

Indian Institute of Information Technology, Allahabad.

B-Cognizance (An E-Magazine)

Bye-Laws



MBA-IT Division, IIIT-Allahabad

1. Introduction to B-Cognizance

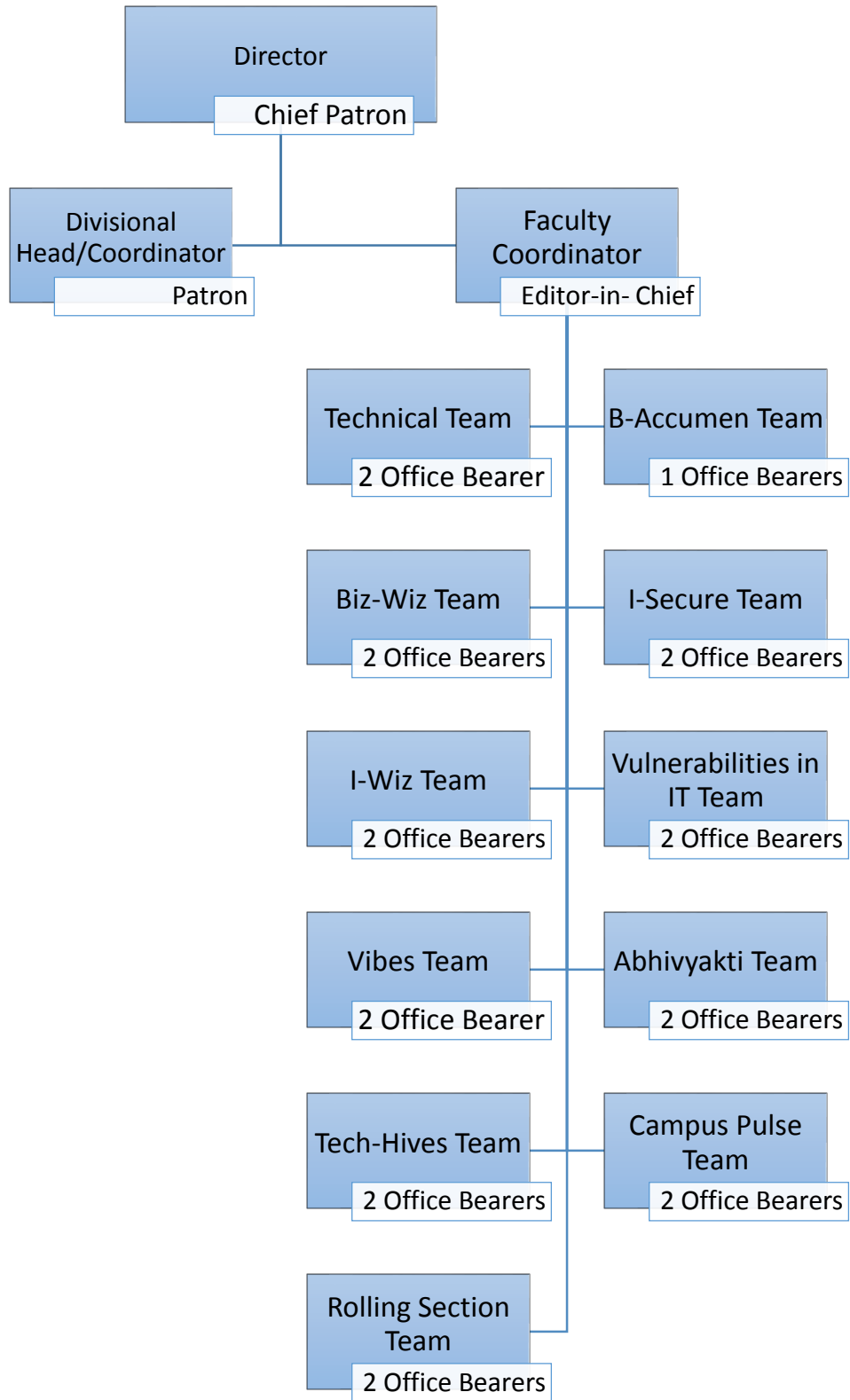
- 1.1 B-Cognizance is an E-Magazine published by MBA (IT) Division of IIIT-Allahabad.
- 1.2 It shall be a Half-Yearly magazine.
- 1.3 Every year two issues shall be published one in April and another in November.
- 1.4 It shall contain following General Sections:
 - **B-Acumen:** Business Quiz
 - **Biz-Wiz:** Articles related Business world
 - **I-Secure:** Articles related to compliance domain of Information Security
 - **I-Wiz:** Articles related to implementation domain of Information Security
 - **Vulnerabilities in IT:** Articles related to vulnerabilities in IT and cyber security.
 - **Vibes:** Articles on social issues
 - **Abhivyakti:** Literary articles in Hindi or English
 - **Tech-hive:** Articles related to upcoming technology, softwares and devices for creating awareness
 - **Campus Pulse:** This section shall cover all the curricular and extra- curricular activities of the institute
- 1.5 It shall contain following rolling sections:
 - They are not the integral part of the magazine.
 - It shall be updated on weekly or fortnightly basis (on the availability of information).
 - **Opportunities Section:** A rolling section which shall have updates and information about career, research, internship, research and other academic opportunities.
 - **Notice Board Section:** It shall contain updates about important academic activities to be held at IIIT-A and across other academic institutions.
- 1.6 In order to enhance the visibility of magazine, it shall also have the space for social interaction through Facebook and Twitter.

2. Objective of B-Cognizance

The B-Cognizance shall endeavor to achieve following objectives with the administrative support of its team members and academic contributions from students fraternity:

- 2.1 Giving the student a platform for sharing their knowledge
- 2.2 Facilitating interaction with academic and industrial community
- 2.3 Learning and building relationship for cohesive environment at institute level
- 2.4 Giving the space to alumni for sharing their experience and updating existing body of knowledge.
- 2.5 Helping the student to develop group dynamics.

3. B-Cognizance Team Structure



4. Selection of B-Cognizance Team

- 4.1 For the effective and timely publication of B-Cognizance, a team shall be constituted (Team Structure discussed above).
- 4.2 The tenure of the B-Cognizance team shall be one academic year (July-June). After one year, older B-Cognizance team shall be dissolved and new B-Cognizance team shall be selected. The selection procedure for selecting new team shall start in at the beginning of each academic year (July) and the entire process would be completed within one month.
- 4.3 The Editor-in-Chief shall be designated by Divisional Head/Coordinator (MBA-IT),
- 4.4 The Editor-in-Chief shall select the B-Cognizance team through following a selection procedure, after taking due approval from Divisional Head/Coordinator (MBA-IT).
- 4.5 The junior or senior batches from MBA-IT programme shall be invited to apply for the position of office bearer in B-Cognizance team through E-Mail followed by a brief presentation given by Editor-in-Chief which shall brief them about B-Cognizance E-Magazine, its sections, their roles and responsibilities as office bearer, etc. Accordingly the interested students may apply for suitable position in B-Cognizance team.
- 4.6 The selections for B-Cognizance team shall be made on the basis Interview.
- 4.7 The interview shall be conducted on the criteria like Proactivity, Past Experience, Communication skills and Technical Skills etc.
- 4.8 For the interview, a committee shall be constituted by the Divisional Head/Coordinator (MBA-IT) for the selection of B-Cognizance team members, on the request of Editor-in-Chief.
- 4.9 The date of interaction of applicants with committee regarding their interview for the selection in B-Cognizance team shall be communicated to applicants by the Editor-in-Chief.
- 4.10 The committee shall meet on the mutually agreed schedule for finalizing the selection of office bearers of the B-Cognizance team.
- 4.11 While selecting the team it shall be ensured that the B-Cognizance team should contain equal participation from junior and senior batches of MBA-IT.
- 4.12 The new team shall be announced by Editor-in-Chief after getting it approved by the competent authority.
- 4.13 The older team shall cease to exist by the date the new team is formed.
- 4.14 Every office bearer of the older B-Cognizance team shall be issued one certificate after successful completion of his/her tenure as an office bearer of B-Cognizance team.
- 4.15 Any number of office bearers to any B-Cognizance team for any section can be added or deleted by the Editor-in-Chief with the approval of Divisional Head/Coordinator (MBA-IT).

5. Roles and Responsibilities of B-Cognizance Team

- 5.1 Every office bearer of the B-Cognizance team should have the qualities of energetic, hardworking, leadership, motivation, dedication and being proactive etc.
- 5.2 The technical team of the division shall be responsible for the designing of B-Cognizance portal, uploading of articles and updates from rolling sections and regular maintenance for its security from IT attacks.
- 5.3 The office bearer of B-Acumen section shall always look for contemporary and relevant questions related to business world and update the B-Acumen section regularly with those questions with the help of technical team of the division.
- 5.4 The major task of office bearer (Biz-Wiz, I-Secure, I-Wiz, vulnerabilities in IT, Vibes, Abhivyakit, Tech-Hive section) shall be to motivate the students for writing the articles for their sections and collecting the articles and handing it over to technical team of the division for uploading at B-Cognizance after getting it checked for its contents in consultation with Editor-in-Chief.
- 5.5 The campus pulse team shall write about any event which has taken place at IIIT-A campus and get it uploaded at the Campus Pulse section of B-Cognizance with the help of technical team of the division.
- 5.6 The task of rolling section team shall be to look for regular updates related to career, internship opportunities, research related opportunities, any event schedule to take place at IIIT-A or at any other academic institute and any other information related with rolling sections and get it uploaded to rolling sections of B-Cognizance with the help of technical team of the division.
- 5.7 If any office bearer of B-Cognizance team is found not diligent in discharging his/her responsibility as a B-Cognizance team member, after giving an opportunity for explaining the reason for the same and if the reason is found unsatisfactory for the continuation as a B-Cognizance team member, he/she may be removed from the B-Cognizance team by the Editor-in-Chief with the approval of Divisional Head/Coordinator (MBA-IT).
- 5.8 Every office bearer of B-Cognizance team shall require to be present in every meeting called by the Editor-in-Chief for B-Cognizance. The absence from the meeting shall be allowed only with the prior permission from Editor-in-Chief.

6. Submission of an article

- 6.1 The author sending article shall be issued an acknowledgement letter through E-Mail once his/her article is accepted and published in the magazine.
- 6.2 His/her article shall remain in the archive of B-Cognizance for all time to come, after the current issue is sent to archive on the arrival of new issue.
- 6.3 The article submitted by an author in any section of B-Cognizance should be an original work of his/her own. The author should ensure that his/her article is free of plagiarism before submitting the article to the magazine for publication.
- 6.4 Every author submitting his/her article shall be required to submit a plagiarism report along with the article.
- 6.5 Every author submitting his/her article shall be responsible for any kind of plagiarism reported in his/her article. Magazine shall not hold any responsibility for any plagiarism detected and reported in any article of any section of magazine.
- 6.6 If any case of plagiarism is reported against any article published in B-Cognizance and it is found to be true, then that article, against which the case is reported, shall be withdrawn from the B-Cognizance magazine and other actions as desirable may be taken accordingly.
- 6.7 While writing the article, the author should give proper referencing for text or images used in his/her article and ensure that guidelines for plagiarism are being duly complied with.

7. General Byelaws

- 7.1 Students going for social interaction shall be held responsible for their comments while using the social media.
- 7.2 Any new section to the magazine can further be added or deleted only with the permission of Divisional Head/Coordinator (MBA-IT) on the request of Editor-in-Chief.
- 7.3 Any amendment in Bylaws of B-Cognizance is possible only with the permission of Divisional Head/Coordinator (MBA-IT) on the request of Editor-in-Chief.