

Bhubaneswar Institute of Management Studies

Info Valley, Harapur, Khordha 752054

Website: www.bimsbbsr.in



Fees to be charged, Reservation policy, Admission policy and Document retention policy

Details of Fee to be charged & Time schedule for payment of Fee for the entire Programme:

Sl. No	Programme	Fees in Rs. (Per Annum) For the Academic Year 2022 – 2023
1	PGDM (Business Administration)	1,50,000

The expenses in connection with Books, Uniform, Printed Forms, Examination Fees, Industrial visits, Field Work, Summer Training, Specialized Training Modules, and Special Assistance for Placement etc. will be borne by the student over and above the fees. It is desirable for every student to have their own laptop for the duration of the course.

** The Fees are subject to change. Any changes in the fee structure will be informed to the candidates before counselling and admission process.*

Reservation policy:

Reservation policy as decided by governing body of Bhubaneswar Institute of Management Studies as follows,

- 15% and 7.5% seats in PGDM programme are reserved respectively for candidates belonging to Schedule Caste and Schedule Tribe by birth (not by marriage or adoption).
 - **Note :** Scheduled Caste / Scheduled Tribe persons who have migrated from their state of origin to another state for the purpose of seeking education, employment etc., will be deemed to be Scheduled Caste / Tribe of state of their origin and will be entitled to derive benefits from the state of origin and not from the state to which they have migrated. (Vide Govt. India Letter No. BC/160 14.1.82 SC & BCD / dated 22nd Feb., 1985). Thus, SC/ST candidates from Odisha who are staying outside the state have to produce SC/ST certificate from the competent authority of Odisha State during counselling.
- **Separate merit lists will be drawn up for each reserved category. If eligible candidates belonging to one reserved category are not**

available, seats can be filled up by the candidates belonging to the general category.

- Candidates applying for SC/ST/OBC reserved category shall furnish SC/ST/OBC certificate from the Tehsildar of the place of birth **at the time of counselling.**
- 3% seats are reserved for physically disabled (PH) candidates for admission to PGDM course and candidates are eligible to be considered under Physically Handicapped Category for admission to the course with 40% disabilities in consonance with section-39 of the Persons with Disabilities (Equal opportunities, Protection of Rights and full participation) Act, 1995. Candidates applying for PH reserved category shall have to furnish a medical certificate from CDMO of concerned district at the time of counselling. The board should certify that they are eligible to be categorized as physically handicapped candidates with capable of undergoing each part of the requirements for above mentioned course.
- 30% of seats of the PGDM programme are reserved for women candidates.
- Seats available under general category in PGDM are those available after deduction of the number of seats pertaining to the reserved categories from the total number of seats available.
- If a candidate does not report during scheduled date / hour of counselling, he/she will be treated as an absentee and no seat will be kept reserved for him/her. A candidate failing to report for counselling will not be permitted to participate in the counselling subsequently under any circumstances.
- If all the seats belonging to ST reserved category are not filled up due to non-availability of candidates belonging to ST category, such vacant seats may be filled up by candidates belonging to SC category. If all the seats belonging to SC reserved category are not filled up due to non-availability of candidates belonging SC category, such vacant seats may be filled up by general category. If all the seats belonging to PH reserved category are not filled up due to non-availability of candidates belonging to PH category, such vacant seats may be filled up by candidates belonging to general category.
- Seats reserved under women category will be filled up by general category candidates in case the same are not filled up.
- **Note:** In case of any change in the percentage of reservation of seats/reservation criteria mentioned in the clause above on the basis of guidelines from MHRD it will be intimated through the counselling brochure to all the merit listed candidates. It will also be published in our website and in the notice board at the time of counselling.

Admission policy /Procedure:


1. Admission to the course is open to any graduate (10+2+3) of any recognized university satisfying the following conditions:
 - a. The candidate should have secured at least 50% (45% for SC/ST) in aggregate at graduate level university examination.
 - b. The Candidate applying in final year of bachelor's degree may also apply. Admission of such candidates will remain provisional until submission of final result certificates in original.
2. Subject to the above conditions, the final admission is based solely on the merit at the All India entrance test (MAT, CAT, XAT, AIMA, all state level JEE with valid score card) is strictly required for admission into PGDM course.
3. Submission of Migration Certificate, Transference Certificate, anti-ragging affidavit etc.

Document retention policy:

The student has to submit all in concerned required Original documents to the Admission Section of College Office at the time of admission. These documents (except CLC, Conduct and Migration Certificate) are returned back to the student after completion of the admission process, with due entry and signature of said student register.

The policy of refund of the fees

As per guidelines of AICTE



ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

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PUBLIC NOTICE

All India Council for Technical Education (AICTE) has been empowered inter alia under section 10(n) of AICTE Act to "take all necessary steps to prevent commercialization of technical education". It has come to the notice of the Council that:

- Some of the AICTE approved Technical Institutions are admitting students to technical education programmes long before the actual starting of an academic session; collecting full fee from the admitted students; and, retaining their school institution's leaving certificates in original;
- Some Institutions are also reportedly confiscating the fee paid, if a student fails to join by such dates.
- Certificates in original are being detained by institutions to force retention of admitted students.
- The time limit for students to join the courses / programmes is also being advanced in some cases unrealistically so as to pre-empt students /candidates from exercising other options of joining other institutions of their choice.
- Some of the Institutes are not following the AICTE prescribed pay scales, salary of faculty & staffs are not paid timely.

AICTE REFUND POLICY

In the event of a student/candidate withdrawing before the starting of the course, the entire fee collected from the student, after a deduction of the processing fee of not more than ₹1000/- (Rupees One thousand only) shall be refunded/returned by the Institution. It would not be permissible for Institutions to retain the School / Institution Leaving Certificates in original. If a student leaves after joining the course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the fee collected after a deduction of the processing fee of not more than ₹1000/- (Rupees One thousand only) and proportionate deductions of monthly fee and proportionate hostel rent, where applicable. In case the vacated seat is not filled, the Institution should refund the security deposit and return the original documents. Institution should not demand fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.

PENALTY CLAUSE

Institutions not following guidelines issued by the Council regarding refund of fee on cancellation of admission or delaying refunds shall be liable to any one or more of the following punitive actions by the Council:

- Fine for non-compliance of refund of fee levied against each case shall be twice the total fee collected per student
- Suspension of approval for supernumerary seats, if any, for one Academic Year
- Reduction in "Approved Intake"
- No admission in one/more courses for one Academic Year
- Withdrawal of approval for Programme/Course

WHOM TO APPROACH

In exercise of the powers conferred upon it under clause 1 of section 23 of the AICTE Act, 1987 (52 of 1987), All India Council for Technical Education (AICTE) has framed the AICTE (Establishment of Mechanism for Grievance Redressal) Regulations, 2012 and has notified those Regulations vide notification F.No. 37-3/Legal/2012 dated 25-05-2012. A copy of the Regulations is available on the AICTE web portal www.aicte-india.org>Bureau>Administration>Rules & Regulations.

These Regulations provide for (1) Establishment of a **Grievance Redressal Committee** in each technical Institution approved by the AICTE; and (2) Appointment of **Ombudsman**, by the affiliating Universities for the purpose of redressal of grievance of the students, parents and others.

Accordingly, all AICTE approved Institutions/Affiliating Universities shall comply with the above Regulations. They shall publish detailed information, including name, addresses etc. regarding constitution of the Grievance Redressal Committee, the OMBUDSMAN and its registry etc., in their website (public domain), prospectus and Notice Boards for wide publicity.

All aggrieved students, their parents & others may henceforth approach the Grievance Redressal Committee (GRC) of the institution in the first instance; and if they are not satisfied with the decision of the committee, they may send their appeal to the "OMBUDSMAN" directly. The 'OMBUDSMAN' shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal."

All the AICTE approved institutions and affiliating Universities are directed to comply the above instructions.

Advt. No. PGRC/08(06)/2017

Member Secretary, AICTE