



Student Handbook 2024



SRUSTI ACADEMY *of* MANAGEMENT (Autonomous)

Approved by AICTE, Govt. of India | Affiliated to BPUT, Odisha, Rourkela
1st B-School in Odisha with '**A**' Grade Accreditation by **NAAC**

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CONTENT

Sl. No.	Contents	Page
1.	About the Institute	01
2.	Academic Programmes	04
3.	Programme Structure and Evaluation	07
4.	Academic Guidelines	11
5.	Disqualification for Award of Degree	12
6.	Continuous assessment and evaluation process	12
7.	Academic Regulations of the Institute	17
8.	Administrative Guidelines	21
9.	Institutional Initiatives	24
10.	Career Initiatives	27
11.	Library	30
12.	Lab Rules and Regulations	34
13.	Life @ Srusti	35
14.	Hostel Rules and Regulations	36
15.	Transport Rules	39
16.	Miscellaneous Forms	41

Preface

Srusti Academy of Management is one of the preferred destinations for students desiring to pursue higher studies in the field of management and IT. We at Srusti believe that an organisation must constantly innovate, improve efficiency and strive to become self-reliant to nurture human talents into proactive professionals of tomorrow who can withstand global competition.

The Students' Handbook has been prepared with the intention of informing and enlightening the students about the various aspects of academic life at Srusti. It provides information about the Institute, syllabi, course delivery, attendance, examination rules, certification, library and hostel. The Institute has strived to be transparent in every way. It wants to communicate to the students about everything we do at the Institute.

From the Principal's Desk

Dear Students,

Welcome to Srusti Academy of Management(Autonomous) Bhubaneswar! As the Principal, I am delighted to extend a warm greetings to each of you as you embark on this exciting journey of learning management and IT education.

At Srusti, we believe that every student has the potential to excel academically, develop their unique talents, and become responsible members of society. Our dedicated team of faculty members is committed to providing you with the knowledge, skills, and support you to achieve your goals and aspirations.

As you navigate through the pages of this student handbook, I encourage you to familiarize yourself with our institute's values, expectations, and resources. At the institutional level, we are trying our best to stay focused on our goal, remain competitive and sustain competitiveness in these hard times. Reciprocation is expected from your side also.

The Handbook intends to inform and enlighten you on various aspects of academic life here at Srusti Academy of Management. The Handbook will provide you with all you want to know about - the Institute, syllabus, course delivery, attendance, examination rules, certification, library and hostel. We want to be transparent and try to communicate to the students about what we do at this Institute in an effective manner. I urge you to embrace every challenge, celebrate every success, and always strive to be the best version of yourself.

I have great pleasure and privilege to present this Handbook to fresh MBA / MCA students of 2024 batch with the hope that it will change their lives for the better as the society outside waits eagerly for them.

Together, let us create a vibrant and inclusive learning community where each individual is valued, respected, and empowered to reach their full potential.

Prof. (Dr.) Umakanta Dash
Principal



**“Light emerges where creation firms its roots” creation bears knowledge;
creation bestows spirits; and this creation is the essence of “Srusti”.**

Welcome to

Srusti Academy of Management (Autonomous)

Srusti Academy of Management was established by Navodaya Trust in the year 2003 with a vision to impart quality management education to the students and to be a premier institution of choice in the region. The core identity of the institution in the form of vision and mission statements have been established through consultative process involving the stakeholders of the institute, governing body members, faculty, students, staff, parents, alumni and employers, the future scope of the institute and the societal requirements.

Strategically located in peaceful sylvan surroundings of Infocity in Bhubaneswar, the Academy lies in the vicinity of reputed academic Institutions like KIIT University, Central Institute of Plastics & Engineering Technology (CIPET) and leading software giants like Infosys, WIPRO and TCS. Within a short span, the Academy has carved out a niche for itself in the sphere of education, training and consultancy. The calm and pleasant surroundings blend beautifully with the intellectual landscape of the learner’s mind and make learning at Srusti a lifetime experience.

1.0 About the Institute

1.1 Institute in Brief

We at Srusti firmly believe that for an organization to grow, it must constantly innovate, build strength, improve efficiency and strive to become more self-reliant to nurture human talents into proactive professionals of tomorrow so that they can withstand global competition. Enriched with its sterling stock of human resources, the Academy is a rigorous training ground based on Indian values for future business leaders rather than being just another educational Institution. Our Board of Studies and Academic Council comprises of academicians from IIMs, XLRI, leading universities and senior executives from the corporate world.

1.2 Courses Offered

The institute offers 2-Year full time Master of Business Administration (MBA) and 2- Year full time Master of Computer Application(MCA) . The programmes are duly approved by All India Council for Technical Education (AICTE), Ministry of Human Resource Development, Government of India, New Delhi and are affiliated to Biju Patnaik University of Technology (BPUT), Rourkela.

1.3 NAAC Accreditation



1.4 Membership

The Institute is a member of a number of well-known professional associations and bodies. Some of these are:

All India Management Association (AIMA)	
Association of Indian Management Schools (AIMS)	
Indian Society for Training and Development (ISTD)	

Vision, Mission and Quality Policy of the Institute

The core identity of the institution in the form of vision and mission statements are established through consultative process involving the stakeholders of the institute, governing body members, faculty, students, staff, parents, alumni and employers.

Vision

To be a global center of excellence in Management and IT education, nurturing entrepreneurship and business acumen to propel sustainable development for building a just and accountable society committed to nation-building.

Mission

- To develop professionals in diverse fields of Management and Information Technology.
- To accelerate innovation in learning and teaching.
- To provide a conducive ecosystem for multi-disciplinary thinking, action and, research leading to academic excellence.
- To instill entrepreneurial mindset among the students.
- To create leaders who serve and contribute to society and nation building.

1.5 Quality Policy

Srusti Academy of Management (Autonomous) is

- Committed to impart quality management education for a sustainable holistic growth of students in the business world.
- Shall consciously attempt to grow future business leaders by giving them a competitive edge through effective communication and corporate exposure.
- Shall strive to meet its stakeholders' satisfaction through continuous improvement for achieving excellence.

1.6 Srusti Students' Charter

Srusti Academy of Management strives to be a sustained qualitative destination for students and faculty members in the field of Management with the active support of all stakeholders, such as management, prospective employers, and parents. The students also have a unique role to play in ensuring the quality of higher education institutions. Firstly, the students should realize that they have the right for quality education and it is the responsibility of the institution to provide quality educational experience to learners. Secondly, the students should equally be aware of their responsibilities which in turn will help the institutions to provide quality education. In order to sustain quality, Srusti Academy of Management declares its responsibility towards students and reciprocation from students in the form of student charter.

1.6.1 Institute's responsibilities towards students

The Institution shall

- i. Communicate its goals and objectives clearly to all students.
- ii. Offer programmes that are consistent with its goals and objectives.
- iii. Obtain feedback from students on teaching, learning, evaluation, services and initiate preventive and corrective measures.
- iv. Impart training for enhancement of employability skills central to recruitment by corporate bodies.
- v. Facilitate effective running of the teaching–learning programme.
- vi. Implement a well-conceived plan for monitoring student progress continuously.
- vii. Ensure that the student assessment mechanism is reliable, valid and without discrimination.
- viii. Provide clear information to students about admission.
- ix. Ensure sufficient and well-run support services to all students.
- x. Ensure a ragging-free environment.

1.6.2 Student's responsibilities for learning

The student shall

- i. Appreciate the institutional goals and objectives and contribute to the realization of the same by participating in relevant institutional activities.
- ii. Have a clear knowledge of the programmes, admission policies, rules and regulations of the Institute and follow time schedules.
- iii. Undertake regular study and make optimum use of learning resources.

- iv. Actively take part in training sessions for improving employability skills.
- v. Prepare for internal assessments and term-end examinations.
- vi. Give feedback for system improvement.
- vii. Ensure not to indulge in any activity inside or outside the college amounting to ragging.
- viii. Live as worthy alumni of the Institute.

2.0 Academic Programmes

2.1 MBA Programme:

The 2-year full-time Master of Business Administration (MBA) programme affiliated to Biju Patnaik University of Technology (BPUT), Odisha imparts quality management education, critical analytical skills and decision-making capabilities to the students. Sound academic foundation, strong and effective content delivery by competent faculty members, exposure to current business practices through industrial visits, seminars and summer internship projects as well as management research projects pave the path for the students in their journey from the campus to the corporate world.

The fast growing economic activities in the post-globalization era are creating many new job opportunities. There is dearth of quality professionals to take up these challenging opportunities. A student of MBA course goes through rigorous training schedules so that he / she can effectively deliver. The curriculum ensures development of a thorough management professional who can face the manifold challenges of the corporate world through knowledge and wisdom. Apart from the knowledge, the course broadens one's outlook and prepares him for a steady career path in industry.

Each year shall be divided into two Semesters - Autumn Semester (July to December) and Spring Semester (January to June). The Autumn semester shall ordinarily begin in July for students already on rolls and the Spring semester shall ordinarily begin in January. However, the first semester (Autumn, for newly admitted students) may begin a little later depending on completion of admission process and formalities. The number of weeks in each semester shall be 14-15 weeks with a minimum of 70 teaching days excluding the period of examination and holidays. After the end of second semester students will undergo a Summer Internship Project (SIP) work of 6 weeks.

Autumn Semester (Odd semester)	August to December
Spring Semester (Even Semester)	January to June (including SIP)

Each year the college shall draw out an academic calendar and associated activities, which shall be strictly adhered to and is unalterable with provision for modification. Details of curricula and syllabi shall be as decided by the Academic Council with provision for modification from time to time as per the needs of the specializations concerned.

Duration: The duration of the programme shall be governed by the regulations laid down by AICTE subject to changes from time to time. As per the prevailing regulations, MBA programme is two years (four semesters) and a weaker student can complete this two years programme in not more than four years.

2.2 Vision and Mission statements

Vision Statement

To excel in MBA education by nurturing entrepreneurial leadership, empowering individuals, and fostering ethical responsibility to drive societal progress.

Mission Statements

1. Cultivating professionals across various domains of Management.
2. Elevating content quality and delivery for academic excellence.
3. Creating an enriching environment for faculty growth in teaching, research and consultancy.
4. Fostering an entrepreneurial mindset within students.
5. Empowering individuals to be accountable, ethical and responsible citizen.

PEO Statements

PEO1	To create understanding of the key business concepts, contributing towards effective decision-making and problem-solving capabilities of the budding managers.
PEO2	To acquire appropriate people skills, team spirit and higher level of proficiency for successful career in industry, business and entrepreneurship.
PEO3	To create socially responsible and value-driven institute committed to sustainable development of the society.

2.3 Eligibility for Admission:

- i. 2.3.1 Admissions to all the technical/professional educational institutions in the state of Odisha are governed by The Orissa Professional Educational Institutions (Regulation of Admission and Fixation of Fee) Act, 2007.
- ii. 2.3.2 As per the provisions of OPEI Act, a single window centralized admission system is administered by Odisha Joint Entrance Examination (OJEE) under the direction of the Policy Planning Body duly constituted by State Government.
- iii. 2.3.3 The Odisha Joint Entrance Examination (OJEE) is conducted every year for preparation of a common merit list and admission to MBA is done through centralized web-based counseling.
- iv. 2.3.4 85% seats are allotted by State Admission Authority on rank-choice basis to the students having State (OJEE) rank, with due consideration of the reservation quota.
- v. 2.3.5 15% seats are allotted by State Admission Authority on rank-choice to the students having All India Test rank, with due consideration of the reservation quota.

Qualifying test	Reservations
MAT	3%
CAT	3%
XAT	3%
CMAT	3%
ATMA	3%

- vi. Although there is minimum qualifying percentage of marks required in the qualifying examination (50% for GEN or 45% for RES) to seek admission, allotment of seats are made by OJEE based on rank in entrance and choice exercised by the students.

2.4 Programme Highlights and Pedagogy:

The academic programmes at Srusti Academy of Management reflect the true passion for innovation in teaching and training for developing students so that they can shoulder higher responsibilities with confidence and pride. In order to achieve academic excellence and develop skills that match the industry requirements of management education, a variety of pedagogical tools are in use which include:

- Case analysis
- Presentations
- Group discussions
- Role-plays/Gamifications
- Learning from newspaper references
- Home assignments
- Rigorous teaching, training and assessments
- Lecture-cum-discussion method
- Audio-visual supplements
- Advance Lesson and Assignment Plan
- Expert talks
- Lectures by guests / visiting faculty/ corporate guests
- Seminars
- Industrial visits/study and System integrated projects
- Field-based projects and interaction with professionals

2.5 MBA Syllabus and MCA Syllabus (1st to 4th Semester)

Syllabus of all semesters are available in institute website in soft form.

2.6 MCA Programme:

The 2- Year MCA programme focuses on development of IT skills of students and prepares them for a successful IT career at a tender age. Students those have mathematics as paper in intermediate and have minimum 50 percent of marks in graduation are eligible to apply for this programme . Degree of MBA and MCA programme is awarded by to Biju Patnaik University of Technology (BPUT), Odisha.

2.7 Curriculum

The core courses of MCA programs provide a holistic approach to IT education, giving students both an overview of the field, and a basis to build, and specialize upon. These core courses are strong foundation to establish IT knowledge and provide broad multi-disciplined knowledge that can be further studied in depth during the elective phase. A wide range of core courses provide groundwork in the basic IT disciplines like Artificial Intelligence, Machine Learning, Data Visualization, Data Warehousing and Business Intelligence etc. The integrated foundation is important for students because it not only allows them to build upon existing skills, but also explore career options in a range of industries, and expand their understanding of various IT fields.

Since the very purpose of imparting MCA course is to prepare students with requisite knowledge and

IT skills to serve Industry, the Institute has a good representation of Industry representatives in its Board of Studies (BOS) which is mandated to first examine the existing curriculum, suggest for addition and deletion of subjects and moderation of modules in those. New areas of elective in emerging areas like Artificial Intelligence, Machine Learning, Data Visualization, Data Warehousing and Business Intelligence etc. has been incorporated.

2.8 Vision and Mission statements

Vision Statement

To become a center of excellence in computer applications, fostering IT acumen and entrepreneurship, dedicated to drive sustainable development through innovative technological solutions for evolving society.

Mission Statement

- Enhance academic excellence by adopting dynamic curriculum that integrates theoretical knowledge with practical applications.
- Ensuring students to develop exceptional IT acumen and are well-prepared for the challenges of the dynamic technological landscape.
- Creating an enriching environment for growth of faculty in teaching, research and consultancy.
- Create an entrepreneurial ecosystem that encourages innovation, creativity and equip students to use IT as a solution for societal needs.
- To develop responsible and ethical IT professionals committed to nation building with a spirit of service and leadership

PEO Statements

PEO1	To excel as a techno-leader, keeping pace with the evolving technological advances to contribute in forward looking organization.
PEO2	To develop and nurture an ecosystem of innovation, creative spirit and entrepreneurship in technology driven society
PEO3	To practice ethical behaviour and lifelong learning with concern for societal wellbeing while being engaged in professional activities.

3. Programme Structure and Evaluation

3.1 Programme Structure Analysis: MBA

Semester	Core papers	Electives	Training/Soft-skill/ Capacity Building	IT	Internship	Non-Credit	Total
1	08	-	01	01	-	01	11
2	08	02	01	-	-		11
3	-	08	01	-	01		10
4		04	-	-	-	01	05
Total							37

Sl. No.	Category of Papers	Number of papers	Credits
i.	Core papers	17	48
ii.	Electives	14	42
iii.	Training/Soft-skill/Capacity Building	03	06
iv.	IT*	01	02
v.	Internship	01	04
vi.	Dissertation	01	00
		Total Papers 37	Total Credits 102

- 10 hours of IT classes shall be provided during “Deeksharambh”, as a foundation course.
- Add-on course (by the institute) / Value Added Courses (MOOCs/Swayam/NPTEL/NISMother credible courses) shall be provided as additional non-credit courses of 30 hours.

3.2 Programme Structure Analysis: MCA

Semester	Core papers	Electives	Practical		Project	Internship	Total
			IT Lab	Communication Lab			
1 st	05	-	03	01		-	09
2 nd	05	-	05	-		-	10
3 rd	03	02	02	01	01	01	10
4 th		02			01	-	03
	13	04	10	02	02	01	32

Sl. No.	Category of Papers	Number of papers	Credits
vii.	Core papers	13	39
viii.	Electives	04	12
ix.	Practical	12	14
x.	Project	02	13
xi.	Internship	01	02
		Total Papers 32	Total Credits 80

Add-on course (by the institute) / Value Added Courses (MOOCs/Swayam /NPTEL/other credible courses) shall be provided as additional non-credit courses of 30 hours.

The college shall have continuous evaluation system for each theory, practical, sessional, and project papers.

3.3 Theory Papers

- (a) A theory paper will have 100 percentage points. The weightage for teacher's assessment, two

mid-terms and the end semester examinations will be as follows:

Sub-Components	Marks	Weight (%)
Teacher's Assessment (TA)	30	20
Mid-Term Examination (MTE)	20	13.33
End-Term Examination (ETE)	100	66.67

- (b) The syllabus for each theory paper will have 3 or 4 modules. The two mid-term examinations 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 mid-term examinations and the end semester examination.

The mid-term examinations will be conducted at the department level in the scheduled week and the corrected papers have to be shown to the students within ten calendar days. The scores shall be maintained at the department as well as at the college level.

- (c) Any student securing less than 40% (internal) marks in the mid-term examinations has obtained overall 'F' grade in the subject may be allowed to repeat the internal tests at the department level during the corresponding semester of the subsequent year. The revised marks from the department would replace the old mid-term examination marks. For this repeat test only one chance would be given. The revised marks shall be communicated to the examination cell prior to start of respective end term examination.
- (d) A candidate is deemed to clear (Pass) a theory paper if he/she secures:
- A minimum of 35 percentage points (35 marks) in the End Semester examination, (i.e. out of 100), and
 - A minimum of 37 percentage points in the End Semester examination and sessional, taken together (i.e. out of 150).

3.4 Practical/Training Papers

- (a) The syllabus of a practical paper shall specify the number of practical / laboratory (communication, computer) to be done in a semester.
- (b) A practical paper shall have 100 percentage points.
- (c) A practical and its evaluation shall be completed in all respect within the allotted hours.
- (d) A practical will be evaluated by an External Examiner, based on the following components.

The relative weightage of the components are given below:

• Laboratory (work) planning and execution	20
• Results and interpretation	30
• Report	30
• Understanding on the theory related to practical	20
Total	100

- (e) A candidate has to be informed about the score at the end of a practical test. The score shall be sent to the examination cell on the same day.
- (f) The teacher concerned with a practical class shall maintain the reports of the candidates together with the score.

- (g) A candidate shall clear a Practical Paper if his/her score in the paper is minimum of 50 percentage points.
- (h) College can arrange a compensatory practical test for a student who misses the same only on medical ground. Such a compensatory test has to be arranged within two weeks of his / her missing a practical test.
- (i) 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 examination cell giving reference to the original practical date that the student has missed.

3.5 Sessional Papers

- a. Sessional paper will carry 50 percentage points.
- b. The sessional will comprise of Mid-term Examination, and Teacher's Assessment (TA)
- c. For assigning marks in Teacher's Assessment (TA), performance in home assignments, quizzes, subject presentation are to be considered.

Distribution of Marks for TA

Sl. No.	Sub- Components	Exam to be conducted for	Marks awarded from
1	Mid-term-I	40 marks	20
2	Assignment & Case Study	20 marks per module (20x3)	20
3	Quiz	10 marks per module (10x3)	10
	Total		50

Note: In Mid-term test the best marks obtained in both the examinations will be considered and in assignments and quizzes the average marks shall be considered.

- d. The weights of different sub-components of TA may be announced to the students by the teacher at the beginning of the Semester.
- e. The evaluation process must be completed before the beginning of End-Term Examination.
- f. Each sessional work is to be completed during allotted hours in the class itself.
- g. At the end of each sessional work, the evaluation will be done. The student is to be shown the score and told about weaknesses if any.
- h. At the end of each session the marks are to be sent to the examination cell.
- i. If a student misses up to 35 percent of allotted sessional hours for a job on health ground, he/she may make an application to the Principal along with a Medical Certificate. A committee constituted by the Principal may consider the application and the student may be allowed compensatory classes to complete the sessional work beyond the regular allotted hours.
- j. The teacher concerned shall maintain all records of the sessional work at least for a year for Academic Audit.
- k. A candidate shall clear (Pass) a sessional Paper if he/she scores minimum of 50 percentage points.

1. Any student securing less than 50 marks ('F' grade) in sessional may be allowed to repeat the sessional in the corresponding semester of the subsequent year. This will be limited to only one chance.

3.6 Mid Term Examination (MTE):

- a) There shall be one MTE in a semester carrying 40 marks to be converted into 20.
- b) The MTE during Autumn session will be in the last week of August/ completion of 50% of Module-2.
- c) For Spring Semester the MTE will be in the second week of February/ completion of 50% of Module 2.
- d) The questions should justify the Course Outcomes (CO) as per Bloom's taxonomy in each paper/ subject.
- e) The question will be of objective /short / long answer type in nature.

4. Academic Guidelines

4.1 Institute Guidelines on Attendance

A student shall not be allowed to appear at the semester examination in those particular theory subjects where he / she has shortage of attendance. The attendance shall be considered from the date of commencement of classes as per academic calendar of the university. The schedule of classes shall be notified through a timetable before the beginning of the classes in the semester. Attendance record must be compiled at the time of each class test and the students with poor attendance must be informed through notification. The guardian must also be informed through a letter. Letters must be issued to the student and the guardian before he / she is debarred from appearing at the End term examination due to shortage of attendance.

Concessions: A student who has been absent for short periods on health grounds or due to participation in cultural, sports, other academic / official assignments in the interest of the Institution / College / University / Government with prior written permission of the head of the Institution / College shall be permitted a maximum of additional concession of 10 per cent in attendance and is eligible for appearing at the examinations with a minimum of 65 per cent of attendance in a semester. No student shall be allowed to appear end term examinations with shortage of attendance below 65 per cent in any of the registered subjects.

4.2 Attendance Rules at Srusti Academy of Management:

At the time of subject registration, each student is required to fill up an undertaking form of obtaining a minimum of 75 per cent attendance in each theory and training class failing which he / she shall not be allowed to appear at the internal examinations and subsequently semester examination.

In case of genuine difficulties for sincere students who fail to meet attendance guidelines due to reasons beyond their control, the Institute may undertake to hold make-up classes to help the students out.

4.3 Certification Rules / Award of Degree:

There shall be no class/division awarded to a student either at Semester or degree level.

4.4 Eligibility for Award of Degree

A candidate will be eligible for award of MBA/MCA degree if he/she satisfies all the following conditions:

Has cleared (minimum pass grade) in all subjects and obtained requisite number of credit points

prescribed for his/her branch of study refer # 6.0 (N.B).

Has secured a minimum Cumulative Grade Point Average (CGPA) of 6.0 (refer # 6.3 for calculation of CGPA).

5. Disqualification for Award of Degree

Students who have been convicted by any cognizable offence(s) shall be debarred from receiving degrees.

5.0 Examination Guidelines:

Each theory paper shall have 150 marks consisting of both End Term and Mid Term tests. Mid Term tests consisting of one class test of 30 marks, 10 marks each for one quiz and assignment. End-term examination is of 100 marks and its duration is three hours. Students are reminded that there shall be no compensatory class tests.

5.0.1 Rules for Examinations:

The examinations relating to MBA programme have the following components.

- i. Theory (End-term: 100 marks, Internal examination: 50 marks)
 - ii. Practical / Laboratory (including Personality Growth Lab)
 - iii. Summer Internship Project
 - iv. Dissertation/ Research based project
- a) A candidate shall be declared to have passed in a subject if he / she secures a minimum of 35 marks out of 100 in the end-term examination and 25 marks out of 50 in internal examinations .. Any student securing less than 40%(internal) marks in the mid-term examinations has obtained overall 'F' grade in the subject may be allowed to repeat the internal tests at the department level during the corresponding semester of the subsequent year. The revised marks from the department would replace the old mid-term examination marks. For this repeat test only one chance would be given. The revised marks shall be communicated to the examination cell prior to start of respective end term examination.
 - b) A candidate is deemed to clear (Pass) a theory paper if he/she secures:
 - c) A minimum of 35 percentage points(35marks) in the End Semester examination, (i.e out of 100), and
 - d) A minimum of 37 percentage points in the End Semester examination and sessional, taken together (i.e out of 150).

In a practical / laboratory paper, he / she has to secure a minimum of 50 per cent of marks.

6.0 Continuous assessment and evaluation process (40)

The assessment of the different courses and the program is classified in twoways:

1. Direct assessment method
2. Indirect assessment method

80% weightage is given to direct assessment methods as follows:

- semester exams (70% weightage)

- internal exam (15% weightage)
- assignment (6% weightage)
- quiz (9% weightage)

20% weightage is given to indirect assessment methods as follows:

- Course feedback of the students
- Exit-feedback of the outgoing students
- Employers feedback
- Alumni feedback

Both the direct assessments and indirect assessments are compiled to calculate the course outcome. PO attainment assessment is done directly from course outcome attainment of individual papers.

The following table shows the assessment techniques and the frequency at which the evaluations are carried out:

Direct Assessment methods			
Assessments	Semesters	Frequency	Marks
Internal Assessments			
<i>Mid-term test</i>	All semesters	One per semester	20
<i>Assignments</i>	All	Three per semester per paper	10
<i>Quiz</i>	All	Three per semester per paper	10
<i>Case study participation</i>	All	Three per semester per paper	10

LAB tests/Practical Exams	1st, 2nd, 3rd semester	As per the course structure	100 markseach
Semester exams	All semesters	One per semester	100 per paper
SIP	3 rd semester	One in two years	100
Dissertation	4 th semester	One in two years	00

Process of Assessments

Internal test:

- The course structure of MBA is divided into 4 semesters based on choice based credit system. Excluding the Lab papers and projects, all other papers carry 150 marks each, out of which 50 marks are evaluated internally by the faculty members of the Institute.
- One midterm test, carrying 20 marks, are conducted in each paper in every semester after the completion of at least 2 modules.

- The examinations are scheduled as per the scheduled dates in the academic calendar.
- The pattern of questions is normally objective as well as subjective covering syllabus up to the date.
- The questions paper for mid-term test consists of 3 sections. The first section has ten bits, i.e., a, b, c, d, e, f, g, h, i, j comprising of 1marks each, i.e., 10 marks and section 2 also has 4 bits a, b, c, d, comprising of 3 marks totaling to 12 marks. The third section contains 3 bits out of which students have to answer a minimum 2 questions. Each question carries 9 marks. Though the mid-term is conducted from 40 marks, the total marks for mid-term examination is 20.

Mid-term test-1 question assessment pattern

Course Outcomes	Questions	Marks
CO1	Q1-a,b,c,d	0.5 marks each, i.e., 2 marks
CO2	Q1-e,f,g,h,I,j	0.5 marks each, i.e., 3marks
CO3	Q2-a, b	1.5 marks each, i.e., 3marks
CO4	Q2-c,d	1.5 marks each, i.e., 3marks
CO5	Q3-a or b	4.5 marks
CO6	Q3-b or c	4.5 marks

- The mid term test papers are evaluated by the internal faculty members and the marks are submitted to the examination cell for compilation.
- The Institute tries to maintain utmost transparency and fairness in evaluating the papers. The answer sheets after evaluation are also shown and discussed with the students in the class.

Assignments:

- Three assignments based on practical application of the theoretical concepts are given per semester.
- All the assignments carry a total of 10 marks.
- The average of all the three assignments are taken for calculation of the assignment mark for individual paper.
- Students submit their assignments to the concerned faculty member on a notified date and the faculty evaluates the same and submits the marks to the examination cell.

Assignment-1 and Case-1 assessment pattern

Course Outcomes	Questions	Marks
CO1 & CO2	10	2 mark each

Assignment-2 and Case-2 assessment pattern

Course Outcomes	Questions	Marks
CO3 & CO4	4	5 mark each

Assignment-3 and Case-3 assessment pattern

Course Outcomes	Questions	Marks
CO5 & CO6	2	9 marks each

Quiz:

- Three quiz tests carrying objective type questions are conducted after the completion of each module in each paper.
- The total marks for the quiz is 10 and the faculty members submit the marks of the same to the examination cell.

Quiz-1 question assessment pattern

Course Outcomes	Questions	Marks
CO1 & CO2	10	2

Quiz-2 question assessment pattern

CO3 & CO4	10	3
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Quiz-2 question assessment pattern

CO5 & CO6	10	5
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Lab test:

- The course has a few papers like IT for Managers and English Communication Skills which have Lab classes.
- The lab tests of 100 marks each are conducted and then it is submitted to the examination cell for compilation.
- The practical examination and viva voce examination of the lab tests are conducted by an external examiner in the presence of internal faculty.

IT Lab Assessments

Sl. No.	Students Name	Registration Number	Evaluation Criteria			
			Assignments /records (40%)	Practical test (40%)	Viva (20%)	Total marks (100)

Assessment of English Communication Lab

Sl. No	Students Name	Registration Number	Evaluation Criteria				
			Speaking (40)	Writing (30)	Reading (15)	Listening (15)	Total marks (100)

6.1 Summer Internship Programme (MBA)

One Project Item shall carry 100 percentage points.

- a) At the end of 2nd semester, a student has to take up Summer Internship Project during the

summer vacation as provisioned in the approved curriculum. The duration of training shall be at least 45/ 60 days with at least 240 hours of attendance.

- b) Each candidate shall do a project under the supervision of an internal faculty. There could be a Co-Supervisor if the project is interdisciplinary in nature. For an Industry based project, the Co-Supervisor can be from concerned industrial organization.
- c) Summer Internship Project inside/ outside the campus will be of 6-8 weeks.

After the SIP, students will submit a report and deliver a presentation about the training and appear for a viva-voce test before the evaluation committee members of their department. Marks obtained out of 100 (4 credit) will be reflected in the next semester's (i.e 3rd sem) results. Sub-components that are to be considered for evaluation are as mentioned below.

Evaluation of the Project

- i. Evaluation of a SIP will be done in a rubrics on following criteria.

a) Rubrics for Report

Detailed analysis of Objectives	10 points
Scope of the study	10 points
Research Methodology	10 points
Result Analysis	10 points
Findings and conclusion	10 points
Documentation	10 points
Total Points (a)	60 points

b) Rubrics for Viva – Voce

Communication and presentation skill	10 points
Slides preparation, organization of content, Visual aids	10 points
Data analysis and interpretation	10 points
Viva-voce	10 points
Total Points (b)	60 points
Total Points = (a) + (b)	100 points

- ii. The evaluation shall be done by a Committee of Teachers where the Project Supervisor shall be a member.
- iii. Minimum score for a Pass in Project item is 50 percentage points.
- iv. The Chairman of the Committee shall forward the score within the prescribed date to the examination cell. He /She shall also maintain all records for academic audit for at least a year.

6.2 Dissertation (MBA)

The Institute conducts dissertation viva for 100 marks in the presence of an external examiner.

6.3 Project Work (MCA)

Summer Internship Programme (SIP)

- i. A project item shall carry 100 percentage points.
- ii. At the end of 2nd semester MCA programme, a student has to take up Summer Internship

Program during the summer vacation as provisioned in the approved curriculum. The duration of training shall be at least 30-45 working days i.e., 6 to 8 weeks with at least 240 hours of attendance.

- iii. Each candidate shall do a project under the guidance of a Supervisor. There could be a Co-Supervisor if the project is interdisciplinary in nature. For an industry based project, the Co-Supervisor can be from concerned industry.
- iv. Summer Internship Program inside/ outside the campus, or any other approved course/ training/ certification attended in online mode, it shall be of at least 60 hours of training and 40 hours of project work.
- v. After the SIP students will submit a report and deliver a presentation about the training and appear for a viva-voce test before the faculty members of their department. Marks obtained out of 100 (1 credit) will be reflected in the next semester's results. Sub-components that are to be considered for marking are:

Sub-Component	Weight age
Feedback of External Supervisor	20%
Assessment By Internal Supervisor	20%
Report	20%
Final Presentation	40%

Evaluation of SIP

Evaluation of a project will be done on following points.

Understanding the relevance scope and dimension of the project	10 points
Relation to literature/application	10 points
Methodology	10 points
Quality of Analysis and Results	10 points
Interpretations and Conclusions	20 points
Report and defense	40 points
	100 points

- i. The evaluation shall be done by a Committee of teachers to be constituted by the Principal in respective specializations where the Internal Supervisor shall be a member.
- ii. Minimum score for a pass in project item is 50 percentage points.
- iii. The Chairman of the Committee shall forward the score within the prescribed date to the examination cell. He / She shall also maintain all records for academic audit for at least a year.

Minor Project- 30-45 days live project work during 3rd semester preferably in 2nd half by students in different companies shall be selected looking to the employability factor of industry.

Major Project- 30-45 day's project work by students in different companies can be an extension of the minor project (of 3rd semester).

Comprehensive Viva- Grand Viva to testify the learning on all the subjects.

7 Academic Regulations of the Institute

The Academic Regulations are available in Institute website.

7.1 Academic Culture

The students are provided with a group email id for faster dissemination of information among students. Students can access Wi Fi and make use of laptops and other e-resources / tools available to assist them in the process of learning.

The students also have a dress code which ensures a sense of discipline as well as professionalism right from the time they join the Academy.

7.2 Orientation Programme

7.3 Induction Programme

The pre-MBA and pre-MCA classes are arranged as part of the schedule of Induction Programme for the new students who enroll in a course at the Institute. These classes are arranged for a maximum of three weeks and are designed to prepare the students of MBA and MCA so that they can have better understanding of the technical subjects.

7.4 Objectives of the Induction Programme

- i. To help the students understand the MBA/ MCA courses, their importance, relevance and the strategies to complete them properly
- ii. To give basic inputs on the technical papers like Quantitative Techniques, Financial Accounting, Managerial Economics and different technical papers of MCA
- iii. To orient the students on soft skills and English communication and help them to become efficient communicators

7.5 Contents of the Induction Programme

MBA/MCA - Quantitative Techniques, Financial Accounting, Managerial Economics, Information Technology for Managers, Soft Skills, Corporate Expectations, Etiquettes and Stress Management

7.6 Seminars and Symposia

Srusti Academy of Management regularly organizes various seminars with active support of experts from industry and academia. The Academy has been regularly conducting a number of seminars and symposiums ever since its inception in different functional areas of business and management studies. Over the years, these seminars and symposiums have invited wide participation from students, academicians and industry professionals from different parts of the country. These seminars and symposiums have also served to widen the knowledge horizon of students.

7.7 Value Added Courses

To bridge the gap between corporate need and syllabus, sector specific Value Added Course (VAC) is offered to students for enhancing employability. Value-Added courses shall be over and above curriculum selected from course offered by SWAYAM / NPTEL / Mooc's / other reputed institutions / Universities etc. to develop skills to increase the employability quotient and equipping the students with practical insights of few sun-rise sectors, which most often offer number of job opportunities.

7.8 Visiting Faculty

The Academy regularly invites faculty members and scholars from institutions of repute like Xavier Institute of

Management, Bhubaneswar, KIIT School of Management, Bhubaneswar, IIIT, Bhubaneswar etc. and eminent retired professors who are experts in their respective fields to deliver value added lectures. These lectures also help students to think out of the box and bring a paradigm shift in their approach towards management practices.

7.9 Corporate Talks

The Academy also regularly invites leading industry professionals to share their perspectives with students and make them industry-ready before campus placements.

7.10 Expert Lectures

The Institute regularly invites subject experts and scholars from institutions of repute like IITs and IIMs to deliver value added lectures. These lectures have been very beneficial to the students in knowing the various corporate strategies and practices.

7.11 Industry-Institute Interface Studies

Management education tends to be theoretical and sometimes far removed from the practical exposures of the workplace. As per the feedback and suggestions of recruiters, Industry-Institute Interface Programmes are organized for development of knowledge and skill sets of students.

The programme intends to meet the following objectives:

- To enable students to have first-hand knowledge of industry practices
- To widen the domain knowledge and enrich the knowledge-base of students
- To make students industry-ready by imparting practical knowledge of the working environment of the industry

The programme includes one day exposure visit of students to any industry to study various organizational practices as selected by the subject faculty for the better understanding of corporate culture and work style.

7.12 Student Participation

We encourage students to participate in the following events:

- i. Outside seminars/workshops
- ii. Outside competitions
- iii. Contribution to Institute's newsletter
- iv. Contribution to Institute's annual literary magazine *Srijan*
- v. Contribution for wall magazine *Surabhi*
- vi. Participation in placement activity**
- vii. Participation in club activity
- viii. Participation in other community service activities
- ix. Participation/ Organization of events

7.13 Academic Assistance

Slow Learners: The Institute provides extra academic assistance to slow learners through remedial classes.

Advanced Learners: For brighter students, expert classes have been arranged through subject experts. In addition, more attention is given through group assignments and support by the concerned subject teachers.

7.14 Feedback Rules

Feedback from stakeholders is an important tool for continuous improvement. In order to bring all round coherence, due attention is provided to the stakeholders' feedback (viz. students, recruiters, alumni, industry experts, academicians and parents) for improvement and efforts are always made to incorporate their practical suggestions into the system.

The Institute collects feedback from the students, alumni, parents, academic peers and industry personnel regarding the effectiveness of curriculum in shaping the students for a bright professional career. The feedback collected are analyzed by the department HODs and put before the IQAC (Internal Quality Assurance Cell) for discussion and necessary actions.

7.15 Feedback from Students

Feedback from the students are taken at regular intervals. The Institute has two types of feedback mechanism for each paper.

- i. Teaching feedback (2 per paper)
- ii. Course completion feedback (1 per paper)
- iii. 1st teaching feedback is taken after completion of the 1st Module or after 2nd week of commencement of class.
- iv. 2nd teaching feedback is taken after completion of the 3rd module.
- v. Course feedback is taken just before the completion of the last module.
- vi. The teaching feedback has to be taken as per the Academic Calendar from the identified set of students having more than 75% of attendance.
- vii. The students are required to give rating for each paper taught on a scale point of 5.
- viii. There is provision for taking oral feedback as and when required.
- ix. If the feedback of a faculty is less than 3 on 5 point scale, she / he may be called for discussion and corrective measures to be planned by the competent authority in consultation with the faculty. After collection of oral feedback, the faculty whose teaching has been adjudged not satisfactory by the students may be called for counseling by the Principal or Vice Principal.

7.16 Sector-specific FAQs

FAQs (Frequently Asked Questions) on selected sectors and their answers are to be prepared and issued to MBA 2nd Semester students as per their specialization in the beginning of the semester. Students are required to come prepared to the FAQ classes for discussion. The performance of the students shall be evaluated through tests.

7.17 Classes on CA, BA and NA

Classes on Current Affairs, Business Awareness and News Analysis shall be held in the 1st, 2nd and 3rd semesters, MBA. Two quiz tests shall be conducted. Each test will comprises of 50 questions. The detailed question set of the above class is to be prepared and issued to students in the

beginning of a semester for their classroom preparedness. The class of CA, BA and NA shall be taken by the assigned faculty as per timetable.

7.18 Subject-wise Glossary: Placement Perspective

Glossary on different subjects shall be distributed and discussed in class in the following semesters:

- i) 1st, 2nd, 3rd and 4th Semesters, MBA (all subjects)
- ii) 1st, 2nd, 3rd and 4th Semesters, MCA (all subjects)

Glossary of 100 terms shall be prepared for each subject and the same is to be distributed among the students in soft form at the beginning of the semester so as to enhance their preparedness for a class. Two tests shall be conducted for each subject.

8.0 Administrative Guidelines

8.1 Institute Rules and Regulations

The students are expected to follow all the rules and regulations of the Institute very strictly and no laxity in compliance of the rules shall be allowed in the best interests of the students as well as the Institute.

8.2 Conduct and Discipline:

A student shall have to conform to a high standard of discipline and present himself /herself within and outside Srusti as a befitting student of an institution of national repute. He / She shall make conscious and sincere efforts to be a responsible citizen as well as a successful business leader contributing to the society at large.

- i. **Srusti** wishes to instill virtues of honesty, integrity, cooperation, sense of responsibility and cleanliness among the students inside the Institute as well as outside.
- ii. If a student is proven guilty in a case of gross misconduct such as violence, riots or disorderly misbehavior, fraud, misappropriation of funds, immoral behavior towards a fellow student or faculty or staff of Srusti, she / he shall be subject to immediate expulsion from the Institute.
- iii. Use of tobacco, alcohol, chewing of betel leaves and chewing gums, etc. is strictly prohibited within the premises. Use of mobile phones in the classroom and lab is strictly prohibited.
- iv. Students should respect and be courteous towards the faculty members as well as the staff of the Institute.
- v. The Institute maintains absolute discipline and students violating this are liable for severe penalty including expulsion. Students expelled on grounds of indiscipline will not be entitled to any certification or refund of fees and deposits.
- vi. Ragging in any sort or form is strictly prohibited. Students found guilty of this are liable for severe punishment including dismissal from the Institute / Hostel.
- b. **The matter will be referred to the police** as the Government has declared ragging as a criminal offence with reference to the decision of the Hon'ble Supreme Court of India in Writ Petition No- (C) 656/1998. (Aman Asha Website Registration Procedure VP)
- i. Students should take care of the Institute property and maintain cleanliness of the work place. Any student found responsible for any damage to the Institute property (fittings, furniture and

equipment, etc.) shall be punished severely and the cost of damages along with fine will be recovered from the student. The Institute reserves the right to expel such students.

- ii. Students are strictly forbidden from organizing or attending any unauthorized meeting in the Institute or collecting money for any purpose without the prior written permission of the Principal / Vice Principal.
- iii. Organized absence from classes and instigating students to remain absent or to go on strike is a serious breach of discipline and may result in expulsion from the Institute.
- iv. No student shall take part in any antisocial or subversive activities. No student shall be a member of any organization or association not connected with the Institute without the prior written permission of the Principal/ Vice Principal.
- v. Students are forbidden from organizing unions or associations based on caste, colour, creed, language, nationality or political ideology within the campus.
- vi. Students shall always be ready in a befitting manner so as to bring credit to themselves and to the Institute.
- vii. Students should avail themselves of all opportunities to acquire managerial knowledge and skills during their period of study.
- viii. Students should strive hard and spare no effort to maintain peace and harmony in the campus.

8.3 Disciplinary Committee:

There is a standing disciplinary committee in Srusti Academy of Management. The sole purpose of the Committee is to investigate any act of indiscipline by students.

The following are considered as acts of indiscipline :

- i. Ragging in any form - direct or indirect, inside or outside the campus
- ii. Willfully damaging Institute's property
- iii. Interfering with the normal operation of the Institute by disruptive action of any kind
- iv. Any violation of Institute rules and regulations

The Institute reserves the right to define other acts of indiscipline as and when required. The Institute reserves the right of punishment through fines, reporting to parents, suspension for one academic year, reporting to police authorities, etc.

The Institute specifically reserves the right of expelling the students from the hostel, library and / or from the Institute depending on the seriousness of the offence.

In matters of misconduct and indiscipline, the decision of the Disciplinary Committee shall be final and binding.

The other committees to take care of discipline include:

Anti-ragging Committee

Grievance Redressal Committee

Internal complaint Committee (ICC)

8.4 Anti-Ragging Rules

Ragging in any sort or form is strictly prohibited. Students should remember that: **“Ragging is neither a means of familiarization, nor an introduction with fresher but is a form of psychopathic behavior. Ragging is a violation of human rights. Therefore, respect humanitarian values and say “NO” to ragging.”**

Ragging constitutes one or more of the following acts:

- i. An act by the student through words spoken or words written in the form of teasing, treating or handling with rudeness, beating and humiliating a fresher or any other student;
- ii. Involvement in any undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- iii. Force students / fresher to do any shameful act; cause physical and mental torture or embarrassment;
- iv. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of a student or a fresher;
- v. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- vi. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- vii. Any act of physical abuse like: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- viii. Any act or abuse through spoken words, emails, posts, public insults with the intention of deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating so as to harass fresher or any other student;
- ix. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student;
- x. Anti-ragging affidavits: As a mandatory requirement, each enrolled student shall have to submit online anti-ragging affidavits to the Institute within one week of class commencement.

Ragging is Punishable.

Students found guilty of ragging are liable for severe punishment including dismissal from Institute / Hostel. **The matter will be referred to the police** as the Government has declared ragging as a criminal offense with reference to decision of the Hon’ble Supreme Court of India in Writ Petition No- © 656/1998.

Any case of ragging shall be reported to the following persons:-

Prof (Dr) U.K Dash - 9937928141/9090711665

Dr. Pragyan Paramita Sarangi – 9437282167

Dr. Jakki Samir Khan – 8328868034/9861047242

Mrs. Soudamini Tripathy - 9078635271

8.5 Dress Code

The students shall have to adopt the following dress code while entering into the Institute campus.

Boys: College uniform (full shirt and trousers, full shoes, belt and tie with the college logo), (black) blazer (while attending seminar / symposium / conference during Nov– Feb.)

Girls: College uniform and tie with the college logo, full shoes (black), (black) blazer (while attending seminar / symposium / conference during Nov-Feb)

Note: 5.5.1 The students while attending seminars, functions, industrial tours, etc. shall have to wear blazers but attending classes with blazer is not mandatory.

5.5.2 Attending classes wearing half shirt, t-shirt, jeans, etc. is not permissible.

8.6 Identity Card

Each student shall be issued an identity card. The student can enter the Institute and receive any material / service only on production of her / his valid identity card. In case of loss of identity card, a duplicate identity card shall be issued on a written request subject to the approval of the Director with payment of Rs.100/- at office counter along with a stamp size photograph.

8.7 Refund Policy

Course Fees: Students are not entitled to claim any refund of fees from the Institute in case he / she leaves the programme while pursuing the programme for any personal reasons and shall not be issued the CLC unless he / she clears all the college dues for the entire course duration for which he / she is admitted.

Students shall not claim any refund of fees paid to the Institute in connection with his / her candidature and admission. In case of expulsion from the Institute due to breach of discipline, he / she shall bear the risk of financial loss.

8.8 Student Grievance Redressal Committee

The Institute has constituted a student grievance redressal committee as per the directives of the AICTE. The aggrieved students can approach the Committee of the Institute for redressal of grievances.

9. Institutional Initiatives

9.1 Student Insurance Scheme

Insurance Coverage of Students – Permanent Disability and Accidental Death
Srusti Students' Welfare Scheme envisages to extend welfare measures to all the enrolled students and their parents by providing the much needed financial support in the form of social security and part of social safety net under "Group Accidental Insurance Policy" for Rs.5.0 lacs in case of death or permanent disability due to accident of student and guardian, after fulfilling the requisite insurance formalities. The insurance coverage is to be obtained from the United India Insurance Co. Ltd. through its Divisional Office no-1, Ashoka Market (Code-034100), Master Canteen Square, Bhubaneswar.

9.2 Institutional Social Responsibilities (ISR) / Social Activities

Srusti Academy of Management is associated with bodies like the National Social Service Scheme,

Youth Red Cross and Red Ribbon Club with the purpose of carrying out social activities such as organizing health camps, sanitation drives, community service, blood donation camps, AIDS Awareness Drives, etc.

9.3 Community Services

The Institute has always been in the forefront for taking up initiatives in social development. It regularly organizes programmes like plantation programmes and Joy of Giving Week in which students are encouraged to contribute towards uplifting the rural poor.

9.4 Membership in Clubs

The different clubs take care of extra-curricular activities for all-round development of the students apart from providing forums to showcase their talent. These clubs nurture new talents and motivate the students to excel in every sphere of life and leave no stones unturned in making them responsible citizens and better human beings.

9.5 Spic-Macay Club

The objective of the club is to understand the different cultures and practices of India. It helps to inculcate more artistic knowledge and know different heritage of country. The activities of this club will be managed under the guidance one faculty-in-charge who will be the head of the club. All activities will be organized by the student conveners and coordinators consisting of 4 members from MBA and MCA batch, who will ensure smooth conduct of activities.

9.6 Eloquence Club

The objective of the club is to nurture the students with a deeper understanding of English language and literature that equips students for research and career opportunities with values to contribute to the society. The club conducts various activities which can enhance soft skills and teach the art and techniques related to public speaking. It also helps students to develop their reading proficiency in any language and make them abreast of the current scenario and the happenings around the world.

9.7 Yoga and Wellness Club

Yoga is a way of healthy living today. It brings together physical and mental discipline to achieve a peaceful life. Yoga helps to manage stress and anxiety which has become common in today's generation. Srusti's Yoga Club provides opportunities to students to rejuvenate their body and mind so that they can cope with the corporate working environment.

9.8 YRC Club

"Today's graduates will become tomorrow's business and economic leaders. Thus, it is crucial to equip them with the knowledge and sense of responsibility in order to create a healthy, ethical and sustainable economy that will lead to a better environment and a better world." Prof. De Bettignies. Srusti is taking initiatives for community development programmes as a part of ISR activities under Youth Red Cross (YRC) every year. Srusti also emphasizes on building, promoting and strengthening strategic partnerships and alliances with different organizations for undertaking academic-oriented ISR activities.

YRC Club of Srusti Academy of Management was established in the year 2009 with the objective of imbibing the values of promoting Institutional Social Responsibility activities (ISR) among the students and faculty of the Institute. ISR activities of the Institute is structured with two-fold objectives - first of

delivering a token of love to the truly needy and secondly to inculcate a feeling of compassion in the mind of young students to become socially responsible. The YRC Club of the Institute works relentlessly throughout the year in co-ordination with Indian Red Cross Society, Bhubaneswar Chapter. The aim of ISR activities is to create awareness on various social issues addressing the needs and concerns of the underprivileged and making the student empathetic so that they can contribute meaningfully for their development. Major activities undertaken by this Club include a training session for the newly admitted volunteers, plantation programme, Joy of Giving, observation of Organ Donation Day, National Unity Day, Women's Day, Vigilance Awareness Week, World Aids Day, World No Tobacco Day, World Environment Day, Blood Donation Camp, First Aid training, Health check-up camp, etc. every year.

In recognition of all the efforts of the YRC wing of the Institute, the IRCS, Odisha Chapter

has conferred upon the Institute Governor's Award for the Academic Session 2014-15 and 2015-16 consecutively.

9.9 Marketing Club:

AIM

To improve the marketing skills of students, a marketing club called Brainvita has been set up for the students with the concept "Market Yourself".

Objective:

The Marketing Club provides students an appropriate forum for marketing related events in the Institute. The Club head plans events throughout the year to develop the marketing acumen of students. The Club keeps members abreast with the changing dynamics of marketing infrastructure such as digital marketing, SEM, SEA, research, sales, social media marketing and integrated marketing communication, to name a few.

9.10 HR Club:

HRuday, the HR Club aims to make students with HR specialization aware of the current happenings in the field of HR. It also intends to enable the students to have interactions with HR professionals with a view to update their knowledge by sharing the latest happenings taking place in the field of HR. It also helps to spread knowledge and encourages the learning opportunities in the field of HR for students, academicians and industry.

9.11 Finance Club:

Artha, the Finance Club, aims to bring together all the MBA / IMBA students who share a common interest in the area of finance and investment. The club aims to achieve its objectives by enhancing students' knowledge in the area of finance through peer to peer learning, events and competitions conducted by the Institute.

9.12 Alumni Association

Srusti Academy of Management takes pride in its alumni as it has a tradition of not only maintaining but also strengthening the relationship between the Academy and its graduates. With each passing batch, the alumni glow as role models for the younger generations joining the fold. Even after joining the corporate world, they contribute ideas for the growth and development of the Academy. 'Srustians',

as they proudly call themselves, have formed an association named “Srusti Alumni Association” which is a registered association and conducts the alumni meet at two years intervals during the month of October / November. The Association maintains a close networking among all Srustians for positive and progressive relationship and provides valuable support in the area of training and placement.

The alumni association is actively associated with the Institute and its seminars and presentations. The Institute invites its alumni on almost all the major occasions to inspire and fulfill career goals of students.

10. Career Initiatives

10.1 Training

- i. Semester-wise training programme in personal grooming and total personality development
- ii. Continuous focus on presentation skills, group discussions and general / technical interviews, business etiquette, negotiation skills and effective communication
- iii. Mock / simulated exercises on regular basis for final year students in aptitude, technical skills and HR interviews
- iv. Pre-placement training for MBA by experts in the field
- v. Seminars on time management, personality development, leadership, teamwork and yoga by eminent personalities
- vi. “Face to Face with”- a regular Industry-Institute Interface programme by inviting corporate personalities

10.2 Personality Development Programmes (PDP)

In the corporate world, professionals are required to prove their worth in their organizations by demonstrating an optimum level of behaviour which requires a combination of Attitude, Skills and Knowledge (ASK) as knowledge alone cannot guarantee success. Therefore, business graduates need a developed and enhanced personality today to meet the challenges of the corporate world as they need to demonstrate competence, flexibility, adaptability and leadership in order to meet professional benchmarks. We at Srusti believe that total personality development is necessary for a successful career in life, keeping the age-old human values intact. With focus on confidence building, teamwork and teambuilding, time management, personality enhancement, grooming, business and social etiquette, stress management and public speaking, our Personality Development Programmes address the actual industry requirements and prepare our management graduates for absorption in industry. In addition to these, we also profile our students for occupational interest, strengths and weaknesses and many such relevant areas and provide them counseling by experts so that they can meet employer expectations and, at the same time, achieve work-life balance. The Professional Training Centre at Srusti plays an important role in shaping the career of students right from their induction programme to their final placement. We begin the academic session with an orientation programme called “Arohan” where the students get the opportunity of familiarizing themselves with the new surroundings, people, academic culture, and the values at Srusti. Mini projects and Summer Internship Projects help the students acclimatize to corporate environment. Constant focus on the changing

corporate requirements helps us to design and redesign our training inputs and guide our students to their preferred destinations in their area of specialization.

We also make use of MAP Framework (Motivate, Activate and Participate) to achieve our objectives in these areas by conducting role plays, group discussions, presentations, mind mapping exercises and mock interviews.

10.3 Digital Language Laboratory

English has emerged as the major language for business transactions across the world with economies going global. Various measures have been taken in order to improve the communication skills of the students. Apart from classroom teaching, learning language and improving communication skills through use of interactive software has been facilitated. Our fully air-conditioned digital language laboratory is used by students in large numbers under the supervision of trained teachers. Various assignments on phonetics, intonations, vocabulary, etc. are completed by students. The teacher also supports learning in the laboratory for better one-to-one communication and group learning.



10.4 Placement

The Placement Department maintains excellent rapport with leading corporate houses located in different parts of the country. The Department actively collaborates with them to conduct placements. The Department has been successful in providing a choice of jobs to the students based on their specializations. It also seeks suggestions from companies from time to time for the enhancement of different skills appropriate to the present needs of the industry.

10.5 Service Provisions (MBA / MCA)

10.6 Services to be provided against Extra Academic training and Development fee

Sl. No.	Particulars of Training	Schedule	Brief Content	Duration	Objective
I	Free participation in Institute organized Seminar, symposium conference	As and when organized	Students get opportunity to participate	As per Institute activity calendar	To gain a first-hand insight/experience from the expert in related subject field
II	Free Membership in Gymnasium	All Semesters (Morning or Evening Hours)	Students use the Gym equipment for physical fitness		
III	Free participation in Yoga / Meditation Camp	Preferably in winter season	Opportunity provided to learn Yoga / Meditation	-do-	To improve physical and mental strength
IV	Free participation in Institute social responsibility activities	-do-	NSS, Red Cross activities and other social awareness campaign	-do-	To develop a spirit of service, social and civic responsibility

10.7 Pre-Placement Training

- Personality Development Training and Soft skill training of **minimum 50 hours shall be provided during 1st, 2nd & 3rd Semesters each** to improve overall personality and communication skills.
- Industry / company contact / liaison to facilitate campus/off-campus Interview
- Free participation in Institute-organized campus / off-campus recruitment processes
- Arrangement of total **6** corporate talks in **four** Semesters

Important Note: It must be clearly understood by the students and parents that deposit of Pre Placement Training Fees of Rs 12000/ is purely towards receiving training to improve soft skills. It neither guarantees certain improvement of such skills nor providing employment to students. However, in the greater interest of the students and the Institute, a reasonable number of on/off campus recruitment opportunities shall be provided to each and every student. It is up to the student concerned to seize those opportunities leading towards employment.

Sl.	Particulars of Training	No. of Hours	Trainer
a	Business and official communication	10	Institute faculty/trainer
b	Extempore and Role Play	10	-do-
c	GD and PI	30	Institute trainer/ Outside agency
d	Presentation skills		-do-
e	Selling and Negotiation skill		-do-

11. Library

The state-of-the-art air-conditioned library is an important resource centre of the Institute. Located on the first floor of the new building, it serves as the fountain head of knowledge. It stores a rich collection of text and reference books, national and international journals, periodicals, career-related and general business magazines, newspapers, company profiles and reference materials from trade and Industry. Presently, it has a collection of nearly 30,000 text and reference books and 54 national journals. It also has an array of multimedia tools, digital casebooks and learning resources and a book bank. The bi-annual journal published by Srusti, Srusti Management Review (SMR), is listed in Ulrich's Periodicals Directory, USA.

With such an array of resources available for use, the library is open to all its users in a manner that the resources are utilized to derive benefit of learning without any favour or discrimination, based on certain common guidelines which are expected to be followed by all the users of the library and its facilities. The library offers the following facilities and services to its users:

- i. Books
- ii. Journals – national / international
- iii. Periodicals
- iv. Magazines
- v. Newspapers – English, Hindi and Oriya
- vi. Thesis (Ph. D)
- vii. CDs / DVDs – Training, Academic Resources, Movies, Event Coverage
- viii. Audio Cassettes of Lectures
- ix. Book Reservation
- x. Title Search Through KOHA Software
- xi. Teaching Instruction Material
- xii. Study Material Collection
- xiii. Question Bank
- xiv. Project Report Referral
- xv. Book Bank
- xvi. Reprography and Printing
- xvii. Computing and Internet for Academic Purposes
- xviii. Research Centre
- xix. New Arrival Display
- xx. Reading Room

11.1 Library Rules

11.2 Library Timings:

The library remains open from 9 a.m. to 7 p.m. Monday to Saturday.

11.3 Access Rules:

All the library users shall record their entry and exit from the library by giving their thumb impression on the biometric machine installed near the entrance for this purpose. In addition, students shall also make entry in the Students' Library Attendance Register without fail.

11.4 Borrower's Ticket

Loss of Borrower's Ticket has to be immediately reported to the librarian in writing. The librarian may issue a fresh ticket after an interval of one week from the date of application on payment of **Rs.25/-** per ticket and with one stamp-size photograph of the student.

While returning the books to the library, it is the responsibility of the students to see that his / her ticket is duly discharged.

11.5 Issue and Return Privilege:

Borrower's Ticket shall be issued to all the students for admitting them as members to the library. Students shall be issued books on the basis of subjects taught during a semester. In no case the number of books issued shall exceed the number of subjects taught in a semester as per the syllabus. To take books from library, the students are required to submit the requisition form to the library before one day of the issue of the books. The forms are available in the library. At the same time students can have remote access facility to search book titles through KOHA Software.

Students are required to return the same number of books as issued within 28 days from the date of issue including Sundays and holidays, failing which a fine @ Rs. 5.00 per book per day of delay shall be charged.

All the books issued for a complete semester are to be returned within two days of completion of the end-term examination failing which fine @ Rs. 5/-per book per day of delay shall be charged.

Books and journals or any other materials issued from the library for reading purpose in library are required to be returned on the same day failing which a fine @ Rs. 200/- per material shall be charged.

11.6 Access to Resources: Books

All the books are kept in closed shelves. However, books are issued for use in library against submission of identity cards which are required to be returned on the same day during library hours.

11.7 Periodicals

Students can read the current periodicals, journals and magazines on display after depositing their ID cards with the library personnel at the entry / exit point. The same cannot be issued or taken out of the library. In case it is temporarily issued at the sole discretion of the librarian, it has to be returned to the library on the same day during library hours failing which a fine shall be imposed on the member in whose name such resources are issued.

11.8 Newspapers

Newspapers shall be available for reading only in the library. The newspapers can be issued by the librarian at her sole discretion for use in classrooms for academic purposes. It has to be

returned to the library on the same day during library hours failing which a fine shall be imposed on the member in whose name such newspaper is issued.

11.9 Audio-visual Resources

Audio-visual resources (Cassettes / CDs / DVDs) are available in the library for use by the students. These resources can be used in the library only with the help of the computer systems installed for this purpose. In no case these resources shall be issued to students for use outside the library.

11.10 Reservation of Books

Students can reserve the books which are already in circulation. The reserved books, upon their return, shall be immediately issued on the basis of reservation made on first- cum-first- serve basis. If they fail to collect the book on the date of return to the library, it shall be issued to the member who is next in line.

11.11 Return Rules

- i. In case of loss or damage to the book issued, the concerned borrower has to bear the cost of the book as per the present market price.
- ii. Absence and illness shall not be accepted as ground for exemption from payment of fine. If the due date falls on a holiday, the book(s) can be returned on the following working day without any fine.
- iii. The librarian may ask for return of a book at any time before the due date in case it is deemed necessary. In case the borrower fails to return the book after the librarian's notice, a fine may be imposed by the librarian.
- iv. Library books, manuscripts, etc. are often costly and rare. They are for the benefit of the present and future members of the library. Therefore, writing on library materials, damaging, tearing the pages or marking on any library material are strictly prohibited. No tracing or copying of any map or manuscript shall be allowed without the written permission of the librarian. Violation of the above shall lead to infringement of library rules and fine as deemed fit shall be levied.
- v. Before leaving the book issue counter, the member should ensure whether the library material taken by him / her is in sound condition. If not, he / she should immediately bring the matter to the notice of the library staff at the counter. Otherwise, he / she shall be liable to be fined for the same.
- vi. Loss of library materials must be brought to the notice of the librarian immediately for replacement of the same by procuring it from the market or by paying for the cost of the materials. For any such intimation made after due date, the borrower shall be liable to pay a fine amounting to twice the cost of the book / material / resource or an amount decided by the Library Advisory Committee.
- vii. If a book belongs to a set which is lost, the borrower shall be liable to pay for the replacement of the entire set as per the market cost applicable.

11.12 Guidelines to be followed 'Inside the Library'

- i. Students can get books issued temporarily by submitting their Identity Cards for the

purpose of reading which is required to be returned on the same day.

- ii. Students should maintain absolute silence while reading in the library. Mobile phones should be switched off or kept in vibration mode inside the library.
- iii. No book may be taken out without being issued. A fine of 3 times the cost of book / magazine / journal / others resource(s) shall be collected within 2 days of the incident if anyone is found doing so.
- iv. All library materials should be kept in their proper place after use.
- v. During net surfing or availing e-journal facility, students are strictly prohibited from any type of chatting or opening any non-academic site.
- vi. Students found disfiguring the wall, tables and other assets in the library can be debarred from availing library facility.
- vii. Consumption of tobacco / smoking is strictly prohibited inside the library.
- viii. Refreshments or foodstuff of any kind shall not be allowed anywhere inside the library.
- ix. Anybody found violating the rules or disturbing the peace of the library is liable for punishment as and when decided by the librarian, dean or director.
- x. The librarian is authorized to ask a student to leave the library if found unnecessarily gossiping, disturbing or indulging in any other misconduct.
- xi. The librarian is authorized to cancel the tickets and refuse admission to anyone infringing the rules and regulations of the library or for indulging in any other misconduct.
- xii. Those violating the above library rules shall be immediately restrained from entering the library and also be deprived of the privilege of issue and return of library books for the period of one week.
- xiii. For annual audit work or any other emergency work, the students are required to return the books for the stipulated period only as per notice issued by the librarian / principal.
- xiv. Depending on the magnitude of the case, further disciplinary action as deemed appropriate by competent authority shall be initiated against the students who violate the stipulated rules.

11.13 Study Material Support

Various study materials / handouts relating to different subjects taught during the semesters will be available in soft version in the library terminal/ Google Classroom for the reference of the students.

11.14 Clearance Certificate

The Borrower's Tickets are the property of the library and are to be returned at the end of the term. The student has to return all library materials borrowed and clear library dues if any, during final clearance and obtain No Dues Certificate.

11.15 Book Bank Rules

The Institute has Book Bank facility wherein the students can borrow extra books over and above what is available from the library and can retain those for a longer period of time i.e. till

end of the term without payment of fines. This facility may be availed by students on payment of Rs. 100 only as annual membership fee.

11.16 Question Bank

The library maintains records of previous years' question papers for all subjects. Students desirous of referring to such material can do so by obtaining photocopies of the papers of subjects of their choice. However, in no case the original question papers shall be issued to the students for reference.

11.17 Project Report Referral Assistance

Copies of project reports of previous years are maintained in the library for all major areas. Such reports can be temporarily issued to students for reference inside the library only. In no case shall such reports can be issued to the students for reference outside the library. They have to be returned to the library on the same day. In case of need, the students can submit requisition for photocopying of such reports upon payment of the photocopying charges and collect the same after two days.

11.18 Teaching Instruction Material Facility

The Institute maintains record of all the academic instruments for use during different semesters in an academic year. The users can refer to such materials through access to their Google Classroom. Students may be allowed to photocopy or take printouts of academic resources available in the library for this purpose. The different academic instruments available in the library include:

Lesson Plan Assignments Quiz

Objective Type Questions with Answers Probable Questions

11.19 Reprographic Facility

- i. Books / materials / resources protected under the Copyright Act will not be photocopied for any commercial purpose. Further, any photocopying of such materials will be undertaken only after the explicit written permission of the copyright holder.
- ii. Rare resources, original version of which are not available readily, may be reproduced in the interest of scholars on condition that the volumes should be treated as library reference materials for restricted readership.
- iii. The student can take photocopy or print out by paying the charges as notified from time to time.
- iv. An advance requisition shall be made for photocopying relevant portions of books or any other study material as this service shall be offered to the students on 'first-come- first-serve basis'
- v. For bulk photocopying (more than 10 pages), the student / faculty member has to make the requisition sufficiently in advance (at least one day before) to avoid inconvenience.
- vi. The charges towards use of reprographic facility have to be paid immediately upon requisition on the basis of the calculation made by the library staff. The photocopied materials can be collected on the following working day.

12 Lab Rules and Regulations

- i. Students are required to maintain silence inside the computer lab.
- ii. Students are not allowed to use CD, pen drive, etc. If this is needed, prior permission of

- laboratory in-charge is needed.
- iii. Students are allowed to open the prescribed i-TELL application according to the BPUT Syllabus.
 - iv. All students shall be responsible for keeping the computer lab clean.
 - v. Students shall keep their shoes in the shoe stand. Nobody is allowed to leave their shoes in front of the computer lab. They should also leave their bags outside.
 - vi. Food and drinks are not allowed inside the lab.
 - vii. Students should refrain from dislocating, shifting and tinkering with the parts of the computer or any other device in the lab.
 - viii. Students have to enter and leave the lab at the scheduled time. Otherwise, they will be marked absent.
 - ix. Students have to sign the log book while entering and leaving the computer lab and mention the time of entry and exit.
 - x. The students should properly shut down the workstations before they leave the lab.
 - xi. The students should not load or delete any programme from the computers without permission of lab in-charge.
 - xii. The students should not use computers in the lab for any personal work.
 - xiii. Browsing of non-academic internet sites will not be allowed in the lab.
 - xiv. Before downloading any materials, please consult your instructor and save the downloaded files as told by the laboratory in-charge.
 - xv. Browsing of internet will not be allowed in the lab beyond the stipulated hours as per time table.
 - xvi. The instructor / lecturer will be the sole authority to judge the behaviour inside the laboratory. For violation of any of the above rules, the management reserves the right to take appropriate disciplinary action.

13 Life @ Srusti

13.1 Canteen

The canteen inside the campus serves as the meeting point for the students. Apart from serving lunch and dinner, a variety of ready-to-eat snacks and beverages are available. The informal atmosphere at the canteen helps students unwind and spend some time in chit-chats and discussions with friends.

13.2 Gymnasium and Indoor Games

The Institute has a modern multi-gym which provides free membership to its students and faculty members. Facilities for indoor games like Chess, Carom and Table Tennis also provided.

13.3 Dance and Drama

Ample opportunities are available for the students to showcase their cultural talents in the field of dance and drama. Apart from participating in intra-college competitions, students are also encouraged to participate in inter-college competitions and bring glory to the Institute.

13.4 Art Exhibitions

Thematic art exhibitions are organized on different occasions to create awareness on various socio-economic issues. Diverse thoughts are given shape on canvas by the students.

13.5 Arohan – An Auspicious Beginning (The Induction Programme)

“Arohan” - The annual welcome and induction ceremony for freshers is organized every year at the beginning of the academic session. Eminent persons from industry and academia address the students and share their rich experience for a successful professional career ahead.

13.6 Voice of Srusti

The best singing talents among the newcomers are identified in male and female categories. A prominent personality from the field of music judges the students through the various rounds.

13.7 Srijan

The Institute provides a platform for depiction of creative writings by the students in the annual magazine titled Srijan.

Surabhi

The Institute also has its wall magazine named Surabhi which encourages students to contribute their creative writings. This is displayed inside the library.

13.8 Quiz

In order to improve the general awareness of the students, quizzes of different nature are organized by the Institute.

13.9 Inter-College B-Plan Competition

Srusti Academy of Management organizes Inter College B-Plan competition to encourage budding entrepreneurs to come up with their innovative business plans which are evaluated and judged by some of the renowned academicians as well as entrepreneurs.

13.10 Annual Competitions

Curricular and extra-curricular competitions are organized in the Institute to allow the students for honing their talents in debating, role play, indoor sports and music.

13.11 Srusti Annual Day

Srusti Annual Day is celebrated to award the winners of different competitions every year. Distinguished personalities from different areas are felicitated by the Institute.

14 Hostel Rules and Regulations

14.1 Hostel Rules and Regulations for Boarders:

A student after admission to the Institute can apply for admission to the hostel on the prescribed form. The selection of the candidates for admission shall be made by hostel committee and selected candidates have to take admission by paying the requisite fees and submitting relevant documents.

14.2 Eligibility for Admission to the Hostel:

- i. He / She should be a bona fide student of the Institute.
- ii. He / She must be willing to obey all the rules and regulations of the hostel as prescribed from time to time.
- iii. He / She must have a local guardian in case his / her parents are staying away from Bhubaneswar.

- iv. He / She must have contact telephone numbers of parent and guardian for emergency contact.
- v. He / She should be free from serious / infectious disease.
- vi. Seats shall be allotted on need basis.
- vii. The management reserves the right to select students for admission to the hostel.

14.3 Documents to be submitted (at the time of hostel admission)

The following documents are required to be submitted at the time of hostel admission:

- i. Prescribed application form duly filled in
- ii. Passport-size photo of the student, parents, local guardian and visitors (if any)
- iii. Correspondence address of parents, local guardians and two contact telephone numbers
- iv. Undertaking in support of medical certificate
- v. Photocopy of money receipt of hostel admission fees
- vi. Photocopy of Institute admission receipt
- vii. Hostel agreement form Annexure – I (B) duly signed by the student and parent

The student shall be allotted a hostel seat (as available) by appropriate authority and the student shall become a boarder from the date he / she occupies the seat.

14.4 Hostel Fee (Non-refundable):

- i. Hostel facility can be availed by a student on annual payment basis for two semesters in a year and not any part thereof.
- ii. Allotment of hostel seat in the middle of the session may be made by the hostel committee subject to vacancy in respective hostels and payment of full amount for the year.
- iii. Re-admission to a hostel in 2nd / 3rd Year of study can be made by a student through application made before the 30th June each year.
- iv. The admission / readmission formalities including deposit of fees must be completed as per schedule notified each year. The hostel in-charge shall issue notice for the same from time to time.
- v. Hostel charges for Girls' Hostel are paid on a composite basis for seat rent and fooding (breakfast, lunch and dinner). No request for separate amount for seat rent shall be entertained.
- vi. No request from girls accommodated in Girls' Hostel shall be entertained for concession of amount towards temporary absence during Sundays, holidays, project work period, placement, sickness and other reasons.
- vii. Hostel charges for Boy's Hostel are paid only for the seat rent.
- viii. Transport facility for boys from Boys' Hostel is optional and can be availed by applying for it on payment as per government policy.
- ix. Hostel fee details for the year 2019-20 (Subject to revision at the time of fee structure revision by Govt. of Odisha)

- NB:
- i. Food Charges shall be increased by 10 per cent every year.
 - ii. Food Charges and other charges of hostel are to be notified for the information of the students at the beginning of an academic session.

14.5 Rules and Regulations for Boarders:

- i. Ragging in any form is strictly prohibited and those who violate this rule will be expelled from the hostel and the Institute followed by punitive / legal action as per the provisions of law.
- ii. Students shall not organize or address any meeting in the hostel without the prior permission of the hostel superintendent.
- iii. Dispute, if any, shall be brought first to the knowledge of the matron / caretaker and to be settled with the advice of the hostel superintendent. If it is still not settled, it is to be brought to the notice of the hostel warden.
- iv. Visiting hours for the hostel is 6 PM – 7 PM on weekdays and between 10 AM and 6 PM on Sundays and holidays.
- v. Students are advised not to go outside the hostel campus between 7.00 p.m. - 7.00 a.m.. All the hostel boarders should be back in the hostel by 7.00 p.m. If a boarder / student comes late from outside due to emergency situation, then he / she shall immediately inform the hostel superintendent and hostel matron / caretaker about the reason of delay. The hostel authorities or the Institute shall not be held responsible for any untoward incident caused outside.
- vi. If any boarder wants to leave the hostel after 7 p.m., specific permission in writing must be obtained from the hostel warden through the hostel superintendent.
- vii. A student is not allowed to stay in the hostel during class timings unless he / she is sick and advised by a doctor for rest. Any such case shall be reported by the matron / caretaker / security to the hostel superintendent or to the hostel warden for further action.
- viii. Any leave other than sickness should be obtained in advance from the hostel warden through hostel superintendent.
- ix. All the residents shall switch off lights and fans when the room is not in use / locked. Violation of the same is liable for punishment.
- x. All lights of the hostel room shall be switched off by 12 midnight every day.
- xi. At any point of time, water heater / room heater / electric iron or any other electrical item / gas stoves are not allowed inside the hostel premises. Any boarder found using the above items shall be charged with a fine of Rs. 1,000/-. For any injury due to unauthorized use of the above-mentioned electronic / electrical and other gadgets, the hostel authorities are not to be held responsible. Hostel students are not permitted to use their stereos, music systems, television sets, VCR, etc.
- xii. Boarders are advised to take adequate care of their valuables and belongings such as cash, laptop and other assets which are to be kept under lock at their own risk. In case of loss or theft, the matter is to be referred to the local police station by hostel superintendent on obtaining a written information from the concerned boarder(s) or roommates (in case the concerned boarder is absent) through matron / caretaker
- xiii. Boarders should not deface hostel walls or misuse any facility inside the hostel. For any damage done, the cost of repair / replacement has to be borne by the student concerned or all students living in that room / hostel as appropriate.

- xiv. Silence is to be maintained for allowing others to study.
- xv. Everybody is required to keep his / her living and study space clean.
- xvi. Nobody should go to the rooftop at any point of time.
- xvii. No guest can be entertained in the hostel. If an outsider is found inside any room, the occupants of that room shall be penalized and may be expelled.
- xviii. A student may be expelled from the hostel on any of the following grounds: theft, ragging, abnormal behaviour, use of drugs, alcohol or tobacco, indiscipline, violation of rules, non-payment of fees and whose attendance falls below 75 per cent. A student expelled on disciplinary ground shall forfeit his / her deposits for hostel admission.

Details of Fees (fooding & lodging)	Girls' Hostel	Boys' Hostel
At the time of Admission/ Reporting /	30,000	30,000
Re-admission		
After two months	42,500	42,500
Total	72,500	72,500

14.6 Leave from the Hostel:

i. Temporary leave

A hostel boarder can take leave from the hostel for a limited period within the day. If he / she has to stay outside beyond approved hours in case of an emergency situation, he / she can do so after approval from hostel warden through hostel superintendent. A written permission on citing the reason of leave must be obtained by the boarder in appropriate format. The same has to be intimated to the local guardian / parents.

ii. Leave during vacation/holidays

The students shall have to leave the hostel during long vacations and holidays. Students can leave the hostel on their own by obtaining a written permission from the hostel warden through hostel superintendent.

iii. Vacating Hostel Permanently by a Boarder:

In case a boarder leaves a hostel permanently due to any reason or is expelled from the hostel, the application / order along with filled-up clearance form (in prescribed format) shall be submitted for approval. After approval, the student shall be allowed to leave the hostel showing the relief order to the matron / caretaker / hostel security in-charge.

14.7 Hostel Activities

The Institute conducts various co-curricular and extra-curricular activities for hostel boarders. All the hostel boarders are required to participate in such activities as per the calendar.

The Institute celebrates its Annual Hostel Day every year. The boarders should participate in various co-curricular and cultural activities.

15 Transport Rules

15.1 Transport Service

The transport system shall be extended as per Institute guidelines subject to at least 15 students availing of such service.

- i. The Institute shall provide transport facility to all interested regular students on written request in the prescribed format at the beginning of an academic session. The fee is Rs. 8,000/- (yearly payment for non-residential students within a radius of 20 km) and Rs.12,000/- for locations beyond a radius of 20 km.
- ii. The facility shall be available for academic year only on payment basis. The same may be renewed for subsequent sessions on fresh application.
- iii. The selected students shall have to deposit prescribed fees notified from time to time for one year at the time of reporting before availing bus service.
- iv. The fee prescribed is applicable for one year only and can be changed for subsequent year /years with revision considering various factors.
- v. Once the facilities are availed, no refund is admissible for part of the year.
- vi. Students applying for transport facility within an academic session may avail the service subject to availability of slot / route. However, transportation charges are to be paid for the whole year.
- vii. Bus service can only be availed for the general timetable of the Institute irrespective of course / section / specializations.
- viii. A “Bus Pass” shall be issued to the bona fide users.
- ix. The Institute reserves the right to extend transport facility for attending extra classes and Institute functions. However, the facility cannot be availed for supplementary and backlog examinations.
- x. The students are required to follow safety rules while traveling in the bus and shall report to hostel in-charge / appropriate authorities in case they face any difficulty in the service.
- xi. The students shall have to produce Identity Cards and bus pass on demand.
- xii. A student availing transport facility may be debarred from doing so at any time of the year, if he / she is charged of misconduct, indecency or violation of the rules in which case no part of the fees paid to the Institute for the session will be refunded.

16 Miscellaneous Forms**16.1 Anti-ragging Affidavit Form as per BPUT****As per BPUT****ANNEXURE – I****Affidavit by the Student (For Hostel / Mess Boarder)**

I (Full name of student with admission / registration number) S/o D/o Mr. / Mrs. / Ms.

....., having been admitted to

..... (Name of the Institution)

and staying in the institute hostel / privately managed mess have received a copy of the BPUT Regulations on Curbing the Menace of Ragging, 2010 (hereinafter called the 'Regulations') and carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
 - a. I will not indulge in any behavior or act that may be constituted as ragging under Clause 3 of the Regulations.
 - b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under Clause 3 of the Regulations.
4. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to Clause of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
5. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this----- day of ----- month of ----- year.

Signature of Deponent

Verification

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (Place) on this the (Day) of
..... (month).....(year)

Signature of Deponent

Solemnly affirmed and signed in my presence on this the (Day) of
..... (month)..... (year) after reading the contents of this affidavit.

Oath Commissioner

As per BPUT Annexure – II

Affidavit by Parent/Guardian(For Hostel / Mess Boarder)

I Mr./Mrs./Ms.....(Full name of parent / guardian)
father/mother/guardian of(full name of student with
admission / registration number), having been admitted to

(Name of the Institution) and staying in the institute hostel / privately managed mess have received acopy of the BPUT Regulations on Curbing the Menace of Ragging, 2010 (hereinafter called the‘Regulations’) carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused Clause 3 of the Regulations and am aware as to what constitutesragging.
- 3) I have also, in particular, perused Clause 7 and Clause 9.1 of the Regulations and am fullyaware of the penal and administrative action that is liable to be taken against my ward in case he / she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy topromote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under Clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omissionthat may be constituted as ragging under Clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according toClause 9.1 of the Regulations, without prejudice to any other criminal action that may be takenagainst my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the

country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of month of
..... year.

Signature of Deponent

Name:

Address:

Telephone / Mobile:

Verification

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (Place) on this the (Day) of
..... (month) (year)

Signature of Deponent

Solemnly affirmed and signed in my presence on this the (Day) of
..... (month) (year) after reading the contents of this affidavit.

**Oath Commissioner As per
BPUT Annexure – I**

Affidavit by the Student

I (Full name of student with admission
/ registration number) S/o D/o Mr. / Mrs. / Ms.
....., having been admitted to
..... Name of the Institution) have received a
copy of the BPUT Regulations on Curbing the Menace of Ragging, 2010 (hereinafter called the 'Regulations')
carefully read and fully understood the provisions contained in the said Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that
 - a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this day of month of
..... year.

Signature of deponent

Verification

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (Place) on this the (Day) of
..... (month) (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the (Day) of
..... (month) (year) after reading the contents of this affidavit.

Oath Commissioner

As per BPUT Annexure – II

Affidavit by Parent/Guardian

I Mr./Mrs./Ms. (Full name of parent / guardian)
father/mother/guardian of (full name of student with
admission/registration number), having been admitted to

(Name of the Institution) have received a copy of the BPUT Regulations on Curbing the Menace of Ragging, 2010 (hereinafter called the 'Regulations') carefully read and fully understood the provisions contained in the said Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 4) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of

the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

- 5) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this ----- day of ----- month of ----- year.

Signature of deponent Name:

.....

Address:

Telephone/Mobile:

Verification

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (Place) on this the (Day) of
..... (month) (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the (Day) of
..... (month) (year) after reading the contents of this affidavit.

Oath Commissioner

Anti-ragging Affidavit Form as per AICTE

As per AICTE

Annexure – I

Anti Ragging Affidavit by the Student

I, (full name of student with admission/registration/enrolment number)

s/o - d/o Mr./ Mrs./ Ms _____

- 1) having been admitted to (name of the institution) have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

- 4) I hereby solemnly aver and undertake that
- a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year _____

Signature of DeponentName

Verification

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month) (year) _____

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of month, (year) after reading the contents of this affidavit.

**Oath CommissionerAs per
AICTEAnnexure – II**

Anti Ragging Affidavit by Parent/Guardian

I, _____ Mr./Mrs./Ms. (full name of parent/guardian) father / mother/guardian of _____ (full name of student with admission /registration/enrolment number),

- 1) having been admitted to _____ (name of the Institution), have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year _____

Signature of Deponent Name:

Address: Telephone/Mobile No:

Verification

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at __ (place) on this the _____ (day) of _ (month) and _____ (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of month, (year) after reading the contents of this affidavit.

Hostel Leave Form

Annexure – II (b)

Format for Leave Application**(For Sickness/Market /Interview etc.)****To****The Hostel Warden**

Srusti Academy of Management

Bhubaneswar

(Through Superintendent)

Sir,

With due respect, I seek your kind approval to take leave from time _____ to
time _____ on/...../.....due to _____, I'll be reporting in
the hostel atAM/PM.

Yours Faithfully

(NAME & SIGNATURE)**Date** _____**Course :** _____**Year :** _____**Regd. No. / Roll No. :** _____**OFFICE USE**

Application to be received by Matron / Caretaker / Security on date _____ at
_____ time _____ AM/PM Contact with Guardian (Leave is for more
than 4hours) Yes / No Consent – Yes / No

Mobile No. of Guardian: _____ Date: _____

To be verified by: (OSD for Gents Hostel & Hostel-in-charge for Ladies Hostel)

1. Leave may be allowed : _____ (Sign. of Hostel In-charge)
2. Leave may be recommended : _____ (Sign. of Hostel Superintendent)

Clearance Form for leaving the Hostel Permanently

- a. Name of the Hostel Boarder : _____
(With Stream)
- b. Academic Session : _____
- c. Hostel (Boys / Girls) : _____
- d. Room No. : _____
- e. Date of vacating Hostel : _____
- f. Hostel fees outstanding if any : _____
- i. Hostel rent : _____
- ii. Fooding Charges : _____
(To be verified by Accounts dept)
- iii. Transportation fees outstanding if any : _____
- g. a. Hostel Property / commodities damaged by Boarder if any : _____
b. Cost of the damage: _____
(This will be recovered from student before vacating hostel)

Signature
Boarder

Signature
Matron/Care Taker

Signature
Superintendent

Signature of
Warden



SRUSTI ACADEMY *of* MANAGEMENT (Autonomous)

Approved by AICTE, Govt. of India | Affiliated to BPUT, Odisha, Rourkela
1st B-School in Odisha with '**A**' Grade Accreditation by **NAAC**

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