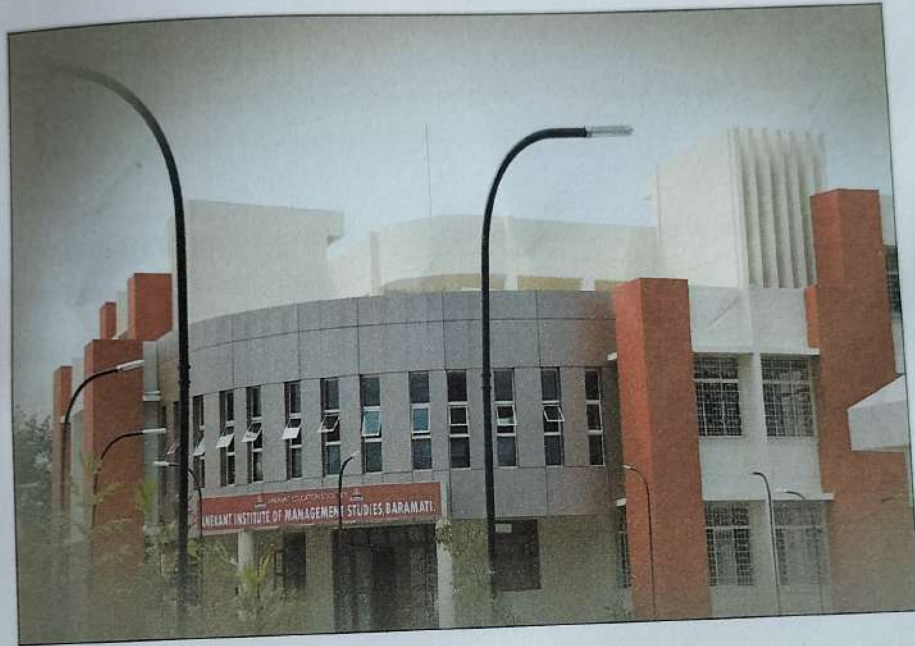


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Handbook Semester-I 2022-2023

"You're braver than you believe, stronger than you seem, and smarter than you think." A.A. Milne



Anekant Education Society's

Anekant Institute of Management Studies (AIMS)

Anekant Education Society Campus, Baramati

Ph. No. : 02112-227299 | Email- director.aimsaramati@gmail.com | Website: www.aimsaramati.org

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 designated 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 serious 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.

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[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 be 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. Lahon
Director