

**Bharati Vidyapeeth's  
Institute of Management Studies and Research  
Navi Mumbai**

(Constituent Unit of Bharati Vidyapeeth Deemed University, Pune)

**STUDENT HANDBOOK**

**MMS**

## **VISION**

“Social Transformation Through Dynamic Education”

## **MISSION**

- To foster excellence in teaching and research for enabling the students to apply knowledge of management for transforming business and society at large.
- To equip students in analytical, entrepreneurial and professional skills to perform in global team environment
- To develop faculty and students by encouraging participation in research, consultancy, faculty development programmes and multidisciplinary projects so as to develop professional competencies to lead in the global environment.
- To develop competency the competency to understand, analyze and connect commercial, legal, social and ethical aspects of business.

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**Dr. Patangrao Kadam**

**Founder: Bharati Vidyapeeth [1964]**

**Founder Chancellor: Bharati Vidyapeeth  
(Deemed to be University), Pune**



**Prof. (Dr.) Shivajirao Kadam**  
Chancellor Bharati Vidyapeeth  
(Deemed to be University), Pune



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

## MESSAGE FROM THE SECRETARY

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

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

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

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

A handwritten signature in black ink, appearing to read 'DR. VISHWAJEET KADAM'.

DR. VISHWAJEET KADAM

## MESSAGE FROM THE DIRECTOR



Dr. Anjali Kalse  
B.Sc, MIRPM, Ph.D.,NFNLP(USA)  
Director BVIMSR  
Belapur, Navi Mumbai.

Dear Students,

BVIMSR (Bharati Vidyapeeth's Institute of Management Studies and Research) was established in 1984 to cater to the needs of the corporate world by providing quality education in Management. The panorama of Industrial liberalization asserts that the management of Industrial operations and functions will play a pivotal role in delivering competitive products and services. BVIMSR foresees this opportunity where economy has been globalised, corporate management has been decentralized and empowerment has become a reality. To avail of this opportunity, BVIMSR is cultivating a new breed of professionals in Management, who will take holistic and integrated approach of the operations thereby providing effective solutions.

Our programs are aimed at grooming industry ready professionals equipped with the latest management tools and techniques.

I am sure that our education will provide corporates and industries managers and leaders of tomorrow to transform the business world. I am proud to state that our alumni have been placed with leading organizations in India and abroad. Needless to say our vision is further fortified by the continuous support from corporate India. I am confident that our campus will add value to both corporate world as well as individual excellence.

Dr. Anjali Kalse  
Director

## **ABOUT US**

### **Bharati Vidyapeeth's Institute of Management Studies & Research**

One of the first Management Institute in Navi Mumbai and fifth in Mumbai started in 1984 on a moderate scale, and has gradually grown into a major management education provider. BVIMSR is a premier B-School of India, recognized for its excellence in academics, high quality management education and its valuable contribution to industry, society and students. At BVIMSR, learning becomes a wonderful experience, using a mix of Exploration, Exchange, Interaction, Sharing and Caring. This prepares the students to handle the day-to-day business situations and perform outstandingly in the corporate world by imparting the requisite skill sets and adding value to the student.

The team of dedicated faculty members plays an important role in providing the right stimulus, provoking thought and encouraging exploration. The institute offers well-designed management courses affiliated to Mumbai University with the intake of MMS 120 students and Part time courses like MMM, MFM, MHRDM with the intake capacity of 60 each.

The institute also offers PGDBM autonomous programme with 60 intake to cater industry and their specific needs which is well updated and widely accepted by industry

The institute always has considered the growing need of the faculty members in the area of their studies. To fulfill the gap the Institute conducts FDP's for faculty development. The institute has highly qualified faculty members which conduct MDP Programmes for corporate, as per the requirements of the corporate houses. The essential strong pillars of the institute are its illustrious alumni, exemplary students, outstanding full time faculty and numerous visiting faculty members from the corporate and industry.



## PROGRAMMES

### MMS

Affiliated to Mumbai University and approved by AICTE and Recognized by DTE Maharashtra. It is two years full time programme of Mumbai University giving the options to specialize in:

1. Marketing Management
2. Finance Management
3. Operations Management
4. System Management
5. Human Resources

### PGDBM

#### Autonomous program Approved by AICTE

It is two year full time programme (autonomous), approved by AICTE with dual specialization attributes. Syllabus is revamped every year to cope up with the industrial change and the employment trend. The following specialization to choose from:

1. Marketing Management
2. Finance Management
3. Operations Management
4. System Management
5. Human Resources
6. Pharmaceutical Management
7. International Business
8. Logistics and Supply Chain Management

### MDPs & FDPs

Management Development Programmes [MDP] for corporate, as per the requirements of the corporate houses and business world. Numerous management development and faculty development programmes are organized throughout the year.

The FDP is conducted to develop innovative teaching learning skills which are used to improvise the teaching pedagogy. Faculty and staff participation from various management institutions and universities from different regions and areas.

### Ph.D. in Management

The institute has Ph.D. programme affiliated to University of Mumbai and has 4 guides in General management, Marketing, Finance and Human Resource domain.

BVIMSR is also offers Ph.D. programme affiliated to Bharati Vidyapeeth Deemed to be university, Pune.

## **PUBLICATIONS**

### **BVIMSR's Journal of Management Research**

BVIMSR's Journal of Management Research (BJMR) is bi-annual international journal, which aims at publishing high quality research findings in various disciplines of business management. BJMR incorporates research papers, articles, case studies, book reviews and comments from academicians & practitioners from the world of management.

Entitled "BVIMSR's Journal of Management Research", with ISSN No. 0976-4739, and it was indexed in UGC list of Approved Research Journal till July 2019, EBSCO and ProQuest

### **Yaadein Newsletter**

It is an annual newsletter and is published by the BVIMSR Alumni Association which incorporates the unique achievements of our alumni and their family members, management articles, success stories, tit-bits and many stuff of interest.

## **UNIQUE EVENTS**

### **Eminence**

It is an annual college intercollegiate fest being organized jointly by IMSR,IMED and ISTM institutes of Bharati Vidyapeeth's Belapur campus. Each session witnesses more than 50 colleges from Mumbai and Navi Mumbai and more than 500 students participate in the fest. Apart from various sports competitions there was a plethora of management and cultural events. This helps students to get the practical insights of event management.

### **Yaadein**

The annual alumni meet "Yaadein" is to re-unite the ex-students of BVIMSR. It is a congregation of students right from 1984 batch to the most recent pass out batch. Throughout the year our alumni gets actively involved in all affairs of the institute and a number of commendable suggestions and proposals is being incorporated in the curriculum. To strengthen the link between the current students and the alumni in varied spheres like training, placement and career counseling, periodic meetings are in place.

Apart from these two prime events numerous events were held at BVIMSR which stand true testimony to its student-driven character where every aspect is handled by the students under the supervision of faculty members. Students are rigorously involved in planning, organizing and executing of events. This goes a long way in showing the level of commitment of BVIMSR students.

Events organized round the year are multitude in nature varying from management contests, sports extravaganza to cultural activities. These events attract large participation from different management institutes across Mumbai and Navi Mumbai.

### **Rotaract Club of BVIMSR**

Students of BVIMSR can become member of this club. The club involves activities that primarily relates to community development that comprises of blood donation camps, orphanage caring, tree plantation, plastic eradication campaigns, and several programs of situational importance.

## **STUDENT CENTRIC APPROACH**

BVIMSR prides itself on being a student-centric institute. Students are here entrusted with resources and responsibilities early on. They are encouraged to take important administrative and policy decisions that sculpt their future.

The students' council at BVIMSR is the student body responsible and accountable for all activities on the campus throughout the year.

### **Soft skills Development**

Industry experts and alumnus are invited to share their experience and deliver guest lectures to the students on contemporary issues. To develop student as industry ready professionals several programs under the banner “Campus to Corporate” takes place throughout the year.

### **Management Forums / Clubs**

The Forum activities are organized throughout the year wherein students are given platform to showcase their talents. This incorporates several Quizzes, Simulations, Case Studies, Workshops, personality and soft skills development sessions etc.

### **Language Laboratory**

The purpose of a language lab is to involve students to actively participate in language learning exercises and get more practice than otherwise possible in a traditional classroom environment.

### **Student Council**

It consists of six separate teams as under:

- Alumni Team
- Corporate Interface Team
- Co-Curricular Team
- Placement Advisory Team
- Entrepreneur and Incubation Cell

➤ Sports Management Team

The student's council organizes a number of events, management competitions, cultural and sports activities. It also ensures that its alumni community stays well connected with the institute. Several events are organized wherein the alumni interact with the students and share their corporate experiences.

## **Incubation / Entrepreneur Cell**

To encourage interest among students to become future entrepreneurs, BVIMSR's Entrepreneur & Incubation cell under the guardianship of alumni holds meetings, seminars and workshops to familiarize students with the crucial and vital information towards making of successful entrepreneurs. Successful and well established entrepreneurs from varied streams interact with the students.

## **WHAT MAKES BVIMSR SPECIAL?**

### **Quality Policy**

- To pursue global standards of excellence in promoting teaching practices and methods to meet the challenges of ever changing business and business processes.
- To inculcate corporate values by providing quality education through innovative teaching & learning process, research, industry interaction and consultancy.
- To impart value based education, creating corporate leaders who are socially responsible citizens.

### **Location**

Situated at a serene location of Navi Mumbai, the institute provides a world class infrastructure supported by an environment that suits for all around learning and holistic development.

### **Mentoring at BVIMSR**

Mentors at BVIMSR are from academic and diversified industries with rich experience in various areas of corporate world focusing and striving for making students industry ready professionals.

The process of mentoring begins from day one at the BVIMSR and continues even throughout student's professional career.

The process of mentoring is like parenting which helps students to a great extent and follows all steps that enables them to excel in the journey to mould them as per the needs of the industry and stay ahead in competition. In various processes students are expected to accomplish various tasks and duties to check their regular progress as per the requirement of the industry.

## **Mentoring Opportunities for Alumni**

BVIMSR welcomes its alumini to become mentors of the student and act as a guardian to shape their career and give a direction for their future endeavor. This provides extra inputs apart from their academics which helps them to navigate in the complex world of local to global business. This mentorship connects students with industry professionals and society at large to gain valuable experience.

## **Mentoring Program Overview**

In each BVIMSR mentorship program, mentors use their hard-earned experience to guide students toward the kind of leadership that maintains BVIMSR honorable reputation in the business community. Mentees learn how to develop their careers from the executives who share their expertise and practical experience as gain in the organization.

## **Mentoring Objectives**

Mentoring helps students to:

- To identify and analyze the complex problems of corporate world and showcase professional skills and competencies.
- Continuous Counseling of the students according to their hobbies and area of interest to succeed.
- To Explore and clarify their career goals including career interest, industry and company preferences.
- To understand importance of developing, maintaining and retaining relations with stakeholders.
- To gain confidence to seek and request mentorship relationships throughout their professional career path.

## **Mentor's Role And Responsibility**

- Mentor will act as an advisor, learning broker and counselor.
- Will engage and encourage students to find out and solve the problems.
- Will help students in gaining confidence, clarifying goals and developing effective networking skills.
- Give timely, supportive and constructive feedback and help them improve their competencies including critical thinking, ethical decision making, interpersonal relations, teamwork and leadership skills.

- Mentor will be role model for student to observe and interact with them in order to understand how to become a productive, effective and respected employee and leader.
- Give periodic evaluations of student's professional and career development progress.

## **Student's Role and Responsibility**

- To meet regularly mentors according to the schedule.
- To seek advice from mentor and be receptive to constructive feedback about career path decisions, skills and competency development and professional development plans.
- To be responsible, respectful, dependable and committed to building a productive mentoring relationship.
- To be motivated and proactive in clarifying career goals, improving work competencies and developing networking contacts.

## **Orientation And Teaching Methodology**

BVIMSR curriculum lays emphasis on participatory learning - combined lectures, case studies, live projects, games and outdoor sessions for overall development of students. All new students go through a week-long orientation programme which includes indoor as well as outdoor sessions, to help them settle down, get to know each other and form strong working teams.

## **Industry Interaction**

Throughout the year the institute along with the students organize and participate in various face-to face interactions with leading industry professionals through seminars and guest lecturers that prove to be regular 'reality checks' for the students.

## **Career Impact**

BVIMSR goes beyond just imparting a management degree. It prepares students to be corporate leaders equipped with the wherewithal to occupy in future top echelons of the corporate world as well be civilized human beings.

The impact of experimental learning and blend of curricular and extracurricular activities has proved the nurturing of BVIMSR students and the testimony of is substantiated by the alumni of the institute who are in the top positions in the corporate world.

For over three decades, BVIMSR has been the chosen management destination for students aspiring for excellence in the corporate world. Excellent course content, highly qualified faculty and contemporary facilities combined with a unique education model, balancing unwavering career focus with holistic self development, are reasons why there is a BVIMSR business leader in every corner of the country.

BVIMSR has been awarded with 'A' Grade by CRISIL rating vie for the opportunity to pick from the perfect mix of business acumen and academic intellect that our students bring.

## **Industrial Visits**

Industrial Visits are planned every year for both first and second year students of MMS and PGDBM students in order to give them a practical exposure as well as learning and enriching experience in their respective specializations.

## **BVIMSR INFRASTRUCTURE**

Nestled amongst beautiful hills and spread over four acres - one would not imagine that this serene campus is in such proximity to the industrial belt that employs millions and contributes so much to the state and even the country.

## **Classrooms**

Just like the campus, the classrooms at BVIMSR are also designed to make learning and exploration conducive. A Wi-Fi enabled campus ensures that all students stay connected to the world, their studies, their Faculty and to each other. Air-conditioning in all the classrooms ensures maximum productivity throughout the long day.

Audio visual aids such as LCD projectors, Audio Systems and Acoustically designed classrooms all add to making the environment even more conducive and to facilitate better absorption as well as dissemination of information



## Seminar & Conference Hall

To aid students and to help them in transition from classroom to corporate meeting rooms, BVIMSR has state-of-the-art conferencing and meeting facilities that boast of the best equipment.



## Library

BVIMSR has created a Library whose variety of books add to both, width and depth of knowledge. The BVIMSR library stocks nearly 8400 books including books in the areas of Management, Psychology, Computers, Novels, Annual reports and more than 45 Foreign and Indian Business Journals & Magazines.

Excellent systems ensure that information pertaining to these books can be quickly tracked / retrieved.



## Reading Room

The library is also equipped with comfortable reading facilities to utilize library reference books, journals, periodicals and books to enhance knowledge.

To make use of optimum library resources separate sections are allocated for text books, reference books, projects, fictions, novels, journals, newspapers, and other stuffs.



## Digital Library Section

Digital Library is current open e-books on different subjects, links to the scholarly journal publications, theses and dissertations and other e-resources. Efforts are being made to subscribe subject specific e-books, e-journal databases

## Computer Labs

Education is all about the gathering, dissemination and sharing of information. While Faculty can be the catalysts, technology is the enabler. BVIMSR has recognized this all along and has some of the best IT infrastructure, including state of the art servers, and a Wi-Fi enabled campus to facilitate the smooth and seamless flow of information.

Two separate computer labs are located on the ground floor of the institute to let student stay informed and connected to the vast knowledgebase base.



## Canteen

The BVIMSR canteen provides good, hygienic and delicious food to nourish the body, mind and soul apart from satisfying appetite. Variety of foods and snacks are available in the canteen.



## Gymkhana

It is located on the fourth floor of the building. Regular yoga sessions are being conducted by an expert yoga trainer. Students have the option to choose either before beginning of the class or after the end of the class.

## **Medical Facilities**

BVIMSR has appointed Dr. Kalpana Wankhede, MBBS (Mobile 9869137381) for day to day medial requirement for the students. It is located on the 4th floor of the BVIMSR building

## **Women Development Cell**

## **Hostel / Apartment**

Bharati Vidyapeeth Navi Mumbai campus has separate centralized hostel facility for boys and girls that offer the comforts to feel like home. The hostel and the campus provide more time to the students to interact with each other and with their faculty. Single occupancy, double and triple sharing options are available.

## **Bank & ATM**

The scenic campus is also having bank and a ATM facility.



GLIMPSES OF ACTIVITIES AT BVIMSR



In Express Logistics & Supply Chain Conclave participation of BVIMSR student in the organizing team



Panel discussion in Express Logistics & Supply Chain Conclave where BVIMSR student managed the event



The Alumni of BVIMSR enjoying their get together at BVIMSR Annual Alumni Meet



Students of BVIMSR decorated the campus with their artistic ambience and to showcase creativity



Regional Director Dr. Vilasrao Kadam Sir paying homage to two great leaders of India who born on October 02nd.



BVIMSR Student participation in poster making competition and won applauses for their remarkable credentials



Well reputed Marathi cine artist and stage performer Mr. Nalawade  
– The chief guest for the BVMSR management fest.





## **LIBRARY RULES**

- The student will be provided with two library cards.
- A late fee will be charged for each working day after the specified due date is over.
- If the student does not return the books even after three months, he/she will lose the right of borrowing books until he/she returns the book(s) and clear the dues.
- Loss of books should be reported immediately in writing to the Librarian, replacement charge and fine must be paid immediately.
- Borrowers should pay double the cost of the book, Plus fine if they fail to replace the book.
- Books will be issued/returned from 9.00 a.m. to 5.00p.m. on all working days
- Students are informed to submit their identify cards while entering into the various sections of the Library.
- Ear Marking on pages of Book, marking or writing on the pages with ink/Pencil/ highlighter, tearing or taking out of Pages etc, will amount to damage of the Book, unless the borrower point out any type of damage, if any, at the time of borrowing the book, he/she shall be liable to replace the book or pay its double price.
- Students and Staff should deposit their Bags/Purse/Books etc. in the shelf placed at the entrance of Library. They will be permitted to carry note books and white papers only into the library.
- Books and Journal are to be borrowed in person.
- Students are advised not to misplace the books on the racks from its original position.
- Production of “NO DUES CERTIFICATE” from the library is essential for obtaining the hall ticket for appearing in the examination.
- Strict silence should be maintained in the Library. No discussion in any case would be allowed.
- Library Books are issued only for 7 days but may be recalled earlier if urgently required by the Institute
- Due date for returning of the Books should be followed otherwise late fee for delay will be charged.
- Exchange of library cards is Strictly Prohibited as it is not transferable.
- Books may be renewed on request provided enough copies are available in library.
- Rare periodicals and reference books will not be issued and therefore it should be used only in the library.

## Reading Room Rule

- [1] Silence should be maintained in the reading room.
- [2] If a student is found misusing the reading room she/he may be disallowed to use the reading room facilities.
- [3] Reading room timing 9.00am to 4.30pm

## Placement Policy for Students

(For Summer Internship and Final Placement)

The Placement is not an “End of Course” activity and the institutional effort begin from the entry level of the students by way of making them aware of what the industry would expect from them after they join their professional careers as trained managers, and should continue through their academic tenure till creating placement opportunities are created for them. Placement Cell will actively support and coordinate with the academic faculty in providing the students guidance and support in their self-grooming and direct efforts to bring best possible opportunities of Campus Placements for the students.

### Mission:

- Consistently facilitate innovative training and placements for the students to become socially responsible corporate citizens.
- Equip students in entrepreneurial and professional skills to perform effectively in corporate environment.

### Objectives:

- Provide training (soft skills, self-development, and job-oriented preparation) to students.
- Facilitate industry-institute interactions, tailor-made short term training & workshop.
- Assist and coordinate campus and off-campus placements.
- Have a Memorandum of Understanding with companies.

### Scope

- This policy relates to Post Graduate Management Programmes i.e. MMS and PGDBM offered by the Institute for Summer Internships and Final Placements.
- The placement policy will be applicable to all students registered for the batch 2018-20 of BVIMSR, Navi Mumbai, and is to be followed during the entire duration of the placement season.
- The role of the Placement Cell is that of a facilitator and counselor for placement related activities.

### Summer Internship

**Objective:** Provide practical exposure in the specialized functions to enable students to relate theory with practical applications and vice versa.

In line with the Course Curriculum, first year students of MMS and PGDBM are required to work in

industry for eight weeks. They are also required to work on identified projects as a part of Summer Internship assignments and submit the final report in the Institute.

Placement Cell offer assistance to students by coordinating with industries and sharing requirement to students. Shortlisted students are required to attend interview. The selected students are informed in advance the joining details.

### **Final Placement**

For the students seeking jobs, through Campus Recruitment, the placement process starts with collection of resumes in the month of June and July. The Placement Cell provides assistance only to students who go through this process.

### **Pre-Placement Activities**

Placement Cell enables the students of Institute to bridge the gap between the academia and Corporate world. Feedback from industry is collected and it is used to design inputs in the form of Soft Skills and Employability Skills Training, Group Discussion and Mock Interview Practice Sessions.

### **Campus Recruitment Process**

The Placement Cell invites prospective industries in the months of July to October of every academic Calendar, along with all relevant information to participate in the campus recruitment at the Institute. The industries, in turn, can also contact the Institute's Placement Cell for their requirement. Requirements of a company are received by Placement Cell. The same is formulized by initiating a meeting of the Placement Committee. The Placement Cell circulates the requirement to the students and subsequently the list of students' profile is forwarded to the corporate. The venue for campus recruitment depends on Company's plan to arrange campus placement either at the Institute or go for pool campus with nearby Institutes or at the premises of Company.

### **Placement Process**

1. Companies have an option to give a Pre-Placement Talk (PPT) laying out the details of the company and the offer before the selection process. In case there is no PPT by the company, then the students have to appear directly for Interview process.
2. Once the student appears for the process and gets selected the student cannot reject the offer made by the company.
3. In case a company has a specific requirement / request, the Placement Committee has all the rights to nominate a set / individual student(s) and it is mandatory for the student/s to attend the interview.
4. Each student shall be eligible for only one offer.
5. A company is free to make their choice of students as per their desecration.
6. If the Pre-Placement Offer is accepted, the student will have to opt out of the institute placement process. However, a student with pending Pre-Placement Interview Offer is eligible to participate in the placement process.
7. Any student who applies for the placement process and does not appear for the Group Discussion and Personal Interview for three companies, shall not be allowed to appear for the placement till the whole



batch is placed.

8. No further attempts will be permitted to the students who have secured offers from any company, irrespective of job profile, salary offered, etc. Thus, students can have only one job offer. All the students who secure an offer will have to compulsorily join the Company.

9. In case a student who is placed through the institute's placement process takes up a offer through private placement in an another company, the Director-BVIMSR, in consultation with the companies concerned, shall have the right to nullify both the offers.

10. All correspondence to and from the company will be routed through the Placement Cell only.

11. Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/Interviews, and produce the same whenever asked by the visiting team or their representatives.

12. Not eligible for the placement activity. Students will be considered not eligible for placement activities if any of the below mentioned is true:

- If not cleared the tuition fee dues,
- Have less than 80% attendance,
- Does not attend interview process despite registering for the process.
- Withdraw from the selection process mid-way.
- Fail to achieve 100% attendance target for pre-placement training, such as CTC, Employability Skills Program, Soft Skills training, Sessions by Industry professionals, etc.
- Registers to attend a company's interview and on the day of interview doesn't turn up, will be debarred from the placement process.
- Student having backlog (ATKT) in semesters,
- Attends three interviews of his/her choice and still fails to get the offer,
- Applies even if he / she do not fit into the eligibility criteria mentioned in the mail
- Misbehavior / indiscipline on the part of the student during the interview process,
- Speaks negatively about the Institute and faculty,
- Asks any irrelevant question or behaves in an unacceptable way during the pre placement talk,
- Call directly to the company representative / executive at any time other than during the pre-placement talk
- Misbehaves with Placement team,
- Deliberately jeopardizes any other student's chances of getting selected.

13. "Not eligible student" will be placed only after all the students of the batch are placed. Debarred students will be considered for placement again based on their improved performance and meeting the other criteria as approved by the Placement Committee.

14. If Students have any problem concerns regarding their work/role in their SIP organization, they should immediately bring it to the notice of placement cell.

15. Students are required to follow a formal dress code defined by the Institute at the time of placement selection process. In case any student fails to follow the code he/she may not be allowed to appear for the process.

16. Even after placement, students are required to maintain proper discipline and conduct as per the rules of

the Institute. In case of any non-compliance or an act of indiscipline, the Institute may be constrained to debar the defaulting student from participating in the Convocation / write to the company to withdraw the appointment offer / or award any other punishment as the Institute may think appropriate.

17. Each student has the option of arranging for his / her own placement, i.e., opting out of the placement support of the Institute. All such requests must be submitted in writing to the Placement Cell before the commencement of the placement process. In case anyone would like to withdraw from the Institute's Placement support after the commencement of the Placement Process, s/he may be allowed to do so provided s/he is not amongst students whose interview/selection process is under progress.

19. Institute's faculty / mentor can share the job requirement through their network with industry. However, they have to route the requirement through Placement Cell only.

20. The BVIMSR reserves the right to change / modify any or all of the above stated Placement rules and procedures whenever found necessary. All changes / modifications will be communicated to students.

## **Examination code of conduct**

- In their own interest all students are expected to have 100% attendance in the classes
- If due to valid exigencies, it is not possible for a student to have 100% attendance, he/she must have 75% attendance, which is mandatory for appearing in the examination.
- Pass percentage for any subject is 50 % ( internal and written separately).
- If student fails in any subject, can apply for rechecking of the marks by paying the prescribed fees.
- Resorting to unfair means in the examination is a serious offence. Punishment would be debarring from the concerned exam or even rustication from the institute.
- For the examination, students should be seated 15 minutes prior to the commencement of the exam.
- Mobiles, programmable calculators, digital diaries, books and scribbling papers etc. are not allowed in the examination hall.

## **CODE OF CONDUCT**

### **RAGGING IS A CRIMINAL OFFENCE**

As per Supreme Court judgment any student found indulging in ragging will be rusticated from the institute and would face criminal charges.

### **Discipline**

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

[b] Disciplinary action for misconduct shall include imposition of fine/declaring disqualification for

award of medals, prizes and scholarships or Stipend /deprivation of placement opportunities /suspension / expulsion from the Programme.

[c] Cell phones should be strictly switched off in class/auditorium/Library/Computer Lab.

[d] Only two wheelers are allowed for parking in the allotted areas. Four wheeler should be parked in the authorized parking.

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

**Dress Code (For Students)**

<b>Boys</b>	<b>Girls</b>
<b>Do's</b>	<b>(Do's)</b>
Blazer, Formal Shirts, Formal Trouser and Formal Shoes	Blazer, Formal Shirts, Formal Trouser and Formal Shoes
<b>Dont's</b>	<b>Dont's</b>
T-Shirts, Sports Shoes, Slippers / Floaters and vulgar category dress	T-Shirts , Sports Shoes, Floaters and vulgar category dress

Note:- Students must wear their blazer and adhere to formal dress code for every special occasion and whenever advised.

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

**Unfair Practice in examinations**

- Students shall not resort to any unfair practices in examinations, failing which they will be expelled from the exam.
- The decision of management and exam committee will be final and students will have to abide by it.

**Attendance**

- Regular and punctual attendance (100%) in all academic activities organized for the students is an essential requirement. Attendance will be maintained from Day1.
- Students are not eligible to appear for any examinations if he/ she do not achieve 75% attendance.

- Students are not eligible for Placements if he/ she do not achieve 75% attendance.

## **General Conduct**

- [a] All students admitted to various courses will be expected to attend all classes as per their timetable.
- [b] Any damage to the property of the Institute will invite penalty & Disciplinary action by the discipline committee.
- [c] No students will loiter in the 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 to broaden their horizon and develop analytical skills.
- [e] Any form of indiscipline in the form of disregard for instructions given by faculty members and authorities, rude behaviour, damage to institute's property, using unfair means in class tests and examinations will be viewed very seriously. Such students will be considered for exemplary punishments including expulsion from the institute.
- [f] Students will actively participate in Workshops, 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.
- [g] No student will leave station without obtaining written approval from concerned class coordinators in advance.
- [h] Students nominated/selected for the Off Campus activities such as participation in Sports/Management Festivals/Study tours etc. will behave themselves in a dignified and disciplinary manner. They will strictly follow/ abide by the instructions of concerned Faculty Coordinator / Authorised Personnel of such outside organization. They will observe dress code and timing for all such events.
- [I] Any grievance from the students will be dealt and settled at the Disciplinary Committee level as far as possible, otherwise committee to put the matter at the Director's level.
- [j] Please note: You are under electronic surveillance in the campus (CCTV)
- [k] Without helmet driving two wheeler is an punishable offence
- [l] 3 people are not allowed to sit on two wheeler in any circumstances within the campus.

## We Care For You.

We the teachers and the parents care for you and your well being. While you are enjoying holiday/picnics we suggest you take certain precautions so that you enjoy your excursion/picnic:

1. Please plan your holidays/vacations.
2. Holidays/vacations are the best time to learn new things & keep abreast of latest happenings in your chosen career.

If plan to go on picnic/outing follow the followings Do's and Dont's

### **Dos and Don'ts:**

1. Carry safety equipments along with you on picnics/ outings.
2. Carry preventive medicine/drugs
3. Keep your parents informed
4. Do not go with unknown persons to unknown areas
5. See that you are back home/PG/Hostels by 10.00PM
6. Read Safety Signs
7. Wear Helmet while driving two wheelers.

If you follow the above Do's and Don'ts you will enjoy your Picnic/Excursion.

DR. ANJALI KALSE  
B.Sc., MIRPM, Ph.D. NFNLP [USA]  
21 yrs. of Industry and Academic Experience  
Human Resources & Org. Development

MR. S. S. RANJAN  
B.Sc.(Honors), MAPRM, Ph.D.(P)  
26 yrs. of Industry and Academic Experience  
Marketing

DR. DEEPAK JAKATE  
B. Tech., PGDM (IIM-B)  
32 yrs. of Industry and Academic Experience  
Operations

DR. AMOL GORE  
M.S.(Sweden), Dr.Sc.(Tech), Post-Ph.D.(France)  
13 yrs. of Industry and Academic Experience  
Operations

DR. VIJAY VYANKETSH BIDNUR  
B.Com., MBA., DLL., Ph.D.  
27 yrs. of Industry and Academic Experience  
Human Resources

DR. MANISHA DUBEY  
Ph.D., UGC NET, MHRM & IR, LLB  
14 yrs. of Academic Experience  
Human Resources

DR. VEENA TRIPATHI  
B.E.,MBA, UGC-NET-JRF,Ph.D.  
13 yrs. of Industry and Academic Experience  
Marketing and Operations

MR. MAKARAND POLE  
B.Sc., M.Com.,MBA  
24 yrs. of Industry and Academic Experience  
Human Resources

MR. KULDEEP BHALERAO

B.Tech.(Textile), DMM, MBA-HR, UGC-NET (Mgt), Ph.D. (P)

13 yrs. of Industry and Academic Experience

Human Resources & Reward Management

MRS. VEENA CHAVAN

BCA, MBA (Finance and Marketing), Ph.D. (P)

15 yrs. of Industry and Academic Experience

Finance

MS. SONALI ATHAWALE

M.Com, MBA, Ph.D. (P).

14 yrs. of Industry and Academic Experience

Finance

MRS. ALKA DHINGRA

B.Com., MBA, TallyERP9, PET, Mutual funds V-B

8.5 yrs. of Industry and Academic Experience Finance, Ph.D. (P)

MRS. PRIYETA PRIYADARSHINI

B.Sc., PGDIM (MBA), M. Phil, Ph.D. (P), PGDC (TISS)

11 yrs. of Academic Experience Human Resources & Industrial Relations

DR. PRACHI AJIT MURKUTE

B.Com., PGDBM, MMS, Ph.D.

13 yrs. of Industry and Academic Experience

Human Resources & General Management

MR. VIKRANT D. GHARAT

BSc.(Chemistry), MMS, LLB, DIT NIIT, CFS

9 yrs. of Industry and Academic Experience

Marketing

DR. MANISHA LAXMAN WAGHMODE

B.Sc., M.C.A., MBA (HR), Ph.D. (P)

17 yrs. of Experience

DR. UMA DURGUDE

M.Sc., MMS, Ph.D.

14 yrs. of Industry and Academic Experience

Marketing

DR. PURVI PUJARI  
MA (Eco.), UGC (NET)- JRF, Ph.D.  
10 yrs. of Academic Experience  
General Management

MRS. RAJNI MATHUR  
BSc.(Maths), MA (Economics), MBA, Ph.D. (P)  
15 yrs. of Academic Experience  
General Management

MR. SAMEER SONAWANE  
B. Pharm, B.com  
MMM, UGC–NET, DBM, PGDRAF, Ph.D.(P)  
14 yrs. of Industry and Academic Experience  
Marketing

MRS. V. PADMAVATHI  
M.Com, MBA, M.Phil., UGC (NET), PhD. (P)  
12 yrs. of Academic Experience Finance

DR. PRASHANT PATIL  
BE, MBA, PhD, NET  
20 yrs. of Industry and Academic Experience  
Production & Operations



## Internal Committees -2017-2018

Sr. No	Cell/Committees	Chairman	Secretary	Members
1	Disciplinary Committee	Dr.Anjali Kalse	Dr. Purvi Pujari	Dr. Govind Shinde, Dr. Prachi Murkute, Prof. Asmatara Khan, Dr. Amol Gore
2	Faculty, Staff Grievance and Redressal Committee	Dr. Anjali Kalse	Mrs. Priyeta	Dr. Vishal Chavan, Dr. Prachi Murkute, Ms. Sushma Patil, Ms. Priyeta, Mr. Arun Mane and Ms. Varsha
3	Students Grievance and Redressal Committee/ Development	Dr.Anjali Kalse	Dr. Prachi Murkute	Dr. Asmatara Shaikh, Dr. Vishal Chavan, Prof. Vikrant Gharat. Dr. Uma
4	Library Committee	Dr. Vijay Bidnur	Prof. Asmatara Khan	Mr. Sharad Suryavanshi
5	Hostel Committee	Prof. Kuldeep Bhalerao	Mr. Arun Mane	Prof. Asmatara Khan, Prof. Prachi Murkute.
6	Admission Committee	Dr. Vishal Chavan	Ms. Varsha Gawali	Ms. Sushma Patil, Ms. Priyeta, Mr. Arun Mane and Ms. Varsha
7	Institute HR committee	Dr. Manisha Dubey	Prof. Kuldeep Bhalerao	Ms. Priyeta, . Dr. Prachi Murkute. Mrs. Poornima.
8	RTI (Right to Information)	Dr. Govind Shinde	Prof.Kuldeep	Mr. Arun Mane, Mrs. Poornima,

9	Exam	Prof. Veena Chavan	Prof. Sonali Athawale	Prof. Padmavati, Dr. Anjali Kalse, Mr. Mandake, Dr. Govind Shinde, Mr. Arun Mane, Mrs. Poornima,
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10	Quality Assurance Cell	Dr. Vishal Chavan	Prof. Deepak Jakate	Dr. Govind Shinde, Dr. Prachi Murkute , Ms. Varsha
11	Placement	Dr. Purvi Pujari	Prof. Priyeta	Prof. Padmavati, Dr. Gore, Prof. Vikrant Gharat
12	Alumni	Dr. Purvi Pujari	Prof. Priyeta	Prof. Padmavati, Dr. Gore, Prof. Vikrant Gharat, Ms. Payal Singh
13	Sports and Cultural	Prof. Asmatara Khan	Prof. Kuldeep Bhalerao	Prof. Priyeta, Prof. Sushma Patil, Prof. Padmavati, Ms. Varsha,
14	Entrepreneurship Development Cell	Prof. Anil Kumar Deshmukh	Dr. Prachi Murkute	Prof. Kuldeep Bhalerao, Prof. Padmavati, Dr. Vishal Chavan
15	Academic Planning and Monitoring Committee	Dr. Anjali Kalse	Prof. Deepak Jakate	Dr. Prachi Murkute, Dr. Uma , Dr. Manisha Dubey, Dr. Govind Shinde, Dr. Anjali Kalse, Dr. Manisha Dubey.
16	Infrastructure Committee	Dr. Anjali Kalse	Dr. Govind Shinde	Prof. Anil Kumar Deshmukh, Mr. Arun Mane,
17	Women Cell	Dr. Anjali Kalse	Prof. Sushma Patil	Prof. Priyeta, Mrs. Poornima
18	Anti Ragging	Dr. Anjali Kalse	Prof. Sonali Athawale	Dr. Prachi Murkute, Dr. Govind Shinde, Mr. Kuldeep Bhalerao

19	Research Development Committee and PhD Cell	Dr. Manisha Dubey	Prof. Padmavati	All Professors and PhD Holders
20	Academic Development Committee	Dr. Anjali Kalse	Prof. Deepak Jakate	Dr. Prachi Murkute, Dr. Purvi Pujari, Dr. Manisha Dubey, Dr. Govind Shinde, Dr. Anjali Kalse, Dr. Manisha Dubey.

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# ACADEMIC CALENDAR

No.	No.

