internal Examination all Classes	Visit to companies for signing of MOU, MDP, Placement and Research
35.	18 Oct 2014 Saturday	Last Teaching day for all classes	
36.	31 Oct. 2014 Friday	MDP-II	
37.	2-22 Nov. 2014 Sunday-Saturday	End term University Exams All Classes	
39.	5 - 9 Nov 2014 Wednesday – Sunday	FDP-III	
40.	8 Dec. 2014 Monday	Commencement of classes-All Semester	Visit to companies for signing of MOU, MDP, Placement and Research
41.	20 Dec. 2014 Saturday	Milap	
42.	2 Jan. 2015 Friday	C R Report to the Director	

S.No.	Date	Activity/Event	CRC Activities
43.	7-10 Jan. 2015 Wednesday-Saturday	Annual Sports Meet	
44.	12-30 Jan. 2015 Monday-Friday	One Day Industrial Visit	Planning & organizing second Industrial visits for all classes
45.	16-17 Jan. 2015 Friday-Saturday	BVIMR Annual Mgt. Conf.	
46.	23 Jan 2015 Friday	Entrepreneurship Development Seminar for BBA-VI Sem	
47.	23 Jan 2015 Saturday	Seminar For BCA-VI Sem	
48.	31 Jan 2015 Friday	Entrepreneurship Development Seminar for MBA-IV Sem	
49.	31 Jan 2015 Saturday	MDP-III	
50.	31 Jan. 2015 Saturday	Parishiti-National Case Writing & Presentation Competition	
51.	2 Feb. 2015 Monday	C R Report to Director	
52.	2-7 February 2015 Monday-Friday	Ist Internal Examination (all Classes)	Visit to Companies for placement, MOU, Summer Training, MDP etc.
53.	6-7 Feb 2015 Friday-Saturday	MSME	
54.	14 Feb 2014 Saturday	Workshop by Psychometric Lab	
55.	20-21 Feb. 2015 Friday-Saturday	Rena-(Annual Management & Cultural Festival)	Industrial Visits & CRC follow up regarding joining dates & offer letters
56.	27-28 Feb. 2015 Friday-Saturday	FDP-IV	Preparation for drafting of CRC Manual
57.	14 March 2015 Saturday	National Research Paper Presentation Competition (proposed)	

S.No.	Date	Activity/Event	CRC Activities
58.	21-27 March 2015 Saturday-Friday	2nd Internal Examination (all Classes)	
59.	28 March 2015 Saturday	Annual Day	Finalization of Summer Training
60.	3 April 2015 Friday	Farewell to Final Year Students of BBA/BCA	CRC placement record updating on website of BVIMR.
61.	4 April 2015 Saturday	Farewell to Final Year Students of MBA	
62.	8 April 2015 Wednesday	Last Teaching Day	Preparation of CRC calendar for next academic session.
63.	15-30 April 2015	End Term University Examinations-All Classes	Orientation for summer training to be given to students on the last day of Exams. Distribution of CRC manual to students
64.	5 May 2014 Tuesday	BVIMR Foundation Day	
65.	6 May 2015 Wednesday	Summer Training MBA-II Sem & BBA-IV Semester	Follow up for the progress of Summer Training-fortnightly reports to be submitted to CRC.

❖ Any new event shall be notified separately by notification for the same.

❖ Seminar on Women Empowerment will be organized in March 2015. Dates will be announced separately through notification.

❖ MUN'ESCO will be organized in February 2015. Dates will be announced seperately through notification.

❖ Date for Parent Teacher Meeting (PTM) to be announced by HODs in consultation with Director and Dean (Academics) in case it is changed.

❖ Any new event shall be notified separately after approval in DHM.

❖ Media Committee must ensure that Pre-Press news is sent four days in advance and news of the event is sent to press before 4.00 PM on the day of the concerned event.

❖ All Coordinators of various events (including Industrial visit) are required to submit the report in next two days to the Director office.

❖ Time period for various events is tentative and is subject to change to take care of number of teaching days.

*CR-Class Representative

Dr. Vikas Nath
Dean Academics

Dr. Nitin Nayak
Director

BVIMR FACULTY

S.No	Name of the Faculty	Qualification
1.	Dr. Nitin Nayak Director	M.Com, M. Phil, Ph.D.
2.	Dr. Vikas Nath Professor	B.Sc. (H) Math, MBA, AMT (AIMA) Ph.D.
3.	Dr. Sajeevan Rao Arigela Professor	B.Com.(H), M.Com., PGDMM, Ph.D.
4.	Dr. R.K. Sharma Professor	MBA, L.L.B., M.Com, PGDT, Ph.D.
5.	Dr. Meenakshi Gandhi Professor	B.Sc., MA (Mktg), PGDBM (Int Busi), Ph.D.
6.	Mrs. Preety Wadhwa Associate Professor	B.Sc, PGDM, MMM, UGC (Net), AMT (AIMA), Ph.D. (Pursuing)
7.	Dr. A.K. Shrivastav Associate Professor	BA, MA, MPM, MCM, Ph.D.
8.	Mr. Parul Agarwal Associate Professor	B.Sc., MBA, Ph.D. (Pursuing)
9.	Dr. Ashutosh Gaur Associate Professor	B.Sc., Me.COM, MCA, M.Phil, Ph.D.
10.	Dr. Lokinder Kumar Tyagi Associate Professor	MBA, M. Phil, AMT (AIMA), Ph.D.
11.	Dr. Madhumita Nayak Associate Professor	M.Com, M.Phil, Ph.D.
12.	Mrs. Neelam Sharma Associate Professor	B.Com, PG in Journalism, MBA, Ph.D. (Pursuing)
13.	Dr. Brotho Bhardwaj Associate Professor	B.Tech, MBA, UGC (Net), Ph.D, Post Doc. (Pursuing)
14.	Dr. Navneet Gera Associate Professor	M.Com, MIB, M. Sc. (IT), UGC (NET), Ph. D.

S.No	Name of the Faculty	Qualification
15.	Dr. Anoop Pandey Associate Professor	B.Com, M.Com, Ph.D.
16.	Dr. Shallu Singh Associate Professor	B.Sc., MBA, UGC (Net), Ph.D.
17.	Dr. Sanjay Manocha Assistant Professor	BA, MBA, M.Phil, PG Dip. In Retail Mgnt., Dip in Entrepreneurship Development, Ph.D.
18.	Mrs. Tripti Tiwari Assistant Professor	B.Com, MBA, Ph.D. (Pursuing)
19.	Mrs. Anjali Sharma Assistant Professor	B.A. Eng (Hons), MBA, M.Phil, Ph.D. (Pursuing)
20.	Mr. Ajay Kumar Assistant Professor	B.Com, MCA, PGDCA
21.	Dr. Ritu Bali Assistant Professor	B.Com, M.Com, MMS, M.Phil, Ph.D.
22.	Mrs. Bhawna Dhawan Assistant Professor	BBA (CAM), MBA(Finance), M.Phil (commerce)
23.	Mr. Sanjoy Roy Assistant Professor	B.Com, MBA, UGC (NET), Ph.D. (Pursuing)
24.	Mrs. Geetu Tuteja Assistant Professor	B.Com, MBA, Ph.D. (Pursuing)
25.	Ms. Himani Grover Assistant Professor	B.Com, MBA, Ph.D. (Pursuing)
26.	Mr. Pankaj Saini Assistant Professor	B.Sc. (NM), MBA, UGC (Net), Ph.D. (Pursuing)
27.	Dr. Neetu Jain Assistant Professor	MA (Eco), M. Phil (Eco), Ph.D.
28.	Ms. Aarushi Malhotra Assistant Professor	B.Com (Hons), MBA, Ph.D. (Pursuing)
29.	A.R. Deshmukh (Librarian)	M.Lib., MBA, PGDBM, Ph.D. (Pursuing)
30.	Mr. Atul Kumar Assistant Professor	MBA, Ph.D. (Pursuing)

S.No	Name of the Faculty	Qualification
31.	Ms. Shikha Gupta Gandhi Assistant Professor	MBA, UGC (NET), Ph.D. (Pursuing)
32.	Mr. Gagan Grover Associate Professor	BA, MA (Eco.), MBA, UGC (Net), Ph.D. (Pursuing)
33.	Mr. Daljeet Singh Bawa Assistant Professor	B.Com, PGDCA, MCA, M.Phil, Ph.D. (Pursuing)
34.	Ms. Ashima Bhatnagar Assistant Professor	B.Com, MBA, Ph.D. (Pursuing)
35.	Mrs. Supreet Wahee Assistant Professor	MCM, Diploma in Personnel Mgnt., B.Sc. (Hons.) Maths, B.Ed.
36.	Ms. Swati Shah Assistant Professor	B.Sc (Computer Science), MCA
37.	Ms. Aparna Marwah Bawa Assistant Professor	MBA, MCA, PGDMM, Ph.D. (Pursuing)
38.	Mrs. Nisha Marwah Ayedee Assistant Professor	B.Tech (EE), MBA (Mktg)
39.	Mr. Mahesh Kumar Chaubey Assistant Professor	B.Sc, PGDCA, MCA, Ph.D. (Pursuing)
40.	Mrs. Seema Chaudhary Assistant Professor	BA, MA (Englihs) M. Phil
41.	Mr. Ajay Sahni Assistant Professor	MMM, B1 DELF, Adv. Dip – French, Spanish, Portuguese, Ph.D. (Pursuing)
42.	Mrs. Prachi Murkute Assistant Professor	MMS, Ph.D. (Pursuing)
43.	Ms. Indu Rani Assistant Professor	BBA, MBA
44.	Ms. Sonal Singh Assistant Professor	B.Tech., MBA
45.	Ms. Savneet Kaur Assistant Professor	B.Com. PGDBM, MBA

S.No	Name of the Faculty	Qualification
46.	Ms. Pradnya Hulgeri Assistant Professor	B.Com. MBA, M.Phil. (Pursuing)
47.	Soniya Malik Assistant Professor	B.Sc. MBA Ph.D. (Pursuing)
48.	Mr. S.Chatterjee Guest Faculty	B.E., MBA, PGDPM, Dip. T&D, M.Phil.
49.	Dr K.Venkatasubramanian Guest Faculty	B.E., PGDMM, DMM, DBM.
50.	Mr. S. Murlidharan Guest Faculty	B.Com (Hons), FCA
51.	Col. R.K. Mehta Guest Faculty	MCA, M Phil (IT), Mastesr in Material Management, MAIMEC (USA)
52.	Mr. Inderpreet Singh Guest Faculty	PGDBM (IIPM), MBA (PTU), M.Com (CCS)
53.	Mr. Manpreet Singh Guest Faculty	MCA, CWDM, Certified JAVA Developer
54.	Mr. Harpreet Singh Makkar Guest Faculty	CS, ICWA, MBA
55.	Mr. Sachin Sethi Guest Faculty	MBA (Finance), Ph.D. (Pursuing)
56.	Mr. Aditya Vij Guest Faculty	MPM, MBA Ph.D. (Pursuing)
57.	Mr. Santanoo Patnaik Guest Faculty	B.Sc(Hons), MCA, M.Tech
58.	Mr. Amit Grover Guest Faculty	B.Com(Hons), M.Com
59.	Mr. L.R. Lamba Guest Faculty	B.Sc., M.Sc. B.Ed.
60.	Mrs. Daizy Kapoor Guest Faculty	B.Com (Hons), M.Com, MBA
61.	Prof Bannerjee Guest Faculty	MA (Eco), M. Phil (Eco)

S.No	Name of the Faculty	Qualification
62.	Dr. Vibha Jain Guest Faculty	M.Com, M Phil, Ph.D
63.	Dr. K. Venkatasubramanian Guest Faculty	BE, PGDMM, DMM, DBM. Ph.D.
64.	S. Murlidharan Guest Faculty	B.Com (Hons), FCA
65.	Col. R K Mehta Guest Faculty	MCA, M Phil (IT), Mastesr in Material Management, MAIMEC (USA)
66.	Mr. R.C. Ashra Guest Faculty	L.L.B., M.com, M.Phil(IB)
67.	Mr. Inderpreet Singh Guest Faculty	PGDBM (IIPM), MBA (PTU), M.Com (CCS)
68.	Mr.Manpreet Singh Guest Faculty	MCA, CWDM, Certified JAVA Developer
69.	Mr.Santanu Patnaik Guest Faculty	B.Sc(Hons), MCA, M.Tech
70.	Mr. Aditya Vij Guest Faculty	MPM, MBA
71.	Mr. L.R.Lamba Guest Faculty	B.Sc., M.Sc. B.Ed.
72.	Prof. Bannerjee Guest Faculty	MA(Eco), M. Phil(Eco)
73.	Dr. Sachin Sethi Guest Faculty	MBA(Finance), Ph.D.
74.	Mr. Harpreet Singh Makkar Guest Faculty	CS, ICWA, MBA

TECHNICAL / SUPPORTING STAFF

Sr. No.	Name	Designation	Sr. No.	Name	Designation
1.	Mr. Mulani H. K.	Office Supritendent	22.	Mr. Harkesh Singh	Jr. Clerk
2.	Mr. Gajendra Mahajan	System Analyst	23.	Mr. Ajay Yadav	Jr. Clerk
3.	Mrs. Rajni Chaudhuary	PRO	24.	Mrs. Alka Dongde	Jr. Clerk
4.	Mr. Shashi Kant	Clerk	25.	Mrs. Kiran Sardana	Jr. Clerk
5.	Mr. Jasbeer Singh	Clerk	26.	Mr. Hemant Naithani	Jr. Clerk
6.	Mr. Inderkant	Clerk	27.	Mr. Pawan Rohella	Technical Satff
7.	Ms. Swati Sharma	Clerk	28.	Mr. Naresh Jha	Technical Satff
8.	Mr. S.N. Mishra	Clerk	29.	Lalit Kumar Jha	Lib. Attendant
9	Mr. Firoz Ali	Clerk	30.	Mr. Shyam Kr. Khandelwal	Driver
10.	Mrs. Sarita Lakra	Clerk	31.	Mr. Mukesh Kumar	Driver
11.	Amit Rana	Clerk	32.	Mr. Shyamlal Sharma	Peon
12	Ramesh Kumar	Clerk	33.	Mr. Sanjay Kumar	Peon
13.	Vijay Patwari	Clerk	34.	Mr. Pramod Kumar	Peon
14.	Mrs. Anuradha Singh	Clerk	35.	Mr. Vinod Kumar	Peon
15.	Mr. Tanaji Holmukhe	Jr. Clerk	36.	Mr. Prem Prasad Sharma	Peon
16.	Ms. Shivali Chadha	Jr. Clerk	37.	Mr. Ranbir Singh	Peon
17.	Mr. Vijay K. Idate	Jr. Clerk	38.	Mr. Premchand Sharma	Peon
18.	Mr. Suryekant B. Shinde	Jr. Clerk	39.	Mr. Ishwar Singh	Peon
19.	Mr. Anand Kadam	Jr. Clerk	40.	Mr. Rajnikant B. Karande	Peon
20.	Mr. Deepak B. Bhosle	Jr. Clerk	41.	Mr. Manish Kumar	Peon
21.	Mr. Vijay Bhosle	Jr. Clerk	42.	Mr. Amit Kumar	Peon
			43.	Mr. Deendayal	Peon
			44.	Mr. Ajeet Kumar	Peon

Sr. No.	Name	Designation	Sr. No.	Name	Designation
45.	Mr. Suresh Kumar	Peon	54.	Mr. Anil Kumar	Peon
46.	Mr. Naresh Kumar	Peon	55.	Mr. Santosh Nikam	Peon
47.	Mr. Dharampal	Peon	56.	Mr. Sanjeev Kumar	Peon
48.	Mr. Vipin Kumar (Sonu)	Peon	57.	Gulshan Sachdeva	Peon
49.	Mr. Prashant Patil	Peon	58.	Om Prakash	Peon
50.	Mr. Rajendra Pawar	Peon	59.	Mr. Ram Samujh	Gardener
51.	Mr. Sarad Lal	Peon	60.	Mr. Ram Saran	Gardener
52.	Mr. Vikram Mane	Peon	61.	Mr. Pankaj Kumar	Electrician
53.	Mr. Avinash Kamble	Peon			

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