



Acharya Institute of Management and Sciences

Code of Conduct – Students

8. CODE OF CONDUCT - STUDENTS

8.1. PREAMBLE

The Code of Conduct gives students of the AIMS Institutes guidelines for academic and personal conduct during their term here. Our students are expected to imbibe value based conduct, emotional stability, maturity of thought and concern towards fellow beings. We aim that the students will strive to achieve the objectives of the institute, abide by the rules and conduct themselves in a manner so as to bring laurels for themselves and for the Institute.

The management reserves the right to amend the policies, whenever necessary, and shall be effective from the date of formal notification of guidelines. Any change in the guidelines will be notified and communicated through circulars, notice boards, email, SMS or official groups. In case of any queries / clarifications students may contact the concerned persons

8.2. JURISDICTION

The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus, hostels or in connection with any Institute related activities and functions. Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

To determine whether or not to exercise such off-campus jurisdiction, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

8.3. CODE OF CONDUCT

This code of conduct is applicable to all students of AIMS. Institute believes in promoting a safe and efficient climate by enforcing behavioral standards and through this code of conduct, endeavors to administer a student discipline system that will promote student growth and enable them behave as mature and responsible citizens.

- a. English will be the medium of communication in the campus
- b. Entry for students to campus only on showing the id card at the entry gates and should be worn at all times in the campus
- c. Usage of mobile phones is prohibited on campus unless and otherwise permitted by authorized persons for academic purposes.
- d. AIMS Institutes is a ragging-free campus and ragging in all forms is banned in the campus and student accommodations (refer Anti – Ragging Policy)

- e. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:
- i. any act of discrimination/ harassment (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, etc.
 - ii. Intentionally damaging or destroying Institute property or property of other students and/or faculty members
 - iii. Any disruptive activity in a classroom, campus or event sponsored by the Institute
 - iv. Organizing meetings and processions without permission from the Institute.
 - v. Possessing, Consuming, distributing, selling of alcohol / drugs / tobacco / other items prohibited by law / parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
 - vi. Loitering around the campus during class hours is not allowed. Silence is to be maintained in the corridors.
 - vii. All electrical appliances and fixtures are to be switched off when not in use.
 - viii. Outsiders are not permitted in the campus.
 - ix. Boys and girls should observe norms of dignity and maturity in their inter-relationships and conduct.

g. Dress code

All students have to be formally attired in the prescribed uniform while in the campus at all times, Monday through Friday, irrespective of the purpose of visit. On Saturdays and Sundays, students may wear smart casuals. Those who are not in receipt of uniform shall adhere to the formal dress code till they get their uniforms.

h. Attendance

As per the regulations of statutory bodies, it is mandatory for a student to have minimum 75% attendance in each of the subjects to be eligible to appear for the final examinations. The Institute expects the student to maintain 75% in each of the subjects to be eligible for awards, scholarships, sponsorships activities and events or any other benefits. The following points are to be noted:

- i. Student has to report to the institute and attend the academic and non-academic sessions as per the calendar of events of the department / institute.
- ii. A student will be marked as present only if he is physically present in the class. Marking proxy attendance will be subject to disciplinary action.
- iii. Leave of Absence

Absence without permission from the concerned authorities is viewed seriously. Students need to apply for leave in case of absence from class.

- Request for leave for 1-2 days leave to be made to Class coordinator through leave letter/email/SMS.

- Request for leave for more than 2 days to be made to Program Director/Manager with letter stating current attendance status.

Note - Leave of absence is only intimation and the student cannot claim attendance for the same.

iv. Leave for Academic Assignments - Attendance can be claimed for

- Participation in extracurricular activities, competitions and fests and promotional activities, ODCs, IDCs, and surveys approved by the Program Director/Manager.
- Extended internships may be permitted after approval from Program Director/Manager and C&PR Office.
- A separate record of attendance will be maintained for such types of leave after submission of supporting documents within 2 days of participation /completion of internship.

v. Medical Leave - As per statutory norms, 75% attendance is mandated even in cases of medical reasons. Attendance cannot be claimed on medical grounds and has to be utilized within the permitted 25%.Based on severity of the case, and submission of medical records, attendance committee has discretion to consider individual cases.

i. Laboratories:

- Only students, faculty and staff of AIMS Institutes are allowed inside the computer centers and laboratories.
- Students have to report to their labs as per schedule and in the prescribed dress code and mark the entries in the log books.
- Bags and other personal items are not permitted inside the labs.
- Storage devices like hard drives, pen drives, CD, etc may be carried to the labs or taken out of the labs only with prior permission of the concerned lab staff.
- Students should occupy the computer systems / slots as directed by the concerned lab staff and shall use the facilities only for academic purposes. All activities of users in the centers are tracked using surveillance software.
- Students shall not involve in hacking or retrieval of sensitive information from the computers and IT servers located anywhere in the campus. Any material may be copied from or transferred to the systems in the computer centers only with prior permission of the concerned lab staff.

- All materials - equipment/ chemicals/accessories need to be handled as prescribed and in case of any damage, the cost will be recovered from the students along with a penalty.
- Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

j. Class and Home Assignments

During the course of the program, assignments will be given to students as a part of the Formative Assessment (FA) in order to support their academic acquisition and ensure acquiring of employability skills. Assignments may also contribute to the Internal Assessment marks of each subject.

As per the assignments policy of the Institute, students have to comply with the deadlines to submit the assignments in the prescribed format given to them. Plagiarism will be viewed seriously. Failure to comply with the requirements may lead to the rejection of the assignment and forfeiture of the component in the IA marks and disqualification of augmentation/certificate programs/tours and placements.

k. Examinations

The semester wise evaluation of UG and PG Programs is based on two components – Continuous Internal Assessment (CIA) and end semester University Examinations (UE).

The CIA system is outcomes based where the students will be assessed on the achievement of the Intended Learning Outcomes (ILOs) for the course / module. Each faculty member will take corrective measures wherever necessary.

A. Continuous Internal Assessment is based on the following:

- a. Formative Assessments (FA) conducted by the teacher such as Unit test / Monthly test / Online test / Quiz / Assignments /Presentations / Projects / Research /Seminars / Case Study / co and extracurricular activities / activities with professional bodies, etc. to assess the attainment of learning outcomes by the student.
- b. Summative Assessments (SA) are the sessional and pre-final examinations conducted by the departments. The SAs are conducted as follows:
 - UG Programs – Modulewise Assessments, Sessional exams, pre-final exam
 - PG Programs - Modulewise Assessments, Sessional exams, pre-final exam

The outcome of the CIA is also used to evaluate the Internal Assessment (IA) of the students in each subject, which forms an important component of the final results of a student. The scheme for evaluation of the IA marks will be displayed in the notice boards of the respective departments and also communicated during the orientation and re-orientation programs.

- A. University Examinations are conducted as per the schedule and norms prescribed by the affiliating university.

It is mandatory for a student to fulfill all requirements of the CIA and have no outstanding fees to be eligible to appear for the University Examinations. Institute reserves right to deny hall ticket to students who does not fulfill the requirements. Activities like copying and cheating in any form during examinations will be subject to disciplinary action.

Absence from class tests, sessional and pre-final exams will lead to denial from appearing for University exams and student will not be eligible to avail scholarships, awards or rewards.

Code of Conduct for University Examinations –

Students are expected to be

- Seated in the hall/classroom at least 15 minutes prior to the commencement time of the examination. Late comers should report to the examination control room.
- Carrying his/her own materials - pens, pencils, rulers, erasers, calculator etc.

Students are expected to NOT

- Carry electronic devices and computerized aids (e.g. computerized wristwatches, mobile phones etc.) capable of storing, transmitting and/ or displaying visual/ audio information to the examination room.
- Take any answer sheets out of the Hall/Classroom.
- The institute reserves the right to take appropriate punitive action against such examinees who are reported to be using unfair means during examinations. The decision of the Committee appointed by the Management of the Institute shall be final and binding on the examinees with regard to any disputes concerning examinations. In case the visiting squad from the University finds a student violating the norms set by the University that is mentioned on the answer script, the institute will not interfere and abide by the decision of the visiting squad.

I. Student Promotion

- Those who do not maintain the required attendance as on the last working day of the semester are not eligible to appear for the final exams conducted by the university. Such students will lose one year. They have to take readmission along with the next

batch by paying the prescribed Repeaters Fee and completing the formalities with the Admissions Office.

l. Detainment

Failure to maintain required course attendance of 75% will make a student ineligible to appear for the final exams conducted by the university. Such students will stand to lose one year and are detained. Alternate or additional work may be assigned at the discretion of the concerned faculty member to compensate for the shortage.

Detained students have to take readmission along with the next batch by paying the prescribed fee prescribed for repeaters and completing the formalities with the Admissions Office. Attendance statement will be updated on the department's notice board by the first week of every month. Any discrepancy is to be brought to the notice of the class coordinator within 2 days of the announcement.

n. Dismissal

Students involved in violation of norms, rules and regulations despite no change after repeated counselling and perennially absent students are dismissed from the program after due notice to their parents/guardian.

o. Maintenance of Infrastructure facilities

Cleanliness of campus is to be ensured. Any type of littering, defacing or damaging of infrastructure is considered an offence.

Students and inmates of campus / accommodation facilities will be individually and collectively responsible for any loss/damage to the property and equipment in the campus and hostels. In case of damage to any building, furniture, apparatus or other property:

- The loss caused to the institution shall be recovered directly from those involved.
- In case of unidentified students / residents causing damage to the property, the cost of repair, as assessed by the designated authorities, will be distributed equally among all the students / residents of such groups or associations found responsible.
- If found guilty, the authorities reserve the right to take direct disciplinary action as fine, forfeiture of the security deposit in part or in total or expulsion at short notice from the institute / accommodation facility.

p. Presence in media / social media - Students are expected to

- Use social media carefully and responsibly. They cannot post derogatory comments about institute / individuals from the Institute on social media or indulge in any such

related activities that could have negative ramifications on the reputation of the Institute or its stakeholders.

- Not interact, on behalf of the Institute, with media representatives or invite media persons to the campus without the permission of the Institute authorities.
- Not audio or video record lectures in classrooms, actions of other students, faculty, or staff without prior permission.
- Not provide audio and video clippings of any activity on campus to the public / media without prior permission.

4. DISCIPLINARY ACTION

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

Warning - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

Monetary Penalty - Payment of fine or forfeiture of scholarship/fellowship for a specific time period.

Suspension - A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various facilities. Institute may also follow by possible dismissal, along with the following additional penalties - Ineligibility to reapply for admission to the Institute for a period of three years, and Withholding the grade card or certificate for the courses studied or work carried out

Expulsion - Expulsion of a student from the Institute permanently indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.

5. APPEAL

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal / Registrar. Decision of the Principal will be final and binding in all the cases where there is a possible misconduct by a student.

Students can lodge their complaints/grievances on the online portal available in the institute's website <https://theaims.ac.in/grievance.aspx>