



भारतीय प्रबंध संस्थान बोधगया
**Indian Institute of Management
Bodh Gaya**

Student Affairs Manual

Academic year: 2020-21

Indian Institute of Management Bodhgaya
भारतीय प्रबंधन संस्थान बोधगया
Uravela, Prabandh Vihar, Bodh Gaya – 824234

I. About the Manual

This manual is presented by the Indian Institute of Management Bodh Gaya office of Student Affairs to provide staff and administrators with a convenient and useful reference to IIM Bodh Gaya policies and procedures. Attempts have been made to include as much information as possible in a single document. However, it is not intended to be all-inclusive, but is rather provided for general guidance only.

The Manual is an official document of IIM Bodh Gaya. Every student will be given access to this document and will be expected to know its contents and have it available on students' affairs office. Policies may be revised, and new policies created as appropriate. The office of Student Affairs reserves the right to make changes and additions to the manual without prior notice for specific reasons.

II. About IIM Bodh Gaya

The Indian Institutes of Management have been the archetype of management schooling in India since their foundation after our independence in 1947. IIMs are perceived as the most prestigious and elite B-schools in India which lay emphasis on practical experience and critical thinking instead of rote learning and conventional academic schedule. Building on the grand heritage of the IIM brand, IIM Bodh Gaya fosters a culture and curriculum whose sole purpose is to create socially responsible managers and emotionally mature leaders. A dynamic curriculum in consonance with academics and industry experts provides the students with the opportunities to master new skills and explore diverse perspectives. Apart from the conventional classroom setup, IIM Bodh Gaya lays emphasis on practical learning as students partake in case studies, sessions with industry experts, live projects, etc. The institute's thrust on meaningful research is evident through the credentials and accomplishments of its faculty that has publications in ABDC and Scopus listed journals of repute. In a short span of time,

IIM Bodh Gaya has strengthened its position in the corporate world, with its students contributing in illustrious business organizations of the country.

IIM Bodh Gaya acknowledges the significance of exposure to global standards and contemporary trends for enrichment of its students' learning experience. In order to bring that international exposure and cultural diversity to the campus, the institute has established collaborations with several reputed institutions in France, Venezuela, Russia, Mexico, Italy and S. Korea while discussions are underway with many other international universities across the globe.

Historically, the eastern part of the country has been an eminent seat of learning with ancient universities of Nalanda and Vikramshila where learners from all over the world congregated for pursuit of knowledge. Having been recognized as a key Buddhist destination, Bodh Gaya attracts millions of tourists every year. An ancient seat of learning that represents one of the prominent paths to enlightenment, Bodh Gaya is home to Mahabodhi Temple, a UNESCO World Heritage Site and several other notable temples and monasteries. Nestled in Bodh Gaya is the iconic 80 ft. statue of Buddha and Indosan Nippon temple that was constructed in 1972 and has a gallery of Japanese art. This land of enlightenment continues to serve as a source of inspiration for IIM Bodh Gaya in its journey to become The Enlightening IIM.

III. Mission, Core Values and Culture

Mission

Our goal is to nurture independent minds with an impact on business and society globally. By carrying out high-quality interdisciplinary research on contemporary themes, and by offering research-oriented pedagogy of international standards, we are dedicated to advance the practical awareness of business and its role in society. We look toward synergizing our curriculum and its organisational and corporate milieu. We aim to develop cutting-edge research that expands our understanding of business, management and leadership. Our

objective is to provide a transformational teaching-learning experience which enables our stakeholders to discern their full potential. Our mission is to inspire new global perspectives in the future of business and management through practical collaborative effort, excellence in research, creativity and education.

Core Values

Responsibility: We are geared up and ready to go. We respect our accords and conform to high quality work. We practise highest ethical standards and motivate others to do the same.

Honesty and Integrity: We uphold the highest ethical standards in our work and behaviour towards our job, environment and one another.

Life-long Learning: We welcome transformational change by helping each other develop. We are flexible in our thinking and performance by which we convert differences into a potential for growth.

Culture

A Force for Good: We think about the world we inhabit. Our thinking is free and genuine. We identify business as force that can shape a sustainable and just planet. We thus, look to balance financial, societal and ecological concerns.

Diversity: We believe in diversity of thought and innovation. We have a team of diverse and dedicated faculty and students who are the drivers of cognition and research.

Collaboration: We collaborate to innovate and create. We develop an intellectual approach through team effort. We shape the future and overcome challenges by looking out for each other.

IV. Programs at IIM Bodh Gaya

Post Graduate Program (PGP)

The 2-year Post Graduate Programme in Business Management equips a student for an industry and services led career in the global environment. The programme imparts theoretical and practical erudition of different functional areas of Management endowing the students with an overall approach to management functions and managerial skills.

The programme is designed to enhance our students with a strong awareness and knowledge about the socio-economic environment both at national and global level. The objective is to bring into being a Global Manager not only with strong analytical and decision making skills but an overall personality with socially enviable values and ethics. To achieve the aforesaid objective, the course curriculum is designed to use a range of audio-visual based teaching methodologies like case studies, real life problem solving exercises, role-play, group discussion and computer simulation based contents. The subjects taught as part of the compulsory and elective courses in our PGP programme endows our students with a very strong foundation in management education. Compulsory core courses are intended to envelop the key concepts, analytical skills and latest tools & technologies employed in foremost business areas as well as innovation-led strategy targeted across disciplines.

Ph.D

IIM Bodh Gaya is situated in the land of Nalanda, where scholars from all over the world came and worked relentlessly for attainment and dissemination of knowledge. In this land of enlightenment, where knowledge and wisdom rest in the soil, we are striving hard to regain the past glory and seek to become the next “Seat of Learning” in this part of the world. We aim to develop cutting-edge research that expands our understanding of business, management, and leadership. The Doctoral Programme in Management at IIM Bodh Gaya is a full-time residential programme. The programme aims to foster high-quality researchers, innovative thinkers, and touchstone academics. The programme offers the chance to delve into multidisciplinary research in the domain of management education. Its purpose is to imbue

learners with the necessary analytical and research skills required for a career in academics, management, and industry. In this spirit, the programme is run within an academically poignant environment that aid research scholars hone their intellectual tendencies. The programme also aims at producing excellence in publishing high standard research output.

We are on the lookout for outstanding candidates with the drive to become researchers and academics of international repute. We invite scholars from a variety of disciplines including but not limited to engineering, sciences, social sciences, humanities, and others. The programme is oriented toward the generation, communication, dissemination and application of research output in spheres of business management, public policy, and others. We offer our scholars the opportunity to work with select distinguished faculty and industry experts. With a milieu of constant communication and rapport between the faculty and the scholar, research at IIM Bodh Gaya takes on a very different dimension than mere learning. It becomes a life experience that crafts a scholar's mind and character. We build linkages with leaders in industry and academia in India and abroad with the foresight of creating theoretical and empirical research that matters. The Ph.D. at IIM Bodh Gaya combines professional attributes with ethical characteristics.

We offer the programme in diverse areas of management.

V. Student Affairs

The Students Affair Committee (SAC) looks to integrate the academic and co-curricular spheres of students' lives, linking the out-of-class experience to the academic mission of the Institute and incorporating student's intellectual, public service, and leadership interests with their future aspirations. The SAC hopes to achieve the following:

- ❖ Develop as responsible leaders and as active participants in non-leadership roles
- ❖ Apply knowledge in creative ways
- ❖ Experiment with new ideas, identities, and skills

- ❖ Develop resiliency and resourcefulness
- ❖ Engage with colleagues and cultivate appreciation for diversity
- ❖ Serve society to work for the betterment of our global community

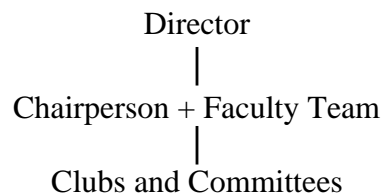
VI. Vision of Student Affairs

The office of Student Affairs at IIM Bodh Gaya will accomplish its mission through a variety of means. Among them are:

- ❖ Engendering pride of Indian culture and traditions among our community.
- ❖ Foster an environment of innovation and belongingness within our community;
- ❖ Look forward to establish partnerships to strengthen our efforts of outreach
- ❖ Embrace effective and inclusive uses of technology to ensure access, simplification of processes, and enhanced services for students and staff;
- ❖ Promote attitudes of health and safety among the stakeholders

VII. Structure of Student Affairs

Following will be the hierarchy and structure of Student Affairs at IIM Bodh Gaya:



VIII. Clubs

Presently institute has 10 clubs which directly operated through student's affairs office and coordinated through the students body named as Students Affairs Committee (SAC). There are two kinds of club: Academic Area Specific and Others. Details of the clubs are as follows:

1. FINix- Finance and Economics Club

FINix, The Finance Club, provides its members with a platform to explore and learn about various aspects of the financial world. The Club provides various opportunities for students to expand their knowledge of finance and the world of business from both a practical and technical perspective. It ensures that the students are well prepared to deal with complexities of outside

financial world. The club organizes multitude of events such as quizzes, workshops and competitions which covers various topics such as investment banking, risk management, private equity, portfolio management, fixed income, and other domains of finance. It connects with industry experts and conducts knowledge sessions to expose students to practical aspects of finance. It also helps students to gain understanding about job opportunities available in the financial marketplace.

2. MaSq - Marketing Squad Club

MaSq depicting marketing squad is the Marketing and branding club of IIM Bodh Gaya. It aims to provide students an all-round experience of marketing through both on-campus activities and industrial exposure. The club is mainly involved in hosting marketing and branding related activities like case study competitions and other events which supplement academic learnings. The Marketing Clubs looks forward to deliver to the participants a holistic view of Marketing as a domain and a career, with the right balance of theoretical sessions and practical exposure. It also wants to create resources and events that foster students' interest in marketing.

3. Pragati : The Social Service Club

The Pragati Club inculcates social responsibility in the future managers/leaders. It also aims to promote social awareness and conducting activities focused at educating students about the pressing issues across the globe. It also offers volunteering opportunities, leadership experiences and career exploration.

The club initiates activities like:

Remedies for social causes like environmental degradation through plantation drive etc.

Tie-up with local authorities to promote local culture like Pitrapaksha festival and Kalachakra festival.

Blood donation camp, mini marathon to promote healthy lifestyle.

Promote education focusing on financial inclusion.

4. OPSIM – Operations Club

The Operations Club at IIM Bodh Gaya looks o promote interest in Operations and Supply Chain Management and allied domains among its student fraternity. It wants to provide an interactive forum for discussion and analysis of relevant problems, industry paradigms and latest developments in the field of Operations and Supply Chain Management. It also wants to promote our institute as a destination and facilitator of high quality education and research in the area of Operations and Supply Chain Management.

5. Dimensions – Data Analytics Club

The Data Analytics Club at IIM Bodh Gaya looks to support and promote the professional skill development of students interested in data-driven decision-making sciences. The club looks forward to organize events around tangible, business applications in data science and machine learning, and wants to give access to data-related jobs and internships, and provides opportunities to socialize with other students interested in the domain of analytics.

6. Communication Club

The purpose of Communication club is to provide a platform through which students may enhance their communication and leadership skills. This will in turn bolster their personal growth and professional competence which is much needed in today’s integrated business world. All students enrolled in IIM Bodh Gaya are eligible to become a member of this club. Students who want to be a part of this club may send a mail to e-mail id of the club expressing their interest to be a part of club. The club aims at organizing various events and opportunities which will help members to come out as a confident speaker which will help them in their career prospects.

7. Literature Society

The Literary club is committed to tap effective communication talent among students. It seeks to develop and hone the literary skills of the students and inspire them to develop a taste for literature and also works in the direction of expanding their horizon of spoken and written language abilities. Its intricate agenda includes a variety of activities aimed at building up the confidence and grooming the talents of students in facing various interpersonal challenges and competitions.

8. Unnayan – Music and Drama Club

Unnayan or the Music and Drama Club at IIM Bodh Gaya looks to create a culture of Music and the fine arts in the institute. It wants to promote the latent talent within its stakeholders in the domains of music and the arts. It wants to engender a culture of fine taste in music and related arts by displaying the talent of our students at various events.

9. Strategy and Consulting Club

The Strategy and Consulting Club will henceforth operate under the Envision Cell. It is mentioned in the next section.

10. EBSB – Ek Bharat Shreshtha Bharat Club

EBSB is a programme for promoting national integration through systematic exchange between paired institutes in the cultural, literary and linguistic fields. The EBSB Club of IIM Bodh Gaya intends to learn the cultural dimensions of the home state of our paired institute, covering history, culture, language, cuisine, festivals, clothing etc. We aim to celebrate a plethora of Indian festivals and customs (paying special attention to those of Mizoram) in ways which are both enjoyable and informative in order educate our students about the inherent unity in diversity of our great nation.

IX. Committees

Presently there are 11 operational committees at IIM Bodh Gaya which are overseen directly by faculty members acting as respective Chairpersons.

1. Academic & PGP Committee

Academic Committee is to provide support to relevant matters of Post Graduate Programme in Management as per the instructions of Chairman PGP. Academic Committee will work under the guidance of Chairperson PGP. Committee members shall support PGP office in seeking the commitment of faculty and administrators in ensuring that academic priorities are unambiguously stated and consistent with the overall educational mission of the Institute. This committee acts as a facilitator between students and the faculty members.

Roles and Responsibilities of Academic Committee:

Support PGP in Organizing Guest lectures, Panel Discussions etc.

Communicate to all concerned about the Timetable changes (if any)

Distribution of Study material/cases of relevant courses to all concerned as suggested by PGP Office.

Support the PGP office in organizing institutional activities viz. Orientation Programme, Annual convocation, etc.

Counselling and guidance to junior batch students during selection of electives

Support junior students in Selection of Electives through E-campus portal.

Support PGP Chair to identify professional, educational or institutional issues that may be of concern to academic effectiveness.

Conduct an annual self-evaluation of the performance of the Committee, and the effectiveness and compliance with this charter.

To periodically review and assess the effectiveness of the library resources and give recommendations to the Library in-charge through PGP.

The committee members have to maintain and periodically update a database of faculty members and course curriculum of the top B-schools across India in association with PGP Office.

The members are expected to Support PGP Chair to monitor the compliance and implement the rules mentioned in the PGP handbook. The members have to act in collaboration with the class representatives of the batch.

The committee holds responsibility to inform PGP to frame penal actions for the students who may be held guilty of non-compliance of institute rules.

To counsel the students regarding the class timings and report to PGP, if any students is entering the class late, so that proper action can be taken to maintain discipline.

Weekly report on any suggestion/feedback regarding the attendance, maintenance of classroom and any other academics related issues.

2. Admission Committee

The committee shall cover the following activities – mentorship program for candidates shortlisted for the WAT/PI process, online presence on various platforms, organizing city meets for the prospective candidates, preparation of material like Welcome Doc, 3W for the selected candidates, organizing sessions to make the selected candidates acquainted with the curriculum, assisting administration for the induction program, facilitating the clubs and committees recruitment process. The Overall Objectives of the Committee are to assist the administration in the PGP admission process and to address the issues of prospective and selected candidates for PGP.

3. Alumni Committee

Alumni Committee acts as an intermediary between the institute and the Alumni. Alumni Committee often organizes social events, publish newsletters or magazines, and raise funds for the organization. Alumni maintain connections to their educational institution and graduate students. Alumni associations are often organized into chapters by city, region, or country.

Roles and Responsibilities of Alumni Committee will include among others:

Act As an intermediary between the institute and the alumni.

Facilitating Annual Alumni reunion on campus.

Maintain and update alumni database.

Organizing Alumni meets in various cities (chapters).

Facilitate mentoring program for addressing queries regarding career.

4. Placement Committee

The committee shall cover all activities related to industry-institute collaboration which includes guest lectures, short term projects, case studies, national & international corporate competitions, summer and final placements. The overall objectives of the Placement Committee will include among others:

To conduct the Summer Placements for the junior batch and Final Placements for the final year students.

To be the bridge between the industry and the institute and conduct various conferences and confluences to increase the presence of industry leaders on campus and for strengthening the presence of the institute in the corporate world.

To provide opportunities to students for various short-term projects this helps them in continuous learning.

To prepare the contents and publish the Summer Placement and Final Placement Brochures.

This also includes sending out of brochures to corporate offices across India to keep them updated about the information of both the batches.

To send out regular greetings to industrial leaders on various festivals and occasions;

To send regular updates regarding campus activities to corporate officers keeping them abreast of the latest updates.

5. Public Relations and Media Cell

The committee shall cover all activities and achievements of the college - write press releases, photograph events, invite correspondents, organize press conferences and maintain

relationships with media houses and personnel. Its overall objectives will include among others:

To effectively communicate the Activities and Achievements of IIM Bodh Gaya to the rest of the world.

To ensure coherence in the communication messages flowing out of IIM Bodh Gaya.

To help IIM Bodh Gaya establish an image of intellectual, scholarly and high quality educator in the field of management and business.

To help IIM Bodh Gaya communicate its vision to the rest of the world.

6. International Relations Committee

Indian Institute of Management Bodh Gaya (IIM Bodh Gaya) appreciates the academic rigor and richness that comes with having a culturally diverse campus and is committed to create one for its stakeholders. The International Relations Committee aims to create a gateway for international outreach and global partnership with an intent to amplify our academic rigor and cultural sagacity at IIM Bodh Gaya. The key priorities for International Relations are:

To enter into meaningful and mutually beneficial collaborations with esteemed institutions across the world.

To develop and enhance the business acumen of student by facilitating global exposure and immersion.

To initiate global partnerships for academic research and faculty development.

7. Cultural Committee

The Cultural Committee at IIM Bodh Gaya looks forward to:

To promote cultural and social awareness of values and tradition of our nation among all the students and other stakeholders

To celebrate all the festivals in a spirit of togetherness and promote the sense of unity among diversity

To celebrate religious festivals pertaining to different faiths as per the great tradition of India

To provide a platform to students who want to showcase their talent by performing in the events at the committee and institutional level

8. Sports Committee

The Sports club at IIM Bodhgaya is responsible to keep participants in the club indulged in sports and fitness activities. The initiatives from the sports club will help maintain a lighter and healthier environment within the campus. The club will be the platform that facilitate students to participate in various intra sports tournaments organised for the batch. It will also encourage participation and opportunity to represent IIM Bodhgaya in different sports festivals conducted by business schools across the country. The POCs of the club will ensure that intra college events are organised and played fairly and most importantly enjoyed by one and all.

9. Envision Cell

Envision, Centre for Industrial Relations & Entrepreneurship Development (E-cell), IIM Bodh Gaya is a non-profit student organization. We aim at manifesting the entrepreneurial spirit of the young students with a vision to promote innovation and good governance. Envision helps in the development of entrepreneurial ecosystem by enabling interaction between its major components like students, entrepreneurs, mentors, angel investors, venture capital firms and the corporate world. We also support them by providing necessary resources such as mentoring, consultancy and networking. We enhance the industry exposure of the students by inviting eminent personalities for guest talks and sharing ideas about the latest developments in their respective expertise. We aim to set up mutually beneficial strategic partnerships with organizations looking for a long-term relationship with a growing educational institution like ours. By providing hands on live projects we ensure that students live up to the expectation of

ever evolving corporate world. The Strategy and Consulting Club will henceforth function under the Envision Cell of IIM Bodh Gaya.

10. Hostel and Mess Committee

Hostel and Mess Committee is an integral part of IIM Bodh Gaya that caters to all its members by providing homely accommodation with nutritious and wholesome food. The student feels at home with the services offered by the members of this committee.

Roles and Responsibilities of Hostel and Mess Committee

The elected mess representatives should work in coordination with IIMBG administration on preparing and revising the mess menu

To facilitate in arranging for the supply of stationery items to students in coordination with IIMBG administration.

To monitor the food quality regularly and play an active role in improving the mess facility;

To Look after the maintenance and development of hostel facilities e.g. geysers and washing machines;

To register the complaints of students related to mess to coordinate with maintenance department; and

To manage all hostel related problems and issues in consultation with supervisors, wardens and the Chief Administrative Officer.

11. IT Committee

IT Committee works to provide every possible support to PGP students. This committee coordinates with Information Technology & Services (IT&S) and works as per instruction of Chairman IT&S. The members of this committee ensures the proper maintenance of network infrastructure and internet services to students.

Roles and Responsibilities of Student IT Committee:

Ensuring Internet service to students

Maintenance of network infrastructure like Wi-Fi access point

Providing service for the use of Simulation Lab for conducting/organizing any type of academic/institutional activities

Arranging Live Web Cast of institutional or Academic events through Live Streaming

Responsible for proper updating of website related to news and events.

Implementation of IT policy for students

Providing technical assistance of Video Conferencing to placement cell and others

Handling of student issues related to network and IT infrastructure

Collaborating with class representative for proper working of IT infrastructure in classrooms

X. Reporting Structure

In order to ensure smooth and effective functioning of the Clubs and Committees one/two Faculty Member(s) will head each Club and Committee, based on the area of work of that Club or Committee. The following table presents the details of the Recommending Authority for different Committees and Clubs and the names of their current chairs.

Clubs

Club	Faculty Head	Chaired by
FINix	Prof. Shalini Agnihotri	Chairperson Student Affairs
MaSq	Prof. Medha Srivastava	Chairperson Student Affairs
Pragati	Prof. Soumyajyoti Banerjee	Chairperson Student Affairs
OPSIM	Prof. Ankur Chauhan	Chairperson Student Affairs
Dimensions	Prof. Harish Kumar	Chairperson Student Affairs
Communication	Prof. Soumyajyoti Banerjee	Chairperson Student Affairs
Literature Society	Prof. Soumyajyoti Banerjee	Chairperson Student Affairs
Unnayan	Prof. Soumyajyoti Banerjee	Chairperson Student Affairs
Strategy and Consulting	Prof. Tanmoy Kundu	Chairperson Student Affairs

EBSB	Prof. Soumyajyoti Banerjee	Chairperson Student Affairs
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Committees

Committee	Faculty head	Chaired by
Academic and PGP	Prof. Sabyasachi Mohapatra	Chairperson PGP
Alumni	Prof. Ankur Chauhan	Chairperson Alumni
Placement	Prof. Baljeet Singh	Chairperson Placement
Public Relations	Prof. Manaswita Bharadwaja	Chairperson PR
International Relations	Prof. Medha Srivastava	Chairperson IR
Cultural	Prof. Soumyajyoti Banerjee	Chairperson Student Affairs
Sports	Prof. Soumyajyoti Banerjee	Chairperson Student Affairs
Envision Cell	Prof. Tanmoy Kundu	Chairperson Entrepreneurship
Admission	Prof. Prabhat Ranjan	Chairperson Admission
Hostel and Mess	Prof. Krishna Mohan TV Prof. V Giridhar	Hostel Wardens
IT	Prof. Samant Saurabh	Chairperson IT

XI. Number of Clubs and Committee Members

Each club/committee will comprise the students of both batches and Ph.D scholars (if possible).

The composition could be as follows:

Minimum 10 (5+ 5)

Maximum 20 (10+ 10)

XII. Selection Procedure of Clubs and Committee Members

In the first step, Student Affairs Committee (SAC) members and the club representatives will introduce their clubs and its activities to the new batch of students and explain the activities conducted by them.

Thereafter, Student Regulatory Committee (SRC) will invite the student nominations for the various clubs and committees. Each student can nominate himself/herself for three clubs and committees at max.

After receiving the nominations, assignment will be given to the students related to the specific club activities who have shown interest in joining that Club. Assignment will be decided by all senior club members. This assignment may include designing logo, a write up for club or committee, come up with any new idea for the betterment of clubs/ committees. In this round senior member will test the team ability and communication skills of the candidates

After checking their assignments, senior committee members will short list students for final interview. In this round a candidate's mind-set will be checked and to find out their interest in participating in activities. Interviews will be conducted by a faculty team including the concerned faculty mentor of the club.

Panel will assign appropriate score for a candidate. Final score will be accumulated by the panellist and the final list will be released based on overall performance and preference given to club by the candidate.

The respective faculty heads/chairs will oversee the final selection process.

Before releasing the final list an approval from respective Faculty Heads for Clubs and Committees and final approval from Chairperson Student Affairs will be taken.

[** Approval of Chairperson Student Affairs will exclude all committees working under specific Chairpersons presently.]

XIII. Meetings

The SAC shall meet periodically, as determined by the Chairperson, Student Affairs and consensus of all the members.

The SAC is responsible for transferring the necessary information about the meeting schedule, agendas, necessary preparations expected from the members.

The SAC shall appoint one person to articulate the minutes of the meeting (MOM) for each meeting.

XIV. Formation of a New Club

Any student activity that is based on interests- academic or non-academic may be conducted under a Club. Each Club will be represented by a Club Coordinator. A new proposed Club shall be considered as Interest Club and shall be converted to an authorized Club after review of their performance for 6 months. A Venture club may be formed through the following process: At least 10 students (of both years) with a common interest express a willingness to have regular activity in their area of interest.

They must come up with a Charter for the club which involves- Mission/Objectives, Composition, Activities planned, representatives e.g. Club Coordinator, Core team, and Faculty Head.

This must be submitted to the Student Affair Committee with a forwarding letter of a willing Faculty Head; which will then to be approved by the SRC Team.

Any club thus formed, has to ensure that regular activities are conducted throughout the year, failing which, based on the circumstances, the SRC may de-recognize the club and not authorize any further activities. Clubs are advised to conduct two activities on a monthly basis. All the operations including selection of Club Coordinator, conducting club activities are internal to the club. But if they are to conduct any event at institute level, which may include a Case study to a dance competition, they are obliged to inform the SAC of their plans and they must follow the norms accordingly.

XV. Events

A tentative list of events which shall be held in an academic year must be submitted to the respective Faculty Head and the SAC at the start of the academic year.

(i) For internal club or committee events a prior approval of the Faculty Head of the respective club/ committee will be required. The approval must be taken 48 hours before the commencement of the event.

The Programme Office must be intimated of the event and its participation, due to the involvement of students 48 hours before the commencement of the event; for adjusting classes and attendance. This will depend however of prior approval by the Club/ Committee Faculty Head and the AOP.

The coordinator of the event will be chosen by the club/committee members with final approval by the Faculty Head.

(ii) For an event which is usually on a larger scale compared to any club or committee activity the following shall be the course of action. This is, by usage, anything that involves substantial external showcasing of the institute through any means. This may include a conclave, a conference, inter-collegiate sports meet, National level management fest etc.

The respective club/committee has to ensure that the interests of the institute and the students are preserved all through the process of conducting the event.

It is responsible and thus reserves the right to audit the expenses.

It shall ensure proper submission bills of expenses and has submitted the report of the same.

It shall maintain a record of cash flows of events and students activities account.

XVI. Proposal

Any group of students who are interested to conduct such an event are advised to make a concept paper (proposal) for the same indicating the resources required, timeline for event and

the advantages of conducting the event. For conduction of any event proposal must be submitted to the concerned authorities with Budgetary Approval.

The proposal has to be forwarded firstly by Club/Committee Faculty Head, Chairperson Student Affairs and finally authorized by The Director. The source of funds can include both institute grant and Sponsorships.

** N.B. Chairperson SAC approval will not be required for events conducted under committees with respective chairpersons presently.

XVII. Organizing team

The organizing team for an event shall be selected by corresponding committee and club.

The selection procedure should be submitted to the Faculty Head of respective club/committee at least 48 hours before the commencement of process for event and is subjected to approval.

XVIII. Financing of an Event

The source of funds can include both institute grant and Sponsorships. After approval of the activity and its budget the following process would be followed to arrange the sponsorship:

Sponsorships for individual club/committee events can be brought in the name of the respective club/committee, overseen by the Faculty Head. Such sponsorship can be taken in Student Council account.

Sponsorships for an institute level event must be called in IIM Bodh Gaya Name and taken in IIM Bodh Gaya account.

After primary talk, sponsors can be approached through a formal letter.

After getting confirmation letter from the sponsor, account details will be sent to them along with a letter of thanks.

After completion of the event, an invoice will be sent to sponsor as per with an acknowledgement letter.

Institute financing for any event shall be forwarded by the Faculty Head of the respective Club/Committee and rests upon the final approval of the Director.

****Each club/committee is advised to look for sponsorships as far as possible.**

XIX. Settlement of Bills

After approval of the activity and its budget as per specified above, if any advance is required then activity coordinator will submit the Advance approval form to the Faculty Head and upon forwarding will rest upon the approval by the Director. After the compilation of activity bill adjustment form must be submitted along with the bills.

XX. General Secretary, Student Regulatory Committee and Treasurer

Presently the GS, SRC and Treasurer are tasked with maintaining the smooth working of the SAC and the student council account. They are all elected by a popular vote during the 6th term from among the nominations received from then 1st year students. In order to maintain a high order of professionalism nominations for the election of the positions of General Secretary, SRC and Treasurer can only be given by students who have secured a minimum cumulative CGPA of 6.5/10 in terms I and II. Secondly, in absence of such students the CGPA criteria can be revised by the SAC.

XXI. Closure of a Club/Committee

It will be the task of the SRC to verify whether the events planned by a club/ committee are being organized or not. A club/committee can be recommended for closure by the SRC if:

- (i) It is found that the club/committee is underperforming
- (ii) Its members leave the club/committee
- (iii) It is involved in any unethical activity like embezzlement of funds etc.

However, its closure will depend on the authorization of the Faculty Head of that club/committee.

XXII. Eviction from club/committee

The SRC may recommend the eviction of a member(s) from a club/committee if:

A member tenders his/her resignation to the SRC

If found to be involved with any unethical activity like embezzlement of funds etc.

Under specific instructions of the Faculty Head of the club/committee.

This will depend on the approval of the Faculty Head of the club/committee.

XXIII. Transfer of interim power

A member of the SAC (member of a club/committee, GS, Treasurer) can transfer power to an interim member, during absence for a specific reason, with prior recommendation from the SRC and authorization from the Faculty Head and/or Chairperson SAC.

For members of the SRC authorization will be taken from the Chairperson SAC.

XXIV. Review

The SRC of Student Affairs Committee shall be tasked with monitoring and reviewing all Clubs and Committees and thus ensure that:

All Committees and Clubs are working in best Interest of the Institute

All Committees and Clubs are following their plan submitted to the student Committee

Periodic Reviews

The SRC, along with Club/Committee Coordinator shall review the performance of all Clubs and Committees on a periodic basis under directions of the Faculty Heads of respective clubs and committees. The main objective of Review is to ensure that in carrying out the responsibilities, the members of the Committee/Clubs:

(a) Comply with Professional and Ethical Standards.

(b) Have in place proper systems including documentation thereof, to amply demonstrate the quality of the assurance services.

Thus, review is meant for the purpose of enhancing quality of professional work, transparency in standards used/expected, proper procedures resulting into more reliable and useful audit .The

review begins with the assumption that members discharge their responsibilities properly and the aim of review is to enhance those attributes of professionalism that serve to keep the student community's interest in the forefront.

Criteria for Review

The following shall be the criteria for the review to take place:

Work-Related Performance

Comprehension: Seemed to understand requirements for assignment

Problem identification & solution: Participated in identifying and defining problems and working toward solutions

Organization: Approached task (such as time management) in systematic manner

Acceptance of responsibility: Shared responsibility for tasks to be accomplished

Initiative/motivation: Made suggestions, sought feedback, showed interest in team decision making and planning

Task Completion: Followed through in completing own contributions to team project

Attendance: Attended planning sessions, was prompt, and participated in decision making

Work-Related Interactions with Others

1. Leadership: Guided others with a positive and goal-oriented approach
2. Collaboration: Worked cooperatively with others
3. Attitude: Displayed positive approach and made constructive comments in working toward goal
4. Independence: Carried out tasks without overly depending on other team members
5. Credibility: Worked with total commitment and honesty towards all committee tasks

The review of the performance of the SRC, General Secretary and the Treasurer will be done by Chairperson Student Affairs. In case of noncompliance and unprofessionalism the

Chairperson Student Affairs shall remove the person in the said position. The Chairperson Student Affairs can also ask for a review of respective clubs and committees under him or her.

XXV. Ph.D Scholars

As an integral part of our institute it is obvious that the talent and expertise of our Ph.D scholar be utilised in the SAC.

Among the Ph.D scholars selections for respective club and committees will be done based on their interest and in consultation with the Chairperson SAC.

XXVI. Appendix

Appendix 1:

Indian Institute of Management Bodh Gaya

Minutes of Meeting of Students Affairs

Date: _____

_____ (Committee/Club) meeting was held on _____ (Date) at _____ (Timing) in _____ (Place/Venue). The meeting was chaired by _____ (Concerned Person).

Presents:

1.
2.
3.
4.
5.
6.

(Name and Designation of Person attended the Meeting)

Chairperson/Faculty Head welcomed all the members present and took up the agenda for discussion.

Agenda: _____ (Agenda for Meeting)

The Meeting ended with thanks to the Chair/Faculty Head.

(Signatures of Concerned Persons)

Appendix 2:

Indian Institute of Management Bodh Gaya

Approval Form for Students for conducting club/committee Event or Activity

Date: _____

Name of Student/Committee/Club	
Roll Number	
Year	
Name of the Event	
Event Dates/Time/Venue	

Rationale for Conducting Event

Topic of Event/Activity and Brief Description	Rationale	Benefit of Event/Activity to the club/committee

Tentative Plan of the Event (Preferably in Bullets)

Recommended by:

Faculty Head

Chairperson, Students Affair

Note: Attach the Budget Approval Form with this form

Appendix 3:

Indian Institute of Management Bodh Gaya

Approval Form for Students for conducting institute level Event or Activity

Date: _____

Name of Student/Committee/Club	
Roll Number	
Year	
Name of the Event	
Event Dates/Time/Venue	

Rationale for Conducting Event

Topic of Event/Activity and Brief Description	Rationale	Benefit of Event/Activity to the institute

Tentative Plan of the Event (Preferably in Bullets)

Recommended by:

Faculty Head

Chairperson, Students Affair

Approved by:

Director

Note: Attach the Budget Approval Form with this form

Appendix 4:

Indian Institute of Management Bodh Gaya
Budget Approval Form for Students for Conducting a Club/Committee Event

Date: _____

Name of Student/Committee/Club	
Roll Number	
Year	
Name of the Event	
Event Dates/Time/Venue	

Budget Details (Please attach a separate sheet if required)

S.No	Budgeted Activity	Amount
	Grand Total	
	In Words:	

Recommended by:

Faculty Head

Chairperson, Student Affairs

Appendix 5:

Indian Institute of Management Bodh Gaya

Budget Approval Form for Students for Conducting an institute level Event

Date: _____

Name of Student/Committee/Club	
Roll Number	
Year	
Name of the Event	
Event Dates /Time/Venue	

Budget Details (Please attach a separate sheet if required)

S.No	Budgeted Activity	Amount
	Grand Total	
In Words:		

Recommended by:

Faculty Head

Approved by:

Director

Appendix 6:

Indian Institute of Management Bodh Gaya

Advance Amount Approval Form for Conducting an Event

Date: _____

Name of Student/Committee/Club	
Roll Number	
Year	
Name of the Event	
Event Dates /Time/Venue	

Advance Details

Purpose of Advance	Amount

Recommended by:

Faculty Head

Approved by:

Director

Appendix 8:

Indian Institute of Management Bodh Gaya **Request Letter for Sponsorship**

Ref No: IIMBG/SA/.....

Date:

To

Subject: Request for sponsorship for IIM Bodh Gaya's _____ (Event)

Dear Sir,

I, on behalf of the students of the Indian Institute of Management Bodh Gaya, am pleased to announce that we are hosting _____(Event), from _____(date) _____(date). This event witness participation from across the lengths and breaths of the country with teams from top – B Schools competing against each other. Last years 'event saw a footfall of around _____students.

IIM Bodh Gaya believes in giving back to society in every ways that it can. It also aims at inculcating social values and corporate ethics in its students. IIM Bodh Gaya will greatly benefit by collaborating with an esteemed public institution such as _____ (company name), because its students will then be able to help the institution achieve its social objectives.

I strongly believe that _____ (company name) would strengthen our association being PLATINUM or GOLD sponsor for _____(event). Your contribution would help assure the success of this initiative.

In addition, we propose to set up one stall to _____ (company name) for free of cost during the event.

Looking forward to your positive response

Regards,

Faculty Head/Chairperson, Students Affairs
IIM Bodh Gaya

Appendix 9:

Indian Institute of Management Bodh Gaya

Letter for providing Account Details When Sponsorship is confirmed

Ref No: IIMBG/SA/.....

Date:

To

Sub: Sponsorship for _____ (Event)

Dear Sir,

With reference to the discussion held on _____ (date) with the Students of our Institute regarding the approval of sponsorship for _____ (event), we would like to provide you the account and other details as required by your esteemed organisation:

Mode of Payment:

NEFT/RTGS

Account Number:

PAN Number:

GSTIN:

We are looking forward to this association in the future events so that both the organisation can benefit from the mutual support in the long run.

Looking forward for a positive response

Regards,

**Faculty Head/ Chairperson, Student Affairs
IIM Bodh Gaya**

Enclosure:

- 1. Copy of PAN Card**
- 2. Copy of Cancelled Cheque**

Appendix 10:

Indian Institute of Management Bodh Gaya

Letter of thanks to Sponsors for Supporting the Event

Ref No: IIMBG/SA/.....

Date:

To

Dear Sir,

**We are grateful for your support for conducting the annual cultural fest
_____ (event) during _____ to _____ (dates)**

As desired, following documents are enclosed:

- 1. Invoice Copy**
- 2. Publicity Report**
- 3. Event Photos (CD)**
- 4. Other Documents _____ (if any required by company)**

**We are looking forward to this association in the future events so that both the
organisation can benefit from the mutual support in the long run.**

Thanking You.

Yours Faithfully,

**Coordinator, Student Affairs
IIM Bodh Gaya**