

A.J. INSTITUTE OF MANAGEMENT

CODE OF CONDUCT FOR STUDENTS (to be signed during admission)

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

I Dress

1. Every **Monday and Thursday** or as and when notified by the Institute, students will have to wear college uniform (uniform also includes Blazer, Tie and Shoes).
2. Every Monday to Saturday 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.)
3. Boys should come neatly groomed to the Institute 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.
6. On special occasions, changes if any will be informed.

II Attendance

1. Minimum of **75 percentage of attendance** is compulsory to appear for the University examination.
2. No student is allowed to **enter the lecture class after** the concerned faculty has already begun with the lecture proceedings.
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. Irregular attendance, habitual tardiness or inattentiveness may lead to **dismissal or the student would be withheld from attending the University examinations.**

III Participation in Extra Curricular Activities and Management Fests

1. The **prize winners** in intra-management fest organised by the Institute, will represent the Institution in the management fests organised by other institutions.
2. 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.
3. **No practices** (cultural or management fest related) can be held during class hours. Such practices can be done only after 4.30 p.m. to 6 p.m.
4. **Any absence** for the lecture classes under the **pretext of practice** will be viewed seriously.

IV Participation in soft skills/management skill related activities (group discussion, case study analysis, presentations and communication classes)

1. Students should compulsorily participate in the above mentioned soft skills related activities **during 3.30 to 4.30 p.m. every day or any time** as fixed by the Institute from time to time.
2. The performance of the above mentioned event will be considered for allotment of **internal assessment marks.**
3. **Any absence** for soft skill related activities will be viewed seriously.

V Project work and Summer Placement, Final Placement or project work related interviews

1. **No project work** related activity can be performed during the class hours.
2. **Any absence** for the lecture classes under the pretext of project work will be viewed seriously.
3. **Every Friday** students should report to their concerned guide and update the status of their project work.
4. 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**.
5. **Summer Internship** is compulsory soon after the second semester examination as per the arrangements made by the Institute.
6. **If any interview** for the above is arranged by the Institute, it is mandatory for the students to participate as per the instruction given by the concerned.

VI General

1. Only **one team** will represent the Institute in the events organised by other institutions.
2. **Smoking, consumption of alcohol, or chewing** of tobacco is strictly prohibited in the college campus. Also, any 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 any one 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 organisations on behalf of the Institute is allowed without the written consent of the Director.
7. **No picnics, excursions, trips or social gatherings** can be arranged by the students without the written 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** or in the college canteen. All invitees (excluding guardians/ parents) are allowed only if written consent or approval is taken from the Director.
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:

Signature of Parent

Counter Signed by Director