

Anekant Education Society's
Anekant Institute of Management Studies (AIMS), Baramati

Code of Conduct for Students

[A] ATTENDANCE DISCIPLINE

1. Students are advised to read all notices posted on the Notice boards, Whatsapp group, and Institute website on a regular basis. Ignorance of the same will not be accepted as an excuse.
2. A student must always have his or her I-card, which must be shown on request by Institute officials.
3. Students are expected to groom with professional ethics, hence "wearing uniform" on designed days is must, since it gives greater decorum.
4. Students must attend lectures, practical, tutorials, unit tests, events and examinations, as well as keep their mentors up to date on their academic progress.
5. Students should be aware that they will be unable to appear for university exams if they fail to satisfy the Institute authorities on any of the following grounds.
 - a) At least 75% attendance at lectures and practical.
 - b) At least 75% attendance at extension activity work as scheduled.
 - c) Attendance and performance in Institute exams/tutorials.
 - d) Behaviour and adherence to Institute rules and regulations.
 - e) Complying with the instructions of teacher's staff and other Institute officials.
 - f) Paying Institute fees as directed.
6. Students should be aware that smoking, tobacco chewing, spitting and other forms of tobacco use is strictly prohibited on Institute campus.
7. Cell Phones or mobile phones must be turned off in the campus, classrooms, library or during academic activities.

[B] DISCIPLINE RULES

1. Students must maintain strict discipline on Institute campus and must not disrupt the Institute/ teaching & administration in any way.
2. Students must take proper care of the Institute's property and assist in keeping the campus clean, neat and tidy.
3. Any damage will be considered a series breach of discipline, and the cost of the damage(s) will be recovered from the students.



4. No student society or association shall be formed and no person shall be invited to attend or address any meeting without the prior permission of the Director.
5. Students must attend their lectures, practical, tutorials and tests on a regular and punctual basis. However, if a student wishes to remain absent for any legitimate reason(s), prior permission from the Mentor and Director or Academic Coordinator must be obtained.
6. Students should not tolerate and sit in classrooms, laboratories, verandas, stairs cycle stands and play areas that may cause disruption to ongoing periods/classes.
7. If there are no lectures or practical, they should go to the library or do peer learning silently in classroom.
8. Social gathering and similar programs/functions that are likely to disrupt the academic atmosphere on campus are not permitted.
9. Anyone found engaging in ragging, whether inside or out the Institute grounds will be expelled immediately.
10. Various scholarships, such as the Government of India National Scholarship are awarded by state governments such as B.C., the Rajashri Chhatrapati Shahu Maharaj scholarship is available to deserving Institute students who meet government requirements. These terms and conditions will be posted on the Institute notice board.
11. The free ships, other fee concessions and so on, is conditional on good behaviour, regular attendance, and satisfactory progress. If these conditions are not met the student's BC free ship will be forfeited and he or she will be responsible for paying of his own Institute fees.

[C] PARKING

Students have separate parking for two wheelers and cars. Students should park in the designed restricted parking area. We encourage students for car pool. Students should park their vehicles at their own risk, and no Institute authority is liable for any theft or damage to their vehicles. The parking lot is open 7:00 a.m. to 7:00 p.m., except on Sundays and Institute holidays.

[D] SEXUAL HARASSMENT AND VIOLENCE AGAINST WOMEN

The Institute has a Sexual Assault and Harassment Policy that prohibits all forms of sexual misconduct based on gender exploitation, assault, indecent exposure, bullying, physical assault or discrimination. The Institute strives to maintain a positive and committed environment for the protection of human values such as gender equality, freedom and nonviolence. If any discrimination is discovered on the basis of sexual assault and harassment circumstances, women violence will be legally enforced for punishment and expelled from Institute.



[E] UNAUTHORIZED ACCESS OR ENTRY

Unauthorized entry into any enclosed Institute building or area, including Gymkhana facilities, study rooms or offices is prohibited, is even if the door is unlocked. Without authorization, climbing on any Institute building or Institute-owned structure or being present on building roofs, is prohibited. Tempering with Institute building locks, unauthorized possession or use of Institute keys, key alteration or duplication are all prohibited by Institute policy. Any evidence of this or similar activities will result in fine or additional disciplinary actions by the Institute.

[F] ILLEGAL USE OF INSTITUTE FACILITIES OR SERVICES

Unauthorized use of Institute facilities including but not limited to Institute building, space, and grounds, Institute documents and records, Institute furniture, equipment and materials and so on, is violation of Institute policy. The use of Institute stationary, computers or other materials or anything related to this, can be used as long as proper records are kept as official rules.

[G] WEAPONS, FIREWORKS AND DANGEROUS APPLINCES

A weapon or firearm may not be possessed or used by a student on Institute property or on campus. Firearms, which include rifles, shotguns, handguns, air guns, gas powered guns or handholding equipment, swords, knives, acid, or any fire-instigating materials are strictly prohibited on Institute campuses.

[H] FRAUDULENT REPRESENTATION

Any Institute student who provides false information or makes a misrepresentation to any Institute office is prohibited. Unauthorized Institute logos, certificates or records as well as paper or electronic mails are also prohibited.

[I] THEFT AND DEVASTATION

Theft, internal or unintentional damage to personal or Institute property and possession of stolen property are all prohibited. Restitution will be assessed against the appropriate student(s) and may result in Institute disciplinary action. If damage occurs in a common room or by a group of students for which no one accepts responsibility, restitution may be divided equally among all students present. If students do not comply by the end of the semester, administrative fees will be assessed.

[K] SQUAD AND EXAMINATION

As part of the Institute curriculum, all students must be present for inter and university examinations on time. The examination schedule and seating arrangements are displayed on the notice board. The institute has a squad for the prohibition and control of copy cases, as well as the maintenance of transparency in the examination system. Students are strictly prohibited from carrying any study materials, mobile phones or other copy material as well as prompting or discussing with others in the examination hall. If a student is found to be involved in such activities, the case is copied and proceedings of the university and Institute are initiated.



[L] GYMKHANA AND SPORTS

There are separate fitness rooms for men and women. The Institute has badminton, table tennis and basketball courts, current students can use the gymnasium. Gyms are completely equipped. To use the Institute's sports facilities, students must follow the rules established by the Institute.

[M] LIBRARY

1. All library users must register in In/Out register module available with the software in the computer at the entry of the Library. While entering the stake section of the library, user should leave his/her personal belonging such as bags, personal books etc. at the reading room. Loose papers and notebooks may however be taken into the library.
2. All the users will enter in the library with their Identity Card. The readers shall keep silence within the library premises. Use of cellular phones or other audio/video device is strictly prohibited in the library premises. If readers wish to keep them while using the library, they must be switched off or in silent mode.
3. Smoking, eating, drinking sleeping and talking loudly are strictly prohibited in the library. Keep the library premises tidy.
4. Reference Books/Magazines are strictly prohibited outside the library. The member would satisfy himself/herself before leaving the issue counter as to whether the book is in good condition or not otherwise, he may be held responsible.
5. Books/ Documents taken out of shelves by uses is not encouraged as the documents may get misplaced.
6. Do not spend more than half an hour to locate the documents. If you experience any difficulty in locating the required material, please contact the Library Staff/Librarian.
7. Readers should not mark, underline, write or tear pages or otherwise damage the library documents including books/magazines/journals etc. Students are advised not to issue Books to others on their names. Library reserves the right to call back any issued book/item at any time.
8. Violation of library rules or misconduct by a member may invite discontinuation of the library privileges. The librarian, with the approval of the competent authority reserves the right to add, delete or modify any of these rules as and when required.


Dr. D. P. More

Academic Coordinator


Dr. M. A. Lahori
Director

