

# A.J. INSTITUTE OF MANAGEMENT

## CODE OF CONDUCT FOR STUDENTS (to sign during admission)

(Any defiance of the following will attract punishment, as per the regulations)

### Name of the Student:

#### I Dress Code

1. Every **Monday and Thursday or** as and when notified by the Institute, students will have to wear college uniform (uniform includes Blazer, Tie and Shoes). For the remaining days, students have to wear formal dress only. Students are not permitted to come in casuals. Jeans, Low waist pants, miniskirts, T-shirts and any dress attire with obscene or inappropriate comments written on it are strictly not allowed.
2. Wearing religion related dress including Head Scarf, shawl etc. in the Campus, Class Room, Library, Computer Lab, Hall etc. is not permitted.
3. Boys should come neatly with pressed cloths, clean shave and polished shoes.
4. Girls should come in Salwar Kameez with sleeves and Dupatta.
5. Every student is required to **wear identity badge** as clearly visible, during their stay in the Institute. The identity badge becomes invalid if it is tampered with by a change of the photograph or by an alteration of personal information. For the replacement of Identify batch Rs. 200/- will be charged.
6. On special occasions, changes if any will be informed.

#### II Lecture Classes and Attendance

1. All the students are to attend the classes regularly and regular irregularity will be viewed seriously.
2. Minimum of **75 percentage of attendance** is compulsory to appear for the University examination.
3. If a student is **absent for 4 or more lecture classes** in a subject continuously at a stretch, the same will be brought to the notice of their parents.
4. **Attendance shortage statement** will be published in the notice board every month and **students are required to sign the statement in the office.**
5. **Good attendance** (above 75%) will be appreciated and rewarded through internal assessment marks.
6. No student is allowed to **enter the lecture class after** the concerned faculty has already begun with the lecture proceedings.
7. Irregular attendance, habitual tardiness or inattentiveness may lead to **dismissal or the student would be withheld from attending the University examinations.**

#### III Co-Curricular, Extra Curricular Activities including the Fests, Workshops and Placement Training

1. Students should compulsorily participate in all the Co-Curricular, Extra Curricular, Fests, Workshops, Training Programmes, Expert Lectures including Placement Training. etc. organized by Institute from time to time.
2. Unauthorized absence in all above mentioned activities will be viewed seriously and will be penalized.
3. The performance and the contribution in the above will be considered during **internal evaluation of students.**
4. Students will be permitted to represent the Institute outside (Management Fest, Conferences etc.) on the basis of the individual merit and as per the need-based decision taken by the faculty in-charge.
5. Whenever students represent the Institute outside, their absence from lecture classes will be recorded in the **Student Deputation Register.** This will enable them to claim attendance later.
6. **No practices** (cultural or management fest related) can be held during class hours. Such practices can be done only between 4.30 p.m. to 5.30 p.m.
7. **Any absence** for the lecture classes under the **pretext of practice** will be viewed seriously.

#### **IV Project work, Summer Internship and Placement related activities**

1. Every students have to take up the Project Work, Summer Internship and Placement Interviews from time to time as per the guidance of the Institute.
2. **No project work** related activity can be performed during the class hours.
3. **Any absence** for the lecture classes under the pretext of project work will be viewed seriously.
4. **Every Friday or identified day**, students should report to their concerned guide and update the status of their projectwork.
5. Students are required to **adhere** to the schedule of project work as per the **dairy**. Any work / report submitted after the last date **will not be accepted and forwarded to University for Evaluation**.
6. Every students to submit three hard-bound copies of their project thesis and one soft copy in CD form to the office as per the schedule in the project work diary (one copy will be returned to the student as their personal copy).
7. A minimum of 30 days of internship is compulsory as per the time specified by the Institute and to submit a detailed summer internship report with the original certificate issued by the concerned company and to appear for summer internship viva on the specified day. During the Summer Internship students to forward the periodic reports to the concerned as per the instructions.
8. Students to complete their summer internship in the company allotted by the Institute or in a company approved by the placement and training department of the Institute.
9. Any Summer Internship as reported by the student found fake, penalty will put and will be ask to repeat the programme.
10. **If any interview** for Internship and Placement is arranged by the Institute, it is mandatory for the students to participate as per the instruction given by the concerned.

#### **V General**

1. Only **one team** will represent the Institute in the events organized by other institutions.
2. **Smoking, consumption of alcohol, or chewing** of tobacco is strictly prohibited in the college campus. Also, student under the influence of the above will not be permitted to stay in the campus.
3. Students must **maintain strict silence** in the classes, library, reading room and in the corridors. Students must not loiter about in the corridors, when classes are going on.
4. Usage of **Mobile phones** is strictly prohibited in the college campus and if anyone found using, mobile phone will be confiscated.
5. Any act of indiscipline or misconduct or violence or usage of abusive language in any form will be dealt with strict action even amounting to **suspension or rustication**.
6. **No associations** can be formed or funds raised or tickets sold or meetings held or no affiliation to outside organizations on behalf of the Institute is allowed without the written consent of the Director.
7. **No picnics, excursions, trips or social gathering (in the campus or outside)**, can be arranged by the students without the permission of the Director.
8. Students are expected to use **college property** with care. Students causing any damage to college property or books in the library are liable to pay a fine and make good the loss. The amount of fine will be decided by the Director and his decision on all such matters will be final and binding.
9. No person shall be **invited to address** a college meeting or society or to occupy the chair at any debate, meeting or function without the prior permission of the Director.
10. Students are not allowed to **invite any outsider in the college campus**.
11. Students are not permitted to celebrate birthday within the Institute premises.
12. **English** is the official language of communication in the Institute.
13. **Ragging** in any form is strictly prohibited.

Name & Signature of Student

Name & Signature of Parent

Counter Signed by Director