



**BHARATI VIDYAPEETH**  
**(DEEMED TO BE UNIVERSITY)**  
**INSTITUTE OF MANAGEMENT & RESEARCH, NEW DELHI**  
A-4 Paschim Vihar, Rohtak Road, New Delhi – 110063

**Orientation Programme for BCA 1<sup>st</sup> year (2020-2023 batch) from 21<sup>st</sup> September to 4<sup>th</sup> October 2020**

Dear students,

It gives us immense pleasure to congratulate and welcome you to BVIMR family. You are going to be a part of a business school that will not only enhance your intellectual and professional skills but also provide a career path that will make a meaningful difference in your life. At BVIMR, we are devoted to provide stimulating learning environment, hand on experience and sound resources for building managerial skills required in this competitive environment.

The foundation of Bharati Vidyapeeth was laid down in the year 1964 by Late Dr. Patangraoji Kadam. Since then, the trust has grown many folds due to the foresight and visionary leadership of its founder and is currently privileged of having 187 educational institutions under its aegis imparting quality education from pre-primary to doctoral research level.

We cognize that the pleasure of joining a new institution is accompanied by feeling of excitement, nervousness and anxiety. Keeping this in mind and to know you better in the coming days, the institute has planned an “ORIENTATION PROGRAMME” to familiarize you with various aspects of university, institute, courses, faculty and much more. **Accordingly, you are required to ensure your presence at Microsoft teams’ portal of BVIMR at 9:00am on 21<sup>st</sup> September 2020.**

Lastly, if you have any question please feel free to contact Ms. Anuradha Nain (class coordinator BCA 1 Morning shift) and Mr. Mahesh Kumar Chaubey (Class Coordinator- BCA-1 Afternoon shift), [maheshkumar.chaubey@bharativedyapeeth.edu](mailto:maheshkumar.chaubey@bharativedyapeeth.edu)/[anuradha.nain@bharativedyapeeth.edu](mailto:anuradha.nain@bharativedyapeeth.edu) Please note that attendance is compulsory and absentees will be liable for disciplinary action.

Wish you a happy stay and fruitful journey at BVIMR!

**Mr. Mahesh Kumar Chaubey**  
(Programme Coordinator BCA 1<sup>ST</sup> SEM)

**Dr. A K Srivastav**  
HOD

**Dr. Vikas Nath**  
Director(I/C)

# Schedule for Orientation Programme

BCA 1<sup>st</sup> Semester (2020 -2023 Batch) Morning Shift  
(21-Sep-2020 TO 4-Oct -2020)

## DAY-1: 21<sup>st</sup> September 2020 (Monday)

Time	Particulars	Faculty
<b>Day -1</b>	<b>Programme Coordinator:</b> Mr. Mahesh Kr. Chaubey (Assistant Professor, BVIMR),	<b>Class coordinator:</b> Ms. Anuradha Nain (Assistant Professor, BVIMR),
09:00 AM - 09:30 AM	<b>Online Registration</b>	Ms. Anuradha Nain (Assistant Professor, BVIMR), Mr. Mahesh Chaubey (Assistant Professor, BVIMR),
09:30 AM - 10:00 AM	<b>Interaction with Class Coordinator</b>	Ms. Anuradha Nain (Assistant Professor, BVIMR)
10:05 AM - 11:00 AM	<b>An introduction to Bharati Vidyapeeth, Bharati Vidyapeeth University &amp; its Constituent Units</b>	Dr. A.K Srivastav (Professor, BVIMR)
11:05 AM - 11:50 AM	<b>How to use Microsoft Teams?</b>	Dr. Bhawna Duggal (Assistant Professor, BVIMR),
11:50 AM-12:05 PM	<b>Break</b>	
12:05 PM - 01:00 PM	<b>Journey from School to College</b>	Mr. Andrew (Senior Manager - Institutional Engagements (UPES))

## DAY -2: 22<sup>nd</sup> September 2020 (Tuesday)

<b>Day -2</b>	<b>Programme Coordinator:</b> Mr. Mahesh Kr. Chaubey (Assistant Professor, BVIMR),	<b>Class coordinator:</b> Ms. Anuradha Nain (Assistant Professor, BVIMR)
09:00 AM - 09:50 AM	<b>Exam Rules</b> by Exam Incharge (Eligibility Issues, CBCS System, ATKT Rules, Important Notices to be followed regarding exams, Details about <b>Environmental studies exam</b> , issues related to <b>Year back</b> )	Dr. Ajay Sahni (Assistant Professor, BVIMR)
10:00 AM - 10:50 AM	<b>Virtual Tour of BVIMR</b>	Dr. Ashima Bhatnagar (Assistant Professor, BVIMR)
11:00 AM-11:50 AM	<b>A Talk by HOD and Discipline Committee</b> on student welfare issues such as Ragging, Grievance handling, Dress Code and Discipline, Attendance	Dr. A.K Srivastav (Professor, BVIMR), Mr. Anuj Kumar (Assistant Professor, BVIMR)
11:50 AM -12:05 PM	<b>Break</b>	

12:05 AM - 1:00 PM	<b>Session on online Education and its challenges</b>	Ms. Jigyasa (Associate Analyst at E&Y)
<b>DAY -3: 23<sup>rd</sup> September 2020 (Wednesday)</b>		
<b>Day -3</b>	<b>Programme Coordinator:</b> Mr. Mahesh Kr. Chaubey (Assistant Professor, BVIMR),	<b>Class coordinator:</b> Ms. Anuradha Nain (Assistant Professor, BVIMR)
09:00 AM - 09:50 AM	<b>A Snippet of BCA program7</b> (Relevance of the course pack, PTM, Attendance etc.)	Mr. Mahesh Kr. Chaubey (Assistant Professor, BVIMR),
10:00 AM - 10:50 AM	<b>Session by IT Department -Rules &amp; Regulations of</b> Computer Labs, IT resources (H/W & S/W)	Mr. Ajay Kumar (Assistant Professor, BVIMR),
11:00 AM - 11:50 AM	<b>Online Industrial Visit and Placement</b>	Ms. Neelam Sharma (Associate Professor, BVIMR)
11:50 AM-12:05 PM		
12:05 PM - 1:00 PM	Introduction to Knowledge Resource Centre at BVIMR (library Resources &Library Rules)	Dr. Anoop Kumar Pandey Associate Professor at BVIMR)
<b>DAY - 4: 24<sup>TH</sup> September 2020 (Thursday)</b>		
<b>Day-4</b>	<b>Programme Coordinator:</b> Mr. Mahesh Kr. Chaubey (Assistant Professor, BVIMR),	<b>Class coordinator:</b> Ms. Anuradha Nain (Assistant Professor, BVIMR)
9:00AM - 09:50 AM	Effective use of MS Office	Mr. Rakesh Chawla (Guest faculty at BVIMR)
10:00 AM -10:50 AM	Importance of Ethics in life	Mr. Jeevan's (Financial Analyst-Fidelity International)
11:00 AM – 11:50 AM	<b>A session on ERP (www.bvimrcampus.com)</b>	Mr. Mahesh Kr. Chaubey (Assistant Professor, BVIMR),
11:50 AM-12:05 PM	<b>Break</b>	
12:05 PM -1:00 PM	Carrier Path in Data Science	Mr. Priyank Aneja Business Analyst Capgemini India
<b>DAY- 5: 25<sup>TH</sup> September 2020 (Friday)</b>		
<b>Day -5</b>	<b>Programme Coordinator:</b> Mr. Mahesh Kr. Chaubey (Assistant Professor, BVIMR),	<b>Class coordinator:</b> Ms. Anuradha Nain (Assistant Professor, BVIMR)
9.00AM to 9:50 AM	Management lessons from Shrimad Bhagwat Geeta	Mr. Sanjoy Roy (Assistant Professor, BVIMR),
10:00 AM- 10:50 AM	Introduction to Alumni Association (United Brethren)	Ms. Roopa Prajapati (Alumni, BVIMR)
11:00 AM – 11:50 AM	<b>Cyber Security (How to secure yourself)</b>	Dr. Sunil Gupta (Jt. Chief-IT/HR&A & CIO in the Economic Research unit of Ministry of Steel)
11:50 AM - 12:05 PM	<b>Break</b>	

12.05 PM-1.00 PM	Introduction with BVIMR Faculties (Regular)	All Regular Faculty members
<b>DAY- 6: 26<sup>TH</sup> September 2020 (Saturday)</b>		
<b>Day -6</b>	<b>Programme Coordinator:</b> Mr. Mahesh Kr. Chaubey (Assistant Professor, BVIMR),	<b>Class coordinator:</b> Ms. Anuradha Nain (Assistant Professor, BVIMR)
9.00AM to 9:50 AM	Session on Moodle	Dr. D.S. Bawa (Assistant Professor, BVIMR)
10:00 AM- 10:50 AM	<b>Emotional Intelligence and its relevance in the virtual world</b>	Mr. Laxman Maheshwari (Guest faculty at BVIMR)
11:00 AM – 11:50 AM	Session on Professional Grooming and Etiquettes	Ms. Amreen Khan (Head Recruitment and Training - Thrive Business Solutions)
11:50 AM- 12:05 PM		
12:05 PM-1:00 PM	Interaction with Nonteaching Staff Members	All Non-Teaching staff members.
<b>DAY-7: 28<sup>TH</sup> September 2020 Monday Bridge Course</b>		
<b>Day -7</b>	<b>Programme Coordinator:</b> Mr. Mahesh Kr. Chaubey (Assistant Professor, BVIMR),	<b>Class coordinator:</b> Ms. Anuradha Nain (Assistant Professor, BVIMR)
<b>9:00 AM - 9:50 AM</b>	Basics of MS office	Mr. Ajay Kumar (Assistant Professor, BVIMR)
<b>10:00 AM - 10:50 AM</b>	Basics of MS office	Mr. Ajay Kumar (Assistant Professor, BVIMR)
<b>11:00 AM - 11:50 AM</b>	Business Maths	Mr. Amit Grover (Guest Faculty Member, BVIMR)
<b>11:15 AM -12:05 PM</b>	<b>BREAK</b>	
<b>12:05PM-12:50 PM</b>	Business Maths	Mr. Amit Grover (Guest Faculty Member, BVIMR)
<b>Day -8: 29<sup>th</sup> September 2020 (Tuesday) Bridge Course</b>		
<b>Day -8</b>	<b>Programme Coordinator:</b> Mr. Mahesh Kr. Chaubey (Assistant Professor, BVIMR),	<b>Class coordinator:</b> Ms. Anuradha Nain (Assistant Professor, BVIMR)
<b>9:00 AM - 9:50 AM</b>	Basics of Programming	Ms. Gargi Mukherjee (Guest Faculty Member, BVIMR)
<b>10:00 AM - 10:50 AM</b>	Basics of Programming	Ms. Gargi Mukherjee (Guest Faculty Member, BVIMR)
<b>11:00 AM - 11:50 AM</b>	Business Maths	Mr. Amil Grover (Guest Faculty Member, BVIMR)
<b>11:15 AM -12:05 PM</b>	<b>Break</b>	
<b>12:05 PM-12:50 PM</b>	Business Maths	Mr. Amit Grover (Guest Faculty Member, BVIMR)

## DAY-9: 30<sup>ST</sup> September 2020 (Wednesday) Bridge Course

<b>Day -9</b>	<b>Programme Coordinator:</b> Mr. Mahesh Kr. Chaubey (Assistant Professor, BVIMR),	<b>Class coordinator:</b> Ms. Anuradha Nain (Assistant Professor, BVIMR)
<b>9:00 AM - 9:50 AM</b>	Basics of algorithms	Dr. D.S. Bawa (Assistant Professor, BVIMR)
<b>10:00 AM - 11:50AM</b>	Say No to Stress	Sister Sonika (BramhaKumaries)
<b>11:50 AM -12:05PM</b>	<b>BREAK</b>	
<b>12:05PM-12:50 PM</b>	Business Maths	Mr. Amit Grover (Guest Faculty Member, BVIMR)
<b>9:00 AM - 9:50 AM</b>	Basics of algorithms	Dr. D.S. Bawa (Assistant Professor, BVIMR)

## DAY -10:1st October 2020 (Thursday)

<b>Day -10</b>	<b>Programme Coordinator:</b> Mr. Mahesh Kr. Chaubey (Assistant Professor, BVIMR),	<b>Class coordinator:</b> Ms. Anuradha Nain (Assistant Professor, BVIMR)
<b>9:00 AM - 9:50 AM</b>	Basics of Programming	Ms. Gargi Mukherjee (Guest Faculty Member, BVIMR)
<b>10:00 AM - 10:50AM</b>	Introduction to Knowledge Resource Centre at BVIMR (library Resources & Library Rules)	Dr. Anoop Kumar Pandey Associate Professor at BVIMR)
<b>11:00 AM - 11:50 AM</b>	<b>Events @ BVIMR &amp; Publications</b> (Mirror, Harmony, and discuss about <b>SWACHH BHARAT</b> )	Dr Aparna Marwah (Assistant Professor, BVIMR) and Ms. Tripti Tiwari (Assistant Professor, BVIMR)
<b>11:50 AM -12:05 PM</b>	BREAK	
<b>12:05PM-12:50 PM</b>	Business Maths	Mr. Amit Grover (Guest Faculty Member, BVIMR)

## DAY-11: 2nd October 2020 (Friday)

<b>Day -11</b>	<b>Programme Coordinator:</b> Mr. Mahesh Kr. Chaubey (Assistant Professor, BVIMR),	<b>Class coordinator:</b> Ms. Anuradha Nain (Assistant Professor, BVIMR)
<b>9:00 AM - 9:50 AM</b>	Basics of Programming	Ms. Gargi Mukherjee (Guest Faculty Member, BVIMR)
<b>10:00 AM - 10:50 AM</b>	Basics of Programming	Ms. Gargi Mukherjee (Guest Faculty Member, BVIMR)
<b>11:00 AM - 11:50 AM</b>	Business Maths	Mr. Amit Grover (Guest Faculty Member, BVIMR)
<b>11:50 AM -12:05 PM</b>	BREAK	
<b>12:05 PM-12:50 PM</b>	Business Maths	Mr. Amit Grover (Guest Faculty Member, BVIMR)

## DAY-12: 3<sup>rd</sup> October 2020 (Saturday)

<b>Day -12</b>	<b>Programme Coordinator:</b>	<b>Class coordinator:</b>
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	Mr. Mahesh Kr. Chaubey (Assistant Professor, BVIMR),	Ms. Anuradha Nain (Assistant Professor, BVIMR)
<b>9:00 AM - 9:50 AM</b>	Basics of algorithms	Dr. D.S. Bawa (Assistant Professor, BVIMR)
<b>10:00 AM - 10:50 AM</b>	Basics of algorithms	Dr. D.S. Bawa (Assistant Professor, BVIMR)
<b>11:00 AM - 11:50 AM</b>	Business Maths	Mr. Amit Grover (Guest Faculty Member, BVIMR)
<b>11:50 AM -12:05 PM</b>	BREAK	
<b>12:05 PM-12:50 PM</b>	Business Maths	Mr. Amit Grover (Guest Faculty Member, BVIMR)

**Attendance is Compulsory for all sessions**

*We wish you a very happy and fruitful educational journey at bvimr*

*Mr. Mahesh Chaubey: Program Coordinator- BCA I (Morning shift/Afternoon Shift)*

*Ms. Anuradha Nain : Class coordinator BCA-I Morning Shift*