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PROCESS COMPENDIUM

BBA/BCA

2016-19

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BVIMR *At A Glance*



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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. Shivaji Rao 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 welcome the students where the business world is changing rapidly. Over the years, emerging challenges & changes in the global economic environment have created a need for professionals educated in business management. 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 help the students to get groomed & hence to serve the nation with their intelligence with emotional stability 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 for the last fifty glorious years 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 put in their best efforts for achieving 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. Vikas Nath

(B. Sc (H), MBA, Ph.D.)
Director BVIMR
New Delhi.

Dear Students,

Choosing the right career option is one of the biggest challenges, particularly for students heading from school to higher education. These are the years which would provide help to the students to make them successful in day to come. We, at BVIMR, help our students to draw path in the field of Business Management and Computer Application.

The institution believes in making learning effective as all activities are organized in order to make our students a good manager and software engineer since these are student driven and student centered. It organizes a plethora of events for sharpening the academic and extra co-curricular talents of students like participation in Seminars, workshop, Conferences, Research Paper Writing Competition, cultural & management / Tech fest, Industrial Visits to impart and enhance the practical hands on experience, Oracle, C++ , JAVA, .Net SPSS, MS-OFFICE suite to orient their analytical skills, to enhance the soft skills and boost their confidence level.

Thus, students are the most important stakeholder and their ingest& zest in our activities is crucial for the overall development of the student.

We, at BVIMR, therefore not just help our young students successfully handle the change from their school life to college life, but also ensure that our students imbibe the right values, ethics and hone the skills essential for future managers, software engineers and entrepreneurs.

As the Director for the program, I welcome you to join BVIMR. The BVIMR family would be delighted to be a part of your journey for higher education!



Dr. Vikas Nath
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 Co-operative Bank, Co-operative Sugar factory, Charitable Hospitals and Research Centers.

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:

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 green 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, computer labs 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.

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 result in the faculty to fine tunes 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 collaborate with a broad range of agencies to develop and execute research/consultancy projects.



BHARATI VIDYAPEETH UNIVERSITY, PUNE, INDIA

QUALITY ASSURANCE POLICY

QUALITY IS A FUNCTION OF PERCEPTION, PASSION AND PRIDE

We at Bharati Vidyapeeth University are committed to make quality an intergral part of all academic and administrative activities of the university. The university Quality Assurance Policy (QAP) objectives and practices include:

- To have in place internal systems of Quality Assurance for continuous self assessment of its performance and work towards Quality sustenance and quality enhancement;
- To facilitate creation of student – centric learning environment for promoting outcome based quality education;
- To develop and adapt International quality benchmarks/parameters for various academic and administrative activities to become a World – Class University;
- To maintain performance date of students, staff and institution through effective use of ICT for continuous monitoring and improvement of quality;
- To undertake training and development activities for staff to build their competencies to operationlise quality practices;
- To internalize and institutionalize Quality Culture in the University; and
- To prepare Annual Quality Assurance Report (AQAR) for critical review of performance and to prepare future plans to enhance quality.

QUALITY IS A FUNCTION OF PERCEPTION, PASSION AND PRIDE

What does it mean?

- **PERCEPTION** is a particular way of looking at things. Here it refers to looking at things from Quality Perspective.
- **PASSION** is an intense enthusiasm for something. Here it a passionate enthusiasm for Quality.
- **PRIDE** is a feeling of deep satisfaction or pleasure for achievements. Here it refers to pride of individuals and institutions for their achievements in Quality and Excellence.

STUDENTS FIRST



VISION

To be a world class institute for social transformation through dynamic education.



MISSION

- ★ To provide inclusive borderless access to management and technical education based on merit;
- ★ To create education system to meet the changing and diverse needs of society and industry in a global context;
- ★ To provide quality higher education for liberation of mind and empowerment of hands;
- ★ To promote quality research in management and technical aspects for a holistic community development;
- ★ To develop national and international networks with industry, NGOs and research bodies to meet the expectation of the stakeholders;
- ★ To promote extensive use of ICT for enrichment of teaching learning for effective system creation;
- ★ To make quality an integral part of all the institutional operations by promoting innovative practice;



QUALITY POLICY

- ★ To have in place internal systems of quality assurance for continuous self-assessment of its performance and quality enhancement.
- ★ To facilitate creation of student centric learning environment for promoting outcome based quality education.
- ★ To develop and adapt international quality benchmarks/ parameters for various academic and administrative activities to become a world class institute.
- ★ To maintain performance data of students, staff and institution through effective use of ICT for continuous monitoring and improvement of quality.
- ★ To undertake training and development activities for staff to build their competencies to operationalize quality practice.
- ★ To internalize and institutionalize quality culture in the institute.
- ★ To prepare Annual Quality Assurance Report (AQAR) of the institute for critical review of performance and to prepare future plan to enhance quality.

Unique Features

Knowledge Resource Center (Library)

BVIMR Library is a knowledge resource center with over 44000 books and over 179 National and International Journals and Magazines. It is a fully computerized library with open access system. A separate research section has a good stock of old issues of Journals/ Magazine/ News Papers and research reports. The Library has subscribed EBSCO on-line Journal, which is a collection over 1200 e-journals. The digital library contains a number of CDs/ Video cassettes and is linked to various resource centers through broadband of 20 Mbps. Institute is the member of American Library & British Council in India. The state-of-art, fully air-conditioned library has all modern facilities to service the students & research scholars.

Online Collection	EBSCO (1200 Online Journals)		
National	Journals : 47	Magazines : 34	Newsletters : 03
Exchange Programme	Journals : 50	Magazines : 01	Newsletters : 02
International	Journals : 37	Magazines : 05	

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 IBM XEON based servers ported with Windows 2003 server and Red hat Linux Server. The Computer Lab is also protected by Cyberoam firewall against unauthorized intrusion of viruses and spyware. In addition to the general software it also has PROWESS – (a corporate database) and SPSS. To add to the list a digital Library of 30 computers are also there. LCDs and Printer facility are available to faculty and students.

Internet / Wi-Fi - The center integrates itself with the rest of the world with 20 Mbps through leased line. The campus is Wi-Fi enabled too. Many students have laptop to access the Wi-Fi facilities.

BVIMR CAMPUS (an Academic ERP)

www.bvimrcampus.com is known as College Management System (CMS). It is web based academic management software and can be accessed through internet explorer or google chrome. It facilitates Teaching-learning process of students and faculty by enabling collaborative work. This portal enables the student to access notices/ circulars, assignments, syllabi, internal marks, 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 password to access the same during his/her stay with BVIMR. Student must provide their valuable feedback on academic process. 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 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 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 and staff members of the Bharati Vidyapeeth and for the public at large.

Sports Facilities

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

Medical Facility

BVIMR has provided an In-house medical room and doctor keeping in view of the health of students and staff. Doctor is available every day and provides necessary medical help to guidance to all students and staff. In addition to this, the institutes has tie-up with local nursing homes and hospitals for any emergency.

Health Centre

Keeping in view the physical fitness of the students and staff. BVIMR has provide the facility of Health Centre. It is equipped with air conditioner, state of the art equipment's 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 musical instruments.

Psychometric Lab

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

Foreign Language Lab

This is established to help the student's improve the interactive abilities through various software's and other online resources.

Hostel (Only for Girls)

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

Bharati Vidyapeeth Educational complex has a residential campus with two girls' Hostel Building, accommodating about 100 girl's students from BVIMR. The hostel has been provided with Internet connections, recreation center, comfortable dining halls and indoor games facilities. Newspaper, magazines, intercom connection and Cable T.V facilities are also available in both the hostels.

The hostel building is properly ventilated and provided with adequate lighting arrangement and required furniture. The hostellers are provided meals and breakfast at reasonable rates

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 its curriculum of management courses of this Institute:

Management of Excellence

The organizations which pursue innovative practices are the Centers 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, the institute nurtures the excellence by organizing various events, comprising of National/ International Conferences, Seminars, Workshops, FDP/MDPs, Corporate Meets, Social Activities, Entrepreneurship Development Centre, Research Activities, IT/ICT Workshops/Training Programs, Foreign Languages and Cultural Activities.

Strategic Human Resource Management

Human resource must play its parts 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.

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 syllabi.

Corporate Connect Personal & Professional Training

BVIMR conducts in-house training and grooming classes; Corporate Connect - Personal and Professional Skills (CCPPS), merged in the academic session that aims at sharpening the personal and professional skills of our management students and enabling them with the essential expertise on corporate code of conduct, business etiquettes and self-awareness which helps them emerge smarter and more dynamic individuals, Our Training modules and workshops under CCPPS aims to make the students more confident, assertive, and successful human beings who are aware of themselves and their surroundings. Various modules/workshops are designed

on; Self Awareness, General Awareness, IQ EQ Social Skills, Soft skills, Presentation Skills, Creativity, Communication Skills, Positive Attitude ,driven by what best works for our students. We passionately pursue innovation in our training methodologies that would lead our students to achieve successful I Career. Thus trainings provides a platform to our students to start improving on this ever evolving phenomenon called personality.

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 Sociality Responsible Investment Movement has given an impetus to 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 Checkup 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 prevention of 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 and 01125250120 or email to Dr.Aparna Marwah Bawa on aparnamarwah@gmail.com and/ or girl's hostel warden.

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

1. Forcing or attempting to compel a person into relationship;
2. Subjecting a person to unwanted attention or demands;
3. Punishing or retaliating against a person for refusal to comply with sexual demands;
4. Unwelcome physical advances or physical contact of sexual nature or conduct of sexual nature that is intimidating, demeaning, hostile or offensive;
5. Severe or persistent racial epithets, derogatory comments, joke or ridicule, directed to a specific person or persons about their race or ethnicity;
6. Defacement of a person's property based upon the race of the owner;
7. 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 the 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.

Certificate in Foreign Language (CFL)

All the students have to opt for one foreign language; of French or German, to enhance their employability skills and to prepare themselves for a global career.

Ranking/Ratings of BVIMR



Publications:-

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.

HARMONY: It is an annual magazine of the institute.

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.

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.
- **NATIONAL / INTERNATIONAL CONFERENCE:** Every year National or International Conference are organized on current & burning topics.
- **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.
- **MDP/FDP:** Various Management Development Programme (MDP) and Faculty Development Programme (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 collaborations 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 “AdarshMahavidyalaya 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.

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 their career paths by counseling, guiding, motivating and mentoring. The Corporate Resource Center is headed by Ms. Neelam Sharma under the able guidance of the Director-BVIMR, Dr Vikas Nath. BVIMR has a vibrant Placement Committee comprising of all Deans/HODs and Head CRC. CRC endeavours 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 is to provide excellent placement to students at par with the best management institutes of the country.

Vision of C.R.C

“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”.

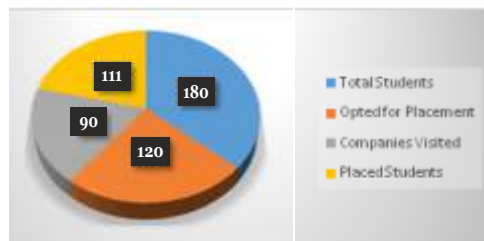
CRC Activities

- Close Industry relations and interaction ;
- To organize industrial visits for students;
- To invite industry key personnel to the institute for guest lectures, participating in seminars as panelists and as guests for various BVIMR functions;
- To empanel good and willing MNCs and Indian Corporate with the BVIMR as a key service provider;
- Tie-up with companies for placement , summer training, guest lectures , industrial visits etc.;
- Tie-ups and liasoning with professional and industrial bodies like AIMA CII, FICCI, Ph. D. Chambers of Commerce, ASSOCHAM, NHRD Network, Media channels etc. for various sponsored Programmes, projects, seminars etc. and providing industry exposure to the students;
- Organizing functions like Guruvandana-a corporate meet, Annual Function, Alumni Meet, Workshops and Seminars:
- To ascertain, plan, co-ordinate and organize workshops to groom students for their personality development, communication, Personality and attitude, group discussion and interviews.

Placement at A Glance 2015-16

Placement Chart 2015-2016

Total Students	180
Opted for Placement	120
Companies Visited	90
Placed Students	111



Sector wise Companies

Banking and Insurance	12
Aviation	1
Commerce	9
Consultancy	7
Education	1
Engg.	2
Marketing	25
FMCG	2
Hospitality	2
IT	6
Media & Adv.	21
Pharma	4
Real Estate	2
Research	2
Stock Mkt. & Trading	8
Telecomm	1



Summer Training Status 2015-16

Year in which students were placed	2016
Total number of students placed for summer projects	180
Minimum monthly stipend paid to students	Rs. 10000
Highest monthly stipend paid to students	Rs. 15000
Number of students placed without stipend being paid	30

Bharati Vidyapeeth Deemed University, Pune
Faculty of Management Studies

BACHELOR OF BUSINESS ADMINISTRATION PROGRAM (BBA)

Revised Course Structure

(To be effective from 2016-2017)

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 institutes 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 endeavor. 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 societal 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

BBA Programme Structure w.e. from July 2016

Year 1

Semester I				Semester II			
Code	Course Title	Credit Pattern	Examination	Code	Course Title	Credit Pattern	Examination
J010101	Business Organization & System	4	UE & IA	J010108	Principles of Management	4	UE & IA
J010102	Business Economics (Micro)	4	UE & IA	J010109	Business Economics (Macro)	4	UE & IA
J010103	Business Mathematics	4	UE & IA	J010110	Management Accounting	4	UE & IA
J010104	Business Accounting.	4	UE & IA	J010111	Fundamentals of Information Technology	4	UE & IA
J010105	Business Environment	4	UE & IA	J010112	Business Statistics – I	4	UE & IA
J010106	Business Communication	4	CA	J010213	Enhancing Personal and Professional Skills	4	CA
J010107	Foreign Language – I (Open Course)	2	CA	J010214	Foreign Language – II (Open Course)	2	CA

Year 2

Semester III				Semester IV			
Code	Course Title	Credit Pattern	Examination	Code	Course Title	Credit Pattern	Examination
J010215	Organizational Behavior	4	UE & IA	J010222	Business Laws	4	UE & IA
J010216	Principle of Marketing	4	UE & IA	J010223	International Business	4	UE & IA
J010217	Basic of Financial Management	4	UE & IA	J010224	Research Methodology	4	UE & IA
J010218	Management Information Systems	4	UE & IA	J010325	Human Resource Management	4	UE & IA
J010219	Business Statistics – II	4	UE & IA	J010326	Entrepreneurship Development	4	UE & IA
J010120	Road Safety and Management	4	CA	J010327	Industrial Exposure Skills	4	CA
J010221	Basics of Taxation (Open Course)	2	CA	J010328	Intellectual Property Rights (Open Course)	2	CA

Year 3

Code	Course Title	Credit Pattern	Examination	Code	Course Title	Credit Pattern	Examination
J010329	Service Management	4	UE & IA	J010336	Project Management	4	UE & IA
J010330	Introduction to Operations Research	4	UE & IA	J010337	Business Policy and Strategic Management	4	UE & IA
	Elective Paper I	4	UE & IA		Elective Paper III	4	UE & IA
	Elective Paper II	4	UE & IA		Elective Paper IV	4	UE & IA
J010333	Event Management	4	CA	J010340	Business Ethics	4	UE & IA
J010334	Summer Training Via & Report	4	IA	J010341	Disaster Management	4	CA
J010335	Environmental Sciences (Open Course)	2	CA	J010342	Current Trends in Management (Open Course)	2	CA

Marketing Management Electives

<i>Elective</i>	<i>Code</i>	<i>Course</i>
Elective – I	J0103M31	Customer Relationship Management.
Elective – II	J0103M32	Sales and Distribution Management.
Elective – III	J0103M38	Marketing Communication & Advertising.
Elective – IV	J0103M39	Digital Marketing

Finance Management Electives

<i>Elective</i>	<i>Code</i>	<i>Course</i>
Elective – I	J0103F31	Elements of Financial Services
Elective – II	J0103F32	Introduction to Management Control Systems
Elective – III	J0103F38	Elements of Corporate Finance
Elective – IV	J0103F39	International Finance and Financial Risk Management

Human Resource Management Electives

<i>Elective</i>	<i>Code</i>	<i>Course</i>
Elective – I	J0103HR31	Employee Relationship Management
Elective – II	J0103HR32	Labour Legislation
Elective – III	J0103HR38	Training and Development
Elective – IV	J0103HR39	Performance Appraisal Systems

International Business Management Electives

<i>Elective</i>	<i>Code</i>	<i>Course</i>
Elective – I	J0103B31	International Marketing
Elective – II	J0103B32	Export Import Procedure and Documentation
Elective – III	J0103B38	Basics of International Finance
Elective – IV	J0103B39	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 Electives

<i>Elective</i>	<i>Code</i>	<i>Course</i>
Elective – I	J0103B&I31	Principles of Banking
Elective – II	J0103B&I32	Principles of Insurance
Elective – III	J0103B&I38	Banking Law and Practice
Elective – IV	J0103B&I39	Practice of Life & General Insurance

Hospitality Management Electives

<i>Elective</i>	<i>Code</i>	<i>Course</i>
Elective – I	J0103HM31	Principles & Concepts of Hospitality Management
Elective – II	J0103HM32	Tourism Management – I
Elective – III	J0103HM38	Food, Beverages, nutrition and dietetics Management
Elective – IV	J0103HM39	Tourism Management – II

Financial Market Electives

<i>Elective</i>	<i>Code</i>	<i>Course</i>
Elective – I	J0103FM31	Introduction to Financial Markets and Financial Institutions
Elective – II	J0103FM32	Capital Market Operations
Elective – III	J0103FM38	Commodity Markets
Elective – IV	J0103FM39	Introduction to Derivatives – Equity and Currency

Note: Elective will be offered only if a minimum of 10% (10 percent) students opt for the same in semester V.

Bharati Vidyapeeth Deemed University, Pune
Faculty of Management Studies
BACHELOR OF COMPUTER APPLICATIONS (BCA)
COURSE STRUCTURE

1. THE BCA PROGRAMME

The Bachelor of Computer Applications (BCA) Program is a full time three year program offered by Bharati Vidyapeeth University (BVU), Pune and conducted at its management institutes in Delhi, Pune, Karad, Kolhapur, Sangli and Solapur. All the six institutes have excellent faculty, Laboratories, Library, and other facilities to provide proper learning environment. The six institutes are approved by AICTE to conduct BCA program, while the University itself is accredited by NAAC with an 'A' grade. The expectations and requirements of the Software Industry, immediately and the near future, are visualized while designing the BCA program. This effort is reflected in the Vision and Mission statements of the BCA program. The statements also embody the spirit of the vision of Dr. Patangraoji Kadam, the Founder of Bharati Vidyapeeth and Chancellor, Bharati Vidyapeeth University which is to usher in "Social Transformation Through Dynamic Education."

2. VISION STATEMENT OF BCA PROGRAM

To create high caliber solution architects and innovators for software development who will also be sensitive to societal concerns.

3. MISSION STATEMENT OF BCA PROGRAM

By teaching 'things just not words', 'how to think', and 'how to self-learn'.

4. OBJECTIVES OF THE BCA PROGRAM

The main objectives of this course are to prepare the youth to take up positions as system analysts, system engineers, software engineers, programmers and of course as versatile teachers in any area of computer applications. Accordingly the course curriculum aims at developing 'systems thinking', 'abstract thinking', 'skills to analyze and synthesize', and 'skills to apply knowledge', through 'extensive problem solving sessions', 'hands on practice under various hardware/software environments', 'three minor projects and 'one semester full-time industrial training'. 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 OUTCOMES FROM THE BCA PROGRAM

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 latest Application Development Environments.
- (c) Learn new technologies with ease and be productive at all times
- (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 THIS COURSE

Admission to the course is open to any graduate (10+2+3) of any recognized university satisfying the following conditions.

- (I) A candidate applying for the BBA/BCA Programme should have passed HSC (10+2) or equivalent examination from any statutory board situated in India.

The candidates who have appeared at the qualifying examination are also eligible to apply provided they complete their examination including practical Examinations, viva / assignments on or before the day of admission to the institute of their choice. Such candidates will have to produce marks statement at the time of admission. The admission of student, will remain provisional until the other necessary certificates in original, are submitted to the institute. The last date to submit all the certificates (except statement of marks) in original shall be **August 25th, 2016**, if certificates are not submitted by the said date or the eligibility is not granted, the admission would automatically stand cancelled. Under no circumstances will an extension of the deadline be made.

- ii The candidate should be an Indian national.
- III. Subject to the above conditions, the final admission is based solely on the merit at the all india entrance test (B-UMAT) conducted by Bharati Vidyapeeth University, Pune)

7. DURATION OF THE COURSE

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

SEMESTER-WISE COURSE STRUCTURE FOR BCA

SEMESTER I

Course Number	Course Title	Credit Value	#Lec.	#Tut.	#Lab.	Weightage for EoTE/IA	EoTE
101	Fundamentals of Information Technology	5	3	2	-	60%/40%	Univ.
102	Database Management Theory	5	3	2	-	60%/40%	Univ.
103	C Programming – I	5	3	2	-	60%/40%	Univ.
104	Principles of Management	4	2	2	-	60%/40%	Univ.
105	Lab on MS-Office Suite	2	-	-	4	60%/40%	Univ.
106	Lab on C Programming – I	2	-	-	4	60%/40%	Univ.
107	General Course-I Business English	2	2	-	-	Continuous Assessment	Institute
	Total	25	13	08	08		

SEMESTER II

Course Number	Course Title	Credit Value	#Lec.	#Tut.	#Lab.	Weightage for EoTE/IA	EoTE
201	Computer Organization and Architecture	5	3	2	-	60%/40%	Univ.
202	Applied Database Management Concepts using Oracle	5	3	2	-	60%/40%	Univ.
203	C Programming – II	5	3	2	-	60%/40%	Univ.
204	Financial and Management Accounting	4	2	2	-	60%/40%	Univ.
205	Lab on C Programming – II and Oracle	2	-	-	4	60%/40%	Univ.
206	Minor Project – I	2	-	-	4	60%/40%	Univ.
207	General Course II Business Communication	2	2	-	-	Continuous Assessment	Institute
	Total	25	13	08	08		

SEMESTER III

Course Number	Course Title	Credit Value	#Lec.	#Tut.	#Lab.	Weightage for EoTE/IA	EoTE
301	Operating Systems	5	3	2	-	60%/40%	Univ.
302	Software Engineering	5	3	2	-	60%/40%	Univ.
303	Data Structures	5	3	2	-	60%/40%	Univ.
304	Mathematics	4	2	2	-	60%/40%	Univ.
305	Lab on Data Structures	2	-		4	60%/40%	Univ.
306	Minor Project – II	2	-	-	4	60%/40%	Univ.
307	General Course III Environmental	2	2	-	-	Continuous Assessment	Institute
	Total	25	13	08	08		

SEMESTER IV

Course Number	Course Title	Credit Value	#Lec.	#Tut.	#Lab.	Weightage for EoTE/IA	EoTE
401	Computer Networks – I	5	3	2	-	60%/40%	Univ.
402	Software Testing	5	3	2	-	60%/40%	Univ.
403	Java Programming	5	3	2	-	60%/40%	Univ.
404	Statistics	4	2	2	-	60%/40%	Univ.
405	Lab on Java	2	-		4	60%/40%	Univ.
406	Minor Project – III	2	-	-	4	60%/40%	Univ.
407	General Course IV Aptitude – I	2	2	-	-	Continuous Assessment	Institute
	Total	25	13	08	08		

SEMESTER V

Course Number	Course Title	Credit Value	#Lec.	#Tut.	#Lab.	Weightage for EoTE/IA	EoTE
501	Introduction to the Internet Technologies	5	3	2	-	60%/40%	Univ.
502	Object Oriented Analysis and Design	5	3	2	-	60%/40%	Univ.
503	C# Programming	5	3	2	-	60%/40%	Univ.
504	Combinatorics and Graph Theory	4	2	2	-	60%/40%	Univ.
505	Lab on Internet Technology and C# Programming	2	-	-	4	60%/40%	Univ.
506	Introduction to Linux Operating System	2	-	-	4	60%/40%	Univ.
507	General Course V Aptitude – II	2	2	-	-	Continuous Assessment	Institute
Total		25	13	08	08		

SEMESTER VI

Course Number	Course Title	Credit Value	#Lec.	#Tut.	#Lab.	Weightage for EoTE/IA	EoTE
601	Information Security	5	3	2	-	60%/40%	Univ.
602	Business Intelligence	5	3	2	-	60%/40%	Univ.
603	Website Development	5	3	2	-	60%/40%	Univ.
604	Operations Research	4	2	2	-	60%/40%	Univ.
605	Lab on Website Development	2	-	-	4	60%/40%	Univ.
606	Minor Project – IV	2	-	-	4	60%/40%	Univ.
607	General Course VI Technical Interview Skills	2	2	-	-	Continuous Assessment	Institute
Total		25	13	08	08		

Grading System for Programmes under Faculty of Management Studies:

- Grade Points:** The Faculty of Management Studies, Bharati Vidyapeeth University has suggested the use of a 10-point grading system for all programmes designed by its various Board of Studies. A grading system is a 10-point system if the maximum grade point is 10. The system is given in Table I below.

Table I: The 10-point Grading System Adapted for Programmes under FMS

Range of Percent Marks	[80, 100]	[70, 79]	[60, 69]	[55, 59]	[50, 54]	[40, 49]	[00, 39]
Grade Point	10.0	9.0	8.0	7.0	6.0	5.0	0.0
Grade	O	A+	A	B+	B	C	D

Formula to calculate GP is as under:

Set $x = \text{Max}/10$ where Max is the maximum marks assigned for the examination (i.e. 100)

Formula to calculate the individual evaluation

Range of Marks	Formula for the Grade Point
$8x \leq \text{Marks} \leq 10x$	10
$5.5x \leq \text{Marks} \leq 8x$	Truncate (M/x) + 2
$4x \leq \text{Marks} \leq 5.5x$	Truncate (M/x) + 1

- Scheme of Examination:** For some courses there is Internal Assessment (IA) conducted by the respective institutes as well as a University Examination (UE) at the End-of-the Term. Both IA and UE will be conducted out of 100 marks and converted to grade points and grades using Table I above.

For courses there is only Continuous Assessment (CA) the respective institutes will evaluate the students in varieties of ways, three or four times, during the term for a total of 100 marks. Then the marks will be converted to grade points and grades using the Table I above.

- Standards of Passing & ATKT Rules:**

- For all courses UE and IA constitutes separate heads of passing (HoP) and learner must obtain 40% i.e. minimum Grade Point of 5.0 for UE and IA. OR If learner fails in IA he/she must obtain 25% of IA and GPA of 6.0 (50% in aggregate) in order to pass the course. However GPA will be calculated only if learner passes at UE.

The performance at UE and IA will be combined to obtain GPA with weights of 60% and 40% respectively.

Case. No	UE (Out of 60)	IA (Out of 40)	Total Marks (Out of 100)	GP of UE	GP of IA	GPA	Remarks
1	24	16	40	5	5	5	Pass
2	40	10	50	8	0	6	Pass
3	40	06	46	8	0	5	Fails at IA
4	20	40	-	0	10	0	Fails at UE
5	34	12	46	7	0	5	Fails at IA
6	20	15	-	0	0	0	Fails at UE and IA

- The student fails in UE course has to reappear at UE only as backlog to secure the GPA required to pass. Similarly if he fails in IA he has to reappear as backlog to secure the GPA required to pass.

c) **ATKT Rules:**

1. A student is allowed to carry backlog of any number of subjects for Semester IV.
2. A student must pass Semester I and Semester II to appear for Semester V.

d) **Criteria for award of honours at the end of programme.**

Range of CGPA	Final Grade	Performance Descriptor	Range of Marks (%)
$9.5 \leq \text{CGPA} \leq 10$	O	Outstanding	$80 \leq \text{Marks} \leq 100$
$9.0 \leq \text{CGPA} \leq 9.49$	A+	Excellent	$70 \leq \text{Marks} \leq 80$
$8.0 \leq \text{CGPA} \leq 8.99$	A	Very Good	$60 \leq \text{Marks} \leq 70$
$7.0 \leq \text{CGPA} \leq 7.99$	B+	Good	$55 \leq \text{Marks} \leq 60$
$6.0 \leq \text{CGPA} \leq 6.99$	B	Average	$50 \leq \text{Marks} \leq 55$
$5.0 \leq \text{CGPA} \leq 5.99$	C	Satisfactory	$40 \leq \text{Marks} \leq 50$
CGPA below 5.0	F	Fail	Marks below 40

CGPA is calculated by the formula

$$CGPA = \frac{\sum C_k * GP_k}{\sum C_k}$$

Where C_k = Credit Value assigned to the course

GP_k = Grade Point Average (GPA) obtained by the learner



Internal Assessment Components

Students will be judged based on the following criteria/parameter for Continuous Evaluation System (CES)

S.no	Criteria/Parameter	Percentage
1	Attendance and class Participation	5
2	Internal Written Examination	25
3a	Class Test	Best 2 out of 4 activities
3b	Assignments	
3c	Presentation	
3d	Case Studies	
	Total	40

Attendance Criteria

S.no	Attendance	Criteria Marks
1	Attendance more than 75%	5 marks
2	Attendance less than 75%	0 marks

Internal Examination Criteria

S.no	Internal Examination	Duration	Max Marks	Weightage
1	1st Internal Examination	2 hrs	40 marks	10 marks
2	2nd Internal Examination	2.5 hrs	60 marks	15 marks

Other Activities Criteria **

S.no	Activity	Marks	Weightage
1	class Test	10 marks	5 marks
2	Quiz	10 marks	5 marks
3	Presentation	10 marks	5 marks
4	Assignment	10 marks	5 marks

** In each subject four activities will be conducted of 10 marks each. Out of the four activities the best of two activities marks will be considered. The weightage of each activity will be of 5 marks.

Evaluation of Departmental Papers of BBA

S. No.	Course/ Sem	Subject	Max Marks	Particulars	Weightage of Marks Regular	Weight age of Marks B/L	Remarks
1	BBA-I	Business Communication	100	1st Internal	10%		
				CES (Unit 4 & 5, Letter, quiz, presentation)	10%		
				Attendance	5%		
				Viva	40%	40%	
				Departmental	35%	60%	Paper to be designed of 70 marks, it would be scaled down to 35 (for Regular) and 60 (B/L)
2	BBA-I	Foreign Language	100	1st Internal	10%		
				CES	10%		
				Attendance	5%		
				Departmental	75%	100%	Paper to be designed of 100 marks, it would be scaled down to 75
				1st Internal	10%		
3	BBA-II	Foreign Language	100	CES	10%		
				Attendance	5%		
				Departmental	75%	100%	Paper to be designed of 100 marks, it would be scaled down to 75
				1st Internal	10%		
				CES	10%		
4	BBA-II	Enhancing Personal and Professional Skills	100	Attendance	5%		
				Viva	40%	40%	
				Departmental	35%	60%	Paper to be designed of 70 marks, it would be scaled down to 35 (for Regular) and 60 (B/L)
				1st Internal	10%		
				CES (Assignment-Letters from Unit 5, quiz, presentation)	10%		
5	BBA-III	Road Safety And Traffic Management	100	Attendance	5%		
				Viva	40%	40%	
				Departmental	35%	60%	Paper to be designed of 70
				1st Internal	10%		
				CES (Assignment, Traffic Training Park Visit Report)	10%		

Contd....

6	BBA-IV	Industrial Exposure	100	Report (Part A,B,C & D)	50%	60%	
				Viva	50%	40%	
7	BBA-V	Summer Training Project	100	Report Preparation (evaluation by Internal guide)	50%	50%	
				Viva	50%	50%	
8	BBA-V	Event Management	100	1st Internal	10%		
				CES (Event Planning & Report, assignment, quiz, presentation)	10%		
				Attendance	5%		
				Viva	40%	40%	
				Departmental	35%	60%	Paper to be designed of 70 down to 35 (for Regular) and 60 (B/L)
9	BBA-VI	Current Trends in Management	100	1st Internal	10%		
				CES	10%		
				Attendance	5%		
				Viva	40%	40%	
				Departmental	35%	60%	Paper to be designed of 70 marks, it would be scaled down to 35 (for Regular) and 60 (B/L)
10	BBA-VI	Disaster Management	100	1st Internal	10%		
				CES (Presentation, Assignment-Report on any three major Disaster Management Activities)	10%		
				Attendance	5%		
				Viva	40%	40%	
				Departmental	35%	60%	Paper to be designed of 70 marks, it would be scaled down to 35 (for Regular) and 60 (B/L)

Evaluation of Department Papers BCA (2014 Course)

S. No.	Course/Sem	Subject	Max. Marks	Particulars	Weightage of Marks Regular	Weightage of Marks B/L	Remarks
1	BCA-I (2014 Course)	General Course-I Business English-I	100	1st Internal	10%		
				CES	10%		
				Attendance	5%		
				Departmental	75%	100%	Paper to be designed of 100 marks, for regular it would be scaled down to 75
2	BCA-II (2014 Course)	General Course-II Business Communication	100	1st Internal	10%		
				CES	10%		
				Attendance	5%		
				Departmental	75%	100%	Paper to be designed of 100 marks, for regular it would be scaled down to 75
3	BCA-III (2014 Course)	General Course-III Environmental Studies	100	1st Internal	10%		
				CES	10%		
				Attendance	5%		
				Departmental	75%	100%	Paper to be designed of 100 marks, for regular it would be scaled down to 75
4	BCA-IV (2014 Course)	General Course-IV Aptitude-I	100	1st Internal	10%		
				CES	10%		
				Attendance	5%		
				Departmental	75%	100%	Paper to be designed of 100 marks, for regular it would be scaled down to 75
5	BCA-V (2014 Course)	General Course-V Aptitude-II	100	1st Internal	10%		
				CES	10%		
				Attendance	5%		
				Departmental	75%	100%	Paper to be designed of 100 marks, for regular it would be scaled down to 75
6	BCA-VI (2014 Course)	General Course-VI Technical Interview Skills	100	1st Internal	10%		
				CES	10%		
				Attendance	5%		
				Departmental	75%	100%	Paper to be designed of 100 marks, for regular it would be scaled down to 75

Department of Foreign Languages

Imagine, Initiate, Inspire, Innovate

Vision : “Enhancement of professional and employability skills through cooperation and collaboration”.

Mission : “Providing foreign language learning and development ambience, opportunity and experience so as to develop students, faculty members, academia and industry for contribution in prevalent globalized economy”.

Objectives :

- Nurture soft skills components;
- Develop personality and professional skills;
- Value addition to the overall educational programme(s) ;
- Sharpen employability skills of students;
- Provide cross-cultural awareness and understanding;
- Develop emotional quotient of students;
- Develop global citizens and good human beings.



Since its inception in management education, BVIMR had been making a continuous strive towards excellence in imparting quality management education. Keeping in view the globalization of business and industry, BVIMR introduced two foreign languages; French and German in its curriculum in the year 2005. Qualified and experienced teachers groom students to acquire proficiency in the foreign languages to certificate levels.

Headed by Dr. Ajay Sahni; alongwith meaningful contribution of other foreign language faculty members, the department brings together nitty-gritty of these two languages under one umbrella with the sole purpose of providing a wonderful learning opportunity.

Knowledge of foreign language helps the students to gain knowledge about culture of various countries. It provides unique opportunities to enhance their knowledge and make them competent and accept challenges of working in MNCs and other blue chip companies, and facilitates cross cultural relations.

Sailent Features of Department of Foreign Languages (DOFL) :

- A separate section has been dedicated for the foreign language department in the institute’s annual publication, ‘Harmony’. The section includes various literary, news and general information articles contributed by the students.
- There is a state-of-art foreign language lab, to complement classroom learning and develop listening and speaking skills.
- The aim of Department of Foreign Languages is to create understanding about cross cultural relations and to enhance the overall personality, communication and presentation skills of students. Hence, knowledge of culture and civilization is an important part of foreign language education programme.
- A special segment is allocated to Department of Foreign Languages in the institute’s wall magazine.
- Students are evaluated on different linguistic competencies i.e. listening, reading, writing, and speaking.

Advantages of learning a foreign language; French/German

There are many reasons for learning a foreign language in general, and French and German in particular. Let's start with the general.

- Better Employment prospects– This means you have more job avenues and better remuneration packages.
- It enhances your overall personality. English has many words of foreign language origin. Many words are French and German. Just think about the impact you will create by pronouncing, say a French word/expression like; rendez-vous, en route, faux pas, a`la, correctly, or a German word like KINDERGARTEN correctly. When you learn a foreign language, you also discover the correct phonetics of words of foreign origin used in English, hence your English is also polished. Moreover, these words are used daily, about which you are unaware and pronounce them wrongly. So, the clarity of these basic things comes to you along with your language learning that really elevates you.
- Being bilingual enhances your accessibility to the world.
- If you know the language of a foreign country where you are going for further studies, you are easily absorbed in its mainstream.
- Languages like French and German give you added advantage, if you are planning to immigrate to Canada, Australia or New Zealand.
- With the coming of multinationals in India in a big way in all the spheres, has created tremendous demand for language professionals, in fields like; advertising, journalism, retail, hotels, tourism, international trade, engineering etc.

To sum up, foreign language learning enhances your overall personality, communication and presentation skills.

Course: Certificate in Foreign Language (CFL)

Course Structure :

The programme is designed to enable students to develop communication skills in the chosen language and to acquire a broad understanding of the society, history and culture within which these languages have developed and are used. Based on the conception of language as social and cultural practice, the programme integrates knowledge of social and political institutions, historical events, literary and cultural movements into the acquisition of the four linguistic skills - reading, writing, speaking and listening.

The Course is divided into 2 Semesters/Year

Standard of Passing:

A student will have to obtain minimum 40% marks/semester. To be eligible for certificate, a student must obtain 50% marks in aggregate/year.

Course Contents:-

Unit 1	Greetings and Salutations: how to say good morning, good bye, how are you etc. Alphabets, Phonetics, Pronunciation rules, basic expressions
Unit 2	Concept of verbs, verbs' groups, and basic verbs: to be, to have, their conjugation and framing of sentences in present tense, past tense, future tense in affirmative, negative and interrogative forms.
Unit 3	Interrogatives (how, what, where, when etc.), simple daily usage expressions, materials, clothes, colours, adjectives
Unit 4	Telling occupation, profession, nationality, address, countries' names, languages' names, adjectives, numbers: ordinal and cardinal (till 1000)/, measurements, time concepts
Unit 5	Articles – definite and indefinite articles / contracted and partitive articles, dishes, meals nouns – singular and plural
Unit 6	Personal pronouns, possessive pronouns, describing family and friends.
Unit 7	Verbs: regular, irregular, talking about one's dreams, preferences, likes and dislikes. Verbs concepts, regular and irregular verbs
Unit 8	Unseen passages; their understanding, analysis and comprehension; writing basic, elementary and simple texts, with emphasis upon culture and civilization.
Unit 9, Unit 10	Writing skills; essay, paragraph, letter, e-mail and other business related communication.

Award of Classes:

The award of class will be based on aggregate marks obtained by a student in each semester/year.

First class with Distinction	75%
First Class	60% and above but less than 74%
Second Class	50% and above but less than 60%
Failed	Less than 50%

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 authorized parking of Paschim Vihar East Metro Station.

Boys Do's	Girls Do's
Shirts	Shirts
Trouser	Trouser
Formal Shoes	Formal Shoes
Navy Blue blazers in Winters(compulsory)	Navy Blue blazers in Winters(compulsory)
Don'ts	Don'ts
T-Shirts/Jeans	T-Shirts/Jeans
Sports Shoes	Sports Shoes
Slippers/Floaters	Slippers/Floaters

- [5] In case of any kind of violence on the part of the student, he/she shall be expelled from the Institute.
- [6] 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.
- 6.1 Malpractice in Examinations: Students should not resort to malpractice in examinations, failing which they will be expelled from the exam
- [1] Regular attendance in all academic activities organized for the students is an essential requirement.
- [2] A student is expected to have 100% attendance in 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, International 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 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 sessions/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 should attend these events completely and during the time when the students 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

- a. All students admitted to various courses will be expected to attend all classes as per their time-table. Students will be allotted marks in

- b. Internal Assessment subject to their class participation and should have a minimum of 75% attendance in all subjects during a semester.
- c. Any damage to the property of the institute will invite penalty & disciplinary action by the discipline committee.
- d. No student will loiter in the campus premises. They will conduct themselves in a dignified manner at all times within and outside the institute.
- d. 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.
- f. Any form of indiscipline in the form of disregard for instructions given by faculty members and authorities, rowdy behavior, 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
- g. Students will actively organize and participate in Workshops, Conferences, and 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.
- h. No student will leave station without obtaining written approval from concerned class coordinators well in advance. However, student has to maintain 75% attendance criteria as laid down by the university.
- i. 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 / Authorized Personnel of such outside organization. They will observe dress code and timing for all such events.
- j. 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.
- k. Please note: You are under electronic surveillance in the campus (CCTV) at all times.

Knowledge Resource Center (Library) Rules

7.1 Library Rules are as follows:

- [1] While entering the Library, students are required to carry their identity card and should make proper record.
- [2] A late fee will be charged for each working day after the specified due date is over.
- [3] If the student does not return the books even after two months, he/she will lose the right of borrowing books until he/she returns the book(s) and clears the dues.
- [4] Loss of books should be reported in writing to the Librarian, replacement charge and fine must be Paid immediately.
- [5] Books Lost, defective or spoiled; shall have to be replaced or the borrower shall pay the double the amount of cost of the book, if it is an Indian publication and three times the cost if it is a foreign publication with late fine (if they fail to replace the book till the date of returning the books).
- [6] Books will be issued returned from Monday to Friday 9:00AM.to 7:00 P.M., Saturday 9:00AM.to 2:00P.M., Sunday 09:30A.M.to 02:00 P.M.
- [7] Students are informed to submit their identity card while entering the various sections of the Central Library.
- [8] 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 I 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 I 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 University examination or receiving Marks Sheet/ Degree.
- [14] Strict silence should be maintained in the Library. No discussion in any case would be allowed.
- [15] Two books will be issued to the students for 7 days but may be recalled earlier, urgently required by the Institute.
- [16] Due date for returning of the Books should be strictly followed otherwise fine of Rs. 2/- per day per book will be charged till the return of the books.
- [17] Exchange of Library Card (s) Identity Card is strictly prohibited as it is not transferrable. 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 Library facilities.

7.2.1 Audio-Visuals

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

Information Resource Centre (Computer Centre)

The Information Resource Center of BVIMR has the required infrastructure to cater to the needs of the Students and Faculty Members. 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 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) Smoking/Drinking is strictly prohibited.
- (4) Bags are not allowed in the Computer Center.
- (5) In case of any damage or missing of a computer's component the student who had last used the computer will have to bear the necessary cost.
- (6) Mobile phones must be switched-off and kept in the computer labs. Internet Service Rules The institute provides Internet services as a privilege and Internet Service Rules must be adhered to.
- (7) Copy all your files in CDs/Pen drives for their academic purposes. In order to avoid any loss of data, it is the sole responsibility of student (s) to the same via Email.
- (8) Keep on erasing your old files from the local/ network hard disks.
- (9) 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 unit of the Computer System .If there is any problem in the functioning of a particular computer system, get in touch with the Programmer of the Computer Center.
- (3) Don't bring you friends inside the Computer Center.
- (4) Don't bring any personal hardware item(s) in 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 in side the Computer Center.
- (7) ID card is to be shown and submitted 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 Rules:

- (1) Staff looking after Internet browsing activities is not responsible for the loss of student's internet hours due to reasons like, Power Failure, Link Failure, and 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 and facing legal action as well.

Academic Calendar (2016 -17)

S.No.	Date	Activity/Event	CRC Activities
1.	1 July 2016 Friday	Faculty Meeting (Regular & Visiting both) Submission of lesson plans by faculty to	Coordination with CMS for Data Bank of the students, parents and their industry references and list of companies Review and updating of existing Data Bank.
2.	4-14 July 2016 Mon-Thursday	Commencement of the session Orientation Program including Finishing School, Profiling etc. for MBA-I semester	Orientation cum Induction Program (Placement Activities)
3.	7 th July 2016 Thursday	Commencement of regular classes MBA-III Sem BBA/BCA- III & V Sem	
4.	18-21 July 2016 Mon-Wednesday	Orientation Program for BBA/BCA-I semester	
5.	18-19 July 2016	Reorientation Program for MBA-III semester	
6.	20 July 2016 Wednesday	Appointment of Class CR's & Submission of their names to HoD's & Director	Visit to Companies for placement, MOU, Summer Training, MDP etc.
7.	30 July 2016 Saturday	Welcome to fresher's MBA	
8.	6 Aug 2016 Saturday	Welcome to fresher's BBA/BCA	
9.	10 Aug 2016 Saturday	Submission of rough draft of summer training report by MBA- III & BBA-V Sem students	Compilation of the consolidated report of Summer training.
10.	10-20 Aug 2016	First Industrial Visit for selected classes (One Day only)	Feedback of students, First Industrial Visits for all classes
11.	22-30 Aug 2016 Mon-Tuesday	1 st Internal Examination all Classes	
12.	16 Sept 2016 Friday	Ozone Day cum Inter-class Competition	Follow up of companies by CRC
13.	24 Sep.2016 Saturday	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.
14.	3 Oct.2016 Monday	Summer Training Viva -MBA	Summer Training Viva
15.	4 Oct.2016 Tuesday	Summer Training Viva -BBA	Summer Training Viva

S.No.	Date	Activity/Event	CRC Activities
16.	7 th -15 th Oct 2016 Fri-Saturday	2 nd Internal Examination all Classes	Visit to companies for signing of MOU,MDP, Placement and Research
17.	26 Oct 2016 Wednesday	Last Teaching Day for all Classes	
18.	7 Nov 2016 Monday	Commencement of End term University Exams All Classes	
19.	12 Dec. 2016 Monday	Commencement of classes- All Semesters	Visit to companies for signing of MOU,MDP, Placement and Research
20.	17 Dec 2016 Saturday	Milap (Alumni & Corporate Meet)	
21.	6-8 Jan 2017 Fri-Sunday	Annual Sports Meet	
22.	27 Jan-2 Feb 2017 Wed-Tuesday	1st Internal Examination all Classes	
23.	17-18 Feb 2017 Fri-Saturday	Rena- (Annual Management & Cultural Festival)	
24.	16-22 March 2017 Thu-Wednesday	2 nd Internal Examination all Classes	Visit to Companies for placement, MOU, Summer Training, MDP etc.
25.	29 March 2017 Wednesday	Annual Day and Farewell to BBA/BCA final	Finalization of Summer Training
26.	30 March 2017 Thursday	Farewell to MBA final	
27.	31st March 2017 Friday	Last Teaching Day	Preparation of CRC calendar for next academic session.
28.	10 April 2017	Commencement of 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
29.	1 May-30 June 2017	Summer Training MBA-II Sem & BBA-IV Sem	Follow up for the progress of Summer Training- Fortnightly reports to be submitted to CRC.

*Above Dates are subject to change due to exigency.

Dr. Parul Agrawal
Dean Academics

Dr. Vikas Nath
Director

- ❖ Any new event shall be notified separately by notification for the same.
 - ❖ 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 vary next day to the Director.
- *Above Dates are subject to change due to exigency.
 ** Date subject to change.

List of Dean / HODs (Academic Session : 2016-17)

Area-Responsibility	Name of the Head
Dean Academics	Dr. Parul Agrawal
Dean Academics (CS)	Dr. A. K. Srivastav
Dean Students Welfare	Dr. Daljeet Singh Bawa
Dean Administration	Dr. Parul Agrawal
Associate Dean Administration	Ms. Deepa Kapur
HOD-BBA I (Morning Shift)	Dr. Nitu Jain
HOD-BBA II (Morning Shift)	Dr. Geetu Tuteja
HOD-BBA III	Dr. Ritu Bali
HOD-BBA I (2nd Shift)	Dr. Navneet Gera
HOD-BBA II (2nd Shift)	Dr. Ashima Bhatnagar
HOD-BCA	Mr. M. K. Chaubey

List of Committees (Academic Session : 2016-17)

Name of Department/Committee	Incharge / Chairperson	Members
Incharge - Examination Cell (PG)	Mr. Ajay Kumar	Dr. A. K. Srivastav
Incharge - Examination Cell (UG)	Dr. L. K. Tyagi	Ms. Minakshi Sati
		Mr. Sanjay Roy
Chairperson - IQAC/NAAC	Dr. Parul Agarwal	Dr. Shallu Singh
		Dr. Anjali Sharma
		Dr. Aparna Marwah
		Dr. Ritu Bali
Timetable - BBA	Dr. Parul Agarwal	
Timetable - BCA	Dr. Daljit Singh Bawa	
Timetable - MBA	Dr. Preeti Wadhwa	
Research & Development Committee	Dr. R. K. Sharma	Dr. Pankaj Saini
Ranking/ AICTE/ Surveys	Ms. Deepa Kapur	Dr. Aparna Marwah
		Dr. Ritu Bali
Head - Foreign collaboration	Dr. Ajay Sahni	
Website	Mr. Ajay Kumar	Mr. Ankit Barua
LAB Secretary	Ms. Deepa Kapur	
DHM Secretary/Planning & Monitoring Board	Ms. Deepa Kapur	
Media & Publicity	Mr. Ankit Barua	
CMS-ICT Committee	Mr. M.K. Chaubey	Mrs. Tripti Tiwari
Library	Dr. R.K. Sharma	
Infrastructure & Hostel	Dr. A. K. Srivastav	
Foreign Language	Dr. Ajay Sahni	
Placement Head	Ms. Neelam Sharma	

Name of Department/Committee	Incharge / Chairperson	Members
Faculty Coordinator Placements	Dr. L. K. Tyagi	
T&D/ FDP	Dr. L. K. Tyagi	
Eligibility	Mr. Sanjoy Roy	
Learning Resource Devlpt. Committee	Dr. R. K. Sharma	
Alumni	Dr. A. K. Srivastav	
Staff Welfare	Dr. Aprana Marwah	
Anti Ragging	Dr. R. K. Sharma	Dr. Daljeet Singh Bawa
Psychometric Lab	Dr. Shallu Singh	
ED Cell	Dr. Sanjay Manocha	
PhD Cell		
Journal	Dr. Preety Wadhwa	
Music	Ms. Rupam Jyoti Das	
Social & Cultural Club	Mrs. Seema Chaudhary	
	Ms. Rupam Jyoti Das	
Prevention of Sexual Harassment	Dr. Ashima Bhatnagar	
Wall Magazines	Dr. Aarushi Malhotra	
	Ms. Supreet Wahi	

Teaching Staff

S.No.	Name of the Employee	Designation	Qualification
1	Dr. Vikas Nath	Professor & Director	MBA, PhD (Mgmt.)
2	Dr. R.K. Sharma	Professor	M Com, MBA , Ph.D.
3	Mr. A.R. Deshmukh	Director, SDE & Librarian	M. Lib, MBA, PGDBM, Ph.D. (Pursuing)
4	Dr. Lokinder Kumar Tyagi	Associate Professor	MBA, M.Phil., AMT (AIIMA), Ph.D.
5	Dr. A. K. Srivastav	Associate Professor	MA, MPM, MCM, Ph.D.
6	Mrs. Neelam Sharma	Associate Professor	MBA
7	Dr. Parul Agrawal	Associate Professor	MBA, Ph.D.
8	Mr. Gagan Grover	Associate Professor	MA (Eco.), UGC (Net), MBA, Ph.D. (Pursuing)
9	Dr. Preety Wadhwa	Associate Professor	PGDM, MMM, UGC (Net.), Ph.D.
10	Dr. Shallu Singh	Associate Professor	MBA, UGC (Net), Ph.D.
11	Dr. Brotho R. Bhardwaj	Associate Professor	Post Doc, Ph.D. (IIT, Delhi), MBA (Gold Medalist, IIT Delhi), B.Tech, UGC NET
12	Dr. Navneet Gera	Associate Professor	M.Com, MIB, M.Sc. (IT), Ph.D., UGC NET
13	Dr. Anoop Pandey	Associate Professor	B.Com, M.Com, Ph.D.
14	Dr. Ashima Bhatnagar	Assistant Professor	MBA (HR), Ph.D.
15	Dr. Sanjay Manocha	Assistant Professor	MBA, M.Phil. PG Dip. In Retail Mgmt., Ph.D.
16	Dr. Geetu Tuteja	Assistant Professor	MBA, Ph.D.
17	Mr. Ajay Kumar	Assistant Professor	MCA, Ph.D. (Pursuing)
18	Dr. Daljeet Singh Bawa	Assistant Professor	PGDCA, MCA, M.Phil.(C.S.), Ph.D.
19	Dr. Anjali Sharma	Assistant Professor	MBA, M.Phil., Ph.D.
20	Dr. Ritu Bali	Assistant Professor	M.Com, MMS, M.Phil., Ph.D.
21	Mrs. Bhawna Dhawan	Assistant Professor	MBA, M.Phil., Ph.D. (Pursuing)
22	Mr. Mahesh Kumar Chaubey	Assistant Professor	PGDCA, MCA, Ph.D. (Pursuing)
23	Mr. Sanjoy Roy	Assistant Professor	MBA, UGC Net
24	Mrs. Seema Chaudhary	Assistant Professor	MA (English) ,M. Phil
25	Dr. Pankaj Saini	Assistant Professor	MBA, Ph.D.
26	Dr. Neetu Jain	Assistant Professor	MA (Eco),M. Phil, Ph.D (Pursuing)
27	Dr. Aparna Marwah Bawa	Assistant Professor	MBA, MCA, Ph.D.
28	Dr. Aarushi Kataria	Assistant Professor	MBA (FM & Mkt.), Ph.D. (Pursuing)
29	Mrs. Supreet Wahe	Assistant Professor	MCA, Dip in Personal Mgt, B Ed., Ph.D. (Pursuing)
30	Mrs. Tripti Tiwari	Assistant Professor	MBA (FM & Mkt.), Ph.D.(Pursuing)
31	Ms. Nishu Marwah	Assistant Professor	MBA, Ph.D. (Pursuing)
32	Dr. Ajay Sahni	Assistant Professor	MMM, Dipl. in Tourism Mgt., Mktg. & Advt. Adv. Dip.- French, DELF BB I. ,Dip.- Spanish, Portuguese, Ph.D.
33	Mrs. Nancy Goel	Assistant Professor	MBA(IB), UGC -NET (MGT), PhD (Pursuing)
34	Mrs. Rupam Jyoti Das	Assistant Professor	PGDBM (HR/Mktg), Diploma in Labour Law
35	Mrs. Bhavika Batra	Assistant Professor	PGDFP, MBA, UGC-NET
36	Ms. Minakshi Sati	Assistant Professor	MBA (Mktg/Finance)
37	Mr. Rahul Gupta	Assistant Professor	MBA (Fine), UGC - NET
38	Mrs. Savneet Kaur	Assistant Professor	PGDM in Retail Mgt, MBA (Mktg), PhD (Pursuing)
39	Ms. Indu Rani	Assistant Professor	MBA
40	Ms. Sonal Singh	Assistant Professor	B.tech, MBA
41	Dr. Shradha Sachin Vernekar	Assistant Professor	MBA, Ph.D.
42	Mrs. Gagandeep Kaur	Asst. Training & Placement Officer	MBA
43.	Ms. Megha Sehgal	Assistant Professor	B.tech, M.tech
44.	Mr. Anuj Kumar	Assistant Professor	MBA
45.	Ms. Anuradha	Assistant Professor	MBA

Technical / Supporting Staff

Sr. No.	Name	Designation	Sr. No.	Name	Designation
1	Mr. Gajendra Mahajan	System Analyst	31	Mr. Sanjay Kumar	Peon
2	Mrs. Anuradha Singh	Sr. Clerk	32	Mr. Vinod Kumar	Peon
3	Mr. Tanaji Holmukhe	Jr. Clerk	33	Mr. Pramod Kumar	Peon
4	Ms. Shivali Chadha	Jr. Clerk	34	Mr. Ranbir Singh	Peon
5	Mr. Vijay K. Idate	Jr. Clerk	35	Mr. Premprasad Sharma	Peon
6	Mr. Dipak Bhosale	Jr. Clerk	36	Mr. Ishwar Singh	Peon
7	Mr. Harkesh Singh	Jr. Clerk	37	Mr. Premchand Sharma	Peon
8	Mrs. Alka Dongde	Jr. Clerk	38	Mr. Manish Kumar	Peon
9	Mrs. Kiran Sardana	Jr. Clerk	39	Mr. Vipin Kumar	Peon
10	Mr. Hement Naithani	Jr. Clerk	40	Mr. Santosh Nikam	Peon
11	Mr. Shashi Kant	Clerk	41	Mr. Sharad Lad	Peon
12	Mr. Jasbir Singh	Clerk	42	Mr. Avinash Kamble	Peon
13	Mr. Indra Kant	Clerk	43	Mr. Rajendra Pawar	Peon
14	Ms. Swati Sharma	Clerk	44	Mr. Prashant Patil	Peon
15	Mr. Firoz Ali	Clerk	45	Mr. Dharampal	Peon
16	Mrs. Sarita Lakra	Clerk	46	Mr. Sanjeev Kumar	Peon
17	Mr. Vijay Patwari	Clerk	47	Mr. Ajeet Kumar	Peon
18	Mr. Amit Rana	Clerk	48	Mr. Amit Kumar	Peon
19	Mr. Ramesh Kumar	Clerk	49	Mr. Naresh Kumar	Peon
20	Mr. Pravindra Singh	Clerk	50	Mr. Gulshan Sachdeva	Peon
21	Mr. Naveen Kumar	Clerk	51	Mr. Deendayal	Peon
22	Mr. Santosh Kumar	Clerk	52	Mr. Om Praksh	Peon
23	Mr. Digvijay Sharma	Clerk	53	Mr. Suresh Kumar	Peon
24	Mr. Pawan Rohilla	Technical Staff	54	Mr. Anil Kumar	Peon
25	Mr. Naresh Jha	Technical Staff	55	Mr. Vikas Kumar	Peon
26	Mr. Shyam Kr. Khandelwal	Driver	56	Mr. Divyank	Peon
27	Mr. Mukesh Kumar	Driver	57	Mr. Yogesh Mane	Peon
28	Mr. Lalit Kumar Jha	Library Attendant	58	Mr. Snehal Kale	Peon
29	Mr. Pankaj Kumar	Electrician	59	Mr. Ram Samujh	Gardener
30	Mr. Shyamlal Sharma	Peon	60	Mr. Ram Saran	Gardener

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DELIVER LECTURES
ANNUALLY

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VISIT COMPANIES
EVERY YEAR FOR
CAMPUS PLACEMENT

15,00,000+
ALUMNI NETWORK
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FIRMS ACROSS
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RESEARCH PAPERS
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