

# **1. INTRODUCTION**

United School of Business Management (USBM) established in the year 2007 is one of the premier Institutions in Odisha. Our Institute has MBA and MCA courses with a total sanctioned intake of nearly 180 students. The college enjoys an excellent reputation, with majors in Management and Computer science studies that top the list of the most rewarding and versatile college degrees. There are many career opportunities, including business, research and development, design, programming, sales and management. Our graduates are eagerly recruited by business, industry, state and federal agencies.

**USBM** is approved by AICTE, New Delhi and affiliated to BPUT, Odisha.

We strongly believe and practice quality education here. As a Management/Computer Science student, you will need to commit to attending all classes, completing all assignments, and to studying hard. If you do this, you will get a solid background. You will then have the opportunity to apply the knowledge that you have acquired to real-world situations.

We want you to succeed academically, personally and professionally. If there's something you don't understand, ask. We'll help you find the answer, but you need to take the initiative.

Today's managers and computer scientists are skilled individuals whose knowledge is combined with a wide range of experiences and talent. As a student at the USBM College, you are preparing yourself for your professional career and future success through your classes, professional chapters of management and computer science groups, organizations, activities, and internships. Sports, music and management student chapters are all excellent ways to meet other students, develop leadership skills, and bolster your resume for your first job. Get involved!

## **1.1 OUR COLLEGE MISSION**

To foster talents so as to make them understand the global dimensions of business, gain professional competencies through interpersonal skills, critical thinking, creativity, leadership abilities, research, and entrepreneurship in an environment which promotes core human values while creating ample opportunities for their growth and development.

## **1.2 OUR COLLEGE VISION**

To contribute to the growth of the corporate sector and thus the society by producing a pool of efficient human resources and by promoting innovation and excellence in a global perspective in techno-managerial education

## **1.3 OBJECTIVES**

USBM's educational objectives are:

- 1.3.1** Our students will be provided with a strong managerial and technical education for their profession or for continued education in an area of specialization.
- 1.3.2.** Our graduates will have the ability to work individually and in teams to identify and solve complex management and computer science problems and will have developed an understanding of interdisciplinary problem-solving skills and system design.
- 1.3.3.** Our graduates will have a multi-disciplinary technical and practical education which prepares them for a rapidly changing world based on the commonality of knowledge that management and computer science disciplines provide. This will allow our graduates to be able to continuously meet professional challenges throughout their careers.
- 1.3.4.** A firm foundation will have been provided for professional advancement not just through acquired, advanced management and computer knowledge, but also through communication, humanity and social science skills, team and group activities and ethical/professional responsibility as managers and computer scientists.

## **1.4 PHILOSOPHY**

Our philosophy is to provide each advisee with the proper guidance and direction for them to be successful in achieving their educational goals while continuing to raise the tradition of academic achievement in USBM. During this advising process, it is our intention to instill in and encourage each student with a passion for academic achievement including intellectual growth throughout life. Our students are the future leaders of tomorrow; we need to provide them with every opportunity to succeed by creating an atmosphere where excellence in thought, dialogue and action is valued and rewarded. Advice is the key to their success! Our approach is to provide creativity and innovation in

advising and mentoring of students. Each individual student is unique. We try to develop a strong professional relationship with each advisee in providing academic direction and advice on intellectual and career development. The success of our students, as students and professionals, is integral to the success of the faculty and USBM. We communicate with various campus offices to assist advisees with their academic curricula and career goals. During this process, we have developed a working knowledge of University, College and Department curricular regulations, policies and procedures. It is also one of our tasks to provide students an awareness of educational resources available (i.e., internships, study abroad, honors and learning assistance programs), where appropriate. This allows us to share knowledge about academic policies, procedures, and academic programs, curricula and options for the students. This allows them to make informed decisions about the direction they are taking to meet their educational objectives and their career/life goals.

## **2 ACADEMIC MATTERS**

### **2.1 MBA ADMISSION PROCEDURE**

As per the instruction of AICTE, New Delhi, Govt. of Odisha and Biju Patnaik University of Technology, 85% of the seats are termed as STATE QUOTA SEATS and 15% of the seats are NRI Quota Seats.

Eligibility for admission into MBA is a Bachelor's degree. As per Supreme Court guidelines, admission shall be through entrance test only. For state quota seats one has to appear for the JEE Odisha. Any other entrance test like CAT/MAT/XAT/ATMA is also accepted.

### **MCA/MCA LE ADMISSION PROCEDURE**

Bachelor degree in any stream of 3 years duration; must have passed Mathematics at 12th level or at graduation level. Business mathematics is not allowed

For MCA LE bachelor degree of 3 years duration in BCA, BSC (IT/CS/IST/ITM); must have passed Mathematics at 12th level or at graduation level. Business mathematics is not allowed.

### **2.2 ATTENDANCE**

**2.2.1** A candidate shall be required to attain 75% of attendance in classes to become eligible for sitting in end-Semester Examination. The attendance must be attained separately in Theory

and Practical classes. The college enforces punitive measures by imposing fines to students who do not attend classes regularly.

**2.2.2** Attendance shall be counted from the date of commencement of classes of the subjects a student registers.

**2.2.3** Students should bear in mind that there is no law to help them in case their attendance percentage falls short of the required minimum as stated above. Hence students are advised not to remain absent from classes as this may lead to detention from appearing in Semester Examination.

### **2.3 DRESS CODE**

Dress code has already been introduced in USBM for all students. To give a feeling of identity and dignity the students of a batch are prescribed a dress-code. The Institute allows dresses of specific colors to an individual batch. Both boys and girls shall wear same color uniform from 1<sup>st</sup> year till they leave the Institution.

**2.3.1** Students of USBM should enter college premises with the uniform prescribed for them.

**2.3.2** Students are not allowed to wear Hawai / Bathroom Chappals while attending classes and official functions.

**2.3.3** Wearing of ear rings or growing long hair by boy students is not allowed.

**2.3.4** Girl students should not wear sleeveless dress, Jean pants, T-shirts and have loose hair.

**2.3.5** The students should maintain decorum befitting the dignity of the Institution.

### **2.4 PROCTORIAL SYSTEM**

Proctorial system is prevalent in USBM which helps in developing personal relationship between students and teachers and for timely guidance and advice in academic and other matters.

In this system one faculty member is assigned the responsibility of 20 to 30 students and is known as **Proctor** of the said group. The students meet the Proctor at dates and place previously fixed and put forth their difficulties for advice or information regarding the academic performance. Students can discuss their problems with the Proctor who in turn will help them within the guidelines of the Institution.

## **2.5 PRE-PLACEMENT TRAINING (PPT) CLASS**

Apart from academic class PPT class is regularly conducted in 2nd year by the best professional trainers.

Following Rules for PPT class are strictly to be adhered:

- 2.5.1** 75% attendance in PPT class is compulsory failing which you will not be allowed to appear in various off and on campus drive.
- 2.5.2** Attendance in MOCK Test and MOCK PI session (with formal wear) is mandatory.
- 2.5.3** Students whose attendance is below 75% in PPT class may be considered to sit in campus drive subject to the condition that:
  - 2.5.3.1** He or she has to qualify the pre-placement Test to be conducted exclusively for those defaulter students whose attendance is below 75%

## **2.6 EXAMINATIONS**

There will be continuous evaluation system for each theory, practical, sessional, and project papers as per the regulations of the University (BPUT).

### **2.6.1 Theory Papers**

**2.6.1.1** A theory paper will have 150 marks. The weightage for two class tests and the end semester examinations will be as follows:

**2.6.1.1.1** Class Test - I of one hour duration = 15 marks

**2.6.1.1.2** Class Test - II of one hour duration = 15 marks

**2.6.1.1.3** End Semester Examination (3hrs) = 70 marks

**2.6.1.1.4** Total 100 marks

**2.6.1.2** For 2015-16 Admission Batch (MBA)

**2.6.1.2.1** Class Test-I of one hour duration=15 marks

**2.6.1.2.2** Class Test-II of one hour duration=15 marks

**2.6.1.2.3** Quiz = 10 marks

**2.6.1.2.4** Assignment= 10 marks

**2.6.1.2.5** End semester examination of 100 marks, three hours duration

**2.6.1.2.6** Total 150 marks

**2.6.1.3** The syllabus for each theory paper will have 4 or 5 modules. The class tests will be nearly equi-spaced in Academic Calendar. The end semester examination is comprehensive and will cover all modules. The academic calendar will specify the examination period for all Class tests and the end semester examination.

**2.6.1.4** The Class Tests will be conducted at the college level in the scheduled week and the corrected papers have to be shown to the students within seven calendar days. The score shall be sent to the University and informed to the students.

**2.6.1.5** There is no compensatory Class Test. If a candidate misses a Class Test due to medical reasons, the candidate will make an application to the college. The college will then constitute a medical board with a doctor not below the rank of a CDMO to examine if the illness was serious enough to compel him / her to abstain from appearing at the test. Medical board report with the recommendation of the Principal shall be sent to the University for consideration of compensating test / award of percentage points. The University shall constitute a committee to recommend the action for each case. If the committee recommends compensatory percentage points, it will be the average of the other tests.

**2.6.1.6** Any student securing less than 25(internal) marks in the class tests has obtained overall 'F' grade in the subject may be allowed to repeat the internal tests at the college level during the corresponding semester of the subsequent year. The revised marks from the colleges would replace the old class test marks. However, his total internal marks will be restricted to 25 out of 50 in the repeat tests or actual mark if his / her total mark is less than 12. For this repeat test only one chance would be given. The revised marks shall be

communicated to the University prior to start of respective University level regular examination.

**2.6.1.7** A candidate is deemed to clear (Pass) a theory paper if he / she secures:

**2.6.1.7.1** A minimum of 25/35 percentage points in the End Semester examination (is out of 50/100).

**2.6.1.7.2** A minimum of 60 percentage points in the End Semester examination and class tests, taken together (i.e. out of 150).

## **2.6.2** PRACTICAL PAPERS

**2.6.2.1** The syllabus of a practical paper shall specify the number of practical / experiments (works) to be done in a semester.

**2.6.2.2** A practical paper shall have 100 percentage points.

**2.6.2.3** Each practical / experiment (work) shall have equal percentage point as its weightage.

**2.6.2.4** A practical paper shall have different contact hours / week for different credit papers respectively. Time Table must provide for such contact hours.

**2.6.2.5** A practical work and its evaluation shall be completed in all respects within the allotted hours. A practical work will be evaluated by an External Examiner appointed by BPUT, based on the following components. The relative weightage of the components are also given below.

**2.6.2.5.1** Work planning and execution 20

**2.6.2.5.2** Results and interpretation 30

**2.6.2.5.3** Report 30

**2.6.2.5.4** Understanding on the theory related to 20 work

**2.6.2.5.5** Total 100

**2.6.2.6** A candidate has to be informed about the score at the end of a Practical class. The Score shall be sent to the University on the same day.

**2.6.2.7** The teacher concerned with a practical class shall maintain the reports of the candidates together with the score on each experiment giving the reasons for awarding either very high score (90 percent or above) and low score (30 percent and less).

**2.6.2.8** A candidate shall clear a Practical Paper if his / her score in the paper is minimum of 50 percentage points.

**2.6.2.9** College can arrange a compensatory practical class for a student who misses an experiment only on medical ground. Such a compensatory experiment has to be arranged within two weeks of his / her missing a practical class.

**2.6.2.10** Any student securing less than 50 marks ('F' grade) in practical may be allowed to repeat the practical in the corresponding semester of the subsequent year. This will be limited to only one chance. The score for the compensatory test shall be sent to the University giving reference to the original practical date that the student has missed.

## **2.7 GUIDELINES FOR MBA SIP**

Project Work is an important component of Learning in a Management College. To ensure full and willing participation of all students and faculties in the project, the following guidelines are to be adhered.

- 2.7.1** The tentative list of Projects shall be notified in the previous semester along with names of the guides
- 2.7.2** The students shall be advised to discuss with the concerned guides, form groups between themselves and finalize the topic of the project before internal test of the previous semester. Each group should have 3 to 5 students. The students can as well suggest a Project not included in the list, with the consent of a Faculty (to be mentor) and the concerned HOD.
- 2.7.3** During the semester break/vacation students are expected to work on the projects individually as well as collectively. Consultation session with the guides should be arranged as per mutual convenience. They shall be required to make presentations once soon after reopening of college. (following the semester exams)



**2.7.4** Two students in each branch shall be nominated as the Secretary & Joint Secretary of the Project classes, who shall arrange the Project presentation sessions and liaison between other students and teachers. HOD's shall intimate the names of nominees to Dean academic.

**2.7.5** Students are advised to contact the guides on a regular basis for discussion regarding projects.

**2.7.6** The Presentation in complete shape has to be submitted to the guides, at least 3 clear days before the scheduled date of presentation. The guide shall intimate his/her comments to the concerned student at least one day prior to the scheduled date of presentation. The project classes shall be exclusively used by each group for presentation of the up-to-date work done in presence of other students and the evaluators. These class timings shall not be used for discussion with the Guide etc. Presentation shall be done using Power Point. It is expected that minimum 6 to 8 groups shall present the work in one session.

**2.7.7** One faculty shall remain in charge of coordination of each Project Class. He / she shall keep himself / herself regularly updated regarding students who are ready to deliver their presentation, after submission of the soft copy of presentation and Report, at a particular stage of the Project, to the concerned guide and approval thereof.

The Coordinator shall schedule the presentation by each group of students, keeping in view the availability of the concerned mentors. In exceptional cases, if a particular mentor is otherwise engaged, the concerned HOD shall arrange the guide to be free of his / her engagements by providing a substitute. In no case the students shall be allowed to deliver the presentation in the absence of the concerned guide. The Coordinator is also to ensure that at least two guides excluding himself / herself are always available during each and every presentation

**The Project Work shall be evaluated in three different stages as follows:**

**A. Phase-1 (Introductory Talk)**

**15 Marks**

The Power Point Presentation should be of duration of 20-30 minutes & should contain 15-25 slides. Amongst other things it should have the followings:

1. Name of the Project with Project Supervisor (1 Slide)
2. Name of the Students (1 Slides)
3. Reason for choosing the Project (1-2 Slides)

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|--|--------------|
| 4. Project Details                                     | (6-8 Slides) |
| 5. Requirements & Availability                         | (1-2 Slides) |
| 6. Materials Availability- cost & Procurement Strategy | (1-2 Slides) |
| 7. Faculty (inside or outside the institute)required   | (1-3 Slides) |
| 8. Future Scope  | (1-2 Slides) |
| 9. Conclusion  | (1-2 Slides) |
| 10. Bibliography                                       | (1-2 Slides) |

**B. Phase 2 (Intermediate Evaluation) 30 Marks**

The presentation should be of 20-30 minutes duration & should contain 20-40 slides. Amongst other things it should depict the followings:

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|--|---------------|
| 1. Name of the Project with Project Supervisor | (1 Slide)     |
| 2. Name of the Students                        | (1 Slide)     |
| 3. Progress of Project till date.              |               |
| 4. Photographs                                 | (4-10 Slides) |
| 5. Difficulties faced if any                   | (1-2 Slides)  |
| 6. Probable date of Completion                 | (1 Slide)     |
| 7. Conclusion                                  | (1 Slide)     |
| 8. Bibliography                                | (1-2 Slides)  |

**C. Phase -3 (Final Evaluation) 45 Marks**

The power point presentation should be of 30-45 minutes duration & should contain 30-50 slides.

Amongst other things, it should contain the followings:

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|--|----------------|
| 1. Name of the Project with Project Supervisor | (1 Slide)      |
| 2. Name of the Students                        | (1 Slides)     |
| 3. Reason for choosing the Project             | (1-2 Slides)   |
| 4. Project Details                             | (15-25 Slides) |
| a. Introduction (2-5 slides)                   |                |
| b. Aim of the Project (1-2 slides)             |                |

c. Description (7-10 Slides)	
5. Photographs or screen shots	(8-14 Slides)
7. Future Scopes	(1-2 Slides)
8. Where Project was carried out	(1 Slide)
9. Conclusion	(1-2 Slides)
10. Bibliography	(1-2 Slides)

**D. Attendance 10 Marks**

**Evaluation Method in Each Stage**

1. Is the Project substantial & complete in nature	20%
2. Originality	10%
3. Degree of Involvement	20%
4. Presentation	30%
5. Usefulness of work	10%
6. Performance in Q & A session	10%

**Competition for Best Project of the Year.**

The Final evaluation of all the projects need be completed before 2<sup>nd</sup> class test of the concerned semester. The best 2 projects of each branch shall then be collected and a competition shall be held. The jury shall consist of an external examiner, 1 Faculty of each branch, and 3,2,&1 representatives of 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> year students respectively of the college.

**A sum Of Rs 3,000/- shall be awarded to the best Project of the year.**

**2.8 GUIDELINES FOR SEMINAR**

Seminar is an important component of learning in a Management College, where the student gets acquainted with preparing a report & presentation on a topic. To ensure full and willing participation of all students and faculties in the Seminars, the following guidelines are to be adhered.

- 2.8.1** The tentative list of topics for Seminar shall be notified in the previous semester.
- 2.8.2** The students are advised to discuss with the concerned mentors, and get it approved by the HOD. The entire process should be completed within 5 days of notification on website.
- 2.8.3** The students can as well suggest a topic not included in the list.
- 2.8.4** After expiry of the stipulated period, if a student does not confirm any topic, the HOD shall finalize the topic & intimate the same to such students within another 3 days.
- 2.8.5** During the semester break / vacation, students are expected to work on the Seminars individually.
- 2.8.6** Students are advised to contact the mentors, as and when required, for discussion regarding the Seminars. Consultation session with the mentors should be arranged as per mutual convenience.
- 2.8.7** Two students in each branch shall be nominated as the Secretary & Joint Secretary of the Seminar classes, who shall arrange the Seminar sessions and liaise with other students and faculty. HODs shall intimate the names of nominees to Dean (Academics).
- 2.8.8** The students shall be required to submit the rough draft of the seminar outputs within one week of reopening of college (following the semester exams).
- 2.8.9** Mentor shall make suggestions for modification in the rough draft. The final draft shall be presented by the student within a week thereafter.
- 2.8.10** Presentation schedules will be prepared by different Departments in line with the academic calendar.
- 2.8.11** One faculty shall remain in charge of the coordination of each Seminar Class. He/ she shall keep himself / herself regularly updated regarding students who are ready to deliver the final Seminar after completion of Rough draft and final draft evaluation by the concerned Mentors.

He / she shall schedule the delivery of the Seminar by each student after completion and receipt of the marks of rough and final draft keeping in view the availability of the concerned mentors. In exceptional cases, if a particular mentor is otherwise engaged, the concerned HOD shall arrange the mentor to be free of his / her engagements by providing a substitute. In no case the students shall be allowed to deliver Seminar in the absence of the concerned mentor. The Coordinator is also to ensure that at least two mentors excluding himself / herself are always available during each and every presentation.

## **2.9 CERTIFICATES / DOCUMENTS**

Application for Conduct Certificate / College Leaving Certificate or other certificate should be submitted two days before the date on which the certificates are wanted by the applicant. It should be accompanied by a 'NO DUES' certificate in the prescribed form from different sections of the Institution

**2.9.1** For obtaining mark sheet of an examination a candidate should apply stating registration and roll numbers and subjects taken. Discrepancies, if detected in the mark sheet, should be brought to the notice of proper authorities in writing along with a copy of the mark sheet issued. Duplicate mark sheet will be provided on payment of the prescribed fee.

## **2.10 STUDENT SCHOLARSHIP**

Bonafide students of USBM belonging to SC/ ST category are eligible for Post-Matric Scholarship under the centrally sponsored scheme of Ministry of Tribal Affairs, provided they fulfill certain conditions like:

**2.9.1** They must have obtained minimum 60% marks in 12<sup>th</sup> standard Exam.

**2.9.2** Specified Income Ceiling / Annum.

**Eligible student may contact office for detailed information.**

## **3 STUDENT CONDUCT**

### **3.1 DISCIPLINE**

Discipline is the key to the prosperity of any individual / organization. USBM expects a sense of discipline among its students so that they can face the challenges ahead:

**3.1.1** Student should be courteous and behave properly with members of faculty, employees of the Institution and other students.

**3.1.2** Students should take care of the Institutional property such as furniture and fixture, laboratory equipment, electrical fitting, transport etc. and not cause damage to the same.

**3.1.3** Students should follow the library rules, laboratory rules, hostel rules, transport rules, uniform rules etc of the Institution to the letter and spirit.

**3.1.4** Students should not try to cheat or copy in the examination.

- 3.1.5 Students should preserve the cleanliness of the class room, laboratory, toilet and surrounding as well.
- 3.1.6 Use of tobacco, alcohol, chewing of beetle leaves and chewing gums etc are totally prohibited.
- 3.1.7 No students shall be a member of any organization or association not connected with the Institution.
- 3.1.8 Organizing unions or non-academic Association of any form is strictly prohibited.
- 3.1.9 Organizing or attending any unauthorized meeting in the college premises is strictly prohibited.
- 3.1.10 Use of **mobile phones in the academic area is not allowed**.
- 3.1.11 Ragging of any sort is strictly prohibited.
- 3.1.12 Spitting on walls, stairs and throwing litters in the campus are prohibited.
- 3.1.13 **Deviation to any of the above shall be treated as an act of indiscipline and disciplinary action against the students will be taken.**

### 3.2 **DISCIPLINARY COMMITTEE**

To look into various aspects towards maintaining discipline in the Institute a disciplinary committee is in vogue at USBM. In case of any breach of discipline reported by student / Faculty / Hostel staff, Departmental Head or Warden must report the matter to the said committee so that earliest remedial measures can be taken.

### 3.3 **RAGGING**

Ragging by any student/students of the Institute in any form is strictly prohibited. The college is committed to root out the menace of ragging from its campus in full conformity with the Honorable Supreme Court's guidelines.

3.3.1 Ragging in a broad sense implies:

3.3.1.1 Forcing a student to perform some action against his / her will.

3.3.1.2 Physical violence of any kind against the student.

3.3.1.3 Any act that has an adverse/humiliating degrading/traumatizing / intimidating / harassing impact on the mental, emotional or psychological health of the victim.

**3.3.2** The Honorable Supreme Court's directions on ragging are comprehensive & legally binding. There is little scope to grant any benefit of doubt to an individual found guilty of this offence. It is the bounden duty of every person studying or working in USBM to be fully acquainted with the AICTE/UGC's ruling on the subject so that the provisions contained therein are not violated at any cost. Ignorance of rules cannot be accepted as an excuse for any lapse in perpetrating/abetting/condoning/overlooking an act of ragging.

**3.3.3** Each student & his/her parent are mandatorily expected to acquaint themselves with the AICTE/UGC's guidelines on ragging. Admission to the college shall be deemed to be valid only upon comprehensive & total acceptance of the provisions contained therein. An undertaking in the form of affidavit shall be submitted separately by the student & the parent/guardian at the time of admission.

**3.3.4** Following measures shall be enforced in respect of boarders residing in USBM hostels.

**3.3.4.1** No senior student is permitted to enter juniors' hostel/room students under any pretext without the prior knowledge of concerned authority. Nor is any senior student permitted to invite any junior to his / her hostel or room without prior explicit permission.

**3.3.4.2** No junior student is permitted to enter Hostels meant for senior students under any pretext without the prior consent of designated authority.

**3.3.4.3** No junior student is permitted to invite senior student to his / her hostel under any pretext without obtaining permission for the same.

**3.3.5** All instances of ragging must be reported by anyone who is privy to that knowledge irrespective of whether he/she is a student/member of teaching or non-teaching staff. Non-reporting amounts to direct abetment which is as severe an offence as ragging itself. A complaint of Ragging must be submitted in writing to any of the following at the earliest opportunity:

**3.3.5.1** Proctor/Hostel Superintendent/ Dean Administration

**3.3.5.2** HODs/ Dean Academics/ Principal.

### 3.3.5.3 Any member of the Anti-ragging squad/cell/committee

## 3.4 **ANTI RAGGING COMMITTEE**

A standing Anti Ragging Committee shall be constituted in accordance with AICTE/UGC guidelines to sensitize the environment on the menace of ragging & prevent its occurrence in the institution. Its tenure and jurisdiction has been clearly defined under the rules. Each reported incident of ragging shall be investigated in detail & the defaulters punished with the appropriate degree of severity commensurate with the merits of each case. Where warranted FIR shall be filed with the local police authority.

## 3.5 **STUDENT GRIEVANCE REDRESSAL CELL**

### 3.5.1 **OBJECTIVES**

The objective of the Grievance Redressal Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the Institute.

### 3.5.2 **SCOPE**

The Cell deals with grievances received in writing from the students about any of the following matters:-

**Academic Matters:** Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.

**Financial Matters:** Related to dues and payments for various items from library, hostels etc.

**Other Matters:** Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport etc.

### 3.5.3 **FUNCTIONING**

The cases are attended promptly on receipt of written grievances from the students.



The cell formally meets to review all cases, prepare a statistical report about the number of cases received, attended to and the number of pending cases, if any which require direction and guidance from the higher authorities.

#### **3.5.4 PROCEDURE**

- 3.5.4.1 The setting up of the Grievance Redressal Cell (GRC) for students is widely publicized.
- 3.5.4.2 The students are encouraged to put grievance in the format attached and drop it in the boxes placed at conspicuous locations.
- 3.5.4.3 The GRC will act upon those cases which have been forwarded along with the necessary documents.
- 3.5.4.4 The GRC will take up only those matters which have not been solved by the different departments.
- 3.5.4.5 Grievances related to fees etc will be taken up only if the relevant financial documents like Demand drafts etc are attached.

#### **3.5.5 EXCLUSIONS**

The Grievance Redressal Cell shall not entertain the following issues:

- 3.5.5.1 Decisions of the Executive Council, Academic Council, and other Administrative or Academic Committees constituted by the University.
- 3.5.5.2 Decisions with regard to award of scholarship, fee concessions, medals etc.
- 3.5.5.3 Decisions made by the University with regard to Disciplinary matters and misconduct.
- 3.5.5.4 Decisions of the University about admissions in any courses offered by the Institute.
- 3.5.5.5 Decisions by competent authority on assessment and examination result.

### **3.6 DOs AND DON'Ts FOR STUDENTS**

#### **3.6.1 DOs**

- 3.6.1.1 All students of USBM should enter college premises with the uniform prescribed for them.

- 3.6.1.2 Students should attend all the classes and must maintain perfect discipline in the class room.
- 3.6.1.3 Every student will be placed under the charge of a Proctor who shall ordinarily be member of teaching staff. The student shall meet the Proctor at least once in a week or as many times as necessary and discuss his/her difficulties and problems.
- 3.6.1.4 The student shall furnish such information to the Proctor as are required for the maintenance of the Proctorial record.
- 3.6.1.5 The students should maintain decorum befitting the dignity of the Institution.
- 3.6.1.6 Student should be courteous and behave properly with members of faculty, employees of the Institution and other students.
- 3.6.1.7 Students should take care of the Institution property such as furniture and fixture, laboratory equipment, electrical fittings, transport etc.
- 3.6.1.8 Students should preserve the cleanliness of the classroom, laboratory, toilet and surrounding as well.
- 3.6.1.9 The students must inform immediately the concerned authority such as Proctor /Coordinator/HOD /Dean Administration/ Principal at any time if they face any type of ragging.
- 3.6.1.10 Students should always carry their ID-Cards and produce before the authorities whenever required.

### **3.6.2 DO N'Ts**

- 3.6.2.1 Ragging of any sort is strictly prohibited.
- 3.6.2.2 Students should not cause any damage to Institutional property such as laboratory equipment, electrical fittings, furniture and fixtures, transport facilities etc.
- 3.6.2.3 Spitting on walls, stairs and throwing litters in the campus are prohibited.
- 3.6.2.4 Students should not try to cheat copy or indulge in any sort of malpractices during the course of any examination.

- 3.6.2.5 Students should avoid Hawaii/Bathroom slippers while attending classes and official functions.
- 3.6.2.6 **Use of mobile phones in the academic area is not allowed.**
- 3.6.2.7 Consumption of tobacco, alcohol, chewing of betel leaves etc. is totally prohibited.
- 3.6.2.8 Students are not allowed to enter the library when they have scheduled class work.
- 3.6.2.9 Students should not bring outsiders into the college campus unless and otherwise desired by the college administration.
- 3.6.2.10 Misbehavior of a student in the classroom or any of the college meeting or during matches or athletic meet, or any other function is liable to be punished with a fine or expulsion or both.

### 3.7 **DOs AND DO'NTs FOR PLACEMENT**

#### 3.7.1 **DOs**

- 3.7.1.1 Students should attend placement drives with formal dresses.
- 3.7.1.2 They should bring college I-card & Registration card.
- 3.7.1.3 All students must carry attested copies of certificates along with latest resume in a plastic folder.
- 3.7.1.4 They should maintain discipline, dignity, decorum etc. until they reach college premises.
- 3.7.1.5 They should properly respond to the calls of the authorities.

#### 3.7.2 **DON'Ts**

- 3.7.2.1 Don't wear Casual Dresses.
- 3.7.2.2 Chewing of Pan, Ghutka, Smoking, Consumptions of Alcohol or any narcotic drugs are strictly prohibited.
- 3.7.2.3 Using vulgar, filthy and obscene language while traveling during campus drive is strictly prohibited.

**3.7.2.4** Spitting in the bus, damaging properties, tearing of seats, shouting in the Bus, Misbehaving with the staff including Bus Staff are highly objectionable. Such case shall be referred to the authorities for necessary action.

**3.7.2.5** **Switch off** the mobiles during Written Test, PI & Corporate Presentation.

**N.B. Violations of the above rules & regulations, shall invite disciplinary action; which may lead to debarring from attending campus interviews in future.**

### **3.8 INFORMATION TO PARENTS**

USBM, one of the premier Management Institutes of Orissa, aspires to generate managers & technocrats par excellence and tries to impart quality education for producing adorable, responsible citizens who can bring name and fame to our beloved country. The parents have a stellar role to perform for nurturing the hidden talent of the students and nurturing them to their full capability.

**All parents are requested to:**

- 3.8.1** Have a strict follow up on the attendance of their wards in various semesters in classes and the Institution.
- 3.8.2** Have regular interaction with management / ward regarding the concerned student's academic progress.
- 3.8.3** Advise their wards regarding the value of discipline and punctuality towards building a meaningful career.
- 3.8.4** Contact the Proctor, Head of the Department and Principal if their ward is not progressing academically.
- 3.8.5** Make it a point to respond to letters if any issued by the Institutions.
- 3.8.6** Ensure timely deposit of college fee.
- 3.8.7** Sign an undertaking at the time of admission that they are prepared to abide by the rules and regulations of the Institution. **(any thing missing for below points)**
  - 3.8.7.1** The wards must not be pampered by giving them unnecessarily big amount of pocket-money.
  - 3.8.7.2** The decision of the management on all matters regarding the Institution shall be binding on student and parents.

## **4 FACILITIES**

#### **4.1 MEDICAL FACILITIES**

Health of our students is our important concern. USBM, Bhubaneswar offers the facility of a part-time Doctor stationed in the Institution premises. Consultancy fee for staff & students is free. Hostels are regularly visited by Doctors, Director / Principal/ Dean and Warden. Ambulance Facility is also there to attend to all medical problems.

#### **4.2 TRANSPORT FACILITIES**

The institute provides transport facilities to all its students. The administrative Officer looks after the facility on a day to day basis. The commuters must follow the following rules:

- 4.2.1 The bus will stop and pick-up students only at the specified stops.
- 4.2.2 Students must wait at those specified stops to board the bus.
- 4.2.3 Students must travel by the bus allotted to the route concerned. **They must not change their bus number or routes. (How much bus will we show)**
- 4.2.4 Decency & discipline must be maintained in the bus.
- 4.2.5 Smoking and consumption of tobacco, alcohol etc in the bus are strictly prohibited.
- 4.2.6 Ragging of any form is strictly prohibited.
- 4.2.7 Students must take proper care of the items like seats, lights, glasses etc. Any damage will be paid for by the users.
- 4.2.8 Students must behave politely with the transport staff.
- 4.2.9 Violation of any of these rules shall bring strict disciplinary action into the students.
- 4.2.10 Any suggestion related to the transport services should be submitted to the Transport Manager /Dean Academic.

#### **4.3 LIBRARY FACILITIES**

##### **4.3.1 FACILITIES AVAILABLE TO THE STUDENTS**

- 4.3.1.1** Books issued on weekly basis

**4.3.1.2** Reference section open for long hours.

**4.3.1.3** Photocopy

**4.3.1.4** Digital Library & E- Resources

**4.3.1.5** CD & DVD Library

**4.3.1.6** Web OPAC to search the book

**4.3.1.7** Magazines & Journals and back volumes (of what)

#### **4.4 SPORTS FACILITIES**

The institute has physical facilities for outdoor and indoor games. Regular programme are carried out under the guidance of a qualified physical training instructor. **Sportspersons** are encouraged and honored with awards, prizes, certificates.

As this Institute is a Co-education College, there is no gender discrimination and the Institute allows both the boys and girl students to participate in intra and Inter-institutional sports competitions and cultural activities. Moreover for off-campus visits the institute sends one or more lady faculty members to accompany the team of participants. Students are always encouraged to participate in various sports activities.

The institute provides for outdoor and indoor games. It has appointed a trainer to train the students.

##### **Some of the facilities available in the Institute are:**

**4.4.1** Separate play ground is available for

**4.4.1.1** Foot ball

**4.4.1.2** Cricket

**4.4.1.3** Badminton

**4.4.2** As part of the indoor games, following facilities are available for the students

**4.4.2.1** Table-tennis

**4.4.2.2** Chess.

**4.4.2.3** Carrom etc.

## **5 SPECIAL ACTIVITIES**

### **5.1 SEMINAR**

Seminar is an integral part of academic activities. Every department, under the guidance of a senior faculty member carries out various activities such as:

- 5.1.1 Inviting experts / guests from outside for talk on various subjects.
- 5.1.2 Arranging faculty's seminar internally
- 5.1.3 Conducting students' seminar, personality development programme etc.

### **5.2 CULTURAL SOCIETY**

Cultural activities enrich the young minds with vigor and vitality. To take care of such activities USBM has a cultural society headed by a senior faculty member and supported by student representatives.

### **5.3 HOBBY CLUB**

To develop the innate talents of students in extra-curricular activities, USBM has introduced a concept of Hobby club. On every Saturday, the last two periods are devoted for the hobby club, in which invited mentors from outside guide the students. In-house faculty mentors monitor and coordinate the activities of each club.

### **5.4 LITERARY SOCIETY**

Unique activities have been carried out in USBM to inculcate the literary talents of the students and to make them updated with day to day affairs on business, economy, society, polity literature, and technology, current affairs on national and international importance. They are mentioned below

**5.4.1 Wall Magazine** is a platform where the literary talents of students can be showcased and as a medium, through which campus happiness could be better known. The articles are being newly-issued in every 15days. It has become successful with the active co-operation of students. The wall magazine covers area like Stories, Poems (Literature), Business market happening, Sports, Science & Technology, Paintings, Jokes, Quotations, Box Office, Myth Vs Fact, Research article, Cultural Segment, Out of the Box, Health Watch and Book Review.

**5.4.2 “The Day Today”:** Often people live through a day without having any clue about its significance to mankind. It is not for any ordinary reason that sometimes people resolve to observe a specific day of a year as a commemoration to some significant event of the past. Here at **USBM**, such days don't pass by without the acknowledgement of all its members. On such important day, a write up and quiz has been read and discussed in each class.

**5.4.3 Fun Quiz:** Regularly e-mail has been sent to students and staff-members on interesting facts, picture, article, quotations on daily basis. It has been done in USBM to make the USBM community updated.

**5.4.4 E-magazine:** The E-magazine ‘The Quest’ is uploaded in the website of USBM which covers articles, poems, stories on varied interest contributed by both students and staff-members of USBM. It is published twice every year.

## **5.5 PROFESSIONAL TRAINING AND CERTIFICATION PROGRAMME**

We are tied up with professional bodies like Identity Training, Talent Sigma etc. We have also signed an MOU with Wadhvani Foundation to train students in Entrepreneurship and to certify the participants.

- i) Regular training in SOFT SKILL
- ii) Regular training in spoken English, entrepreneurship etc.

## **5.6 INSTITUTIONAL PROGRESSIVE FORUM**

Every great accomplishment that one witnesses around oneself, may it be a marvel or any masterpiece by an artist, must have had its roots in great thoughts/ideas. ‘An Idea can change a Life (or say Lives)’ goes a popular buzz. Yet an Idea that finds the right forum to pitch in has got a higher probability to affect changes than an idea that does not find a right forum.

And within a college, who else can propose a better idea that all students would appreciate other than the students themselves. Majority of the students generally fail to realize that he/she is already an inseparable part of an organization where his/her performance, contribution or behavior can shape up things to make it better.



To allow the student play an indispensable role in shaping up an Institute, beyond the boundaries of the classroom, Institutional Progressive Forum (IPF) is established at USBM.

### **5.6.1 THE CONCEPT**

IPF has been established to provide students with a forum to air their views, opinions or ideas for the larger interest of the Institute and to channelize the energies and innovative ideas of the students & staff for improvement of the institute and community. IPF functions through different committees that comprise of student members & faculty mentors.

The structure, functions & modus operandi of the constituent Committees has kept evolving so as to make it more relevant in the present context, realistic, measurable, executable & controllable.

IPF is functional at USBM since October 2009 & over these years the involvement of student & staff members has been praiseworthy considering the initial progress and achievements of different committees.

### **5.6.2 Aims**

- 5.6.2.1** To inculcate Positive and Progressive thinking into the mindsets of the Staff & Students of the college.
- 5.6.2.2** To channelize the energies and innovative ideas of the students & staff for improvement of the self as well as the institute and the community.
- 5.6.2.3** To ensure proper implementation of the policy of the institute by becoming a channel of communication between the faculties and students.
- 5.6.2.4** Ensure proper utilization and distribution of facilities provided by the institute.

### **5.6.3 List of Clubs**

1. IT Club
2. Marketing Club
3. Finance Club
4. HR Club
5. Research Club
6. Library Club
7. Cultural Club
8. English Club

## **5.7 USBM SPECTRUM**

The institute publishes a quarterly Newsletter called “USBM SPECTRUM” which contains, among others news related to various achievements of students, their participation in various Seminars / Conference / Workshop and other commendable deeds. Any student can contribute through their correspondent of the department in the said Newsletter.

## **6 RULES & REGULATIONS**

### **6.1 LIBRARY RULES**

#### **6.1.1 ADMISSION TO THE LIBRARY**

6.1.1.1 A student has to show Identity Card while entering the library.

**6.1.1.1.1** Before entering the Library, every student shall enter his / her name, Roll No, section and time in the gate Register.

- 6.1.1.2 Personal books and belongings except papers and note books shall be deposited at the property counter.
- 6.1.1.3 Students are not allowed to enter the Library when they have scheduled class work.
- 6.1.1.4 Outsiders are not allowed into the Library without prior permission.

## **6.1.2 WORKING TIMINGS**

- 6.1.2.1 Reference section - Flexible hours for working day and Holidays
- 6.1.2.2 Issue section - 9.00 AM To 6.30 PM on working day
- 6.1.2.3 Xerox Section - 8.00 AM To 8.00 PM. both on working day and holiday

## **6.1.3 CONDUCT WITHIN THE LIBRARY**

- 6.1.3.1 Silence should be strictly observed inside the library.
- 6.1.3.2 Spitting, smoking, sleeping, gossiping inside the Library or putting one's leg on the library furniture is strictly prohibited.
- 6.1.3.3 Combined, group study / discussion is not allowed in the reading room.
- 6.1.3.4 The library premises shall not be used for any purpose other than reading.
- 6.1.3.5 No person shall write on books, journals & periodicals, either for the purpose of correcting an error or otherwise, make any marking on publications belonging to the library, underline words and sentences therein, tear pages or any other thing which can damage above documents.
- 6.1.3.6 Personal books, photocopied materials etc are not allowed inside the library
- 6.1.3.7 If any publication is lost / damaged on account of disfiguring, any page or graph / picture is removed by a reader, he / she must replace it by a new copy or pay three times the cost of that volume and pay any fine that may be imposed on him / her by the authorities.
- 6.1.3.8 If someone loses a book, he / she must report the matter to the Librarian on the same day. Otherwise late fine will be added with the amount payable for the lost book.
- 6.1.3.9 If one volume of a set is lost by the user, the whole set shall have to be replaced.

6.1.3.10 Before leaving the library each person shall return the books/ documents taken for reference / reading in the reference counter.

6.1.3.11 Users are requested to allow search of person at library exit gate while leaving the Library.

#### **6.1.4 BORROWING PRIVILEGES**

6.1.4.1 A student has to get enrolled as a member of the Library.

6.1.4.2 Library card will be issued to the member. The library card will be valid for one academic year and shall be renewed in the beginning of the subsequent year.

6.1.4.3 Documents will be lent to a borrower only against the Library card.

6.1.4.4 No of books issued to the student:

<b>CLASS</b>	<b>NO OF BOOKS ISSUED</b>
MBA	05
MCA	05

6.1.4.5 Students shall have to return the book(s) immediately after the semester examination is (including last day) failing which he / she shall have to pay the following fines per day per book from the next day.

<b>FROM DAY</b>	<b>TO DAY</b>	<b>FINE / DAY /BOOK</b>
1 <sup>st</sup>	13 <sup>th</sup>	1/-
14 <sup>th</sup>	20 <sup>th</sup>	2/-
21 <sup>st</sup>	27 <sup>th</sup>	4/-
28 <sup>th</sup>	onwards	8/-

**N B: immediately after 28 days, disciplinary action will be taken against the defaulter**

#### **6.1.5 LENDING LIBRARY**

6.1.5.1 The College Library is equipped to lend costly text books to the students. At a nominal annual subscription which is subject to change, a student can draw in an

academic year books whose printed cost taken together does not exceed 4 times the amount of annual lending library subscription as applicable to him/her. It is also clarified that not more than 4 books at any one time and not more than 4 books per semester can be drawn by a student.

6.1.5.2 If a student having subscribed does not avail the Lending Library facilities partially or fully, the residual unused portion of the subscription shall be adjusted against his/her college dues for the current or the next academic year. In case no dues are outstanding, the balance amount shall be directly refunded to the student. Modalities of calculating the unused amount shall be as under;

Amount of Annual Subscription	- : a
Total Printed cost of books drawn during the academic year	- : b
Amount to be refunded	- : a- (b/4)

6.1.5.3 A student wishing to draw books (number not exceeding 4 at a time and 4 per semester) whose combined printed cost is more than 4 times the annual subscription, may do so by paying the excess amount i.e.,(b-4a) at the times of drawing the books.

6.1.5.4 Lending Library book issues shall confine to following norms.

**6.1.5.4.1** Not more than 4 books can be drawn at any one time.

**6.1.5.4.2** Total number of books standing against a student's name at any one time shall not exceed 4.

**6.1.5.4.3** Not more than 4 books can be drawn in a semester.

**6.1.5.4.4** Total printed costs of the books drawn in an academic year shall not exceed 4 times the amount of annual subscription except for circumstances elucidated at para 3 above.

## **6.1.6**     **OTHER RULES**

6.1.6.1 Books are not transferable to other accounts.

- 6.1.6.2 Loss of Library Cards shall be reported immediately to the Librarian. A duplicate Library card may be issued by payment of Rs.30.00 and a color passport size photograph for the card. The borrower shall be solely responsible for misuse of the lost card, specifically for all books issued against the card before the loss of the same was reported.
- 6.1.6.3 If any student disfigures / removes the barcode / call number label of the books or library / identity card an amount of Rs.10.00 (per level) will be imposed as fine.
- 6.1.6.4 The Principal /Dean/ HOD / Librarian have the right to stop the facilities of the library including issue of books at any time to any or all the borrowers.
- 6.1.6.5 Books will be issued only on production of Library Card and Identity Card.
- 6.1.6.6 Reference Books, Rare Books and periodicals are not to be issued.
- 6.1.6.7 All borrowers shall secure a “No dues certificate” from the library after clearing all the dues while leaving the college.
- 6.1.6.8 Any case of misbehavior or discourtesy by the staff or unwillingness to provide service shall be reported to the Librarian.

### **6.1.7 IDENTITY CARD**

Identity Card of an individual student is handed over to him / her from USBM Office during the start of concerned student’s academic career at USBM. **This is a very important document and must be preserved with utmost care.** However if the Identity Card (I-Card) is lost, a procedure as given below is to be carried out:

- 6.1.7.1 For issuing a duplicate I-Card, a student has to write an application to the Principal.
- 6.1.7.2 After getting approval from the Principal the student has to get a FIR copy (from the police station) or get an affidavit from the notary.
- 6.1.7.3 He / She has to submit the application along with FIR / Affidavit to the Librarian.
- 6.1.7.4 After receiving the ‘NO-DUE’ Certificate from the Librarian he / she is required to deposit Rs. 200.00 (Rs Two hundred) in the Account Section.
- 6.1.7.5 The student must submit the money receipt in the library and collect the I-Card in a day or two.

## **6.2 HOSTEL RULES**

These rules are applicable to all the hostellers of the Institutions.

### **6.2.1 ADMISSION**

- 6.2.1.1 A student shall be eligible for admission to a hostel only after his / her admission to the college.
- 6.2.1.2 All applications for admission to a hostel shall be made in the prescribed form and addressed to the Principal / Director / Dean of the college. Seat shall be allotted by the Warden / Dean.
- 6.2.1.3 Once admitted, a student shall be allotted to any one of the hostels of the college. Boarders are not allowed to change their room / hostel without written permission from the authority. However the authority may change the room / hostel of any boarder at any point of time on disciplinary grounds.
- 6.2.1.4 A student shall not be entitled to retain accommodation in the hostel beyond his / her tenure of the course. However, a student who has submitted his/ her thesis may be permitted to retain hostel accommodation till his / her final Viva-voce test. This is subject to payment of usual rent and availability of hostel accommodations, provided he / she actually resides in the hostel.
- 6.2.1.5 A student wishing to get College Leaving Certificate has to get his / her all hostel related dues cleared.

### **6.2.2 WITHDRAWAL**

- 6.2.2.1 After allotment, application for withdrawal from the hostel shall not be entertained unless the same is countersigned by the Father / Guardian of the student and the Principal /Director / Dean /Superintendent/ Matron as the case may be. Such application shall be entertained only after hostel dues have been cleared and a certificate to this effect is obtained from Hostel Superintendent / Matron and Warden.
- 6.2.2.2 While finally vacating the hostel, the boarder must hand over the charge of room along with the hostel properties issued to him / her; obtain a NO OBJECTION CERTIFICATE from the hostel superintendent / matron and warden.

### **6.2.3 STUDY HOURS**

A boarder must observe study hours between 06:30pm – 07:30pm in the evening & after dinner i.e. 09:00-10:30pm (for girls) 06:30-08:30 in the evening & after dinner i.e. 10:00-11:00pm (for boys). He / she must also observe strict silence during these hours. Playing musical instruments, radio, tape recorder or creating any kind of noise or disturbance during study hours is strictly forbidden. Boarders found violating the same are liable for disciplinary action

### **6.2.4 REPORTING TIME**

6.2.4.1 All the boarders should reach their respective hostels before 6.30 PM to maintain study hours.

However in the case of girls the following shall be the reporting time at Hostels:

**A) 1<sup>st</sup> March to 30<sup>th</sup> September 6.30 PM**

**B) 1<sup>st</sup> October to 28/29<sup>th</sup> February 6.00 PM**

### **6.2.5 LEAVE OR ABSENCE**

6.2.5.1 For leave or absence from hostels or leaving head quarters, the boarder shall obtain prior written permission from the respective Superintendent or Warden.

6.2.5.2 In case of girls the boarders shall also obtain written permission from Superintendent or Warden. The same should be submitted to the Matron.

6.2.5.3 Absence from the hostel beyond 6.00PM without prior permission of the Superintendent or Warden is considered as an act of gross indiscipline and misconduct and would invite heavy punishment. Such cases must be brought to the notice of the Dean / Principal by Matron.

**Repeated violation may lead to expulsion from the hostel and College**

### **6.2.6 CARE OF HOSTEL PROPERTY**

6.2.6.1 Boarders will be responsible for the safe upkeep of their rooms and the furniture and fittings provided to them. Damage or breakage of any hostel



property will invite heavy punishment. Such cases must be reported immediately to the Matron.

6.2.6.2 Any loss or damage caused to the Hostel property by any student must be made good by him / her. In case of un-identifying the offenders, who actually caused such loss or damage, collective fine may be imposed on all of them.

6.2.6.3 Students are expected to keep their rooms neat and tidy and maintain cleanliness all through. Spitting on walls, furniture, doors, etc. should be avoided and these should not be defaced with pencil / chalk marks, posters etc. or by indiscriminate driving of nails etc.

### **6.2.7 ELECTRICITY**

6.2.7.1 Use of electrical appliances like heaters, iron, table lamps, music system, etc. without permission is punishable. Any one using immersion heater or other type of heater may be fined Rs 5000/- and such appliance may be confiscated.

6.2.7.2 Cooking inside the room in the hostel is not allowed. Any body found cooking in his/ her room is liable to be severely punished.

### **6.2.8 SECURITY**

Boarders are advised not to keep any valuables in their rooms. They should take care of their personal belongings, and should be kept under lock and key. The college shall not be responsible for any loss on account of theft or carelessness.

### **6.2.9 VISITORS OR GUESTS**

No visitor is allowed into the hostel after 6 PM. Friends of opposite sex are not allowed into rooms at any hour. Visitors can meet boarders at the appointed place in the premises. A boarder keeping guest without permission of the hostel Superintendent / Warden is liable for punishment.

### **6.2.10 MEDICAL ASSISTANCE**

All cases of illness should be reported at once to the Matron, who will refer the matter to the warden. In case of emergency the boarder may be removed from the hostel till his / her recovery.

#### **6.2.11 MESS**

- 6.2.11.1 Boarders shall not remove common room articles, dining hall utensils, furniture and other articles of hostel from their respective places.
- 6.2.11.2 Mess charges must be paid regularly and immediately within 10 days of announcement of dues. **Mess is compulsory.** No food is served in the rooms of the boarders. However, on medical grounds, and on advice of the Doctor, he / she may be allowed taking food in the respective room with the knowledge of Matron.
- 6.2.11.3 The Boarder should behave properly to the hostel and Canteen staffs.

#### **6.2.12 DISCIPLINE**

- 6.2.12.1 A boarder shall be liable for expulsion from the hostel, if he / she is in the habit of staying away without permission or is negligent in studies or is found guilty of misconduct or indiscipline, by the Principal / Dean on recommendation of the Matron and warden.
- 6.2.12.2 Ragging of any kind in the hostel is an offence and hence prohibited. Any body detected in the act of ragging or reported for indulging in ragging will be liable for severe punishment. Such a student may be expelled by the Principal. Such cases shall be reported to the police for necessary action in view of the decision of the apex court.
- 6.2.12.3 The boarder must not take intoxicating drinks or any kind of intoxicants or indulging in gambling in the hostels or outside. For rowdy and indisciplined behaviour a boarder is liable to be expelled from the college.

- 6.2.12.4 Any meeting to be held in the hostel premises should have the prior approval of the Principal / Dean, who may give approval if such meeting is concerned with hostel affairs only.
- 6.2.12.5 No boarder is allowed to keep any fire arms, lethal weapons, poison or intoxicants of any kind in the hostel. In case, any body found with said items, disciplinary action as deemed fit shall be taken by the authority.
- 6.2.12.6 All kinds of shouting, violent demonstration, knocking or any other act of movement or behavior, which is likely to cause disturbance or annoyance to the boarder's/ neighbors, are strictly prohibited.
- 6.2.12.7 Quarrels and disputes with fellow boarders should be avoided. Boarders must not take the law into their own hands but must report all quarrels and disputes to the Matron immediately.
- 6.2.12.8 All the boarders must attend the class regularly in the college. Boarders are not supposed to be in the hostels, if their class work is going on.
- 6.2.12.9 Every boarder must be acquainted with all rules and regulations of the hostel. He / she must observe these rules strictly. Ignorance of rules will not be considered as an excuse.
- 6.2.12.10 A boarder found guilty of having committed breach of any of these rules shall be punished.
- 6.2.12.11 These rules may be changed, modified or altered at any time by the college.

## **6.3 COMPUTER LAB RULES**

### **6.3.1 Dos**

- 6.3.1.1 Student should sign in the Lab-monitoring sheet.
- 6.3.1.2 Student should prepare the program code before coming to the lab for the respective current assignment.
- 6.3.1.3 Student should work in the respective student directory only.
- 6.3.1.4 Student has to ask the faculty or lab assistant doubts regarding coding errors found during compilation and execution time.

- 6.3.1.5 Student should submit the lab records after completion of every assignment and get it signed by the concerned faculty.
- 6.3.1.6 Student should attend the lab on time & submit I-card before entering to the lab.
- 6.3.1.7 Student should maintain discipline and decorum inside the lab.
- 6.3.1.8 Student should shutdown the system properly, unless otherwise specified, before leaving the lab.
- 6.3.1.9 Student should shutdown the system as well as monitor five minutes after the power failure.

### **6.3.2 DO N'Ts**

- 6.3.2.1 Students should not tamper the system files.
- 6.3.2.2 Students should not delete or modify other files and folders.
- 6.3.2.3 Students should not handle other utilities and equipment except the allotted systems.
- 6.3.2.4 Student should not carry bags in the lab.
- 6.3.2.5 Students should not leave the lab during the lab time without the permission of the faculty or lab assistant.
- 6.3.2.6 Students should not talk to other students in the lab hours.

### **6.4 RULES FOR BROWSING INTERNET**

- 6.4.1 Students should bring their ID card along with Internet Browsing token.
- 6.4.2 Students are allowed for minimum of 30 minutes and maximum of 1 hour at a time.
- 6.4.3 Students should not open more than one site at a time.
- 6.4.4 Students should use the net for mailing and for browsing the sites related to educational document only.
- 6.4.5 Students may avail the internet Facility on first come first serve basis.
- 6.4.6 Violation of rules and misuse of the net will be viewed seriously leading to punishment.

### **6.5 INTERNET LAB REGULATIONS: FOR CAMPUS HOSTEL STUDENTS (AFTER 9 p.m.)**

- 6.5.1** Student shall book the slot in advance for slots after 09 P.M.
- 6.5.2** Student shall bring the I-Card (Specially issued for the purpose of library) during booking and usage time.
- 6.5.3** Students shall not chat.
- 6.5.4** Students shall book 1 hour per day.
- 6.5.5** Students shall use the net for educational purpose only and shall not open unauthorized sites.
- 6.5.6** Students found violating the regulations shall be liable to severe punishment.
- 6.5.7** Students shall come in normal dress.

## **7. Enrollment of Foreign Students**

USBM has been working on enrollment of foreign students. It has provisions for admission of foreign students in its student's handbook. The same is available at the institute's website for access of foreign students. Specific Staff have been assigned with the responsibility of such incumbents if any and facilitate the admission of foreign students.

The following provisions are there for foreign students:

### **International Student Admission Policy**

#### **1. International Students:**

- i. Foreign students: Students holding passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries.
- ii. Non Resident Indians (NRI) students: Non Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will also be included as international students.

#### **2. Eligibility Qualifications:**

- i. A candidate shall have completed 17 years of age on or before 31st December of the relevant year.
- ii. Candidates seeking admission to MBA program must have studied the subjects to Management in their graduation courses
- iii. Students should have passed the qualifying examination, as per the programme for which admission is sought, from a school/university located in a foreign country.
- iv. The candidate shall get equivalence certificate from Biju Patnaik University for Technology (BPUT), Rourkela, and Odisha, India
- v. The candidate should have all necessary clearances as mentioned in Point 4.

### **3. Clearances and documents required for admission of International Students:**

- i. Visa for foreign students: All international students will require a student visa endorsed to USBM for joining full time courses. No other endorsement is acceptable.. The visa should be valid for the prescribed duration of the program.
- ii. Visa for NRI student: Visa is not required for NRI students.
- iii. Equivalence Certificate as detailed in Point 4. v. Within a week of arrival in India, register with the police in the Foreigner Regional Registration Office (FRRO) of the local Police.

### **4. Admission Procedure:**

**Step 1:** International students should fill up the admission form on the Institute website.

**Step 2:** Students should upload the copies of certificates required as per the admission form and make the online payment. Thereafter the student will have to appear in an interview as per University admission process guidelines. This should be done well in time so that the student is able to obtain the visa and NOC before the due date for admission.

**Step 3:** Get the provisional admission letter from the International Students Office, in order to obtain the student visa.

**Step 4:** Produce the document of provisional admission to the Indian Embassy in the respective country and get a student visa endorsed to University. NRI students do not require a visa.

**Step 5:** Report USBM for Registration. Fill the regular registration form and submit it along with the following documents (in original along with a photocopy):

- a) Mark / Grade Statement / Transcript of the qualifying examination
- b) Transfer / School leaving Certificate from the Institute last attended
- c) Nationality Certificate in case of N. R. I / P.I.O / F. N. Nationality Certificate of Guardian in case of P. I. O
- d) A photocopy of their passport - duly attested by a notary
- e) Physical fitness certificate from a registered physician
- f) Medical Insurance of the student for the programme tenure

**Step 6:** Undergo medical examination at the Government Hospital Bhubaneswar and obtain medical fitness certificate.

As per government rules, all international students entering India on a student visa have to be tested for HIV and will not be given admission if found to be positive.

**Step 7:** Appear for the proficiency test in English conducted by the university or submit scores of TOEFL or IELTS. Scores from ALL of these tests are valid for two years.

**Step 8:** Admission of international students will be confirmed only after verification of original certificates, medical fitness test and payment of required fees.