



REGIONAL COLLEGE OF MANAGEMENT (AUTONOMOUS)

Chapter – I

About RCMA

1.1 The Institute

Regional College of Management (RCMA) is an autonomous Business School approved and recognised by AICTE, Ministry of HRD, Government of India and affiliated to Biju Pattanaik University of Technology (BPUT), Odisha Established in 1982, it is the oldest management institute in the State of Odisha and one of the premier B-Schools of Eastern India. RCMA has been accredited by NBA of AICTE for both MBA and MCA programme and also accreditation by NAAC of UGC apart from being ISO 9001-2008 quality certified institute. The institute is second in the country and third in South Asian Countries to receive a unique distinction for its quality education and research to receive International Accreditation by Accreditation Council for Business Schools and Programs (ACBSP), USA. ACBSP is approved Accrediting Body of Council for Higher Education, America (CHEA), which provides accreditation to business schools and programmes throughout the USA and the World. RCMA has received candidacy of European Quality Improvement System (EQUIS). The institute, since its inception, has developed immensely in all areas right from infrastructure to the quality of education. Over the years RCMA has taken great strides in the field of Management education, Computer application & Tourism and has focused on developing business leaders. RCMA is now recognized as one of the best and most respected business schools for its passion for innovative education.



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1.2 The Campus

Located in serene environment of institutional area of the Temple city of Bhubaneswar. The campus is only 6 kms. from railway station and 9 kms from the airport. The temple Lord Jagannath in the campus provides spiritual and divine ambience to the institute. RCMA Campus building, garden which received state level prizes in consecutive years for the best maintained garden among all professional colleges in Bhubaneswar, the capital city of Odisha. It is situated in the most peaceful area of the Temple City known as the institutional Area of Bhubaneswar amidst Infosys, Satyam, Software Technology Park and other MNC firms.

The institute is worthy of its state of the art environment friendly (no-smoking) campus which contains class rooms and lecture theatres with modern teaching infrastructure, an iconic library with more than 40,000 books/reports along with 2500 leading online e-journals on management and IT, an advanced IT laboratory, a world class communication lab, convention centre, residential facility for boys and girls (Girls hostel is safely embedded inside the campus), canteen, food joint, cafeteria and coffee corner, Wi-Fi connectivity, etc. In nutshell, the campus provides all the amenities required for a student to pursue academic activities without any difficulty.

1.3 The Faculty

In addition to excellent academic credentials & our professors & faculty members possess experience as entrepreneurs, consultants and business leaders, which bring practice closer to the classroom. Moreover, they adopt modern interactive teaching methodology to ensure student involvement in the learning process through simulation and case studies, presentations, news analysis etc.



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1.4 About the Handbook

The Students Handbook reflects the policies and regulations of the Regional College of Management Autonomous, Bhubaneswar, as they apply to all the students of the College. The Rules furnished in this Handbook shall come into force with effect from the First Day of July in the Year Two Thousand and Ten.

Chapter – II

Board of Governors

No.	Name of the Member	Status
01	Sri Lalatendu Bidyadhar Mohapatra Ex-M.L.A. and Eminent Social Worker	Chairperson
02	Dr. Prasanna Kumar Patasani Educationist	Member
03	Sri Sreedhar Das Industry Expert	Member
04	Prof. Barun Dandpat Eminent Academician	Member
05	Sri Santosh Das Social Worker	Member
06	Sri Sandeep Gautam, B Tech. Director, Heavy Packers Pvt. Ltd., Industry Expert	Member
07	Prof. (Dr.) Sujata Mangaraj, Dean, MBA, RCMA Senior Eminent Academician	Member
08	Prof. L N D Panda, Dean, MCA, RCMA Senior Eminent Academician	Member



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09	Prof. Sanchari Roy Mukherjee Dept. of Economics, University of North Bengal, WB Nominee from UGC	Member
10	Prof. P K Mohanty Director, Curriculum Development Nominee from BPUT	Member
11	State Government Nominee	Vacant
12	Prof. (Dr.) Prabir Pal Director, RCMA	Member Secretary

Chapter – III

Library

Gyan Sagar (The Learning Resource Centre)

Library collection is in accordance with the needs and demands of the users. In keeping with the vision and mission of the institute, the library has been established “to facilitate knowledge generation and its application through effective dissemination”. The library acts as the main learning resource centre of the institute and provides services and facilities to meet the requirements of the institute’s teaching, training, research and consultancy programmes. The institute through its digital library “Gyan Sagar” provides assistance to faculty members in integrating technology into their teaching, including consultancy, MDP, Training and course design. It is well stocked with a wide range of books, journals, newspapers, statistical year books, projects and periodicals. The library has acquired a collection of over 40,000 books/reports. There are over 10000 titles encompassing rich references in accounting, HR, marketing, international business, information technology, communications, strategic marketing, operation research and advertising etc over 2500 leading online journals are available in the library on management and IT.



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Books and materials are issued using library- Information System (IS). This IS makes use of the latest bar-code technology. Photocopying and fax facilities are available in the library. The library IS also helps us to order more copies of the material in greater demand. Library services include CAS and CDS services.

The e-library provides a single-window access to all the electronic resources subscribed by the library. Efforts are on to provide a world-class online library system in the area of business related information. Cutting-edge technologies are used to make, relevant business and management information available on desktops. The e-library is accessible across the campus network. The completely enabled library has an automated interface that allows the students and researchers to locate and access information and reference material via computerized search facility. Library information system is operational for more than 14 hours a day and it is planned to offer round-the-clock services very soon. We are slowly moving towards a completely digital world of books and journals that can be accessed from any authorized computer in the campus or outside.

The Institute consistently invests in books and subscribes to latest journals and databases for the benefit of the students and faculty members. The library is managed by a librarian, assistant librarian and supporting staff.

Rules & Regulations

- 1) No book can be taken out of the library without the knowledge of the person in charge of the issue counter and until it has been properly recorded in the issue register and the entry attested by the borrower.
- 2) Each borrower must examine the condition of the books before they are issued otherwise for any mutilation noticed altered and will be the responsibilities of the borrower.
- 3) Books should be returned within the period allowed to a borrower.
- 4) When the date for the return for the book falls on an authorized holiday it should be returned to the library on the following working day.
- 5) All books belonging to the Library and in possession of borrowers, should be returned to the Library before the college closes for the long vacation and before the date so notified for the purpose.
- 6) A borrower having a Library book in his possession should return it to the Library as soon as he receives a requisition notice.



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- 7) No marginal or other notes or marking shall be allowed on the library books nor shall any picture or page be removed or torn or otherwise disfigured. Students damaging any book in any manner will face penalty.
- 8) The Librarian will report to the Authority the name of the persons responsible for improper use of the Library books.
- 9) Although restrictions are not ordinarily placed on the issue of books from the Library, the authority reserves the right to stop the issue of certain books to all or some intending borrowers without assigning any reason.
- 10) A borrower against whom any fee or charge is outstanding shall not be allowed to borrow books from the Library.
- 11) If any borrower keeps a library book in his/her possession beyond the time allowed for the purpose, no more books will be issued to him/her until the book is returned to the Library.
- 12) All those who happen to be inside the Library or in its precincts are expected to observe silence and maintain discipline.
- 13) The Library should not be used for any purpose other than reading or consulting books and periodicals.
- 14) Articles not concerned with the study of books should not be brought into the Library.
- 15) Spitting, smoking, sleeping, eating, loitering, gossiping inside the Library and putting one's legs on the Library furniture are strictly prohibited.
- 16) Cases of incivility either on the part of library users or on the part of the Library staff or of any unauthorized person who might happen to be inside the Library should at once be reported to the Librarian.
- 17) Any unauthorized person forcing his way into the Library may be turned out of the Library by the Library Staff.
- 18) A book once issued to a borrower may be reissued to him, only when nobody else wants to take the books. Books before being reissued should be presented before the Issue Counter for necessary entries in the register.
- 19) Books issued to students shall be kept on record in the Library cards, which will be given to them after key are admitted to the Institution.
- 20) The time allowed to borrowers and those specially permitted by the Principal is 15 days beyond which a fine of Rs. 1 per book per day will be charged upto a maximum period of 15 days. Thereafter a fine of Rs. 5.00 per book per day will be levied till the book is returned.



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- 21)** Any book lost, damaged or defaced by a borrower must be replaced by him. If the book is one of a set or a series and the volume can not be obtained single, the whole set or series must be replaced at the reader's cost. If the book is rare or irreplaceable, the borrower must be made to pay three times the cost of the book.
- 22)** In those cases where the price of the lost book can not be ascertained, the student should pay as compensation an amount fixed by the Library Advisory Committee.
- 23)** A person who takes a book from the Library is supposed to abide by the rules. Ignorance of the Library rules will be no excuse for the breach of any rule.
- 24)** Library books are not transferable.
- 25)** For use in the reading room, ordinarily one book at a time may be issued to every student on a call slip. The Librarian may issue more than one book if he thinks it absolutely essential.
- 26)** If a student loses his Library Card, a duplicate Library Card shall be issued to him on making an application to the Principal and on payment of a fine of Rs.5.00 for the issue of the duplicate Library card.
- 27)** If the students deliberately ignore the Library notice to return the long outstanding borrowed books, the matter will be referred to the Dean for appropriate penal action.
- 28)** In special cases if the authority feels the student to be a disturbing element, he/she may be disallowed entry into the Library.

Chapter – IV

Computer Laboratory Creative Vision

In consonance of the Institute's academic mission, computing lab 'Creative Vision' provides technology expertise resources, and services directly to students and faculty, and to other stakeholders. The Computer Lab has over 250 P4 machines & 110 other machines with latest software tools, fully net-live (with some sites fire walled) is operational from 7.00 am to 8.00 pm. The computer labs are equipped with IBM and Compaq machines and high speed



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Proliant servers. The facility is backed by 100% power supply. Some of the software and OSs used in the facility include: Windows 2000, Windows NT, MS Office XP and UNIX, Licensed software like DB2, Visual Age for JAVA, Web sphere, Application Server, Visual Studio, Oracle 8i, VPOP and the like. “Creative Vision” computing lab provides information on the use of technology in teaching and learning environments; operating and managing classrooms, library and multimedia computer clusters in various locations inside and outside the institute and a computer cluster in the RCMA girls Hostel. It provides faculty-specific computing resources. It also provides technology support to “Gyan Sagar” the library services; operates hostel computing clusters and services; and supports the RCMA course management system.

Labs established in the campus are:

Programming Lab

- 1) 60 IMB Systems: P-IV, 2.6GHz, 256 MB RAM, 40 GB HDD
- 2) Is served by an IBM Xeon Server with the configuration of 2.6 GHz, 1GB RAM, 73.4 GB X 3 HDD (Hot Swap)
- 3) Is powered by an IBM Server with the configuration of 2.4 GHz, 512 MB RAM, 40 GB HDD uses Oracle 9i enterprise version.
- 4) Open GL Software has been installed to carryout practical assignments.
- 5) Internet Lab
- 6) 40 HP Systems: PIV, 3.20 GHz, 512 MB RAM, 160 GB HDD

Laptop Park

- 1) Facility is provided to students to use laptop in the laptop park
- 2) The number of registered laptops is 470
- 3) CCNA Lab

Wi-Fi

The server room of the campus is located on the ground floor as a part of computer laboratory. ISP connections, either through radio modem and/or through OFC* are terminated here. They are in turn connected to a fire



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wall, which is a part of the campus network. All the buildings are connected through OFC cable from the server room. Each building has got a mother switch which is connected to various access point located at convenient locations of the building. Some of the access points are directly in line of site with the open space of the campus. Hence, wireless connectivity to server and internet is available throughout the campus.

Rules & Regulations

- 1) Before entering the computer laboratory, footwear are be removed and kept in order in the space provided for his purpose.
- 2) Bags must be kept in the space provided near security counter.
- 3) Sign on, with the required information on the laboratory.
- 4) There will be time slots allotted to each group, to be followed by the students.
- 5) Students are advised to maintain discipline and silence within the laboratory. Indiscipline, misconduct and gossiping would attract punishment.
- 6) Before taking any printout, students are required to take permission from the laboratory in-charge and enter in the register. Stationary for printing should be provided by the student or paid for.
- 7) Any hardware and software problems are to be recorded in the faculty register.
- 8) Maximum time period for using the net is 60 minutes per student per day.

Dos

- 1) While working on computer, students are advised to use their own password and user code. Accessing other's login is an offence.
- 2) At the end of the session, the user should logout properly before shutting down the system; else system files may get corrupted.
- 3) Before closing of each session, the students can save and logout their login name and its maintenance is your responsibility.
- 4) In case a student requires to take the backup of his files, he should request the Lab. in charge for this purpose.

Don'ts

- 1) Floppies and CDs are not allowed inside the laboratory.



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- 2) Smoking, chewing beetle-nut, beverages and any kind of eatables are not allowed inside the laboratory.
- 3) Students are not allowed to enter the programmer's room or server room.
- 4) Using laboratory facilities for personal use are prohibited.
- 5) Ratio of terminal to student is 1:1. Sharing of a terminal by more than one student is not allowed.
- 6) Chatting through net is strictly prohibited.
- 7) Any other use of systems except for the purpose related to study is strictly prohibited.
- 8) Mobile/Cell Phone should be switched off.
- 9) Students are advised to adhere to the rules and regulations of the "Creative Vision" and obey instructions of laboratory in-charge or faculty.



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Chapter – V

Academics

Students may refer the **Academic Regulation and Syllabus booklet** for Trimester wise Papers Summary, Detailed Syllabus, Annual Calendar, Institute Holiday List and Evaluation Criteria. The rules and regulations relating to examination are furnished below.

Examination Rules & Regulations

- 1) Students should maintain total silence during examinations & are not permitted to talk to each other in the examination hall.
- 2) Providing help or receiving help in any form or manner is strictly prohibited during the examination.
- 3) Any type of indication on the answer book in the form of a picture, diagram, line, dot etc. including writing the Roll no. at any other place except the one appropriate for it, will result in expulsion from the exams for two chances.
- 4) No Candidate should leave the Hall without prior permission of the invigilators at any time in general & before an hour after examination starts in particular.
- 5) Candidates should not write anything on the question paper or Admit Card.
- 6) a) Each candidate shall be checked at the entrance to examination centre & in examination hall during the course of examination as & when Centre Superintendent considers it necessary.
b) Candidates refusing to submit to the check at the entrance shall be refused entry to the examination. Those refusing to submit to the check in the examination hall shall be liable to instant expulsion.
- 7) No candidate shall leave the examination hall earlier than 10 minutes before the warning bell without submitting the answer book.
- 8) It is the duty of the candidate to hand over the Answer book to the invigilator before leaving the hall.
- 9) If a candidate is found with any paper connected or not with examination, he/she shall have to surrender it to the invigilator on



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demand & make a written statement thereof, if necessary. Refusal to surrender the material or to make a statement shall render the candidate liable to instant expulsion from the centre of examination. Copying in any form is strictly prohibited.

- 10)** Candidate wishing to say anything should stand up in his/her seat & remain standing until an invigilator comes to him/her. He/she should on any account leave the seat or make any noise to draw the invigilator's attention.
- 11)** Candidates are required to behave properly & maintain absolute discipline inside & outside the examination hall. Any candidate accused of misconduct inside or outside the examination hall shall be seriously dealt with & would be liable to expulsion from the examination and/or any other punishment deemed suitable by the Centre Superintendent.
- 12)** Persons unconnected to examination shall in no account be allowed to enter the examination hall. If a candidate of any other examination of the college or student of other discipline attempts in supplying incrementing material or enter the hall to help the examines in any other manner, he shall be liable to expulsion from the college or debarred from appearing in examination or receive any other punishment deemed by the Examination Superintendent.
- 13)** Infringement by the candidate of any of the above rules will render him/her liable to expulsion from examination hall by the centre superintendent.



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Chapter – VI

Placements

The Institute's Placement Division is headed by Associate Dean. Placements supported by a team of Placement Officers and executives who are entrusted with vital responsibilities of arranging final placement for the students.

The Placement Division works round the year in contacting prospective recruiters, sending placement brochures with institute and student profile, arranging pre-placement talks by the recruiters, pre-placement briefing sessions with the standards with the help of senior faculty members from respective functional discipline.

The Placement Division also arranges C.V. updating, written test and group discussions etc.

The placement record of the institute has over the years been excellent with more than 90% students placed in various manufacturing, service sector and Software / I.T.

6.1 Summer Internship Programme

Summer Internship Programme (SIP) for MBA and PGDM students are looked after by SIP cell headed by a Senior Faculty member assisted by two executives. The faculty members of different functional areas are involved in guiding the students on topic of research & study, research methodology, data collection, and analysis.



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Faculty guide keeps close contact with corporate / industry guides for regular progress of the Internship programme and visits the industry to identify the area of study relevant and useful to the industry.

Usually as per academic schedules the students of MBA and PGDM programmes undertake SIP on completion of their third trimester and the duration of SIP is for mandatory eight weeks, where the students are exposed to real-life business experience in corporate sector and fusion of theoretical knowledge and its practical application.

6.2 Final Placement

About 100 companies regularly visit the institute and recruit students of Management. The placement cell organizes pre-placement talks right from the 4th trimester, so that a student acquires knowledge about the company in advance so as to prepare himself/herself for the selection process. The faculties also play a proactive role to help the students in the final placement. Past records show that more than 80% of students get suitable jobs before completing their studies.



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Chapter – VII

General Rules & Regulations

7.1 Institute's Working Hours

The institute's working hours are usually from 8 a.m. to 8 p.m. from Monday to Saturday during which time classroom lectures, Lab work, personality growth classes, seminars, etc. are conducted. On special occasion the faculty and students are asked to stay beyond normal hours and even come on Sunday and holidays as per exigencies.

7.2 Notice

The notice boards are to be used by the authorized persons to give relevant information concerning their areas of responsibility.

- 1) No student shall put up any notice on the board without authorisation by the competent authority.
- 2) No notice should be taken off from the board when it is still relevant.
- 3) All notices will be available in the Director's office for reference for a period of one year from the date of issue.
- 4) Not having read a notice is not sufficient excuse for any information not received by the students.
- 5) Disfiguring or destruction of notice will be treated as a punishable offence.

7.3 Identity Card

All the students are provided with the Students' Identity Card issued at the time of registration as a new entrant to the Institute. The students must display their respective Identity Cards while inside the campus. In absence of the Identity Card, they may not be allowed to attend any official activity in the capacity of a student. In case of loss of the same, they have to pay Rs.100/- as necessary re-issuance charges.

7.4 Attendance



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No student shall remain absent from the classes without prior written permission from the Dean / Director. If a student remains absent for a period of 10 days without the above permission he/she will be deemed a deserter and his/her name will be struck off the students' rolls of RCMA. The student shall be reinstated only on a satisfactory explanation given by him/her to the Director and payment of the readmission fees of Rs. 6,000/- (Rupees Six thousand only). Apart from that, all unauthorised absence will have a reflection in the evaluation.

A minimum of 75% attendance is necessary for appearing in End-Term examination. However in case of serious illness, minimum attendance percentage can be relaxed to 65% on production of medical certificate from authorised medical practitioner.

7.5 Holidays

Students are entitled to enjoy the holidays which are listed in the Academic Regulation and Syllabus booklet or on other days notified by the competent authority.

7.6 Leave

Students are generally not entitled to take any leave. However, in case of extreme emergencies, they may be granted leave on prior approval basis. The application must be made through proper channel which routes through Section Co-ordinator and course Co-ordinator and is approved or by the Dean / Director.

7.7 Dress Code

Dress code forms an essential element for the purpose of look and presentability as a budding Manager. A student must be meticulous in choosing his/her dress so that it should not reflect any shortcomings in their behaviour as a future corporate executive. However the students must wear the institutes presented dress / uniforms while attending classes, seminars, presentations and placement.

7.8 Fees



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Payment of tuition fees as well dues must be made in time. All payments are to be made by Demand Draft or a Bankers' Cheque in favour of **Regional College of Management** payable at **Bhubaneswar**. A late fee will be applicable under the following conditions.

- 1) For a 7 day delay the fine charged will be 5% of the total amount due.
- 2) For a delay between 8 to 14 days, 10% of the total amount due.
- 3) For a delay between 15 to 30 days, 25% of the total amount due.
- 4) Non payment of dues and/or fines beyond 30 days will invite suspension from RCMA. The person will be readmitted only on payment of dues and fines and the readmission fees of Rs. 6,000/- (Rupees Six thousand only) at the discretion of the management.
- 5) RCMA reserves the rights to modify the above rules as when required.

7.9 Discipline

Regional College of Management attaches great deal of importance's to discipline, honesty, integrity and operationalization in academic and personal life of a student. The students are expected to explicit and practice high sense of morality of responsibility and commitment.

The following will constructed breach of discipline and will attract punishment, penalties and may even result as expulsion from the institute and hostels.

- Proven case of gross misconduct
- Providing false and fictions information / data to the institute
- Habitual late attendance
- Indulging physical violence, riotous, behaviours, causing damage to company property
- Creating or promoting parochial feelings who causing dis-harassing among the students & shall of the institute



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- Smoking & consuming alcoholic beverage in institute premises like classrooms, library, laboratory, computer centres, hostels etc.
- No students will be allowed to come to the campus or hostel in an inebriated condition
- Not showing proper respect & etiquettes to seniors
- Theft, misappropriation of money
- Causing, abetting and organising unlawful assembly to create disturbance

7.10 Conduct

RCMA considers student's conduct as an important ingredient of discipline. Purposeless movement either individual or in groups, congregation with malafide intention are strictly prohibited this sort of activities give a wrong signals to the outsiders and visitors and tarnishes the good image of the institute. A culture of respect to faculty members, staff and seniors is nurtured and sustained and students must exhibit good mannerisms, etiquettes on and campus.

7.11 Smoking

Smoking is strictly prohibited in the administrative building, classrooms, library and Computer Centre. Consumption of alcoholic beverages is prohibited in the RCMA premises at all times. No student will come to the campus in an inebriated condition.

7.12 Mobile Phone

Use of Mobile Phone is strictly prohibited inside the Class Rooms, Library, Computer Laboratory or other Administrative wings, Students must be very cautious about the use of Mobile Phone. Violation of this rule is considered as breach of discipline and attracts fine or penalty.

7.13 Girls' Hostel



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The girl students residing in the institute's hostel are required to strictly abide by the hostel rules as may be notified from time to time during their stay in the hostel. The girl students should return to the hostel by 7.30 P.M. They should not leave the hostel after 7.30 P.M. Since the hostel is located inside the campus, the students are required to ensure climate of silence for conducive of academic environment. Any disturbance including playing loud music will be strictly viewed.

7.12.1 Change of Hostel

Students should not change their officially allotted hostel rooms without prior written permission from the Hotel Superintendent.

7.12.2 Visiting Hours

Visitors including parents or guardians are not allowed in to the hostels and rooms. The visitor hours are between 5 pm. to 7.30 p.m.

7.12.3 Discipline

Every student is expected to conduct herself in a disciplined manner. A sense of responsibility towards other students as well as towards hostel property should be the hall mark of life inside the hostel. The following cases would amount to breach of discipline and will attract punishment. The nature of the punishment will be decided by the institute's authority.

- a) A case of gross misconduct.
- b) Absence from the hostel without prior permission.
- c) Destroying/damaging the property of the hostel.
- d) Misbehaviour with other students and staff of the hostel.
- e) Disfiguring walls and furniture etc. of the hostel.
- f) Creating any kind of parochial feelings leading to disharmony among students and staff of the institute.
- g) Any breach of the Hostel rules.
- h) Students are required to collect hostel clearance certificate from the Hostel Superintendent on completion of the programme and hand-over the possession of the room occupied along with the furniture, fixtures and other articles supplied to them during their stay to the Hostel Superintendent directly.



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- i) Students who wish to accommodate a female guest / relation over night in the hostel will have to seek prior permission of the Hostel Superintendent. The student must inform in advance the name of the guest and her relationship with the guest.
- j) In case a boarder wants to visit her native place or visit a relative, she should obtain prior permission of the superintendent.

It any deviation from the above rules comes to the notice of the hostel / college authorities' suitable disciplinary action will be taken against the boarder.

7.14 Canteen

The Institute has centralised canteens along with a snacks corner, fruit juice stall and coffee corner for the use by the students.

7.15 Use of Notice Boards

Institutes' notice boards are strictly used by authorised officials only to display relevant information / circulars.

- No student is allowed to put up notice on the notice board without any authorisation from the competent officials
- No notice already put up by the institute can be taken off from the board which is still relevant
- All notice put on the Board will be preserved kept for a period of one year in the office of Director / Dean which will be made available for reference
- Ignorance of any relevance notice is may an excuse for students for any acts of omission or commissions



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- Disfiguring or destroying the notices will be treated as punishable offence

Chapter – VIII

Anti–Ragging Policy

8.1. Zero Tolerance Policy

The institute follows Zero Tolerance Policy towards ragging. Ragging is not tolerated in any form under any circumstance.

Exemplary punishments will be meted out to the students found indulging, abating, instigating the ragging.

Besides lodging FIR with police authorities for initiating criminal proceedings, the institute take immediate action including rustication and expulsion of the student found guilty.



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8.2. Actions to be taken against students for indulging in and/or abetting ragging

- a) The punishment to be meted out to the persons indulged in ragging, abetment to ragging and instigation of ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
- b) In every single incident of ragging, a First Information Report (FIR) will be filed without exception by the institution with the local police authorities.
- c) Depending upon the nature and gravity of the offence as established, the possible punishments for those found guilty of ragging shall be any one or any combination of the following –
 - 1) Suspension from attending classes
 - 2) Withholding/withdrawing scholarship/fellowship and other benefits
 - 3) Debarring from appearing in any test/examination or other evaluation process
 - 4) Withholding results
 - 5) Debarring from representing the Institute in any regional, national or international meet, tournament, youth festival etc.
 - 6) Suspension/expulsion from the hostel
 - 7) Rustication from the Institute for period ranging from 1 to 4 terms
 - 8) Expulsion from the Institute and consequent debarring from admission to any other institution
 - 9) Fine of Rs.25,000/- (Rupees Twenty Five Thousand)



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Chapter –IX

Student Committees

There are six different student committees

- 1) Academic Committee
- 2) Discipline Committee
- 3) Cultural Committee
- 4) Placement Committee
- 5) Infrastructure Committee and
- 6) Alumni Committee

Roles and responsibilities of Committees

9.1 Responsibilities of Academic committee

- a) To ensure the conduct of classes as scheduled.
- b) Ensure session progress as per the designed plan.
- c) Help faculty members in conducting case studies as per the slots.
- d) Help faculty member in conducting Continuous Assessment.
- e) Arrangement of tutorial/ doubt clearing classes as and when required.
- f) Preparing the agenda for the meetings making the minutes of proceedings.

9.2 Responsibilities of Discipline committee

- a) Ensure availability of students before the arrival of faculty member in the classroom.
- b) Adherence to Code of conduct of students in all respects.
- c) Helping faculty members in maintaining attendance records of students.
- d) Preparing the agenda for the meetings making the minutes of proceedings.

9.3 Responsibilities of Cultural committee

- a) To coordinate with Faculty in charge of cultural programs for planning and execution of various programs.
- b) Organising resources and venue, distribution of invitation to all invitees, preparing a report of all the cultural activities.



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- c) Coordinating the events.
- d) Invitation and hospitality of judges and guests.
- e) Hosting / anchoring the event.
- f) Preparing the budget and maintaining the account of expenditure and reporting if any in consultation with the faculty member in charge.
- g) Preparing the agenda for the meetings making the minutes of proceedings.

9.4 Responsibilities of Placement committee

- a) Coordinate with faculty member in charge of SIP with respect to
 - i) Students' preference of organizations and location for SIP;
 - ii) Communicate to the class regarding the SIP rules and regulations, availability of SIP opportunities and vacancies in various organizations;
 - iii) Inviting corporate executives for discussions and seminars at the institute.
- b) Coordinate with Placement officer and placement cell regarding the companies visiting, positions and vacancies.
- c) Coordinating for Pre Placement talks.
- d) Coordination with communication department for pre placement training inputs and soft skill development.
- e) Preparing the agenda for the meetings making the minutes of proceedings.

9.5 Responsibilities of Infrastructure committee

- a) Keep track of facilities in classroom and report repair and maintenance requirements to Faculty in charge for Infrastructure.
- b) Make follow up of works requested.
- c) Preparing the agenda for the meetings making the minutes of proceedings.

9.6 Responsibilities of Alumni committee

- a) Keep in touch with Faculty in charge of Alumni Cell and support him in exchange of information from and to alumni cell.
- b) Make sub committees for alumni meet and extend support.
- c) Keep track of alumni and provide their information to alumni cell.
- d) Preparing the agenda for the meetings making the minutes of proceedings.



REGIONAL COLLEGE OF MANAGEMENT (AUTONOMOUS)

Chapter –X

Other Rules

10.1. Statute of Limitation

It is expected that an applicant admitted to the MBA Programme will begin his/her study during the year she/he receives the admission. Those who fail to join the programme after confirmation of admission may be required to reapply before they can start the program. The MBA programme must be completed within 2 years from the date of the beginning of the programme. Any extension beyond the stipulated two years for the MBA has to be recommended by the faculty committee and approved by the Director.

10.2. Interpretation of the above Rules

Wherever the rules are not clear or there is no specific mention of responsibilities and obligations by the students or by the institution, the matter will be decided by the institution and the decision of the institution would be final. (The management reserves the right to amend, delete or substitute any of these rules without prejudice which would be brought to the notice of the students through notice board of the institute)

10.3. Jurisdiction

Any dispute on the above rules is subject to the jurisdiction of the courts of Bhubaneswar.