

MBA STUDENT HANDBOOK



BITS SCHOOL OF MANAGEMENT

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BITSOM reserves the authority to modify any of the policies, processes and guidelines stated in the Handbook. Any changes will be communicated to all stakeholders as and when the need arises.

I. OVERVIEW

This manual applies to all the students enrolled in the BITSoM MBA Programme. It is designed to facilitate students by providing easy access to information/guidelines/rules/regulations they require for pursuing their studies at the school. The Programmes Office governs all aspects of the BITSoM MBA programme delivery and this handbook attempts to define these processes with applicable guidelines/rules for the students.

All students must read this manual carefully and follow the protocols as prescribed. In case of contingency wherein the corresponding rules/guidelines are not present in this manual, the decision(s) taken by Programmes Office in such cases will be final and binding.

Students can reach out to the Programmes Office on bitsom.programs@bitsom.edu.in

BITSoM reserves the rights to amend any of the policies/guidelines/processes stated in this manual from time to time. Any such modifications will be communicated to students by the Programmes Office as and when they are applicable.

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II. INTRODUCTION

The BITSoM MBA is a new age, 2-year, full time, residential programme. Created & curated by experts from the fields of education & industry, this comprehensive programme offers 70+ courses, 1300+ contact hours and 5 distinct specializations embedded with a strong industry exposure. In accordance with the mission of the school, the programme is designed to equip students with quality par excellence education that molds them into contemporary leaders with a sharp vision & understanding of global markets, dynamic competitiveness & a zeal for ethics and social responsibility.

The 2-year programme is divided into 6 terms, 3 each in Year 1 & 2 respectively. The first-year lays emphasis on fundamental areas of business with core courses on Financial Accounting, Operations, Marketing, Economics etc. These are complemented with Winning at the Workplace courses (WAW), Live Projects and Summer Internship. In the second year, students delve into specializations, with a broad spectrum of electives, WAW courses to choose from. Currently, BITSoM offers 5 streams of specializations - Entrepreneurship & Innovation, Finance & Investing, E-commerce & Digital Leadership, Leadership & Strategy, and Marketing & Consumer Insights. BITSoM graduating students are awarded a Master's in Business Administration (MBA) degree by BITS Pilani, an Institution of Eminence Deemed to be a university estd. vide Sec.3 of the UGC Act, 1956 under notification #F.12-23/63.U-2 of Jun 18, 1964.

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III. COMMUNICATION MATRIX

Students can contact the Programmes Office for any matters pertaining to academics. They are advised to reach out to the concerned course academic associate with their questions/doubts. If there is no response within 24 working hours, they can write to the Programmes Office at bitsom.programs@bitsom.edu.in. If they fail to receive a revert within 24 working hours, students can escalate their concerns to Head of Programmes.

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IV. PROGRAMME STRUCTURE & COURSES

The BITSoM MBA is designed to facilitate students for a stimulating career through an extensive & rigorous academic structure. This credit-based programme mandates students to earn a total of minimum 110 credits and a maximum of 120 credits for successfully completing the MBA degree.

Curriculum Component	Hours*		Credits*		Total	
	Year I	Year II	Year I	Year II	Hours	Credits
Mandatory Courses	540	30	45	2.5	570	47.5
Elective Courses		540		45	540	45
Winning at the Workplace	180	108	15	9	288	24
Summer Internship				3		3
Total	720	678	60	59.5	1398	119.5

*Subject to change at the discretion of Programmes Office

IV.1. PRE-TERM COURSES

All incoming students are required to complete a module on pre term courses before commencement of classes. This module comprises of courses that are offered through Harvard Business School online and cover key topics that are essential pre requisites before getting started with MBA. The module comprises of courses on:

1. Quantitative Methods
2. Financial Accounting
3. Spreadsheet Modelling
4. Finance- An Introduction
5. Mathematics of Management
6. Management Communication

These are self-paced, student friendly online courses with quick assessments after each section/chapter. All students must complete these before Term 1 starts.

IV.2. TEACHING METHODOLOGY

BITSoM follows Block Teaching as the learning methodology for the MBA degree programme. The academic structure requires that every course be taught in a period of 2 weeks, yet, accumulating

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enough course hours to gain credit points equivalent to the conventional academic structure. Each Core course has 30 contact hours (3 hours per day) while each WAW course has 12 hours of teaching (1.5 hours per day). Hence, each term includes a total of 6 blocks spanning 12 weeks with students undertaking 1 core + 1 WAW course at a time.

The block teaching methodology puts students & the faculty at the centre of the teaching-learning process. It ensures students actively engage in the knowledge assimilation process where the role of

instructor morphs from a knowledge provider to a facilitator of the learning process. The block teaching method also demands rigorous assessment of learning outcomes to ensure progress. The ongoing practice, in turn, also collects insights which allow the faculty to make continuous adjustments to the teaching and learning process.

IV.3. CORE & ELECTIVE COURSES

Core courses offered in Year 1 are common for all the students and focus on fundamentals of management education. These courses are a comprehensive mix of functional areas of management, analytical tools, market dynamics & global business scenario. These are mandatory and common for all first-year students. List of Year I Core Courses is provided in Annexure I(A).

In the second year, students opt in for elective courses in accordance with their chosen specialization. Students register for these courses through a bidding process and students must specialize in at least one or at max two specializations. Tentative List of Year II Electives is provided in Annexure I (B).

IV.4. WAW Courses

Winning at the Workplace (WAW) Courses are an integral component of the BITSoM MBA Curriculum. These modules run parallel to the core/elective courses and facilitate student learning by equipping them with essential proficiencies that are crucial for managers and leaders in a workplace. Designed for interdisciplinary & experiential learning, these courses are mandatory for students & nurture them in their journey of building successful careers. List of WAW Courses is provided in Annexure II.

IV.5. SUMMER INTERNSHIP

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All students are required to undergo 8 weeks summer internship after the end of Term III. The Career Services Office arranges student interviews for internships and supports students in finding the right internship opportunity that is in tandem with their interests/career aspirations. These 8 weeks give students a hands-on exposure of the actual industry scenario and prepare them towards making an informed decision regarding their preferred specialization(s) in Year 2. Students must outline their learnings through a report and a presentation to an internal committee. Summer Internship constitutes a pass/fail course in the BITSoM curriculum, students will be awarded either a pass/fail grade basis their summer internship report & presentation.

IV.6. MENTORSHIP

In the ever-evolving contemporary scenario, there is an ongoing hustle with emergent technologies, changing trends, dynamic industry requirements etc. The actual industry protocols may differ from what students expect them to be. To ensure a realistic, one-on-one experiential learning, BITSoM offers a mentorship programme, wherein each student is designated to a mentor corresponding to the student's experience and preferred industry post MBA.

Mentorship programme is for a period of 1 year with 4 or more one-on-one interactions between the mentee and the mentor. These sessions focus on mentee's experiences, academic inclinations, career aspirations and how the mentor perceives these with respect to actual industry environment. As a mentee, the onus lies with the student to make the most out of such interactions. The primary intent of the student should be functional knowledge, emerging trends & projections and not placement.

Once the mentor is allotted, it is the responsibility of the mentee to reach out to the designated mentor for scheduling the meetings. Students must be prepared for these meetings and document the proceedings through minutes/comprehensive summary.

Mentors will be allotted after considering skill sets, experience, industry/role aspirations of the students and matching these with the mentors. Please note, the school will not consider any requests for change of mentors.

IV.7. SOCIAL LIVE PROJECTS

BITSoM is committed to creating socially conscious leaders and professionals. As an increasing number of businesses are opting in for sustainable goals, it is essential to groom the leaders of

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tomorrow to ensure they interpret, adopt and manifest economic, social and environmental sustainability at all fronts. The BITSoM MBA accomplishes this contemporary vision through Social Live Projects.

Social Live Projects constitute one of the core elements of the BITSoM curriculum, wherein students undertake real life group projects in collaboration with social organizations. Spread over a period of 2 months, with minimum 25 working hours per person in the group, these projects equip students with problem solving skills, complement their academic learnings and open up their minds for designing and implementing sustainable solutions to problems. Strategy formulation, systems & process environment, enhancing revenue streams, technology support, community building, primary & secondary research, data analytics etc. are some of the domains on which students work under social live projects. Student groups will be supervised & led by leads from respective organizations; hence, students must adhere to the project guidelines as informed by their leads.

Students can submit their preferences; however, final allotments of projects will be done by the Programmes Office after considering skill sets, experience, project requirements, applicability and preferences. Allotments announced by the Programmes Office will be final and no requests for change of project will be considered.

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V. ACADEMIC POLICIES & PROCEDURES

V.1. SECTIONS & STUDY GROUPS

Upon arrival at BITSoM, students are assigned to a specific section — a group of approximately 80 students. The section's rich mix of backgrounds, interests, experiences, and ambitions reflect the diversity of the class. The student will remain in these sections for the core terms. During elective terms in year 2, the section will be determined by the elective courses that the students select.

BITSoM emphasizes team-based learning and will organise the sections into study groups. Upon arriving at orientation, each student will be given their predetermined study group. It is important to note that the study groups have been carefully constructed to bring together students with diverse backgrounds, both professionally and culturally. Student groups will change in every term. Study groups for elective courses will be at the discretion of the respective faculty.

Sections & study groups are assigned after a careful consideration of a lot of factors to ensure a blend of diversity, balance & viable opportunities for peer learning in the classroom. Swapping of study groups is not allowed. Any such requests received by Academic Associates or Programmes Office will not be considered.

In a dire situation, students may request Programmes Office for section swap for a particular class after getting an approval from the concerned faculty. A student can opt for section swap only once in a particular term and approval of request will be at the discretion of the Programmes Office.

The seating arrangement changes for each course and is decided by the Programmes Office, students must adhere to this arrangement and sit at their allotted space in the classroom. No requests for change in seating arrangement will be considered.

Each student will have a designated name card in the classroom specifying their place in the seating arrangement. Students should not tamper with nor misplace their respective name cards. In case of lost name card, students must apply for a duplicate name card by paying INR 500/-

V.2. SELECTION OF ELECTIVES: BIDDING

Students bid over a wide array of courses spread across 5 specializations in the second year. The bidding process provides an efficient & impartial platform to all the students by helping them in prioritizing their course preferences. Bidding is not dependent on students' CGPA and electives are

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assigned according to relative preferences submitted by students. A student is expected to take 18 electives in the second year including mandatory courses.

Students can opt for a minimum of ONE and maximum of TWO specializations in the second year. Successfully completing 6 electives in each specialization is required for earning the said specialization.

V.2.1. GUIDELINES ON THE BIDDING PROCESS

V.2.1a. Every student has an equal number of bidding points, which they must use over three terms.

V.2.1b. When a bidding round opens, students use the bidding portal to place their bids.

V.2.1c. The bids can range from 1 point to 1000 points with courses clearing at the least points for a successful bid.

V.2.1d. Points and credits will be deducted in the final bidding process for any student who selects a course not involved in the bidding process.

V.2.1e. Students will not be able to bid for subsequent courses &/sections that fall in the same time slot in any phase of bidding.

V.2.1f. When a round closes, students will be able to see the courses &/section allocated to them.

V.2.1g. Bidding will progress to the next round for courses which have seats yet to be filled.

V.2.1h. Maximum of 3 bidding (Demand Estimation Round, Mock bidding and Final Bidding) rounds will be conducted per term.

V.2.1i. Students cannot add/drop a course after final phase of bidding.

V.2.1j. While students will be able to count cross listed courses towards more than one specialization, they will be required to complete the credit requirements to graduate.

V.2.1k. It is the students' responsibility to avoid any scheduling conflicts.

V.3. AUDITING AN ELECTIVE

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Second year students have an option to audit a maximum of 2 elective courses in a year, subject to choosing to audit only one course in a particular block.

A minimum CGPA of 3 is required to audit a course. A course can be audited only if there are available seats. Once the course bidding is complete and based on availability of seats, the course may be open for audit requests. It should be noted that Course auditing will be at the discretion of individual faculty.

The student will put in the request for an audit to the Programmes Office stating how the course aligns with their career goals and interests. The Programmes Office will contact the course faculty with the audit request and if they are agreeable, the student will be allowed to audit the course. Typically, not more than three students will be allowed to audit a particular course.

While students who are auditing a course cannot participate in any class discussions, and will not be assessed on the course, they are required to ensure the attendance requirement for the course. Courses taken on audit will not be mentioned in the grade sheet.

V.4. LEARNING MANAGEMENT SYSTEM (LMS)

To facilitate accessible, round the clock learning, BITSoM offers the facility of a virtual learning management system to the students. All students will be provided access to the LMS portal via their BITSoM email ids.

LMS acts as an interface between students & the Programme's Team and facilitates a smooth academic delivery process. Students are advised to log in regularly on LMS for academic updates, announcements, course materials, tracking their attendance as well as assignment submissions.

Through LMS, students will be able to:

1. Read/Download all the course materials uploaded by the concerned faculty.
2. Register for courses.
3. View timetable and seat charts.

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4. Access readings, assignments, quizzes, and grades shared by faculty.
5. Request an appointment with concerned academic associate/faculty.
6. Access grades.
7. Submit course and faculty feedback.

Students will only be able to access information and materials for their registered courses. LMS access to course material will be provided before the term begins and will remain valid until the end of the academic year. However, students will have continuous access to their attendance, grades, marks on the LMS.

V.5. COURSE MATERIALS

Soft copies of course materials will be available on LMS for all enrolled students a week before a particular course commences. Access to these materials will be restricted to the courses in which the students are enrolled. In case, a course requires printed copies, these will be provided to the students as per the discretion of the concerned faculty.

V.6. SUBMISSION OF ASSIGNMENTS

All assignments should be submitted through LMS unless the respective faculty requests otherwise. Assignments will undergo plagiarism detection. If a hard copy is requested by the faculty, students must submit both hard and soft copies. Assignments with more than 50% similarity to published material or other assignments (past or present) will be subject to penalties as per the honour code.

V.7. COURSE & FACULTY FEEDBACK

To continuously enhance the academic structure and course outlines, BITSoM has implemented a process of collecting independent feedback from all students at the end of each block. This

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feedback is gathered through the LMS, with the submission window open on the last day of the course.

Submitting the Instructor and Course Feedback is mandatory for all students. Students who do not submit their feedback will not have access to their marks and grades on the LMS.

V.8. STUDENT LEADERSHIP AWARDS

BITSoM Student Leadership awards aim to recognize, reward and offer tribute to final year students for their exemplary commitment to the school through a stellar display of leadership performance, co-curricular initiatives, participation in the community & a zeal for fostering innovations.

There are 2 categories of awards:

V.8.1. Chancellor's Award recognizes the student who best embodies the spirit and ideals of BITSoM, as evident by their conduct in all aspects of academic and extracurricular life at school. The winner of this award is believed to be the ambassador of the BITSoM MBA programme.

V.8.2. Excellence Award(s) is conferred for an abiding spirit of service, excelling in academics, taking initiatives, and shouldering responsibilities beyond the call of duty. Recipients of BITSoM Excellence Awards are believed to be the brand builders of BITSoM MBA programme.

An internal Awards Committee is formulated that invites nominations and announces winners of these awards after following an extensive course of discussions, interactions with stakeholders and fair evaluation of each nominee. Students are screened on the following criteria:

V.8.3. Serving the Community: Acting as an effective interface between students and BITSoM departments (such as Admin, Admissions & Outreach, Student Life, Programs, IPCS, Alumni Relations, and Marketing) throughout the program. The student efforts and facilitation should directly lead to timely and responsive service quality to different members of the BITSoM community.

V.8.4. Enhancing Quality of Life: Creating a wonderful atmosphere of fun, learning, enjoyment, camaraderie, and collaboration among students and their connectedness with important stakeholders outside through organizing events, activities, and other initiatives.

V.8.5. Showcasing BITSoM: It takes into account following - (a) participation and winning prestigious competitions of different kinds against tough competition; (b) Making thoughtful contributions in the form of papers or case studies; (c) organize competitions, get top talent to participate, and create a great learning event; (d) for exemplary performance and exceeding client

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expectations in the Social/Corporate Live Projects, or Summer Internships; and (e) representing/being part of prestigious events, activities, projects outside BITSOM.

V.8.6. Mobilizing and Energizing People: While voluntary individual effort should be appreciated and lauded, major initiatives, conferences or events happen because individuals and teams are mobilized to make a difference and create an impact. This happens because key organizers attend to communication, harnessing relationships, or creating a sense of pride in maintaining standards of excellence. Without any doubt this is a hallmark of effective leadership.

V.8.7. Fostering Innovative Actions and Institutionalization of Processes: Another hallmark of effective leadership is the quality of ideas or vision. How innovative and entrepreneurial is the approach? Are key functionaries paying attention to building systems and processes to make the initiative sustainable over a period of time? Do people at different levels of responsibility feel a sense of ownership to the agenda of keeping the initiative alive and thriving, long after the initiators have graduated from BITSOM?

V.8.8. Significance: In the context of effective leadership, significance means that the leader's actions, decisions, and vision have a meaningful impact on the lives of others and contribute to a greater purpose. Did the leader think through whether the activity is relevant and/or in line with BITSOM ethos and values? What was the scale and impact of activity, proposal, idea, etc.,

V.8.9. Consistency: As an effective leader, have they performed at a high level consistently over time? Consistent performance is a nod to discipline, focus, and a commitment to excellence. It means setting clear goals and working towards them consistently, even when faced with challenges or setbacks. It also means developing and maintaining habits and routines that support optimal performance.

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VI. GRADING & EVALUATION

The evaluation criteria for each course are distinct and designed in accordance with respective faculty to ensure maximum value addition for the students. The faculty will outline the evaluation criteria in the course outlines before commencement of the course. The maximum weightage for a single evaluation component will not be more than 60%. All assignments, cases, and other components must be submitted online via the Learning Management System, unless otherwise requested. Ideally, a course includes both individual & group grading tasks, with at least 40% weightage for individual components. In addition, the mid-term and end-term examinations will be conducted if they are a part of the evaluation criteria. Please note that exams may be held in the evenings&/weekends. Students should check the schedule carefully and take all exams as per the day/time allotted.

VI.1. GRADING SCHEME

For every course, the student will receive a final letter grade. These grades are calibrated to GPA quality points. The grid below denotes the lettered grades that will be awarded at BITSoM, and the respective associated GPA points. The percentage scores that will earn these grades will be decided by the individual faculty.

Grades	A+	A	A-	B+	B	B-	C+	C	C-	D	F
GPA Points	4	3.75	3.50	3.25	3	2.75	2.50	2.25	2	1	0

VI.2. GPA & CGPA

The Grade Point Average (GPA) is the weighted average of all the grade points secured by a student during a particular Term

GPA calculation: $GPA = (u_1g_1 + u_2g_2 + u_3g_3 + \dots) / (u_1 + u_2 + u_3 + \dots)$

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Where u_1, u_2, u_3 ...denote credits associated with the courses taken by the student and g_1, g_2 ... denote grade points of the letter grades awarded in the respective courses.

The cumulative grade point average (CGPA) is the weighted average of all the grade points (including WAW) secured by a student across all terms.

CGPA calculation: $CGPA = (GPA \text{ Term } 1 \times \text{Total credit of Term } 1 + GPA \text{ Term } 2 \times \text{Total credit of Term } 2 + \dots) / (\text{Credit Term } 1 + \text{Credit Term } 2 + \dots)$

VI.3. GRADE ACCESS

Students can access their grades, GPA and CGPA on : <https://bitsom.collpoll.com> by logging in with their BITSOM email address.

VI.4. GRADE DISCLOSURE POLICY

BITSOM follows an optional grade disclosure policy that allows students to reveal their grades during the on-campus recruiting process, at their own discretion. The school does not share the grades with anyone outside, unless there is a written request from the concerned student. This policy has been adopted keeping in mind local Indian conditions when several recruiters are keen on knowing the grades of the students and attracting various top recruiters who insist on allowing students to reveal their grades. The school cannot disclose grades to anyone other than the concerned student without written consent.

VI.5. GRADE RELEASE PROTOCOL

Tentative Timeline*	Action#
Within 7 days	Completion of evaluation
Within 8 days	Release of scores
Within 9-13 days	Re-evaluation /feedback requests window for students

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Within 14 days	Resolution of student issues
Within 15-16 days	Release of final grades

*From date of examination, # Subject to change at the discretion of Programmes Office

VI.6. GRADE REQUIREMENTS FOR GRADUATING

VI.6.1. A student needs a minimum CGPA of 2.25 to pass year 1 and 2, provided they do not get more than 1 F grade per year. In case a student does not meet the basic passing criteria, they will have to repeat that particular year. Please note that students can repeat a year only once.

VI.6.2. A student can take a maximum of 3 years to complete the programme.

VI.6.3. If a student fails in year 2, with a CGPA between 2.2 and 2.5, they will be given an option to redo 4 courses in the next year to improve their CGPA and graduate.

VI.6.4. Students repeating a year will be required to pay the entire fee for that particular year.

VI.6.5. An F grade in a core course in Year I, will prohibit the student from opting in for the corresponding specialization in Year II.

VI.6.6. Student will not be awarded the said specialization in case of F grade in any of the corresponding core electives in Year II.

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VII. EXAMINATION GUIDELINES

BITSOM Examination Policy & Honour code applies for all the courses and examinations that are conducted during the 2-year MBA degree programme. All students must adhere to these rules whenever applicable.

VII.1. GENERAL EXAMINATION GUIDELINES

VII.1a. Concerned faculty/academic associate will provide a defined set of instructions before each examination.

VII.1b. The instructions shared at the beginning of each examination are non-negotiable and non-contestable at any point in time. Engaging in any activity that is against these will tantamount to a penalty.

VII.1c. All students must occupy their respective seats as per the seating plan. Any participant, not complying with the seating arrangement can be prevented from taking the examination.

VII.1d. Examination Hall will be closed 15 minutes prior to the commencement of examination, post which students will not be allowed to enter/exit the hall.

VII.1e. Students must carry their ID cards to the examination hall.

VII.1f. Students must put their signature on the answer sheets/ supplementary sheets and the attendance sheet.

VII.1g. Students are not permitted to use pencils for writing answers in examinations.

VII.1h. Students are not permitted to carry any electronic device (mobiles, laptop, smart watch, calculator etc), bag, folder, or notes inside the examination hall. All such materials, other than those specified by the course instructor, must be kept outside the examination hall. If any participant is found with/or near any such material – it will be considered as an attempt to use unfair means.

VII.1i. No answer sheet and question paper will be issued to any student as long as he/she is in possession of any book/ notes/bags etc. However, with the permission of the concerned instructor(s), prescribed books will be allowed for open book examinations. Bringing any other book(s) (for open book examination) will also be considered as adopting unfair means.

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VII.1j. Attempts to communicate with peers during the examination, verbally or non-verbally, to seek answers, or any help will attract penalty.

VII.1k. No students are permitted to temporarily leave the examination hall during examinations. However, permission to temporarily leave the hall may be granted in exceptional cases.

VII.1l. No students shall be permitted temporary absence from the examination hall during the first 45 minutes of an examination.

VII.1m. The period of temporary absence from the examination hall must be recorded in the prescribed sheet provided in the examination hall.

VII.1n. Not more than one student shall be permitted temporary absence from the examination hall at any given time.

VII.1o. The period of temporary absence from the hall must be recorded in the sheet provided in the examination hall and must not exceed 2 minutes.

VII.1p. Any student finishing the examination early and leaving the examination room early must leave the examination hall area immediately. Silence must be maintained when arriving for or leaving from an examination.

VII.1q. When the examination is in progress, if any student is found discussing anything with another Student, either in or outside the examination hall, the same will also be treated as adopting unfair means.

VII.1r. Exchange /sharing of any stationery items is not permitted during examinations.

VII.1s. Under no circumstances, the answer books are to be taken out of the examination halls. Handing in the answer books will be the sole responsibility of the student.

VII.1t. Above rule and regulations are not limited to only copying during exams, but also applicable to knowingly allowing others to use your work, and using others work for your own advantage i.e., cheating, misrepresentation, fabrication, duplicate submission, academic misconduct, improper use of computer/calculator, improper use of internet during examination, disruptive behaviour and plagiarism.

VII.2. PENALTY FOR VIOLATION OF EXAMINATION RULES

Activity	Action to be taken
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Use of prohibited sources of knowledge	Confiscation of the source (phone, book, smart watch or any other device not necessarily needed for exam) and 20% penalty on total marks scored in the exam.
Attempt to communicate with peers	First Warning: No repercussion
	Second Warning: 5% of total marks of the exam will be deducted.
	Third Warning: The student will be required to submit the answer script and leave the examination room, also 25% penalty of the total marks scored in the exam will be deducted.
Plagiarism	Same rules that apply to assignment submission policy
Accessing Internet	If Wi-Fi/internet is found connected, 25% of the total exam marks shall be deducted irrespective of whether student is using or not using the data connection.
Note: Any violation including the above & corresponding actions will be under the purview of the HCC, the decision announced by the HCC will be final and binding.	

VII.3. RE- EXAMINATION

VII.3a. Make-up examination may be conducted only for students who are absent during the mid-term or end-term examination owing to extreme exigencies, with prior permission from the Programmes Office. All reasons must be supported by documentary evidence and will be subject to approval from Programmes Office.

VII.3b. Subject to faculty discretion, a make-up examination may be conducted for students who obtain 'F' grade for academic or disciplinary reasons. However, the highest grade a student can obtain in the make-up examination is the passing grade.

VII.4. REVIEW OF ANSWER SCRIPTS

VII.4a. The students must reach out in the timeline specified by the Programme's Team for detailed feedback, and/or re-evaluation and/or both – detailed feedback/re-evaluation.

VII.4b. End Term and Mid-Term Paper viewing will be organized by Programmes Office; all students who wish to apply for re-evaluation must complete the formalities on the same day itself. No re-evaluation requests will be considered if not submitted on the same day.

VII.5. PAPER VIEWING INSTRUCTIONS

BITSOM reserves the authority to modify any of the policies, processes and guidelines stated in the Handbook. Any changes will be communicated to all stakeholders as and when the need arises.

VII.5a. Students will be permitted to view their marked paper & submit re-evaluation request only during the paper viewing session.

VII.5b. Re-evaluation requests along with payment receipt can be filed only during your respective paper viewing session. Requests once filed cannot be taken back.

VII.5c. Carrying the answer key &/exam script&/marked paper outside the paper viewing room is not allowed, any deviation will be treated as a violation of the honour code.

VII.5d. Students must return their answer script and the answer key to the Programme Team after viewing.

VII.5e. Writing on &/tampering the marked paper will qualify as a violation of the honour code.

VII.5f. Students will not be permitted to carry any material into the paper viewing session including cell phones &/ stationery.

VII.5g. Marked paper can be viewed only once. Paper once returned can't be re-issued either for second time viewing &/ for filing revaluation.

VII.5h. If a student opts for re-evaluation, the entire submissions of a course are reviewed which may lead to an increase or decrease in scores.

VII.5i. For any re-evaluation, students are required to pay Rs. 500/- online (a link will be shared after paper viewing). Please note that this amount is non-refundable, regardless of whether the marks change or remain the same.

VII.5j. Students can submit detailed feedback to the concerned academic associates within the timeframe stipulated by the Programmes Office.

VII.5k. Programmes Office will not consider any re-evaluation requests basis comparison of scores amongst batchmates.

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VIII. BITSOM HONOUR CODE

VIII.1. Outline

BITSOM lays utmost emphasis on integrity & honesty. The Honour Code governs student conduct pertaining to all academics and co-curricular activities, both inside and outside the school. This includes any academic & co-curricular activity post enrolment through graduation. In its quest of creating responsible & ethical leaders, the school expects all students to abide by the Honour Code failing which will result in serious repercussions.

The students must be on their best behaviour, be ethically responsible and act judiciously on campus as well as outside. BITSOM considers integrity as the foundation of academic discovery & learning, hence, there must be honesty in all forms of representation of students' work and interaction with stakeholders during the entire duration of the programme.

In accordance with Honour Code, the students should:

VIII.1a. Treat each member of the BITSOM community with respect.

VIII.1b. Act honestly and refrain from offences such as copying, cheating, plagiarizing, lying and colluding with fellow students in a manner not permitted by the course faculty, giving or receiving unauthorized aid, and resorting to bribery or intimidation to obtain an advantage over others.

VIII.1c. Act honestly and do not seek an unfair advantage over other students, including, but not limited to, cheating, copying, providing or receiving unauthorized aid on academic assignments, working with others on assignments intended to be completed individually, sharing confidential information about academic assignments and plagiarizing.

VIII.1d. Act with personal integrity and good judgment in participation in all school-related activities and events, on and off-campus.

VIII.1e. Maintain high ethical standards in what students claim to have achieved academically and otherwise to gain any job, scholarships or any other privilege.

VIII.1f. Cooperate in reporting violations of the Code by others.

The Honour Code represents an agreement between students and the BITSOM about their responsibilities for learning and teaching. Faculty members are required to take reasonable precautions to prevent the violations mentioned above, including specification of the level of

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interactions/exchanges of ideas/discussion allowed for each group or individual project/assignment. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honour Code.

While the faculty alone has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal conditions for honourable academic work.

VIII.2 IMPORTANT DEFINITIONS

VIII.2a. Jurisdiction

The Honour Code covers all students of BITSOM for academic matters both outside and inside the BITSOM. The Honour Code Committee (HCC) constituted by the Dean is empowered to adjudicate on alleged offences, violations, charges, and penalties. The Dean is the final arbitrator in all matters.

VIII.2b. Cheating

VIII.2b1. Using unauthorized notes, study aids, or information on an examination

VIII.2b2. Altering a graded work after it has been returned, then submitting the work for regrading

VIII.2b3. Allowing another person to do one's work and submitting that work under one's name

VIII.2b4. Submitting identical or similar papers for credit in more than one course without prior permission from the course instructors

VIII.2c. Fabrication

Falsifying or inventing any information, data, or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

VIII.2d. Facilitating Dishonesty

Helping someone else in cheating, plagiarism, or fabrication.

VIII.2e. Plagiarism

Plagiarism is the use of another's original work, such as articles, reports and presentation materials in full or part, or codes, formulae and ideas, without acknowledging or seeking permission where necessary from the author or source. Please note that verbatim text from another source must always be put in (or within) quotation marks.

Plagiarism challenges the academic integrity of a school community. Clear attribution and acknowledgement of authorship and sources is a practice that BITSOM seeks to inculcate in its

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students. Violating academic integrity is a serious offence and will be severely penalised. Students are encouraged to explore plagiarism.org, an excellent website that contains information about plagiarism. Students are also advised to consult faculty members, when in doubt about whether something is or is not plagiarism.

VIII.2e1. Students must mention appropriate citations wherever relevant in all forms of academic coursework including but not limited to assignments, quizzes, assessments, projects, presentations, group work, class participation etc.

VIII.2e2. All coursework must be checked on a plagiarism software, preferably Turnitin by the students. Concerned Academic Associate/Faculty will pass all coursework through plagiarism detecting software and any violations will be liable for a penalty/disciplinary action as per Honour Code Committee (HCC)

VIII.2e3. Students can consider the following links for expanding their understanding on Plagiarism:

- I. <https://www.plagiarism.org/>
- II. <https://www.turnitin.com/>
- III. <https://www.scanmyessay.com/plagiarism/what-is-plagiarism.php>

VIII.2e4. The following are some examples on what constitutes plagiarism as per the HCC:

- I. Reworking academic coursework without concerned faculty/academic associate's approval
- II. Unauthorized collaboration with peers/classmates/alumni/any other stakeholders
- III. Fabrication of another person's course work and submitting it as their own
- IV. Abetting use &/ influencing others to use aid not permitted for any/all types of coursework
- V. Cut- copy- paste from internet with references but no citations
- VI. Cut- copy- paste from internet without references
- VII. Cut-copy-paste from another student/group's submission or from submission of previous students&/alumni

VIII.3. INTENT & THE REASONABLE PERSON STANDARD

Students and faculty often ask about the issue of intent with respect to plagiarism. In particular, they usually want to know if a careless act can be considered a violation of the code of conduct. The answer is "yes," depending on context and other circumstances, as mentioned below:

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- a. Even in cases where the honour code committee finds that an accused student did not wilfully intend to violate the honour code, the student still does violate the honour code given that a reasonable person in his/her situation should have been aware that his/her activities were wrong.
- b. Regardless of the student's intent, it is his/her responsibility to follow the rules defined by the teaching faculty member and/or the Honour Code whenever s/he submits academic work.
- c. In submitting academic work even, a student's "mistakes" and "accidents" are to be included as part of his/her responsibility to be aware of activities that are wrong and in violation of the honour code

VIII.4. BEST PRACTICES FOR AVOIDING HONOUR CODE VIOLATIONS

VIII.4a. Students are encouraged to familiarize themselves with the Honour Code policy of each course that they enrol for. This is especially applicable regarding permitted or unpermitted collaboration and aid. Guidelines frequently vary from course to course, instructor to instructor and assignment to assignment. Students are advised to read and understand what is expected from them in terms of academic integrity from each faculty.

VIII.4b. A plea of ignorance will not construe as defence; hence, students must clarify their doubts&/questions on applicable honour code from the concerned faculty. It is the responsibility of the students to accumulate all the information they require to obey the honour code policies.

VIII.4c. Don't give in to stress. BITSoM MBA is an extensive programme that often tests student's rigour, which can be overwhelming. Whenever possible, students should try to plan ahead, get assignments done on time so that the temptation of resorting to unauthorized resources for escaping a last-minute bad grade is minimized.

VIII.4d. Never forget to list references and cite across all academic coursework. Lack of intent to plagiarize does not mitigate it as an Honour Code violation.

VIII.5. PROCEDURES OF THE HONOUR CODE COMMITTEE

VIII.5a. Serving as a witness

BITSOM reserves the authority to modify any of the policies, processes and guidelines stated in the Handbook. Any changes will be communicated to all stakeholders as and when the need arises.

In accordance with the Honour Code, all parties with knowledge of facts about a case of alleged student misconduct are expected to cooperate fully with the investigation of the facts of the case and must appear, if requested, at panel hearings. In addition, all parties are expected to be respectful of the confidential nature of any knowledge or information they may have about a judicial case or the other parties involved.

Witness possesses the right to:

- a. Refuse to engage in self-incrimination
- b. Be offered reasonable protection from retaliation, intimidation and/or harassment
- c. Be informed, in writing, of these rights

VIII.5b. Organisation of the Honour Code Committee

a. Role:

- i. Interpreting the Honour Code
- ii. Promoting the values of the Honour Code through communication with students, faculty and administrators
- iii. Assisting in investigations of suspected Honour Code violations
- iv. Determining possible violations of the Honour Code
- v. Recommending sanctions as appropriate

b. Composition:

The HCC will be appointed by the Dean every academic year and will deal with Honour Code violations. The composition will be as follows:

- i. Representations from Faculty
- ii. Representations from Administrative Staff
- iii. Representations from Programmes Office

The chair may or may not decide to form an advisory committee/group to act as a facilitator between the Committee and the students. The composition of the advisory group, if being formed, will be decided by the chair.

c. Selection

- i. The Chair will be appointed by the Dean from among the BITSoM faculty
- ii. Faculty members will be identified and appointed by the Dean

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- iii. Administrative Staff will be identified and appointed by the Dean
- iv. The term of appointment will be 1 academic year

Please note:

- i. The Dean or HCC Chair may co-opt one or more faculty/staff on an ad hoc basis for a hearing if the required number of faculty or staff members is not available for any reason.
- ii. The Chair of the HCC in consultation with other faculty members in the Committee should use discretion in inviting others to come to the proceedings and share information with the Committee.

The Chair must ensure that an equal number of faculty and student members attend each hearing. For this purpose, the Chair himself/herself does not count as a faculty member on the Committee.

VIII.5c. Suspected Violations

Reporting: Students, faculty members and administrators are obligated to report suspected violations of the Honour Code promptly by sending an email to Programmes Office on bitsom.programs@bitsom.edu.in

Investigations: The investigation may include interviews with any and all persons, regardless of affiliation with BITSOM, believed to have information relevant to the incident. Upon completion of the investigation, the HCC will determine if sufficient evidence of a potential violation exists to move forward with the Honour Code process or if the case should be dismissed. Once a violation has been established, the concerned faculty member can deal with it directly or officially refer the matter to the HCC. The Chair will consult, if necessary, with the other faculty members in the Committee to decide whether to proceed with a hearing. Should the HCC determine that there is not sufficient evidence to move forward with a case, the concerned student will be notified, and the case dismissal will be final and not subject to appeal without additional evidence.

Please note that the non-academic violations would, in general, not be under the purview of the HCC. However, some non-academic cases would be considered by the programmes team and reported to the HCC for possible violations.

VIII.5d. Determination

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The Committee Chair will share details of the possible violation with the student. The committee will direct students to review the committee policies and procedures to apprise the student of his/her rights. The committee will also share the contact of advisory committee members for consultation, if necessary.

The student is required to submit in writing whether they wish to contest the violation or not. This statement can and will be used against the student if the facts prove that the student did not admit to the truth.

Statement by the affected student:

- a. Statement in General: Any statement prepared by the student should be his/her own, but s/he can consult Advisory Committee while preparing the statement. It is recommended that the student provides complete information so that it will be easier for everyone to understand the situation.
- b. Statement in Contested case: The student should give a detailed and factual account of how they did the work (or their account of what occurred during the supposed violation) in response to the specific concerns raised by the complainant. The student should include the circumstances regarding the event that are relevant to the facts and issues of the case. They should indicate whether they are contesting the allegation because they disagree with the facts or that they do not believe their actions are a violation of the Honour Code. In either case, they have to explain why they are contesting the allegation. The students can offer any mitigating factors that should be considered when the Chair of the HCC makes a decision about calling for an HCC meeting, or a complainant makes his/her decision about lodging a formal complaint or the HCC makes its decision on a case that goes to a hearing. The student should offer an explanation or his/her thoughts about any aggravating factors raised by the complainant or the Chair of the HCC that should be considered.

However, do note that in a contested case if the Committee is eventually convinced that the student has violated the Honour Code, it will impose a higher penalty.

- c. Statement in an Uncontested Case: If the student is not contesting the allegation, s/he should explain what s/he did and why. S/he should also explain why such behaviour is a problem. Further, s/he should describe the circumstances that led him/her to take the actions s/he did. The student should also reflect on the learning from this incident and how s/he would avoid any such future incidents.
- d. If the accused student accepts the responsibility for the alleged violation of the Honour Code, the HCC would make a decision about meeting the student. In most cases, the committee would meet with the student, as additional details help in determining the penalty. After the meeting, the HCC would discuss and determine sanctions.

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VIII.5e. Hearing

VIII.5e1. If the accused student does not accept responsibility for the alleged violation of the Honour Code, and the HCC determines that there is sufficient evidence of a potential violation to move forward, the Committee would conduct the hearing. The student is required to attend the meeting of the HCC at a time to be specified by the Committee.

VIII.5e2. To protect student confidentiality, the meeting room will be communicated to the student a few minutes before the start of the hearing.

VIII.5e3. The charged person/s will be given the opportunity to independently present a statement to the Hearing Panel and to respond to the allegations or information presented in the investigation report with information, physical evidence, or testimony.

VIII.5e4. Hearing Panel members may question evidence and testimony presented by the investigator, the charging person, any witnesses and the charged person.

VIII.5e5. In case the Committee finds that the student has violated the Honour Code, the Committee works closely with the students to make sure that they can continue at BITSOM. The Committee will protect the student's identity and will write to the larger student community after the end of the appeals process.

VIII.5e6. At the conclusion of the hearing, the HCC members will meet privately to discuss the hearing. Thereafter, the HCC members will vote to determine whether or not the charged person is responsible for violating the Honour Code.

VIII.5e7. Under normal circumstances, the HCC is required to complete all proceedings within 4 business days from first receiving a complaint. Exam week and term break are not considered as normal business days for this purpose.

VIII.5e8. All HCC hearings must have the following components:

1. Be recorded i.e. either audiotaped or videotaped.
2. Written communication from the Chair of the Committee to the affected student(s) as well as the course faculty informing the decision within a reasonable time.
3. Arguments based on 'precedence' are inadmissible unless judged meritorious.
4. Proceedings will be behind closed doors.
5. The HCC Chair will communicate a general description and the outcome of the hearing to the student body and the entire faculty. Of course, all such communications will not reveal any personally identifiable information of the parties concerned.

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6. The Chair of the Committee is eligible to vote in all motions brought to the proceedings, but would typically vote only if there is a tie.
7. In the case of a tie in the voting on any violation issue, the decision would rest with the Chair of the HCC.
8. Votes cast by Committee members would be available on record, and, if necessary, will be produced in cases

VIII.5f. Acceptance of Charge for suspected violation

At any point in the hearing process, at his or her sole discretion, the charged student may accept responsibility for the alleged violation and thus waive his or her right to a hearing. The charged person must provide the HCC with a written and signed statement, detailing what violation the student is taking responsibility for. Thereafter, the HCC members will meet privately to discuss the violation and will vote to determine whether or not the charged person is responsible for violating the Honour Code.

VIII.5g. Appeals

VIII.5g1. A student who has been found responsible for violating the Honour Code can be reported to the Committee again for the same violation provided specific and new information is brought forward.

VIII.5g2. The affected student may appeal the decision of the HCC.

VIII.5g3. Only the affected student can appeal the decision. No HCC member can be involved in the appeal.

VIII.5g4. The affected student may appeal the decision only if there is new information related to the violation that was not presented before the Committee previously, there is some demonstrable conflict of interest during a hearing or there were procedural issues during a hearing.

VIII.5g5. Finding the penalties too severe is not a reason for appealing a decision and will increase penalties.

VIII.5g6. Changing or withdrawing statements made previously to the HCC cannot be considered as new information and hence cannot be used as a reason to appeal the decision of the HCC.

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VIII.5g7. Appeals to the HCC Committee must be made in writing (e-mail/letter) to the Chair of the Committee, stating the exact reasons for why the decision is being appealed.

VIII.5g8. This appeal must be made within 2 working days from the time the initial Committee's decision is received by the affected student.

VIII.5g9. The Chair will decide on whether the reasons for an appeal are well-supported and the student deserves another hearing by the Committee.

VIII.5g10. If the Chair decides that the affected student deserves a second hearing, then s/he will try her/his best to have a different set of faculty and student members for the second hearing.

VIII.5g11. If the Chair sees no merit in an appeal, then no further appeal is possible.

VIII.5g12. The Chair's decision to have or not have a second hearing must be communicated to the affected student within 2 business days of receiving the student's appeal.

VIII.5g13. In case of a second hearing, it should be held within 4 business days of the Chair's email to the affected student about the second hearing.

VIII.5g14. If after the second hearing, it is observed that the student had no reason to appeal the decision of the first hearing, the penalty will be increased.

VIII.5h. Confidentiality

Charges and all subsequent steps will be handled with the utmost discretion, maintaining confidentiality to the extent possible. No member of the HCC, complainant or witness or any other person assisting with the HCC proceedings (including the Dean and others involved in the appeals process) shall disclose either the content or the existence of any proceeding, or information concerning a proceeding which identifies, or which could reasonably be expected to identify, the student, the complainant, or any other witness, or members of the HCC who were a part of the inquiry panel. A Member of the HCC shall reveal only the mere existence or non-existence of proceedings, and this too shall be done only in response to a query from another faculty or student member of the BITSOM community.

Any breach of confidentiality, other than as is required to complete an investigation or on a need-to-know basis, is an Honour Code violation and will be reported to the Dean for necessary action.

VIII.6. PENALTIES FOR HONOUR CODE VIOLATIONS

BITSOM reserves the authority to modify any of the policies, processes and guidelines stated in the Handbook. Any changes will be communicated to all stakeholders as and when the need arises.

Honour Code incorporates rules pertaining to a myriad of student activities, hence, there is a range of penalties that the HCC has outlined for different types of violations. If a student acknowledges misdeed through a confession, HCC will take cognizance of the confession while deciding the penalty. However, if a student refutes the allegations and is later found to be a violator basis evidence & investigation, then HCC will be liable to charge the student with a stricter/higher penalty.

There are certain penalties that are imposed on students found violating the honour code in addition to the penalty imposed by HCC. These include:

VIII.6a. Immediate debarment from responsibilities &/membership in student bodies /clubs etc

VIII.6b. Prohibition on participating in external competitions and representing BITSOM

VIII.6c. Not permitted to stand for &/serve in any student committees

VIII.6d. Immediate cancellation of awarded scholarship

VIII.6e. Cancellation of any awards/certificates/letters of appreciation awarded to the student

In addition to the above, the range of penalties awarded by HCC are as follows:

VIII.6f. Suspension for 1 or more years, usually applies to examination related violations

VIII.6g. For multiple/repeat violations in same/different terms, expulsion from the school

VIII.6h. Not being allowed to walk in graduation ceremony – for violations that require penalty higher than F grade but lower than suspension

VIII.6i. Cessation of alumni privileges for a period of 12/18 months – for violations that require penalty higher than F grade but lower than suspension

VIII.6j. 0 in evaluation component and overall F grade in the course will be the minimum penalty in cases of plagiarism

VIII.6k. The penalties decided by the HCC can have a retroactive effect and cannot include financial payments such as fines/challans

VIII.6l. Violation through membership in a study group wherein the student was not a part of the action related to violation, social service may be imposed as a penalty by HCC

VIII.7. CODING GRID & HCC

BITSOM reserves the authority to modify any of the policies, processes and guidelines stated in the Handbook. Any changes will be communicated to all stakeholders as and when the need arises.

BITSoM follows a distinct matrix in which a code is designated to each course work. This code defines permissible and non-permissible activities as per HCC and students must adhere to these while completing & submitting the coursework. Faculty will assign a code to each coursework and students must abide by the guidelines in accordance with the assigned code while completing the coursework. The BITSoM Coding Grid is illustrated below:

Code	Nature of Course work Discussion		Nature of Reference Material	
	General Discussions	Specific Discussions	External Material	Case/Problem Solutions
AC-I	Not Allowed	Not Allowed	Not Allowed	Not Allowed
AC-IIa	Allowed	Not Allowed	Not Allowed	Not Allowed
AC-IIb	Not Allowed	Not Allowed	Allowed	Not Allowed
AC-IIIa	Allowed	Allowed	Not Allowed	Not Allowed
AC-IIIb	Allowed	Not Allowed	Allowed	Not Allowed
AC-IIIc	Not Allowed	Not Allowed	Allowed	Allowed
AC-IV	Allowed	Allowed	Allowed	Not Allowed
AC-V	Allowed	Allowed	Allowed	Allowed

HCC Guidelines on the Coding Grid are as follows:

VIII.7a. Honour Code violation has no bearing on the coding grid. A violation under coding grid AC-V is not less severe than others. Each coding submission is judged according to the corresponding scheme.

VIII.7b. Students are permitted to discuss cases and assignments with academic associate and faculty

VIII.7c. Prescribed & recommend coursebooks can be referred to for any individual/group assignment

VIII.7d. Students are encouraged to clarify their doubts with the instructor /academic associate whenever required

VIII.7e. HCC reserves the right to recheck all/partial past submissions of a course or courses in the past through a plagiarism software at its own discretion

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IX. DISCIPLINE & CODE OF CONDUCT

IX.1 GENERAL CODE OF CONDUCT

BITSOM is committed to provide a conducive environment for students, faculty, staff and all the other stakeholders associated with the school so that they can engage in conversations, exchange ideas, explore intellectual synergies and blend in the school's diversity. To ensure such a milieu, it is imperative that all individuals respect each other and behave prudently.

The following guidelines must be followed at all times on campus:

IX.1a. Students must report on time for all the classes, a grace period of 1 minute will be given post which all late comers will be marked absent for the particular session.

IX.1b. All interactions, verbal or written must be carried out with dignity & respect, any misbehaviour towards individual(s) of the school administration or fellow classmates will be subject to disciplinary action. The decision of the Discipline Committee in such cases will be final & binding.

IX.1c. Any academic misconduct or violation of academic/examination policies will be considered a violation of the honour code.

IX.1d. Use of laptops during sessions will be regulated by the concerned faculty/academic associate.

IX.1e. Students can use laptops/mobiles for making notes, if permitted by the faculty.

IX.1f. All electronic devices must be on silent mode (not vibration mode) at all times during the sessions.

IX.1g. Dress code for students is informal attire except for interviews/presentations or otherwise specified. Any form of indecent attire is not permitted on campus.

IX.1h. Students must carry their ID cards at all times on campus. In case of lost ID card, student must apply for a duplicate card & pay the prescribed fee to the Programmes Office.

IX.1i. BITSOM follows 0 tolerance policy towards unethical/illegal practices including possession/consumption of drugs, tobacco, alcohol, violence, non compliance, non -obedience etc.

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by any student. Any violations will be subject to stringent penalties as per the discretion of the Discipline Committee.

IX.1j. Smoking/Drinking/ consumption of any toxic materials is strictly prohibited at all places on campus. Any student found under the influence of either of these will be subject to disciplinary action.

IX.1k. Any student found in possession of /indulging in/or influencing others for smoking or drinking or consuming toxic materials anywhere on campus, including hostels will be subject to disciplinary action.

IX.1l. If a student is found to indulge in inappropriate behaviour in classroom &/disrupts the decorum of the class, the student will be liable to a disciplinary action as per the guidelines of the Discipline Committee.

IX.1m. Students must use the school infrastructure judiciously and not cause intentional damage to any of the campus assets/facilities. A violation of this will subject to penalty at the discretion of the Discipline Committee.

IX.1n. Cleanliness of the premises must be maintained at all times by everyone in the school. Littering the campus /trashing classrooms will subject to penalty.

IX.1o. Students must be mindful and respectful of each other's beliefs & religions. Any act of commenting/insulting/propagating hatred/inciting against any religion/religious leaders/students of any faith will be considered as misconduct and subject to disciplinary action under the discretion of Discipline Committee.

IX.2 RESIDENT CODE OF CONDUCT

BITSoM offers fully- furnished, air-conditioned student residences. These are equipped with other shared amenities like cafeteria, gym, outdoor sports centre, wellness centre etc. in addition to 24-hour wi-fi facility and a paid laundry service.

All matters concerning student residences are governed by the hostel warden under the discretion of the Facilities Department. In case of any issues, the decision taken by the warden &/Head of Facilities will be final and binding.

To ensure a conducive environment for all, certain rules apply to student conduct and behaviour in the residences. These rules are developed considering the academic rigour of the programme, well-being of the students and to ensure discipline on campus.

The Resident Code of Conduct is binding on all the students and must be adhered to at all times on campus:

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IX.2a. It is mandatory for all students to reside in the student residences for the entire duration of the programme. No exceptions will be considered, even for students living locally.

IX.2b. Any requests for room change needs to be done via email to the hostel warden & the request will be considered only if the warden approves it.

IX.2c. Unauthorized room exchange &/ change of rooms will be treated as a misconduct and subject to disciplinary action.

IX.2d. Outside appliances are not permitted inside the residences.

IX.2e. It is the responsibility of the students to keep their rooms, adjoining areas and hostel premises clean. Scribbling on/tampering with/damaging walls, rooms, windows, doors, common areas, furniture, electrical points etc. is forbidden. Any violations will lead to penalty.

IX.2f. Cost of repairs due to any reason other than regular wear and tear will be charged to occupants of the room.

IX.2g. Students are not permitted to bring additional furniture in their rooms.

IX.2h. Tampering with electrical installations is not allowed. Use of electrical appliances like immersion heaters, induction, electric stoves etc are not permitted. If such appliances are found, they will be confiscated and a penalty will be imposed.

IX.2i. Playing music on loud volume or using entertainment systems that cause inconvenience to others are not permitted.

IX.2j. Pets are not allowed in the student residences.

IX.2k. Personal vehicles are not permitted on campus including residences. Students are prohibited from driving borrowed/hired vehicles.

IX.2l. Students must be in their rooms latest by 9pm on weekdays and 10pm on weekends. Failure to comply will be considered misconduct and liable to disciplinary action.

IX.2m. Staying out of rooms/residences overnight is not permitted. Consent from warden must be obtained in case a student needs to stay out of campus overnight. Any unauthorized absence will construe as misconduct and subject to intervention from the Discipline Committee.

IX.2n. Smoking is not allowed anywhere on campus including residences.

IX.2o. Possession/consumption of alcohol/alcoholic beverages, addictive substances, toxic chemicals are a serious offence and will lead to a stringent action upon the discretion of the Discipline Committee.

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IX.2p. Any student found consuming/under influence of objectionable substances will be suspended from the residences, school and campus. The Discipline Committee will investigate the case and decide on the nature & duration of final penalty. The decision of the committee will be final & binding.

IX.2q. Private parties/celebrations/events are not permitted in the residences.

IX.2r. Students are not allowed to host any guests in their rooms. Permission for guests visiting during the day must be obtained from the warden 48 hours in advance. All guests must vacate the residences by 7pm.

IX.2s. Transport facility from campus to Kalyan station & Thane will be available for the students on weekends.

IX.2t. Students must be mindful and respectful of each other's beliefs & religions. Any act of commenting/insulting/propagating hatred/inciting against any religion/religious leaders/students of any faith will be considered as misconduct and subject to disciplinary action under the discretion of Discipline Committee.

IX.2u. Discipline Committee, Anti Ragging Squad & Warden may inspect rooms/residences at any time due to disciplinary reasons.

IX.3. CLASSROOM ETIQUETTES

IX.3a. All students must interact with the faculty, academic associate & peers with respect.

IX.3b. Students must sit as per the seating arrangement for the respective course. Any violation in this regard, will be treated as misconduct and subject to the discretion of the Programmes Office.

IX.3c. Tampering with or damaging the name cards is not permitted. Name Cards must not be carried outside the classroom. In case of misplaced name cards, students must apply for a duplicate by paying INR 500/-

IX.3d. Students must report on time for all the classes. Students will be marked absent if they are late by more than 1 minute from the scheduled time.

IX.3e. Any unruly/disruptive behaviour by the students that disturbs the classroom environment will be treated as misconduct and subject to disciplinary action.

IX.3f. Once inside the classroom, students will not be permitted to leave unless the session is over or the faculty has given a break.

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IX.3g. Littering & eating inside the classrooms is not permitted. Students must dispose tea/coffee cups into waste bins before exiting the classroom.

IX.3h. All guidelines mentioned under general code of conduct apply to classroom etiquettes and must be adhered to.

X. ATTENDANCE & LEAVE GUIDELINES

Classroom discussions, participation & peer interactions are pivotal to the BITSoM MBA. The students represent a diverse cohort replete with different backgrounds & experiences that enrich classroom discussions. Therefore, attendance is utmost important and students are required to attend all classes in each course. If due to completely inevitable reasons a student is forced to miss a session, the following rules will be applicable:

X.1. Not attending up to 20% of a core/elective course, will not result in a grade drop.

X.2. Not attending 30% of a core/elective course, will result in drop of one grade.

X.3. Not attending 40% of a core/elective course, will result in drop of two grades.

X.4. Not attending 50% of a core/elective course, will result in drop of three grades.

X.5. Not attending more than 50% of a core/elective course, will result in expulsion from the course.

X.6. No exemptions will be given for attending B school competitions/case competitions or any other inter/intra activities + competitions.

X.7. Attendance Policy for students auditing an elective will be the same as that of regular students.

X.8. BITSoM may consider absence only in case of an extreme personal illness/injury leading to hospitalization and bereavement within the immediate family. Even in these situations, the Programmes Office may or may not grant exemptions depending on the proof/documentation submitted by the student. The exemption, if approved will apply only towards attendance. No exemptions will be given under any other circumstances.

X.9. Students must monitor their attendance regularly through LMS. Doubts, if any should be clarified with the academic associate.

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XI. FEE STRUCTURE & FINANCIAL AID

XI.1. FEE STRUCTURE

The following fee structure will apply to all the students enrolled in the 2-year MBA degree programme, 2024-2026:

Components	Applicable Fee Amount**
Tuition Fee	INR 22,50,000/-
One time Admission Fee	INR 1,50,000/-
Housing	INR 3,00,000/-
Total BITSoM Fee	INR 27,00,000/-*

*Meal charges extra, **all amounts are for Year I + Year II

XI.2. FINANCIAL AID

BITSoM strives to support students throughout their MBA journey. The school provides an exclusive financial assistance platform through which eligible students can apply for support towards their respective tuition fee.

Students must satisfy the following criteria for seeking financial aid:

XI.2.1. Family Income of INR. 18 Lakh per annum or lower. (Family Income to include income of parents & spouse along with the candidate as per the previous year's Income Tax Assessment)

XI.2.2. Income will be computed for each individual as - Salary/Business Income + Income from Interest and other sources + Rental Income

XI.2.3 Consideration will be given to students for exogenous circumstances (Dire Medical cases, Bereavement of an Earning Family Member etc.)

XI.2.4. The degree of financial aid will be as classified below:

Family Income Criteria	Max. Aid Eligibility*
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BITSoM reserves the authority to modify any of the policies, processes and guidelines stated in the Handbook. Any changes will be communicated to all stakeholders as and when the need arises.

Family Income up to INR 12 Lakh per annum	80% of Tuition Fee
Family Income greater than INR 12 Lakh up to INR.18 Lakh per annum	40% of Tuition Fee

* The % indicated is the financial aid candidates are eligible for. The extent of aid provided may differ on a case-to-case basis post evaluation and relevant proofs.

XI.2.5. The financial aid will be disbursed in the form of a tuition fee waiver. The additional amount paid towards tuition fee would be refunded to the candidate.

XI.2.6. The procedure to apply for financial aid is detailed below:

XI.2.6.a. The school will announce an opening window within which eligible candidates must fill up the financial aid form and submit the same with relevant documents. No documents &/applications will be accepted once the window is over. List of required documents is provided in Annexure IV.

XI.2.6.b. Submitted documents will be evaluated and representatives of financial aid team might conduct additional interaction with the candidates in case of any clarifications on a case- to- case basis.

XI.2.6.c. The decision regarding grant and % of grant of financial aid will be made by an internal financial aid committee.

XI.2.6.d. The decision to provide financial aid and % of waiver lies at the discretion of the school and the presiding committee, the decision announced by them will be final & binding.

XI.2.7. At any point in time if any information provided by the applicant is discovered to be false or misleading, BITSOM reserves the right to withdraw/revoke its financial aid &/or its admission offer.

XI.2.8. Continuation of financial aid for the second year of the programme will be subject to maintaining an academic performance of 3.0 CGPA out of 4 at the end of Trimester 3 along with no honour code violations or disciplinary committee hearings.

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XII. ACADEMIC CALENDAR

MBA Academic Calendar (AY 2024-25)		
First Year		
Components	Start Date	End Date
Pre-Learning	May 27, 2024	June 23, 2024
Orientation	June 24, 2024	June 30, 2024
Term 1 (Block 1-6)	July 01, 2024	September 22, 2024
Term 2 (Block 7-12)	September 23, 2024	December 29, 2024
Term 3 (Block 13-18)	January 06, 2025	March 30, 2025
Summer Placements Week	October 7, 2024	October 13, 2024
Term Break 1	October 14, 2024	October 20, 2024
Term Break 2	December 30, 2024	January 05, 2025
Summer Internship	April 07, 2025	June 30, 2025
Year 2	July 01, 2025	Onwards

MBA Academic Calendar (AY 2024-25)		
Second Year		
Components	Start Date	End Date
Term 4 (Block 19-24)	July 01, 2024	September 22, 2024
Term 5 (Block 25-30)	September 23, 2024	December 22, 2024
Term 6 (Block 31-36)	December 30, 2024	March 30, 2025
Final Placements Week	January 13, 2025	January 19, 2025
Term Break 1	October 07, 2024	October 13, 2024
Term Break 2	December 23, 2024	December 29, 2024
Convocation	April 2025	

Note: Changes to the calendar (if any) will be communicated by the Programmes Office.

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XIII. CAREER SERVICES

The Industry Partnership & Career Services Team (IPCS) supports students with their summer internships and final placements. The team is committed to provide viable & relevant recruitment opportunities for students in accordance with their profiles and career aspirations.

Summer Internships – It is mandatory for all students to undergo a 2-month summer internship at the end of Year I. The IPCS Team leverages a wide spectrum of recruiters from the industry to participate in this process providing students with robust opportunities across the board. Students are prepared for internship interviews through a series of resume workshops, mock interview sessions, group discussions etc. Students must complete their internships and submit the subsequent presentations &/reports before commencement of Year II. Students that fail to comply with summer internship requirements, subsequent submissions &/ do not obtain satisfactory grade in internship projects will not be allowed to enroll for the second year.

Final Placements – Final Placement process prepares students for full time roles post completion of their MBA. The schedule for interviews is announced by the IPCS team and students are thoroughly prepared for the process through practice sessions, mock trials, one on one sessions with alumni, soft skills development workshops etc.

A robust mix of recruiters across various domains participate in the recruitment process. The IPCS Team strives to provide a conducive industry interface to the students and ensures they sit for roles that match their experiences as well as their goals. The placement process is governed by the guidelines by the IPCS Team and it is mandatory for students to comply with the same.

Students can directly reach out to the IPCS Team on bitsom.careerservices@bitsom.edu. in for any queries &/assistance.

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XIV. LIBRARY GUIDELINES

BITSoM Library is equipped with extensive resources that cover various disciplines. Being a repository of additional course materials, vast collections of reference books and web resources, the library is one of the most frequented spots of the students. All visitors to the library are expected to maintain silence at all times and not cause disturbance to others. Students can contact the library team on bitsom.library@bitsom.edu.in

Use of BITSoM Library is governed by certain guidelines that are mandatory for all the students:

XIV.1. Users must abide by the instructions issued by the library staff at all times.

XIV.2. Students/Staff must carry their respective BITSoM ID cards for accessing the library.

XIV.3. Use of mobile phones or any other electronic device is prohibited inside the library. Phones must be switched off or put on silent mode inside the premises.

XIV.4. Personal belongings, such as bags, brief-cases, personal books, and parcels are not permitted inside the library and must be kept near the counter reserved for this purpose. However, loose papers/notebooks/laptops/valuable materials can be carried inside.

XIV.5. Users must not tamper with the resources; any scribbling/marks/physical damage to any of the resources will amount to a fine.

XIV.6. Users are advised to check the condition of the books before borrowing, any new damage at the time of returning the books will amount to a fine.

XIV.7. Consumption of food and beverages (except water) is not allowed inside the library premises.

XIV.8. Photography, Videography, Recording etc. is not allowed in the library.

XIV.9. Library resources must be used for personal academic research, learning, and teaching purposes. Under no circumstances the resources should be circulated to other person/outside or used for commercial purposes.

XIV.10. Students are encouraged to visit library web page regularly for updates on new materials/resources.

XIV.11. Suggestions for new books/journals/resources must be routed through Programmes Office.

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XV. IT POLICY

BITSoM IT Policy focuses on judicious use and optimal performance of IT resources on campus. This policy applies to all the users including faculty, staff, students, alumni and guests. Both the technological resources administered by individual departments as well as the personally owned computers and devices connected to the school network are covered under this policy. It includes:

XV.1. Users' laptops will be configured to access the BITSoM network.

XV.2. Users must ensure that they have an active subscription of anti-virus software. They should update it continuously.

XV.3. A maximum of 3 devices per individual can be registered on the BITSoM network.

XV.4. Users are solely responsible for all functions performed from their BITSoM accounts. They should ensure the secrecy of their accounts and passwords.

XV.5. Users must not alter a file that doesn't belong to them without prior permission of the file owner/BITSoM.

XV.6. Users are not permitted to allow third parties access to School IT resources without the permission of IT Head. Further, a user is not permitted to transfer or sell resources/materials sourced from BITSoM IT resources.

XV.7. Inspection of electronic information: BITSoM reserves the right to examine information on school's IT resources if deemed necessary. The inspection may be used to improve the functionality of IT resources, investigate alleged violations of school policies and/or Indian law or comply with the school policies and/or Indian law.

XV.8. Specific prohibitions on use:

- a. Users must not tamper with BITSoM network outlets
- b. Users must not run sniffers programmes
- c. Users must not deceive others of their identity when using the school's IT resources
- d. Users must not run programmes designed to evade software licensing or copyright instructions.

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- e. Users must not host or broadcast information that might harm others or maybe otherwise considered objectionable or illegal as per Indian law.
- f. Users must not intrude on another person's account. They should not try to access computers (hacking), accounts, files, or information belonging to others without their knowledge and explicit consent.
- g. Faculty and staff may not use the BITSoM network for political campaigning, solicitation, unauthorized financial gain, or conducting business that has no official relationship with the school.

XV.9. Following actions are prohibited:

- 1. Accessing and sharing pornographic materials
- 2. Harassing and sending defamatory content
- 3. Sharing confidential BITSoM information

XV.10. Policy enforcement:

The use of school's IT resources is revocable. All the users are required to use the school's IT resources in an effective, ethical and lawful manner. The users found violating the school's IT policy will be penalised. BITSoM may disable the account of a user temporarily or permanently if it is found that the user is involved in compromising the integrity, security, or functionality of the school's IT resources.

The school has the right to claim against damages, losses and expenses resulting from the user's intentional failure to adhere to the policies.

Users may request a waiver from the IT Head if the restriction in policies interferes with their education/teaching and research.

Students can reach out to the IT team on it.support@bitsmumbai.net

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XVI. ANTI – RAGGING POLICY

Ragging of fellow students in any form is strictly prohibited inside and outside of the campus. Any student found guilty of ragging &/ encouraging ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, will be liable to be punished as per the applicable rules. BITSOM will not tolerate ragging &/any attempts at abetting ragging. Any issues/complaints in this regard will be dealt with utmost urgency and stringent actions will be taken against all involved.

XVI.1. FORMS OF RAGGING

Ragging has several aspects such as psychological, social, political, economic, cultural, and academic dimensions. For this purpose, the following activities and / or actions shall be construed as forms of ragging:

XVI.1a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other students.

XVI.1b. Indulging in rowdy or undisciplined activities by any student or students, which causes or is likely to cause annoyance, hardship, physical or psychological harm, or to raise fear or apprehension thereof in any student.

XVI.1c. Asking any student to do any act, which a student is not comfortable or has the effect of causing or generating a sense of shame or torment or embarrassment to adversely affect the physique or psyche of any student.

XVI.1d. Any act that prevents disrupts or disturbs the regular academic activity of a student.

XVI.1e. Exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors.

XVI.1f. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students.

XVI.1g. Any act of physical abuse including all variants of it: sexual abuse, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of the student.

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XVI.1h. Any act or abuse by spoken words, emails, snail-mails, blogs, public insults, including deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others.

XVI.1i. Any act that affects the mental health and self-confidence of students.

XVI.1j. The human rights perspective of ragging which involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

XVI.2. ANTI – RAGGING ENFORCEMENT GUIDELINES

The BITSOM Anti Ragging Committee, led by the Chair is constituted to deal with incidents (if any) of ragging. The Anti Ragging Committee comprises of internal representations from Faculty, Administration, 4 students and external representations from Local Police Station, Local Media & a NGO.

Any student or other individual who has faced or witnessed an instance of ragging may register a written complaint, disclosing all necessary details, in an email addressed to the Anti-Ragging Committee. The contents of this email will be kept confidential and the committee will launch an investigation to probe the complaint and seek representations from accused students / individuals in response to such allegations. Emails can be sent on anti.ragging@bitsom.edu.in and the committee will respond within 48 working hours.

To ensure a proactive stance on limiting any aspect of ragging on campus, the Anti -Ragging Committee has incorporated an Anti-Ragging Squad led by Head of Programmes and representations from administration. The role of this squad is to provide first instance intervention in case of any complaint. Complaints will be undertaken by the squad and referred to the Anti Ragging Committee only if further intervention /investigation is deemed necessary.

On hearing representations from all the parties involved including witnesses, the Anti-Ragging Squad &/ Committee shall report its findings and advise disciplinary action against the persons found guilty. The committee will consider filing a police complaint depending on the seriousness of the case. The decision of the Anti- Ragging Committee can be appealed to the Dean whose decision shall be final and binding.

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Squad & Committee, the possible punishments (one or a combination of more than one) for those found guilty of ragging is as follows:

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XVI.2a. Cancellation of admission

XVI.2b. Suspension from attending classes

XVI.2c. Withholding/withdrawing scholarship and other benefits

XVI.2d. Debarring from appearing in any test/examination or other evaluation process

XVI.2e. Debarring from internships and final placements

XVI.2f. Withholding results

XVI.2g. Debarring from representing the school in any regional, national or international meet, tournament, competitions etc.

XVI.2h. Suspension/expulsion from the hostel

XVI.2i. Rustication from the School for a period as may be determined by appropriate authority

XVI.3. LIMITATION OF LIABILITY & INDEMNITY

XVI.3a. Subject to applicable laws, the school shall not be liable for any damage or loss suffered by any person or persons as a result of ragging by any person or contravention of any provision of this Policy provided that the school has taken all such measures necessary as laid down in the policy.

XVI.3b. The person found guilty of violation of the policy shall indemnify the person or persons who have / have suffered all costs or damages incurred by such person (s). In addition to the penalties determined by the Committee and under applicable laws, the person (s) found guilty shall indemnify and keep indemnified the school, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the school may suffer or incur or which may be made against the school as a result of acts, omissions, gross negligence or wilful misconduct of the individuals in relation to this policy.

XVI.4. DISPUTE RESOLUTION & APPLICABLE LAW

All matters relating to this Policy, including all disputes and differences, shall be governed by the laws of India. The competent courts situated at Mumbai, Maharashtra, shall have jurisdiction in respect of all disputes and differences and the affected person (s) hereby waives any objection to such jurisdiction or venue.

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XVII. PREVENTION OF SEXUAL HARASSMENT (POSH)

In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women employees and students in Higher Education Institutions) Regulations, 2015

PURPOSE & SCOPE

Birla Institute of Technology and Science is committed to providing a safe environment for all its employees and students, free from discrimination on any ground and form of harassment at work including sexual harassment. To achieve the above objective, this Policy has been framed in line with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("**Act**") and University Grants Commission (Prevention, Prohibition and Redressal) of sexual harassment of women in higher educational institutions) Regulations, 2015 ("Regulations")

DEFINITIONS

Aggrieved Woman means in relation to workplace, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

Campus means the location of BITS Pilani and its other campuses (Goa, Hyderabad and Mumbai) and related institutional facilities (BITS Institutions) like libraries, laboratories, lecture halls, residence, toilets, student centres, hostels, dining halls, stadium, parking areas, parks like settings, guest house, and other amenities like health centres, canteens, bank counters etc. This also includes extended campus and cover within its scope, including transportation provided for the

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purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, practice schools, study tours, excursions, short- term placements, places used for camps, cultural festivals, sports meet and such other activities where person is participating in the capacity of an employee or a student of the BITS Institutions.

Employee means a person employed at a workplace for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, whether for remuneration or not, apprentice, trainee, or working on a voluntarily basis or otherwise, whether the terms of employment are expressed or implied and includes a co-worker, a contract worker, probationer or called by any other such name.

Executive Authority means the Chief Executive Authority of BITS Institutions, engaged in general administration.

Respondent means a person against whom a complaint of sexual harassment has been made by the complainant.

Sexual Harassment means:

An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates, or creates an intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely-

- (i) Any unwelcome physical, verbal or nonverbal conduct of sexual nature;
- (ii) A demand or request for sexual favours;
- (iii) Physical contact and advances;
- (iv) Making sexually coloured remarks; or
- (v) Showing pornography

Any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-

- (i) implied or explicit promise of preferential treatment as quid pro quo for sexual favours, or
- (ii) implied or explicit threat of detrimental treatment in the conduct of work , or
- (iii) implied or explicit threat about her present or future status of the person concerned, or
- (iv) creating an intimidating offensive or hostile learning environment

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- (v) humiliating treatment likely to affect the health, safety, dignity or physical integrity of the person concerned

Student means a person duly admitted and pursuing a programme of study either through a regular mode or through work integrated learning programmes, including short term training programmes in/from BITS Institutions

Provided that a Student who is in the process of taking admission in BITS' Institutions, although not yet admitted shall be treated as Student of BITS for the purposes of this policy, where any incident of sexual harassment takes place against such student;

Provided that a student who is participant in any of the activities in BITS Institutions other than the BITS Institution where such student is enrolled shall be treated, for the purpose of this policy, as a student of BITS where any incident of sexual harassment takes place against such student.

Third Party Harassment refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an Employee or a Student of BITS Institutions, but a visitor to BITS Institutions in some other capacity or for some other purpose or reason.

Workplace mean the campuses including-

Any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled wholly or substantially financed by funds provided directly or indirectly by the Institute.

Any sports institution, stadium, sports complex or game venues, whether residential or not, used for training, sports or other activities relating thereof in BITS Institutions.

Any place of work and shall include any place where the employee, student or the respondent visits in connection with his/her work, during the course of his/her employment/contract/engagement with BITS Pilani, including transportation provided.

RESPONSIBILITIES OF BITS INSTITUTIONS

1. Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulation on prevention and prohibition of sexual harassment against the employees and the students, and, modify its rules and regulations in consonance with the requirement of the UGC Regulations.

2. Publicly notify the provisions against sexual harassment and ensure their wide dissemination.

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Organize training programmes or as the case may be, workshops for the officers, functionaries, faculty, staff including those on outsourced rolls and students, as indicated in the SAKSHAM Report (Measures for ensuring the safety of Women and Programmes for Gender Sensitization on BITS Institutions) of the UGC, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under the UGC Regulations.

3. Act decisively against all gender-based violence perpetrated against employees and students of all sexes recognizing that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation.

4. Publicly commit itself to a zero-tolerance policy towards sexual harassment. Reinforce its commitment to making its campus free from discrimination, harassment, retaliation, or sexual assault at all levels.

5. Create awareness about what constitutes sexual harassment including hostile environment and quid pro quo harassment.

6. Include in its prospectus and display prominently at conspicuous places or Notice Boards, the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place of redressal of complaints pertaining to sexual harassment, contact details of member of Internal Complaints Committee, complaints procedure and so on.

7. Inform employees and students of the recourse available to them if they are victims of sexual harassment.

8. Organize regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlements or conciliations etc. with sensitivity.

9. Proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within BITS Institutions or owing to intimate partner violence or from peers or from elements outside of geographical limits of BITS Institutions.

10. Be responsible to bring the guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its camp.

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11.Treat sexual harassment as a misconduct under service rules and initiate actions for misconduct if the respondent is an employee.

12.Treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion), if the respondent is a student.

13.Ensure compliance with the provisions of UGC Regulations, including appointment of ICC.

14.Monitor the timely submission of reports by the ICC.

15.Prepare an annual status report with details on the numbers of cases filed and their disposal and submit the same to UGC.

INTERNAL COMPLAINTS COMMITTEE (ICC)

In accordance with the relevant provisions of the Act, an Internal Complaints Committee (ICC) has to be constituted to prevent sexual harassment and to receive and effectively deal with complaints.

Term: The members of the ICC shall hold office for a maximum period of three (3) years from the date of their nomination.

The constitution of the ICC shall be as follows-

1.Presiding Officer (One): a woman faculty employed at a senior level (not below the rank of a professor) at BITS Institutions, nominated by the Executive Authority;

2.Members: Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have a legal knowledge, nominated by the Executive Authority.

3.Member: One Member from amongst non- governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment nominated by the Executive Authority.

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4.Members: Three students (if the matter involves students), who shall be enrolled at the undergraduate, master's and research scholar levels respectively, elected through transparent procedure.

5.In the constitution of ICC, at least one-half of the total Members so nominated shall be women.

The ICC shall:

1.Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that will lead to further resentment, alienation or violence.

2.Protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender.

3.Ensure that victims or witnesses are not victimized or discriminated against, while dealing with complaints of sexual harassment.

4.Ensure prohibition of retaliation or adverse action against a covered individual because the Employee or the Student is engaged in protected activity.

5.Provide assistance if an Employee or a Student chooses to file a complaint with the police.

PROCEDURE FOR FILING A COMPLAINTS AGAINST SEXUAL HARASSMENT

Any aggrieved employee or student including male students and students of the third gender may submit in writing or online a complaint of sexual harassment at workplace to the ICC, along with supporting documents and the names and addresses of the witnesses, within a period of three months from the date of incident and in case of series of incident, within a period of three months from the date of the last incident. Students can write to ICC on ICC@bitsom.edu.in

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Provided, if a complaint cannot be made in writing, ICC members shall render all reasonable assistance to the complainant for making the complaint in writing;

Provided, ICC, for the reasons to be accorded in writing may extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.

Friends, Relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

CONCILIATION

The ICC may, before initiating an inquiry and at the request of the Complainant, take steps to settle the matter between her and the respondent through conciliation. Provided that no monetary settlement shall be made as a basis of conciliation.

Where a settlement has been arrived, the ICC shall record the settlement so arrived and forward the same to the Executive Authority to take action as specified in the recommendation.

The ICC shall provide copies of the settlement as recorded to the complainant and the respondent.

The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

Where a settlement is arrived at, no further inquiry shall be conducted by the ICC.

INQUIRY INTO COMPLAINT

The ICC where the respondent is an employee, shall proceed to make an inquiry into the complaint, in accordance with the service rules applicable to the respondent and, where no such rules exist, in such manner as may be prescribed, in cases where the respondent is an employee of another employer (other than BITS Pilani Institutions). The ICC shall forward the relevant complaint to the employer concerned to ensure appropriate inquiry in accordance with the Act/Regulations.

1. ICC shall, upon receipt of the complaint, send a copy of the complaint to the respondent within a

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period of seven days of such receipt.

2. Upon receipt of the copy of the complaint, the Respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of 10 days, from the date of receipt of the documents.

3. The ICC shall make necessary inquiry regarding the complaint in accordance with the principles of natural justice.

4. The ICC shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the complainant or respondent fails, without sufficient cause, to present herself or himself for three consecutive hearings.

5. Provided that such termination or ex-parte order may not be passed without giving a notice in writing, fifteen days in advance, to the party concerned.

6. The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the ICC.

7. While conducting an inquiry, a minimum of three Members of the ICC, including the Presiding Officer, or the Chairperson, as the case may be, shall be present.

8. The inquiry has to be completed within a period of 90 days from the date of receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within 10 days from completion of the inquiry to the Executive Authority of the Institution. A copy of findings or recommendations shall also be served to both the parties.

9. The Executive Authority shall act on the recommendations of the committee within a period of 30 days from receipt of the inquiry report, unless an appeal against the findings is filed within that time by either Party.

10. If the Executive Authority decides not to act as per the recommendations of the ICC, then it

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shall record written reasons for the same to be conveyed to the ICC and to both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC then a show cause notice, answerable within 10 days, shall be served on the party against whom action is decided to be taken. The Executive Authority shall proceed only after considering the reply or hearing the aggrieved person.

11.The identities of the aggrieved party or victim or the witness(es) or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

12.Provided, where the Respondent is not an employee or student of the BITS Pilani Institutions, the complaint shall be referred to the entity where the Respondent is an employee for necessary action as provided for in the Act /Regulations.

INTERIM RELIEF

During the pendency of an inquiry, on a written request made by the Complainant the ICC may advise the Executive Authority to:

1.Transfer the complainant or the respondent to any another section or department to minimize the risks involved in contact or interaction, if such recommendations is made by ICC;

2.Grant leave to the aggrieved with full protection of Status and benefits up to a period of 3 months;

3.Restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant.

4.Ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus; or

5.Take strict measures to provide a safety environment and protection to the complainant

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against retaliation and victimization as a consequence of making a complaint of sexual harassment.

PUNISHMENT & COMPENSATION

If the ICC arrives at a conclusion that allegation against the respondent has been proved, it shall recommend to the Executive Authority to take necessary steps for sexual harassment as misconduct, and this may include:

1. Apology to be tendered by the respondent.
2. Suspension;
3. Termination;
4. Withholding of promotion and/or increments.
5. Any other decision which Executive Authority deems fit as per the service rules.

Where the respondent is a student, depending upon the severity of the offence, executive authority may:

1. Withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
2. Suspend or restrict entry into the campus for a specified period;
3. Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants.
4. Award reformatory punishments like mandatory counselling and or performance of community services.

Compensation: Executive Authority may also issue direction for payment of compensation by the respondent. The compensation payable shall be determined on the basis of:

1. Mental trauma, pain, suffering and distress caused to the aggrieved person;
2. The loss of career opportunity due to the incident of sexual harassment;

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- 3.The medical expenses incurred by the victim for physical, psychiatric treatment;
- 4.The income and status of the alleged perpetrator and victim; and
- 5.The feasibility of such payment in lump sum or in instalments.

FALSE & MALICIOUS COMPLAINTS

When ICC arrives at a conclusion that the complaint made is malicious or false, or the evidences, documents produced are forged or misleading, it may recommend the Executive Authority to take such action as mentioned in the Punishment and Compensation clause, against the woman or the person who has made false complaint or produced forged document.

The actions recommended by ICC in such cases, should be similar to the ones proposed for the respondent.

Malicious intent must be clearly established through a separate inquiry. Malicious intent on the part of the complainant shall not be established without any inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

APPEAL

Any party aggrieved with the recommendations made by the ICC may prefer an appeal to the Executive Authority. The appeal shall be preferred within a period of 30 days from the date of recommendations, communicated to the concerned person. No appeal can be filed against interim relief.

DIGITAL COMMUNICATION & PROCEEDINGS

All communications, documents and/or notices issued in electronic form in relation to the proceedings under this Policy shall be deemed to have been serviced on the respective parties, in accordance with the provisions of the Information Technology Act, 2000 (IT Act).

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The proceedings of the ICC under this Policy shall be conducted either in physical mode or virtual mode, as the facts and circumstances may require, in accordance with the provisions of the IT Act and the Committee shall ensure that such proceedings are conducted as per the requirements laid down by the Act.

SAVINGS & REPEAL

The earlier Sexual Harassment Policy shall stand substituted with this policy. All the existing inquiry proceedings and/or appeals initiated under the earlier policy will be deemed to have been made under this policy and same shall continue accordingly.

ASSISTANCE

BITS Institutions are committed to providing all necessary assistance to the complainant, including assistance for actions mentioned below:

- 1.If he/she chooses to file a complaint in relation to the offence under the Indian Penal Code, 1860, as amended by Criminal Law (Amendment) Act, 2013 (IPC), or any other law for the time being in force
- 2.Cause to initiate action under the IPC, or any other law for the time being in force, against the perpetrator, or if the aggrieved women desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place
- 3.Treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct

ICC can be contacted on ICC@bitsom.edu.in

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XVIII. SOCIAL MEDIA GUIDELINES

This policy applies to students and employees of BITS School of Management (BITSoM/the School).

Social media is a space for free and open expression. At the same time, these platforms can blur the boundaries between personal and public spheres. We urge you to be aware of these boundaries and be mindful of how you express yourself on social media. The norms for behaviour on social media should be no different from those in the 'real world' - guided by decency and mutual respect.

For the students and employees of BITSoM, the reputation of the school is a shared asset and a shared responsibility. Social media is a space where this reputation should be strengthened, and that will require care and self-discipline. Damaging the reputation will adversely impact the careers and life prospects of students past, present and future.

Please note the following guidelines to be followed:

1. Protect your privacy and personal information. Avoid sharing information that can be used by malicious actors to steal your online identity and misrepresent you and/or BITSoM.
2. If you add BITSoM in your online identity, make it clear that you are a student/employee, and that the views you express are your own, not those of BITSoM.
3. Confidential, copyrighted or proprietary information should not be posted, and intellectual property rights must be respected whether registered or not. When posting someone else's work, make sure that you credit them appropriately. Ideally with the author's name and a link for an online source and the author's name and title for a book or other printed material.
4. Impersonation or misrepresentation, even as a parody account in connection with BITSoM, its students, faculty or employees is a violation of this policy.
5. Harassment, bullying, threatening or aggressive behaviour, or discrimination based on gender, caste, religion, language, ethnicity, or disabilities is a violation of this policy.
6. The BITSoM logo and name are trademarked brand assets. These may be used only in accordance with the brand guidelines. If you use the logo on a social media handle, page, creative layout, or artwork, it must be approved in writing by the Marketing team. If you spot the logo or brand assets being used incorrectly, as custodians of the brand, please inform the Marketing team.

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7. We strongly urge you to raise any grievances or complaints concerning the administration of the school, academics or student life through the appropriate internal redressal mechanism, rather than on social media.
8. There will be instances where students are authorised to create and/or manage social media handles of BITSoM, or post content on behalf of BITSoM. In such a situation, students should be aware that they represent BITSoM, adhere to brand guidelines and take great care to uphold the school's reputation. Any damage caused to the reputation of BITSoM, even if it is due to negligence, will be viewed very seriously.
9. Posts on examination, evaluation, verbatim course content, compensation data are not allowed on social media.
10. Your actions on social media must be in accordance with the laws of India.
11. If a student is found in violation of this policy, the school will carry out a review and if appropriate, take action under the relevant disciplinary procedures.

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XIX. TRAVEL POLICY FOR PARTICIPATING IN B-SCHOOL COMPETITIONS/CASE COMPETITIONS

BITSOM students are encouraged to participate in various national and international competitions throughout the year. In the past years, students have had a great record with respect to winning great honours and accolades for themselves as well as the school.

The following guidelines apply to students for participation &/travelling to other destinations for participation in B-school competitions /case competitions:

XIX.1. The school will appoint a student representative, and they will be responsible for announcing competitions, coordinating with the Student Life department for organizing competitions held on campus, announcing results, and managing reimbursements for teams travelling outside the campus. An important point to be noted here is that participation in these competitions is not mandatory and no marks/grades shall be awarded for the same.

XIX.2. Exemptions from classes &/make up attendance will NOT be considered for participation in any competition at any level. Students are expected to plan their travel/participation as per their academic schedule and with due consideration to the Attendance & Academic &/Examination policies of the school.

XIX.3. For events organized in India: Reimbursement policy shall be applicable only to Case Competitions, Simulation competitions, & B-plan competitions that have been approved by the Head of Student Life and/or in cases where prior approval has been obtained from the Head of Student Life. Travel expenses incurred for participating in 'On the Spot' events shall not be reimbursed.

XIX.4. The registration fee for a domestic competition shall be reimbursed only for the winning individual/team (per participant), up to INR 2000 per candidate (Individual/Team Participation). But the travel will be reimbursed for all as per the below mentioned. This is subject to the submission of (a) Proof of payment and (b) Certificate of merit.

XIX.5 100% of the travel expenses (airfare/train/bus) shall be reimbursed for all members of the winning team. Up to INR 5000 per candidate (Individual Participation) / up to INR 5000 per

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participant (Team Participation) if the individual/team wins a prize (First) and the 2nd or 3rd runner-up. There is an upper limit for reimbursement of INR 5000 per member.

XIX.6. 70% of the travel expenses (airfare/train/bus) shall be reimbursed for all members of the team participating in finals of a competition. There is an upper limit for reimbursement of INR 3500 per member for the participating individual/team.

XIX.7. BITSOM will reimburse costs only if the student or student(s) travel for the final round of approved domestic competitions. Food, lodging, and personal expenses shall be borne by the students themselves.

XIX.8. The expenses incurred for competitions where the team is larger than 5, a cap on reimbursement shall be decided by the Head of Student Life. These may be split between the students as per their convenience.

XIX.9. All claims of travel re-imbursement must have Mumbai as the origin of travel and location of host school as the destination. Any other form of conveyance by any mode, boarding, lodging and other unspecified expenses shall not be reimbursed.

XIX.10. Reimbursement shall be made only towards actual expenses less any reimbursement provided in this regard by the respective host institute.

XIX.11. The travel plans for all competitions need to be approved by the Head of Student Life prior to booking tickets for the same. The participating team must submit a copy of the shortlist intimation letter to the Head of Student Life & Associate Student Life before attending the event.

XIX.12. The students need to submit the reimbursement form along with the documents within 7-10 days of the completion of the event.

XIX.13. The reimbursement shall be made only after the students have returned from the travel and upon submission of the following original documents to the Associate Student Life:

- a. Authorization from Head of Student Life
- b. Ticket and Boarding pass for the travel
- c. Registration receipt
- d. A copy of the shortlist intimation letter
- e. Reimbursement Form

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XIX.14. The school will not consider re-imbursements for participation &/ winning in international competitions.

XIX.15. Competitions conducted by the following schools are approved by the Department of Student Life:

Sr. No.	School Name
1	Indian School of Business
2	Indian Institute of Management (IIM) Bengaluru
3	Indian Institute of Management (IIM) Calcutta
4	Indian Institute of Management (IIM) Ahmedabad
5	SP Jain Institute of Management and Research (SPJIMR) Mumbai
6	Indian Institute of Management (IIM) Kozhikode
7	Xavier School of Management (XLRI) Jamshedpur
8	Indian Institute of Management (IIM) Lucknow
9	Indian Institute of Management (IIM) Indore
10	Faculty of Management Studies (FMS) Delhi
11	Indian Institute of Management (IIM) Mumbai
12	Management Development Institute (MDI) Gurgaon
13	Department of Management Studies (IIT Delhi)
14	Indian Institute of Foreign Trade (IIFT) New Delhi
15	Indian Institute of Technology Bombay SJMSOM, (IIT Bombay)
16	School of Business Management, Narsee Monjee Institute of Management Studies (NMIMS) Mumbai
17	Indian Institute of Management (IIM) Shillong
18	Institute of Management Technology (IMT) Ghaziabad
19	Indian Institute of Management (IIM) Udaipur
20	International Management Institute (IMI) New Delhi

XIX.16. Students are free to participate in any other events/competitions apart from the approved list. BITSOM will not cover any expenses nor provide reimbursements in such cases.

XIX.17. Students can write to the Student Life Department on bitsom.studentlife@bitsom.edu.in in case of any queries &/assistance regarding participation in B school/case competitions.

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XX. COMMITTEES

BITSoM has designated committees with distinct roles & responsibilities to facilitate and support a conducive, safe, fair and wholesome experience for the students. Each Committee has a defined mandate that governs its roles & operations.

XX.1. HONOUR CODE COMMITTEE

The Honour Code of Committee is responsible for interpreting, enforcing and overseeing the BITSoM Honour Code. The Committee is the governing body over all honour code violations and subsequent proceedings.

HONOUR CODE COMMITTEE	
Prof. Sathyajit Gubbi	Chair
Prof. Parasuram Balasubramanian	Member
Mr. Narottam Kishore	Member
Mr. Dinesh Bahadur	Member
Mr. Sanjanagouda Chikkagoudra	Convener

XX.2. DISCIPLINE COMMITTEE

The Discipline Committee is committed to ensure decorum on campus. The committee oversees all matters pertaining to discipline, code of conduct in school, residences and all common places on campus. It investigates and governs all cases of indiscipline, violation of guidelines, any transgression or disobedience from the students.

DISCIPLINE COMMITTEE	
Prof. Prabhu Venkatachalam	Chair
Prof. Shehzala	Member
Col. Ashok Dogra	Member
Mr. Narottam Kishore	Member
Mr. Dinesh Bahadur	Member
Ms. Swati Chaudhary	Member
Student Council President – Ex-officio	Student Representative

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Operations Committee – Ex-officio	Student Representative
Ms. Anjana Sofi	Convener

XX.3. INTERNAL COMPLAINTS COMMITTEE

In pursuance to UGC (Prevention, Prohibition of and Redressal of Sexual Harassment of Women employees and students in Higher educational institutions) Regulation 2015, notified on 2nd May 2016, the Internal Complaints Committee (ICC) will deal with cases of Sexual Harassment against students, staff, and faculty members. In dealing with so, the ICC shall comply with the procedure prescribed in POSH regulations for making a complaint and inquiring into the complaint.

INTERNAL COMPLAINTS COMMITTEE		EMAIL
Prof. Shehzala	Chair	ICC@bitsom.edu.in
Prof. Sathyajit Gubbi	Member	
Ms. Deepa Soman	Member	
Mr. Narottam Kishore	Member	
Mr. Manish Kishore	Member	
Ms. Prachi Pawar	Convener	

Further, the following will also be included as members of ICC in case the matter involves students.

INTERNAL COMPLAINTS COMMITTEE		EMAIL
Geethika Simma	Student Member	ICC@bitsom.edu.in
Shivani Prakash Palav	Student Member	
Shreyas Lakshminarayan	Student Member	

XX.4. ANTI – RAGGING COMMITTEE

The Anti Ragging Committee is responsible for ensuring a ragging free environment on campus and for overseeing any incidents/matters concerning ragging. The Committee works in collaboration with the Anti Ragging Squad.

ANTI RAGGING COMMITTEE	
Mr. Uday Virmani	Chair
Prof. Sathyajit Gubbi	Member
Prof. Parasuram Balasubramanian	Member
Col. Ashok Dogra	Member
Mr. Narottam Kishore	Member

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Mr. Vishnu Bhardwaj	External Member- Local Media
Mr. Sunil Arora	External Member- NGO
Police Inspector- Kalyan Taluka	External Member- Local Police
Ms. Bhumika Bhatt	Student Representative from IInd Year
Mr. Abhishek Wadhwani	Student Representative from IInd Year
Ms. Akhila Chandrashekara	Student Representative from Ist Year
Mr. Abhiyan Singh	Student Representative from Ist Year

ANTI RAGGING SQUAD	
Mr. Narottam Kishore	Chair
Ms. Anjana Sofi	Member
Ms. Swati Chaudhary	Member
Mr. Dinesh Bahadur	Member
Mr. Sanjanagouda Chikkagoudra	Member

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XXI. ANNEXURES

BITSoM reserves the authority to modify any of the policies, processes and guidelines stated in the Handbook. Any changes will be communicated to all stakeholders as and when the need arises.

ANNEXURE I (A) – List of Core Courses in Year I

Core Courses in Year I are mandatory for all the students:

TERM I		TERM II		Term III	
Code	Course	Code	Course	Code	Course
MKTG101	Marketing Management	OBHR101	Organisation Behaviour	STRG102	Business Drivers for Industry
DCSC101	Business Statistics I	DCSC103	Business Statistics II	FINI 105	Investment & Portfolio Management
MKTG103	Design Thinking	ENTP101	Entrepreneurship Foundations	MKTG102	Consumer Behaviour
FINI101	Financial Accounting & Decision Making	FINI103	Microeconomics	FINI 106	Intermediate Accounting
OPPM101	Operations Management	ECOM101	Digital Business & Innovation	STRG101	Competitive & Corporate Strategy
FINI102	Corporate Finance I	-	-	OBHR102	Negotiation Analysis
DCSC102	Decision Models & Uncertainty	-	-	-	-

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ANNEXURE I (B) – List of Electives in Year II

BITSOM offers 5 specializations to students: Entrepreneurship & Innovation (ENT), Finance & Investment (FIN), E-commerce & Digital Leadership (ECOM), Leadership & Strategy (LSTR) and Marketing & Consumer Insight (MKT).

Electives	Specializations				
	ENT	FIN	ECOM	LSTR	MKT
Sales & Distribution	ENT		ECOM		MKT
Operations Strategy	ENT		ECOM	LSTR	
Scaling Ventures	ENT		ECOM	LSTR	
Account Based Marketing	ENT				MKT
Fintech		FIN			
Corporate Finance II		FIN			
International Marketing	ENT		ECOM		MKT
Intermediate Accounting		FIN			
First Principles: Essential Tools for Consultants & Managers				LSTR	
Global Strategy				LSTR	
New Venture Creation	ENT			LSTR	
Building an E-Commerce Business	ENT		ECOM		
Technology in Operations			ECOM	LSTR	
Leveraging AI for Business Success			ECOM	LSTR	
Valuation		FIN			
Entrepreneurial Finance & Fundraising	ENT	FIN			
Logistics & Supply Chain	ENT		ECOM	LSTR	
Money & Banking		FIN			
Digital & Social Media Marketing	ENT		ECOM		MKT
Advanced Marketing/Marketing Strategy			ECOM	LSTR	MKT
Advanced Accounting		FIN			
E-Commerce Strategies in India	ENT		ECOM		MKT
Business Analytics	ENT	FIN	ECOM	LSTR	MKT
Pricing & Revenue Optimisation	ENT		ECOM		MKT
Mergers & Acquisition		FIN		LSTR	
Crafting & Delivering Services	ENT		ECOM		MKT
Strategic Brand Management	ENT			LSTR	MKT
Options, Futures, & Derivatives		FIN			
Service Operations	ENT		ECOM	LSTR	

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Investment & Portfolio Management		FIN			
Product Management			ECOM		MKT
Managing High Performance Teams	ENT			LSTR	
Sustainability Finance		FIN			
Risk Management / Game Theory	ENT	FIN		LSTR	
Non-Market Strategy	ENT			LSTR	MKT
Economics of Strategy				LSTR	
Corporate Law		FIN			
Organisation Change Management	ENT			LSTR	

Note: Specializations mentioned in red next to corresponding courses denote mandatory courses for the said specializations.

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ANNEXURE II – List of WAW Courses

YEAR I & II	
Code	Course
DSSC204	Data Visualisation & Storytelling
WAWC101	Wellbeing & Success
WAWC109	Presentation Skills
WAWC110	Smart Problem Solving
WAWC121	Critical Analytical Thinking
WAWC120	Working Efficiency Essentials I
WAWC124	Working Efficiency Essentials II
WAWC125	Making Presentations and Reports
WAWC105	Compelling Verbal Communication
WAWC116	Personal Growth & Transformation
WAWC108	We The People
WAWC123	Sociology
WAWC113	Politonomics
WAWC115	Express through theatre
WAWC118	Ethics in Management
WAWC201	Network Science
WAWC204	Law & New Business
WAWC213	Performance Management
WAWC211	Sustainability, Environment, & Business
WAWC216	Evolving Perspectives in HRM
WAWC212	Systems Thinking
WAWC202	Diversity & Inclusion
WAWC214	Expression through Dance and Music

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ANNEXURE III – HONOUR CODE UNDERTAKING

Honour Code Undertaking

BITS School of Management (BITSoM) is committed towards nurturing morally conscious, socially responsible and virtuous business professionals. The school enforces exemplary standards of academic integrity and the BITSoM Honour Code is a testament in this direction.

Pledge by the student

I hereby affirm that I have read and understood all the policies and guidelines including the BITSoM Honour Code as specified in the Student Handbook. I agree to conform to all the stipulations mentioned in the Honour Code and shall abide by the rules at all times. I am aware that any violations will be subject to defined, requisite procedures.

I hereby promise that:

- I will abide by the institutional rules & guidelines as prescribed by BITSoM
- I will not attempt to tamper or fabricate with any official information/curriculum components
- I will not try to seek, accept or obtain any unfair advantage /favours
- I will not share any copyright material or school resources with any unauthorised individual/individuals
- I will follow and abide by the Honour Code and will not be a party to any violation of the Code
- I will report all significant violations of the BITSoM Honour Code.
- I will be truthful and respect the rights of all the students, staff and other stakeholders

Signature of the student

Date

Name of the Student

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ANNEXURE IV – LIST OF DOCUMENTS TO APPLY FOR FINANCIAL AID

Please Note: All Documents highlighted in Bold are mandatory. The Institute may reserve the right to ask for additional information and documentation as per the requirements of the specific case.

Document List:

Personal Documents

- **PAN Card (For All Family Members Including Candidate)**
- **Aadhar Card (For All Family Members Including Candidate)**
- **All Bank Account Statements (Last 6 months for all**

Family Members) Proofs for Salaried Family Members

- **ITR Acknowledgments (Past 3 years)**
- **26-AS (Past 3 years)**
- **Salary/Pension Slips (Last 3 months)**
- Income Tax Notices if any (In case of no notices screenshot of portal stating no notices received)

Proofs for Family Businesses

- **ITR Acknowledgments (Past 3 years)**
- **26-AS (Past 3 years)**
- **GSTR-1 (Past 3 years)**
- **Audited Financial Statements (Last 3 years)**
- **Business Accounts**

(Last 2 years) Proofs for

Properties:

- **Loan Statement (as on date in case there is a property loan against the property)**
- **Rent Receipts in case of Rental Income (Last 2 years)**

Proofs for Vehicle Owned

- **Loan Statement (as on date in case there is a property loan against the vehicle)**

Proofs for Investments

- **Investment accounts statements as on date**

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- Demat Account Statements (Past 1 year)

Proofs for Expenses

- **Loan Statements (as on date) (other than Vehicle and Home Loans, please include Education Loan in this section)**
- Rent Receipts (1 year for rent outgoings on residence)
- Fee Receipts (Current Academic year for Siblings Pursuing Education)

Medical Exigencies

- Medical Records/Doctor's Letter (As per case)
- Insurance Claim Records
- Medical Bills
- Death Certificate

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ANNEXURE V – ANTI RAGGING AFFIDAVIT

AFFIDAVIT BY STUDENT

I,.....Enrolment No.....of class..... Branch.....

Year..... having been admitted to BITS School of Management, Mumbai, have received a copy of the UGC Regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009,(hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and I am aware as to what constitutes ragging.

3. I have also, in particulars, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

(a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

(b) I will not participate in or abets or propagates through any act of commission or commission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable to punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared thisday ofmonth of.....year

SIGNATURE OF DEPONENT
NAME.....

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified aton this the day ofmonth of.....year.....

SIGNATURE OF DEPONENT

Solemnly affirmed and signed in my presence on this the day of month of
year..... after reading the contents of this affidavit.

OATH COMMISSIONER

BITSOM reserves the authority to modify any of the policies, processes and guidelines stated in the Handbook. Any changes will be communicated to all stakeholders as and when the need arises.

ANNEXURE VI – ADMINISTRATION DIRECTORY

Department	Name of Resource Person	Email ID
Programmes	Dinesh Bahadur	bitsom.programs@bitsom.edu.in
Student Affairs	Swati Chaudhary	bitsom.studentlife@bitsom.edu.in
Career Services	Barsha Bora	barsha.bora@bitsom.edu.in
Student Residences/ Facility	Anjana Sofi/ Avinash Jeughale	anjana.sofi@bitsom.edu.in/ avinash.jeughale@bitsom.edu.in
IT Support	Mahendra Shinde / Rahilla Nayakawadi	mahendra.shinde@bitsom.edu.in/ rahilla.nayakawadi@bitsom.edu.in
Finance	Deepak Dargad	deepak.dargad@bitsom.edu.in
Medical Assistance /First Aid	Anjana Sofi	anjana.sofi@bitsom.edu.in
Printing/ Photocopy	Printouts@bitsom.edu.in	printouts@bitsom.edu.in
Library	Satyam Tripathi	bitsom.library@bitsom.edu.in

X-X-X-X-X-X

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