



# **ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY GREATER NOIDA**

## **Students' Hand Book**

*Education is the Manifestation of the Perfection Already in Man*  
*Swami Vivekananda*

**This hand book contains salient information, rules and regulations for students of Army Institute of Management & Technology (AIMT), Greater NOIDA.**

**The hand book should be read in conjunction with the rules and regulations, and guidelines on the subject as set out by Army Welfare Education Society, Guru Gobind Singh Indraprastha University and All India Council of Technical Education.**

**The focus of this hand book is to streamline the process of learning and to inculcate such discipline in the campus which prepares the students for successful induction in the corporate environment.**

**Self Awareness and Self Discipline  
are the most important steps  
to Effective Leadership.**

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## **About Institute**

1. AIMT Greater Noida was established in 2004 under the aegis of Army Welfare Education Society (AWES). The Institute has been approved by AICTE and is affiliated to GGSIP University, Dwarka, New Delhi. Institute is spread over 15 acres of lush green land. It is away from the distraction of city activities and provides a serene and quiet ambience for the pursuit of knowledge. AIMT at Greater NOIDA has perhaps one of the finest infrastructures compared to other B-Schools in the NCR region.

### **Vision**

2. **“Strive to achieve a unique blend of academic excellence and managerial skills to address the needs of the business environment in a manner that lets each participant achieve their potential in a value based, character-centric mould fostering holistic development of youth.”**

### **Mission**

3 **“To transform students into dynamic leaders / managers who are adequately empowered to bring effective change in managerial and administrative practices which are essential for performance enhancement of the organization.”**

4. **Quality Policy:** “To pursue global standards of excellence in management education through teaching, research and consultancy with thrust on creativity, innovation, continuous change. We provide motivating environment for knowledge creation and dissemination through effective quality management system.”

### **Objectives**

5. Keeping in view our Vision and Mission, our objectives are:-

(a) To impart value based education in the field of management and develop the required skill sets in our participants who are already endowed with strong character traits and soft skills because of their Army background. Our graduates are industry ready to assume their responsibilities in the corporate sector from day one.

(b) To have strong interaction with the Industry and Corporate sector to provide hands on for the real time management practices as well as to leverage good placement opportunities for our participants.

(c) To recruit and retain strong, capable and motivated faculty in relevant disciplines.

(d) To enlarge the scope of management training by including Management Development Programmes, In-Company Training, Short and Medium duration Courses (permitted by regulatory bodies) and consultancy services for the benefit of students as well as the faculty.

## **GENERAL RULES**

6. Students are advised to go through and understand these rules carefully. The students need to submit an undertaking that they have read and understood the rules and will abide by them, on joining the AIMT and at the beginning of every academic year.

7. This is a residential campus, where all students need to stay in the campus during their course of study unless permitted by the institute. As a student of AIMT, we expect you to honour the rule and regulations set by the institute. The rules are laid out to foster and protect AIMT's core missions of teaching and learning. It also aims to foster the scholarly and civic development of the students in a safe and secure learning environment, and to protect the people, properties and processes that support the AIMT. It needs to be noted at the outset, that the rules and regulations are laid out in no manner to curb the creative and intellectual pursuits of the students at AIMT. Any modification in the rules based on the directions of AWES and the Director, AIMT will be informed from time to time. AIMT is a smoking free zone as per the Supreme Court directive.

8. All students must be in possession of their identity cards. Any loss should be promptly reported to the Registrar, AIMT and the issuing authority. The cards must not be mutilated, defaced or rendered ineffective for identification. The card must be returned at the termination of course/ withdrawal from the Institute. Students must necessarily carry their I-Cards whenever they move out of AIMT for any purpose whatsoever. They must carry a copy of Aadhar Card and PAN card. In case of loss of original Identity Card duplicate will be issued and fined Rs. 500/- (Rupees five hundred only).

9. Students are permitted to meet the Director in the specific hour designated for the same. They have to seek prior approval from **PA to Director**. However in emergency the Director is available for urgent redressals.

10. **Vehicles (two / four wheelers) are not permitted inside the campus.**

11. **Semester wise academic calendars for each course will be issued separately.**

12. Notwithstanding any act of misconduct by students not listed in these codes of conduct or rules, if so considered by Director, AIMT will attract appropriate disciplinary action. In case of any difference of opinion or ambiguity, the final authority in AIMT to take a decision will be the Director, AIMT.

13. **Payment of fees:** Students are to ensure that all hostels and academic fees are paid as per schedule mentioned below:-

<b>S. No.</b>	<b>Semester</b>	<b>Last Date of Fee submission for MBA</b>
(a)	1 <sup>st</sup>	As per date of admission
(b)	2 <sup>nd</sup>	15 <sup>th</sup> January
(c)	3 <sup>rd</sup>	15 <sup>th</sup> July
(d)	4 <sup>th</sup>	15 <sup>th</sup> January

Late fees will be imposed as follows:-

- (a) Rs. 1500/- for delay of 1 to 15 days and
- (b) Rs. 3000/- for delay from 15 to 30 days.

**Note.** Students are advised to keep the address and telephone numbers of Registrar, Parents in their wallets/purse with a caption “**PLEASE INFORM INCASE OF EMERGENCY**” written on top. Also it would be prudent to feed telephone numbers with easily identifiable relationships like 'Dad', 'Mom', 'Brother' 'sister' etc on own mobile.

### **Classroom Guidelines**

14. Students are expected to attend all classes on time. All students must ensure that they are present five minutes prior to the start of the class. Students are not to be in the hostel or cafeteria during working hours. Free periods are to be spent in the library.

15. **No Entry will be entertained after the commencement of class.**

16. Just as in any family, we in the AIMT family expect our students to be truthful and honest and not to use profane language or any offensive gestures.

17. Students are advised to refrain from any activities involving bullying, intimidating, teasing, ridiculing or harassing others.

18. A respectful behavior is expected from all students including respect for the safety and personal property of others.

19. Use of mobile phones during class room is strictly prohibited. If found using them the mobile phone will be confiscated. A fine of Rs. 200/- will be imposed and kept in custody for one day. In case of repetition of same instance the mobile phone will be kept in custody for seven working days & SIM card will be returned back. In addition to this Rs. 1000/- fine will be imposed.

20. Before entering classroom, seminar hall, labs or any other sessions, students must ensure that their mobile phones are switched off.

21. Students are not expected to eat / chew or drink beverages during class room / other academic activity. Drinking of water is however permitted. No student shall leave the class room without the permission of the faculty taking the class.

22. Students are not expected to remain in class rooms except during the periods of instructions. They may utilize the facility of the library when there is no class.

23. Students will depart from AIMT academic block after the last class terminates, normally at 5 PM on all working days. Those staying back may do so in the library till it remains open.

24. Students will not visit AIMT academic block on holidays / Sundays and after class hours, except when they have an academic assignment, approved by the concerned faculty member. They may however be in the library / computer lab for their self study / assignments.

### **Dress Code**

25. Management students must understand the importance of appropriate attire for any given occasion. Remember “*what you wear speaks louder than what you do*”.

(a) Students need to wear the prescribed AIMT uniform on all days except working Saturdays.

- (b) Students must ensure that they wear the uniform for industrial visits, other Institutions visit and campus placement interviews and on all institute events.
- (c) The uniform need to be procured, while joining the Institute at the earliest but not later than one month of joining the AIMT.
- (d) While in academic block during non class hours, students must wear formals.
- (e) Students should not enter the academic block in casual wear or slippers/ sandals etc. whatsoever is the reason.

26. Causal dresses are permitted only on non-working Saturday and on closed holidays. The definition of casuals is as under:-

**Boys**

- (a) Trousers with collared shirts (T Shirts of any types are NOT permitted for attending classes or in the Administrative Block of AIMT) tight fitting / dirty / torn / low cut jeans, caps, shorts, torn trousers touching the floor, half length trousers / long shorts, bath room slippers / chappals etc. Any permissible clothing depicting illegal drugs, alcohol, tobacco products, profane or suggestive language or racial, sexual & vulgar suggestions is also not permitted.
- (b) All students must have proper hair cut & they should be clean shaved.
- (c) Shoes with Socks.

**Girls**

- (a) Formal wear dress like Salwar, Kameez, Churidar, Sari, Trouser with formal shirts etc.
- (b) Suitable foot wear.
- (c) Hair (beyond shoulder length) to be tied up.
- (d) Girls are not expected to wear Short skirts, shorts, tight fitting / dirty / torn / low cut jeans, deep neck tops / spaghetti top / sleeveless tops, torn trousers touching the floor, half length trousers / long shorts, caps etc. Any permissible clothing depicting illegal drugs, alcohol, tobacco products, profane or suggestive language or racial, sexual & vulgar suggestions is also not permitted.

In case the dress code is violated, the student concerned may not be permitted to enter the AIMT academic / administrative premises or if he / she have entered, will be asked to leave the class / task being attended. Violation of the rules will attract disciplinary action and fine of Rs. 500/- will be imposed.

**Attendance Policy**

27. AIMT follows continuous evaluation system. Unannounced Quizzes and case study submissions can be conducted by the faculty throughout the session. Hence students are advised to attend all session out of their own interest. These types of assessments will not be repeated.

- (a) Being a residential campus it is not acceptable to stay in hostel without attending classes. Medical cases if any needs to be reported to hostel warden and the student need to avail the sick room facility.

- (b) Students have to maintain minimum attendance of 75% as per university norms. Defaulters will not be allowed to write internal and external exams. The minimum attendance requirement is subject to change based on the university requirement.
- (c) The clause of 75% attendance does not entitle student to avail leave for remaining 25% classes. Any type of medical leave is covered in 25% relaxation given.
- (d) It is reiterated that for no reason whatsoever, including compassionate grounds or reasons of ill health, injury, hospitalization, internship etc., even if supported by a medical or other certificate will NOT be acceptable to waive off the absence. The permitted/ allowable absence of 25% is inclusive of absence due to ill health/ medical reasons.
- (e) In sum, this means that any student with less than 75% attendance till the end of the semester will NOT be permitted to take the exam in the subject(s) in which he or she has a shortfall.
- (f) No re-test for internal exam will be conducted. There is no provision of re-test as per GGSIP University norms.
- (g) All absence should be pre-approved, 48 hrs prior to the date of availing leave. (exceptions are medical emergencies)
- (h) Student leave need to be sanctioned by the registrar after recommendation by their respective mentors between 4 PM to 5 PM on all working days.
- (i) On-Duty (OD) leave (Only 20 OD's i.e. 20 Hrs per semester) will be permitted to students who are involved in any co-curricular or extra-curricular committee activities. OD form should be duly signed by the concerned faculty co-coordinator and needs to be submitted to the respective mentors within 48 hrs. OD submission beyond 48hrs will not be entertained and hence the student will remain marked absent. The students having more than 80% of attendance will be allowed to participate in co-curricular or extracurricular activities
- (j) Subject wise and cumulative attendance will be displayed on the notice board every fortnight (on 15<sup>th</sup> and 30<sup>th</sup> of every month).
- (k) If a student is found to be continuously absent from classes without intimation for a period of one month, his/her name will be struck off the roll and university will be informed accordingly.
- (l) All students must also ensure 100% attendance in co-curricular activities like seminars, conclaves, guest lectures, employment enhancement programs, failing which their placement assistance stands cancelled.
- (m) All acts of collective absenteeism will be viewed seriously by the management. Instead students may project well in advance to the concerned faculty / official the reason which will keep them away from an academic / other organized activity. In consultation with those concerned, the concerned faculty / official will give a decision on the issue well in time so that such absence is avoided and /or if possible an alternative course is arrived at.
- (n) Students have to sign an undertaking on Rs. 10/- stamp paper that he/she will comply to the attendance standards.

28. Please remember that the Institute prepares the student for fulfilling societal and corporate needs. The focus is on facilitation. The onus to prove and secure a good job rests with the students. The learning outcome depends more (80%) on the learner. The candidate has to mark his/her level as per the corporate standard. There is no dearth of jobs for the deserving management graduates. The primary objectives of training and placement activities are to:-

- (a) Identify the aptitude and proficiency of individual student.



- (b) Employ training and development techniques to enhance the potential of the student through the series of Campus to Corporate activities such as Resume Writing, business letter writing, mock GD/PI and interview sessions etc. Guest lectures, Personality development Program, Industrial visits, Summer training Report, Placement related Projects etc.
- (c) The training and placement cell also ensure preparation of Placement Brochure and assists in the preparation of Resumes by the students.
- (d) AIMT facilitates campus placements and invites direct interviews from industry in the company premises.

The Institute facilitates students in their final placement. However no student will be allowed to join any Company before 15th April / as per dates specified by IP University. Placement eligibility rules are as under:-

- (a) Minimum percentage as decided by the Institute.
- (b) No backlog in any Semesters.
- (c) No disciplinary violation.
- (d) Clear Placement Eligibility Tests / Process as and when declared.
- (e) 80% attendance in academic sessions.
- (f) 100% attendance in all guest lectures, placement sessions, seminars and conclaves.

## **ACADEMIC RULES**

### **Teaching Pedagogy**

29. The primary focus of pedagogy is on clear understanding of the technological / behavioral concepts and applications in relevant industry or anticipated corporate environment. The management student must always understand that their future role in society is based on their positive attitude, application of behavior and technological sciences for social benefits. Hence tendency 'to do' needs to lead the desire 'to know' or 'learn'. In consonance with this approach, the pedagogy is based on an appropriate mix of lectures, tutorials, field work, projects and avenues for personality development. All the faculty members and students must make concerted efforts to exploit online resources which enhance their current knowledge and skills. Faculty members will explore the Massive Open Online Course (MOOC) to fine tune their teaching capability and expose students to relevant and high quality lecture on desired subjects. There are large number of online sites which are authentic and contain relevant information and analysis.

30. Students will be encouraged to study from these sites. Classroom activities will encourage the students to use the library resources. Activities such as book reviews, literature review on selected subjects, short research papers based on secondary data analysis will be conducted. Academic activities that propagate study of journals will be encouraged.

31. The teaching methodologies for each subject is divided into four sections:-

(a) **Lectures.** All classrooms have been fitted with LCD projectors and smart boards. Classroom lectures will be kept interactive. Students will be encouraged to come prepared to the class and ask questions. Efforts will be made to ensure that the class has assimilated the subject.

(b) **Tutorials.** For every three lectures there will be one tutorial class. These classes would be conducted in the evening. The size of the class during the tutorial discussion would not be more than 30. The focus during tutorials will be on:-

(i) Clarification of the doubts.

(ii) Discussion on assignments.

(iii) Hence during the tutorials, students' participations will be higher.

(c) **Practicals.** The Institute has very well-equipped labs and work-places. Practical work in these labs and work-places must be undertaken to develop relevant skills and to understand the concept. In the IT labs, students will be encouraged to use various applications for managerial tasks in different disciplines of management.

(d) **Industrial Visits.** All management students will be taken out for industrial visits to organizations relevant to their respective field once in a year. The aim of these visits is to acquaint the students with the way industry utilizes relevant technology. The students will be writing a report on various aspects of the visits as post-visit assignments.

32. Centrally Organised Lectures/Seminars :-

(a) Students will wear AIT uniform.

(b) All students must be seated 10 minutes before the commencement of the event/function.

(c) Students should not cause disturbance by talking amongst themselves/clapping during the proceedings of seminars/lectures.

(d) No student must leave the venue before the dignitaries leave.

(e) Attendance of those nominated to attend is compulsory.

(f) Failure to attend will amount to violation of good order and conduct and thus be dealt with appropriately by the Management.

### **Summer Training Report (STR)**

33. Summer Training is an essential activity for providing a structured industry exposure. Internship commences towards the end of the Second Semester for MBA students and end of Fourth Semester for BBA students. Preparatory work must start from the middle or the end of the First Semester itself for MBA program and in the middle or end of Third semester for BBA program. The entire process of summer training goes through following steps:

- (a) **Initiation.** Initial briefing and initiation must start four to five months prior to the commencement of the training.
- (b) **Choice of Company and the Project:** As a result of our industry / organization tie ups we have the benefit of getting the summer training projects to be undertaken by the students with assistance from these sectors. The Institute placement cell will guide the students in identifying the specific areas and organizations for the project.
- (c) **Authority Letter for conduct of Summer Training:**The student will be given an authority letter addressed to the concerned organization for undergoing summer training (for a duration of six to eight weeks)
- (d) **Certificate from the company:** On completion of summer training the organization will certify the work. The certificate will be signed by the concerned supervisor on behalf of the organization.
- (e) **Submission and Evaluations of the Project:** The student is required to submit the project within 6 weeks after the completion of the summer training. The project may be rejected if plagiarism policy is not followed. There after the project will be presented to the project evaluation committee for evaluations. In order to ensure objectives assessment the project evaluation committee will be headed by external experts.
- (f) **Inclusion of the Summer Training project in the resumes of the Student.** The student will extract relevant aspects from the summer training project to be included in the placement brochure to be published at the end of Third Semester.
- (g) **Final project.** The modalities of the final project will be similar to the one applicable for the summer training project except for major differences that the final project will be undertaken by the student in the Fourth Semester by MBA students and in the Sixth Semester by BBA students. It can also be undertaken in the company where the student gets the job offer.
- (h) **Live Projects & Research Work-** In addition to the above mentioned projects, students are also encouraged to do field projects, write research papers and indulge in Corporate Social Responsibility (CSR) related activities.

### **Examination rules**

34. The process of evaluation for the students is continuous and covers multifaceted aspects. Besides evaluating the academic progress, other aspects related to holistic development of the students are also evaluated. Thus the entire process covers the following. Academic progress will be evaluated based on the following parameters:-

- (i) Assignments.
- (ii) Internal Examinations.
- (iii) University Examinations.

- (iv) Summer Training.
- (v) Final Project.

35. **Conduct during Examination.** Students are expected to strictly abide by the rules and regulations as specified in the hall ticket issued by the university and the candidate found guilty of not abiding by the same shall not be permitted to take theory, practical and viva examination till appropriate authority clears them for the same. AIMT uniform is to be worn for all examinations.

36. **Internal Examinations.** Internal Exams will be conducted once in a semester for the marks specified by the university. No retest will be conducted for students who are absent during internal exams.

## **MENTORING**

To ensure that appropriate opportunities for continuous growth and development are provided, the concept of faculty also acting as mentors was introduced. It is a structured relationship between the faculty (mentor) and students (mentee) allocated to them. It encompasses a wide range of support and developmental activities for student at all the stages of their life in the College.

37. **Role of a Mentor.** The duties of a mentor can be categorized into three areas: -

- (a) As a Counselor
- (b) As a Coach and
- (c) As a Record Keeper. The Program Coordinator will allocate a syndicate of students comprising between 10-15 to each Faculty Mentor during the orientation week of the start of the semester. The mentor is responsible for making initial contact with the new students in the first week of the commencement of the programme. The students will be mentored at least twice a month during the full academic tenure.

Any deviations in the maintenance of 75% attendance will be brought to the notice of the parents by the mentors. A mentor maintains a file for each mentee which will have their personal contact details, communication address, academic progress report, leave sanction details, extra-curricular activities participation details, disciplinary action report if any, weekly report of summer internships. At the end of the Semester, the Academic Record of the mentee would be submitted to the Director to review the progress. The record will be compiled as per format provided to the faculty. To encourage open communication and further build up the trust level, a social interaction with the students inviting them for tea/ snacks etc at a mutually convenient venue will be held based on curriculum.

38. **Levels of Mentoring.** Four levels of mentoring are followed in the institute. *Level 1* is the assigned faculty mentor. *Level 2* is the senior student assigned to them as buddy student. In the first month of the first semester, a senior student will be assigned to a junior students and a one-to-one buddy list will be floated by the coordinator. *Level 3* is the alumni of the institute who will be interacting with them periodically for providing career inputs. *Level 4* is the industry people who have consented to guide the students to become industry ready. (Generally obtained by the students during Summer Training Project)

## LIBRARY RULES

39. The primary mission of AIMT library is to support teaching, research and the learning process of the user community. The objective is to provide adequate, timely and relevant information resources and innovative services that support full spectrum of teaching, learning and research needs of the faculty, students and researchers. The AIMT library which was established in 2004 is housed in a separate complex at the center of the campus and offers a congenial environment for study and research.

AIMT library has a total collection of about 15000 books, e-journals, bound journals and books on various subjects. Book titles include General Management, Marketing Management, Personality Development, International Business, Marketing Research, Financial Accounting, Human Resource Management, Information Technology, Business Law, Managerial Economics, Research Methodology, Entrepreneurship, ERP, Database Management System etc. Some of the collections are also available in the form of CD received with the books. The CDs are issued to the users like a book issue. The library holds a sizeable number of Assignments, Summer Training projects and large number of reference books.

Library subscription includes 25 National, 18 International, 30 Magazines and 10 Titles of News papers, annual reports and collection of projects, subject files and question papers of last ten years. Facility of charge based photocopying; scanning and printout are also available at library. AIMT library holds cost based membership of DELNET, NDL and EBSCO HOST. The e-books (general or reference) can be accessed through Open Access system.

40. **Library Timings.** The library Timings will be as under:-

(a) Week days	9.00 AM to 9.00 PM
(b) Lunch Break	1.30 PM to 2.30 PM
(c) Saturdays	2 <sup>nd</sup> & 4 <sup>th</sup> Saturday (Closed)
(d) Sundays / Holidays	Closed (May be kept open during exam period depending on request from students approved by Head of the Institute)

41. **Responsibility of Library users**

- (a) Readers shall maintain perfect order & silence in the library.
- (b) Eatables and bags are not allowed inside library premises.
- (c) Spitting, Smoking or doing anything which may be against the ethics and environment of the library, are strictly prohibited.
- (d) Members are requested to check the books thoroughly before getting them issued and must be obtained initials of the issue counter assistant for any mutilation or markings, otherwise the member shall be responsible for mutilation & marking discovered afterwards.
- (e) If books issued to a member are found mutilated at the time of return he/ she shall have to replace the book same or pay the price there of besides the penalty imposed upon him/her by the library In-Charge.
- (f) The janitor at the gate of the library is authorized to search any person or a reader.

(g) The library rules may be altered or amended or new rules may be added to the existing ones by the librarian from time to time. These rules or any alternating or amendments to them shall be effective and binding on all concerned. A copy of these rules will be made available when asked for, or displayed in the circular file kept in the library.

(h) Any infringement of the library rules will render a members privilege of admission to and borrowing books form the library liable to cancellation.

(j) When the students have any complaint about the services provided by the library they should not enter into argument with the library staff, instead, they are advised to bring it to the notice of the library In-charge.

#### 42. **Rules for admission into library**

(a) All persons with institute's identity card shall be allowed admission to the library and that library in-charge may, at his discretion refuse, admission if he/she considers a person either shabbily dressed or undesirable.

(b) Every person who enters the library shall sign the register kept at gate in token of his acceptance to adhere to the rules of the library.

(c) The readers shall maintain decorum in the library. Library in-charge has a right to expel any person who breaks this decorum.

43. **Procedure for books issue & return.** All students will be given a Book Bank at the start of the semester that needs to be returned at the end of the semester. Book bank is prepared consisting of a book for each subject as suggested by the faculty. The collection of book bank will be revised based on the syllabus requirement. Additional 4 books shall be issued to users for a period of 15 days.

(a) If the books are not returned on or before the due dates, a fine of Rs. 5/-per day will be charged and are collected at the end of second or fourth semester.

(b) In case any book is lost or damaged by the member, the member shall replace the book or shall pay the cost of replacement at the current rate of the book.

(c) If a member does not pay the library dues or any books remain pending on his/her account for a period of one month, then the privilege of borrowing books may be suspended till he / she deposits the requisite amount / returns the books.

(d) Reference books, consultancy books, rare books, journals & books of fine arts will not be issued generally except with the written permission of the Director / Librarian.

## **AWARDS AND SCHOLARSHIPS**

44. For encouraging talent and advancement of knowledge amongst the student, AIMT provides variety of Awards and Scholarship Schemes. It inculcates human values and interest, commitment and motivation for academic pursuits.

Following are the different kinds of Awards and Scholarship Schemes being institutionalized at AIMT, Greater Noida:-

(a) Chief of Army Staff (COAS) All Round Best Student Rolling Trophy- One award per batch based on overall performance during complete duration of the course is given to the selected student of the passing out batch at the time of convocation/ Alumni Meet every year. The award consist of the following:- (i) Monetary Award – Rs 25,000/- (ii) Rolling Trophy (iii) Merit Certificate. There should not be any disciplinary case against the student.

(b) Awards of Academic Excellence. Three awards for students securing 1st, 2nd and 3rd position in Academics. The awards consist of the following:-

(i) 1st Position- Comprising of Monetary Reward Rs 20,000/-, Gold Medal and Merit Certificate.

(ii) 2nd Position- Comprising of Monetary Reward Rs 15,000/-, Silver Medal and Merit Certificate.

(iii) 3rd Position- Comprising of Monetary Reward of Rs 10,000/- , Bronze Medal and Merit Certificate.

(aa) TATA Memorial Scholarship – Given to best two students in academics in first year amounting to Rs 20000/- & Rs 15000/- respectively.

(ab) AGIF Scholarship – Extended to 25% of total strength amounting to Rs 40000/- per year on the basis of previous academic performance.

(ac) DLF Raghvendra Scholarship Scheme- The details pertaining to DLF Raghvendra Scholar Selection Criteria and DLF Raghvendra Scholarship Application Form are provided in the institute website.

(ad) Financial Assistance to the Students under Economically Weaker Sections (EWS) Scheme- The scheme is open to all the students of the University who fulfill the eligibility criteria as laid down in the Website of Guru Gobind Singh Indraprastha University.

For further details regarding awards and scholarships students are advised to visit [www.aimt.ac.in](http://www.aimt.ac.in).

## **INSTITUTE MAGAZINE AND JOURNAL**

45. Institute magazine is all about showcasing students' creativity. Its main purpose is to inform, engage, inspire & entertain a diverse readership – including faculty, staff, parents & students. It is a magazine produced by students which contain poetry, prose, arts and profession related feeds submitted by the students, faculty & staff. It is a platform shared by the students, faculty & staff to express their views, reflect their creativeness, share knowledge, experiences and ideas.

46. Institute magazine/newsletter covers events of campus life, achievements, result of students, faculty & staff. It has the summarization of the year in the form of picture & text. It is the best way to

enhance the creativeness among the students, faculty & staff. Contribution to Institute Journals would involve some serious and focused research. We encourage students to create new knowledge through research.

## **SPORTS ACTIVITIES**

47. Students are encouraged to take part in sports activities, for making them physically strong and inculcating amongst them a sense of team spirit and belonging to each other. The institute provides ample facilities for indoor and outdoor games. We have a good gym with most modern facilities. The Institute team traditionally excels in basketball, football, cricket, volley ball and athletics. We expect you to keep up the Army traditions. Sports meet at AIMT is held every year. In sports meet we have following games:-

- (a) Cricket
- (b) Football
- (c) Volleyball
- (d) Basket Ball
- (e) Badminton
- (f) Table Tennis
- (g) Athletics
- (h) Tennis

House colours are to be worn for all sports activities.



## COMMITTEES

48. The Institute encourages and promotes the involvement of students in managing the functions of the Institute. Various committees and their roles and responsibilities are given in the succeeding paragraphs.

49. **Academic & Corporate Advisory Council**

(a) **Composition.**

- (i) Panel of Eminent Academicians (including GGSIP University) & Corporate functionaries
- (ii) Director.
- (iii) Faculty Members, CTPO& Selected Students

(b) **Duties**

- (i) To guide on overall curriculum delivery, direction, focus and priorities
- (ii) To engage AIMT and corporate partners in an ongoing effort to strengthen institutional position as a leader in management education.
- (iii) To facilitate the professional development of the students at AIMT, by guiding the students on the trainings required.
- (iv) To inform those challenges which the Corporations are anticipating and that will affect their ways of leading and staffing their organizations.
- (v) To organize industry specific workshops, seminars, small duration courses in the campus.
- (vi) To prepare detailed semester program one month before the commencement of the semester.

47. **Discipline & Student Welfare Committee**

(a) **Composition**

- (i) Chairperson : Registrar
- (ii) Members : Academic Head, a faculty member, Batch wise Program co-coordinators of both MBA and BBA program, hostel wardens.

(b) **Duties**

- (i) The student conduct (discipline) and welfare committee is concerned with the responsibility for the general and the specific well-being of students. This has been formed with the sole intention to act as an interface between the management and student.
- (ii) The committee administers and makes decisions concerning student welfare, taking up issues reported by students and resolve them by bringing it to the notice of the Registrar & Director.

(iii) It shall also strive to protect the rights of the student. It is the responsibility of the committee to maintain and improve an atmosphere conducive to the pursuit of academic goals. It believes that given the opportunity, many of these students will bring out their hidden talents.

(iv) To foster the scholarly and civic development of the students in a safe and secure learning environment, and to protect the people, properties and processes that support the institute.

(v) To secure the proper working of the institute in the broadest sense.

(vi) To provide rigorous, fair, transparent and consistent processes for investigating and considering reported incidents involving alleged misconduct.

(c) **Acts of indiscipline and misconduct.** Without prejudice to the generality of the power to maintain and enforce discipline under this ordinance, the following shall amount to acts of indiscipline or misconduct on the part of a student of Army Institute of Management & Technology:-

(i) Physical assault or threat to use physical force, against any member of the teaching or non-teaching staff of the University or an affiliated college or institution or against any student of the University, an affiliated college or institution.

(ii) Remaining absent from the class, test or examination or any other curricular or co-curricular activity which he / she is expected to participate in.

(iii) Carrying of, use of or threat to use, any weapon.

(iv) Indulging in or encouraging violence or any conduct which involves moral turpitude.

(v) Behaving in a rowdy, intemperate or disorderly manner in the premises of the University or the college or the institution, as the case may be, or encouraging or inciting any other person to do so.

(vi) Any violation of the provisions of the Civil Rights Protection Act, 1976.

(vii) Misbehavior or cruelty towards any other student, teacher or any other employee of the University, a college or institution.

(viii) Any form of gambling.

(ix) Violation of the status, dignity and honour of a student belonging to a scheduled caste or a scheduled tribe.

(x) Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.

(xi) Practicing casteism and untouchability in any form or inciting any other person to do so.

(xii) Any act, whether verbal or otherwise, derogatory to women.

(xiii) Drinking smoking, intoxicants or use of drugs, except those prescribed by a qualified doctor.

(xiv) Any attempt of bribing or corruption of any manner or description.

- (xv) Willful destruction of the property of the University or an affiliated college or institution.
- (xvi) Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so.
- (xvii) Causing disruption of any manner or description of the academic functioning of the University system.
- (xviii) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be.
- (xix) Truancy and unpunctuality.
- (xx) Ragging as defined in this ordinance.
- (xxi) The Director of Institute may amend or add to the list of malpractices.

(d) **Penalties for breach of discipline.**

- (i) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate by him.
- (ii) The Director of the institute may in the exercise of his powers aforesaid, order or direct that any student:-
  - (aa) Be expelled from the Institute, as the case may be, in which case he /she shall not be re-admitted to the institute from where he/she is expelled but it shall not preclude his/her admission to any other institution with the prior approval of the Vice-Chancellor.
  - (ab) Be, for a stated period, rusticated in which case he/she shall not be admitted till the expiry of the period of rustication.
  - (ac) Be not, for a stated period, admitted to a course or courses of study of the University.
- (iv) Be imposed with the fine of a specified amount of money:-
  - (aa) On first minor indiscipline activity Rs.500/-
  - (ab) On second minor indiscipline activity Rs. 1000/-
  - (ac) On third minor indiscipline activity Rs. 2000/-
- (v) In case of acts as mentioned in para 47(c)(viii) to (xiii) of above para(c), the financial penalty will be as under:-
  - (aa) On first indiscipline activity Rs.1000/-
  - (ab) On second indiscipline activity Rs. 2000/-
  - (ac) On third indiscipline activity Rs. 5000/-
  - (ad) On fourth indiscipline activity, the punishment will be as per para 47(d)(vi) below.
- (vi) Be debarred from taking a University examination or examinations for one or more years.

(e) On recommendation of Director, the VC, GGSIP University may also order or direct that the result of the student concerned, of the examination or examinations at which he has appeared, be cancelled.

(f) Declaration to be signed by a student. At the time of admission, every student shall be required to sign a declaration on oath that he shall submit to the disciplinary jurisdiction of the Vice-Chancellor and authorities of the University or of the Director or the Principal, as the case may be, of the college or institution, as the case may be.

48. **Anti Ragging, Woman Grievances & Sexual Harassment Committee**

This is a ragging free campus. Ragging in any form shall be strictly prohibited within the premises of the University, a college or an institution, as the case may be, or in any part of the University system as well as on public transport, or at any other place, public or private.

(a) **Composition**

(i) Chairperson : A Faculty member

(ii) Members : Two faculty members, girl's hostel warden and two female students of senior batch MBA and BBA program

(b) **Duties**

(i) To prevent ragging in any form.

(ii) To encourage students to report any complaint related to ragging or harassment.

(iii) To handle the complaints with due diligence.

49. **Admission Committee**

(a) **Composition**

(i) Chairperson: Registrar

(ii) Members : Two faculty members, two staff members

(b) **Duties**

(i) To deliberate as consultative body on admission policy & practices.

(ii) To monitor and guide candidates for admissions.

(iii) To address to students admission queries.

(iv) To provide an objective review of applicants' qualifications and interests without prejudice.

(v) Participate in communication efforts with prospective students.

(vi) To participate in periodic meetings with Director and Registrar on Admissions.

50. **Library Committee**

(a) **Composition**

(i) Chairperson : Faculty member

(ii) Members :Library in-charge, library assistant, chairperson of each subject, two students from each batch (MBA and BBA).

(iii) Student Representative

(b) **Duties**

(i) To ensure procurement of books and journal as per the academic and AICTE requirements.

(ii) To prepare newspapers and journal clipping which can assist students and faculties in research work, preparation of lecture scripts or articles for publication.

(iii) To ensure availability journal database for research work.

(iv) To facilitate proper reading environment.

(v) To maintain audio and visual library.

51. **Sports Committee**

(a) **Composition.**

(i) Chairperson : Faculty member  
Co-opted-Registrar

(ii) Members : A faculty member, Staff and Students

(ii) Students Representative

(b) **Duties.**

(i) To ensure that the grounds are properly maintained.

(ii) To organize sports and games competitions amongst various courses.

(iii) To encourage and organize daily evening games.

(iv) To encourage students participate in inter college sports competition.

52. **Cultural Committee**

(a) **Composition.**

(i) Chairperson : Faculty member  
Co-opted-Registrar

(ii) Members : Registrar, Faculty members, Support staff and Students

(iii) Students Representative

(b) **Duties**

(i) To provide platform for the students to showcase talent inside and outside college.

(ii) To keep the spirits alive on the campus by organizing multitude of cultural activities round the year.

(iii) To organize and celebrate festivals or frequent open air jamming sessions to bind the students.

(iv) To encourage and organize inter batch events, fresher's party.

(v) To encourage students participate in inter college sports competition.

53. **Research & Publication Committee**

(a) **Composition.**

- (i) Chairperson : Faculty member
- (ii) Members : Faculty members and Students from each Batch
- (iii) Students Representative

(b) **Duties**

- (i) To bring out Institute News letter every quarter.
- (ii) To bring out Institute magazine.
- (iii) To co-ordinate publication of annual journal of the Institute. The journal must contain research papers and articles involving in depth studies.
- (iv) To arrange exchange of journals with other institutes.

54. **Placement Committee**

(a) **Composition**

- (i) Chairperson : CTPO
- (ii) Members : Faculty and Student Representatives from each batch of MBA and BBA program

(b) **Duties**

- (i) To create, maintain and update database on industry requirements, job opportunities at various establishments.
- (ii) To provide Industry Academic Interface by organizing visits, Seminars and Job fairs.
- (iii) To organize Campus Interviews.
- (iv) To help students in identifying and improving their core competencies.

55. **Mess Committee**

(a) **Composition**

- (i) Chairperson : Registrar
- (ii) Members : Hostel Warden (Boys and Girls), Student Representatives from each batch of MBA and BBA program

- (b) **Duties**
- (i) To plan and finalize the menu and to suggest change there in within existing financial norms.
  - (ii) To supervise the quality of food stuff procured and the preparation of food to cook in mess.
  - (iii) To suggest ways and means for making local purchase of fresh provisions, reduction in wastage of food, maintenance of proper discipline in the mess and maintenance of cleanliness in the dining area hall and surroundings.
  - (iv) To suggest and implement an effective serving system in the dining hall.

56. **Alumni Cell**

(a) **Composition**

- (i) Chairperson : Faculty member
- (ii) Members : Faculty member and Student Representatives from each batch of MBA and BBA program

(b) **Duties**

- (i) To nurture relationships with alumni and keep them connected o the institute
- (ii) Coordinating Alumni cooperation and promote programs that instills good will and pride, provides opportunities for professional growth and social interaction)
- (iii) To promote and enhance effective communications between the Institute and its alumni
- (iv) To continuously update the alumni database.

57. **Entrepreneurship Cell:**

(a) **Composition:**

- (i) Designated Faculty
- (ii) Student Representatives from each batch of MBA and BBA program

(b) **Duties**

- (i) To organize Business Plan Competitions every year.
- (ii) To hosts various workshops, speaker sessions, innovative games, competitions for aspiring entrepreneurs
- (iii) To support aspiring entrepreneurs by providing necessary resources such as seed funding, mentoring, consultancy and networking.

58. **Horticulture & CSR Activities Cell**

(a) **Composition**

(i) Chairperson : Registrar

(ii) Members : Estate Supervisor and staff  
Student representative from each MBA & BBA Programme

(b) **Duties**

(i) To oversee, coordinate and integrate the management of the Institute's Horticulture & CSR programs for Employees, Students and Environment

(ii) To ensure that the CSR program is integrated and applied consistently throughout the Institute.

(iii) To identify and recommend program enhancements that will increase effectiveness and overall improvement in Institute's performance and image.



## MISCELLANEOUS POINTS

### 1. **Use of Computers and Networks**

(a) Students who are provided access to AIMT computer facilities and to the campus-wide communication network assume responsibility for their appropriate use. AIMT expects students to be careful, honest, responsible, and civil in the use of computers and networks. Those who use the Wi-Fi of the Institute and the internet are expected to abide by the rules for networks. These will not be used to transmit any vulgar, obscene, threatening or anti-national communication. E-Mail ID is to be used only for college & Academic Activity.

(b) In addition to these rules, certain computer misconduct is prohibited by Indian laws and is, hence subject to penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system or database; falsely obtaining electronic services or data without payment of required charges; intentionally intercepting electronic communications; and obtaining, altering, or destroying others' electronic information. Similarly, serious legal penalties may result from the use of computers of AIMT or their networks to violate copyright laws, as is possible with the use of peer-to-peer file-sharing programs. Moreover, a student may be held responsible for misuse that occurs by allowing a third party access to the student's own computer, account, or network connection. Attempts to circumvent accounting systems or to use the computer accounts of others will be treated as forms of attempted theft.

(c) Students should not attempt to damage or to degrade the performance of AIMT's computers and networks and should not disrupt the work of other users. Students should not attempt to circumvent security systems, or to exploit or probe for security holes in any of AIMT network or systems.

(d) While leaving the computer labs, students should delete the files created by them, if required by down loading them to removable storage devices. Such devices will however be scanned for virus, before they are used for uploading or downloading of data.

(e) AIMT neither sanctions nor censors individual expression of opinion on its systems. The same standards of behavior, however, are expected in the use of electronic mail as in the use of telephones and written and oral communication. Therefore, electronic mail, like telephone messages, must not be obscene, threatening or harassing.

2. **Intellectual Property –Electronic and Hand Written.** All course related assignments are a part of one's academic work and all hand written material should be regarded as literary creations. Attempts to duplicate, use, distribute software or other data, including the hand written one, without authorization by the owner/ author is prohibited. Further, submitting it to the Faculty with one's own credits amounts to plagiarism. This is not permitted and will not just invite censure but also be noted suitably against the credits to be awarded to the erring students. When using inputs from the internet, they will be duly acknowledged, citing the web links thereof.

# HOSTEL RULES

## RULES AND REGULATIONS FOR STUDENTS' HOSTEL

1. **General.** At the very outset, it needs to be clearly understood by any student seeking hostel accommodation at AIMT that it is allotted on the condition that the student specifically agrees to abide by all the rules and regulations of the hostel, both in letter and spirit. This is to be a sacrosanct and unconditional requirement which AIMT seeks from its hostellers. Those who cannot abide by these rules and regulations will not be admitted to the Hostel.

2. **Rules Governing Allocation, Retention and Vacation of Hostel Accommodation.** Specific rooms are allotted to the students for a period of up to one year or less. Residents must occupy rooms specifically allotted to them. Residents shall not change over to any other room except with the written permission of the Warden. Room amenities should not be interchanged. Residents are required to shift to other rooms as and when informed by hostel authorities. This shifting may be necessitated due to administrative or disciplinary reasons. Students may also be required on disciplinary or administrative grounds to vacate or shift to alternate accommodation at short notice. Students will also forfeit their rooms if they fail to clear all their dues to the hostel by the appointed day. In all such cases, including non payment of hostel dues, they will be asked to vacate the hostel. The AIMT management reserves the right to break open any room which is not vacated, pack up the contents and store it. The items in the room will be listed by Warden / designated officials and kept in the store room. No complaints of breakage or loss in this regard will be entertained. . The AIMT management also reserves the right to break open rooms in case of any suspected unlawful activities or on the basis of security risk, including perceived danger to the life of any resident. If a resident is absent from his room for a long period without prior information or any valid reason, his room will be opened by the management, in the presence of the Warden. On such occasions, the items in the room will be listed by these officials and kept in the store room.

3. Residents who wish to vacate the hostel must meet the Warden for necessary formalities/advice. Permission of the student's parents and Registrar, AIMT, along with certain documentation is mandatory for this & no dues certificates is required from the institute.

4. No student should stay away from his/her room during the night, between 2200 hrs to 0700hrs, except with prior written permission of the Warden. Any student, who wishes to leave the campus for short duration during weekdays or weekends must obtain **OUTPASS** approved by Registrar. Those applying for out pass permission, must collect forms that are available with the respective hostel wardens or apply online. They must state the date and time of his/her intended departure and return as well as the contact details to include the name, address and telephone number of the person being visited during the absence. These details must be entered in the IN/OUT register maintained in every hostel. On recommendation by the warden final approval of outpass has to be obtained from the Registrar 12 working hrs in advance. The timing for approval by Registrar is 1600hrs to 1700hrs on all working days. A student can avail 4out passes in a week (2 during weekdays and one each on Saturdays and Sundays).

5. Biometric attendance must be done in the evening. Timings are 9:30 PM. – 10:00.PM

6. Students must vacate their rooms within 48 hrs after the completion of their semester exams.
7. Personal belongings must also be vacated. They can be kept in the store rooms at the resident's responsibility.
8. **Laundry Services.** Students can avail laundry services available in the premises. Pick up and drop of clothes must be done from the common area. No room services for the same will be permitted.
9. **Unauthorised Use of Hostel Premises by Persons other than the Bona-fide Residents.**  
Residents are not permitted to allow their rooms or any other facilities of the hostel to be used by any person who is not a bona-fide resident of the hostel. All residents are advised to extend their fullest co-operation to see that no unauthorised persons enter or stay in the hostel premises. If they happen to find any such person, the matter should be brought to the notice of the Warden for further action.
10. **Rules Concerning Community Living.** Students are advised to avoid singing aloud, shouting, playing music at loud volume or making all types of noises which are likely to distract or disturb other students. Anything which interferes with studies of other residents of the hostel must be avoided at all times. Serious action will be taken on the breach of this rule. Complaints from other residents will be investigated and action taken accordingly.
11. Students must follow decent dressing when they move out of the hostel.
12. Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
13. Playing any kind of outdoor games inside the hostels/corridors is not permitted.
14. No televisions are permitted to be kept in the hostel rooms by the students. Students have to watch TV provided in the hostel ante room/ Common room.
15. The rooms and surroundings must be kept clean. Residents are responsible for the cleanliness of their rooms. The service of the cleaners must be utilized to ensure that the rooms are swept while the residents are in the room. All waste paper and refuse must be placed in receptacle provided for that purpose.
16. **Security of Personal Assets.** Students are advised not to keep large amount of cash or valuables in the room. Students are responsible for the safety of their belongings inside their rooms. . It is the responsibility of the Hostel residents to get their laptops and valuables, if any, insured themselves. All residents must take care of their ATM Debit cards and Credit cards. They must not disclose their PIN to anybody, note vento their best friends. The management will not be responsible for any valuable belongings.

17. **Prohibition of Cooking and Eating Meals in Rooms.** Cooking / heating of food in hostel rooms are not permitted. Carrying of food or any item of crockery / cutlery etc from the Student's mess to the rooms or even to any place outside the dining hall of the students mess is also not permitted. Except when a student is physically unable to proceed to the Student's mess, all students will dine in the Mess. The fine of Rs. 500/- will be imposed on students violating the norms.
18. **Substance Abuse.** Substance abuse, consumption of alcohol and smoking or chewing of tobacco and its related products is strictly banned in the hostels and in the AIMT Campus. Students who reside in the hostel of AIMT, undertake that if suspected of substance abuse, they consent their medical check up to confirm / rule out the same, to be carried out on the orders of the management of AIMT. The fine of Rs. 1000/- alongwith expulsion from the hostel.
19. **Partying.** Partying IS NOT permitted within the in the hostel rooms, its corridors or anywhere in the hostel. Permission for hosting parties in common areas (Amphitheatre, cafeteria) may be sought from the Registrar, through the Warden and student's marshal. Such parties may be held strictly between the time periods for which the permission has been granted. As a rule, such events will finish by 2145 hrs except when permitted to extend beyond 2145 hrs for which the Director's specific permission will be obtained well in advance, through the Registrar.
20. **Visitors.**All visitors including parents/ guardians must be entertained only in the Hostel ante room or student's cafe from 1700hrs to 1900hrs during working days and 0900 to 1900 hrs on holidays. They are not permitted to visit the floors / rooms of the residents. Students expecting visitors to hostels will obtain a Visitor's pass from the office of the Registrar, in advance, during working hours of his office. In case the visitors arrive unannounced on a holiday / Sunday, this permission will be sought from the hostel Warden.
21. **Damages to Property.** Any damage/breakage to hostel property will be charged to the occupants of the room. This includes driving in of nails, defacing of walls, damage to fixtures and furniture If this is a property of common usage, e.g. in common areas, toilets, ante room, dining hall etc and it is not possible to fix the blame on individual(s), such damage will be recovered from all students who use that facility. Disciplinary action will also be initiated for wilful damages. Fine will also be levied in addition to disciplinary action.
22. **Reading of Notices.** All instructions/ notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board every day, once before classes commence and before dinner time to acquaint themselves with latest information/orders.
23. **Precautions against Fire.** Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the Hostel premises throughout the year. Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines if any before leaving their rooms. This is necessary to avoid an inadvertent fire. In case of fire, residents must raise an alarm and inform the hostel Warden.

24. **Rule Governing Visit of Males / Females to Hostels of Opposite Genders.**The entry of all males except male officials (only on duty) permitted specifically by the Director is strictly forbidden inside Girls hostel except for parents / other male guests who will be permitted to meet their wards only in the Girls' hostel ante room/ Common Room after due approval.. Likewise females are not permitted to enter the Boys hostels except ladies specifically permitted by the Director on official duty. Similarly parents/ lady guests of male students are permitted only in the ante room of Boys hostel.

25. **Maintenance of Rooms, Utilising of Services and Complaints.** The rooms are distempered and painted and maintained regularly by the management as per the maintenance schedule. Residents are not permitted to re-paint or do any alteration of any nature. At the time of allotting the rooms the students will be shown the existing state which will be recorded as per inventory of the room. The students will then sign an undertaking that she/he will maintain the room and other resources in the room in the same state and there will not be any unfair wear and tear. At the time of vacating the room group of staff detailed by the Registrar will verify the state of the room as per inventory of the room. In case of any unfair wear and tear the concerned resident will be made to pay appropriate penalty.

26. All maintenance complaints/requirements will be attended to by the Estate Manager. Complaint(s) must be entered in the register(s) available with the Wardens in their hostels. The complaints will be attended to expeditiously and are monitored by the Wardens.

27. Similarly Suggestion Book and Suggestion box are available in the Student's Mess. Students/members may enter/drop their suggestion regarding quality, quantity and variety of food in these registers/boxes which are perused by the concerned authorities for remedial action. Valued suggestions of residents are given due consideration.

28. Residents must bring to the notice of the Warden any failures/breakdown in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. The service of an electrician is available round the clock for attending to any defect in the electric system or fittings. When leaving the room, the occupants must take care to see that the fan and lights are switched off. Every effort must be made to economize the use of electricity.

29. The electric points provided in each room are to be used for connecting table lamps and cell chargers. Use of any domestic electric appliance like iron, cooler, heater, heat convector, etc. is not permitted. Infringement of these rules will be severely dealt with. Any private unauthorised electric appliance found in any of the rooms without permission will be confiscated and disciplinary action initiated & fine of Rs. 500/- imposed.

30. Water is an essential but scarce commodity. All residents are requested to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported.

31. The Warden and the Estate Supervisor and the Registrar are available round-the-clock on telephone, and may be contacted in case of any emergency.

32. **Sickness.** If a resident falls sick, he/ she or room-mate/friend must immediately inform hostel warden who will make arrangements for medical facility. ECHS Polyclinic is available next door at AWHO Township and students are permitted to use the medical facilities available at ECHS. Serious cases are referred to empanelled hospitals at Greater Noida/ Noida as well as Base Hospital, Delhi Cantt. The cost of treatment will be born by the concerned student. MI room on campus has services of a doctor from 1600 hrs to 1700 hrs.

33. **Surprise Checks.** Warden or any faculty member / others as permitted by the Director or the Registrar of AIMT may enter any room for verification / violation of hostel rules at any time of the day or night. Similarly surprise checks can also be carried out. Care will be taken by the management to ensure that the privacy of the resident is respected and ensured while carrying out any such visit(s) to the rooms of the residents.

34. **Responsibility of the Residents.** All hostel inmates must report any disciplinary matter or problems concerning them or their room-mate/ neighbour(s)/ other residents coming to their notice to the Warden/ registrar. Similarly reporting of breach of hostel rules by other residents will also be reported by any of the resident who observes the same. Reporting of this nature is obligatory and not a matter of choice. In case their room-mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any uncivil practices the same must also be immediately brought to the notice of the Registrar or the Warden.

35. Residents will apprise themselves of these rules and abide by them. Ignorance of these rules for any reason whatsoever will not be acceptable.

36. Prohibited Acts. The following acts are prohibited:-

- (a) Playing in the corridors.
- (b) Partying inside room. Year-wise reading / common rooms have been constructed on the respective hostel terraces where organised celebrations can be conducted with prior permission.
- (c) Playing loud music so as to disturb others. Possession of external speakers of any kind are not permitted within the hostel premises.
- (d) Parking of vehicles anywhere other than parking area.
- (e) Having meals inside the hostel rooms unless medically advised.
- (f) Smoking, chewing of tobacco/pan and spitting in the Campus/hostel area.
- (g) Drinking/Consumption/storage of alcohol.
- (h) Gambling of any nature and kind.
- (i) Borrowing or lending money.
- (j) Visits by members of opposite sex to the hostel rooms.
- (k) Keeping of firearms/weapons of any kind.

- (l) Canvassing for funds/donation for any cause without express sanction of the Director, AIT.
- (m) Fixing of nails on walls to hang wall pieces.
- (n) Pasting of posters/ slogans/ graffiti on walls/ fixtures.
- (o) Use of electrical appliances like hot plates, gas stoves, irons and heating rods
- (p) Cooking in hostel rooms.
- (q) Keeping personal TVs.
- (r) Allowing/permitting anyone other than a bonafide AIT hostel student to stay in the rooms allotted/vacant rooms of the hostel and failure to report such occupation on coming to know of it will constitute an offence.
- (s) Burning of any material inside and outside the hostel or in any AIT building that is likely to result in a serious fire hazard/ accident.
- (t) Burning of any material inside and outside the hostel or in any AIT building that is likely to result in a serious fire hazard/ accident.
  
- (u) All such acts that have been banned/ prohibited/ constituting an offence/ violation of good order and student discipline by various acts and orders enacted by the AIT, University of Pune, Govt of Maharashtra and Govt of India.

## GRIEVANCE REDRESSAL CELL (GRC)

1. **Objective:** Objective of the Grievance Redressal Cell (GRC) is to develop a responsive and accountable attitude among all the stakeholders to ensure a harmonious educational atmosphere in the Institute.

2. **Scope:** Cell deals with grievances received in writing from the students about any of the following matters:-

(a) **Academic Matters.** Grievances related to timely issuance of Degree, Mark sheet and Certificates, Transfer Certificates, Conduct Certificates or other examination related matters.

(b) **Financial Matters.** Grievances related to dues/payments for various items from library, hostels, cafeteria, mess etc.

(c) **Other Matters.** Grievances related conditions of sanitation, preparation of food, availability of transport etc.

(d) **Functioning** Cases are attended promptly on receipt of written grievances from the students in the attached Performa. The cell convenes a meeting to review all cases, prepares a report about the number of cases received, attended to and the number of pending cases, if any, which require direction and guidance from the Director and Registrar, AIMT. The decision given by GRC is communicated to the all concerned people through e-mail, SMS, post or telephonically.

(d) **Composition.** GRC shall consist of Presiding Officer, Two faculty members and Batch Representatives from each batch of MBA and BBA program .

(e) **Procedure.** Students are encouraged to put grievance in the format attached as annexure and drop it in the suggestion boxes or personally file it before the GRC. Suggestions boxes are placed in cafeteria, **outside Director's Office**, library & Hostels. Online submission of grievances can be done through AIMT website. The GRC will act upon those cases which have been forwarded along with the necessary documents and evidence.

(f) Any student or the staff can place suggestions, complaint or information about any wrong doing in the Institute. The details need to be clearly written. **The originator may or may not disclose her/his name** (though we will expect that the originator shows the courage to disclose her/his identity). The suggestions, complaint, information will be analyzed and corrective action will be taken if required. The originator will not be persecuted for this act. Her/his interests will be protected.



- (g) However the issues mentioned below fall beyond the scope of GRC:-
- (i) Decisions of the Discipline Committee, Academic Advisory Board or other committees constituted by the University.
  - (ii) Decisions with regard to award of scholarship, fee concessions, medals etc.
  - (iii) Decisions made by the University with regard to Disciplinary matters and misconduct
  - (iv) Decisions of the University about admission criteria for MBA course at AIMT, Gr. NOIDA, assessment and examination result

## **ANTI RAGGING POLICY**

1. Ragging within or outside the AIMT is prohibited. Ragging is a non-boilable offence under the law. Ragging includes display of noisy, disorderly conduct, teasing, rough or rude treatment, indulging in rowdy, undisciplined and obscene activities which cause or are likely to cause annoyance, undue hardship, physical or psychological harm or mental trauma or raise apprehension or fear in a fresher or other students, or forcing a student to do any act which such a student is not willing to do or which causes him/ her shame or embarrassment or danger to his/her life or indulging in eve teasing.

2 Acts which are not to be inflicted on other students include those of whipping, beating, branding, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical or mental activity that is likely to adversely affect the physical or mental health or safety of any student, or that subjects such student to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. It also includes orders to address senior students as Sir / Ma'am, perform mass drills, to copy class or other notes / do academic tasks for the seniors, to do errands and menial jobs for the seniors, ask / answer vulgar questions, look at pornographic pictures / videos etc. It also includes forcing the consumption of alcohol / other beverages forcibly do acts with sexual overtones (including homosexual acts, strip, kiss, other obscenities etc).

3 The above list is not comprehensive; other types of conduct not listed herein may also endanger students' physical or mental health or safety and needs to be entirely avoided by students. AIMT will consider all reports of ragging and take strict disciplinary or other appropriate actions. Whoever directly or indirectly commits, participates in, abets or instigates ragging inside or outside the AIMT shall be suspended, expelled or rusticated from the Institute and shall also be liable to fine. The punishment for ragging as per law includes rigorous imprisonment. It may also be cancellation of admission, suspension from attending college, withholding / withdrawing scholarship or fellowship, withholding or canceling results etc. Based on the nature of the complaint, suspension may be resorted forthwith on receiving a complaint. The decision on the type and quantum of punishment will be taken by the Director, AIMT.

4. Harassment will not be tolerated. Harassment, whether written, verbal, sexual (including homosexuality and pornography), physical, emotional, or racial, is a serious offence and will be treated as such. Similarly sending of offensive / abusive/ vulgar/ sexually suggestive SMS and MMS messages are strictly prohibited.

5. All students have to submit affidavit online / offline as per University norms

## SUBSTANCE ABUSE

6. This section includes rules related to consumption of liquor, prohibited drugs and smoking. Possessing, consuming, dealing in narcotic and intoxicating drugs / substances is a punishable act under the Indian Penal Code. No student of AIMT will indulge in such activities. Students are also not permitted to consume liquor in the AIMT premises (including hostel rooms) nor enter it when under the influence of liquor. **Violation of these rules will attract stringent disciplinary action.** In case of such indulgence, or suspicion thereof, the student will have to undergo a medical examination as per the directions of the Director, AIMT. Students will not smoke in AIMT, including in their hostel rooms.

7. Students will be thoroughly frisked at the institute entrance and also at the hostel gate.

8. If students are found to be experiencing difficulties with substance abuse, they may be referred to counseling, drug and alcohol rehabilitation programs. Persistent disregard or denial of medical assistance could result in criminal charges and expulsion.

## OTHER IMPORTANT RULES

9. **Guidelines for Photography and Recording and Uploading on the Web.** Army Institute of Management & Technology (AIMT) photo/filming/recording policies are designed to protect the privacy of students, faculty, and staff. There are also significant security reasons for limiting photography and filming (to include those using cell phones and computer web cams for such purposes) on campus. Further, AIMT wants to assure that staff and students can express themselves freely, work without probing cameras, and move about the rooms in their hostels and campus buildings without concerns about being under the watch of cameras owned by individuals.

(a) In general, unless invited, non-AIMT photographers, video/motion picture cameras, and media recording equipment are not permitted inside AIMT buildings, including classrooms, laboratories, office buildings, or other facilities without due advance permission of the Director, AIMT.

(b) Photography/filming/recording of special events, guest speakers, and performers is permitted in designated areas only, i.e., specific auditoriums, arenas, etc as approved by the concerned faculty for the specific academic assignment.

(c) Student photography is not permitted in classrooms without the permission of the faculty. The photographer should identify him/herself and his/her organization to all students in the class before taking photos.

(d) Students are not permitted to upload any pictures or videos which hurt the sensitivity of individuals and AIMT to worldwide web or social net working sites.

10. **Graffiti / Vandalism (Property and /or Equipment)**.Students shall not deface the property and equipment of AIMT. Students are responsible for textbooks, library books, any equipment loaned to or used by them. If misused or damaged, students will be responsible for charges to repair or replace. If repayment is not received, students may be suspended or removed from AIMT.

11. **Tampering with Office Records**.Interfering or tampering any of the office records of Institute / university is a serious offence and will result in suspension / rustication.

12. **Weapons or Replicas of Weapons**.Weapons or replicas of weapons are not permitted on AIMT Campus at any time. Besides inviting suspension and expulsion, criminal charges will be filed in every such instance.

13. **Criminal Offences**. Involvement in any criminal offence under Indian legal system will result in suspension or expulsion from the college.

14. **Trade**.Engaging in trade / trade related activities within the premises / campus is prohibited.

15. **Fighting / Criminal Assault/ Undesirable Associations**.Any student involved in or encouraging the involvement of another student in fighting will be suspended. Persistent involvement will result in expulsion from the college. Any associations, formal or informal, and activities or behavior pattern or utterances based on caste, regions, religions, gender etc, which differentiate or group students on such basis will be dealt with severely fine of Rs 5000 will be imposed for the above activities.

viii. **Reporting of Accidents, Fights, Ragging and other Unusual Incidents**.All students of AIMT are duty bound to report these at the very earliest to the Registrar and also Director, AIMT. If such reporting is required to be done after class hours, they will contact them on their cell phones. If they are not able to reach them on the cell phones, any of the faculty members must be intimated using all possible means.

ix. **Rules and Regulations Concerning AIMT Resources**AIMT has a wide array of resources including among others an excellent library and extensive computing and network facilities. Access to these resources makes time at AIMT a special privilege, and students have both rights and responsibilities regarding their use. To safeguard the integrity of such resources, AIMT relies on its students to use them with care, appropriately, and as authorized; to respect the rights of others who also have access; and to observe the rules granting access to, and use of these resources. Failure to abide by the rules governing their use will result in disciplinary action.

**PERFORMA FOR COMPLAINTS**

**ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY (AIMT),  
GREATER NOIDA  
Grievance Redressal Cell (GRC)**

Dated .....

Student's Name ..... S/D/o Shri.....

Batch ..... Student Mob No. ....

Roll No/ID ..... Parent's Mob No. ....

The issues are as follows:-

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**Signature of the Complainant**