Bharatiya Vidya Bhavan Institute of Management Science.

RULES & REGULATIONS

Bharatiya Vidya Bhavan Institute of Management Science is an Institute of higher learning. It provides high quality education in the field of management, conducts research and consultancy in related areas. The Institute aims at creating a work atmosphere and providing the facilities that a student needs to become a successful manager and an able citizen. The rules and regulations, the guidelines and implementation thereof are directed towards this end. As students, they have to make good use of them and help one another in using this for achieving the objectives of their study.

These Rules & Regulations shall be applicable to all students of BBA , MBA & BCA of BIMS, Kolkata.

These Rules & Regulations serve as a constructive notice to all students. Every student is expected to have a copy of this and go through this carefully. Onus of ignorance will be on the student and will not be a ground of consideration. The Institute reserves its right to amend the Rules & Regulations.

Part-I

THE DISCIPLINE

1.0 Discipline

The Institute attaches great importance to integrity, conduct and a disciplined life. A sense of responsibility accompanied by a high degree of maturity is expected from all students.

1.1. The following breaches of discipline are considered as serious offence and will invite immediate expulsion and rustication of a student from the Institute.

a. A proven case of gross misconduct such as indulging and/or inciting in physical violence, riotous or disorderly behavior, making threats in person or over telephone, fraud, misappropriation, embezzlement of funds, immoral behavior directed at any student or staff or faculty member of the Institute.

b. Possession and/or use of illegal or dangerous materials like narcotics, firearms etc.

c. Creating any kind of parochial feeling leading to disharmony

d. Engaged in any firm/organization/under any authority/studying in another Institute without written permission from the Principal.

e. Any other activity involving moral turpitude and against interest of the Institute or interest of public in general.

1.2. The following cases of indiscipline will be treated as misconduct and will invite suitable punishments such as fine, suspensions or even expulsions depending on the gravity of the misconduct.

a. Habitual late coming

b. Absence from the Institute without prior permission

c. Destroying/damaging/disfiguring/pilfering property of the Institute.

d. Misbehavior with other students/staff of the Institute/visiting faculty/guests.

e. Any other act(s) as considered objectionable and not in conformity with the letter and spirit of disciplinary rules.

2.0. Smoking / Consumption of Drugs or Alcoholic Beverages

Smoking / chewing of tobacco & panmasala are strictly prohibited in the campus/administrative building, class

rooms, library and computer lab. Consumption of alcoholic beverages is prohibited in the Institute premises at all times. No person will come to the Institute in an inebriated condition.

3.0. Notices

The notice boards are to be used by the authorized persons to give relevant information concerning their areas of responsibility.

a. No student shall put up any notice on the board without authorization from the Principal/ or the competent authority.

b. No notice should be taken off the board when it is still relevant.

c. All notices till one year from the date of issue will be available in the respective department / office.

d. Not aware of a notice is not a sufficient excuse for any information not received by the students.

e. Disfiguring or destruction of notice will be treated as a serious offence, punishable as per Rules of the Institution.

4.0. General Office Hours

The General office timings are from 10.30 am to 5.30 pm on all working days except Sundays& Mondays or Institute's approved holidays.

5.0. Fees

5.1. Payment of tuition fees as well as any other fees, shall be made within the prescribed time as specified in the Bulletin/Offer letter issued at the time of admission/beginning of each semester. All payments are to be made by Demand Draft or Bankers' Cheque in favor of Bharatiya Vidya Bhavan Institute of Management Science, payable at Kolkata. A late fee will be applicable as per existing rules.

i. For a delay of 10 days, the fine will be Rs.250.00.

ii. For a delay between 11 to 20 days, the fine will be Rs. 500.00

iii. For a delay between 21 to 30 days, a fine of Rs. 1,000.00 will be charged

5.6. The students shall have to collect the money receipts from the Accounts office for every payment to the Institute. The Institute reserves its right to change the above rules through notice from time to time.

6.0. Attendance

No student shall remain absent from the Institute without prior written permission from the Principal. If a student has remained absent from the Institute for a period of 10 days or more without the above permission he/she will be debarred from appearing all examinations, as well as training and placement facilities**.**

7.0. General Conduct

The students being the future managers, discipline in their lives is of paramount importance. They should refrain from indulging in any act, which will bring disrepute to the Institute. They should be respectful to their seniors, faculty members and staff of the Institute. They should at all times behave in a disciplined manner both inside and outside of the Institute.

8.0. Disciplinary Committee

The committee will keep a continuous watch and vigil so as to prevent ragging. The committee will also promptly deal with the incidents of ragging when it is brought to its notice and/or suo moto punish the guilty by itself. The committee shall start functioning with effect from 10th September 2020.

9.0. Sexual Harassment Removal Committee

As per the guideline of the Hon'ble Supreme Court BIMS has constituted a sexual harassment removal committee to act as the Supreme Court guide lines.

10.0 Grievance Handling Committee

A suggestion box has been kept in the reception facilitating students put their written grievances in the box. The grievances are being taken out daily and sorted out.

Part-II

COMPUTER CENTRE

The students are required to follow and observe the following rules while using the computer centre:

1. Computer centre remains open from 9.30 AM till 5.00 PM with a scheduled lunch break. No one is expected to be working in the computer centre after the normal hours.
2. Students should ensure that they will not carry their shoes inside the computer centre.
3. Students should enter their names in the logbook kept inside the computer room before using the systems.
4. Students should not try to change the set up configuration, batch file etc. of any system.
5. In case of any technical difficulties, they are required to report to the Lab-in-charge immediately without trying to sort out the problems by themselves.
6. Playing games on computers is strictly prohibited.
7. Systems should not be moved from their existing positions.
8. Entry of outsiders is also strictly prohibited.
9. The System Administrator is the competent authority to enforce the rules as deemed fit from time to time and over see the normal functioning of the computer centre.
10. Violation of any of the above rules will invite punishment including suspension from the Computer Centre and/or Institute and/or fines upto Rs.1000.00 (Rupees One thousand only) or the value of the system damaged by the student whichever is higher. The valuation of such damaged systems/goods will be valued at replacement cost or purchase price whichever is higher.

Part – III

LIBRARY

The Library is primarily meant for faculty, students and administrative staff of the Institute. The rules are framed to help and promote rather than constrain the use of the Library materials and services.

5.1 Library Facilities

5.1.1 The Library follows an open access system

5.1.2 The Library is connected to most reputed electronic database of e-journals and e-periodicals, namely; Proquest, J-GATE , and SAGE which contains full text articles of almost all the leading management journals of the world. However, the students can access from the Library.

5.2. Working Hours

5.2.1. The library will remain open in all working days except Sunday& Monday and Institute approved holidays. The general timings of Library is from 9.30 AM to 6.00 PM with a lunch break of half an hour.

5.2.2. The books can be issued and/or returned from 9.30 AM to 6.00 PM in all working days.

5.3. Borrowing Entitlement

5.3.1. Books can be borrowed only against library card/identity card issued to the borrowers.

5.4. Regular Issue & Return

5.4.1. Only Three books will be issued to each student at one time.

5.4.2. Unless otherwise mentioned, books will be issued for a period of fourteen days.

5.4.3. If however, a book, which has been borrowed by a student, is urgently required, the Librarian may call back the book from the student.

5.4.4. Books must be returned on or before the last date.

5.4.5. If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs.50/- per week / action will be taken as per existing norms of the Institute.

5.4.6. The overdue charges will be collected at the time of returning the book. The Library Card will be returned only after clearing the overdue charges.

5.4.7. However, repeated failure to return the books in time may lead to denial of borrowing facility for a period as deemed fit by the Librarian.

5.4.8. Before borrowing a book, the student should make sure that the book is in sound condition. If the book is damaged it is to be replaced at his/her own cost. If pages are mutilated, user should inform Library Staff before issuing books.

5.4.9. In case the student loses a book, the Librarian should be informed of the loss immediately. If the book cannot be traced out within two weeks, the borrower will be asked to pay for replacing the lost book.

5.4.10. Renewal of the book is not allowed unless the lost book is resolved.

5.4.11. The following collections will not be issued out.

a. Magazines

b. Journals

c. Periodicals

d. Annual Reports

e. Government Publications

f. Newspapers

g. Students' Project Reports & Dissertations.

5.5. Reference Issue

5.5.1. Rare books, references and unbound issues of Journal/ Periodicals will not be issued out of the Library to anybody except the faculty.

5.5.2. In case a student requires book/ magazine/ journals for photocopying or any reference purpose, the same may be issued out of the Library on a condition that they will be returned on or before the schedule time on that day.

5.5.3. Only one reference book will be issued to each student.

5.5.4. If a student fails to return the reference books in time repeatedly, he/she will not be given any such books for overnight reading thereafter. A fine of Rs. 500/- to be paid for the errant candidate.

5.6. General Rules

5.6.0. Students have to sign the Library register as well as they have to record their attendance through biometric machine fixed at the entrance of the library. It is essential for them to have at least 75% library attendance per semester.

5.6.1. Folders, Files, personal and issued books etc. should be kept on the shelf provided at the entrance at their own risk. The Library is not responsible for any loss or damage to the same. However they can carry loose papers and notebooks.

5.6.2. Library is strictly meant for reading and referring books, magazines, periodicals, newspapers etc. Any activity other than this is strictly prohibited. Students are required to maintain the decorum and sanctity of the Library.

5.6.3. Strict silence is to be observed in the Library. Anyone who violates this rule will be asked to leave

the Library. No group studies in the Library/reading room are permitted.

5.6.4. Books or any other reading materials should not be taken out of the Library without the permission of the Librarian.

5.6.5. The Librarian may refuse any student, who violates any of the above rules, to avail Library facilities for a period as deemed fit.

5.6.6. If a student is found to have damaged and/or disfigured any library property he/she shall be subjected to a fine of 2 times the cost of the property.

5.6.7. Readers leaving the Library should allow the library staff to examine their belongings.

5.6.8. Books or other materials taken from the stacks should not be re-shelved by the readers but should be left on the table. **It may be noted that a book misplaced is treated as a book lost.**

5.6.9. Suggestions for purchasing the books and for improving the library service is always welcome.

5.6.10. The Librarian is the competent authority to enforce the rules as deemed fit from time to time and oversees the normal functioning of the library.

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