

**Bharati Vidyapeeth University**  
**INSTITUTE OF MANAGEMENT AND RESEARCH**  
New Delhi



# Code of Governance

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**Bharati Vidyapeeth University**  
INSTITUTE OF MANAGEMENT AND RESEARCH, NEW DELHI  
**An ISO 9001:2000 Certified Institute**  
**“Where winning is an attitude”**  
**MAKING A VISIONARY LEADER OUT OF YOU**

Established in 1992, Bharati Vidyapeeth University Institute of Management And Research (BVIMR), New Delhi enjoys the reputation of being one of the premier institutes imparting quality education in management. As a major constituent unit amongst 182 institutions of Bharati Vidyapeeth family, which was founded by Hon'ble Dr. Patangraoji Kadam in 1964, the institute has over the past few years emerged in the lead with a vision of Leadership in professional education through innovation and excellence.

The institute which is ISO 9001:2000 certified is under the ambit of Bharati Vidyapeeth University (BVU), Pune as approved by Govt. of India on the recommendation of UGC under Section 3 of UGC Act vide its letter notification No. F. 9 – 16 / 2004 – U3 dated 25<sup>th</sup> February, 2005.

BVIMR is one of the top 100 B-Schools in India running MBA programme, duly accredited by NBA, Govt. of India and other professional P.G./ UG leading to MBA-International Business, PGDBM, MMS, BBA/BCA.

The team led by Dr. Sachin Vernekar, BVIMR could achieve the success under the able guidance of the Founder Hon'ble Dr. Patangraoji Kadam, Vice Chancellor, Dr. Shivajiraoji Kadam and Secretary, Shree Vishwajeet Kadam.

The institute is running the following academic courses as per approved curriculum of Bharati Vidyapeeth University, Pune: -

1. Master of Business Administration (MBA)
2. Master of Business Administration – International Business (MBA – IB)
3. Bachelor of Business Administration (BBA)
4. Bachelor of Computer Applications (BCA).
5. Master of Management Sciences (MMS)
6. Post Graduate Diploma in Business Administration (PGDBM)

At BVIMR, the students, faculty and management share dynamic and team oriented common goals that are intellectually stimulating. Besides training young professionals to

meet the challenges of globalisation of Indian economy, we at BVIMR develop entrepreneurial skills amongst our students.

Value addition lies at the core of our teaching curriculum and is updated with the feedback from industry and compared with curriculum of leading national and international level institutes to retain edge in academics.

### **Architecture and Location**

Based on the fabulous architecture and layout on the lines of Nalanda Vishwa Vidyalaya, the institute is a scenic marvel of lush green landscape with modern interiors.

Strategically located in West Delhi on the main Rohtak Road, BVIMR, New Delhi has splendid layout on sprawling four acres of plot with ‘state-of-art’ facilities with all class rooms, Library etc.fully air-conditioned.

### **Ranking**

NAAC Accredited Grade “A” University.

NBA Accredited MBA Programme

An ISO 9001-2000 Certified Institute

Ranked as A+ by Business India in October, 2008

DALAL STREET, in its Business School Directory 2008 has ranked BVIMR in the top 100 Business Schools of India.

### **Quality Policy**

1. State of Art Infrastructural and Instructional facilities.
2. Global Benchmarking
3. HR Synergy.
4. Consistent Value enhancement.
5. Continuous motivation and nurturing creativity.

### **Vision**

Leadership in professional education through innovation and excellence.

### **Mission**

Fostering a conducive learning eco-system of students, faculty and industry germinating capable upright managers and entrepreneurs who contribute meaningfully to industry and society.

## **GOALS**

### **Short term:**

- 1) To enhance its awareness, recognition and reputation amongst the Corporate and Academicians.**
- 2) To establish synergies between management theory and practical management through linkages with industry and Institutions at the national and international level.**
- 3) To infuse methodology which should lead to attain higher standards of quality education.**

### **Long-term:**

- 1) To become one of the top rated Business Schools in the country by the year 2010.**
- 2) To contribute to the Industry and Society through collaborative efforts that will lead to improved student recruitment and provide additional research opportunities for faculty.**
- 3) To undertake management research and consultancy as a means to problem solving and enhancing organizational effectiveness.**
- 4) To attract, maintain and nurture an outstanding faculty, since faculty will be instrumental in achieving the mission.**
- 5) To create and foster an environment that promotes overall development of the students, faculty, staff and the Institute.**

## **UNIQUE FEATURES**

### **Knowledge Resource Center**

The library houses over 26020 books and over 180 National and International journals and magazines. It is equipped with digital system via audio-visual facilities through videocassettes, tapes, CD-ROMs and VCDs & Internet connection and acts as academic resource for Research work. It has an open access system for all faculty and students. Institute has the membership of American Council and British Council of India. **EBSCO** (Online Journals) & **Prowess** (Corporate Database) is the part of our world class Digital Library.

### **Information Resource Center**

The Computer center at BVIMR has more than 300 computers with the latest configuration. The computer center is professionally managed & equipped with two servers ported with Windows 2003 server and linux. In addition to the general software it also has PROWESS – a corporate database and SPSS. The center integrates itself with the rest of the world with broad band Radio Link whose speed is 2 Mbps. The campus is wi-fi enabled. To add to the list a digital Library of 30 computers are also there. LCDs and Printer facility are available to faculty and students.

### **Foreign Language**

A unique opportunity is being given to the students of the institute to learn Foreign Language which are French & German in order to make them capable to accept challenges in working with MNCs and facilitating their cross-cultural relations.

### **Auditorium**

Well-decorated Auditorium with the seating capacity over 250 has entrances from ground as well as first floor with state-of-art stage system fit for seminars and cultural events alike.

### **Amphi-Theatre**

Pride of the Institute for its strategic location within the building, it can accommodate more than 200 persons.

### **In-house Banking**

Bharati Sahakari Bank Ltd. is functioning within the Bharati Vidyapeeth Educational Complex. The Bank handles various banking facilities with better rate of interest on deposits for the students of the Bharati Vidyapeeth and for the public at large. The Bank is providing its services on all seven days.

### **Sports Facilities**

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

### **Hostel:**

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

Surrounded by ample open space and green garden, its envious sight is most apt for learning. The hundred inmates are from different parts of the country.

## **INNOVATIVE PRACTICES**

### **PEDC (Personality & Entrepreneurial Development Club):**

The Institute's Personality and Entrepreneurial Development Club (**PEDC**) makes holistic efforts to develop proper personality traits among the students that are required for their future career as business managers. The marketing, finance, HR and IT Clubs which organizes various events such as role play, management games, case study, business diary, Group Discussions, Open Forum to groom the students to be competent leaders in their respective functional areas.

### **Certificate course in Executive Excellence**

An Add –on course is designed to increase the employability of the MBA students to make them as finished products in terms of managerial skills and personal excellence.

The course syllabus is distributed through out IInd & IIIrd Trimesters.

### **E-Learning Certificate programme of ICICI Bank**

Bvimr has extended its academic horizons in association with ICICI Bank, which is offering 150 modules in banking and finance for the benefit of faculty and students. This is flexible learning with on line test and guidance. The best students who are awarded this certificate will be considered for appointment at ICICI.

### **Certificate Course in Indian Commodity Market**

A special certificate course for MBA students to learn Indian commodity market.

## **PUBLICATIONS:**

1. **BVIMR MIRROR:** Quarterly newsletter and
2. **MANAGEMENT EDGE:** Half Yearly Research based Journal.
3. **HARMONY:** Magazine edited and reported by the students. The articles published are also written by the students.
4. **PUBLISHED PAPERS**

The Faculty members of BVIMR have more than 90 published papers to their credit. They have brought out 5 books on various management subjects.

## **INDUSTRY- INSTITUTE INTERFACE**

The Institute conducts many programmes for the overall development of the students in association with industry. The Institute's *Industry Institute Partnership Cell (IIPC)* is sponsored by AICTE for holding events that promote Industry- Institute interface. Some of the events are as follows:

- **CORPORATE DAY:** Industry experts are invited to deliver Guest Lectures to the students on contemporary issues.
- **RENAISSANCE:** An annual Management Festival.
- **PARISTHITI:** An annual case writing competition
- **TechSpan:** An annual Information Technology Inter-Institute competition.
- **GURU VANDANA:** An annual programme to felicitate the corporate mentors who have guided the students in their projects.
- **NATIONAL / INTERNATIONAL CONFERENCE:** Every year an National and International Conferences are organized on current & burning topics.
- **MILAP (United Brethren) :** Annual Alumni Meet.
- **ANNUAL SPORTS MEETS:** An annual event both indoor and outdoor .

**MDP's & FDP's:**

The institute with the help of its faculty and experts from corporate conducts management development programmes regularly for the corporate.

**International Linkages**

Every year a number of experts from Academia and Industry from various parts of the globe visit our campus and address our students.

**Corporate Resource Centre (Excellent Placement Records)**

Corporate Resource Center (CRC) organizes corporate training, consultancy for industrial houses, besides providing summer and final placement for students.

**Achievements****Academic :**

The institute has a consistent track record of academic excellence that it reflected year after year in the university merit list. In 2001, eleven BVIMRITES have secured top positions in the merit list. In continuation, in 2004 seven students and in the year 2005 six students have topped the university merit list. In the year 2006, 3 students and in 2007, seven students have topped the university merit list.

**Others**

Our students have won more than 300 prizes in various co-curricular activities, management games, debates, sports and cultural events held at various business schools all over India.

Dr. S.S. Vernekar, Director of the institute has been honoured with the title of “Best Academician Award” of the year 2005 in the International Conference held at International Center of Amity Business School, NOIDA. He is also recipient of “Meri Dilli” award from NNS Media Group for outstanding contribution to the field of education.

Our institute received Abhijeet Kadam Memorial “Adarsh Mahavidyalaya Award” for outstanding contribution in education amongst all institutes run by Bharati Vidyapeeth, Pune.

Dr. S.S. Vernekar, Director of the institute Elected as Representative of Institutional Members of All India Management Association (AIMA) for the term 2007-2009.

Wg.Cdr. B.R.Chawla Professor has been elected to the National Council of Indian Society for Training and Development.

**Tie-ups**

British Council

All India Management Association

Delhi Management Association

HRD Network and Delhi Productivity Council

Indian Society of Technical Education

Computer Society of India.

## Code of Governance

### **Scope:**

The pre-requisite for the development and maintenance of healthy relationship between the employer and employees (Teaching and Non-teaching staff) is the existence of satisfactory and healthy, harmonious working conditions. In their absence, misunderstanding, bickering and bitterness crop up. These can be held in check if policies, rules and regulations of employment etc. are properly defined. In this, the Code of Governance may play a significant role with regard to rules, regulations, duties and responsibilities of every individual in the organization. They make both conscious of their own limitations to follow the specified rules and procedures laid down regarding working hours / workload, pay days, holidays, grant of leave, discipline etc. and create conditions which are favourable to the attainment of institutional harmony. These are summarized in the following paragraph:

### **Teaching Days:**

The institute shall have at least 180 full teaching days in a year (or 90 full teaching days for each semester). Teaching days shall mean actual class room / computer lab teaching days and shall not include days of examination / study tours / Mgnt. Development Programmes / Seminars / Sports Meet etc.

### **Work Load:**

Workload of a teacher should not be less than 40 hours a week, out of which teaching / contact hours should be as follows which includes:

Professors	: 8 hrs. / week
Asst. Professors	: 12 hrs. / week
Lecturers	: 16 hrs. / week

In this regard, 2 Tutorial hours / 2 Laboratory hours will be counted as one teaching hour.

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated working hours with regard to roles, jobs and targets assigned to them by Director.

## **Leave Rules**

### **General Conditions for all:**

1. The leave cannot be claimed as a matter of right. When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority. The said authority shall not, however, alter the nature of leave applied for.
2. The concerned employee shall have to apply for grant of leave, in the prescribed form and shall proceed on leave only after due sanction for the same. Availing leave without proper sanction may be desired and is liable to be treated as leave without pay.
3. Leave shall not be granted ordinarily to the extent by which it would deplete the strength of the staff below essential minimum. In case of a number of employees asking for leave at the same time, the Sanctioning Authority will consider the following factors before sanctioning leave for one or some of the applicants:
  - a) Special circumstances for which leave is requested
  - b) Amount of leave due to the applicant
  - c) Whether the applicant was recalled from his earlier leave or has been refused leave in the interest of the Institute.
  - d) Period and quality of service rendered by the applicant since return from his last leave.
4. Application for leave, on medical ground will be accompanied by a Medical Certificate given by a Medical Authority as prescribed by the Institute indicating the nature & probable duration of illness. Persons reporting for duty after sick leave must produce a fitness certificate from the Competent Medical Authority.
5. No employee will extend his leave or overstay the sanctioned period of leave without prior information and permission of the competent authority. Such

- absence may be treated as a misconduct, unless the competent authority for reason to be recorded in writing approves such actions.
6. Employees requiring frequent leave on medical grounds may be referred for examination by a medical board with a view to inform the institute about the state of health, treatment undergone and required and period of recovery in respect of the concerned employee.
  7. An employee who is discharged or removed except on grounds of misconduct or who has once resigned, if reappointed shall not be entitled to claim leave in respect of service rendered prior to his discharge, removal or resignation as the case may be.
  8. Gratuity: All the employees of BVIMR, New Delhi are entitled for Gratuity after completion of 5 years of services as per Govt. norms.

### **Entitlement of Leave:**

#### Teaching Staff

Teaching staff of the institute shall be entitled to avail 15 casual leaves in a year. Casual leave can be availed on half-day basis and can be availed for 7 days at a time.

Where due to exigency or special circumstances, leave is availed without prior approval, ex-postfacto approval will be obtained by the applicant immediately after return to duty.

Earned leave is not due to teaching staff since they get vacations as per academic calendar of the Institute.

As the institute is following 'No off period' policy, every faculty member going on leave must get the said leave application signed by class co-ordinator and HOD before it is submitted for approval to the Director.

Every faculty member must submit the casual leave application at least one day in advance. Except in the emergency, no one will go on leave unless the application is approved by the Director, failing which it will be treated as LWP.

### Non Teaching Staff

Subject to observance of general conditions, as specified above, non-teaching staff shall be entitled to following leave:

Casual Leave : 8 days in a Calendar year

Earned Leave : 20 days for every completed year of service following the first year of service.

All leave applications (non-teaching staff) will be signed by Prof. B. R. Chawla or in his absence by Prof. S. Chatterjee before approval by the Director.

### **Students Welfare:**

The concerned co-ordinators shall perform the duties and responsibilities for the students welfare and organize the various activities as and when decided. A special emphasis is to be given to the Sports, Independence Day, Republic Day, Workshops / Seminars and other important programmes of national importance from time to time. They should counsel and act as mentors in order to guide them.

## **Research Projects:**

**All the faculty members are to contact the various industries / Public Sectors and Private Sectors for sponsoring their research projects to our institute. As far as finances are concerned, 50% of money collected out of research projects after deducting the expenditure will be earmarked for concerned faculty members. The research activity is very important part of BVIMR.**

## **Management Development Programmes:**

The institute has set up an MDP Cell to conduct Management Development Programmes for Industry / Govt. / Public Sector on the latest trends which will enhance the capabilities of their employees for better quality production. As far as finances are concerned, 50% of money collected out of the MDPs after deducting the expenditure will be earmarked for concerned faculty members.

## **Publication of Articles:**

As special incentive it has been decided that concerned faculty will be paid Rs. 1,000/- for publication of their articles in reputed Journals. This amount will be shared equally, if the no.of faculty members authoring the said article is more than one. Faculty members will be given an incentive of Rs.500/- for writing an original case in any area of management.

## **Ph.D. Programme for Faculty**

The faculty of the institute is encouraged to enroll for Ph.D. Programmes. In such cases, their teaching workload will be reduced by 04 hrs. However, the faculty members have to give an undertaking that they will continue their services for 3 yrs. after completion of Ph.D in the institute.

Duties of the Faculty as per AICTE norms are placed at Annexure I

## JOB RESPONSIBILITIES OF TEACHERS

### (DEGREE LEVEL TECHNICAL INSTITUTIONS)

ACADEMIC	RES. & CONSULTANCY	ADMINISTRATION	EXTENSION
Class Room Instruction	Research & Development Activities & Research Guidance	Academic and Administrative Management of the Institution	Extension Services
Laboratory instruction	Industry sponsored projects	Policy Planning, Monitoring & & evaluation and promotional activities both at Departmental and institutional level	Interaction with Industry and society
Curriculum Development	Providing Consultancy And Testing services	Design and development of new Programmes	Participation Community Services
Developing Learning Resource Material & Laboratory Development	Promotion of Industry institution interaction and R & D	Preparing project proposals for funding in areas of R&D Work Laboratory Development, Modernisation, Expansion, etc.	Providing R&D support and consultancy services to Industry and Others User agencies.
Students Assessment & Evaluation including Examination work of University		Administration both at Departmental & Institutional levels	Providing non-formal modes of education for the the benefit of the community
Participation in the Co-curricular & Extra- Curricular Activities		Development, Administration and management of institutional facilities	Promotion of entrepreneurship and job creation
Students, Guidance & Counselling & helping Their personal ethical Moral and overall Character development.		Monitoring and Evaluation of academic and research activities	Dissemination of knowledge
Continuing Education Activities		Participation in policy planning at the Regional National level for development Of technical education.	Providing technical support in areas of social relevance

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**ACADEMIC****RES. & CONSULTANCY****ADMINISTRATION****EXTENSION**

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Keeping Abreast of new  
Knowledge and skills  
Help generate new  
Knowledge and help  
Discrimination of such  
Knowledge through books  
Publications, seminars, etc.

Self development through  
Upgrading qualification,  
Experience & Professional  
activities

Helping mobilization of  
resources for the institution

Develop, update and maintain MIS

Plan and implement Staff  
Development activities

Maintain accountability

Conduct performance Appraisal

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And any other relevant work assigned by the Head of the Institution.