



Divine Institute of Management & Studies

Run by Rajbanshi Lok Kalyan Trust, Approved by Aryabhata Knowledge University Patna,
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BBA & BCA

STUDENT'S HANDBOOK

2023-24

ABOUT

Divine institute of management & studies (DIMS) was established in the year 2022. DIMS Ziradei campus is spread over an area of 9 acres of land. It is a private institute situated in Ziradei. DIMS is affiliated to Aryabhata knowledge university, Patna. It offers full-time undergraduate and postgraduate programmes approved by the all-India council for technical education (AICTE). The college has wide open campus of about 9 acres along with right side of Ram Janki Path. The infrastructure has also developed to the need of hour. Two modern computer labs with latest configuration, broadband internet, smart class with interactive power board, projector and podium facility is at the disposal of students. A girls/boy's hostel with capacity of 100 + students is functioning. There is an automated library with internet facility having more than 5000 volumes of books. A facility of book bank is available in the college for needy students.

DIMS is dedicated to equipping students with the necessary skills and attitudes to succeed in any field of study, fostering their development into well-rounded individuals who are cognizant of their surroundings. The management school offers comprehensive instruction in all aspects of management, with a wide range of specializations available. The faculty is highly experienced and the pedagogy is highly innovative, with a strong focus on learning through doing. The school's mission is to provide education for employment through skill development.

Designed with the ever-evolving needs of society in mind and nurtured through care and attention to detail, DIMS provides students with the opportunity to develop the skills and knowledge necessary to become effective leaders, strategic problem-solvers, and better people who foster the growth and prosperity of communities.

OUR COURSES

COURSES OFFERED

BBA (6 SEMESTER- 3 YEARS)

BCA (6 SEMESTER- 3 YEARS)

BBA: Program Outcomes

1. To be able to apply the management domain knowledge to solve routine and specific business problems.
2. To develop capability of analysing and critical thinking to take informed and real time data-based decisions.
3. To foster the technological knowhow to solve business and management related problems in technologically driven environment.
4. To be able to take leadership positions based on ethical, value driven, sustainable, holistic and entrepreneurial approach.
5. To develop various managerial and entrepreneurial skills for catering to the local and global business scenarios.
6. To imbibe and practice the different domain knowledge and develop skills required for specialized functional areas.

Program Specific Outcomes

1. Analyse complex data, understanding the financial implications of managerial decision making.
2. Students will be able to perform business analytics using tools such as spreadsheets.
3. Students will analyse business management for domestic and international organisations

BCA: Program Outcomes

1. **Take Thinking:** Take informed action after identifying the assumptions that frame our thinking and action, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions (intellectual, organizational, and personals) from different perspectives.
2. **Effective Communication:** Speak, read, write and listen clearly in person and thought electronics media in English and in one Indian Language, and make meaning of the world by connecting people, ideas, book, media and technology.
3. **Social Interaction:** Elicit views of others, mediate disagreements and help reach conclusion in group settings.
4. **Effective Citizenship:** Demonstrate empathetic social concern and equity national development, and the ability to act with an informed awareness of issues and participate in civic life through volunteering.

Program Specific Outcomes

1. 1. Ability to build and perform career in data management and support IT industry.
2. 2. Develop skills to design industry software and applications.

VISION –MISSION

- * To create excellent learning ambience through innovation in teaching, research and consultancy for producing professionals capable of answering global challenges and demonstrating high ethical and moral standards
- * Create a culture of excellence and commitment in youth development, education, civic administration and corporate governance.
- * Empower young people to develop their skills and competencies, and link them to better opportunities.
- * The purpose of this program is to provide individuals with the necessary skills and knowledge to become leaders in society, who are committed to excellence, fairness and peace-building.
- * Encourage reflection, innovation and creativity in managerial theory and practice, and provide consultancy and training services.

ACADEMICS

COLLEGE TIMINGS

Class Schedule Monday Saturday: 10 :00 a.m.— 4:30p.m.

Class Duration — I hour per session

Library Hours: 10:00 a.m. — 4:00 p.m.

Administration office: 10:30 a.m. — 2:00 p.m.

CALENDAR OF EVENTS

A calendar year is divided in to 2 semesters:

ODD semester: July December.

EVEN semester: January — June.

SCHEME OF EXAMINATION

Each semester will normally have six core and one non- core paper and each shall be for 100 marks. The composition of theory and internal assessment marks for each paper will be 60 and 40 respectively.

Every theory paper shall ordinarily consist of two/three sections, developed to testing of conceptual skills, understanding skills, comprehension - skills, articulation and applications Skills. In case of theory papers the various components of internal assessment will be as follows:

Assignment —10 marks

Attendance — 10 marks

Internal Test - 20 Marks (The first test shall be for I .5 hours duration carrying 40 marks. The second will be pre-finals of sixty marks with the duration of 3 hours.

FACILITIES

Having the right infrastructure is essential for a college to do its job well. Our college has a wide range of facilities that meet the basic needs of students, both academic and recreational. We use the latest tech to make sure students are comfortable and happy, and to give them ways to stay active and engaged. Plus, it's a great way for students to meet their peers, teachers, and other important people in the community, so they can learn and grow.

The public address system is a great way to let students know what's going on in the school every day. It lets them know important announcements about academics, extracurricular activities, and more, all in one place.

The facilities provided are as follows:

Canteen

Indoor games centre

Library/Digital Library

Halls of utility

Clinic

Multi-gym

Conference Hall

Seminar Hall & Auditorium

Business Lab

Computer Lab

ETHICS

CODE OF CONDUCT

- ♦ It is of paramount importance to the institution that its students adhere to a code of conduct that is based on integrity, honesty, and discipline.
- ♦ As a general rule, communication with the press (including all forms of communication with print or electronic media) regarding any matter should be avoided and should be left to the competent authorities of an institution. Any action taken against an institution or its staff shall be considered a serious offence.
- ♦ Students can share their grievances with their Class teacher and the grievance will be rectified within 3 working days. However, if the Class teacher fails to rectify the grievance, the students can go to Grievance Redressal Cell.
- ♦ Indiscriminate behaviour includes getting drunk, damaging or desecrating the institution's property, being violent or unruly, stealing, cheating or being dishonest, or doing anything that causes harm to the institution or its staff. The institution can take legal action against anyone who does this.

STUDENTS' COUNCIL

The Students' Council is responsible for overseeing and managing the students' physical, mental and emotional health. Student welfare programs and policies are important for building self-esteem and personal growth. The Students' Council strives to organize and plan recreational activities and events that meet the needs of the College.

RULES AND REGULATIONS

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- ♦ The timings of the college are from 10 :00 am to 4:30 pm.
- ♦ Students must always wear their ID cards in the college premises.
- ♦ The campus must be kept clean at all times. Littering, defacing the walls or desks, damaging College property etc.,are offences & severe action would be taken against those students.
- ♦ Students are liable to disciplinary action (even dismissal) if found smoking in and around the campus, in possession of, or under the influence of tobacco products, drugs or alcohol.
- ♦ All students should reach the classroom on time and no student would be allowed to leave the lecture hall without the Lecturer's permission or until the class is dismissed.
- ♦ Though the College is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of students outside the campus.
- ♦ Students are not allowed to park their vehicles at parking areas in the college.
- ♦ Practice for all programs should be held either prior to the classes or after classes.
- ♦ Participation in intercollegiate programmes, within the city or outside, is subject to permission of the Principal.
- ♦ The students should maintain 75% of attendance.
- ♦ The Principal shall be the final authority in the interpretation of the College rules. Matters not covered by these rules are left to the discretion and decision of the Principal.
- ♦ Ragging is a cognisable offence and those who indulge in it will be punished.
- ♦ Posters and notices must not be put up without the permission of the Principal.
- ♦ The College is committed to upholding the highest standards of conduct for all students. However, any instances of indiscipline, such as inattention, neglect of work, inappropriate language or conduct, or obscenities in word or deed, shall be subject to suspension or expulsion. All students are expected to demonstrate dignity and maturity in their behaviour. Furthermore, the College encourages students to adhere to the fundamental standards of modesty and decorum when it comes to their attire.