

STUDENTS INSTRUCTION MANUAL

For MBA (2 Years Full-Time)



ASTHA

School of Management

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P R E F A C E

ASTHA School of Management is situated amidst beautiful lush green field adjacent to NH-5 running in the heart of Bhubaneswar, in the state of Orissa that is blessed with palm-fringed beaches, shimmering lakes, serpentine rivers, mighty waterfalls, and forest-clad blue hills which are home to rich flora and fauna that impress and lure students since the state has simultaneously transformed to an educational hub of eastern region in a short span of time which is very well connected by road, railways and air . The place is famous for its fairs festivals, stone carving, silver filigree, appliqué work, exquisite handicrafts, and beautiful textiles. Dotted with numerous architecturally celebrated temples, sacred shrines, and historical monuments, in every sphere of its historical treasure a shine of management is well felt upon. The city of Bhubaneswar has witnessed tremendous unexpected growth in management and other Technical education.

ASTHA School of Management is synonymous with providing quality management education with the sole purpose for developing industry friendly leaders. Within a short span of time ASTHA has deeply steeped in the ethos of professionalism. This premier management school runs and managed by “**Shree Panchamukhi Educational & Charitable Trust**” founded by a group of noble and intellectuals indeed. The institute is guided by the Board members, whose experience and expertise are sought by both academic and industry alike. The horizon of success and record of achievements are vast at this noble platform. In many aspects **ASTHA** transcends the boundaries of ordinary and normal grades besides scoring high. During your framed association with us we transform you into an industry prepared and ready professional by really giving exposure to practical professional skills in an innovative style for which we are proud. You will appreciate our efforts that you will continuously inculcate winning traits and make it a habit with desired leadership quality. You as a student of this prime institute shall remain in our center of Endeavour. You will find no difficulties in your subjects of interest and shall justify this unique platform to foray into careers of your choice. Our Endeavour shall proclaim that we at **ASTHA** pave the way for your rewarding career.

ASTHA School of Management is on the march in creating an almost austere atmosphere. You will stay momentarily enthralled, loads of gleaming plants, attired in colour pots, shades of red & brown, stretched out from one end to the other. The atmosphere is relaxed, comfortable and salubrious for a real study & learning environment. Enriched with rich Human Resources the Institute views itself as a rigorous training ground for tomorrow’s management professionals rather than a mere educational institute.

The Institute envisaged a long term goal to attain complete Academic Autonomy. This allows the institute to prescribe its own Academic Calendar, design its own methodology in parlance with the syllabi of BPUT and conduct examinations. ASTHA carries out Assessment / Evaluation of its students for ensuring definite progress of its students periodically. The institute has framed-out strong theoretical and conceptual background with a focus on hands on experience. There is continuous efforts and thrust to minimize the gap between what students learn and what the industry demands.

ASTHA School of Management offers two years full time MBA Program, approved by All India Council for Technical Education (AICTE) under Ministry of HRD, Government of India, New Delhi and affiliated to Biju Patnaik University of Technology (BPUT), Rourkela, Odisha.

Primarily, we believe that distinctiveness in this context does not relate to ‘what’, but to ‘how’. Over two years of the MBA program, with each student within which the candidate can opt for specialization in Marketing, Finance, Human Resource, IT & Operation like most other institutes. Our program aims at creating transformational leaders of tomorrow who are not only equipped with sound knowledge but also encouraged to step out of theoretical models into real-life scenarios. The

high faculty to student ratio enables our students to gain deeper insights into the areas of their choice. This constant emphasis on 'hands on' learning through 'live' issues distinguishes us.

The student's entrepreneurial innovation spirit is also nurtured through multiple programs and projects. Of particular interest is the unique location of ASTHA that allows them to engage in immersive socio-technical innovation projects.

OUR VISION

To create and promote Dynamic institutions that can produce globally competent Management professionals who are committed to develop the state of Orissa and are ever-willing to contribute to the national growth in all possible ways.

OUR MISSION

To promote innovation and entrepreneurship in the state through professional & technical education so as to ensure sustainable development in all the sectors in the state and the nation, may it be industry, agriculture, services or small enterprises.

OUR VALUE

We always be ethical in our performances, honest and transparent. We respect our fellow associates and stake holders. We will be knowledge driven in our venture. We will learn and share our learning with those who are willing. We do not take any easy way in accomplishments. We take vow to nurture talents and our prides. We respect our fellow people.

OUR QUALITY OBJECTIVE:

- To bear spirit of candor.
- To utilize our resources judiciously.
- To involve all in decision making process.
- Our Institute shall always be called as a learning one.
- To hone the concealed creativity of students & employees.
- To create and develop an environment for growth of academic, social, cultural & spiritual aspects of a participant.
- To build a bridge for both establishment of industrial & academic co-ordination.
- We will strive to contribute for accomplishment of social responsibility.
- MBA aspirants to gain & experience with requisite skill for leadership.
- To gain undeniable charisma to attract followers & inspire loyalty.
- To expect the achievement of one and all member of ASTHA.

PEDAGOGY

Teaching methods at ASTHA School of Management includes – lectures, case studies, seminars, group discussions, self managing team, Business games, role plays, simulation exercises, structured

and unstructured group works and field/industrial visit. The emphasis is on involving the students in learning and helping them to relate concept and theories to business requirement. We, at ASTHA School of Management very consistent with advances in teaching technology , the program integrates the use of computers in learning the use and utilities of information technology. It enables the students to acquire skills in identifying and dealing with complex problem to become well versed to excel high. Students are always encouraged to undertake several field based projects to gain better insight into the business work place reality and get well versed with the business environment and people.

PRIMARY FOCUS

Effective, efficient and transparent system of examination, evaluation and publication of results. Organizing the examination, evaluation in a way-that will ensure timely completion of the degree requirements. Improving the quality and content of instruction to give value for the money to the ultimate beneficiaries (i.e. students) Preparation and dissemination of instruction materials through electronics media to improve the quality and standard of teachings.

FACULTY ADVISOR - MENTOR/ PROCTORIAL SYSTEM

To cater to the personal needs and aspirations of our budding managers our Centre of Excellence heavily emphasizes on the Proctorial System in which a few students are placed under the able guidance of one of our faculty members who provides assistance to each student under his esteem group personally, letting no stone unturned for his 360 degree development. On joining the institute, a student is assigned to a faculty advisor who shall be mentor for him/her throughout his/her tenure in the institute. He / She shall also be a guide under whose guidance a student has to work to attain perfection. A student shall be expected to consult the faculty advisor on any matter relating to his/her academic performance and the courses he/she may take in various semesters. A faculty advisor shall be a person to whom the parents/guardians should contact for the issues related with academic performance of their ward. The role of faculty advisor is outlined as below:

- Guidance about the rules and regulations governing the courses of study for the program.
- Paying special attention to weak students.
- Guidance and liaison with parents of students for their performance.
- Guidance to students for seminars, debates, activities and dissertations/ projects.

HELPING WEAKER STUDENTS

A student with backlog/s should continuously seek help from his/her faculty advisor, Head of the Department and the Dean Students. Additionally he/she must also be in constant touch with his/her parents/local guardians for keeping them informed about academic performance. The institute also shall communicate to the parents/guardians of such student at-least once during each semester regarding his/her performance in semester evaluation and Mid-semester examination and also about his/her attendance. It shall be expected that the parents/guardians too keep constant touch with the concerned faculty advisor or Head of the Department, and if necessary - the Dean Student

INSTITUTE RULES & REGULATIONS

Conduct and Discipline

A student, at Astha shall have to conform to a high standard of discipline and conduct himself/herself within and outside ASTHA in a manner befitting the student of an institution of National importance. He / She shall have seriousness of purpose and shall, in every way train himself / herself to personally become a successful citizen in such a manner so as to benefit the society at large.

- On admission to MBA course every student submits himself/herself to disciplinary jurisdiction of the management of the Institute, the In-charge and other officers of the institute who may be vested with the authority to exercise discipline under ASTHA School of Management Rules and Regulations that have been or will be framed by the institute.
- The students are advised to **keep themselves aware** of the Institute rules. Ignorance of rules shall not be an excuse for violation.
- Astha wishes to instill virtues of honesty, integrity, cooperation, sense of responsibility and cleanliness among the students, inside the Institute as well as outside.
- If a student is found guilty gets proven in a case of gross misconduct such as violence, riots or disorderly behavior, fraud, misappropriation of funds, immoral conduct directed on a fellow student or faculty or staff of ASTHA, she/he will be subject to immediate expulsion from the Institute.
- No student is supposed to participate in any kind of agitation Mass bunk from the class (s) etc. Anybody found guilty of doing so is liable to face strict action including expulsion from the college
- It is compulsory for the students to attend functions /activities organized by the institute on various occasions like Independence Day, Republic Day, Annual Day, etc whether the function falls on a working day or on holidays. Absence from such functions without valid reasons will invite disciplinary action.
- Students shall observe all safety precautions. The institute is not responsible for any accident, of whatever nature, in the institute, hostel, workshop, play ground and during summer training and industrial training or educational tour/trip.
- Use of tobacco & alcohol, chewing of betel leaves and chewing gums etc. are strictly prohibited within the premises of the Institute.
- Students should respect and be courteous towards the members of the faculty as well as the employees of the Institute.
- The Institute maintains absolute discipline and student violating this are liable for severe penalty including expulsion. Students expelled on grounds of indiscipline will not be entitled to any certification or refund of fees and deposits.
- Ragging of any sort is strictly prohibited. Students found guilty of this are liable for severe punishment including dismissal from the Institute / Hostel. The matter will be referred to the police, as the Government has declared ragging as a criminal offence with reference to decision of the Honorable Supreme Court of India in Writ Petition No- (C) 656/1998.
- Student should take care of the Institute properly and maintain cleanliness of the work-place. Any student found responsible for any damage to the Institute properties (fittings, furniture and equipments etc.) will be punished severely and the cost of damages along with the fine will be recovered from the students. The Institute reserves the right to expel such students.

- Students are strictly forbidden from organizing or attending any unauthorized meeting in the Institute, or collecting money for any purpose without the prior written permission of the Secretary / Principal / Dean.
- Organized absence from classes and instigating the students to remain absent or to go on strike is a serious breach of discipline and may result in expulsion from the Institute.
- No student shall take part in any antisocial or subversive activities. No student shall be a member of any organization or association not connected with the Institute, without the prior written permission of the Secretary / Principal / Dean.
- Students are forbidden from organizing Unions or Associations based on caste, colour, creed, language, nationality or political ideology within the campus.
- Students should conduct themselves at all times in a befitting manner so as to bring credit to themselves and to the Institute.
- Students must make all possible efforts to conserve electricity and water. They must switch off lights / fans/ ACs when they leave the class room/ hostel room, lab etc.
- Students should avail themselves of all opportunities to acquire managerial knowledge and skills during their period of study.
- Students should strive hard and spare no effort to maintain peace and Harmony in the campus.
- Midterm and practical examination are conducted as per Academic Calendar of BPUT. Students will not be given any other chance for improvement if they fail to appear in mid- Term Examination.
- During the examination sessions, all candidates must be present in the assigned room at least 15 minutes before the scheduled start time. The candidate should take a seat and place his or her student card where it is visible to the invigilator.
- Student must carry only writing material like pen, pencil; drafter, etc. Cell phones and other similar devices are strictly prohibited in examination rooms. The candidate is not allowed to borrow materials from other candidates during the examination. Misconduct & Violation shall be severely dealt with and may result in rustication or expulsion from the college.
- At the time of admission in the Institute, the students shall submit details of their home address and telephone no's. Subsequent to admission, if there is any change in their address/telephone nos. the same should be informed in office to incorporate the changes in the record. For providing wrong address, disciplinary action will be taken against such students.
- The students are advised to see regularly the notices displayed on the Institute/hostel notice boards. The notice displayed on these notice boards shall be deemed to have been served on the students.
- Any student who fails to clear all the dues shall be debarred from appearing in semester examination.
- All applications must be addressed to the Principal / DEAN
- The Secretary - Principal reserves the right to modify any of the Institute rules as and when necessary. The decision of the Secretary - Principal in all matters shall be final.

ATTENDANCE REQUIREMENTS

- Regular 100% attendance is expected of all students for every activities including in theory, laboratory, seminar and dissertation. Hence attendance is compulsory and shall be monitored in the semester rigorously. Students shall be informed at the end of every month if they are falling short of attendance requirement.

- A maximum of 20% absence for the attendance may be permitted only on valid grounds such as illness, death in family or other emergency reason which is beyond control of a student and shall be approved by the Faculty Mentor of respective Group within a period of maximum one week after availing such leave.
- The maximum number of days of absence for students participating in Co- curricular activities Sports/ Cultural events during a semester shall not exceed 10. Any waiver in this context shall be on the approval of Academic Council Standing Committee only after the recommendation by Dean Academics.
- A student remaining absent during the course either due to medical reason (Accident and/or hospitalization of a student) or other emergency circumstances (death of immediate close relative i.e. father, mother, brother and sister) or due to representing college at university/ state level in sports/co-curricular activities shall be treated as per the rules of the Institute.
- The critical cases of absenteeism which are not covered by any of the above clauses shall be reported to Dean Academics for necessary action as per the directions of Hon'ble Secretary.

GRIEVANCES REDRESSAL AND DISCIPLINE

- Every student shall be required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the prestige of the institute.
- Any act of indiscipline of a student reported to the Dean Academics, shall be discussed in a Grievance, Redressal and Disciplinary Committee of the institute. The Committee shall enquire into the charges and recommend suitable punishment if the charges are substantiated. The Academic Development Committee (ADC) shall consider the recommendation of the Grievance Redressal and Disciplinary Committee and authorize the Dean Students, to take appropriate action. The student not agreeing with the judgment may appeal to the Hon'ble Secretary, whose decision shall be final. The Principal/Dean, will report such cases and the action taken thereof at the next Academic Council meeting, if necessary.
- If a student while studying in the institute is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government he/she shall be liable to be expelled from the institute without any notice.
- If a student is involved in any kind of ragging, he/she shall be liable for strict action as per AICTE/BPUT norms.
- If any statement/information supplied by the student in connection with his/her admission is found to be false/ incorrect at any time, his/ her admission shall be cancelled and he/she shall be expelled from the institute fees paid shall be forfeited.
- If Student once admitted in the institute shall follow instructions issued from time to time.
- If a student is found guilty of malpractice in examinations then he/she shall be punished as per the recommendations of the Committee constituted by the Institute. The maximum punishment shall be expulsion from the institute.
- Every admitted student shall be issued photo identification (ID) card which must be retained by the student .The student must have valid ID card with him/her while in the institute.

- Any student who alters or intentionally mutilates an ID card or who uses the ID card of another student or allows his/her ID card to be used by another student shall be subjected to disciplinary action.
- The valid ID card must be presented for identification purpose as and when demanded by authorities. Any student refusing to provide an ID card shall be subjected to disciplinary action.
- All Students should switch off the Mobiles during the Instructional hours and the Institute Building, Library, Reading room etc. Strict action will be taken if students do not adhere to this.
- During the conduct of any Tests, students must not bring their mobiles to the Examination Hall. A student in possession of the mobile whether in use or switched off condition will face disciplinary action and will be debarred from appearing for the Examination/Test.
- The academic activities of the institute are regulated by Academic Calendar and are made available to the students/ faculty members and all other concerned in electronic form or hard copy. It shall be mandatory for students / faculty to strictly adhere to the academic calendar for completion of academic activities.

ASSESSMENT OF SIP

- The work on the project during the Summer Internship Program should be valued seriously by the students from academic & behavioural point of views. A candidate shall be allowed to submit the project report only with the approval of the Industry and Faculty Guide.. Every candidate shall be required to submit Report after taking up a topic approved by the Guide.
- In a special case, if the candidate is not submitted his/her thesis due to ill health or any other reason permitted by the DPC, he/she will be given a chance to attend for the viva-voce examination conducted separately at a later date, if the expenditure for conducting the viva voce is completely born by the candidate.

Disciplinary Committee (DC) Rules:

- There is a standing disciplinary committee. The sole purpose of the DC is to investigate any acts of indiscipline by students.
- The following are considered as acts of indiscipline:
 - a. Ragging in any form- direct or indirect, inside or outside the campus.
 - b. Willfully damaging Institute property.
 - c. Interfering with the normal operation of the Institute by disruptive action of any kind.
 - d. Any violation of Institute Rules and Regulations.
- The Institute reserves the right to define other acts of indiscipline as and when required.
- The Institute reserves the right of punishment through fines reporting to parents, suspension for one academic year, reporting to police authorities, etc.
- The Institute specifically reserves the right of expelling the student from the Hostel and/or from the Institute depending on the seriousness of the offence.

In matters of misconduct & indiscipline the decision of the Disciplinary Committee will be final & binding.

LIBRARY RULES

- No Bags / Hand Bags / Raincoats / Jerkins / Casual Wears / Laptops / Printed Materials will be allowed inside the Library. Note Book, however, may be allowed.
- Conversation, discussion, loud talking & sleeping are strictly prohibited.
- No Tea, Snacks, Smoking etc. will be allowed inside a Library.
- Every reader must sign in the Entry Register while entering the Library.
- Students should keep silence in the Library. Mobile phones are to be kept in “**Switched Off**” mode while using Library.
- Library timings will be from 9:30 a.m. to 5:30 p.m., but issue/return timings will be 10:30 a.m. to 5:00 p.m.
- A Book will be issued for 7 days only. However, issued books may be recalled earlier, if urgently required by the Library.
- At any time, the number of Books issued to a student shall not exceed 8. Books in special demand may be issued as per approval of Director.
- Periodicals and Reference books will not be issued and may be consulted only in the Library.
- Overnight issue of reference books is made available after 4:00 pm (to be returned on the next working day by 10:00 am).
- A Book must be returned in the same condition in which it was issued.
- In case an issued Book is not returned in time, a fine of Rs. 5/- per day will be charged up to 15 days. After this period, a fine of Rs. 10/- per day will be charged for the next 15 days. If the book is still not returned, double the cost of the latest edition of the book will be charged. No book in exchange will be accepted.
- Absence from the Institute will not be allowed as an excuse for the delay in the return of books.
- No reminders will be issued to individual defaulters, but a consolidated list of defaulters will be displayed on the Notice Board.
- In case a Book is reported lost or found damaged, double the cost of the book of its latest edition, will be charged from the student. No book in exchange will be accepted.
- Books/Old Magazines will be issued to Identity Card holders only. If a student loses his/her Identity Card, he/she will pay a fine of Rs. 250/- per Duplicate Card.
- In case of marking/underlining / folding of pages of books, the cost of the latest edition of the book will be charged from the student.
- In case of theft, tearing / clipping of books, double the cost of the latest edition of the book will be charged from the student.
- Any violation of the above Rules shall attract disciplinary action.

LIBRARY TRANSACTION HOUR

Monday to Saturday -9:30 a.m to 5:30 p.m. (Lunch hour: 1.30 p.m. - 2.30 p.m.)

Note: i) Nobody is allowed into the library during the lunch hour.

ii) Library remains closed on holidays.

LIBRARY SERVICE & RULES

The Library is the focal point and nerve center of the Institute. The resources include Books, Journals, and Magazines & E-Study Materials. The library is well equipped with books on various topics on management & IT. It also subscribes to most of the related management & IT magazines and journals (both National & International). While students are encouraged to have their own text-books the library also caters to the Text Book and Reference Book requirement of students.

ISSUE & RETURN PRIVILEGE

- Borrowers Ticket shall be issued to all the students.
- Students are allowed to issue number of books equal to the number of subjects taught in a semester/trimester as per the syllabus. However students are required to return the same number of books as issued earlier within 15 days from the date of issue including Sundays & holidays, failing which a fine @ Rs. 5.00 per book per day of delay shall be charged.
- All the books issued for a Semester are to be returned within two days of completion of the end term examination failing which fine @Rs. 5/-per book per day of delay shall be charged.
- Books and journals or any other materials issued from the library for reading purpose in library are required to be returned on the same day failing which a fine @ Rs. 200/- per material shall be charged.

ACCESS TO RESOURCES

- Books: All the books are kept in open shelves, which are accessible directly to the users. However Books are issued for use in library against submission of identity cards, which are required to be returned on the same day during library hours.
- Periodicals: The current periodicals, journals are displayed on magazine stand. Students can use the magazines, journals etc. for reading purposes in library by submitting the I. Card, which is required to be returned on the same day during library hours.
- Newspapers: Current Newspapers shall be available for reading in the library.

Audio Visual Resources: Students can avail the Audio-visual resources (CD) available in the library for their reference inside the library and is to be returned on the same day.

OTHER RULES

- In case of loss or damage of the book, the concerned student has to bear the cost of the book as per the present market price.
- Absence and illness are not accepted as excuses for exemption from payment of fine. If the due date falls on an Institute Holiday the book(s) may be returned on the next working day, without any fine.

- The Librarian with necessary reasons may recall a book at any time before the due date for return. In case the student fails to return the book on the librarian's notice, fines will be imposed on him/her as decided by him/her. Library books, manuscripts etc. are costly and often rare. They are for the benefit of not only the present but also the future members of the library. Therefore, writing on Library materials, damage, turns down the leaf/leaves or mark on any library materials are strictly prohibited. No tracing or copying of any map or manuscript shall be allowed without the written permission of the Librarian. Violation of above shall lead to infringement of Library rules and fine as deemed fit shall be levied.
- Before leaving the Book issue counter of library the member should satisfy himself/herself as to whether the library materials taken by him/her is in sound condition. If not, he/she should immediately bring the matter to the notice of the library staff at the counter. Otherwise, he/she is liable to be held responsible or pay such compensation as fixed by the librarian.
- Loss of library materials must be brought to the notice of the librarian and the replacement cost of the materials should be paid immediately. If notification is made after the book has become overdue, the borrower will also be responsible for the fine of double the cost or as fixed by the Library committee.
- If a book belonging to a set is lost, the borrower will be charged for replacement cost of the entire as per present market price.

GENERAL DISCIPLINE OF THE READING IN LIBRARY

- Students can issue the books temporarily by submitting Identity Card for purpose of reading which is required to be returned on the same day.
- Students should maintain absolute silence while reading in the library.
- In case anyone found guilty of theft, 3 times the cost of book / magazine/ journal/other resource(s) will be charged.
- Students are required not to disfigure the wall, table etc. in the library.
- Librarian has the power to drive out a student found unnecessarily gossiping, disturbing or indulged in any other misconduct.
- No book may be taken out without being issued. Anybody found doing so, a fine of 3 times the cost of the book/magazine/journal/others resource(s) will be collected within 2 days of the incident.
- Consumption of tobacco/smoking is strictly prohibited inside the library.
- Refreshments or foodstuff of any kind shall not be allowed anywhere inside the library.
- The Librarian shall have the power to cancel the tickets and refuse admission to anyone infringing the rules and regulations of the library or for indulging in any other misconduct.
- Any body found violating the rules, disturbing the peace of the library is liable for punishment as and when decided by the Librarian, Dean/Director.
- For Audit work or any other emergency work, the students are required to return the books for the period only, as per notice proposed by Librarian and issued by Dean/Director.

REPRO GRAPHIC FACILITY

- Published materials protected under the copy-right act will not be reproduced.
- Rare resources, original version of which is not available readily, may be reproduced in the interest of scholars on condition that the volumes should be treated as library reference materials for restricted readership.
- The photocopy charges will be made on the basis of RE.1 for A4 size and Rs.2 for A4 size double side or as notified from time to time.
- For photocopy of 1 to 10 pages a student has to wait for one day.
- For photocopy of more than 10 pages, the student has to wait for two days.

COMPUTER LAB RULES

- The computing lab resources of ASTHA School of Management are intended for support of the instructional, research, and administrative activities. In congruence with the standing rules students and employees shall not use computing lab resources to benefit their personal or financial interests.
- ASTHA's computer labs are a place of study. Disruptive noise or behavior is disrespectful to other students using the lab.
- ASTHA's computer labs are provided for students to use in completing class related work only. Students may be asked to confirm they are a student, and are working on class related work. Faculty and the Lab in-charge may be asked to verify a student's specific computer use is for class work.
- ASTHA's computer labs are for use only by students and employees of the institution.
- It is not fair to children to expect them to sit quietly for hours, they are naturally active and noisy.
- Use of computer labs for personal or financial gain is prohibited.
- Unauthorized access or privileges are not permitted.
- No food and drinks is permitted in the computer lab.
- Unauthorized copying of software is illegal and not permitted.
- Personal software is not to be used on lab computers.
- Use of computer labs is a privilege. Any person not following the above rules may be denied use of the lab and access to computing resources.
- Students are not allowed to use floppies/CD's etc. If required prior permission of Laboratory in-charge is needed.
- Students are allowed to open the prescribed application according to the BPUT Syllabus.
- All students will be responsible for keeping the computer Lab clean.
- Students should keep their shoes in the shoe stand. Nobody is allowed to leave their shoes in front of the computer Lab.

- Students should refrain from dislocating, shifting and tinkering with any parts of the computer or any other device in the Lab.
- Students have to enter and leave the Lab in their scheduled time otherwise they will be marked absent.
- Students have to sign the log-book, while entering and leaving the computer lab and also they have to mention the time in and time out.
- The students should properly shut down the workstations before they leave the Lab.
- The students should not load or delete any program from the computer.
- Browsing of non-academic Internet sites will not be allowed in the Lab.
- Before downloading any materials please consult your instructor and save the downloaded files as told by the laboratory in-charge.
- Browsing of Internet will not be allowed in the lab beyond the stipulated hour as per time table.
- The Instructor/Lecturer will be the sole authority to judge the disciplinary behavior inside the laboratory. For violation of any of the above rules, the management reserves the right to take appropriate disciplinary action.

AUDIO- VISUAL LANGUAGE LAB

The English Department of ASTHA School of Management plays a pivotal role in producing MBAs, equipped with English language skills, which will help them to emerge successful in today's competitive scenario. The Department produces excellent results in their endeavour in making better MBAs with excellent communication in both speaking & writing.

VISION:

- To equip the students with good communication skills.
- To emphasize the need of English in the technical world.
- To prepare them for interviews and future job environments.
- To help the technologically empowered generation become proficient in the global language making them competent in the international arena.

FACILITIES:

The Department has a modern Language Laboratory with state-of-the-art audio-visual equipments to aid in imparting language skills. The Laboratory is effectively utilized by students and faculty members for various self-enhancement and soft skill development activities. It has a store of software and CDs to help in this regard.

RULES:

- Only the teacher may operate the controls
- After logging Quietly await and listen carefully to instructions
- Do not place anything in the headset trays except headsets
- Use headphones for listening instructions
- Do not Switch on / off screens
- Do not Put your feet on chairs / Rock your chairs
- Do not Change the screen settings / Move computers or monitors
- At the end of the lesson Log Off / Close all windows
- Remain seated during the entire lab assignment unless there is an emergency
- Help keep the lab neat and clean
- Fees for usage should be deposited on time
- Minor violations will result in a 5 point deduction from student's homework grade
- MAJOR violations will result in loss of the PRIVILEGE to use the language lab along with disciplinary action

HOSTEL RULES AND REGULATIONS

A student after taking admission to the Institution can apply for hostel admission on the prescribed form. The selection of the candidates for admission shall be made by hostel committee and selected candidates shall take admission paying requisite fees and documents.

Eligibility for admission to the hostel:

- He/she should be a bonafide student of the Institution.
- Must be willing to obey all the rules and regulations of the hostel as prescribed from time to time.
- Must have a local guardian in case his/her parents staying away from Bhubaneswar.
- Must have contact telephone number for emergency requirement.

The following Documents to be submitted (at the time of Hostel Admission) :

- Prescribed application form duly filled in.
- Passport size photo of the student's parents/local guardian and Visitors (if any).
- Correspondence address of parents, local guardians and two contact telephone numbers.
- Photocopy of the Money receipt of Hostel admission fees.
- Hostel undertaking form duly signed by the student and his parents.

The student shall be allotted a hostel seat (as per availability) by appropriate authority and the student shall become a boarder from the date he/she occupies the seat.

Caution Money Deposit:

Students admitted in the Hostel shall deposit caution money of Rs. 1,000/- which is refundable on completion or course/discontinuation in Hostel), whichever is earlier subject to the condition that there is no dues against charges of breakage/loss of asset of the hostel against the student. Any loss/damage to the property of the hostel shall be compensated within the same Semester/Trimester. The Hostel superintendent shall bring to the notice of the Accounts Department of such dues against any loss from time to time.

Refund of Hostel Fees:

Hostel fees are not refundable under any circumstances nor can the fees be transferred either to any other name or to any academic year. If the student leaves the hostel before completion of the course or otherwise, no fees (including caution money) shall be refundable.

Management of student affairs:

Hostel In-charge / Caretaker / Matron / Hostel Security Guard shall comply with the hostel guidelines prescribed from time to time. He/she shall ensure the following:-

- The students are staying comfortably in the hostel.
- Adequate care is taken to maintain good sanitation of the living room, bathrooms and campus etc.
- Round the clock security deployment to ensure safety of boarders and assets of the hostel as well as of the boarders.
- The boarders are supplied with food in time with reasonable quality and quantity to their satisfaction.
- The boarders must not face any difficulty in transportation for going to and coming from the Institute..
- Immediate care is taken in case of health problem of any boarder at any time.
- The students must be communicated properly and adequately of all information issued to them from time to time on all academic/non-academic matter. The copy of such information of notice must be displayed on the Hostel notice board.
- The students must abide by all the disciplinary rules as prescribed.

RULES & REGULATION FOR BOARDERS:

a) Students Discipline :

- All the students should be available in the Hostel by 7.30 p.m.
- The Hostel gate will remain open from 7:30 a.m to 7.30 p.m. beyond the above stipulated time if any boarder wants to leave the hostel, specific permission in writing must be obtained from the Hostel superintendent.
- All the residents should switch off lights and fans when not in use.
 - a. All lights of the hostel room should be switched off by 12 midnight every day.
 - b. At any point of time, heater/room heater/Electric iron or any other electrical items are not allowed to the hostel premises. Any boarder found using the above items will be charged with a fine of Rs. 1,000/-.

- c. All the residents should switch off lights and fans when the rooms are locked. Violation of the same shall attract a fine of Rs. 500/-.
 - d. Prior permission is required from the Faculty in-charge for using personal computer inside the hostel premises and for that extra amount of Rs. 2000/-has to be deposited as advance towards electric charges and separate electric charges will be charged to the concern student.
- Boarders should not deface the hostel walls or misuse any faculty inside the hostel. For any damage done, the cost of repair/replacement has to be borne by the student concerned / all students in that Room/Hostel as appropriate.
 - Silence is to be maintained for allowing others to study.
 - Everybody is required to keep his/her living and study space clean.
 - Nobody should go to the rooftop at any point of time.
 - Visitors may be entertained in the visiting room only and not outside the gate or at the road side.
 - No visitor will be allowed to stay overnight without the prior permission of the Resident Warden/Hostel In-charge.
 - If an outsider is found inside any room, the occupants of that room shall be penalized & may be expelled.
 - A student may be expelled from the Hostel on any of the following grounds theft, ragging, abnormal behaviour, use of drugs & alcohol, gutkha, pan, causing damage, indiscipline, violation of rules, non payment of fees and whose attendance falls below 85%. A student expelled on disciplinary ground shall forfeit his/her hostel admission and deposit.
 - No guest can be entertained in the Hostel.
 - Hostel students are not permitted to use their stereo music systems, television, VCR etc.
 - In case of serious illness or injury, students shall be admitted as indoor patients in Kalinga Hospital Bhubaneswar. The same student will be charged all medical expenses of the Hospital.
 - No student is allowed to keep 2 wheelers/3 wheelers/4 wheelers in-side the campus of the Hostel.

b) Discipline inside the Hostel :

- Ragging in any form is not permitted and those who violate this rule will be expelled from the Institute.
- Cleanliness has to be maintained in the Hostel premises and specifically in bathrooms, toilets and common usage areas.
- Writing or pasting on the walls, windows or doors is strictly prohibited.
- Students shall not organize or address any meeting in the Hostel without prior permission of the hostel-in-charge.

- Dispute, if any, should be settled with the advice of the hostel-in-charge. If it is still not settled for Ladies Hostel is 6.00 PM - 7 PM on weekdays and between 10.00 AM and 6.00 PM On Sundays and Holidays.
- Students are advised not to go outside the hostel campus between 7.30 PM and 7.30 AM.
- Student is not allowed to stay in the hostel during his/her class timings unless he/she is sick and advised by a doctor for rest. Any such case shall be reported by the security to the Hostel in-charge.
- Any leave other than sickness, should be obtained in advance, from the Hostel in-charge.

LEAVE FROM THE HOSTEL:

Daily temporary leave

A hostel boarder can take leave from the hostel for a limited period after approval from Hostel In-charge/Faculty In-charge. A written application with the reason or leave and consent of the Parent/Guardian must be processed for approval.

Notice: In case the Institute provides for temporary leaves for a particular period, no approval is required for leave.

Leave during vacation / holidays

The students shall have to leave the hostel as & when declared by the Institution for vacations and holidays. Students can leave the hostel of their own in case there is undertaking/permission from the Parent that the student shall go with his/her arrangement (not with guardian). For the students whose guardians have not given undertaking can only be allowed to leave the hostel with their guardian or authorized representative. Girl students can be allowed to leave only with their parents/local guardians.

Vacating Hostel Permanently by a Boarder:

- a) In case a boarder leaves the hostel permanently due to any reason or if expelled from the hostel following guidelines shall, be applicable.
 - i. The application/order along with filled up clearance form shall be submitted for approval. After approval the student shall be allowed to leave the' hostel showing the relieve order to the Caretaker/Hostel Security In-Charge. He/she shall cease to be a boarder from the date & time of leaving the Hostel.
 - ii. The student shall have to pay the balance rent for remaining months of the year (As admission is made for 12 Calendar Months). Management may take a lenient view looking to the reason of leaving the rent is to be paid. In such case, the dues of the boarder shall be calculated as follows:
- b) If left hostel before 6 months: No. of months actually stayed +4 months.
- c) If left hostel between 6-9 months: No. of months he actually stayed +3 Months.
- d) After 10 months: For the whole year.

Payment of Rent /Bill etc.:

Hostel in-charge shall initiate the proposal well in advance and ensure that bills/rents are paid in time & collected from the boarders wherever applicable.

Purchase and Maintenance:

The Guideline for the Institution regarding purchase and maintenance shall be applicable for the Hostel affairs.

PLACEMENT RULES

- Only students having consistent record of 80% and above in attendance will be eligible for campus placement assistance.
- Students having more than 2 backlogs will not be eligible for the placement.
- Attendance for the Pre-Placement Training is compulsory for the students.
- The decision to apply will be made by the students.
- Students selected from the campus are bound to accept the first offer made by the company, failing to which the student will be debarred from further placement.
- After accepting an offer, the student must ensure that he/she joins the company on the date required, failing to which the institute will not give the student any recommendation letter and such student will be blacklisted from the placement cell.
- After placement the students will have to maintain proper behavior and ethics, failing to which they won't be allowed to participate in the campus recurrent program.
- Only the students desirous of summer placement through campus will have to register with central placement cell.
- Summer training of 30 days duration is mandatory for each student.
- The Institute will provide the basic assistance in summer placements, but does not assure a summer placement.
- It is the responsibility of the students to keep themselves informed about all placement activities going on in the Institute.
- Misconduct of any kind by the students in the company during the summer project training will lead to disqualification of the students from final placements program.

The students have to submit the Summer Project report and Dissertation on the date specified by the Institute.

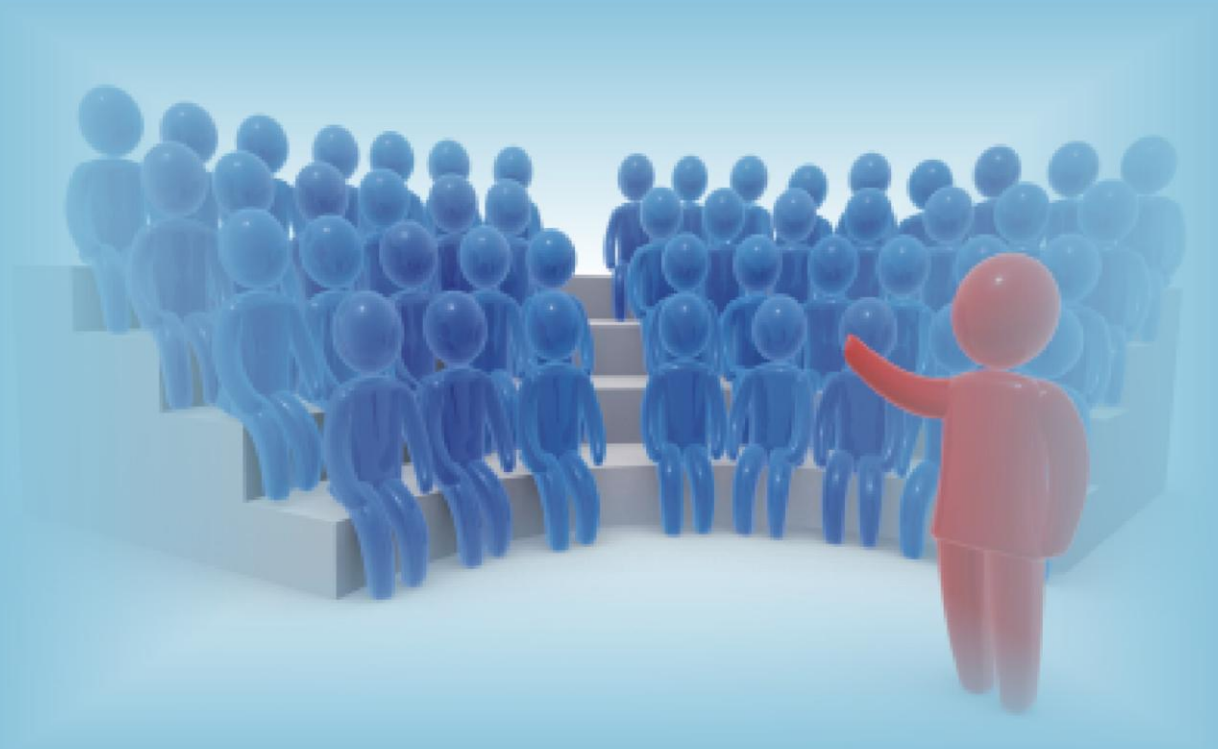
CONCLUSIONS

The academic policies regarding conduct of MBA program at ASTHA is administered & monitored by The Academic Committee and shall reserve the right to modify these policies as and when required from the point of view of achieving academic excellence. In special and abnormal cases (i.e. the cases not covered through above rules) the decision of Hon'ble Secretary shall be final and shall be binding on all concerned.

Note:- Management authorities reserve the right to make amendments/additions and alternations at any time in the above rules & regulation without prior notice.

BPUT ACADEMIC REGULATIONS AND SYLLABUS FOR MBA PROGRAMME

Refer Annexure-I
Refer Annexure-II



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