

**BM College of Technology and Management (BMCTM), Farrukh Nagar,  
Gurgaon (Haryana)**

**THE STUDENT CHARTER**

**A. ADMISSION & REGISTRATION**

**Aim: - To communicate with the prospective students about the admission procedure and the functioning of the college.**

**1. Academic Programmes**

<b>S. No.</b>	<b>Courses</b>	<b>Intake</b>	<b>Duration</b>
1	Computer Science & Engineering	60 seats	4 years
2	Electronics & Communication Engineering	120 seats	4 years
3	Electrical & Electronics Engineering	60 seats	4 years
4	Information Technology	60 seats	4 years
5	Mechanical Engineering	60 seats	4 years

**2. Entry Requirements/ Eligibility criteria**

**B. Tech Programme:**

Admissions to the various B.Tech Programmes are made once a year in the month of July/Aug, through the All India Entrance Examination (AIEEE) conducted by Central Board of Secondary Education. The minimum academic qualification for admission is a pass in the final examination of 10+2 system from any recognized Board/University with Physics and Mathematics as compulsory subjects, along with one of the following subjects:

- a) Chemistry
- b) Biology
- c) Biotechnology and
- d) Computer Science.

**OR**

The candidate should have passed Diploma Course in Engineering/Technology of three years duration or more, from State Board of Technical Education, Haryana or its equivalent Diploma Examination.

For further information applicants should go through admission guidelines, Rules & Regulations, as given in admission brochure and registration form for B.Tech Programmes issued by DTE/ Haryana State Counseling Society, Panchkula.

### 3. FEES

**Details of Fee as approved by the State Fee Committee, for the institution:** Fees are charged as per State Government and University notifications released from time-to-time.

**Time Schedule for payment of fee for the entire programme:** The fee is to be paid every year in two installments as per semester basis in July/August (at the time of admission) and then in the month of January in the next semester.

### 4. SERVICES & FACILITIES AVAILABLE

#### ❖ Central Library

The BM Group of Institutions has an excellent well equipped Central Library covering about 600 sq. meters area, with more than 9000 books on various topics and more than 2200 titles. The library also has 130 different technical journals of National as well as International repute. The entire inventory control of the library including issue and return of books are computerized. The library being the hub of academic activity is open for 10 hours a day, i.e., from 9.00 AM to 7.00 PM.

#### ❖ Book-Bank

In addition to having a very well established library, the BMCTM Institute has a rich support of Book Bank with 9000 books exclusively for students.

#### ❖ Browsing Rooms/Web Centric Learning

The Library reading/browsing rooms provide the students an environment of having self-learning sessions. Our digital library has a very impressive collection of digital material e.g., CBTs, and distant learning aids. A broad band VSAT connection in the Digital Library, provides students with the opportunity of Web Based learning.

#### ❖ Core Syllabi and Monitoring of Academics

The BMCTM is affiliated to MD University Rohtak. All Engineering courses are taught as per the University approved curriculum. The students' performance is monitored as per the University charter. In addition the BMCTM has fixed the following monitoring points:

- The academic performance of students is monitored on a regular basis by conducting scheduled sessionals/class tests and quizzes.
- The answer sheets are evaluated and performance is reported to the students within 3 working days.
- In case of poor performance the parents are informed accordingly.
- Additional/remedial classes are arranged for the weak students.
- Once in every four weeks the attendance of students is monitored. The cases of poor attendance are investigated by the Dean (Academics) and feed back in such cases is taken by the concerned Head of the Department. Suitable measures including parents being informed are taken by the Director.

❖ **Quality Policy**

BMCTM is committed to provide **High Quality Education**, Training and experience to all students, so as to enhance the intrinsic ability of the students and nurture their Technological, Extra Curricular as well as Generic Skills.

❖ **Computerized Attendance**

Computerized system of attendance has been introduced in order to keep a regular and more methodical track of students' attendance and their regularity in various courses.

❖ **Sports**

The B M College of Technology and Management (BMCTM) has employed technically trained and qualified Sports Officer. With the most modern infrastructure and well-qualified Sports Officer, students are technically better trained. The college has good playgrounds. The games like Cricket, Basketball, and Volleyball are played in the campus.

❖ **Transport**

The B M College of Technology and Management (BMCTM) provides subsidized transport facility to its Students, Faculty and Staff through its very impressive fleet of Buses connecting almost all major colonies/landmarks of the National Capital Region. This facility allows not only smooth functioning of college and helps to maintain punctuality.

❖ **Hostels**

The college has excellent hostel facility for boys on the college Campus and for girls in separate hostel located in Sector 46, at Gurgaon. These hostels are very well equipped with all the basic facilities for students e.g., Mess, TV, Guest Room, Common Room/Reading Room, Sick Bay, Gymnasium and a broadband Internet connection.

❖ **Counseling & Student Welfare**

Every student at BMCTM is attached to an advisor/mentor. The student advisor/mentor is a senior member of faculty, whose role is to provide professional and objective advice as and when needed. About 20 students are attached to every advisor, who thoroughly mixes with these students to understand them better and to address their problems. The Mentor holds fortnightly meetings with them to continuously monitor them. The counseling given to the students is at all levels including confidential support and service on any matter of concern e.g., stress, depression, bereavement etc. Further, special arrangements are made to support students who need more attention in their studies. Those students who do very well in examinations are encouraged to qualify for Awards & Scholarships.

Although, the students' welfare is looked after by the Dean of Students, the faculty Advisors and Counselors/Mentors work relentlessly to support the Dean of Students in order to maintain high level of discipline. Norms on discipline and Students' Code of Conduct are made available to the students on joining the college.

### ❖ **Personality Development Programmes**

"Knowledge is Power" is an old proverb. However in the present time we believe that "Knowledge is Success". Therefore good blending of knowledge and Personality is very necessary for Global jobs. Keeping this in mind, BMCTM has created an effective Personality Development Cell as a part of Placement and Training Unit to build up confidence and to bring out the hidden talent of students. The Personality Development Cell organizes different events such as facing the Interviews, Essay competition, Quizzes, Seminars, Communicative English, Stress Management, Time Management etc. The Institute has also hired some reputed external agencies to provide expert advice and training to the BMCTM students.

This exercise is envisaged to enable students to groom and present themselves effectively, become more vocal and confident and also to bring out their hidden talents.

### ❖ **Language Lab & Digital Classroom**

It may be mentioned that there is a great demand of language proficient candidates in various industries e.g., Call Centre Industries and BPO's, Sales & Marketing and Multinational Companies. These companies hire special trainers for the purpose of such trainings spending a lot of money. As an offshoot of this a tie-up with such companies could be worked out to generate revenue. Similarly those students who aspire for further studies abroad and have to appear for GMAT, GRE, TOEFL etc., could also be taught to become proficient in linguafranca.

A **Language Laboratory** in the Institute has been set up. Possibility of setting up a Digital Class Room along with it is being explored. Since we already have the set-up of Digital Library, it is very necessary to appropriate to have a three-in-one activity to club the new activity of Digital Class Room with the Language Laboratory and Digital Library. This clubbing activity would make the project economically viable and would also allow the optimum utility of resources, an attractive proposition among students.

### ❖ **Industrial Visits**

Our students had been sent for Practical Training at the end of 4<sup>th</sup> Semester during the last Summer Vacation. In order to have a smooth as well as welcoming relationship with the Industry, we have started some dialogue with the Industry for a step forward in this direction. The visit to industries not only gives an exposure to the real life situation, but also augments the theories taught in lecture classes. During the current academic year our students have visited 12 well reputed Industries in the National Capital Region (NCR), prominent among these are M/S MCS Fasteners Pvt. Ltd., Gurgaon, HCL, Info-system, Noida, Hewitt Associates Sector 42, Golf course road, Gurgaon, Maruti Suzuki India Ltd.

### ❖ **The Cultural Programmes**

The BMCTM is a unique blend of modern and traditional activities. The students are enthused not only to excel in academics to show good

results, but are also encouraged to expose themselves to various social, moral and spiritual programmes.

We at this Institute flock together and celebrate all festivals in unity, happiness making no distinction among ourselves. In this pursuit certain religious activities are the regular feature of the Institute to uplift the moral and spiritual level of students as well as Faculty.

❖ **Medical Facilities**

Besides having the First-Aid Room in the Institute premises and also having the Sick Bay in the Boys as well as Girls Hostels, BMCTM has the regular tie-up with reputed Hospital for general check-up and treatment of Students Staff and Faculty. All students are required to get their Medical Examination done before joining the Institute. We have tied up with Kailash Nursing Home, DLF Phase-III, Gurgaon for catering to the Health needs of our students and faculty.

❖ **Administration**

The administration is the backbone of any organization. A very matured and experienced Administrative Officer and Registrar manage our administrative offices. The office is completely computerized in respect of office management e.g., student records, courseware, performance, and accounts. The office is continuously endeavoring to update the existing systems and rules in an attempt to establish high quality management and liaison between the authorities and faculty on one end and students on the other.

❖ **Canteen**

The Campus canteen very effectively caters to the needs of the students and the staff. The canteen provides a variety of hygienic and nourishing food both conventional and fast food. It is fully equipped to serve lunch, snacks and beverages at subsidized rates. The canteen is very thoughtfully located at the top floor of the Institute building, so that cooking fumes disburse to the atmosphere without causing any effect to the rest of the floors.

❖ **Pollution Free environment**

The institute has lush green environment and surroundings. We have also created this ambience by developing parks, planting more trees, a very beautiful garden etc., to provide our students a pollution free environment.

**5. DEPARTMENT LABORATORIES**

**1<sup>st</sup> Year - Common for all Branch**

➤ PHYSICS LAB - I	ENGG.GRAPHICS & DRAWING
➤ FCPC-LAB	ELECTRICAL TECH.LAB
➤ BASIC OF ELECTRONICS LAB	ENGG. CHEMISTRY LAB
➤ BASIC OF MECHANICAL ENGG LAB	WORKSHOP TECHNOLOGY

❖ **Department of Electrical and Electronics Engineering**

NETWORK THEORY LAB	ANALOG ELECTRONICS
EMMI - LAB	DIGITAL ELECTRONICS
ELECTRICAL WORKSHOP	COMMUNICATION SYSTEMS
ELECTRICAL MACHINE-I-LAB	NUMERICAL METHODS

ELECTRONIC MEASUREMENT & INSTRUMENTATION LAB	CONTROL SYSTEM LAB
POWER ELECTRONICS LAB	CON.& CAD OF EL.MACHINES LAB
MICROPROCESSOR & INTERFACING LAB	POWER SYSTEMS LAB
ELECTRICAL MACHINES - II LAB	MICROELECTRONICS LAB

❖ **Department Of Electronics & Communication Engineering**

EEMSD- LAB	ANALOG ELECTRONICS
NETWORK THEORY-LAB	DIGITAL ELECTRONICS
EMEC- LAB	COMMUNICATION SYSTEMS
ELECTRICAL WORKSHOP	NUMERICAL METHODS
ELECTRONIC MEASUREMENT & INSTRUMENTATION LAB	CONTROL SYSTEM LAB
ANALOG ELECTRONIC CIRCUITS LAB	NETWORK PROGRAMMING LAB
MICROPROCESSOR & INTERFACING LAB	DIGITAL SYSTEM DESIGN
ELECTRONIC CIRCUIT SIMULATION LAB.	MICROWAVE LAB

❖ **Department Of Computer Science & Engineering**

PC-LAB	DBMS
DATA STRUCTURES ALGORITHMS LAB	INTERNET LAB
DIGITAL ELECTRONICS LAB	C++ PROGRAMMING LAB
COMPUTER GRAPHICS LAB.	INTELLIGENT SYSTEMS LAB
WEB DEVELOPMENT & CORE JAVA LAB	OPERATING SYSTEM LAB
MULTIMEDIA TECHNOLOGIES LAB	DIGITAL SYSTEM DESIGN
MICROPROCESSOR & INTERFACING LAB	

❖ **Department of Information Technology**

PC-LAB	INTERNET LAB
DATA STRUCTURES ALGORITHMS LAB	C++ PROGRAMMING LAB
DIGITAL ELECTRONICS LAB	MULTIMEDIA TECHNOLOGIES LAB
DBMS	
RAPID APP.DEVELOPMENT LAB.	NETWORK PROGRAMMING LAB
COMPUTER GRAPHICS LAB.	INTELLIGENT SYSTEMS LAB
OPERATING SYSTEM LAB	WEB DEVELOPMENT & CORE JAVA LAB
MICROPROCESSOR & INTERFACING LAB	

❖ **Department of Mechanical Engineering**

STRENGTH OF MATERIALS-LAB	FLUID MECHANICS LAB
ELECTRONICS ENGG.- LAB	ENERGY CONVERSION LAB
COMPUTER AIDED - LAB	MANUFACTURING PRACTICE LAB
MATERIAL SCIENCE	

KINEMATICS OF MACHINES LAB	DYNAMICS OF MACHINES LAB
FLUID MACHINES LAB	HEAT TRANSFER LAB
I.C.ENGINES & GAS TURBINES LAB	MEASUREMENT & INSTRUMENT LAB
APPLIED NUMERICAL TECH.& COMPUTING LAB	

**6. APPLICATION HANDLING/PROCEDURE**

The application for admission will be dealt as per guidelines by the state Government/MD University/AICTE norms.

❖ **Procedure for Admission**

The admission to various courses in B.Tech & B.Tech 2nd year(LEET) is made under two categories at the institute level:

- (a) Management/NRI seats
- (b) Left over/Vacant seats

An admission Committee is constituted to admit the candidates as per the rules notified by the State Govt.

### ❖ **Management /NRI Seats:**

The advertisement is released in National news-papers for these seats and applications are invited. The merit list of the candidates is drawn and is displayed based on their merit in AIEEE rank in the order of preference i.e. the first and the next preference to qualifying examination. The students are asked to report for admission according to the merit list. Out of this merit list, if the seats still remain vacant, these are next filled from the waiting listed candidates.

### ❖ **Left Over/ Vacant Seats**

After the On Line Reporting to Haryana State Counseling Society, if the seats are still left vacant these are filled through another advertisement in the news paper and a merit list is displayed from the applications received in response to this advertisement. First preference is given to AIEEE rank and next preference to the marks obtained in qualifying examination.

## **7. INSTRUCTIONS FOR REGISTRATION AND OTHER ESSENTIAL INFORMATION ON SERVICES AND FACILITIES**

Instructions for registration are available in college Prospectus, in various advertisements and on college notice boards. The students are briefed about the programme, the Institute the University, etc and relevant information is passed on to them during the orientation programme which is conducted after the admissions are over.

## **8. STUDENT INDUCTION OR ORIENTATION PROGRAMME WHICH INTRODUCES THEM TO UIC AND THEIR PROGRAM OF STUDY**

A full day orientation programme for the students is organized on the first day of their joining the institute, in which students are briefed about the objectives of the course, course contents, examination pattern, discipline matters, faculties, facilities available and other relevant information.

## **B. TEACHING, LEARNING AND ACADEMIC GUIDANCE**

**The aim of BMCTM is to provide to all its faculty and students, an conducive learning and teaching environment, guidance and supervision, through a variety of study methods, supported by a wide range of learning resources. Students, on their part, should take responsibility for their own learning and pursue their academic program with a positive commitment.**

1. The information about the programme of study & the availability of courses, method & time of assessment is provided to students in the form of Institute's Brochure. The contents of the various courses and programmes of study are available in college library and is displayed on college Notice Board from time- to-time and is also hosted on Institute's website.

- (a) In the beginning of each semester the list of reference books and required information pertaining to concerned subject is provided and communicated to the students by the concerned faculty.
  - (b) Every student is monitored in the various labs, workshops, classes and tutorials continuously for internal assessment. The students are evaluated internally on the basis of their performance in the semester. The various parameters used for the evaluation are class tests, assignments, presentations and attendance. Two Sessional Examination and class tests of each subject are strictly conducted in each semester.
  - (c) It is mandatory on the part of each student to secure at least 50% marks in each subject in internal assessment failing which he/she is not eligible to appear in the University examination.
  - (d) Students are required to maintain 75% overall attendance, failing which they will not be eligible to appear in the University examination.
2. In case of any change in the course content or any module by the affiliating University, the same is communicated to students by displaying it on the college notice board in advance and is also hosted on the institute's website.
  3. The teaching in the various courses is done as per schedule of the courses, lectures, tutorials & laboratory sessions approved and notified by Maharshi Dayanand University. The hard copy of the time table is displayed before the start of session, on notice board and hosted on the institute website. The Academic Calendar is prepared for each semester and is notified as well as followed.
  4. The Institute library is computerized and all the information of facility about the books, journals National /International ) are available. Photocopy is also available.
  5. Clusters of computers are made laboratory wise having Core 2 Duo Systems , equipped with latest software packages and Operating systems that are required for different courses. These include Windows 2000 professional operating system , Windows XP Professional Operating system, Windows 2003 Server Edition , Linux Operating System, Visual Basic (6.0) with MSDN , TASM (Turbo assembler) , Turbo C++ , Visual Dot Net with MSDN, JAVA, Crystal Report , Developer 2000 (D2K) , Oracle Server Edition (10g) , MS Office Package(Word, Excel , Power Point). The list of various computer software packages available in the institute is also displayed in their respective laboratories.

### **C. TUTORIAL SUPPORT**

**The aim is to monitor student's progress and provide a high standard of advice, support and academic guidance.**

1. All the students are assigned to a tutor who gives them all the information regarding academics, programme of studies and induction at the beginning of the semester.
2. Each lecturer organizes meeting twice in a month with the respective group of the students to discuss their personal and academic issues. The

students can meet their tutor any time in the institution. He/she is also available on a call after working hours, if needed.

3. The tutor provides personal support to the students. He acts as a link between the students and the administration. A feedback proforma/student evaluation questionnaire has been prepared to get their feedback.
4. The counselor/lecturer will also take care of their personal problems in complete confidentiality. The counselor/Lecturer provides advice, support and academic guidance to the students and takes keen interest in their overall development.
5. The effectiveness of the system is judged through personal discussions with the students.

#### **D. STUDENT ACADEMIC REPRESENTATION AND EVALUATION**

**The aim is to seek and respond to student's view on their educational experience.**

1. The committees consisting of personal counselors/ Head of departments /and two representative of students from every section Department wise are constituted. They are known as faculty-student committees. The students are nominated to this committee on the basis of their merit/academic performance in the examination. The meetings of these committees are arranged and organized at least once every semester, but more frequently as per need and requirement from time-to-time.
2. The computerized feedback system is set-up to evaluate the teaching progress for the welfare of students. Based upon the feedback, the Director/college authorities take the corrective measures.

#### **E. ACADEMIC SERVICES**

**The aim is to provide a high standard of academic services to all students.**

1. The institute provides the various services like Library, Computing, Internet, Language Laboratory and Interaction facilities etc., after the college working hours.
2. The institute lays great emphasis on the personality development classes of the students. The communication skills in English, Mock Interviews are given due importance through extra classes and attending language laboratory classes.
3. Suggestions for improvement are sought from staff and students through suggestion box, feedback system and through emails.

#### **F. STUDENT SERVICES**

**The aim is to provide quality services for the students.**

1. One member of staff is always available at the reception to cater to the enquiries and provide information about the institute and also deliver identity

- cards, leaflets, brochures, examination forms and other useful publication per demand.
2. The chief warden / warden is designated to provide the necessary hostel information.
  3. A part time Doctor has been engaged to provide the medical facility to the students. Routine medical checkup of students is done on a regular basis. The routine medicines are stocked in the college medical room. BMCTM has tied up with Kailash Nursing Home, DLF Phase-III, Gurgaon.
  4. The wardens and personal counselors provide a professional & confidential counseling to all the students. A female lecturer is appointed as advisor for girl students of Institute.
  5. The college is in Third Year of its development and a fully functional Training and Placement Cell has been established and full time staff has been recruited to function under the able guidance of the Director.
  6. Due care is taken to provide help & support to physically handicapped students of the Institute.
  7. The estate department and security supervisor are responsible to monitor the services to students. The medical officer monitors the hygienic condition & cleanliness of the Hostel as well as of the entire campus. The HOD of each department monitors the services provided to the students. The students' feedback is taken at the end of every semester to improve the services further.

#### **G. HEALTH, SAFETY & SECURITY**

1. The safety code of practice has been evolved and the students have been apprised of the safety measures to be adopted while working in various laboratories and workshops in the institution. The safety guidelines have been displayed in the Laboratories/Workshops and the students have been provided with general guidelines and frame work for the safe working in the institution. Care is taken to ensure safety and security of the students in the campus.
2. Fire Extinguishers have been installed at various places in the institute. Special lectures on safety measures in industry/workshops/laboratories are being arranged. The in-charge of electrical maintenance ensures proper lighting in campus and alternate arrangements in the form of generator as and when required.

#### **H. PERSONALITY AND SKILL DEVELOPMENT**

1. The college provides services for various sports, cultural, academic and Extra Curricular Activities, so as to help the students to develop a balanced personality. The Students are encouraged to participate in Academic activities by the Professional Bodies e.g., ISTE, IETE, CSI and ASME etc. We have on our Campus the Student Chapters of all these Bodies.
2. We also organize guest lectures by the distinguished faculty from premier institutes from time to time covering technical as well as general contents.
3. Educational tours for our students to various reputed Industries, for their better exposure and knowledge are also conducted at regular intervals.
4. Guest Lectures are also organized for development of Generic Skills in our students e.g., Communication, Group Activity, Leadership, Time

Management, Stress Management, Problem Solving, Manners, Humanity, Morality etc.

5. Mock Interviews are conducted by our Training and Placement Cell to develop confidence and grooming students of 4<sup>th</sup> to 8<sup>th</sup> Semester.

## **I. COMPLAINTS, APPEALS AND GRIEVANCE PROCEDURE**

1. It is possible that students may have complaints, grievances etc., and want to be heard for their problems. Such students are encouraged to give their complaint in the suggestion boxes. The feedback of the students is designed to note problems of the students, which they can forward anonymously. The students can also send their complaints through e-mails. They are however always welcomed to contact their Mentors/Head of the Department and even the Director any time during the working hours.
2. The discipline in the institute is considered to be extremely important for which the behavior of the students on the campus and off the campus is observed very closely.
3. A Proctorial Committee headed by the Director (Administration & Public Relations) monitors and controls this activity. Any deficiency among students in this regard is pointed out to students. The enquiry is conducted by the committee and the report is submitted to the Director.
4. The students are counseled individually as well as collectively as the case may be.
5. Some times their Parents are also asked to see the Director (Administration & Public Relations), for further improvement in their behaviour. Such students are kept under constant observation till the time they show improvement.

## **J. DISCIPLINE**

### **❖ CODE OF CONDUCT FOR STUDENTS**

The status and future of an Institute depends upon its reputation of an Institute which depends solely on the performance of its students and not on buildings, equipments, structures etc. The students of an Institute are known not only by their performance in their academics, but by their conduct which is an integral part of their personality. In addition to the above noted measures and to make the Institute feel proud of its students, the following code of conduct is strictly imposed for adherence:

1. All students admitted to the BMCTM will be under disciplinary control of the Director/Disciplinary Committee/Proctorial Committee.
2. On admission every student shall secure an identity card. The identity card shall be valid during the semester only, and shall have to be renewed at the beginning of every Semester/Academic year.
3. It is mandatory for students to be punctual at the beginning of the day and attend every lecture/laboratory class. Students reaching the class late shall not be allowed to enter the class and action will be taken against such students.
4. Attendance in the classes is compulsory and shall be maintained by the concerned faculty member.

5. Every student shall ensure minimum 75% attendance as per University norms. Strict disciplinary action will be taken against defaulters.
6. Every student shall procure books, notes, reading material, tools and instruments as required for his/her academic pursuance.
7. The laptop computer is compulsory for all students admitted in the Computer Science and Engineering Discipline. For other disciplines this is desirable but not compulsory. The Institute shall arrange to centrally procure these laptops at a very reasonable price.
8. Students shall observe necessary safety precautions while working in the Computer Laboratory, Workshop and other Laboratories. Although, the Institute has taken necessary steps to create safe working conditions, any injury or loss sustained will be at the cost of student.
9. All students are expected to be under the care and supervision of parents/guardians. Parents shall be informed of the disorderly behavior of students, as and when such thing happens and is brought to the notice of the authority.
10. The parents are advised to seek feedback on the academic progress and general behavior of their wards.
11. While inside the Institute Campus, the students are advised to take care of their belongings. Any loss of their personal belongings/property will be at their cost. The Institute shall not be responsible for the same.
12. Any justified absence from classes, seminars or from the field has to be supported by an application/evidence. It is mandatory for students to submit an application duly signed by the concerned counselor and the Head of the Department before the student leaves the campus.
13. Any absence from classes for more than one day (e.g., illness etc.,) should be supported by an application along with relevant proof, duly signed by parents/guardians/medical certificate etc.
14. Entry into the Library, Browsing Room and Computer Laboratory is permissible only if the student possesses a valid Identity Card. He/she is required to produce the same on demand.
15. Students shall not be permitted to bring in or take out any Floppies, CDs, DVDs, Pen-drives, Hard Disc drives software and other media into either any Laboratory or Computer Laboratory, without written permission of the concerned laboratory in-charge.
16. Students shall not be permitted to bring in any eatables/snacks, soft drinks etc., into either the Laboratory or Computer Centre. This is strictly prohibited.
17. Students are not permitted to play Computer Games any where in the Institute e.g., in the Laboratory, Computer Centre and Library.
18. Students must take extreme care while working with computers. In case any student is found tempering with Data files, Software, Hardware available in the Institute laboratory or Computer Centre, penalties as determined by the Director/Disciplinary Committee shall be levied.
19. Students are warned not to log-on to objectionable Websites e.g., pornography etc. Any student found accessing such Website/material will be put under severe disciplinary action.
20. The assignments, tutorials, projects given to the students shall be completed and submitted within the specified time period. The faculty shall not be under any obligation to extend this period.
21. The assignments will be assigned to the student's in the groups. The entire group is required to complete these assignments within the allocated time and submit to the concerned faculty. No excuse shall be entertained.

22. Students are advised to bring to the notice of concerned Counselor/Advisor/Mentor any problem related to their academics, personal difficulties for their quick redressal and proper advice.
23. Evaluation of tests, assignments and projects by the faculty for the purpose of internal assessment are done in time and discussed with the students. Once agreed upon, the assessment shall be considered as final and binding on the student. No complaints in this regard shall be entertained at a later date.
24. The students shall abide by all rules while in the Library, Computer Laboratory, Workshop, Other Labs, Classroom and Playgrounds and shall refrain from causing damage to the Institute property.
25. Any loss to the Institute property by the student shall be dealt with strictly with disciplinary action.
26. It is mandatory for all the students to wear Institute Lab-Coats and Dangury while working in the laboratories and Workshop.
27. Forming of any kind of Association or Union and taking part in such meetings in any form is strictly forbidden.
28. Students are advised to behave politely with the faculty and staff and also among themselves. Any disorderly behavior will attract disciplinary action.
29. Students shall have to attend extra classes, Seminars, Symposia etc., as and when these are organized as per Academic needs. Any absence from these special classes without valid application shall be taken very seriously.
30. Consumption of Alcohol, Gambling, use of Drugs, disfiguring/damaging of Institute property, Rowdism, Ragging, use of violence are prohibited in the campus and in the hostel.
31. Misuse of the Institute facilities or display of disorderly behavior in the Institute Bus is prohibited. Strict disciplinary action will be taken against defaulters.
32. The dates for the Semester-end Examination shall be fixed by the University and communicated to the students well in advance.
33. The Management/Disciplinary Committee has the right to debar any student from appearing in examination, if he/she falls short of attendance as per the University norms.
34. The Management also has the right to debar any student in case he/she is found indulging in malpractice in the examination hall. Such a student may be allowed to resume the course solely, at the discretion of the Management/Director/Disciplinary Committee.
35. Students are desired to follow the simple rules mentioned below:
  - Respect and show regards not only to Faculty and Staff, but also to your fellow colleagues.
  - Show civic sense and love of environment and its protection.
  - Abide by all rules and regulations of the Institute as revised from time-to-time and set example for others.
  - Develop your Self-Esteem and your personality.
  - Do not indulge in any act of indiscipline.
  - Do not indulge in any act of unbecoming professional person.
  - Display the act of Humanity and Value Systems.
  - Follow the Snaskaars of being an Indian with all dignity and respect. .

❖ **CODE OF CONDUCT FOR FACULTY:**

The teachers are the builders of the nation. They have vital role to play in improving the personalities and overall vision of the students. The students get inspiration from their teachers and treat them as their models in life. So, the teachers are expected to come up to that level of expectation. Following code of conduct is expected of the teachers:

1. The faculty members appointed in the BM College of Technology & Management (BMCTM) are under the administrative control of the Director. They are virtually under a self-imposed discipline with an occasional advice from the Director/Management.
2. On appointment with BMCTM, every faculty member is provided an Identity Card valid for a period of one year only and shall have to be renewed at the beginning of every subsequent year, during the month of August.
3. The Institute's working hours shall be 9.00 AM to 5.00 PM for six days a week i.e., Monday to Saturday (odd Saturdays). Second and Fourth Saturdays are off for the faculty and staff.
4. Normally, the teaching is done only on five days i.e. Monday-Friday. However, in case the academic working days and lectures fall short of AICTE requirements, classes may be held on Saturdays with due intimation to all.
5. Every Faculty member is required to reach the institute at least 15 minutes before time. However, the Director can condone a delayed reporting up to a maximum 10 minutes only, if this happens more than twice a month. Half-day leave shall be deducted for every three late arrivals.
6. It is mandatory for faculty to be punctual at the beginning of the day and also in every lecture and laboratory class. Faculty members reaching the class beyond 5 minutes late shall have to explain reasons to the HOD and/or to the Director.
7. Disciplinary action may be initiated against the defaulters who do not maintain norms of timings.
8. It is also mandatory for every faculty member to take attendance in classes. The concerned faculty shall maintain the attendance record and pass on the same to the concerned HOD every day.
9. The consolidated attendance record will be handed over to the Director at the end of every month.
10. Every faculty member shall develop good quality Lecture notes, reading material, quizzes and tutorial as well as laboratory instruction sheets, as required in the syllabus for their academic pursuance.
11. Faculty shall ensure necessary safety precautions while students are working in the Computer Laboratory, Workshop and other Laboratories.
12. The Institute has taken necessary steps to create safe working conditions, still any injury or loss sustained shall be called for explanation and responsibility shall be fixed.
13. The Faculty is required to keep the Director informed about Laboratory safety measures. The existing safety precautions displayed in Laboratories and Workshop from time-to-time shall be conveyed to the students.
14. Every Faculty member shall be attached to at least one laboratory. The faculty shall advise from time-to-time the concerned technician on matters of proper up keeping of the laboratory apparatus and safety measures. Any shortage of material/components and consumables that may be noticed by Faculty shall be immediately brought to the notice of concerned HOD/Director.
15. Each faculty member shall seek student's feedback on general progress of his/her theory course as well as laboratory course. This shall be done twice every semester, namely during mid-term and towards the end.

16. Faculty once in the campus is generally not allowed to go out. Under emergency the permission may be sought from the concerned HOD for either Leave or short-leave.
17. Short leave if required shall be granted for the maximum period of two hours, only once in a month.
18. Any absence from classes has to be got approved by faculty in advance, with teaching load is to be adjusted/approved by HOD.
19. Every faculty member shall make his/her lesson-plan and course-plan to be taught, at the beginning of semester and shall submit the same to the concerned HOD for his/her record.
20. Proper course file as per the AICTE norms, shall be made for each course taught. The same shall be submitted to the concerned HOD at the end of the semester.
21. A comparison between the course-plan and course taught shall be made by the faculty and shall be brought out with remedies it required taken. No excuse on this matter shall be heard.
22. The course-committees and class-committees shall soon be formed for all courses taught in this Institute, with selected faculty and student representatives on these committees.
23. Fortnightly progress of the courses shall be monitored in the course/class committee, especially constituted for the purpose of achieving the academic excellence.
24. Faculty in-charge of computer laboratory should make sure that students do not bring in or take out any floppies/CDs, Pen drives, Discs and other media even for a short period of time. This is essential for smooth and proper functioning of Virus-free Laboratories.
25. It will be ensured that students do not bring in any eatables/snacks, soft drinks etc., into either the Computer Laboratory or any other Laboratory or Library. This is strictly prohibited from administrative point of view.
26. Faculty should also make sure that students do not play any computer games in the laboratory and Library.
27. Faculty should make sure that students take extreme care while working with computers. In case any student is found tampering with Data files, Software, Hardware available in the Institute laboratory penalties as determined by the Director/Disciplinary Committee shall be levied, and responsibility shall be fixed.
28. The assignments, tutorials, projects collected from the students shall be evaluated and returned within a week's time. The faculty shall not extend the date of submission or return under any circumstances.
29. The laboratory assignments will be collected from the student's in the groups. Faculty shall make sure that it is the responsibility of the entire group to complete these assignments within the allocated time and submit the same to the concerned faculty. Faculty shall not entertain any excuse from students e.g., the group partner is away or is sick or is on leave.
30. As and when a student brings to the notice of concerned Counselor/Advisor any problem related to his academics, personal difficulties etc., immediate remedial measures are taken.
31. Evaluation of tests, assignments and projects by the faculty for the purpose of internal assessment shall be done in time and discussed with the students to maintain transparency in internal assessment. Once agreed upon and communicated, the assessment shall be considered as final and binding on the faculty. No complaints for altering the grades/marks shall be entertained at a later date.

32. The Faculty members are advised not to wear casual-dress e.g, Jeans, Tea Shirts etc., during the weekdays. Ladies are advised to wear dignified dress e.g., Sarees, Salvar-Kurta etc., and the gents the Shirt and Trousers.
33. The Faculty members are advised to behave politely among themselves, with students and with staff. A Positive Thinking and Positive way of interaction should be the major code of conduct in this Institute. We are developing the concept of one Family.
34. The dates for the Semester-end Examination shall be fixed by the MD University and communicated to students well in advance. Faculty is expected to follow such schedule strictly.
35. The Director has the right to counsel any Faculty if he/she is found to be stepping out of the code of conduct.