

Estd . 1964
Celebrating



and Beyond

BHARATI VIDYAPEETH
Founder Hon'ble Dr. Patangrao Kadam

**STUDENT HANDBOOK
MCA
2017-2018**



Bharati Vidyapeeth's
Institute of Management and Information Technology
Navi Mumbai

“Social Transformation through Dynamic Education”

Quality Policy

The Institute shall focus on developing professionals who are **technically sound, ethical and socially responsible.**

Vision

Providing high quality, innovative and value-based education in information technology to build competent professionals.

Mission

M1. Technical Skills :- To provide solid technical foundation theoretically as well as practically capable of providing quality services to industry.

M2. Development :- Department caters to the needs of students through comprehensive educational programs and promotes lifelong learning in the field of computer Applications.

M3. Ethical leadership:- Department develops ethical leadership insight in the students to succeed in industry, government and academia.

Programme Educational Objectives

PEO 1: Practice software engineering approaches to develop software to meet user's requirements.

PEO 2: Excel in professional career and/or higher education by acquiring knowledge in mathematical, statistics, management and computer applications.

PEO 3: Exhibit professionalism, social and ethical attitude commitments leading to lifelong learning, communication skills, team work and research.

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Dr. Patangrao Kadam

Founder: Bharati Vidyapeeth [1964]
Founder Chancellor: Bharati Vidyapeeth
(Deemed to be University), Pune

Prof. (Dr.) Shivajirao Kadam
Chancellor Bharati Vidyapeeth
(Deemed to be University),
Pune





Hon'ble Dr. Vishwajeet Kadam
(B.E., MBA, Ph.D.)
Secretary
Bharati Vidyapeeth, Pune

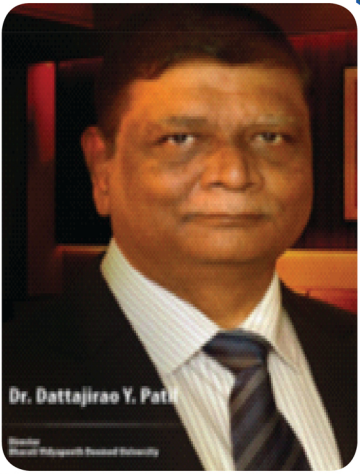
At the very outset, I on behalf of Bharati Vidyapeeth, Pune would like to wish all the students of BVIMIT, Belapur, Navi Mumbai a very challenging and successful career. BVIMIT with its experienced and qualified faculty; excellent infrastructure and instructional facilities will definitely enable you to be corporate ready and be worthy assets to the nation and the corporates where you will serve.

Bharati Vidyapeeth has a rich legacy and has adopted a unique vision of Transforming Society through Dynamic Education. All our endeavors is to uplift the students and make him an instrument of change. Bharati Vidyapeeth with decades of expertise in the educational field across varied disciplines has the richness and depth of eminent business schools, yet, every student receives individual attention and concern.

I appeal to all our learned faculty to groom the students of IMIT Belapur, Navi Mumbai for achieving excellence so they not only excel in their professional life but be good citizens and contribute to the progress of our mother land.



DR. VISHWAJEET KADAM



Dr. Dattajirao.Y.Patil Director BVIMIT Belapur, Navi Mumbai.

Dear Students,

With a strong focus on enhancing and grooming the students for developing their skills and attitude for shaping their future, this year witnessed many events at BVIMIT with emphasis on Collaboration, Team work, Industry Interface, Synergy Skill Building and Career Development.

At BVIMIT, learning becomes a wonderful experience, using a mix of Exploration, Exchange, Interaction, Sharing and Caring. The team of dedicated faculty members plays an important role providing the right stimulus, provoking thought and encouraging exploration.

I am proud to state that our alumni have been placed with leading organizations in India and abroad. I believe that with this vigorous and hard team work, we will take our Institute to greater levels of excellence.

Dr.Dattajirao.Y.Patil
Director

ABOUT US

Bharati Vidyapeeth's Institute of Management and Information Technology

Bharati Vidyapeeth is an institution planted in the year 1964 by our founder Dr. Patangrao Kadam. Today it has created history by establishing 142 educational institutes imparting education from the pre-primary stage to post graduate stage, within a short span of 39 years. At Bharati Vidyapeeth, our objective has been to contribute to intellectual awaking and social transformation in different spheres such as education, economic, social & cultural fields in India and more particularly in Maharashtra. Information Technology has invaded our society in a very significant manner.

To keep pace with the modern times, the year 2002 marked the establishment of Bharati Vidyapeeths Institute of Management & Information Technology. At BVIMIT, we impart I.T. Management education to meet the demand of the I.T. Industry. At BVIMIT, learning becomes a wonderful experience, using a mix of Exploration, Exchange, Interaction and Imparting knowledge to churn the students for the industry. This also prepares the students to handle the day to day complex problems arising in the IT sector and perform outstandingly in the IT world by imparting the requisite skill sets and adding value to the student.

The institute always has considered the growing need of the faculty members in the area of their studies. To fulfill the gap the Institute conducts FDP's for faculty development. The institute has highly qualified faculty members as per the requirements. The essential strong pillars of the institute are its illustrious alumni, exemplary students, outstanding full time faculty and numerous visiting faculty members from the corporate and industry.

PROGRAMMES

MCA

Master of Computer Applications (MCA) is a three-year (six semesters) professional Master's Degree in computer science awarded in India. The course was designed to meet the growing demand for qualified professionals in the field of Information Technology. It is a postgraduate course that can be taken up after obtaining a Bachelor's Degree. The MCA programme is inclined more toward Application Development and thus has more emphasis on latest programming language and tools to develop better and faster applications.

MCA was introduced in BVIMIT in the year 2002. It is three year full time programme affiliated to the Mumbai University approved by AICTE with the intake of 120 students. Spanning over six semesters, the course not only includes subjects that give a good grounding in the IT concepts, but also includes management oriented papers like 'Principles of Management, etc, thus preparing the student to be more competent to face the dynamic corporate world.

Ph.D. in Computer Application

BVIMIT also offers Ph.D. programme in computer applications, affiliated to University of Mumbai and has two guides.

PUBLICATIONS

Our institute is having the following publications which are also made available on the institute's website.

Prabhat Newsletter

It is a bi-annual newsletter with its inception in the year 2017 and is published by the institute. It has the tagline Tech Rising Star, which focuses on the latest or upcoming technologies in the IT world. The institute has a strong editorial board with faculties and students which motivates the students to participate by writing articles on the advanced technologies.

Technical Magazine

It is an annual publication where best five research papers of students are published. The magazine provides the students with a great reading with a wealth of knowledge and thus promoting research practice in them..

Glimpses of BVIMIT

Each year BVIMIT conducts several Co-curricular and Extra Curricular activities for the students. 'Glimpses of BVIMIT' is an annual magazine which highlights all these activities conducted and performed by the students in an academic year.

IMIT Diaries

It is an annual magazine which provides insight about the faculties, various activities conducted such as curricular, co-curricular performed in the institute. The magazine is intended to provide the students with basic information about services as well as policies and procedures related to their rights, responsibilities, and conduct as a student and a member of our campus community.

Placement Brochure

It is an annual magazine containing the detailed information about the final year students

UNIQUE EVENTS

Manthan

It is an annual intercollegiate fest being organized by Institute. Each session witnesses more than 30 colleges from Mumbai and Navi Mumbai and more than 300 students participate in the fest. Apart from various sports competitions there was a plethora of IT, management and cultural events. This helps students to get the practical insights of event management.



Milan

The annual alumni meet “Milan” is to re-unite the ex-students of BVIMIT .It is a congregation of students’ right from 2002 batch to the most recent pass out batch. Throughout the year our alumni gets actively involved in all affairs of the institute and a number of commendable suggestions and proposals is being incorporated in the curriculum. To strengthen the link between the current students and the alumni in varied spheres like training, placement and career counseling, such kind of event is hosted..

Students are rigorously involved in planning, organizing and executing of events. This goes a long way in showing the level of commitment of BVIMIT students.



Rotaract Club of Bharati Vidyapeeth, Navi Mumbai

Students of BVIMIT can become member of this club. The club involves activities that primarily relates to community development that comprises of blood donation camps, orphanage caring, tree plantation, plastic eradication campaigns, and several programs of situational importance

STUDENT CENTRIC APPROACH

BVIMIT prides itself on being a student-centric institute. Students are here entrusted with resources and responsibilities early on. They are encouraged to participate in various activities and motivated to develop the live project for their future aspects.

Soft skills Development

Industry experts and alumnus are invited to share their experience and deliver guest lectures to the students on contemporary issues. To develop student as industry ready professionals several programs such as Seminar and Guest Lectures takes place throughout the year.

Cultural Activity

At BVIMIT, weeklong Cultural activities are organized once in a year wherein students are given platform to showcase their talents. This incorporates several Competitions like Traditional Day, Dance, Group Alike Day, Rangoli etc. Such events offer a chance for participants to gain substantial experience, showcase skills, analyze and evaluate outcomes and uncover personal aptitude. This also encourages students to adopt innovative techniques and develop their ideas and skills.



Language Laboratory

The purpose of a language lab is to involve students to actively participate in language learning exercises and get more practice than otherwise possible in a traditional classroom environment.

Seminar/Workshop/Guest Lecture

BVIMIT invites resource persons from academics and industry for conducting seminars and workshop. The institute has signed several MOU's with industry such as Foslipy Private Ltd. and Red Hat Linux. They provide industry resource persons for conducting guest lecturers, seminars and workshops on topics pertaining to current industry trends. Various Seminars and workshops are also arranged in our institute in coordination with the Computer Society of India (CSI) Mumbai Chapter.



Software Project Development

At BVIMIT students are motivated to develop live projects during their summer internship, consultancy project or in house software development. The development of such software serves a purpose of increasing the technical capabilities of the students, providing a real time analysis testing and enhancement of the developed software.

WHAT MAKES BVIMIT SPECIAL?

Mentoring at BVIMIT

BVIMIT has a firm and elevating mentoring system. The process of mentoring begins from first year at the BVIMIT.

The process of mentoring is like parenting which helps students to a great extent and follows all steps that enable them to excel in the journey to mould them as per the needs of the industry and stay ahead in competition. In various processes students are expected to accomplish various tasks and duties to check their regular progress as per the requirement of the industry.

Mentoring Program Overview

In each BVIMIT mentorship program, mentors use their hard-earned experience to guide students toward the kind of leadership that maintains BVIMIT honorable reputation in the business community. Mentees learn how to develop their careers from the executives who share their expertise and practical experience as gain in the organization.

Mentoring Objectives

Mentoring helps students to:

- To identify and analyze the complex problems of corporate world and showcase professional skills and competencies.
- Continuous counseling of the students according to their hobbies and area of interest to succeed.
- To explore and clarify their career goals including career interest, industry and company preferences.

Mentor's Role and Responsibility

- Mentor will act as an advisor, learning broker and counselor.
- Will engage and encourage students to find out and solve the problems.
- Will help students in gaining confidence, clarifying goals and developing effective networking skills.
- Give timely, supportive and constructive feedback and help them improve their competencies including critical thinking, ethical decision making, interpersonal relations and teamwork and leadership skills.
- Mentor will be role model for student to observe and interact with them in order to understand how to become a productive, effective and respected employee and leader.
- Give periodic evaluations of student's professional and career development progress.

Student's Role and Responsibility

- To meet regularly mentors according to the schedule.
- To seek advice from mentor and be receptive to constructive feedback about career path decisions, skills and competency development and professional development plans.
- To be responsible, respectful, dependable and committed to building a productive mentoring relationship.
- To be motivated and proactive in clarifying career goals and improving work competencies.

Orientation and Teaching Methodology

BVIMIT curriculum lays emphasis on participatory learning - combined lectures, case studies, live projects, in-house projects, consultancy projects co-curricular and extra-curricular activities for overall development of students. All new students go through an orientation programme, to help them settle down, get to know each other and form strong working teams.

Industry Interaction

Throughout the year the institute organizes various seminars and guest lecturers that enhance their technical skills.



Industrial Visits

Industrial Visits are planned every year for the students in order to give them a practical exposure as well as learning and enriching experience in their specialization.

Location

Situated at a serene location of Navi Mumbai, the institute provides a world class infrastructure supported by an environment that suits for all around learning and holistic development.

BVIMIT INFRASTRUCTURE

Nestled amongst beautiful hills and spread over four acres - one would not imagine that this serene campus is in such proximity to the industrial belt that employs millions and contributes so much to the state and even the country.

Classrooms

Just like the campus, the classrooms at BVIMIT are also designed to make learning and exploration conducive. A Wi-Fi enabled campus ensures that all students stay connected to the world, their studies, their Faculty and to each other.

Each classroom is well equipped with adequate Furniture, PC, Overhead Projector, Fans, White Board, LAN, Wi-Fi, and CCTV. One of the classrooms is equipped with Smart Board for conducting guest lectures and seminars. All classrooms are well furnished and ensure proper circulation of fresh air and light to make the environment even more conducive and to facilitate better absorption as well as dissemination of information.



Seminar & Conference Hall

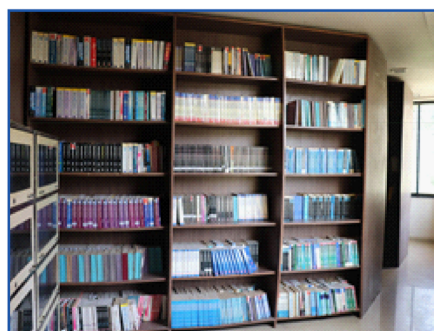
To aid students and to help them in transition from classroom to corporate meeting rooms, BVIMIT has state-of-the-art conferencing and meeting facilities that boast of the best equipment. Seminar halls are used for conducting seminars, guest lecturers. Conference hall is used to conduct meeting among faculty, staff and students with adequate facilities.



Library

BVIMIT has created a Library whose variety of books add to both, width and depth of knowledge. The BVIMIT library stocks adequate books including books in the areas of Computer Application and Information Technology, Novels, Annual reports and IT related International Journals & Magazines.

Excellent systems ensure that information pertaining to these books can be quickly tracked / retrieved. The library is also equipped with comfortable reading facilities to utilize library reference books, journals, periodicals and books to enhance knowledge. To make use of optimum library resources separate sections are allocated for text books, reference books, projects, fictions, novels, journals, newspapers, and other stuffs.



Computer Labs

Education is all about the gathering, dissemination and sharing of information. While Faculty can be the catalysts, technology is the enabler. BVIMIT has recognized this all along and has some of the best IT infrastructure, including state of the art servers, and a Wi-Fi enabled campus to facilitate the smooth and seamless flow of information. The institute is equipped with six computer labs for laboratory sessions and to let student stay informed and connected to the vast knowledge base.



Canteen

The BVIMIT canteen provides good, hygienic and delicious food to nourish the body, mind and soul apart from satisfying appetite. Variety of foods and snacks are available in the canteen.



Sports Facilities

Keeping in mind, the physical activities of students, a dedicated room is available with all the indoor and outdoor sports equipments. The institute organizes varied competitions for sports; to facilitate this institute also has a huge ground within its premises where the students can practice and perform in events.



Medical Facilities

BVIMIT has appointed Dr. Kalpana Wankhede, MBBS (Mobile 9869137381) for day to day medical requirement for the students.

Women Development Cell

The Women Development Cell works with the objective to address complaints regarding sexual harassment from any woman or girl student from college, to conduct quick investigation maintaining confidentiality and to take punitive action depending on severity of complaint.

Hostel / Apartment

Bharati Vidyapeeth Navi Mumbai campus has separate centralized hostel facility for boys and girls that offer the comforts to feel like home. The hostel and the campus provide more time to the students to interact with each other and with their faculty. Single occupancy, double and triple sharing options are available.

Bank & ATM

The scenic campus is also having bank and a ATM facility.



GLIMPSES OF ACTIVITIES AT BVIMIT



Orientation Program



AARAMBH-Fresher's Party



MANTHAN – Inter Collegiate Event



Sports Event



Blood Donation Camp



Tree Plantation



Industrial Visit

LIBRARY RULES

- A Student is allowed to barrow two books at a time and retains it for 7 days.
- Student should retain the books by the due date and if not returned Rs.5/- per day will be charged as fine.
- Return due date if falls on holiday, book may be returned on next immediate day.
- If the book lost or damage, concerned student should pay full cost of the book plus 50% replacement cost.
- If book found damage or pages missing, tear off pages, student should pay the full cost of the book with 50% replacement cost or replace the book with new one.
- Student requested to check the issued book, after issue if found pages torn will be responsible to pay the price of the book.
- Student should wear Identity card before entering the library.
- Reference book, Magazine, periodicals, projects available in the library are only to refer in library and should be returned before the close of library and will be issued against the identity card only.
- Student should maintain silence in the library and group discussions are not allowed.
- Students are not allowed to use other student identity card to issue books.

Placement Guidelines & Policy for Students

(For Summer Internship and Final Placement)

- Contacted and send invitations for conducting placement to companies with relevant information.
- Companies share the Job Description regarding vacant positions to the placement cell or concerned person.
- The Job Description is made available to the students along with the company details.

- The details of interested students are shared to companies for short listing as per company's request.
- Placement committee schedules the date and time for campus interview s. The company can confirm or negotiate the date and time with the placement coordinator.
- If the company would like to conduct Pre-Placement talk, they can send a request to placement coordinator with date and time.
- Company conduct interviews on confirmed dates.
- The list of selected students will be provided by the company after completion of selection procedure.
- Once the student is selected and accepted the offer of a particular company then the student is not allowed to appear for the interview of other companies as per the placement policy.

PLACEMENT VISION MISSION & GOAL

Vision:

Enhance the computational knowledge among the students to meet out the corporate IT expectation.

Mission:

To partner with IT industries where, the industries can provide the best opportunities to the students, so that they can enhance their skill set.

Goal:

The Goal of the training and Placement Cell of BVIMIT is to create an academic environment for realizing student's best possible career path.

Internship and Final Placement

For the students seeking jobs, through Campus Recruitment, the placement process starts with collection of resumes from the aspiring students. The Placement Cell provides assistance only to students who go through this process.

Pre-Placement Activities

Mock PDP aptitude

Campus Recruitment Process

The Placement Cell invites prospective industries in the months of July to December of every academic Calendar, along with all relevant information to participate in the campus recruitment at the Institute. The industries, in turn, can also contact the Institute's Placement Cell for their requirement. Requirements of a company are received by Placement Cell. The same is formulated by initiating a meeting of the Placement Committee. The Placement Cell circulates the requirement to the students and subsequently the list of students' profile is forwarded to the corporate. The venue for campus recruitment depends on Company's plan to arrange campus placement either at the Institute or go for pool campus with nearby Institutes or at the premises of Company.

Placement Process

- Companies have an option to give a Pre-Placement Talk (PPT) laying out the details of the company and the offer before the selection process. In case there is no PPT by the company, then the students have to appear directly for Interview process.
- Once the student appears for the process and gets selected the student cannot reject the offer made by the company.
- In case a company has a specific requirement / request, the Placement Committee has all the rights to nominate a set / individual student(s) and it is mandatory for the student/s to attend the interview.
- Each student shall be eligible for only one offer.
- A company is free to make their choice of students as per their desecration.
- If the Pre-Placement Offer is accepted, the student will have to opt out of the institute placement process.
- However, a student with pending Pre-Placement Interview Offer is eligible to participate in the placement process.
- No further attempts will be permitted to the students who have secured offers from any company, irrespective of job profile, salary offered, etc. Thus, students can have only one job offer. All the students who secure an offer will have to compulsorily join the Company.
- In case a student who is placed through the institute's placement process takes up a offer through private placement in an another company, the Principal-BVIMIT, in consultation with the companies concerned, shall have the right to nullify both the offers.
- All correspondence to and from the company will be routed through the Placement Cell only.
- Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/Interviews, and produce the same whenever asked by the visiting team or their representatives.
- Students who are not meeting with the eligibility criteria set by the Placement cell shall not be allowed for placement activities.

Examination code of conduct

- In their own interest all students are expected to have 100% attendance in the classes
- A student can appear in an end-semester examination for a particular course only when he has put in a minimum attendance of 75% in that course.
- A learner secures at least 45% marks in each head of passing.
- If student fails in any subject, can apply for rechecking of the marks by paying the prescribed fees.
- Resorting to unfair means in the examination is a serious offence. Punishment would be debarring from the concerned exam or even rustication from the institute.
- For the examination, students should be seated 15 minutes prior to the commencement of the exam.
- Books, Notes, Mobiles, programmable calculators, digital diaries, books and scribbling papers etc. and all study material should be kept away as instructed by Supervisors.
- Nothing should be written on body, scale, calculators, pencils, eraser, question paper etc.
- Talking to other students while in the Examination Hall is not permitted.
- Use of any unfair means during the examination is strictly prohibited.

CODE OF CONDUCT

Discipline

- The student shall observe and follow the academic calendar of the Institute.
- Any act of indiscipline or misbehavior by any student will attract severe penalties / punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.

- Students shall only use the waste bins for dispensing waste materials within the Campus including classrooms, LABS.
- No person shall be invited to address or entertain the students of the college, without the previous written permission of authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students'
- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College.

I-CARD

- The student should take her Identity Card and Library Card for issuing books from the Library at the beginning of the year.
- The student should collect her I- Card within 15 days from the date of admission.
- The student should carry identity card with her regularly and the identity card should be produce when demanded by the authorized persons of the Institute.

RAGGING

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND Abetting in ragging as per the directions of hon'ble Supreme Court of India. Maharashtra Act no. Xxxiii of 1999, the Maharashtra Prohibition of Ragging Act, 1999. (as modified up to the 29th august 2012)

- Cancellation of admission and also debarred from taking admission in any technical institution in India.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship / fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension / expulsion from the institution for period ranging from 1 to 4 semesters.

ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every Subject.
- If the student is found irregular in attendance, disciplinary action will be taken.
- The student coming late shall not be allowed to enter the class.
- The total number of lectures missed on any grounds should not in any case exceed 25%. Grant of permission does not mean that the absence has been condoned for the purposes of computing attendance.
- Students should have to take prior permission (written) of the Class Coordinator to remain absent from any activity of Institute.
- Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.
- The student should complete of all Practical's and Term – work such as Journals, Workshop or any other assignment as per schedule.

Internal Committees 2018-2019	
Sr. No	Committees Names
1	Disciplinary Committee
2	Faculty, Staff Grievance and Redressal Committee
3	Students Grievance and Redressal Committee/ Development
4	Library Committee
5	Hostel Committee
6	Admission Committee
7	Examination Committee
8	Departmental Assessment Committee
9	Placement Committee
10	Alumni Association Committee
11	Sports and Cultural Committee
12	Women Development Cell (Vishakha Committee)
13	Anti-Ragging Committee
14	Research Development , IPR and PhD Committee

FACULTY



DR. SUHASINI VIJAYAKUMAR
Ph.D., MCA



DR. JYOTI KHARADE
Ph.D., M.Phil, MCA



MRS. SHRAVANI PAWAR
Pursuing Ph.D., M.Phil, MCA



MRS. PRATIBHA M. DESHMUKH
Pursuing Ph.D., MCA



MRS. UTTARA ATHAWALE
MCA, MSc.(Mathematics)



MRS. DIVYA PREMCHANDRAN
MCA



MRS. PRIYA CHANDRAN
Pursuing Ph.D., M.Phil, MCA



MRS. KADAM POOJA PRASHANT
MCA



MRS. SHUBHANGI MAHADIK
MCA, BSc(Physics)



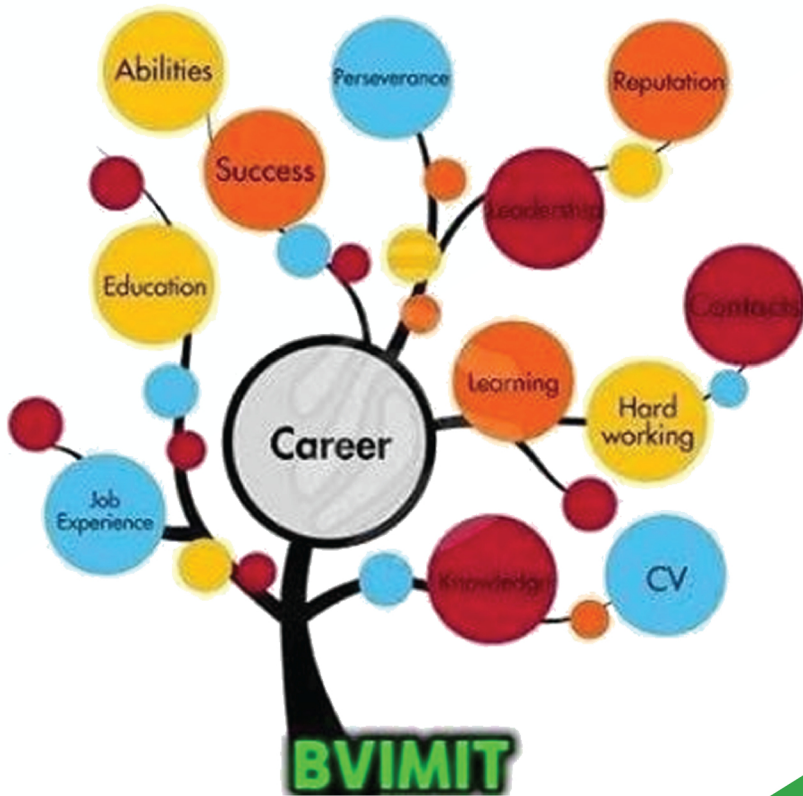
MRS. SUDESHNA ROY
MCA



MR. SAMPAT GOVIND VAIDYA
Ex. Scientific Office (Group A Gazeted) Bhabha Atomic
Research Centre, Mumbai



MRS. SEEZA FRANKLIN
MCA



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