



C. K. Shah Vijapurwala Institute of Management
Founded By
Shri Mahavira Jaina Vidyalaya Education Foundation



— Shri Mahavir Jain Vidyalaya Campus, Near Goyagate Circle, R. V. Desai Road, Vadodara-390 004. (Guj) INDIA —



RULE BOOK



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Date: 1st August, 2018

Dear Students and Participants

Greetings!

You are one of the few fortunate personalities amongst 12% Indians, who get into Higher Education. Therefore, it is your responsibility to develop yourself, fellow members and the country.

We appreciate your coming in this Institute of Management, which gives you an opportunity to learn specialized knowledge and skills in Management, Technology and Social Service through MBA @ SMJV's CKSVIM.

The college campus provides you with all of your required facilities such WiFi, high-tech Class Rooms, Syndicate & Board Rooms, Conference Hall, pure drinking water, Hygienic Canteen, Medical Room, Sports, Digital Library, Clean Sanitation, Parking etc.

Please make best use of all the above facilities responsibly to build your own future.

Please cooperate in keeping *Your Management Campus* clean, peaceful and vibrant!

Wishing you a bright and successful career...

**Dr Rajesh Khajuria,
Director
SMJV's CKSV Institute of Management**

Declaration

I, _____ hereby declare that I have read and undergone each and every rule mentioned in this handbook and abide by it in order to maintain discipline and harmony in the institute. Violation of any of the mentioned rule shall be punishable.

Date:

Place:

Signature

KINDLY FOLLOW THE FOLLOWING RULES

1. Code of Conduct

- 1.1. Every student of C.K. Shah Vijapurwala Institute of Management is expected to develop a sense of responsibility, self discipline, punctuality, sense of belongingness to the College, make contribution in the Curricular and Co-curricular activities, make optimum use of the learning resources offered by the College, ensure participation in midterm and pre-annual Mock Exams, maintain mandatory 75% attendance in the classes, provide meaningful feedback during studies.
- 1.2. Every Student is expected to give full respect in his/her action and behavior to teaching faculties, non-teaching staff and the other authorities of the College. If any student is charged of misconduct / misbehavior with other fellow students, girls, teaching or non-teaching staff, etc. the matter will be reported to the Disciplinary Committee and on its recommendations any warning, punishment, economic punishment, expulsion, suspension, rustication etc. will be acceptable to the student and his/her parents/guardian. **The decision of the Director will be final and binding.**
- 1.3. Every student is expected to develop the reading habits of checking their institute mail id and notice board daily. Any information being mailed or displayed on Notice Board will be deemed to have been brought to the notice of each and every student.
- 1.4. Every Student is expected not to indulge in any kind of destructive or unlawful activity and if found college authority may take disciplinary actions against the student though the individual is not caught by the law enforcing authority.
- 1.5. The college authority may take the actions to the extent of suspension or expulsion of the student if any criminal offence is registered by the law enforcing authority- even the act might have taken place outside the college campus.
- 1.6. In case of any complaint / grievance the student can approach the Grievance Redresses Cell. **The decision of the Director will be final and binding.**

- 1.7. If a student wishes to remain absent continuously for more than 3 days, he/she has to make an application signed by his/her parents to Head of the Department and take the prior approval, otherwise appropriate disciplinary action will be taken against him/her. In the event of fall of attendance less than 75% the student will have to meet the **respective faculty coordinator** along with the parents **to sign an undertaking** and will have to promise to attend the extra classes / remedial class to attain total **attendance of 75%**. The Examination form of the student will not be forwarded to the University in case of the total attendance of the student is **below 75% and may not be allowed to appear for Mid-Sem Exam as well.**
- 1.8. This is a Professional College where meritorious, regular students are given the responsibility of conducting the Annual Function and all other Co-curricular activities.
- 1.9. The entry of the students in the College Campus is authorized only during the period of study / classes / practical as per the schedule and with valid Identity Card. For all other time the entry of the students in the College Campus and without valid Identity Card will be considered unauthorized and an appropriate action will be taken against them.
- 1.10. The students are strictly prohibited to smoke, to Chew Gum, Pan or Gutka, to spit in the campus and to involve in any illegal / unethical practices.
- 1.11. The students are expected to park their vehicle at the designated parking place in the Campus or outside the Campus as per the instructions of the Guards / College authorities. The College Management / Staff / Security agency will not be liable for any kind of damage to the vehicle or loss of vehicle whether parked in the Campus or parked outside the Campus.
- 1.12. All the students have to be there at college campus by **7.45 am** for prayer followed by first lecture at **8:00 am**. Student entering the campus after the specified time

shall not be allowed and absence shall be marked for that class. Wearing Identity Card is compulsory.

- 1.13. All the students are advised to remain present in formal wear to maintain professional decorum. On the occasions of Seminar/Workshop/Conference/Guest Talk/Presentations etc, students have to compulsory wear institute dress code.
- 1.14. Students are requested to remove their footwear before entering the college building.
- 1.15. Ragging is strictly prohibited as it has been declared an unlawful act by the Government for which each student has to sign the Affidavit form.
- 1.16. Use of Premises other than gaining knowledge is restricted.

2. Computer Lab Rules

- 2.1. All the students have to follow the guidance of Computer Instructor (Computer Lab-in charge).
- 2.2. Nobody should be sitting in the Computer Lab while sessions are going on.
- 2.3. All the waste materials should be thrown in dustbin.
- 2.4. Visiting restricted websites is strictly prohibited.
- 2.5. Cell phones should be switched off/silent mode while you are in Computer Lab.
- 2.6. Entertainment surfing, chatting, internet games etc is not allowed in Computer Lab.
- 2.7. Shut down your PC before leaving the Computer Lab.
- 2.8. Ask for help to Computer Instructor if any.
- 2.9. Silence and discipline should be maintained in Computer Lab.
- 2.10. If any of the equipments are damaged by the student's act, the same will be repaired / replaced at the Student's cost. If not paid by the student, Institute shall have right to settle such amounts from any other deposits, dues or receipts from the student in any other account.**

“LAB INCHARGE CAN ASK TO LEAVE THE LAB TO ANY STUDENT WHO IS VIOLATING ANY OF THE ABOVE RULE AND FURTHER ACTIONS BE TAKEN AGAINST RULE”

3. Library Rules

- 3.1. The working hours of the library are from 9.30 a.m. to 5.30 p.m. on all working days.
- 3.2. The library will remain open on all working days except on National and other holidays as decided by the Principal or Director.
- 3.3. Reference books, Journals, Magazines, News Papers, Examination Papers of last years, copy of syllabus, etc. are not for the purpose of issue.
- 3.4. In case of loss of book(s) by student during issue, the students will be required to compensate the library either with the cost of the book(s) or replenish the library with the same fresh book(s).**
- 3.5. Students should have their Identity Card with them while entering the Library.
- 3.6. Students are requested to maintain silence in the Library.
- 3.7. Cell phones must be switched off /silent mode in the Library.
- 3.8. No student should keep their legs on empty chair in the Library.
- 3.9. Use dust bin to throw all the rough papers, trash etc.
- 3.10. Students are responsible for their personal belongings like bags/books/mobile/calculators/laptop etc while studying in Library.
- 3.11. Students are not allowed to be in library while lectures are going on.
- 3.12. Students have to follow the rules regarding issue and returning of books.
- 3.13. Books should be checked for missing pages or damages before issue. Students will be held responsible for any damage/missing pages found, and if found may result into payment of the fine.

- 3.14. Students failing to return library books before/on due date may have to pay fine from due date of Rs. 5/- per day for the **First week** and Rs. 10/- per day from the **second week**.
- 3.15. On loss of library card, student should inform the Librarian immediately. Duplicate library card will be issued based on the requisition after collecting a fine of Rs. 100/-.
- 3.16. If dues for Lost / Torn books or late fee are not paid by the Student, the Institute shall have the right to deduct the same from the Library Deposit. If the balance of Library deposit is not sufficient to settle such amount, for the remaining amount, Institute shall have right to settle such amounts from any other deposits, dues or receipts from the student in any other accounts.

“The Librarian and its Staff reserve their right to allow or to disallow the entry of any student in the Library Hall for any reasons whatsoever”.

4. Class Room Rules

- 4.1. Cell phones should be switched off during lectures.
- 4.2. Any sort of ghastly/ridiculous comments, or any kind of misbehavior will not be entertained in class room.
- 4.3. Students coming late in the lectures may be marked absent for respective lectures

5. Attendance Rules

- 5.1. All the students have to remain present in all lectures.
- 5.2. **For all the subjects, 75% attendance throughout the semester is compulsory. Failing to which students may have to undergo various punitive actions decided by the institute and students may be exempted from mid sem exam as well as University Exam.**

- 5.3. Attendance of students will be taken at the end of every lecture, and it is submitted online to University on daily basis, presence in all lectures is compulsory.
- 5.4. Students have to compulsorily remain present in Mid-sem exam, practical module presentation and external examination as and when scheduled.

6. Canteen Rules

- 6.1. No student is allowed in the canteen during academic sessions.
- 6.2. Jain food will be available to students in the canteen.
- 6.3. Students can bring **only vegetarian** food from their home/other places. **Non-vegetarian good is strictly prohibited within the SMJV Campuses.**
- 6.4. Eating at places such as Classrooms, Computer Lab, Library, Parking, Lawn or Gardens etc other than canteen is strictly prohibited.

Note: CKSV Institute of Management is set up by Jain Community and therefore follows Jain philosophy and food. To keep the sanctity of this Institute (Vidya Mandir) intact, we will appreciate if the students and staff avoid use of roots (kandmul) in their personal food inside the campus.

7. Examination Assessment Criteria (as per Gujarat Technological University)

The evaluation pattern for the new Master of Business Administration Program is explained as below:

Courses	University theory Exam (E)		Mid-Semester Exam	Continuous Evaluation Component: CEC (I)		
	Max. Marks	Passing Marks		Max. Marks	Passing Marks	Max. Marks
MBA	70	28	30	12	50	20

1. **70 Marks** will be from Final Examination conducted by GTU at the end of the semester (E). To pass this component, the student is required to get minimum **28 marks**.
2. **30 Marks** will be the Mid-Sem Examination conducted by the respective Institutes as per their convenience during the particular semester (M). To pass this component, the student is required to get minimum of **12 Marks**.
3. **50 Marks** will be for continuous evaluation (CEC) with the following components (I):

CEC Components	Marks
Class Attendance	10
Assignments	10
Presentation on Practical Module	30
Total	50

The student is required to get minimum **20 Marks** to pass CEC. This marks scored by a student in the CEC will not be counted for SPI/CPI but will be converted into appropriate grade. **If a student scores less than 20 Marks, he/she will carry back-log in the CEC.**

Notes:

Above mentioned rules/ Code of Conduct is an inclusive list but may not be exhaustive to include many possibilities. **The Director and the Trust shall have right to modify and implement changes from time to time. For any breach, the decision of the Director in confirmation with the Trust shall be final and binding to all.**

Please observe all the rules and regulations to avoid punishment, fine and/or expulsion. Rules are subject to change without any notice, and shall be available with the Administrative Office of the Institute to bonafide students.

Discipline Committee

Dr Kerav Pandya (Chairperson)
Dr Kunjal Sinha
Dr Stuti Trivedi
Mr Gaurang Badheka
Mr Hitesh Thakar

Prepared by:

Dr Stuti Trivedi
(Asst Professor)

Approved by:

Dr Rajesh Khajuria
Director

SMJV's CKSV Institute is Your Campus.... make best use of it to gain maximum knowledge and build your bright career and future....